

**National Guard Regulation 600-200**

**Personnel - General**

# **Enlisted Personnel Management**

**Army National Guard  
Arlington, VA 22204-1373  
25 March 2021**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

NGR 600-200  
Enlisted Personnel Management

This publication has been extensively revised.

- o Revises applicability statement (header page i).
- o Revises ARNG office symbols (throughout the publication).
- o Replaces references to obsolete Enlistment Criteria Memorandum (ECM) with ARNG Accession Options Criteria (AOC)-(throughout the publication).
- o Adds new PME course language (throughout the publication).
- o Adds new statutory authority for administrative separations (paras 1-5c and 1-5d).
- o Adds new procedures for requesting religious Accommodation for pre-accessions (para 1-10).
- o Adds clarifying guidance pertaining to Special Reporting Codes, 09R, 09S and 09W (para 2-8).
- o Changes pay grade to E5 for Soldiers entering State Officer Candidate School (para 2-8e).
- o Adds clarifying guidance when awarding PMOS based on SMOS or AMOS (para 2-12h).
- o Removes the permissive parachuting policy from chapter 3 which is now outlined in AR 350-1.
- o Adds the authority to integrate female Soldiers into all military occupational skills (para 3-5b).
- o Eliminated guidance pertaining to 79T career field (para 3-10).
- o Clarifies Battlefield promotions (SGT/SSG) are not subject to reduction based on lack of position vacancies (para 3-11f).
- o Adds assignment restrictions of military sexual offenders (para 4-3).
- o Adds list of prohibited enlisted MOS career fields for Soldiers convicted of sexually violent offences (Table 4-1).
- o Revises guidance for assignment of female Soldiers (para 4-5).
- o Revises 1SG qualifications for awarding SQI M (para 4-6).
- o Updates procedures for First Sergeant selection (para 4-6c).
- o Clarifies selection procedures to fill NCO vacancies (para 4-10).

- o Adds Statewide Vacancy Announcement procedures to fill NCO vacancies (para 4-13 - 4-17).
- o Requires non-acceptance memorandum from gaining state G1 if no vacancies exist or if transfer is denied (para 4-18).
- o Modifies guidance to the IST process (throughout paras 4-18 to 4-24).
- o Adds requirement to utilize IST module within the Retention Management Software (para 4-19).
- o Adds authorization to carry IST Soldiers excess for 2 years SSG and below. (para 4-21a).
- o New NGR Form 22-5-R, NGB IST Worksheet (Appendix E).
- o Adds Annual Recertification for SDAP (para 5-4).
- o Clarifies termination of SDAP procedures for 79T or SQI 4 personnel (para 5-5e).
- o Makes changes to SDAP levels in accordance with Army message 015/2017 throughout (Chapter 5).
- o Integrates the Assignment/Loss Reason Codes for separation authority in Chapter 6.
- o Adds requirement to obtain HQDA approval to discharge or release any Soldier who has completed 18 years or more of active federal service (6-2e).
- o Requires separation authority to determine mobilization potential (para 6-5).
- o Removes homosexual conduct as authority to approve separation under other than honorable conditions (para 6-8c).
- o Adds requirement to screen and counsel victims of sexual assault (para 6-11).
- o Removes requirement to issue discharge certificates NGB Form 56 and 56a for General, under Honorable Conditions characterization (6-15b).
- o Removes homosexual conduct as reason for discharge (para 6-15c).
- o Removes SSN requirement on discharge certificates (para 6-16).
- o Removes requirement to mail NGB Form 22 by certified mail (para 6-18c).
- o Adds new assignment loss reason code (SU) for Soldiers approved for Sanctuary (6-35b).
- o Adds separation authority for removal or withdrawal from 09S program (para 6-35b(10)).
- o Rescinds separation authority for homosexual conduct discharges (para 6-35g).

- o Adds separation requirement for Soldiers with a subsequent alcohol or drug related incident of misconduct during the 12 month period following completion or removal from the Army Substance Abuse Program (para 6-35h).
- o Adds separation requirement for a second incident of drugs or alcohol during a Soldier career (para 6-35i).
- o Adds offenses which require Soldiers to be processed for separation, sex offense/sexual assault. (para 6-35i(5)).
- o Adds new separation authority for prior service Soldiers from sister services who previously failed to complete the required Warrior Transition Course and after 1 Jan 11 the Basic Combat Training requirement (para 6-35p).
- o Revises DFR procedures. (para 6-38).
- o Adds modified Format 510 for DFR cases. (Figure 6-1)
- o Revises recent references and updates to ARNG CSM program (throughout chapter 7).
- o Adds requirement for personnel suitability screening for all applicants entering the United States Army Sergeants Major Course. (para 7-3c).
- o Modifies remaining service obligation requirements. (para 7-3M)
- o Modifies CSM Board packet procedures. (para 7-6).
- o Adds requirement for personnel suitability screening for HQDA (ARNG) CSM board. (para 7-12)
- o Adds new requirements if not appointed to CSM within 12 months of selection. (para 7-12a)
- o Clarifies the use of MOS 00Z (para 7-14b).
- o Adds USASMC board composition (para 7-24).
- o Reintegrates ARNG Extension, Immediate Reenlistment, and Bar to Continued Service/Immediate Reenlistment/Extension PPOM 09-026, (Annex A) in Chapter 8.
- o Combines Table 8-1 and 8-2.
- o Delegates the waiver authority to MPMO/G1 throughout table 8-1.
- o Clarifies promotion eligibility for Soldiers retained beyond age 60 (para 8-11b).
- o Adds procedures for erroneous extensions and correction of extension agreement (para 8-14).
- o Adds procedures for lost or missing DA Form 4836 (para 8-15).
- o Adds information concerning the new Retention Management Software (RMS) (para 8-27).

- o Adds requirement to use Retention Management Software for all extensions associated with an incentive beginning 1 October 2015 (para 8-27).
- o Adds new extension requirements regarding APFT/ACFT standards (Table 8-1, Rule J).
- o Revises the extension period for APFT/ACFT waivers (Table 8-1, Rule J).
- o Adds new extension exception for Soldiers with valid APFT/ACFT prior to being placed on temporary medical profile (Table 8-1, Rule J).
- o Adds waiver authority to extend Soldiers under non-transferable flag for pending final disposition. Table 8-1, Rule R.
- o Adds waiver authority to extend Soldiers flagged (Code H) Punishment phase, (Table 8-1, Rule S).
- o Adds waiver authority to extend Soldiers deemed stagnant (legacy) in their Professional Military Education (Table 8-1, Rule T).

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Personnel – General

Enlisted Personnel Management

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By Order of the Secretary of the Army:  
**JON A. JENSEN**  
Lieutenant General, USA  
Director, Army National Guard

Official:  
**MARTI J. BISSELL**  
Brigadier General, USA  
Chief of Staff

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**History.** This edition is a major revision of the publication.

**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; separation; extension/reenlistment, 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 to the Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS), both title 10 and 32 Traditional, Dual-status Technicians and AGR personnel. 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 ARNG-HRH. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Management control process.** This regulation is subject in part to the requirements of AR 11-2.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Director Army National Guard, ATTN: ARNG-HRH, 111 South George Mason Drive, Arlington, VA 22204-1373. 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 the proponent, ARNG-HRH 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 DARNG, ATTN: ARNG-HRH, 111 South George Mason Drive, Arlington, VA 22204-1373.

**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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### **Glossary**

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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.
- g.* ARNG Extension/Immediate Reenlistment and Bar to Continued Service.

#### **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) develops and issues guidance, regulations, and publications on ARNG/ARNGUS matters, in accordance with Department of the Army policies and DODD 5105.77 (National Guard Bureau (NGB)).

*b.* The Director, Army National Guard (DARNG), under the authority of, and at the direction of CNGB, exercises 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 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.* Leaders at all levels will:

(1) It is the responsibility of every leader to ensure proper personnel management for every Soldier beginning at their inception and throughout their professional development.

(2) Provide instructional guidance, policy direction, and monitor readiness goals and objectives all in an effort to foster an environment in which enlisted personnel within their commands are properly assigned and utilized.

(3) Effectively manage, mentor and educate enlisted personnel on the benefits herein.

(4) Be actively involved in and support the recruiting, attrition management and retention programs of the ARNG.

*e.* Officers, Warrant Officers and Noncommissioned Officers at every level will train, guide, counsel, and advise their Soldiers, and assist in their military professional development while simultaneously ensuring that the organization attain their readiness goals and objectives.

*f.* Soldiers will:

(1) Maintain Army standards at all times.

(2) Seek greater responsibility.

(3) Maintain proficiency in all aspects of their PMOS and qualification in other awarded MOSs.

(4) Complete Professional Military Education (PME) and Distributed Leader Course (DLC) required for career progression in a timely manner.

(5) Seek counseling and mentorship from leadership and peers.

#### **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 DODD 5105.77.

*c.* 10 USC 1177 establishes that a medical examination is required before administrative separation for any Soldier who has deployed overseas in support of a contingency operation or has been sexually assaulted during the previous 24 months, and is diagnosed as experiencing post-traumatic stress disorder (PTSD) or traumatic brain injury (TBI), or reasonably asserts the influence of such a condition, based upon service while deployed or such sexual assault. Any such Soldier will not be administratively separated under conditions other than honorable until the results of the medical exam have been reviewed by the separation authority. See AR 135-178, paragraph 1-5 for additional guidance.

*d.* 10 USC 1214a establishes that Soldiers determined fit for duty in a physical evaluation board (PEB) determination may not be involuntarily separated, or denied reenlistment, due to unsuitability for deployment or worldwide assignment based on the same medical condition(s) considered in the evaluation. The Secretary of Defense shall be the final approval authority for any case determined by the Secretary of a military department to warrant administrative separation or denial of reenlistment based on a determination that the member is unsuitable for continued service due to the same medical condition(s) considered in the evaluation.

*e.* 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 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 may not be made less restrictive.

*f.* 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 designee for Reserve of the Army status and TAG or designee for National Guard (State) status as stated in the appropriate areas of this regulation.

#### **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 (Equal Opportunity Program in the Army National Guard) and AR 600-20, (Army Command Policy) 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 AR 601-210 (Active and Reserve Component Enlistment Program). The ARNG Accession Options Criteria is published for each Fiscal Year (FY) by ARNG-HRH.

#### **1-8. Family Care Plans**

To ensure that all Soldiers (regardless of grade) can deploy promptly and perform their military duties when not deployed, Family Care Plans (FCPs) to cover military Family members must be in place. The FCPs are governed by AR 600-20.

#### **1-9. Enlisted Promotion Worksheets**

This regulation is the prescribing directive for the enlisted promotion worksheets as described in (a-c) below. The procedures and awarding of administrative promotion and board points are outlined in AR 600-8-19 (Enlisted Promotions and Reductions), chapter 7.

- a.* NGB Form 4100-1A, ARNG Enlisted Promotion Point and Appraisal Worksheet.
- b.* NGB Form 4100-1B, ARNG Senior Enlisted Worksheet.
- c.* NGB Form 4101-1, ARNG SPC/CPL Promotion Appraisal Worksheet.

#### **1-10. Religious Accommodation**

The following guidance is provided for processing religious accommodation waivers to Army uniform or grooming standards outlined in AR 670-1 (Wear and Appearance of Army Uniform and Insignia). These procedures are for all ARNG personnel regardless of grade. Commanders and ARNG leaders across the force must ensure the critical timelines established in this regulation by the SA are strictly enforced. Each request for religious accommodations



will be expedited through the command to meet the established 60-day approval-processing requirement. The Adjutant General must personally provide written justification of any delays beyond 60 days of the individual Soldier's request.

*a.* Army Regulation 600-20 (Army Command Policy) provides approval and disapproval authority and procedures for certain religious accommodation requests requiring a waiver to AR 670-1. The new guidance revises the approval and disapproval authority for the most commonly requested religious accommodations. All other requests for religious accommodation not requiring a waiver of AR 670-1 (such as medical care, worship practices, and dietary requirements) will be processed in accordance with AR 600-20, paragraph 5-6. AR 600-20, which includes guidance on processing other religious accommodation waivers to AR 670-1, except as modified in this regulation.

*b.* TAGs are authorized to approve or disapprove religious accommodation requests requiring a waiver for wear and appearances of the uniform, and personal appearance and grooming practices: wear of a hijab, wear of a beard, wear of a turban or under-turban/patka, with uncut beard and uncut hair. The approval authority for the ARNG is restricted to the Adjutant General for applicants entering the ARNG and current members. This authority may be delegated to an officer in the grade of Brigadier General/O-7 who is not a commander to serve as TAG approval authority for purposes of evaluating and approving requests for religious accommodation described in this paragraph. Approval must be consistent with the standards in AR 600-20.

*c.* The Director, ARNG is the approval authority for Soldiers serving on T10 AGR status.

*d.* The above-mentioned approval/disapproval authority may also elevate the final decision to SA or his designee. When elevating an accommodation request for decision, TAGs will recommend approval or disapproval, with reasons and evidence supporting the recommendation.

*e.* TAGs will consider every religious accommodation request on a case-by-case basis. In accordance with AR 600-20, religious accommodations will be approved when accommodation would not adversely affect mission accomplishment. TAGs will consider health, safety, military readiness, and the Soldier's sincerity of belief. TAGs will approve a request for a religious accommodation consistent with the standards described in AR 670-1 unless the commander:

(1) determines the request is not based on a sincerely held religious belief, or

(2) identifies a specific hazard that is not specifically addressed in this directive and that cannot be mitigated by reasonable measures after coordinating with the branch or MOS proponent.

*f.* States must submit initial email notification of State-approvable request to [ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@mail.mil](mailto:ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@mail.mil), within 5 working days of receipt of Soldier request. The email notification will include items listed in (1-7) below. All approved or disapproved requests must be submitted within 60 days of receipt of the request. States will submit all approvals or disapprovals to the ARNG Personnel Policy Division, Enlisted Policy Branch (ARNG-HRH-E) through eTRACKER for staffing and/or notification of approval/disapproval to the Secretary of the Army (SA) or his designee.

(1) Soldier religious accommodation request letter.

(2) Full name, DODID number, and rank.

(3) Type of request; pre-accession/current member.

(4) State of assignment and unit.

(5) Duty MOS.

(6) Approval or disapproval memorandum.

(7) DOD number.

*g.* The following documents will be included with all approved/disapproved requests for religious accommodation. States will address their memorandum through ARNG-HRH:

(1) Individual request.

(2) Supporting documentation, (i.e., optional photos, letters of recommendation, etc.).

(3) Chaplain interview memorandum. Must address sincerity of the requestor and the religious basis for the accommodation.

(4) State JAG review to determine legal sufficiency of the request.

(5) Chain of Command Recommendations. Requests will include recommendation memorandums from the Soldier's battalion commander, brigade commander. The battalion commander's memo must include:

(a) Soldier's MOS/AOC.

(b) This includes the Soldier's significant events in the next 365 days (monthly drills, schools, AT, etc.).

*h.* Commanders must ensure all Soldiers remain in compliance with AR 670-1 until applicable approval is received.

*i.* States must ensure a copy of the approved waiver is returned to the command and placed in the Soldier's Army Military Human Resources Record (AMHRR). All approved religious accommodation request will follow the Soldier throughout their career, this include Soldiers who transfer between States. Only the Secretary of the Army

or his designee may temporarily or permanently withdraw or limit an approved accommodation based on military necessity.

*j.* AR 600-20 clarifies that personnel with a religious accommodation allowing a beard may not attend military schools requiring toxic chemical agent training and may not be assigned to such positions (for example, Chemical, Biological, Radiological, Nuclear (CBRN) Officers, CBRN Technicians, or CBRN Specialists).

## **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 to award 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). Command will award MOS within the Integrated Personnel and Pay System-Army (IPPS-A) utilizing the Quals and Skills Personnel Action Request (PAR).

*(1)* The current approved procedures, specifications, and standards of grade outlined in DA Pam 611-21, chapters 1-15.

*(2)* The website for SMARTBOOK DA Pam 611-21 (Military Occupational Classification and Structure) is (<https://www.milsuite.mil/book/groups/smartbookdapam611-21>).

*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) per AR 601-210 (Active and Reserve Component Enlistment Program) or through the Civilian Acquired Skills Program (CASP), outlined in the ARNG Accession Options Criteria.

*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, a 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 1 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 a qualifying conviction or convictions 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 such a person. Soldiers with qualifying convictions will be coded with an Assignment Consideration field of "L9" within the personnel system. Refer to paragraph 6-35i(3) and AR 135-178, (Enlisted Administrative Separations) paragraph 11-2, for separation authority. Utilization of these Soldiers is outlined in paragraph 3-9.

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 AMOS will be recorded in IPPS-A. The absence of a Soldier's MOS from the automated system does not invalidate that MOS. If the absence of a 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 MOSs in IPPS-A (including SQI, ASI, and LIC) actions (awarding and withdrawals) on the Soldier's Record Brief, (per AR 600-8-104 (Army Military Human Resource Records Management)).

j. State Adjutants General (MPMO/G1) may award an 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 Tier 3 (T3) of the Federal Investigative Standards (FIS) 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 T3 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 a MOS for which the clearance or a favorable T3 was required.

(2) Promotion, Soldier is promoted using an interim clearance but final clearance is not granted, for any reason. This Soldier must be reduced or reclassified into a position that does not require a clearance. This includes National Agency Checks that come back unfavorable, when it is a condition of the promotion. .

k. Soldiers may attend MOS producing schools based on an interim clearance if authorized per DA Pam 611-21 or the MOS proponent.

## **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 Soldier's personnel records:

a. Training activity commanders.

b. Commandants of Army Service Schools or other Armed Forces schools training Soldiers for an Army MOS.

c. TAG may delegate their authority to subordinate promotion authorities as outlined in AR 600-8-19, chapter 7, except for actions involving Career Management Field (CMF) 79 and any other fields or MOSs that are restricted. For Active Guard Reserve (AGR) Title 10 personnel including CMF 79, DARNG (ARNG-HCM).

d. In all cases for consideration of exception to policy or a proponent determination, route all requests electronically to DARNG, Training Division (ARNG-TR) utilizing a Quals and Skills PAR in IPPS-A. Include copies of supporting documents (Soldier Record Brief, DD 214 (Certificate of Release or Discharge from Active Duty), Personnel Qualification Record, Academic Evaluation Reports (AERs), licenses, diplomas and certificates, copy of SF 88 or DD Form 2808 (Report of Medical Examination) 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 Recruit Sustainment Program (RSP).

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 24 months (except for courses with longer training times). Soldiers who complete MOS reclassification incur a remaining service obligation in accordance with AR 350-1 (Army Training and Leader Development).

(2) Award Soldiers with prior Army service, the MOS(s) they held on separation provided their break in service doesn't exceed 3 years. 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 DARNG, (ARNG-TR) by routing a Quals and Skills PAR within IPPS-A.

(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 solely from the

occupational database, units must submit a request to ARNG-TR for the proponent determination. Request for MOS determination will be forwarded as shown in paragraph 2-3*d* of this chapter. For those who fail to qualify, Commanders should direct the Soldier to attend either resident training or Supervised On-the-Job Training (SOJT) per DA Pam 611-21. Exceptions for those MOS's outlined in DA Pam 611-21 that authorize awarding the MOS based on the Civilian Acquired Skills Program (CASP) may be granted provided the criteria listed in AR 601-210 has been met.

(4) Determine skills and qualifications from prior service records. This includes Soldier's Record Brief, DD Form 214, NGB Form 22, or other service equivalents of Army records, and other documents that show the Soldier's training is complete, 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 previously awarded a valid SMOS, 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 II of this chapter, recommends withdrawal. Commanders must also take into consideration the time elapsed since last served in the MOS.

(7) Individuals with civilian acquired skills will use the procedures in the ARNG Accession Options Criteria (AOC), when they enlist. After enlistment, it will be necessary to request a proponent determination. See paragraph 2-3*d*.

## **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 350-1.

(5) Approved waiver of formal MOS training requirements granted by the MOS proponent. Submit requests in IPPS-A utilizing a Quals and Skills PAR for DARNG (ARNG-TR) with complete justification and any other relevant documents as cited in paragraph 2-3*d*. 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) are published by United States Army Human Resource Command (HRC) for all changes other than type A per DA Pam 611-21, Chapter 1.

(7) Identification of civilian acquired skills that have a direct MOS counterpart as listed in the ARNG Accession Options Criteria, 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) Successful completion of supervised on the job training (SOJT). 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. 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. Specific criteria for SOJT are in DA Pam 611-21, chapter 9.

b. Under State AGR career development programs, AGR Soldiers may be identified and qualified through formal training up to 1 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.

b. The restrictions below apply when selecting SMOS:

(1) A Soldier may hold only 1 secondary MOS, and may have 1 or more additional MOSs. The SMOS will not be an MOS that progresses into a Soldier's PMOS at SFC or below.

(2) See chapter 7 for rules on awarding MOSs for CSM.

## **2-7. 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 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 2 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 TAG, custodians of Soldiers' records may award CPMOS in IPPS-A using a Quals and Skills PAR provided that MOS is not a direct progression at the next higher grade. State MPMO/G1s (ARNG-HCM 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 3-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 TAG (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. For instance, SSGs hold Skill Level 3 by virtue of their grade.

a. MOS 09B will be used to identify NPS and MOS 09U for PS Soldiers who do not have an MOS, while awaiting and attending Basic Combat Training (BCT), Advanced Individual Training (AIT), or other training for initial award of a PMOS, and Soldiers awarded special reporting codes as prescribed in subparagraph (e) below.

b. Upon enlistment, PS accessions and in-service Soldiers who have completed BCT 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.

c. When a Soldier is promoted or reduced, change the skill level accordingly.

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

e. Special reporting codes (SRC) 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 below and as prescribed by NGR 600-100 (Commissioned Officers Federal Recognition and Related Personnel Actions). The following guidance is provided regarding SRCs 09R, 09S, and 09W:

(1) 09R (Reserve Officer Training Program Cadet).

(a) Until the Soldier is appointed, they are considered an enlisted Soldier and assigned against an enlisted position. They may be enlisted and carried in PMOS 09R10 until they are contracted as a senior cadet.

(b) Once the Soldier is contracted as a ROTC cadet, advanced to Cadet/E5 and award 09R20. The Soldier will remain assigned to either a valid vacant enlisted position or overmanning template-standard excess against an enlisted position. The Soldier's PMOS and DMOS (not the position MOS/SSI) will be 09R and their qualification code will be "S" until they are commissioned and complete the Basic Officer Leader Course.

(c) If enlisting in the ROTC program, the Soldier's Training Status Code will be "C".

(2) 09S (State officer Candidate).

(a) Until the Soldier is awarded 09S, they are considered an enlisted Soldier and assigned to an enlisted position. Once accepted into the state OCS program Soldiers will be coded with PMOS of 09S1O/09S2O until they physically report to phase 1 of OCS.

(b) Once the Soldier physically reports and is advanced to SGT they will be awarded 09S2O as a primary MOS, and attached to the Regional Training Institute they will be assigned to a valid vacant officer position (if no qualified officer position is available) assign in overmanning template-standard excess to an officer position.

(c) If enlisting for the 09S Enlistment option, the Soldier's training status code will be "C" and a PMOS of 09S1O.

(3) 09S (Federal Officer Candidate).

(a) Until the Soldier is awarded 09S, they are considered an enlisted Soldier and assigned to an enlisted position. They may be enlisted, awarded, and carried as 09S1O until they report to federal OCS.

(b) Once the Soldier is advanced to SGT and awarded 09S as a primary MOS, they will be assigned to a valid vacant officer position (if no qualified officer position is available) assign in overmanning template-standard excess to an officer position. The Soldier's PMOS and DMOS (not the position MOS/SSI) will be 09S and their qualification code will be "S" until they are commissioned and complete the Basic Officer Leader Course.

(c) The Soldier's training status code will be "C".

(4) 09W (Warrant Officer Candidate) (Prior Service Only).

(a) Until the Soldier is appointed, they are considered an enlisted Soldier.

(b) Once an enlisted Soldier has a position for appointment and obtains a favorable predetermination, the Warrant Officer Strength manager will submit their application to a Federal Recognition Board for appointment and award of 09W. Soldiers with an approved predetermination not accepting appointment upon successful completion of WOCS remain in an enlisted duty assignment.

(c) The Soldier's PMOS and DMOS (not the position MOS/SSI) will be 09W, and their qualification code will be "S" until they are commissioned and complete the Warrant Officer Basic Course.

(d) When enlisting in the Warrant Officer Candidate (WOC) enlistment program, the Soldier's training status will be "C".

f. 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 MOSs may be met under the CASP, or Soldiers may receive a waiver for award of the MOS from the proponent. See ARNG AOC for a list of eligible MOS under CASP. 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. 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 6th and 7th characters (a letter and a number) of the MOSC. It identifies skills acquired through functional and transition training or SOJT in maintenance and operating weapons 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 ASIs 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 6th and 7th 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 8th and ninth characters (2 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 8th 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, chapter 9. 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 the promotion authority. 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 2-8e.

*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 (Standards of Medical Fitness) or the PRP.

*c.* Involuntarily reclassified Soldiers normally retain their current PMOS and skill level until successful completion of reclassification training. Effective date to award the new PMOS is the date training is complete. 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 the appropriate skill level effective the date the reclassification is approved. 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.

*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.

*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 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 may input ASIs 4A or Y2 into the personnel database on all Soldiers identified as requiring additional training without orders. Once the Soldier satisfactorily completes the requirements, award the MOS on orders utilizing a Quals and Skills PAR in IPPS-A 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 2 or more MOS areas. Particular care must be exercised in evaluating 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.

h. Soldiers reassigned or transferred to a position for which they are already qualified either by Secondary or Additional MOS must have an order published changing the Soldiers Secondary or Additional MOS to their PMOS. Authority for publishing orders to adjust the PMOS will remain as outlined in paragraph 2-3. MOS substitutability will remain per DA Pam 611-21. When the Secondary or Additional MOS becomes the primary MOS the displaced primary MOS will be awarded as the Secondary or Additional MOS. When the order issuing authority changes a Soldier's Secondary or Additional MOS to their primary MOS, the Soldiers CPMOS will change to match the PMOS. The change in PMOS will be reflected in IPPS-A for the next promotion board, unless a valid reason exists to elect another MOS as the CPMOS per paragraph 2-7.

## **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 command 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 chapter 9.

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 Military Occupational Specialty (MOS) Administrative Retention Review (MAR2) (AR 600-60 (Physical Performance Evaluation System)).

(1) Soldiers must meet medical retention standards prior to the MAR2. See AR 40-501 (Standards of Medical Fitness), 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 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 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 Record Brief, the Personnel Qualification Record, and other extracts from the AMHRR record, which may be appropriate.

e. The unit commander will certify the final MAR2 stating that the Soldier can perform the duties of the MOS.

f. The State Surgeon will review the packet and recommend MOS retention or reclassification based on the hazard to the safety of the Soldier or others that may be caused by the Soldier's continued performance in the MOS.

g. The state 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 per AR 40-501 based on



recommendations by the chain of command. The MAR2 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 (The Active Guard Reserve (AGR) Program) and AR 135-178 (Enlisted Administrative Separations). Title 10 AGR Soldiers will be processed per AR 135-18, and AR 635-200 (Active Duty Enlisted Administrative Separations).

(1) If reclassification is directed and the Soldier cannot be qualified in the new MOS in the unit, the unit commander will submit a reassignment PAR in IPPS-A unless the Soldier requests retirement, discharge from the state, and transfer to the Individual Ready Reserves (IRR), or separation from service.

(2) Each level in the chain of command, to include TAG, 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 IRR, the Retired Reserve, or the Inactive Army National Guard (ING), per chapter 6 of this regulation.

(3) Soldiers with at least 15, and fewer 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. Exception, Soldier can be assigned to 00F position in a TDA unit.

(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 6-351(8).

## **2-14. Orders and records**

a. Award or withdraw MOSs, including SQI, ASI, and LIC on orders (AR 600-8-105) utilizing a Quals and Skills PAR in IPPS-A as soon as the Soldier becomes 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 1-for-1 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 ARNG personnel database (top-loaded by the state MPMO/G1) for Soldiers who require reclassification training to indicate formal training is required, or ASI Y2 when directed by HRC. States should provide guidance and management practices within their jurisdiction. Title 10 AGR Soldiers who require Category B conversions will have orders published by ARNG-HCM. See paragraph 2-12e for procedures.

f. Orders are required to remove ASIs 4A and Y2 utilizing a Quals and Skills PAR in IPPS-A.

g. Record the Soldier's 3 most critical MOSs as primary, secondary, and the first additional MOS. If the Soldier has other MOSs, award them on orders as AMOSs.

## **Section II**

### **Reclassification Boards**

## **2-15. Appointing authority**

The reclassification authority will normally appoint the reclassification board. This authority may be delegated. However, any higher commander (including TAG) may appoint such a board and designate its scope of authority. Only TAG 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 3 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 (CPT or above).

b. 1 appointed member of the board will be:

(1) A personnel manager or Battalion 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 gender as the Soldier appearing before the board.

(5) A minority member, if minority Soldiers are being considered, at least 1 voting member will be a minority. Note: Any member of the board may possess more than 1 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 AMHRR.

## **2-18. Procedures for Reclassification Boards**

a. Actions to be completed before the hearing. All records, including Soldier's Record Brief, Personnel Qualification Record, and a record of any previous classification or reclassification actions, MAR2, 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 (Procedures for Administrative Investigations and Boards of Officers) does not apply; may be used as a general guide.

(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, 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 Soldier's consent. The Soldier may present facts and MOS preferences 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 speak freely to ensure 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) In rare cases, the board may elect to defer action on a case until it has enough information on which to form and submit a recommendation.

(8) The board will determine recommendation in a closed session after all essential facts have been presented. If reclassification is recommended, the board will recommend 1 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 retains 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 for record and file a copy in the Soldier's AMHRR record. For AGR Soldiers, also file a copy in the Career Management Information File (CMIF). For Soldiers in the rank of SSG and above, enclose the unit commander's recommendations and other supporting documents.

c. Final authority on all actions is the DARNG for Title 10 AGR Soldiers; and TAG 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) 00D and 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.* Position coding and validation.
  - (1) This regulation eliminates the practice of coding ARNG TDAs with a remark code of “UP”.
  - (2) The specialized duty functions listed in DA Pam 611-21 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 (3) below.
  - (3) The Force Management Division (ARNG-FM) 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 memorandum format with complete justification to ARNG-FM.
- c.* Special reporting code 00D will be used to identify approved special duty assignment positions in MTOE organizational requirements and authorization documents, and to report the duty MOS for Soldiers assigned to these positions. The selection from a promotion list to 00D positions is outlined in (para 2-21).

##### **2-21. Selection from promotion list to 00D and 00F (MOS Immaterial) positions**

All 00D and 00F positions must have a duty description that lists all MOSs that can perform the duty. Each MOS immaterial position requires more than 1 feeder MOS. States must include in their annual MOI the selection process for MOS 00D and 00F from the Enlisted Promotion List. Inspector General and Equal Opportunity positions will be open to all qualified Soldiers regardless of MOS. In addition, Regional Training Institutes (RTIs) are authorized to include SQI “8” and additional prerequisites as part of their selection criteria.

- a.* Prior to selecting a Soldier from the promotion list, the States must adhere to the procedures outlined in paragraph 4-10.
- b.* Soldiers holding eligible CPMOSs in the duty description listed for either 00D or 00F vacant position will be considered. Selection will be determined by sequence as they appear on the promotion list. See AR 600-8-19, paragraph 7-40 for detailed guidance.
- c.* States that do not document a list of eligible MOSs to occupy the position will require a review of the entire promotion list for that grade. Soldiers 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 prerequisites to attend. Soldiers assigned to these positions should be stabilized for a period of 36 months. The State MPMO/G1 will make the final determination in concert with the Commander of the RTI in regards to stabilization waivers. The selection and assignment criteria outlined below in (para 2-23 and 2-24) pertains solely to lateral assignments. Only the SQI 8 is authorized for selecting a Soldier from the promotion list as announced in the state annual promotion board MOI IAW AR 600-8-19, chapter 7.

##### **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 Army Substance Abuse Program (ASAP) may be considered for assignment.
- c.* Possess mature judgment and initiative.
- d.* Have a minimum of 3 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 (The Army Body Composition Program).

- i.* be able to pass the Army Physical Fitness Test (APFT)/Army Combat Fitness Test (ACFT).
- j.* be fully qualified in the MOS for which instructor duty is desired and have at least 1 year of experience in that MOS.
- k.* Have recently (within 36 months) held a leadership assignment in the MOS of Instruction or as required by the course of instruction.
- l.* Have a demonstrated ability to be an instructor.
- m.* Does not have a speech impediment.
- n.* Have completed the highest level of PME in the MOS of Instructions or as required by the course of instruction.
- o.* No record of assault on superior, subordinate, spouse, or child.
- p.* Not listed as a military sexual offender.

## **2-24. Additional requirements for Regional Training Institutes Instructors**

In addition to the initial selection criteria in paragraph 2-23, Soldiers must:

- (1) Hold the 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 or higher 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.

## **Section IV**

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

#### **2-25. Use of Armed Forces Classification Test**

- a.* The AFCT evaluates in-service personnel who wish to improve ASVAB scores qualify for reenlistment, MOS change, Warrant Officer Candidate School (WOCS), Officer Candidate School (OCS), or Reserve Officer Training Corps (ROTC). The AFCT is the only test authorized for ARNG/ARNGUS Soldiers who have previously taken the Armed Services Vocational Aptitude Battery (ASVAB). Both tests assess 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 1 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 (Personnel Classification Testing). 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. 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 properly safeguard test materials and ensure that administration guidelines are followed IAW AR 611-5. Test examiners fall under the direction of the TCO, or the ATCO. The TCOs who coordinate Army Personnel Testing (APT testing at sub sites are responsible for oversight, inventory, and all testing that occurs at that sub site. Each APT account is assigned a test account identifier (Test Account ID). This ID shall be included on all correspondence with the APT Program Office. 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), and 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 make sure test materials shall be accounted for at all times. TCO must take proper precautions as specified in AR 611-5 to ensure proper handling of test material.

*f.* The TCO will forward the official test results to the Soldier's local APT file (2 years), Individual Soldier, and unit personnel for updating IPPS-A and filing in AMHRR.

## **2-27. Armed Forces Classification Test retesting**

If the aptitude area scores are not raised to the desired level because of an initial AFCT, retesting policies in AR 611-5 apply. Time limits for retesting; unless specified in the applicable regulation, retests on Army personnel tests will not be given until at least 6 calendar months from the date of the last administration of the test. Requests for a third retest must be approved by the State TCO as an exception to policy.

## **2-28. Service Remaining Obligation requirements**

Effective the date of this publication, Soldiers attending the following courses will incur a 36-months service remaining obligation upon completion of the course.

- a.* MOS 25B (Information Technology Specialist).
- b.* MOS 35L (Counter Intelligence Agent).
- c.* MOS 35T (Military Intelligence Systems Maintainer/Integrator).
- d.* MOS 89D (Explosive Ordnance Disposal Specialist).

## **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.
- b.* Guidance in this chapter for Title 10 and 32 AGR Soldiers in addition to AR 135-18 or NGR 600-5.
- 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 guidelines on personnel utilization that will strengthen and broaden MOS qualifications and prepare Soldiers for career progression.
- b.* Assign Soldiers to maximize opportunities for professional development and promotion.
- c.* Meet Soldiers' personal desires.

## **Section I**

### **Policy**

#### **3-3. Effective Management**

Personnel resources must be managed effectively to successfully accomplish the mission. It is the policy of the ARNG/ARNGUS 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 career progression.

#### **3-4. Objectives**

Proper personnel utilization serves the following objectives:

- 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 strengthens and broadens MOS qualifications and prepares Soldiers for deployment, career progression, increasing responsibilities, and diverse assignments.
- d. Assign Soldiers to higher graded positions and promote them using the procedures in AR 600-8-19, chapter 7. Any upward movement must be through the Enlisted Promotion System, unless otherwise authorized in this regulation or AR 600-8-19, chapter 7.

### **3-5. State and Subordinate Command Responsibilities**

Efficient utilization of Soldiers is an important responsibility of sound military personnel management.

a. State MPMO/G1 will establish uniform policies and procedures to assign and promote NCOs using the guidance in this chapter and Select, Train, Educate and Promote (STEP) methodology in AR 600-8-19, chapter 7. 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 the 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) Direct combat position codes for female Soldier assignments and utilization are obsolete. Army Directive 2016-01 (Expanding Positions and Changing the Army Policy for the Assignment of Female Soldiers) opened all remaining positions in conventional force units to females. The Army no longer has a separate policy for the assignment of females Soldiers. All positions are interchangeable unless otherwise specified.

(a) To assign female junior enlisted Soldiers (E4 and below) into an Infantry or Armor formation, the unit is required to access or assign 2 female leaders (E5 and above) at least 30 days prior.

(b) Both female leaders must be assigned to unit by way of an official military order; and at least 1 female leader must be qualified in the Armor or Infantry career field.

c. Unit commanders and leaders 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.

d. Full time support personnel 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.

### **3-6. Title 10 Active Guard and Reserve (AGR) Responsibilities**

a. DARNG (ARNG-HCM) in concert with the Human Capital Management Office 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.

b. G-staff SGM 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 DARNG (ARNG-HCM).

(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.

c. G-staff SGM will:

(1) Advise and assist G-staff primaries, Senior Enlisted Advisors and CMF Managers in carrying out the policies in this chapter and guidance per subparagraph *a* above.

(2) Inform DARNG (ARNG-HCM) of noncompliance with utilization policies and recommend corrective action.

### **3-7. 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 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 while coded in another, related MOS, for short periods (less than 12 months). When use is projected for the long term, leaders must send the Soldier to a resident MOS qualification course (at an active Army installation or a Regional Training Institute (RTI)). 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. In addition, this does not authorize a "Q" code within IPPS-A, unless it is an MOS formally designated and directed for substitution by HQDA. The authoritative listing of HQDA directed MOS substitutions will be published and maintained at <https://fmsweb.army.mil> and accessible for reference via NetUSR portal.

## **Section II**

### **Utilization**

#### **3-8. 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 DARNG 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 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 2 grades higher until an eligible Soldier becomes available.

*c.* Utilization of AGR Soldiers, except those in CMF 79, in positions 2 grades higher requires a waiver from TAG IAW NGR 600-5, (ARNG-HCM for Title 10 Soldiers). 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, chapter 7. 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 requesting voluntary reassignment.

#### **3-9. Utilization of Soldiers subject to the Lautenberg Amendment**

*a.* Commanders must detail Soldiers whom they have reasonable cause 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.

*d.* Soldiers with a qualifying conviction will be denied favorable personnel action in accordance with AR 600-8-2 (Suspension of Favorable Personnel Actions (FLAG)). The flag may be removed if the qualifying conviction is expunged or set aside by competent authority. Soldiers must be coded with "L9" ASCO. This restriction prohibits promotion, reenlistment/extension, and mobilization. See AR 600-20, chapter 4 for additional guidance.

#### **3-10. Recruiting and Retention Personnel**

Effective 1 January 2018, the 79T Conversion Course will not be required for conversion to MOS 79T and the Strength Maintenance Training Center will no longer conduct the Conversion Course. Policies and procedures for the management of career field 79T and the SQI 4 Non Career Recruiter Course are outlined in NGR 601-1 (Strength Maintenance Program).

### **3-11. 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 an 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 CPL may be utilized in a SPC 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 CPL and SPC.
- 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 1 grade lower for not longer than 2 years before involuntary reduction is mandatory in accordance with AR 600-8-19, chapter 10. Individuals who refuse assignment within the mileage limitations 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 1-grade-lower position for a maximum of 1 year after Release from Active Duty (REFRAD). Soldiers (SGT/SSG) who received a Battlefield promotion are not subject to reduction based on the lack of position vacancies regardless of timeframe.
- 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 3 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 3 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 while in theater.
- k. When the assignment is to meet an urgent military requirement. As it pertains to this paragraph, the special assignment is defined as duty performed with an organization other than the Soldier's assigned unit, while continuing to be administered and accounted for by the Soldier's parent unit. 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 ARNG's mission needs 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.

### **3-12. 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 over grade or excess to unit requirements for a maximum of 1 year. Exceptions for extension will be considered in meritorious cases, submit request to ARNG-HRH-E. 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 over grade or excess personnel are available within the travel limitations of AR 135-91.
- 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 the travel 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 1 year before reduction per AR 600-8-19. TAGs 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; separation 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 3 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 outside the state boundaries, will be laterally appointed 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. All lateral appointments will be completed in IPPS-A utilizing a lateral appointment PAR. This also applies to periods of active service for training or operational support that do not require a 1SG or CSM. It does not apply to boards, studies; Soldiers selected for CSM/1SG T10 tour, or commissions that specify individuals must be in the grade of 1SG or CSM.

### **3-13. Utilization of Certain Designated Personnel**

*a.* Soldiers with a Selected Reserve Incentive Program (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 1 year to qualify in the MOS, provided they are otherwise qualified for the position or be reassigned to a position within their current qualifications.

*f.* Assignment of AGR Soldiers to certain positions may require a Command Leadership and Staff Assignment Policy (CLASP) waiver per NGR 600-5.

*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 1 MOS that could be used, the MOS that is most closely related to the position will be used. The Soldier's PMOS will be their CPMOS. This is the MOS in which the Soldier will seek further assignments and promotion opportunities. The MPMO/G1 or (ARNG-HCM for T10 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 Quals and Skills PAR in IPPS-A for approval. CPMOS changes should not be favorably considered based solely on raising the Soldier standing on the promotion list.

*j.* For reporting purposes, Soldiers occupying 00F positions will be coded as qualified in the ARNG personnel system. This is regardless of any additional training requirements for positions coded with an SQI or ASI.

## **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. Statewide Vacancy Announcement.
- d. Interstate Transfer.
- e. Attachment.
- f. 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. Assignment of military sexual offenders

- a. Commanders will ensure that Soldiers convicted of a sexual offense are not assigned or deployed on temporary duty (TDY), temporary change of station (TCS), or permanent change of station (PCS) status to duty stations outside of the Continental United States (OCONUS). The only permitted OCONUS locations are Hawaii, Alaska, the Commonwealth of Puerto Rico, or territories or possessions of the United States. Soldiers must be coded with "L8" ASCO.
- b. Sexual offenses have no place in the Army. They degrade mission readiness by devastating the Army's ability to work effectively as a team. Military sexual offenders will not be utilized or classified in any of the branches, military occupational specialties, or CMFs listed in table 4-1.
- c. Soldiers currently serving in any prohibited occupational specialty career management field or assignment which have been convicted of a qualified offense are ineligible for continued duty in that career management field or assignment. Commanders will identify such Soldiers in their commands and coordinate with their higher headquarters or the state MPMO/G1 for reclassification and reassignment, if applicable.

<b>Table 4-1. Prohibited enlisted military occupational specialty career management field for Soldiers convicted of sexually violent offenses</b>	
<b>Military occupational specialty or career management field</b>	<b>Title /skill/ skill qualification identifier</b>
27	Paralegal
31	Military police
46	Public affairs
56	Religious support
68	Medical
79	Recruitment and reenlistment
Immaterial	IG NCO (SQI "B")
Immaterial	Equal opportunity advisor (SQI "Q")
Immaterial	Initial entry training units
Immaterial	Drill sergeant (SQI "X")
Immaterial	Detailed Recruiter (SQI "4")
Immaterial	Instructor/Trainer (SQI "8")
Immaterial	AIT Platoon Sergeant (SQI "Y")
Immaterial	Enlisted Instructor or Advisor Positions
Immaterial	Enlisted Aides
Immaterial	Special Assignments
Immaterial	Recruiting Command
Immaterial	MEPCOM
Immaterial	Nominative Assignments as reflected in NGR 600-200, Chapter 7.

## **Section II**

### **Assignment and Transfer**

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

*a.* ARNG/ARNGUS Soldiers may be transferred between ARNG units within a state. Intrastate transfers will be issued utilizing an Assignment PAR in IPPS-A. They also may extend/reenlist and be concurrently reassigned between states using the ARNG Interstate Transfer System in section V 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 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures), chapter 5, section. Transferring Soldiers who have not completed IET will not be released from the requirement to attend training within the time frames per AR 601-210.

*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, Soldiers 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 or other RC.

*d.* Voluntary assignment. A request for assignment to any ARNG unit is permitted provided the chain of command of the current unit of assignment agrees to release the Soldier. However, the losing command must counsel the Soldier regarding possible termination and recoupment of any incentives if the Soldier voluntarily moves out of a position and or MOS for which currently obligated. Gaining units may accept Soldier 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 1 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 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.

*e.* See NGR 614-1 (Inactive Army National Guard) for ING reassignment policy.

*f.* See AR 600-8-19 (Enlisted Promotions and Reductions) assignments associated with promotions.

*g.* Non-career Recruiting and Retention NCOs in AGR status are identified with SQI 4 upon meeting the requirements for this SQI per paragraph 3-10. See NGR 601-1 (Strength Maintenance Program) 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 3 years after they leave the SDA only when approved by the MPMO/G1. These Soldiers may be directed by TAG to perform occasional recruiting and retention duties for special recruiting and retention events or activities during those 3 years.

#### **4-5. Assignment of female Soldiers**

Female Soldiers are authorized to serve in any MOS. The DARNG, authorized the assignment of female in all occupations within the ARNG. The assignment of females into previously closed units will occur upon the unit meeting the following requirements. Commissioned officers of any rank and noncommissioned officers (NCOs) in the grade of E5 and above will be assigned first, in order to provide a support network for junior female Soldiers, and offer advice to the unit's male leadership. All S-1s and G-1s at division, brigade, and battalion levels must actively manage the assignment of females to ensure the appropriate manning of female role models. For additional information or questions pertaining to assignment of females in previously closed units, contact ARNG-HRH.

#### **4-6. Assignment to Leadership (CSM and 1SG) positions**

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

*b.* CSM selection. See chapter 7 and AR 600-8-19, chapter 7.

*c.* 1SG selection. See AR 600-8-19, chapter 7.

(1) The most highly qualified and motivated senior Soldiers may be selected and assigned to 1SG positions. Moreover, these assignments are career enhancing and serve as professional development for Soldiers in a CMF where 1SG opportunities are available.

(2) 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 1SG 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 are 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.

*d. Qualifications.* Soldiers who successfully serve a minimum of 365 days in a 1SG position and be approved for award of SQI M by the first General Officer in the Soldier's chain of command. Once approved, orders awarding SQI M will be issued by the State MILPO/G1.

*e. Requests for Award.* Request for permanent award of SQI M will be submitted for processing through Soldiers unit personnel office Utilizing a Qualls and Skills PAR in IPPS-A with supporting documents (Soldier's Records Brief, NCO Evaluation Reports (NCOER), etc, showing successful periods of service as 1SG.

*f. Restrictions.*

(1) For use with positions in any MOS identified as 1SG in grades E7 or E8.

(2) For use with personnel in any MOS in grades E7 or E8.

*g. Description of positions.* See DA Pam 611-21, Table 12-1.

*h. Soldiers will be selected, assigned, promoted or appointed only in authorized and approved positions on the Human Resources Authorization Report (HRAR) approved by HQDA:*

(1) To 1SG.

(2) To CSM only after selection by the HQDA (ARNG) CSM Selection Board as discussed in chapter 7.

(3) Full-time support Soldiers (AGR and Military Technicians, Dual status only) may be assigned to 1SG and CSM positions only following the policies and procedures in this regulation in concert with NGR 600-5.

#### **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 should not be exceeded.*

*c. Reassignments and promotions to positions authorized higher grades may be made the date the promotion list is published. Soldiers will be promoted on the first date they are eligible per AR 600-8-19, chapter 7 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 1-year projected vacancies (including those caused by reorganization actions) without regard to percentage of strength authorized. This should not be construed as 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 2 years 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, or MPMO/G1 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 another state or to a foreign country**

A Soldier who becomes a resident of another 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 6-35l(1). 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.
- 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 (Optional).
  - (4) Enlisted Promotion System.
  - (5) Selection by hiring board (AGR only) upon exhausting subparagraphs (1) - (4) above.
  - (6) Statewide vacancy announcement (Traditional) upon exhausting subparagraphs (1) - (4) above. Skill levels 20-60 only as outlined in (paras 4-13 thru 4-16).
- e.* Exception. Leadership assignments (CSM/1SG) will be filled IAW AR 600-8-19, chapter 7.

##### **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, see NGR 600-5 for Command Leadership and Staff Assignment Policy (CLASP) procedures.
- b.* Soldiers who are eligible and available will be offered the position from the Enlisted Promotion List as outlined in AR 600-8-19, paragraph 7-40. The only exception authorized is outlined in subparagraph *c* and *d* below.
- c.* Interviews are authorized to fill NCO positions for the office of the Inspector General in accordance with AR 20-1 (Inspector General Activities and Procedures).
- d.* Due to the unique requirements of WMD-CST duties and its FADII designation, TAG should establish procedures that allow WMD-CST Soldiers the opportunity to be promoted immediately when eligible, regardless of the standing on a State promotion list. See CNGBI 35001.00 (Weapons of Mass Destruction Civil Support Team Management), for additional guidance.
- e.* AGR Soldiers selected through a hiring board after exhausting the promotion list must submit their promotion packet for promotion during the next supplemental or annual promotion board cycle, if eligible. Soldiers may be selected out of sequence upon placement on the promotion list. (see AR 600-8-19, para 7-40 if on current promotion list under a different CPMOS).

##### **4-12. Restrictions**

- a.* Traditional Soldiers are restricted from competing for assignments on the Human Resources Authorization Report (HRAR) identified solely for AGR personnel. In addition, geographic location may restrict some Traditional Soldiers' availability for assignment.
- b.* Military Technicians (Dual status only) are restricted from competing for assignments in the following 2 areas:
  - (1) Assignments not within the compatibility rules without a compatibility waiver 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 HRAR 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 selection.
- 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, chapter 7.

*f.* AGR, Military Technicians, and Traditional 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, chapter 7.

*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, chapter 7 for current guidance. Under no circumstances will a Soldier on a promotion list, who is eligible and available for the vacancy be bypassed.

## **Section IV**

### **Statewide Vacancy Announcement (SWVA) Procedures**

#### **4-13. General.**

The following guidance is to identify Soldiers available to fill critical NCO vacancies which are unable to be filled through the normal process as outlined in AR 600-8-19, chapter 7. The following guidance is provided to assist States in identifying and assigning Soldiers to fill Traditional NCO vacancies at Skill Levels (SL) 20-60 through the Statewide Vacancy Announcement (SWVA) process. Under no circumstances, should this guidance be applied in a manner detrimental to those fully qualified Soldiers currently on a promotion list. This new guidance is not mandatory for the States to implement; however, if utilized, it must be applied statewide. This guidance is the only NGB recognized process to fill higher grade positions outside the standard EPS procedures announced in AR 600-8-19, chapter 7. States are not authorized to field alternate procedures. This guidance does not apply to NCO vacancies for AGR personnel.

*a.* Fill Priority. States must first exhaust the established procedures in sequence as outlined in paragraph 4-10 to fill vacant NCO vacancies prior to utilizing the SWVA procedures.

*b.* These steps, followed in sequence, will be used to identify qualified Soldiers available to fill unit vacancies prior to announcing vacancy through SWVA as outlined in this section.

(1) Mandatory requirement. Using the existing promotion list in sequential order, offer vacancies to those Soldiers originally bypassed because of their own promotion point worksheet elections. Soldiers who continue to decline to change their elections will not be removed from the list. States may set limitations on the maximum offers made to Soldiers outside their annual promotion worksheet election.

(2) Optional requirement. States are authorized to bypass this step. Conduct a supplemental promotion board per AR 600-8-19. States implementing the SWVA process remain authorized to conduct quarterly or semiannual SGT-SGM supplemental boards against an exhausted list.

(3) Optional requirement. States are authorized to bypass this step. Using the entire existing promotion list in sequential order, offers vacancies in order as they appear to those Soldiers who hold the vacancy MOS as secondary (SMOS) within the personnel system. Soldiers may be bypassed based on their original promotion point worksheet election.

(4) Optional requirement. States are authorized to bypass this step. States may offer a (SSG-SGM) vacancy to Soldiers on existing promotion lists that are 2 grades below the authorized grade for the unit vacancy per AR 600-8-19. Soldiers accepting the position under this authority will be counseled that such an assignment carries no guarantee of a second promotion in that position; furthermore, Soldiers must compete in a future board cycle and must obtain number 1 ranking on the EPS list to secure their second promotion.

(5) Optional requirement. States are authorized to bypass this step. States may recruit a qualified prior service applicant (SPC-SFC) in lieu of the board process if one is available.

(6) Optional requirement. States are authorized to consider lateral assignments in conjunction with the SWVA process via national advertisements. ARNG Soldiers from other states, Regular Army, and USAR applicants may apply for lateral assignment to fill unit vacancies. States may advertise vacancies and conduct best-qualified selection boards that simultaneously consider both populations, RA/USAR laterals and ARNG SWVA applicants. RA/USAR selectees will be accessed and assigned per established processes; ARNG SWVA selectees will be assigned and promoted per this section and AR 600-8-19, chapter 7. The MPMO/G1 is authorized to grant waivers to assigned Soldiers to higher grade position when all lateral assignments are exhausted.

*c.* Supplemental Boards. States are authorized to conduct SL 20-60 supplemental boards provided the promotion list is exhausted.

**4-14. State Wide Vacancy Announcement (SWVA).** States may advertise a vacancy through a SWVA only after completing the mandatory requirement in paragraph 4-13b and still failing to obtain a qualified Soldier. Such vacancies should be announced for a minimum of 15 days and include distribution to deployed units to ensure all

Soldiers have an opportunity to apply. States are responsible for instituting requirements governing the application and selection process. In addition, States may set guidelines on how many times a vacancy may be re-advertised. Upon selection and subsequent acceptance, the Soldier will be assigned to the valid vacancy. Soldiers accepting position outside the normal driving distance outlined in AR 135-91, chapter 5, are to be counseled prior to issuing transfer orders. Provided that they are otherwise qualified, Soldiers holding promotion list status and also carrying the appropriate secondary or additional MOS will be administratively assigned through the orders process to the correct CPMOS list and promoted per AR 600-8-19. Soldiers not otherwise qualified, may be promoted upon meeting the qualifications outlined in paragraph 4-15.

**4-15. Prerequisites for SWVA.** The following requirements must be met prior to executing promotion orders for Soldiers selected under the SWVA who are nonduty MOS qualified, fail to have the requisite PME, and/or fail to meet the zone of consideration (TIG/TIS/CES) criteria. These Soldiers may be assigned to the position pending completion of the additional requirements. Promotion orders will not be issued until all regulatory requirements are completed per AR 600-8-19, chapters 1 and 7, and the Soldier is otherwise qualified. This includes integration on the current promotion list.

a. Although nonduty MOS qualified Soldiers selected to fill a vacancy by SWVA may be assigned to the position prior to achieving MOS qualification for the position, they may not be promoted until achieving such qualification. Additionally, nonduty MOS qualified personnel must meet the minimum training requirements for attendance at the service school prior to being selected through the SWVA process and must agree to become duty MOS qualified within 1 year. This includes completing any additional requirements associated with awarding the new MOS, (e.g., final clearance, licenses, etc). The State MPMO/G1 may approve an extension beyond the 1 year period based on training seat availability, mobilization, or other administrative processing requirements.

b. Soldiers not holding the requisite PME for promotion, must agree to complete all PME requirements within the prescribed timeframe outlined in AR 600-8-19, table 7-4.

c. The promotion of Soldiers who failed to meet the zone of consideration (TIMIG/TIS) of the last annual or supplemental promotion board will be held pending their meeting the zone of consideration on a future annual or supplemental board. States are not required to convene a special supplemental board. Soldiers will be included on the next scheduled board provided they remain eligible. Soldiers with list status within the expanded zone of consideration are eligible for promotion when both TIG/TIS are met provided the Soldier is otherwise qualified.

d. When applying the requirements in a and b above, the following stipulations remain in effect:

(1) Unless an extension is granted by the State MPMO/G1, Soldiers failing to meet the requirements as outlined in a and b above within the prescribed timeframe (through the fault of the Soldier) will be required to meet all regular promotion criteria as provided in AR 600-8-19, chapter 7. Commanders are authorized to reassign a Soldier to a position commensurate with their current grade if they fail to meet the conditions of the original SWVA selection.

(2) Upon meeting all requirements for promotion, the following conditions apply:

(a) Soldiers with promotion list status will be administratively assigned to the new CPMOS list and promoted.

(b) Soldiers without list status will be notified and scheduled for the next annual or supplemental board. Upon posting of the new promotion list, Soldiers may be promoted.

(c) Soldiers are authorized to be promoted out of sequence because their original selection was against an exhausted promotion list. The promotion order must reflect the SWVA control number outlined in paragraph 4-16 below.

#### **4-16. Management of SWVA.**

a. It is a State responsibility to closely manage the population of Soldiers selected under the SWVA. State personnel will code Soldiers ASCO "C4" (unit of action assignment) in IPPS-A to track successful completion of all personnel selected through the SWVA process. States must maintain all supporting documentation associated with such selection, assignment, and promotion for a period not less than 5 years after the date of the promotion.

b. Transfer orders. Soldiers, who are selected through the SWVA must document additional requirements for promotion on a DA Form 4187 or general counseling statement, DA Form 4856.

c. Incentives. Soldier's must be counseled by the losing command prior to accepting a SWVA position regarding possible termination and recoupment of any incentives if moved out of a position and or MOS for which currently obligated.

**4-17. Termination of selection.** The provisions of this section terminate when a Soldier voluntarily elects to either intrastate or interstate transfer out of the position for which they were selected under the SWVA process. In such cases, future selection and promotion will be in compliance with AR 600-8-19, chapter 7.

## **Section V**

### **Interstate Transfer**

#### **4-18. 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 (IST) are individual personnel actions submitted by Soldiers through administrative channels. An example of a completed NGB Form 22-5 (Interstate Transfer) is shown in Appendix E. All States are strongly encouraged to exhaust all possible means to accept Soldiers from other states regardless of grade. If the gaining state is unable to accept the Soldier, a disapproval memorandum will be required by the state MPMO/G1. This authority will not be further delegated. The MPMO/G1 disapproval memorandum will be uploaded into RMS to provide notification to the losing state.
- b.* The effectiveness of the interstate transfer process requires that Soldiers inform their units when they plan to move. This will allow coordination between the losing and gaining state IST coordinator.
- c.* NGB Form 22-5, is the only form used to IST a Soldier between states. 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 new state who were denied assignment from the gaining MPMO/G1 may be assigned to the ING or processed for discharge per paragraph 6-36c, by the losing command.
- d.* Every effort will be made to assign SGTs and above to a position vacancy in their grade, exceptions are authorized as outlined in paragraph 4-21a.
- e.* Restrictions. Do not transfer Soldiers:
  - (1) Who are currently in the medical board process.
  - (2) Who do not meet the standards of AR 600-9 (The Army Body Composition Program). Waiver may be authorized by the gaining state if the Soldier is making satisfactory progress in the body composition program, supported by proper documentation.
  - (3) Within 4 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 may be authorized by the gaining state.
  - (4) With 9 or more unexcused absences within the preceding 12 months. Waiver may be authorized by the gaining state.
  - (5) Who do not have a current APFT/ACFT (within the last APFT/ACFT 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.

Note: The waiver authority for the above disqualifications will be the state MPMO/G1. MPMO/G1 may delegate to the Recruiting and Retention Commanders.

#### **4-19. Retention Management Software Interstate Transfer module**

The RRC is responsible for providing support to unit and state personnel in the management of Soldiers transferring between states utilizing the Retention Management Software (RMS) IST module. Effective 1 July 2021, all ARNG Soldiers transferring between states will be managed within the RMS/IST module. The RMS/IST module will provide visibility and accountability of Soldiers in transit across the 54 States and Territories. The IST module will improve the IST process and will further reduce the losses associated with this process. User guides and training are available through the RMS at the following website, <https://smms.army.pentagon.mil/Security/login.aspx>

#### **4-20. Losing state actions**

- a.* Within 5 days of receiving an IST request from the Soldier the following information will be coordinated through the losing state's IST Coordinator with the IST Coordinator for the gaining state headquarters utilizing NGB Form 22-5 worksheet (see Appendix E) within the RMS/IST module:
  - (1) The losing command will validate the Soldier's personnel information data.
  - (2) Verification that the Soldier completed IET.
  - (3) Obtain approved waiver for any restrictions authorized through the gaining state per paragraph 4-18.
  - (4) Gaining unit assignment information will be obtained through RMS/IST module.
- 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 and once



transferred, the Soldier will not attend any further training or other type of duty with the losing unit as they are no longer members 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. Immediately upon executing the oath provide Soldier with copy of the NGB Form 22-5, and upload the following documents in AMHRR and into the RMS/IST module:
  - (1) Most recent DD Form 4 and latest DA Form 4836 if applicable.
  - (2) Soldier's Record Brief.
  - (3) RPAS statement, NGB Form 23-series.
  - (4) Personnel Qualification Record.
  - (5) Individual Medical Record (IMR)
  - (6) DD Form 2384 (Selected Reserve Educational Assistance Program (GI Bill)).
  - (7) Copy of promotion list showing list standings, if applicable.
  - (8) DD Form 214.
  - (9) OCIE memorandum.
- e. Grant the Soldier constructive attendance credit at training assemblies, or process Certificate of Performance provided by the gaining state unit, until the earlier of the following occurs:
  - (1) Soldier is transferred to the gaining state.
  - (2) Discharge; separated from the ARNG and transfer to the IRR; transfer to the ING (which will occur within 3 months after the Soldier's departure to the new residence).
  - (3) Return to the losing unit.
- f. Soldiers who move without knowing exactly where they will reside will be given the documents listed in paragraph *d* above. Contact will be made with the gaining state IST coordinator, if known, advising of a pending IST but the destination is unknown at this time. Once the Soldier leaves the State, the Soldier will have 30 days to advise the losing State of their new address.
- g. Forward all the elements of the Soldier's personnel record required by AR 600-8-104 (Army Military Human Resource Records Management) to the losing state MPMO/G1 office who will:
  - (1) Review them for completeness and accuracy.
  - (2) Copy the NGB Form 23A1 for State files.
  - (3) Publish and distribute transfer orders using IPPS-A to losing state IST Coordinator with effective transfer date as annotated on the NGB Form 22-5, Block 16a. Effective date of loss for the losing state as annotated in Block 16b (1 day prior to 16a). Losing state IST Coordinator will upload published transfer order into RMS/IST Module and notify the gaining state of the transfer by message or EMAIL, and specify the reporting date (per NGB 22-5, Part III) in the message.
  - (4) DA Form 268 (transferable flags).
- h. Losing state will:
  - (1) Upon notification from the gaining state that the Soldier has reported for duty, release the discharge transaction generated by IPPS-A. The effective date of the discharge is the day prior to the date the NGB Form 22-5 was signed, also annotated in Block 16b.
  - (2) Produce an updated copy of the Personnel Qualification Record for the gaining state if requested.
- i. Office of the State Surgeon will upload paper medical records into the Health Readiness Record (HRR), the ARNG medical records repository and transfer to the gaining State from the losing State electronically using HRR. Office of the State Surgeon will screen all outbound IST records to ensure all medical records are complete and identify Soldiers requiring the transfer of case managers.

#### **4-21. Gaining State actions**

- a. If there is no position vacancy for a SSG or below, the gaining State is authorized to assign the Soldier excess to a (MTOE) unit for a maximum period of 2 years before involuntary reduction is mandatory per AR 600-8-19, chapter 10. SFC and above, are authorized to be accepted in the new state without a position vacancy for a maximum period of 1-year against a projected vacancy with MPMO/G1 approval. States excess cannot exceed the limitation of the DARNG manning guidance. Individuals who refuse assignment to a position for which they are qualified within the authorized commuting distance during the excess period will be subject to immediate reduction in grade. After the 2 year period rather than accept involuntary reduction, Soldiers who cannot be properly utilized, who have 3 or more months remaining on their statutory or contractual service obligations, may request administrative reduction without prejudice to be assigned to position vacancies; elect reassignment to the ING, separation from the ARNG/ARNGUS and transfer to the IRR or to the Retired Reserve, if eligible. Soldiers with 3 or fewer months remaining to their Expiration Term of Service (ETS) will not be reduced before separation.

- b.* Soldiers who cannot be properly utilized in authorized positions due to an IST will be coded under the overmanning templet-standard excess code within the ARNG personnel database to ensure proper management and visibility of this population.
- c.* Soldiers reassigned due to an IST will not displace another properly assigned Soldier.
- d.* Soldiers serving in lower graded positions or excess will not be penalized through the NCO Evaluation Reporting System.
- e.* State IST Coordinator will:
  - (1) Notify the gaining unit of the accession and the reporting date.
  - (2) Notify losing State's IST coordinator when Soldier has reported for duty to allow losing state to release transfer transaction (DSCH) assigning the Soldier to the gaining state.
  - (3) Provide completed IST packet (NGB 22-5, PQR, transfer orders) to gaining state to process accession transaction.
- f.* The gaining state will process Prior Service Gain transaction (PSG) utilizing REHIRE in IPPS-A after losing state has processed the IST transfer (DSCH). Date of accession is the effective date of IST transfer, which will match NGB 22-5, Block 16a.
- g.* Upon notification from the gaining state IST Coordinator of an impending IST, the gaining unit will provide a sponsor for the transferring Soldier per AR 600-8-8 (The Total Army Sponsorship Program). The sponsor will contact and welcome the new arrival through correspondence and by telephone to ease the transfer process.
- h.* Office of the State Surgeon will screen all IST medical records for medical readiness and ensure the successful transfer of records. Office of the State Surgeon will screen all incoming IST records to ensure all medical records are complete and identify Soldiers requiring the transfer of case managers.
- i.* The gaining State Chain of Command will identify any areas of concern that expose the Soldier to risks and what safeguards have been implemented. This will be a joint effort, between both States to assist the Soldier and their Family during the transfer process. Soldier and Family care is the main priority while maintaining confidentiality.

#### **4-22. Uncoordinated interstate transfer**

An uncoordinated Interstate Transfer is when proper coordination between the losing and gaining state did not occur. In the event a gaining state receives contact from an IST Soldier that did not coordinate with their losing state, the gaining state will forward the Soldier's information to the losing state IST Coordinator. The losing command will enter the Soldier's information into the RMS/IST module upon being notified that the Soldier has departed the state. At no time should a losing command advise a Soldier to depart to the new state without any coordination, nor should a gaining state initiate an RMS/IST case for an IST transfer. Upon losing state IST Coordinator receiving notification of the impending IST, all processes will follow procedures outlined in paragraph 4-20.

#### **4-23. Failure to report**

When a transferring Soldier does not report by the established date, and has not been assessed by the gaining state, the gaining unit will report this to the gaining State IST Coordinator. 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 losing state will revoke the IST transfer order and discharge from the losing state only and assign the Soldier to the IRR not later than 3 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. If the transferring Soldier has been accessed into the gaining state, the gaining state will process appropriate discharge transaction.

## **Section VI Attachment**

#### **4-24. 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 (Army Training and Leader Development) and NGR 680-1 (Personnel Assets Attendance and Accounting).

#### **4-25. Authority**

- a.* TAGs may attach Soldiers to other units within their jurisdiction for up to 1 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 TAGs.
- b.* Attachment is authorized for more than 1 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.
  - (4) Soldiers unable to complete the transfer process due to ongoing administrative, medical, training, or vacancy issues.

#### **4-26. 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 1 day after the date the Soldier joined the assigned unit.
- c.* Forward the Soldier's local file 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.

#### **4-27. Relief from attachment**

- a.* The Soldier's attachment will expire as originally stated in the attachment order unless 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 their assigned unit.
- c.* See AR 135-18 (The Active Guard Reserve (AGR) Program) for policy concerning AGR Soldiers.

### **Section VII**

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

#### **4-28. 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 IAW AR 601-210 (Active and Reserve Component Enlistment Program). TAGs may delegate in writing the approval authority to grant a conditional release DD Form 368 (Request for Discharge or Clearance from Reserve Components) below the first General Officer in the chain of command (MILPO / BDE CDR / BN CDR). These Soldiers must first obtain a DD Form 368:

- a.* Provided they have served 9 months after completion of IET and have been awarded an MOS. TAGs may waive the 9 months requirement. TAGs may delegate to the MPMO/G1.
- b.* Provided they have not been alerted for mobilization, either Federal or State (TAG 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 will forward requests to TAG to discharge the Soldier. Upon receipt of the discharge orders, the unit commander will forward the file 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) per AR 140-10 chapter 5 will be separated concurrently. Use format 510, AR 600-8-105 (Military Orders), and enter the USAR unit (if available) into which the Soldier is enlisting in the additional instructions of the orders.
- g.* The DD Form 368 will be used for enlistment in the ARNGUS from an IRR control group of the Army Reserve.

*h.* 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 6 months.

#### **4-29. 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.

#### **4-30. 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. TAGs 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. States will 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, whichever 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 7-14d unless prohibited by that paragraph.

*d.* All Soldiers known to have, or whom commanders have reasonable cause to believe have, a qualifying Lautenberg conviction are not mobilization assets and are nondeployable for missions that require possession of firearms or ammunition. Refer to AR 600-20 (Army Command Policy) for additional guidance.

## **Chapter 5**

### **Special Duty Assignment Pay**

#### **Section I**

##### **General**

#### **5-1. General**

These policies and procedures provide instructions to administer 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—Active Duty and Reserve Pay; which is available online at [http://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/Volume\\_07a.pdf](http://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/Volume_07a.pdf). Additional guidance is outlined in AR 614-200 (Enlistment Assignment and Utilization Management), 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 E5.
- e.* CMF 79, Recruiting and Retention and SQI 4.
- f.* Explosive Ordnance Disposal (EOD) Specialist, PMOS 89D.
- g.* Security Forces Assistance Brigade Soldiers, (SFAB).

#### **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 1 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-Operational Support (FTNGD-OS) or training (FTNGD-OS) 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. Initially MOS qualified in 1 of the MOSs designated in a special duty assignment 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 chapter became effective on 1 October 2018.

- a. SD-1
- b. SD-2
- c. SD-3
- d. SD-4
- e. SD-5
- f. SD-6

### **5-4. Annual Recertification of Special Duty Assignment Pay**

Commanders will recertify SDAP annually.

### **5-5. 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.
- c. The conditions that affect a Soldier's entitlement may be found in DODFMR 7000.14-R, Volume 7a, Chapter 8.
- d. 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.
- e. SDAP will continue until the Soldier is reassigned out of a specific military specialty designated for award of SDAP to a military skill not designated for award of SDAP, the member's SDAP shall terminate on the date of reclassification. Under no circumstances will SDAP be terminated for a production recruiter (79T or SQI 4) based on failure to meet performance objectives while otherwise remaining assigned to the qualifying military skill designated for SDAP.
- f. SDAP will terminate automatically when a Soldier completes a period of AT, ADT, ADOS, or FTNGD for training or special work.
- g. Termination does not apply to a member who:
  - (1) Performs an additional duty that does not interfere substantially with performance in the special duty assignment.
  - (2) Performs a temporary or special duty that does not exceed 90 days.
  - (3) Attends a course of instruction in which the course is related directly to or is necessary for continued qualification in the special duty assignment.
  - (4) Is receiving SDAP and is attending a course of instruction and the course of instruction is necessary for member's continued qualification in the special duty assignment then special duty assignment status continues, and entitlement to SDAP continues.
  - (5) Is receiving SDAP and is attending a course of instruction that is not required to qualify the member for a special assignment in the military skill. Upon completing the training, the member will be reassigned to the military skill on which the pay is based. The special duty assignment status and entitlement continues for no more than 90 days.

## **5-6. Orders**

Orders must be issued to award, change, terminate and reinstate SDAP. This is detailed in AR 600-8-105, Format 330, Proficiency Pay. Format 330 orders will serve as the substantiating document for supporting Defense Military Pay offices.

- a.* Submit a RCAS, MILPO, requests for SDAP in IPPS-A using a Special Pay PAR.
- b.* State MPMO/GIs or other designated orders issuing authorities will issue orders to award or increase SDAP on Soldiers in FTNGD (T32) status and Soldiers on short periods of active duty such as ADT, ADOS and PRC.
- c.* The DARNG (ARNG Staff Management Office (ARNG-HCM) 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.
- e.* The correct level of SDAP will be annotated in the additional instruction of the order.

## **Section II**

### **Duties Authorized Special Duty Assignment Pay**

#### **5-7. 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 in a Major Force Program-11 documented position and performing the duties, will receive a monthly SDAP rate of SD-5 level.

#### **5-8. Command Sergeants Major**

- a.* A Command Sergeant Major, who is assigned to an authorized CSM nominative 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 1 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-5 for the Special Forces duty rather than SD-1 for the CSM duty.

#### **5-9. Air Traffic Control Operators**

Air Traffic Controllers (ATC) whose PMOS is 15Q are authorized SD-2 based on key positions of assignment, See AR 95-2 for eligibility requirements.

#### **5-10. Criminal Investigation Command (CID) Agents**

- a.* Criminal Investigation Command (CID) Special Agents in the rank of Sergeant, whose primary MOS is 31D, will be authorized one monthly rate, Journeyman CID SD-2, Senior CID SD-3 and Master CID SD-4, 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.
- c.* Agents that previously qualified at SD-2 prior to 1 October 2018 are grandfathered.

#### **5-11. Explosive Ordnance Disposal (EOD) Specialists**

EOD specialists (MOS 89D) assigned to authorize (MTOE/TDA) billets and performing EOD duties are authorized as follows, provided they meet the requirements outlined in AR 614-200.

- a.* SD-3- Certified basic badge.
- b.* SD-4- Certified senior badge.
- c.* SD-5- Certified master badge and all enlisted 28<sup>th</sup> EOD personnel after completing selection.

#### **5-12. ARNG Recruiting and Retention NCOs**

Special Duty Assignment Pay is authorized for ARNG RRNCOs 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.

#### **5-13. 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 tour specified in orders for 181 days or more.
- b. Assigned to an authorized SDA position (DMOS 79T) as prescribed on the Recruiting Battalion 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 Non-Career Recruiting Course conducted by the Strength Maintenance Training Center, Professional Education Center, Camp Robinson, at 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 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.

#### **5-14. SDAP Level and Rates for Recruiting and Retention Personnel**

The following are the levels, and RRC 79T (Title 10 and 32) positions authorized to receive SDAP effective 1 October 2018, upon completion of 12 months of recruiting duty, and commander's favorable recommendation.

- a. SD 1, Staff Recruiting and Retention NCO (RRNCO) positions as outlined in (1-6) below:
  - (1) T32 RRNCO (79T) (HQ SEC)
  - (2) T10 Instructor/Writer (79T) (SMTC)
  - (3) T10 Senior Instructor/Writer (79T) (SMTC)
  - (4) T10 Guidance Counselors (79TV7) (HRR)
  - (5) T10 Recruiting and Retention NCO (79T) (HRR)
  - (6) T10 Senior Recruiting and Retention NCO (79T) (HRR)
- b. SD 2, 3, (Not Applicable)
- c. RRNCOs (T32) (79T) and (SQI4) assigned to a recruiting center or station are authorized SD-4. Upon completion of 12 months of recruiting duty and commander's favorable recommendation, production recruiters are then authorized SD-5.
- d. SD 5, this level of SDAP is reserved for Title 32 RRNCOs assigned to 'field production positions' and production support as shown in subparagraphs (1-6) below:
  - (1) Recruiting Battalion Master Trainers (79T)
  - (2) Production Recruiters (79T/SQI4) (Note: See c above)
  - (3) Recruiting Battalion Operations NCOs (79T)
  - (4) Recruiting Guidance Counselors (79TV7) (MSG and below)
  - (5) Recruiting Company 1SG (79T)
  - (6) Recruiting and Retention Battalion Operations SGM (79T)
- e. SD 6, not applicable.

**5-15. Security Forces Assistance Brigade (SFAB).** SFAB Soldiers are authorized SD-1, provided they meet the eligibility criteria in paragraph 5-2 and AR 614-200.

## **Chapter 6**

### **Enlisted Separations**

#### **Section I**

#### **General**

## **6-1. Purpose**

*a.* This chapter sets the policies, standards, and procedures to separate enlisted Soldiers from the ARNG/ARNGUS. The ARNG/ARNGUS makes a substantial investment in training, time, equipment, and related expenses when applicants 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 to separate Soldiers upon expiration of their military service obligation and terms of service.

(2) The authority and general provisions governing separating 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 (SA).

*b.* The approval authority to separate Title 10 Soldiers is the DARNG.

*c.* The approval authority to separate Soldiers from the State ARNG is the State Adjutant General.

*d.* TAG 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 the separation of Soldiers who are within 2 years of completing the service required to qualify for retired pay from the ARNG and Reserve of the Army.

(1) A traditional Soldier having completed 18 but fewer than 20 years of qualifying service for retired pay will not be involuntarily separated (other than for physical disability) without the approval of the Secretary of the Army or their designated representative (10 USC 1176(b) or 12686). All recommendations for involuntary separation of Soldiers in this category will be sent to ARNG-HRH-E for processing.

(2) Any Soldier who has completed 18, but fewer than 20 years of active Federal service will not be involuntarily discharged or released from active duty without approval of SA or their designated representative.

(3) Cases involving voluntary separation at the request of the Soldier need not be referred to HQDA for approval.

(4) Upon a Soldier reaching 20 of qualifying service for non-regular retired pay, TAG is authorized to act on the involuntary separation not previously approved during sanctuary by the Secretary of the Army.

## **6-3. Instruction of benefits for an honorable characterization of service upon 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, section III 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, chapter 4.

(3) When a Soldier's conduct or performance warrants counseling per AR 135-178, chapter 2.

*b.* 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, reentry into military service, and related matters.

(4) The likelihood that the Soldier will be successful in any attempt to have the character of their service changed by the Army Discharge Review Board.



#### **6-4. Medical processing and evaluation**

- a.* Medical examinations are required for Soldiers being processed for separation under AR 135-178, paragraphs 6-3, 6-6, and 6-7.
- b.* In addition to a medical examination, a mental status evaluation is required for Soldiers being processed for separation under AR 135-178, paragraph 6-7.
- c.* Refer to AR 135-178, chapter 1 regarding the precedence of referral to the Integrated Disability Evaluation System (IDES) and administrative separation.

#### **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. ARNG Soldiers may elect assignment to the Inactive National Guard per NGR 614-1 in-lieu of the IRR. 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. The final decision rests with the separation authority, they will direct discharge, in lieu of retention in, or transfer/reassignment to, the IRR when the circumstances of the individual case clearly indicates the Soldier has no potential for useful service under conditions of full mobilization. The unit commander must include a recommendation with the separation request regarding the Soldier's potential to serve under full mobilization. See AR 135-178, chapter 1, Section V for additional guidance.
- b.* Eligibility for MATP. State military authorities are required to follow the below procedures in processing ARNG/ARNGUS Soldiers for discharge from the ARNG/ARNGUS prior to expiration of their terms of service. ARNG/ARNGUS Soldiers who are discharged from the ARNG/ARNGUS in accordance with chapter 6 become members of the IRR unless they are concurrently discharged from the ARNG/ARNGUS and the Reserve of the Army under the discharge procedures set forth in this regulation. An ARNG/ARNGUS Soldier, upon separation from the ARNG/ARNGUS for any of the reasons cited in AR 135-178, paragraph 1-23b, is eligible for transfer to the IRR as a Reserve if they meet 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 initial entry training (IET) and has been awarded a MOS.
  - (3) The Soldier has 3 or more months remaining on their statutory or contractual Reserve obligation.
  - (4) On separation from the ARNG/ARNGUS, the Soldier's service will be characterized as honorable or as general, under honorable conditions, or the service is described as uncharacterized.
- c.* Ineligible for MATP. A Soldier is ineligible for retention in or transfer/reassignment to the IRR or Standby Reserve (active list) and will be separated from military service if they meet any of the following criteria:
  - (1) Has not completed IET or has not been awarded an MOS.
  - (2) Has fewer than 3 months remaining on a statutory or contractual service obligation.
  - (3) Is administratively separated with service characterized as under other than honorable conditions, or is released from custody and control of the Army, or is dropped from the rolls.
  - (4) Has been determined, by the separation authority, to possess no potential for useful service under conditions of full mobilization.
  - (5) Soldiers being separated for unsatisfactory participation, unsatisfactory performance, body composition and misconduct. Soldiers in these categories will not be transferred to the IRR. Soldiers will be discharged from both the ARNG and as a Reserve of the Army.
- d.* Soldiers who reach their expiration term of service prior to the completion of administrative separation for misconduct or other adverse action will not be transferred to the IRR.

## **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 states 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 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 impact 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 characterization 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. A Soldier, whose 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 basis.

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 6-15.

#### **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 their 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 1 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 they have, during their 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 general, 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 be characterized as under other than honorable conditions only when discharge is for misconduct, fraudulent entry, unsatisfactory participation, or security reasons, and the following circumstances. The separation authority will direct reduction in grade to PV1 per AR 600-8-19, chapter 10 when the Soldier is discharged *under other than honorable conditions*.

(1) When the reason for discharge is based upon a pattern of behavior, or 1 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, chapter 1.

(3) No Soldier will be discharged with service characterized as under other than honorable conditions unless they are afforded the right to present their case before an administrative separation board. The Soldier will be afforded the advice and assistance of counsel. Such discharge must be supported by approved board findings, and an approved board recommendation for discharge under other than honorable conditions.

(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 their right to 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.) 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 separation actions per AR 135-178, paragraph 2-3 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 DARNG (ARNG-HRH-E) 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. TAG will direct reduction in grade to PV1 per AR 600-8-19, chapter 10 when the Soldier is dropped from the rolls.

#### **6-11. Screening and counseling of victims of sexual assault**

*a.* When initiating an administrative separation on any Soldier, for any reason covered by this regulation, commanders must ensure the separation packet contains a statement signed by the Soldier (fig 6-2), with the Soldier's answers to the following questions:

(1) Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months?

(2) If the answer to (1), above is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or of filing the unrestricted report?

*b.* When a Soldier is not available or fails to provide the statement required in *a*, above, commanders shall sign a statement explaining that while the Soldier was unavailable or refused to provide a victims of sexual assault statement, the Soldier's personnel file contained no evidence that the Soldier was a victim of sexual assault.

*c.* The Special Court-Martial Convening Authority or GCMCA will review all administrative separations involving victims of sexual assault and Soldiers who answered YES to any of the questions listed in *a* above or in their signed statement. The reviewing authority will determine—

(1) Does the separation appear to be in retaliation resulting from the Soldier filing an unrestricted sexual assault report? If so, consult with your local Staff Judge Advocate.

(2) Does the separation involve a medical condition that is related to the sexual assault? If so, consult with the appropriate medical command personnel.

(3) Is the separation in the best interest of the Army, the Soldier, or both? If not, consult with your local Staff Judge Advocate.

(4) The status of the case against the alleged offender, and the effect of the Soldier's (victim's) separation on the disposition or prosecution of the case. If the case is still open, consult the servicing Criminal Investigation Division unit and Staff Judge Advocate.

#### **6-12. Recoupment of unearned Selected Reserve Incentive Program (SRIP) payments**

Under certain separation conditions (See NGR 600-7 (Selected Reserve Incentive Program) or AR 601-210 (Army and Reserve Components Enlistment Program)), 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**

#### **6-13. 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. All orders will be produced in IPPS-A.

*b.* Once a Soldier receives their orders, by actual or constructive delivery, such orders may not be revoked except in 1 or more 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 1 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 TAG for approval. When it has been determined that a separation order was fraudulently obtained, TAG 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 state MPMO/G1 or DARNG (ARNG-HRH-E) 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 (Army Board for Correction of Military Records) for benefits which might have been earned during the period between discharge and reenlistment. (See paragraph 6-24).

#### **6-14. Reduction orders**

TAG 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.

#### **6-15. 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 USAR Control Group 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. Do not issue a discharge certificate.

c. *Under other than honorable conditions*. This characterization is defined in paragraph 6-8c. This characterization can only be awarded to Soldiers only after the Soldier has been afforded the right to present their 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, unsatisfactory participation, or security reasons. 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.

#### **6-16. Preparation of discharge certificates**

a. *Number of copies*. Discharge certificates will be prepared in original only.

b. *How prepared*. Entries on discharge certificates will not be handwritten.

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, grade, and USAR. When the 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.

#### **6-17. 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 state MPMO/G1. Applications for review of the type of discharge certificate awarded under this regulation will be submitted by the individual to the Army Review Boards Agency, 251 18th Street South, Suite 385, Arlington VA 22202-3531 on DD Form 293 (Application for Review of Discharge from the Armed Forces of the United States) or electronically at <http://www.army.ar-bainquiry@mil.mil> for consideration by the Army Discharge Review Board. See section VI of this chapter.

## **Section IV**

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

#### **6-18. 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. States should issue the NGB Form 22 within 90 days of separation.

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, (ARNG-HRH-E). Use only standard 12 point Arial font.

c. Distribution:

(1) Physically give the original to the Soldier or mail it to the Soldier by standard mail.

(2) Include Copy 1 if the Soldier completed the "Request" block in item 30 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 23, file Copy 1 in the official AMHRR record maintained by the state and later given to the individual if requested.

(3) File Copy 2 in the permanent section of the AMHRR record. The disposition of the file will be in accordance with AR 600-8-104.

(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 NGB Form 22, for AGR Title 32 Soldiers being separated from the ARNG.

f. In addition, a DD Form 214 (Certificate of Release or Discharge from Active Duty) will be prepared for personnel being separated from a period of active duty when they have served 90 continuous days or more.

g. The NGB Form 22 is now authorized to demonstrate qualifying periods of service in the Selected Reserve for a citizenship application pursuant to section 329 of the Immigration and Naturalization Act.

#### **6-19. 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). Issue the original NGB Form 22A to the individual concerned. Instructions to complete the NGB Form 22A is shown in appendix F, table F-2. Special instructions concerning the correction of NGB Form 22.

a. Do not issue a NGB Form 22A when more than 1 page will be required to complete the correction. Administratively issue a new NGB Form 22.

b. Do not issue a NGB Form 22A when 2 NGB Forms 22A have already been issued for the same NGB Form 22. Administratively issue a new NGB Form 22.

c. Do not issue a NGB Form 22 to correct the (Character of Service). Issue a new NGB Form 22.

d. Do not use punctuation on a NGB Form 22 unless the entry is monetary, part of a unit name, or to complete an address with a 9-digit zip code.

e. For additional guidance, follow the established procedures outlined in AR 635-8 (Separation Processing and Documents) for issuing the DD 215.

#### **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 state 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. State 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.

#### **6-21. Notification of discharge**

When discharge has been ordered by the separation authority and the Soldier cannot 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. The notification procedure in paragraph 6-30 of this regulation is applicable. For additional guidance see AR 135-78, section IV.

## **Section V**

### **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 appeal through command channels to the state (MPMO/G1) explaining facts pertinent to the case that the Soldier feels were not fully considered.
- c.* The state may act on an appeal where the decision is favorable to the Soldier. When the state recommends denial, forward the appeal request, pertinent records, and the state's recommendation to DARNG (ARNG-HRH-E) 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. States 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 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. The purpose and authority of the ABCMR, will be explained during discharge processing, except when the discharge is for immediate reenlistment. Send appeals on DD Form 149 to Army Review Boards Agency, 251 18th Street South, Suite 385, Arlington, VA 22202-3531.

## **Section VI**

### **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 IX of this chapter.

#### **6-26. 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 to 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 Control Group.
- 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.

#### **6-28. Discharge after expiration of the service obligation**

- a.* A Soldier is entitled to be discharged on the expiration of their service obligation, and normally will be discharged unless action is taken to retain the Soldier beyond such expiration date. ETS is a voluntary discharge at the completion of the contractual obligation, with or without a military service obligation.
- 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 a physical disability separation, IAW chapter 8, table 8-1i.
  - (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 or state military code. 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.

#### **6-29. Effective date of discharge**

The effective date of discharge is 2400 hours on the date of notice of discharge. 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 IX of this chapter for effective dates on transfers to the retired reserves. For those Soldiers discharged by reason of attaining maximum allowable age, the effective date will not be later than the last day of the month during which maximum allowable age is attained and may be the day before reaching the maximum allowable age regardless of ETS.

#### **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 issued to the Soldier's legal guardian.

### **Section VII**

#### **Guidelines for Separation**

#### **6-31. Guidance**

When a Soldier is processed under multiple separations bases, 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 1 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.
- e. When initiating an administrative separation on a Soldier, for any reason (voluntary or involuntary), include documentation in the separation packet that positively identifies the Soldier as having been, or not having been, a victim of sexual assault. Refer to AR 135-178, Chapter 3, Section I for additional guidance.

### **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, chapter 3.
- b. See AR 135-178, figures 3-1 through 3-7 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, conditional waiver, 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 discharge action under AR 135-178, chapter 12 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 (Procedures for Administrative Investigations and Boards of Officers). 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. See paragraph 6-4c for additional guidance.

### **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 AMHRR.
- 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 state for a final determination. If approved by the state, the retention constitutes a waiver of the fraudulent entry or erroneous enlistment, reenlistment, or extension. File the original copy of the approved document in the permanent section of the Soldier's AMHRR. If disapproved by the waiver approval authority, process the Soldier for discharge.
- d. Mail 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 DODID of the Soldier*)" and issue 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 TAG may release this copy thereafter.

## Section VIII

### Codes, Reasons and Procedures for Discharge or Separation

#### 6-34. Reentry Eligibility Codes

Reentry Eligibility codes are 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.
3	Not fully qualified for reentry or continuous service at time of separation, but this disqualification is waivable.
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) Applies to: Soldier separated prior to the effective date of this regulation. These codes will not be used. Eligibility: Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.

2. Prior RE codes (2A, 3A, 3B, 3C, 3D, 3S and 3V) Applies to Soldiers separated prior to the effective date of this regulation but who did not meet reentry criteria at time of separation. Eligibility: Requires enlistment waiver.

3. See AR 601-210 for eligibility RE Codes from other services.

#### 6-35. Separation/Discharge from State ARNG and/or Reserve of the Army

Following are reasons, applicability, and codes 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 AR 135-178 chapter 1, Section V 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. Refer to paragraph 6-32 and applicable sections of AR 135-178 to determine if administrative separation boards or notification procedures are required. All Soldiers will be notified of a commander's recommendation for their involuntary discharge. If the characterization is under other than honorable or general under honorable conditions the Soldier will be informed of the specific factors in the service record that warrant such characterization. Each separation reason outlined in (Para 6-35 and 6-36) below reflect the Assignment/Loss Reason Codes that will be annotated on the separation order by the order issuing authority.

a. Refer to AR 135-178, chapter 4, for discharge for ETS: RE 1; or, if an approved bar to continued service or extension is in effect, or the Soldier is ineligible for extension due to overweight, APFT/ACFT failure, UNSAT Participants or a positive urinalysis, but is not barred at time of ETS: RE 3. Loss Code (LC): ER

b. Refer to AR 135-178, chapter 5, for the following reasons for discharge:

(1) Reduction in authorized strength: RE 1. LC: RA

(2) Discharge for immediate reenlistment in the ARNG: RE 1 LC: ER

(3) Discharge for enlistment in an ACTIVE component of the U.S. Armed Forces: RE 1. LC: EB

Discharge for enlistment or appointment in any RESERVE component of the U.S. Armed Forces, RE 1. LC: EC, for Soldiers approved for Sanctuary RE: 1, LC: SU

(4) Discharge to accept appointment as a commissioned or warrant officer in the ARNG: RE 1. LC: WB.

(5) Separation of cadets on disenrollment from the Senior ROTC (SROTC) or an ROTC Scholarship program: RE 3. LC: PE

(6) Separation from the ROTC cadet early release when authorized by HQDA: RE 1 or 3 LC: EE

(7) Discharge of a potential SROTC/ROTC/SMP participant who is not accepted in the ROTC advance course: RE 1 or 3. LC: EE

(8) Removal or withdrawal from 09R (SMP) program and refuses to enter IET within 180 days. RE 3. LC: PE

(9) Appointment as a cadet or midshipman to one of the Service academies: Note: Soldiers will be transferred to USAR Control Group (IRR) (ROTC), 1600 Spearhead Division Avenue, Dept. 420, Fort Knox, KY 42701-0122, effective date, day prior to reporting. RE 1. LC: AJ

(10) Removal or withdrawal from 09S (OCS) program and refuses to enter IET within 180 days. RE 3. LC: PE

(11) Involuntarily ordered to active duty for proceedings under 10 USC 802 IAW AR 135-200, Chapter 7. RE: 1. LC: EB

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. LC: DC for dependency or HA for hardship.

(2) Pregnancy: RE 1. LC: PC

(3) Surviving son or daughter: RE 3. LC: SJ

(4) Involuntary separation due to parenthood. Counseling and opportunity for rehabilitation required per AR 135-178, (para 6-5b) is required. RE 3. LC: IC

(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 pregnancy, positive urinalysis (DAT POS) and Human Immunodeficiency Virus (HIV) in entrance physicals: RE 3 (RE 4 for HIV). LC: MG

(b) Found to have been pregnant on enlistment: RE 3 LC: MG

(6) Other designated physical or mental conditions, to include violation of AR 670-1, (Tattoo and Brand policy). RE 3. LC: MG. For personality disorder; RE 4. LC: PA

d. Refer to AR 135-178, chapter 7, (Except (4) below) for the following reasons for separation:

(1) Underage enlistment: RE 3. LC: MK

(2) Erroneous enlistment, reenlistment, or extension: RE 1 or 3. LC: EG

(3) Defective enlistment or reenlistment. RE 1, (If fault of the Army) or RE 3. LC: EG

(4) Failure to attend IET (phase I and phase II) anytime within 24 months or those Soldiers who refuse to ship as scheduled. RE 3. LC: PE

(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, chapter 7 must be approved prior to the determination. RE 3 or 4. LC: FP

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. LC: TK. Use LC: CI for Soldiers approved as conscientious objectors RE 4.

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. Initiation of discharge proceedings is required for Soldiers without medical limitations who have 2 consecutive failures of the APFT/ACFT, prior service applicants or a Soldier who has lost their MOS (coded 09U) who refuse to attend MOS reclassification course within 24 months or who are eliminated for cause from Noncommissioned Officer Professional Development System (NCOPDS) courses, unless the responsible commander has imposed a bar to continued service: RE 3. LC: SL

g. *Rescinded.*

h. Refer to AR 135-178, chapter 10, regarding Soldiers with a subsequent alcohol or drug related incident of misconduct during 12 month period following completion or removal from the Army Substance Abuse Program and AR 600-85, 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. LC: AD

i. Refer to AR 135-178, chapter 11, for the following reasons for discharge:

(1) Acts or patterns of misconduct under the UCMJ, State Military Code, or similar laws. This includes abuse of illegal drugs to include testing positive, 2 serious incidents of alcohol-related misconduct within a 12-month period, IAW AR 600-85, chapter 10, involved in illegal trafficking, distribution, possession, use or sale of illegal drugs and convicted of driving while intoxicated or driving under the influence a second time during their career. 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. Recommendations for retention or separation will be forwarded through command channels to the separation authority. See AR 135-178, chapter 2, when the discharge authority decides to retain and as a condition of retention, enroll in a rehabilitation program as soon as possible. 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 4. LC: AD (Drug abuse) or MM (Misconduct) RE 3 or 4.

(2) Conviction by criminal Court. If the sole basis for discharge is conviction of a criminal offense, counseling and rehabilitative efforts are not required. RE 3 or 4. LC: CK

(3) Conviction by criminal Court for domestic violence. RE 4 (based on the qualifying conviction, the Soldier is unqualified for further military service by reason of the criminal conviction.) LC: CK

(4) Conviction by criminal court cases in foreign countries. See AR 135-178, chapter 11-3 for procedures. RE 3, LC: CL

(5) Soldiers convicted in civilian or military court of the following will be processed for separation: See AR 135-178, paragraph 11-4.

(a) *Sex offense.* Any Soldier convicted of a sexual offense, but whose sentence did not include a punitive discharge, will be processed for administrative separation. This policy applies to all Soldiers currently in the Army, regardless of when the conviction for a sex offense occurred and regardless of component of membership and current status in that component. If the separation authority approves retention, they will initiate an action for the exercise of Secretarial plenary separation authority under paragraph 13-3 of AR 135-178. If a Soldier who has been convicted of a sex offense has previously been subject to an administrative separation action for that conviction and has been retained as a result of that proceeding, the separation authority will also initiate an action for exercise of Secretarial plenary separation authority under paragraph 13-3 of AR 135-178. The processing of Secretarial plenary separation authority actions will comply with all current notification and processing guidance contained in this regulation. RE 4. LC: MR

(b) *Sexual assault.* Any Soldier convicted of rape, sexual assault, forcible sodomy or attempt to commit one of those offenses who is not punitively discharged, will be processed for administrative separation for commission of a serious offense. In all instances where administrative separation for an enlisted military sex offender is forwarded to the initial separation authority for final action, and the initial separation authority supports retention, the separation authority will forward the case to the Secretary of the Army for final decision pursuant to Secretarial Plenary Authority paragraph 13-3 of AR 135-178, RE 4. LC: MR

j. Refer to AR 135-178, chapter 12, for unsatisfactory participation. Commanders may recommend retention of Soldiers who have accrued 9 or more unexcused absences within a 1-year period. Submit requests with justification for retention to the State MPMO/G1. Include verification that the notification requirements of AR 135-91 and paragraph 6-32 have been met. RE 3. LC: CW

k. Refer to AR 135-178, chapter 13, for Secretarial plenary separation authority. Requests under this authority must go through command channels to DARNG (ARNG-HRH-E). 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. RE 4. LC: AL

l. Refer to AR 135-178, chapter 14, 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. LC: NL

(b) Visit a foreign country of their nationality for 6 months or more RE 1. LC: NG, or establish permanent residence in a foreign country. RE 1. LC: NJ

(2) Ministers of religion or divinity students. RE 1. LC: MO

(3) Attainment of maximum allowable age (not retirement eligible). RE 4. LC: MC

(4) Approved exemption from involuntary orders to active duty per AR 601-25. RE 3. LC: EH

(5) Early discharge of Soldier with a bar to continued service. RE 3. LC: UA

(6) Failure to meet enlistment or retention standards for security reasons in AR 380-67. RE 4. LC: FH

(7) Confirmed as infected with HIV per AR 600-110 may request voluntary discharge under paragraph 6-35k above and AR 135-178, chapter 13. AR 140-10 prescribes procedures for assignment to the Standby or Retired Reserve. RE 4. LC: AL

(8) Medically unfit for retention per AR 40-501, chapter 3. 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 6-36t 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 are ineligible to reclassify into a new MOS or ineligible

for a non-regular retirement. RE 3. LC: MG, if Soldier is not eligible for non-regular retirement. LC: XM if eligible for 15, but fewer than 20 non-regular retirement or LC: CC if eligible for 20 years non-regular retirement.

(9) Conscientious objection. Soldiers will be processed per AR 600-43. RE 4. LC: CI

(10) Dropped from the rolls, Title 32 for confinement or Title 10 Soldiers including IET. RE 3. LC: DE

(11) Severance Pay for medically unfit Line of Duty (LOD) with fewer than 15 years of qualified service.

RE: 3. LC: MG

(12) Soldier found medically unfit due to Non-LOD issue with fewer than 15 years of qualified service.

RE: 3. LC: MG

m. Refer to AR 135-178, chapter 15, 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. 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 body composition program within twelve months: RE 3. LC: SL

n. Not selected for retention by a qualitative retention board per AR 135-178, chapter 16 and elects discharge. If the Soldier elects to be reassigned to the USAR Control Group (Reinforcement) or the Retired Reserve, use paragraph 6-36r. RE 4. LC: SC

o. Individual request for discharge in-lieu of reassignment to the USAR Control Group (Retired). RE 3. LC: CC

p. Prior Service (PS) Soldiers from sister services who fail to complete PS Basic Combat Training/Army BCT within 365 days from enlistment. Characterization of service will be uncharacterized. RE: 3. LC: PE

### **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 paragraph 6-8. Soldiers being separated under this authority that are deemed a mobilization asset will be transferred to the IRR.

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. LC: IE

b. Moving to an area where an ARNG unit is not available within reasonable commuting distance. See AR 135-91, chapter 5. RE 1. LC: CD

c. Failure to obtain assignment to a unit vacancy. See chapter 4 of this regulation. RE 1. LC: LC

d. Expiration of period in excess status. See chapter 3 of this regulation: RE 1. LC: EN

e. Temporary overseas residence, employment, RE 1. LC: IJ or missionary obligation LC: MO. See AR 135-91, chapter 5.

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: To accept an USAR-AGR tour. Requires acceptance memorandum from HRC prior to issuing separation orders. RE 1 LC: EC

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 1. LC: IJ

h. Graduate student in the health professions. See AR 135-91, chapter 5, section IV: RE 1. LC: IJ

i. Failure to report for active duty when ordered. See AR 630-10 (Absence without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings). RE 3. LC: CW

j. Failure to report to the gaining state upon interstate transfer. See chapter 4 of this regulation. RE 3 LC: SE

k. Failure to report after enlistment through the Reserve Components Transition Program. RE 3 LC: CW

l. Failure to report for annual Inactive National Guard muster per NGR 614-1. RE 3. LC: CW

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. LC: FR

n. Expiration of active status commitment in the Selected Reserve, such as at the end of 6 years of a 6 X 2 enlistment option.

(1) 3 X 5 enlistment option, RE 1 or 3, LC: CG

(2) 4 X 4 enlistment option, RE 1 or 3, LC: CG

(3) 6 X 2 enlistment option, RE 1 or 3, LC: CE

Note: If a bar to continued service is in effect, or the Soldier is ineligible for extension due to overweight, APFT/ACFT failure, UNSAT participants, or a positive urinalysis. RE 3.

o. Discharge and transfer to the Retired Reserve. See section IX of this chapter and AR 140-10 for policy and procedures.

- (1) Regular Retirement, RE 3 or 4 LC: CB
- (2) Non-Regular Retirement, RE: 3 LC: CC
- (3) If over the age 60, RE 4 LC: CC
- (4) Early Retirement (15-20) years, RE 4R LC: XM

p. As a result of discharge from the Reserve of the Army. RE 3 or 4 as appropriate. LC: SE

q. Not selected for retention by a qualitative retention board 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 6-35n. RE 4. LC: SC

r. Placement on the permanent disability retired list. See AR 635-40. RE 4. LC: CF

s. Placement on temporary disability retired list. See AR 635-40: RE 3. LC: TD

t. Failure to obtain required PHA per AR 40-501 or Dental Exam. Soldier will be notified in writing of the requirement to obtain a PHA/Dental exam, and given 90 days after the letter is mailed or in person counseling on DA Form 4856 endorsed by the Soldier to comply with this requirement. Commanders can authorize an extension of up to 60 days for extenuating circumstances: RE 3. LC: LA

u. Conscientious objection. See AR 600-43 RE 4. LC: CI

v. Acts or a pattern of misconduct and Soldier is eligible for assignment to Retired Reserve. RE 3. LC: CC

w. 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 nor 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 their right to counsel in writing. If the right to counsel is not waived, 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 they 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 or 4. LC: MM

y. Reduced Retirement Age based on Qualifying Continuous Active Service, RE 3, LC: CH

### **6-37. Substance Abuse Processing Procedures**

Substance abuse is incompatible with military service and Soldiers who abuse drugs 1 or more times are subject to discharge per paragraph 6-35i. Commanders will process all Soldiers identified as having abused illegal drugs for separation per AR 135-178, chapter 10. "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, AD, Initial Active Duty for Training (IET), ADT, ADOS, or AGR (Title 10 only) from the rolls of the Army are outlined below per AR 630-10. Soldiers on Title 32 status are not subject to provisions under 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 their 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 State MPMO/G1 when the absentee should be DFR.

(2) The Adjutant General publishes orders, using the modified format 510 as shown in Figure 6-1 assigning the AWOL Soldier to an Active Army unit effective 0001 hours the date of DFR.

(3) The State MPMO/G1 will provide the gaining Active Army unit commander the order. The notification is the authority for the accession and dropping the Soldier from the rolls.

(4) The orders must contain the following information as outlined in Figure 6-1:

(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 TAG 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 1 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. ARNG/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:

d. Distribute DFR orders to:

(1) The Soldier’s AMHRR.

(2) State historical file.

(3) The Soldier’s last known address.

## **Section IX**

### **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 (Automated Retirement Points Accounting System), 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, 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 6-35*o* 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 AMHRR 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. Soldiers 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.

*f.* Reduced retirement age. See AR 135-180 (Qualifying Service for Retired Pay), chapter 2 for additional guidance.

#### **6-40. Application for retired pay**

*a.* Soldiers eligible for retired pay for non-regular service currently in the ARNG should, approximately 1 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 state 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 (Application for Voluntary Retirement) to the state MPMO/G1, or to DARNG (ARNG-HCM) for AGR Title 10 Soldiers, up to twelve months before the selected retirement date. Soldiers are not required to 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 20<sup>th</sup> 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 6-40*b* above for effective date.

*a.* See AR 600-8-19, chapter 7, for lateral appointments to Corporal (CPL), First Sergeant (1SG) and Command Sergeant Major (CSM) upon retirement.

*b.* See AR 600-8-19, chapter 7, for special advancement to highest grade satisfactorily held.

*c.* See AR 600-8-19, chapter 10, for AGR Soldiers reduced due to force structure changes and other reductions in grade not due to the Soldier's misconduct.

*d.* See AR 135-180 for determining highest grade satisfactory held for retired pay.

#### **6-42. Orders**

*a.* State MPMO/G1 or HRO will issue retirement orders within IPPS-A 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 TAG (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 X**

#### **Involuntary Separation of Army National Guard Enlisted Soldiers having completed Eighteen but Fewer Than Twenty Years of Qualifying Service for Retirement**

#### **6-43. Authority**

The Secretary of the Army is the separation authority for all Soldiers having completed 18 but fewer than 20 qualifying years of service for retirement per paragraph 6-2*e*(1). This section lists the requirements to process involuntary discharge requests.

#### **6-44. Requirements**

Requests must be personally reviewed and requested in writing by TAG and contain the following:

*a.* Memorandum from TAG requesting that DARNG 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, chapter 3, (i.e. Separation, Retention, or Separation with suspension of separation). If they do not conform to the regulation, TAG 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, chapter 3.
- e.* A certified copy of the Soldier's Record Brief.
- f.* A current Retirement Point Accounting System (RPAS) statement on the Soldier that shows the Soldier having completed 18 but fewer than 20 years of qualifying service for retired pay.
- g.* Records of counseling and any other rehabilitation attempts. Discharge orders will not be prepared prior to approval of discharge.
- h.* Toxicology Report (if applicable).

#### **6-45. Separation Boards**

- a.* Separation boards are required for all Soldiers having completed 18 but fewer than 20 years of qualifying service for retired pay. The board cannot be waived by the Soldier per AR 135-178, chapter 3. 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 having completed 18 but fewer than 20 years of qualifying service for retired pay 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.
- c.* TAG recommendation must include the following:
  - (1) Approval/disapproval of board recommendation.
  - (2) Recommended characterization of service.
  - (3) Status of any type of incentives.

#### **6-46. Involuntary Separation**

Denial of extension or immediate reenlistment at expiration of term of service (ETS) is defined as an involuntary separation. Soldiers having completed 18 but fewer than 20 years of qualifying service for retired pay (sanctuary) cannot be involuntarily discharged without Secretary of the Army approval per AR 135-178, and board action. The authority for waiver denial for a Soldier who is ineligible for extension or immediate reenlistment without a waiver is DARNG (ARNG-HRH-E). In cases where DARNG 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 DARNG (ARNG-HRH-E).

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State Headquarters Letterhead

Order #

Date

Standard name line, unit of assignment, UIC, and address.

You are discharged from the Army National Guard and assigned to component indicated on the day following the effective date.

Assignment: Indicate the active duty unit of assignment.

Effective Date: 31<sup>st</sup> day of AWOL

Type of Discharge: NOT AUTHORIZED (No Certificate Issued)

Additional Instructions:

(a) Transaction Code: DE

(b) RE Code: 3

(c) Characterization of Service: Uncharacterized

(d) File is to be closed out and forwarded within 30 days after effective date of discharge or date of order, whichever is later.

(e) SRIP:

FOR ARMY/ARNG USE:

Authority: NGR 600-200, para 6-35l(10), and AR 630-10. Confirms verbal order of The Adjutant General.

HOR:

Format: 510 (modified)

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**Figure 6-1. Sample discharge order for DFR cases modified format**

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(Letterhead)

*(Office Symbol)*

MEMORANDUM FOR (Commander, unit)

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

DOD Instruction 6495.02 and AR 600-20, chapter 8, Sexual Assault Prevention and Response Program require Soldiers being administratively separated to sign a statement answering the following questions:

(a) Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months? *YES NO*

(b) If the answer to (a above) is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or of filing the unrestricted report? *YES NO*

*Soldier's Signature*

*DODID*

*Unit*

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**Figure 6-2. Sample memorandum for victims of sexual assault statement for administrative separations**

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## **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, TAGs will personally recommend only fully qualified NCOs with the highest character and standards of professional competence, leadership, and dedication for initial assignment at battalion level in their primary occupational specialty (PMOS). Each nominee will be further recommended by the State CSM. This chapter represents the ARNG sole authority for the nomination, selection, appointment, and utilization of CSM regardless of status to include mobilization.

##### **7-2. Professional development proficiency code (PDPC)**

Nominative Positions. Any authorized CSM or SGM billet where the rated CSM/SGM is rated by a General Officer (GO) or member of the Senior Executive Service (SES). The position must be validated on an MTOE, TDA, JMD, or a provisional organization approved by HQDA.

- a. CSM PDPC codes will be applied to all Nominative CSMs to identify their position as follows:
  - (1) 8C 1 star
  - (2) 8D 2 star
  - (3) 8E 3 star
  - (4) 8F 4 star
- b. PDPC codes will be updated by MPMO/G1.
- c. Staff SGM positions provide broadening experience and should not be viewed as detrimental to a CSM career.

##### **7-3. Prerequisites**

Nominees will be:

- a. SGM, 1SG or MSG who have been selected as best qualified by a SGM promotion board under (para *b*) below, and selected as best qualified for appointment to CSM by a State-level CSM selection board.
- b. The CSM panel of the SGM board will include CSMs to review SGM, 1SG, and MSG who are eligible, per AR 600-8-19 and this chapter, and accept consideration for CSM. If officers are included, they will be COL or higher. The SGM promotion board will be charged first to select eligible SGM, 1SG, and MSG who accept consideration for CSM per this chapter, then consider all remaining eligible 1SG and MSG for SGM. 1SGs and MSGs selected for CSM by this panel are automatically selected for promotion to SGM in their PMOS, but are subject first to approval for CSM by the HQDA (ARNG) CSM Selection Board.
- c. 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 or medical reasons are not eligible for subsequent attendance. Therefore, they are not eligible for consideration for SGM or CSM. This criterion is not waivable. See AR 600-8-19, paragraph 7-20. All applicants will be subject to the Personnel Suitability Screening (PSS) process to ensure they meet the exemplary conduct standard as outlined in paragraph 7-12. Applicants entering the USASMC must be cleared by the PSS as outlined in the ARNG-G3 annual MOI. States are not authorized to conduct pre-suitability screening of nominees.
- d. Noncommissioned officers promoted to SGM prior to 1 October 1992 are considered qualified in the PME 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.
- e. In a paid drill or AGR status.
- f. Eligible for immediate reenlistment or extension without regard to time remaining to ETS. Soldiers must be appointed prior to their fifty-seventh birthday. Waivers to the age requirement are not authorized.
- g. Identified for assignment to a CSM position vacancy or projected vacancy within 12 months.
- 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).
- j. All Soldiers selected for command positions and CSM designees, must have a Cardiovascular Screening Program (CVSP), meet body composition standards set forth in AR 600-9. A CVSP clearance granted during the Soldier's last periodic health assessment is sufficient to meet the CVSP requirement.
- k. In a promotable status.
- l. The service remaining obligation (SRO) for promotion or appointment:

- (1) Soldiers must be able to meet the SRO prior to reaching their 60th birthday.
- (2) Promotion to SGM: 36 months SRO.
- (3) Lateral appointment to CSM: 12 months SRO.
- m. The remaining service obligation for completion of the U.S. Army Sergeants Major Course (USASMC):
  - (1) 2 years after completion of the resident USASMC.
  - (2) 6 months for all ARNG Soldiers regardless of their duty status after completion of the non-resident USASMC. Note: The promotion and training SRO run concurrently, do not add them. This is the sole authority for ARNG Soldiers regardless of status.
- n. MSGs and 1SGs being nominated must have promotion list status. Soldiers in the expanded zone of consideration as outlined in AR 600-8-19, chapter 7 are ineligible for the HQDA (ARNG) CSM Selection board.

## **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 (ARNG) CSM Selection Board. Those identified for assignment to projected vacant positions may be nominated up to 12 months before the positions will be vacant. The nomination memorandum will identify the actual position title, DMOS, and the projected date of the vacancy. States will nominate only 1 Soldier per actual or projected vacancy. States are not authorized to build a “bench” or an order of merit list.
- 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 7-15 of this regulation who are removed for cause, or who are pending adverse action, will not 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 and the board memorandum of instruction (MOI).
  - (3) Submit electronic packet in Adobe pdf format as shown in (para 7-6) below prior to the suspense date announced in the MOI. T10 Soldiers will submit their packets through ARNG-HCM-E.
- b. One nomination memorandum signed by both TAG (appendix G, figure G-1) and State ARNG CSM/Senior Enlisted Leader (SEL) is mandatory. The recommendation will highlight any shortcomings in the Soldier’s qualifications or nomination packet. Comments by anyone else are prohibited.
- c. The State CSMs will:
  - (1) Verify that the nominees were selected by the State-level 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 figure G-1.
  - (2) Validate AMHRR record within 30 days of board convening date.
- e. Title 10 (AGR) Soldiers. Nomination memorandums will originate from the Office of Personal Responsibility (OPR) Primary/Deputy level. Soldiers serving in a Joint Staff position or serving outside of their OPR will receive their nomination from their original OPR Primary/Deputy (O6/GS-15). (Ex. A G1/J3 Soldier serving in a G3/J3 position will receive their nomination from the G1/J1 OPR Primary.) The Primary level SGM will not provide input to the nomination.

#### **7-6. Packet procedures**

Assemble packets according to correspondence procedures in AR 25-50 (Preparing and Managing Correspondence) in the sequence outlined below in subparagraphs. Submit all scanned documents by email to ng.ncr.ngb-arng.mbx.arng-hrr-enlisted-actions@mail.mil, the subject line must read “CSM Board nomination packet (Soldier’s rank, Last name, First name in Parenthesis)”. Packets will be destroyed after the board proceedings have been concluded. States will submit a separate packet in Adobe Portable Document Format (PDF) for each nominee as outlined below:

- a. The Adobe PDF file will contain the following documents:
  - (1) Nominating memorandum:
    - (a) T32: Memorandum from TAG and State ARNG CSM/SEL that follows the sample in appendix G, figure G-1 of this regulation. 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.
    - (b) T10: Memorandum from the OPR Primary/Deputy (O6/GS-15) that follows the sample in appendix G, figure G-1 of this regulation.
  - (2) Nominee's memorandum to the board president if it conforms to the policy in paragraph 7-10. Third party memorandums are not authorized.
  - (3) For 1SG and MSG submit proof of USASMC enrollment, attendance or a graduate from ATRRS or DA Form 1059.
  - (4) Nominee's biographical sketch that follows the sample in appendix G, figure G-3 of this regulation.
- b. The performance folder from AMHRR 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 in AMHRR.

### **Section III**

#### **HQDA (ARNG) CSM Selection Board**

##### **7-7. Appointment**

The DARNG appoints the HQDA (ARNG) CSM Selection Board by memorandum to meet semi-annually in Spring and Fall at Headquarters, Department of the Army, National Guard Bureau. States (NGB for T10 AGR Soldiers) must establish procedures to select and nominate NCOs to this board per paragraph 7-3 of this regulation and AR 600-8-19, chapter 7.

##### **7-8. Board composition**

The board is comprised of 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 ARNG Major General or Brigadier General.
- b. The second officer is an Active Army Colonel (O-6).
- c. The CSMs are in an active ARNG status and a minimum of 1 State ARNG CSM or SEL (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 females are being considered, boards will include at least 1 female as a voting member. If this is not possible, the recorder will write the justification into the final board report.
  - (3) If minority group members are being considered, boards will include at least 1 minority group member 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 (ARNG-HRP) established procedures.

##### **7-9. Instructions**

ARNG-HRH will provide a memorandum of instruction prescribing the oath, general and specific guidance, procedures, reports, and other administrative details for the conduct of each board and announcement of board results. The board charge will be administered by the ARNG CSM or their designated representative.

##### **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. 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.* World-wide deployability.

### 7-12. Selection

The board will select only NCOs who are best qualified for CSM and deny selection to others.

*a.* Nominees will go through a PSS process to ensure they meet the exemplary conduct standard before the board results are released. The screening will include a review of the Soldier's personnel file, DA Inspector General (DAIG) records, and the Criminal Investigation Division (CID) records. Action by the board is administratively final. Soldiers selected for promotion to SGM with concurrent appointment to CSM as listed in the HQDA (ARNG) CSM Selection Board, will remain eligible for assignment, promotion and appointment from that list for a period not to exceed 12 months unless removed for cause from the list, or separated from the ARNG. Nominees previously selected by the HQDA (ARNG) CSM selection board who were not appointed, must be appointed within 12 months of the effective date of this regulation. All CSM selects who exceed the 12 months from selection, will require reconsideration by the HQDA (ARNG) CSM Selection board.

*b.* Soldiers selected by the HQDA (ARNG) CSM selection board and found to have derogatory information during the PSS must go through a formal adjudication process to be cleared for appointment. The adjudication process includes an initial review by the ARNG Senior Enlisted Review Board (SERB), which may clear the Soldier for appointment, or refer the case to a Standby Advisory Board (STAB) for a final recommendation to the DARNG.

*c.* The SERB will be conducted immediately following the HQDA (ARNG) CSM selection board. During this initial adjudication process, the State and Soldier are not authorized to submit a rebuttal during this phase.

*d.* Soldiers referred to the STAB will be notified in writing and provided a copy of the redacted derogatory file. They may submit a rebuttal letter and character witness statements within 30 days of notification if they elect.

*e.* Soldiers approved by the DARNG based on the STAB recommendation, will be appointed effective the date of the DARNG approval memorandum or date assigned to the CSM position, whichever is later. Exception, upon receiving approval from the DARNG, Soldiers detailed to the CSM position may be appointed effective the date detailed.

*f.* Soldiers not selected for appointment based on the STAB results, are ineligible for any future consideration. Soldiers not selected will be notified in writing and a record of the DARNG decision will be placed in the Soldiers AMHRR IAW AR 600-8-19, paragraph 7-1i.

*g.* The SERB board make-up will consist of: 1 General Officer, 1 Active Duty Colonel, and 3 nominative CSMs. Non-voting membership may consist of law enforcement, Inspector General, and Judge Advocate General subject matter experts. Board members will only consider the selectee's derogatory information from the PSS. The SERB may clear the selectee for appointment if the majority of board members find the derogatory information fails to rise to the level that a STAB is required.

*h.* The STAB board make-up will consist of: 1 General Officer, 1 Active Duty Colonel, and 3 nominative CSMs. Non-voting membership may consist of law enforcement, Inspector General, and Judge Advocate General subject matter experts. Board members will consider the selectee's, rebuttal memorandum, character witness statements, and a redacted report of the derogatory information. STAB board members tender individual recommendations, with justification, to the DARNG. DARNG considers the board's recommendation and provides a final decision for appointment.

### **7-13. Announcement**

The DARNG (ARNG-HRH) will announce board results by memorandum to TAGs. The memorandum will include the memorandum of instruction, and the approved list.

- 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, to include the pin-on requirement of the U.S. Army Sergeants Major Course (USASMC) if not previously completed.
- b.* Not selected. The ARNG CSM will make official notification to the states' regarding Soldiers who were not selected prior to releasing the board results. Their commanders will personally notify individuals not selected before the statewide list is published. Soldiers not selected by the HQDA (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 DARNG (ARNG-HRH-E) the name, 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 utilizing a Special Promotion PAR and Lateral Appointment PAR in IPPS-A. These Soldiers must be duty MOS qualified for the position for which promoted. This will 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 for grade actions that involve promotions. The grade on this certificate will read "Sergeant Major."
- b.* Primary MOS 00Z is restricted to position coding and personnel classification associated with duties and functions of the principal NCO reporting directly to a General Officer level commander. CSMs serving at the Battalion/Brigade level will retain their current PMOS. Award ASI (PDPC) as appropriate IAW DA PAM 611-21 table 12-2.
- c.* Date of Rank (DOR) as SGM will not change upon appointment to CSM.
- d.* TAGs 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. See paragraph 7-15a below for additional guidance.

### **7-15. Assignment and utilization**

TAG, for traditional and AGR Title 32 Soldiers, and the Director, ARNG, for AGR Title 10 Soldiers, are the assignment authorities for CSMs. This authority will not be delegated. The State CSM will advise TAG and the ARNG-CSM will advise the 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 HQDA (ARNG) CSM selection board.
- 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 based on their PMOS. In rare cases, when there are no eligible and available Soldiers on the State's 'best qualified list' with the required PMOS, States may nominate a Soldier with qualifications that are related to the position CMF. The following flexibility is authorized:



(1) If the command and CSM background cannot be a pure match, a CSM with a background that is the same as other units within the command 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 TDA units may be considered background immaterial.

(3) In those instances where the best-qualified board has exhausted all qualified applicants of the vacant positions, the State TAG must fully justify, in writing, selecting the Soldier(s) outside the required PMOS.

d. Normally, CSMs assigned to brigade and general officer commands will have prior CSM experience at lower command levels.

e. CSM positions in headquarters commanded by General Officers are nominative. These positions will be filled from current Soldiers 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 7-20, 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 7-19 or 7-20 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 7-21 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 (ARNG) CSM Selection 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 3 months after that duty from injuries or illness incurred or aggravated during the times in subparagraphs *a* or *b* above.

### **Section V Termination**

#### **7-18. Notification**

When a CSM is removed or recommended for removal from the CSM program, notify the following as appropriate:

a. TAG (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 (Personnel Security Program), applies.

#### **7-19. 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.

#### **7-20. Involuntary removal**

The following actions are involuntary removals. Individuals may be eligible for reappointment to and assignment as CSM without board action.

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.

### **7-21. 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. TAG (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 (Evaluation Reporting System). Appeal of an adverse evaluation under AR 623-3 will not be cause for delay of the removal action. A CSM who is formally relieved of their duties on a DA Form 2166-9-3 (Noncommissioned Officer Evaluation Report) will be immediately reassigned from the CSM position. State MPMO/G1 will laterally appoint the Soldier to SGM IAW paragraph 3-12b utilizing a Lateral Appointment PAR in IPPS-A.

### **7-22. 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 (ARNG) CSM Selection Board approval effective the date of notification of sourcing. Prior to appointment, the state must request Personnel Suitability Screening (PSS) and receive clearance as outlined in paragraph 7-12. Request for PSS screening will be submitted through etracker to ARNG-HRH-E. TAGs must first consider all serving CSMs and those previously selected by the HQDA (ARNG) CSM Selection Board prior to implementing this authority. 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. Soldiers must meet the professional military education requirements outlined in AR 600-8-19, paragraph 1-29. The State MPMO/G1 will immediately notify DARNG (ARNG-HRH-E) in writing of promotion and appointment actions under this authority. This provision only authorizes the appointment to CSM while Soldier is assigned to the deploying unit, if reassigned out of command upon REFRAD, the Soldier must be laterally appointed back to SGM. Future appointments to CSM will require selection by the HQDA (ARNG) CSM Selection Board.

### **7-23. Enrollment in United States Army Sergeants Major Courses (USASMC)**

Enrollment in the Sergeants Major Courses (SMC) is offered in 2 training methods; Resident or Non-Resident. The application process is the same for both courses; however, the selection process varies. The approval authority for T32 to attend the Non-Resident Course is the State CSM (SCSM). Title 32 Soldiers requesting attendance to the Resident Course will be selected by their SCSM, and enumerated (1 to N) through a centralized board process. The top 15 Soldiers will be provided an opportunity to attend the Resident Course; if 1 of the 15 Soldiers is unable to attend, the next Soldier on the list will be provided an opportunity. Title 10 Soldiers will be selected by their OPR SGM and approved by the ARNG CSM. Attendance of a T10 Soldier will not diminish the number of T32 opportunities. All applicants must not have reached their 53<sup>rd</sup> birthday prior to the start of the Sergeants Major Course. Policy and procedures for submitting packets for enrollment is published annually by ARNG Training Division (ARNG-TR). Soldiers selected to attend the USASMC (Resident/Non-Resident) are subject to post-board personnel suitability screening and receive clearance as outlined in paragraph 7-12. Exception, the USASMC board composition is modified as outlined in paragraph 7-24 below.

### **7-24. Board composition for USASMC**

The board is comprised of at least 2 officers and 3 CSM/SGM 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 ARNG (O-6).
- c. The SGM/CSMs are in an active ARNG status, graduate of USASMC, and have 3 years TIG.
- 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 females are being considered, boards will include at least 1 female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(3) If minority group members are being considered, boards will include at least 1 minority group member 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 (ARNG-HRP) established procedures.

## **Chapter 8**

### **Extension, Immediate Reenlistment, and Bar to Continued Service**

#### **Section I**

##### **Introduction**

##### **8-1. Purpose**

a. This chapter prescribes policies and procedures for extension, immediate reenlistment, and bar to continued service.

b. NGR 601-1 (Strength Maintenance Program) outlines the staffing, support duties, responsibilities, and administrative procedures of retention personnel.

##### **8-2. 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 of the ARNG.

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

##### **8-3. Terms**

a. Extension of Enlistment. Extension of enlistment enables the Soldier to continue on the present enlistment or reenlistment contract for the specified period of time noted in the extension agreement. The extension DA Form 4836 – (Oath of Extension of Enlistment or Reenlistment) will provide continuous service in the Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS).

b. Immediate Reenlistment. The execution of a separate enlistment contract without a break in service. Immediate reenlistment must be executed within 24 hours after the date of discharge in order to qualify for continuous military service.

c. Bar to Continued Service. The intent of a BAR is to deny continued service and future entrance into the ARNG/ARNGUS. A BAR is a procedure to deny reenlistment, immediate reenlistment, or extension of enlistment to Soldiers who would otherwise be eligible but whose continuation of service beyond expiration of term of service (ETS), without improvement, is not in the best interest of the ARNG/ARNGUS. See paragraph 8-22 for additional guidance.

#### **Section II**

##### **Extension of Enlistment**

##### **8-4. General**

a. In order to extend or re-enlist, Soldiers must be fully eligible for continued service per this chapter. 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 ARNG/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 per AR 601-210 and the ARNG Accession Options Criteria (AOC).

d. Table 8-1 lists authorized periods of extension, eligibility standards, and waiver authorities.

e. Retention beyond ETS is authorized per paragraph 8-8 and Table 8-1, Rule I.

f. Soldiers who enlist in the 3x5, 4x4, or 6x2 enlistment option, and desire to continue service in an active drill status at the end of their contractual obligation with the ARNG/ARNGUS, must execute DA Form 4836 to establish a new contractual obligation and a new ETS date.

g. Commanders will not arbitrarily deny a Soldier from extension or reenlistment. In those cases where a Soldier is fully qualified for retention but their commander believes it is not in the best interest of the ARNG for the Soldier to continue to serve (but a Bar to continued service is not warranted), the commander may forward the Soldier's request for reenlistment or extension through command channels to the battalion commander for a decision. The appeal authority is the first O-6 in the chain of command. This commander will review the Soldier's request and the recommendation of the chain of command and render a final decision.

h. The Retention Management Software (RMS) will be utilized for all extension effective FY21. Exceptions, in rare cases when the RMS system is not accessible or off-line, the MPMO/G1 can authorize an extension outside the automated system.

#### **8-5. Commander's evaluation of Soldier for continued service**

a. Commanders should evaluate all Soldiers to determine potential for further service under the "whole person" concept. Those Soldiers who are not considered suited for future military service should be considered for immediate administrative separation or initiation of a bar to continued service under the provisions of this chapter.

b. Factors considered under the "whole person" concept are listed below. This is a commander's guideline to assist in evaluating the request for potential continued service.

- (1) Recent nonjudicial punishment.
- (2) Repetitive nonjudicial punishment.
- (3) Inability to maintain MOS qualification or become DMOSQ.
- (4) Low education achievement in combination with a pattern of disciplinary incidents.
- (5) Low evaluation reports.
- (6) A pattern of marginal conduct or performance.
- (7) Potential for further service.
- (8) Not PME qualified at current grade.
- (9) Non deployable.
- (10) A combination of any or all of the above factors.

c. Soldiers who are not barred or pending separation who are denied extension/reenlistment should be counseled within 90 days of their ETS by the Commander.

#### **8-6. Date of execution of extension of enlistment**

a. All Soldiers are authorized to extend 12 months out from their scheduled ETS date either with or without a retention bonus. Soldiers, except those bonus-eligible Soldiers as defined 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 12 months before their currently scheduled ETS. This is an exception to the policy in NGR 351-1 (Individual Military Education and Training) and any other regulation requiring the remaining service.
- (2) Enrollment in the Reserve Officers Training Corps (ROTC) Simultaneous Membership Program (SMP).
- (3) Entrance, extension, or subsequent service on a tour of active duty or full-time National Guard duty including Active Guard and Reserve (AGR) service.
- (4) Participation in a State education assistance program.
- (5) Qualification for the Montgomery GI Bill.
- (6) Extension of bonus participants and GI Bill who were transferred to the Inactive Army National Guard (ING) to cover period in ING per NGR 600-7 (Selected Reserve Incentive Programs).
- (7) To meet the remaining service requirements for promotion in AR 600-8-19 (Enlisted Promotions and Reductions), paragraph 7-8.
- (8) To qualify for a program, benefit or entitlement (except for monetary benefits under the SRIP), which requires a minimum period of remaining service.

b. Soldiers who request an action in subparagraph *a* above will not be required to extend before their 12-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, regulation cannot supersede law, when faced with a choice between 2 benefit programs and a federal or State law requires remaining service obligation 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.

c. Soldiers who receive notification of sourcing for mobilization will be authorized to extend their current enlistment agreements 24 months prior to mobilization date, provided their current ETS falls within the mobilization

window. Upon mobilization, the extension window reverts back to 12 months. This policy does not affect nondeploying ARNG Soldiers.

#### **8-7. Period of extension of enlistment**

- a. Table 8-1 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 8-1.
- c. ETS established by any extension of enlistment will not exceed 7 years from the date of extension.
- d. Extension of enlistment for bonus participants will be per current bonus policies published by ARNG-HRM-I and/or NGR 600-7.
- e. The requirement to obtain U.S. Citizenship within 8 years of service is no longer required. As long as the Soldier is a US Citizen or a lawfully permanent resident alien and is otherwise qualified; they may extend without constraint.
- f. For Soldiers eligible for retirement for:
  - (1) Nonregular retired pay at age 60 per AR 135-180 (Qualifying Service for Retired Pay Nonregular Service) who are eligible for extension or immediate reenlistment while the State Qualitative Retention Board (QRB) is in session, may extend IAW table 8-1, Rule A.
  - (2) Active duty length of service retirement per AR 635-200 (Active Duty Enlisted Administrative Separations), 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 (The Active Guard/Reserve (AGR) Program).

#### **8-8. Retention beyond expiration of term of service (ETS)**

- a. Soldiers may be retained beyond their ETS when the unit commander or TAG 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 (USAR Assignments Attachments Details, and Transfers), chapter 6. The Soldier will be afforded the opportunity to request assignment to the Retired Reserve.
  - (2) A Soldier's conduct pursuant to UCMJ or state military code 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 AMHRR. HR personnel will use the notification memorandum to adjust the Soldier's ETS date within the personnel system. See Table 8-1, Rule U.
  - (3) Continued health care is required while in hospitalized status and when the Line of Duty (LOD) determination is "YES". This includes those receiving incapacitation pay. See subparagraph (5) below.
  - (4) Physical disability processing is required or has been initiated per AR 635-40 (Disability Evaluation for Retention, Retirement, or Separation), chapter 8. See subparagraph (5) below.
  - (5) In the cases stated in subparagraphs (3) and (4) above, the Soldier cannot be retained beyond their scheduled release date without written consent. See AR 135-381 (Incapacitation of Reserve Component Soldiers) 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 NGB Form 22 as follows: "Retained beyond normal discharge date for the convenience of the Government."
  - (7) A Soldier undergoing a medical 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. See table 8-1 Rule M.
  - (8) Involuntary retention beyond a Soldier's ETS to process administrative discharge proceedings pursuant to chapter 6 is not authorized. Processing time for separations when the notification procedure is used will not exceed 45 days. Reasonable time to complete administrative actions is defined as 90 days from discovery of cause of separation processing IAW AR 135-178, paragraph 1-7b.
- b. Soldier will be discharged upon completion of the action required. Discharge prior to the completion of the extension beyond ETS is authorized per chapter 6.

### **8-9. 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 (Army Command Policy), paragraph 5-3, when applicable, for dependent care counseling. Soldiers with a bar for failure to maintain a personal Family care plan per reference above will not be extended.

### **8-10. Medical and Physical Fitness.**

*a.* The following medical and physical fitness standards will be applied for extending in the ARNG.

*(1)* Soldiers must meet the medical retention standards of chapter 3, AR 40-501, or have been found physically qualified to perform in their PMOS per AR 635-40. Soldiers who have been found qualified for retention by a Physical Evaluation Board will not be denied extension or immediate reenlistment under this provision. Soldiers pending MAR2 action per AR 600-60 will not be authorized an extension until the MAR2 action has been finalized; however, they may be extended for the minimum time necessary to complete the MAR2 action.

*(2)* Soldiers must have passed their most recent APFT/ACFT, within 8-months period (AGR), 14 months (Traditional) prior to signing an oath of extension of enlistment or reenlistment agreement.

*(a)* Soldiers with temporary physical profiles (profile cannot exceed 12 months per AR 40-501) which preclude administration of an APFT/ACFT, but who have passed an APFT/ACFT within the preceding 8 months (AGR) 14 months (Traditional) to the date of awarding of the profile, are eligible for continued service under Table 8-1, Rule A or Rule B if Soldier was incentive eligible before temporary profile.

*(b)* Soldiers with temporary physical profiles who are not qualified for continued service under (a) above may be extended for not more than 12 months to allow removal of the profile and administration of an APFT/ACFT. Table 8-1, Rule J or Rule L if flagged for body composition.

*b.* Body Composition. Soldiers (except those in para (2) below) placed in the Body Composition Program, per AR 600-9, are not allowed to extend or reenlist unless a waiver is granted. (see Table 8-1, Rule K, and—

*(1)* Have a temporary medical condition that precludes weight loss, are otherwise physically fit, and have performed their duties in a satisfactory manner. The nature of on-going treatment must be documented. Extensions for temporary medical conditions must be for the minimum time necessary to correct the condition and achieve the required weight loss. Extensions or reenlistments are authorized for Soldiers with permanent medical conditions that preclude attainment of weight standards and disability separation is not appropriate. The approval authority for these exceptions is outlined in Table 8-1, Rule K.

*(2)* Soldiers who are under medical care for pregnancy (includes the birth of the child plus 7 months) and exceed the weight standards of AR 600-9.

*(a)* May extend or reenlist if they are otherwise qualified and were not in the Body Composition Program immediately prior to pregnancy. May extend under Table 8-1, Rule A or Rule B if Soldier was incentive eligible before temporary profile.

*(b)* May extend only if they are otherwise qualified and were in the Body Composition Program immediately prior to their pregnancy. Extension period will not exceed 12 months from the birth of the child. See Table 8-1, Rule K, or Rule L if flagged for APFT/ACFT.

### **8-11. Waivers**

*a.* Soldiers not qualified for nonregular retired pay at age 60 per AR 135-180 (Qualifying Service for Retired Pay Nonregular Service), 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. See Table 8-1, Rule N for waiver authority.

*b.* TAG may approve waivers for two years beyond age 60 per this chapter provided the Traditional Soldier can qualify for nonregular retired pay before reaching age 62. Soldiers who require extension beyond age 62 to qualify for nonregular retirement must submit the waiver to ARNG-HRH-E IAW Rule N. To ensure adequate time for processing, waiver requests for extension past age 60 should be submitted six months prior to the Soldier reaching age 60. Soldiers granted a waiver beyond age 60 are not eligible for promotion or promotion board consideration. See Table 8-1, Rule N.

*c.* 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. See Table 8-1, Rule N.

*d.* Soldiers who do not have verified creditable service for retirement by NGB (as delegated to TAGs) or U.S. Army Human Resources Command – Fort Knox, KY (HRC), may, with a TAG's waiver, be extended beyond age 60, 1 year at a time, up to age 62, waivers beyond age 62 require approval from ARNG-HRH-E, until verification is received. Upon verification of the service, discharge the Soldier. See Table 8-1, Rule N.

*e.* When discharging Soldiers who were retained beyond age 60, submit a copy of each approved waiver to HRC with the order assigning the Soldier to the Retired Reserve. Also, include a copy in the Soldier's application for retired pay. See Table 8-1, Rule N.

*f.* Extension beyond age 62 must be forwarded to ARNG-HRH-E for approval. To ensure adequate time for processing, waiver requests for extension past age 62 should be submitted 6 months prior to the Soldier reaching age 62. Soldiers who have made application for regular/nonregular retirement may not be granted a waiver – no exceptions. See Table 8-1, Rule N.

*g.* Soldiers who are not Professionally Military Education (PME) qualified in their current grade are authorized a 1 year waiver extension, provided ATRRS reservations are made for the required course. See Table 8-1, Rule U.

*h.* Exception under Lautenberg Amendment. Soldiers who are prohibited from possessing firearms or ammunition because of a qualifying conviction for domestic violence under the Lautenberg Amendment and AR 600-20 are not eligible to extend or reenlist. Soldiers identified with a qualifying conviction have an assignment consideration code of "L9." As an exception, Soldiers may request an extension if pending legal action for expunction or pardon, if otherwise qualified. Proof that the Soldier has initiated a request for expunction or pardon will be provided to the servicing career counselor prior to the Soldier executing of an extension. The reason for extension will be "In the best interest of the Service" and will not exceed 12 months. See Table 8-1, Rule R.

*i.* AGR personnel requesting to be retained beyond age 60 must submit a request from TAG to ARNG-HRH-M for approval.

#### **8-12. Extension document.**

All extensions will be accomplished using DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) through the RMS module. See Table 8-2, located at end of this chapter, for preparation instructions.

#### **8-13. Disposition instructions for DA Form 4836.**

A copy of the completed DA Form 4836 will be provided to the Soldier. The MPMO/G1 will ensure the new extension document is placed in the AMHRR record, to include RMS.

#### **8-14. Erroneous extensions and correction of errors on DA Form 4836**

Soldiers who were erroneously extended or to correct administrative errors, which are found after Soldier has extended and the DA Form 4836 has been distributed, the following procedures apply:

*a.* Minor administrative errors: Commander may correct minor administrative and typographical errors found after distribution of forms, by completing an Administrative Correction PAR in IPPS-A to correct the DA Form 4836. Submit a copy to the State MPMO/G1 for placement into AMHRR record.

*b.* Erroneous entries. Erroneous entries include changes to the term of extension, mismatching dates, incorrect rule in table 8-1, incomplete data, missing or unauthorized signatures, or errors that are other than intended by both Soldier and the ARNG. Commanders may submit a request for correction of extension agreement through command channels to the state MPMO/G1 for approval/disapproval. If approved, the DA Form 4187 must be added to the Soldier's AMHRR record and a copy returned to the unit for notification to the Soldier. The command will initiate a new corrected copy of the DA Form 4836 using the original dates. Both the Soldier and the commander will sign the corrected copy. The corrected DA Form 4836 will be added to the Soldier's AMHRR record.

*c.* Erroneous extensions. The criteria for an erroneous extension is that the extension would not have occurred had the relevant facts been known by the government or had appropriate regulations been followed and the extension was not the result of fraudulent conduct on the part of the Soldier and the defect is unchanged in material respects. Upon discovery of an erroneous extension, the separation authority (TAG) will direct either retention or separation of the Soldier by following the established procedures in AR 135-178, chapter 7. Soldiers who contest or disagree with changes to their extension documents must be notified of their right to submit an application to the Army Board for Correction of Military Records IAW AR 15-185.

*d.* Cancellation of extension. Soldiers may submit request s for cancellation of extension on DA Form 4187, complete with facts and justification. The request must be submitted into command channels prior to the first day of the new agreement. The final approval or disapproval authority is (TAG) delegated to the state MPMO/G1.

*e.* Cases involving incentives should be processed IAW the Settlement Process Guidance published by ARNG-HRM. See NGR 600-7, chapter 5.

#### **8-15. Lost or missing DA Form 4836**

Extensions: Lost DA Form 4836 after completing and prior to making distribution.

*a.* To duplicate a lost DA Form 4836 the unit commander will request approval through command channels to the state MPMO/G1. The request will contain the following data:

- (1) Sworn statement (DA Form 2823) by the Soldier and the commissioned officer who completed the extension/reenlistment agreement. The sworn statement will include the date the oath of extension was completed.
- (2) Statements from other individuals that witnessed the oath of extension, if applicable.
- (3) Evidence to support claim of lost DA Form 4836:
  - (a) the Bonus addendum completed on original date of extension if applicable and available, and
  - (b) other documents, which may be available to validate the extension was completed on the stated date.
- b. The state G1/MILPO will then review the unit commander's request. If approved, the command will execute a new DA Form 4836 using the original dates of the lost extension. The word "RECONSTRUCTED" will be placed on top of the DA Form 4836. A copy of the G1 approval will be filed with the new DA Form 4836 in the Soldiers AMHRR record. If not approved, return the package to the unit to renegotiate the extension/reenlistment provided the Soldier has not ETS.

### **Section III**

#### **Immediate Reenlistment**

#### **8-16. General**

- a. Soldiers must qualify for continued ARNG service in accordance with current regulations.
- b. Do not slash zeroes. Do not put zeroes in dates unless the entry calls for them.

#### **8-17. 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 ARNG/ARNGUS is the date on which the oath of reenlistment is administered. This date is also affected by the conditions in paragraph 8-6.
- b. Reenlistment documents will not be post-dated. Documents may be backdated only after the case is fully documented and approved by DARNG (ARNG-HRH-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.

#### **8-18. Periods of immediate reenlistment**

- a. Eligible Soldiers may immediately reenlist for 1, 2, 3, 4, 5, or 6 years except as stated below.
- b. Extension of enlistment for bonus participants will be per current bonus policies published by ARNG-HRM-I and/or NGR 600-7.
- c. Soldiers with a Military Service Obligation (MSO) will contract 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 current bonus policies as published by ARNG-HRM-I and/or NGR 600-7.
- e. Soldiers with 18 but fewer than 20 years to qualify for a non-regular or regular retirement who require a waiver will reenlist for a period of years, months and days, or whole years, equal to the last day of the month to which they qualify for such retirement.

#### **8-19. Preparation of records**

- a. Soldiers who immediately reenlist will execute the following forms:
  - (1) DD Forms 4/1 and 4/2 (Enlistment or Reenlistment Agreement-Armed Forces of the United States). See Table 8-3 for completion instructions.
  - (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 authorized and valid.
- c. Do not prepare a discharge order or NGB Form 22 (Report of Separation), or DD Form 214 (Certificate of Release or Discharge from Active Duty) 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: 070621 to 090701."
- d. Prepare a Discharge Certificate (NGB Form 55 (Honorable Discharge from the Armed Forces of the United States (ARNG)) or NGB Form 55a (Honorable Discharge from the Federally Recognized ARNG)). Do not provide this to the Soldier until after execution of the oath of extension of enlistment or reenlistment and the contract forms are signed.



## **8-20. Disposition of the DD Form 4 Series**

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

- a. Give the original to the Soldier.
- b. Submit a copy to the State MPMO/G1 office.
- c. Place a copy in AMHRR record.

## **8-21. Ceremonies**

a. The oath of extension of enlistment or reenlistment 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. The words "So help me God" may be omitted for those 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 extension of enlistment or reenlistment 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 the Army Service Uniform. Appropriate photographic coverage should be provided, if possible.

## **Section IV**

### **Bar to Continued Service, Immediate Reenlistment, or Extension**

## **8-22. General**

This section prescribed policies and procedures to deny reenlistment/immediate reenlistment extensions, and the future entrance into the ARNG/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 ARNG/ARNGUS. Policies and procedures prescribed herein apply to the commander's bar to continued service 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.

## **8-23. Standards and guidelines**

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 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 chapter 6.
- (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 ARNG/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.

## 8-24. 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 ARNG/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 ARNG/ARNGUS. These Soldiers are often identified by failure to achieve individual weapons qualifications; failure of the APFT/ACFT; obtaining low evaluation results from Army education activities; failure to submit an approved Family care plan; and failure to make satisfactory progress on Army Body Composition 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 ARNG/ARNGUS.

*c.* Soldiers against whom BARs are initiated often have written documents that disclose the recurrence of 1 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 their unit and the ARNG/ARNGUS.
- (15) Failure to achieve individual weapons qualification.
- (16) Failure to pass the APFT/ACFT. BAR to continued service is mandatory after second consecutive failure if separation processing is not initiated per paragraph 6-35f and AR 135-178, Chapter 9.
- (17) Participation in the Army Body Composition Program in order to meet body fat requirements of AR 600-9 (The Army Body Composition Program). A BAR to continued service is mandatory for Soldiers who do not make satisfactory progress in the body composition program after a period of 6 months, unless the responsible commander initiates separation processing per paragraph 6-35m and AR 135-178, Chapter 15.
- (18) Removal for cause from PME courses. BAR to continued service is mandatory if separation processing is not initiated per paragraph 6-35f and AR 135-178, Chapter 9.
- (19) Noncompetitive for promotion.

## 8-25. Procedures to institute a BAR

*a.* Any commander in a Soldier's chain of command may prepare NGB Form 602-R (Bar to Continued Service or Extension Certificate), summarizing the basis for the action.

(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 performance is unsuitable.

(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 fewer than 20 qualifying years; (see para c(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 para 8-23b(3)).

b. NGB Form 602-R BAR will be prepared in original and 2 copies. Additional copies may be prepared when required by TAG.

(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 their behalf, if the Soldier so desires. The Soldier will be allowed a period of 30 days from notification for the preparation of a statement and collection of any documents and/or pertinent materials. The Soldier's unit commander may grant a reasonable 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 ten 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 complete 20 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 fewer than 20 years of qualifying service for regular or non-regular retirement, 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 TAG. 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 SA.

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 TAG. Those with 18 or 19 years of service will be extended to 20 years. (Appeal provisions: 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) Give the original to the Soldier.

(2) Submit a copy to the State MPMO/G1 via AMHRR HR specialist.

f. An entry "Not recommended for further service" will be made in RMS. Upload the DA Form 4856 in documents section of RMS.

g. An approved BAR will be reviewed by the appropriate unit commander every 6 months (for Traditional 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 Record Brief, "Bar to continued service or extension reviewed; not recommended for removal (date)."

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 ARNG/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 Soldier concerned will be given a copy of the approved recommendation removing the BAR.

j. If at the time of the second 6-month (Traditional) or 3 month (AGR) review of a locally imposed BAR to continued service, the commander does not recommend that the BAR be removed, the commander will process the Soldier for separation per chapter 6 and the appropriate chapter(s) of AR 135-178. The term 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 subparagraph k below for special provisions for Soldiers barred for APFT/ACFT failure.

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

#### **8-26. Discharge with a BAR**

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 continued service or Extension (dated) in effect on the date of discharge" in the remarks section, block 21. Block 29, Reenlistment Eligibility, will be coded RE 3.

#### **8-27. Retention management software (RMS)**

a. The RRC is responsible for providing support to unit Retention programs and supporting the utilization of the Retention Management Software (RMS) database. All extension associated with any type of an incentive must be processed through RMS. Any extension/immediate reenlistment incentive addenda that are manually completed will not be valid. Effective FY21, all extension agreements (DA Form 4836) will be initiated in RMS.

b. The RRC is responsible for providing support to unit attrition management programs and supporting the utilization the Retention Management Software (RMS) database. RMS is a case management system that assists Unit personnel, unit Leaders and Recruiting/Retention NCOs in the execution of unit attrition management activities. The software was created to alleviate the antiquated paper driven attrition management processes at the unit level. Program modules include Sponsorship, Interstate Transfer, and AWOL Recovery. These modules provide visibility of eligible populations enables required documentation and tracks activity completion. This software has the capability to significantly improve the accuracy and efficiency of unit attrition management operations while also providing State and Unit Leaders with visibility of unit attrition management activities. User guides and training are available through the RMS website at <https://smms.army.pentagon.mil/Security/login.aspx>

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**Table 8-1**

**Basic eligibility standards, authorized periods of extension and waiver authority.**

##### **Rule A**

Applies to: Soldiers fully eligible for extension in the ARNG.

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

##### **Rule B**

Applies to: Soldiers eligible for a retention or other bonus per current bonus policies as published by ARNG-HRM-I and/or NGR 600-7. Rule B will be utilized for all types of incentives.

Period: Soldiers eligible for a retention bonus or other monetary incentive may extend only for the period authorized for bonuses per current bonus policies published by ARNG-HRM-I and/or 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. See Rule N for extensions beyond age 60.

##### **Rule D**

Applies to: Soldiers enlisted as non-prior service (NPS) under 1 of the enlistment options for completing their Selected Reserve obligations per (para 8-4) (i.e.: 3x5, 4x4, 6x2, 8x0), with a remaining obligation and who desire to continue in an active status.

Period: 1, 2, 3, 4, 5, or 6 years to include whole months if required.

##### **Rule E**

Applies to: 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 Secretary of the Army (SA) or his designated representative. This disapproval is final. 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 AR 135-178, but may not be discharged without the written approval of SA per AR 135-178 (Enlisted Administrative Separations), paragraph 1-12. Those who require a waiver for extension must be processed under AR 135-178, before involuntary separation can be accomplished. See paragraph 6-32 for additional guidance.

Period: Extended for the years, months and days that are required to reach the last day of the month the Soldier obtains 20 years of qualifying service.

#### **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/mobilization 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 for promotion per AR 600-8-19.
7. Qualify for a program, benefit, or entitlement (except for monetary benefits under the SRIP) which requires a minimum period of remaining service.
8. Allow extensions up to but not to exceed the maximum time established by the state AG for Soldiers selected for separation under the Qualitative Retention Board (QRB).
9. Any other valid circumstances not mentioned above. (For approval authority: MPMO/G1).

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 ARNG/ARNGUS service. This rule also includes Soldiers in the ING who desire to remain in the ING or return to active drilling status in the ARNG.

Period: Extensions as authorized in Rule A.

#### **Rule H**

Rescinded.

#### **Rule I**

Applies to: Soldiers retained beyond ETS for reasons outlined in (para 8-8).

Period: Reasonable time to complete administrative actions, not to exceed 24 months.

Approval authority: TAG (delegated to MPMO/G1) or 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/ACFT within 8 months (AGR) 14 months (Traditional) prior to signing a reenlistment agreement. To include, Soldiers with temporary physical profiles who failed to have a passing APFT/ACFT within the preceding 8 months (AGR) 14 months (Traditional) of their profile may be extended for not more than 12 months to allow removal of the profile and administration of an APFT/ACFT.

Period: Whole months, but not to exceed a total of 12 months, for non-deploying Soldiers.

Exception: Soldiers with temporary physical profiles (profile cannot exceed 12 months from date of new extension) which preclude administration of an APFT/ACFT, but who have passed an APFT/ACFT within the preceding 8 months (AGR) 14 months (Traditional) to the date of awarding of the profile, are eligible for reenlistment for any period up to 6 years under Rule A or Rule B of this table.

Approval authority: First COL in the Soldier's chain of command provided the extension will not enter a Soldier into sanctuary. Approval authority for sanctuary will be TAG (delegated to MPMO). Waiver authority: First COL or MPMO/G1.

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through command channels.
2. DA Form 705 last 3 years.
3. NGB Form 23.

### **Rule K**

Applies to: Soldiers in the Army Body Composition 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, for non-deploying Soldiers. For Soldiers with at least 18 but fewer than 20 qualifying years of service for regular or non-regular retired pay at age 60, approval authority may authorize extension in whole months for the minimum time required to complete 20 qualifying years.

Exception: Soldiers under medical care for pregnancy an exceed the weight standards of AR 600-9 may reenlist/extend under Rule A or Rule B of this table provided they were not flagged for body composition prior to pregnancy.

Approval authority: First COL in the Soldier's chain of command provided the extension will not enter a Soldier into sanctuary. Approval authority for sanctuary will be TAG (delegated to MPMO) Soldiers who are making satisfactory improvement in their Body composition, may receive an additional waiver for a period not to exceed 6 months. Waiver authority: First COL or MPMO/G1 as required.

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through channels.
2. Body composition file, to include monthly DA Form 5500/5501 past 6 months.
3. NGB Form 23.

### **Rule L**

Applies to: Soldiers in the Army Body Composition Program who are making satisfactory progress to meet the body composition requirements of AR 600-9 and those Soldiers who failed to take or pass last APFT/ACFT within 8 months (AGR) 14 months (Traditional) prior to signing a reenlistment agreement.

Period: Whole months, but not to exceed a total of 12 months, for non-deploying Soldiers. For Soldiers with at least 18 but fewer than 20 qualifying years of service for non-regular retired pay at age 60, approval authority may authorize extension in whole months for the minimum time required to complete 20 qualifying years.

Exception: See exceptions in Rule J and Rule K.

Approval authority: First COL in the Soldier's chain of command provided the extension will not enter a Soldier into sanctuary. Approval authority for sanctuary will be TAG (delegated to MPMO/G1) Soldiers who are making satisfactory improvement in both their Body composition and physical fitness, may receive an additional waiver for a period not to exceed 6 months. Waiver authority: First COL or MPMO/G1 as required.

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through command channels.
2. Body composition file, to include monthly DA Form 5500/5501 past 6 months.
3. DA Form 705 last 3 years.
4. NGB Form 23.

### **Rule M**

Applies to: Medically Non-Deployable per Army Directive 2018-22. In order to be eligible for extension Soldiers must maintain medical readiness, health, and dental assessments. Soldiers who are not deployable upon reaching their scheduled ETS date, will only be extended for the minimum period required to resolve the restriction.

Period: Whole months, but not to exceed a total of 12 months for Soldiers which are MRC 3 and do not require a Medical Review Board. Soldiers who are currently in the iDES process will be allowed to extend for an estimated period until a final determination is made.

Approval authority: TAG (delegated to MPMO/G1).

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through command channels.
2. MEDPROS printout.

### **Rule N**

Applies to: Lack of eligibility for nonregular retired pay. Traditional Soldier is not qualified for retirement per AR 135-180 upon reaching age 60, but could qualify prior to reaching age 64. Soldiers who will not qualify for a nonregular retirement will not be extended beyond their 60th birthday.

Approval authority: TAG up to age 62 provided the Traditional Soldier will qualify for nonregular retired pay. Soldiers who will not qualify for retire pay by the age of 62 requires the approval of DARNG (ARNG-HRH-E) up to age 64. Traditional Soldiers are authorized to extend for the minimum period to qualify for nonregular retired pay.

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through command channels, endorsed by TAG for NGB waivers.
2. DD Forms 214 and NGB Forms 22 that show all creditable service and a current NGB Form 23 (Retirement Point Accounting System (RPAS) Statement).
3. Medical PULHES from latest PHA.

#### **Rule O**

Applies to: 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.

Approval authority: TAG (delegated to MPMO/G1) when all creditable civil service has been verified by the Human Resource Office up to age 62. DARNG (ARNG-HRH-E) beyond age 62. However, Soldier cannot extend past age 64 to qualify for either retirement by law.

Minimum documentation required:

1. Memorandum request for waiver from unit commander through command channels.
2. Certificate of all creditable technician and creditable Federal civil service.
3. Medical PULHES from latest PHA.

#### **Rule P**

Applies to: Age. Traditional Soldiers who are or are not qualified for retirement at age 60 per AR 135-180 may be extended up to the last day of the month they reach age 62 due to mission essential requirements. No additional waivers will be authorized.

Approval authority: TAG (delegated to MPMO/G1).

Minimum documentation required: Commander 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 Q**

Applies to: Physical examination. The Soldier does not have a current periodic health assessment.

Period: 3 months for Soldiers who agree to complete the requirement.

Approval authority: First COL in the Soldier's chain of command.

Minimum documentation required: Memorandum request for waiver from unit commander through command channels.

#### **Rule R**

Applies to: Flagged for any non-transferrable actions. Soldiers pending legal action, either military or civil, provided otherwise qualified, and recommended by the commander may be extended until final outcome of action.

Period: Minimum amount of time required to complete the action; not to exceed 12 months.

Approval authority: TAG (may be delegated to first GO in CoC).

Minimum documentation required:

1. Soldier's request for waiver through command channels.
2. DA Form 268.
3. Supporting documentation.

#### **Rule S**

Applies to: Flagged for Punishment phase (Flag Code H). Soldiers who's punishment from UCMJ or similar state laws and or civil court have moved into the punishment phase and punishment does not include confinement, restraint, or travel restrictions, provided otherwise qualified, may be extended for the period of the punishment.

Approval authority: TAG (may be delegated to first GO in CoC).

Minimum documentation required:

1. Memorandum request for waiver from unit commander through command channels.
2. DA Form 268.
3. Supporting documentation.

#### **Rule T**

Applies to: Soldiers identified in legacy PME Backlog. Soldiers who are not PME qualified in their current grade, provided otherwise qualified, and recommended by the commander may be extended for a period to meet the course requirements with PME course reservation.

Approval authority: TAG (may be delegated to first GO in CoC)

Minimum documentation required:

1. Memorandum request for waiver from unit commander through command channels.
2. ATRRS reservation for the required PME course.



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**Table 8-2**

**Preparation Instructions for completing DA Form 4836 (Oath of Extension of Enlistment or Reenlistment)**

This form is prescribed within the Retention Management Software at website:

<https://smms.army.pentagon.mil/Security/login.aspx>

Prerequisites and Completion Requirements for DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).  
This extension cannot be issued if:

1. 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.
2. The Soldier does not meet physical, mental, or moral qualifications for continued service under the provisions of this policy. Waivers of disqualification must be approved prior to executing the DA Form 4836.
3. 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 (see Table 8-1).
4. If not digitally signed within RMS, all required signatures will be made in reproducible black or blue-black ink or Common Access Card (CAC) signature. Note: All signatures must match, either digital, CAC or pen and ink. Computer font or non-CAC digital signatures are not authorized.
5. The form will contain no errors. Pen and ink corrections, strikeouts, etc. are not permitted.
6. Do not execute a DA Form 4836 for Soldiers opting for the Bonus Program without first following procedures found in NGR 600-7 or guidance from ARNG-HRM-I.

**Item by item preparation instructions for DA Form 4836**

**EXTENSION PROCESSING DATA.**

Block 1. Extension Processing Data.

Enter: An "X" in the box titled "Army National Guard and a Reserve of the Army". NOTE: This is the only option for AGR and Traditional Army National Guard Extensions.

Block 2. Name. Must match name on current DD Form 4 Series or as indicated on the DA Form 4836, block 2. Using all uppercase letters, enter Soldier's complete last name (including compound name, if applicable), full first name, full middle name. Must match exactly the name on current the DD Form 4 (see Table 8-3, item 1 for complete instructions), or as it has been legally changed via pertinent documents. (Examples: marriage certificate, divorce decree, court order, etc.)

Examples:

- John Quinton McAfee is shown as MCAFEE JOHN QUINTON
- James T. K. O'Brien, Jr. is shown as OBRIEN JAMES TK JR
- Millie Jillian Smith-Connelly is shown as SMITHCONNELLY MILLIE JILLIAN

Block 3. Grade: Enter Rank and pay grade.

Example: SGT/E-5, SSG/E-6, etc.)

Block 4. Date. Using Arabic numerals enter date this extension is being prepared in year, month, and day format (YYYYMMDD).

Example: for 15 August 2014 record as 20140815.

Block 5. Unit of Assignment. This is a 2-line entry.

Enter on first line: the complete unit designation, and UIC of the assigned unit. (Note: If Soldier is extending as AGR, then enter ARNG/AGR prior to unit designation and UIC on first line.)

Enter on second line: the unit's address and ZIP Code. (Example: 104<sup>th</sup> Maint Co., WQBWAA, 2001 East Capitol Street, NE, Washington, DC 20003).

Block 6. Current (latest) DD Form 4 Series.

6a. Date. Must match the date shown on the current DD Form 4. The date Soldier last executed a DD Form 4 for current term of ARNG/ARNGUS service. Using Arabic numerals enter date in year, month, and day format (YYYYMMDD).

Example: 5 April 2006 record as 20060405.

6b. Term of service. Enter the number of years for which the Soldier enlisted during the current ARNG/ARNGUS term of service as shown on the latest DD Form 4-series. This is the number of years indicated on DD Form 4/1, item 8. Do not include any subsequent extensions that may have been issued. (Example: 6 years for a 6 X 2)

6c. Number of Extensions Previously Granted DD Form 4-series. Enter the number of extensions, which have been issued for the latest DD Form 4.

6d. Current ETS date. The current ETS date is found on the latest contract (DD Form 4-series) or DA Form 4836. (YYYYMMDD format)

6e. Basic Pay Entry Date. (In the ARNG is known as PEBD) The PEBD is found on the original or most recent contract (DD Form 4). (YYYYMMDD format) Soldiers without a break in service will have a PEBD from their initial DD Form 4 contract.

Block 7. Provisions and Computation of this Extension (Using Arabic numerals enter 2 numerals for day, month and year).

7a. Current ETS. Enter the ETS date shown in Item 6 d.

Example: 24 June 2024 record as 24 06 24

7b. Period of this Extension. Enter the additional term of service that is to be authorized in this extension. If a specific number of days (less than 30) are essential to provide for a special extension, the preparation activity will enter the number of days in the "Day" column.

Example: A Soldier needs 11 months and 8 days to reach the last day of the month of their 60th birthday; the 8 days will be placed in the "Day" column. Example: 08 11 00

7c. New ETS. Add the period of this extension (Item 7b above) to the Soldier's current ETS (Item 7a above) and enter the sum in day-month-year format as the new ETS. Example: 02 06 25

Block 8. Authority and reason for this extension.

Enter:

- Table 8-1 \_\_\_\_\_.
- Rule \_\_\_\_\_ (In this blank space enter the applicable rule from the list contained in table 8-1 above).
- Place an "X" in the block preceding the printed reference to NGR 600-200.

#### OATH OF EXTENSION

Enter on the first line of the Oath the actual date (day, month, year) on which the Oath is administered. Enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month (September – not SEP) and enter 4 digits of calendar year.

Examples:

- \_\_2d\_\_ day of \_\_July\_\_, \_\_2024\_\_
- \_\_1st\_\_ day of \_\_June\_\_, \_\_2024\_\_
- \_\_15th\_\_ day of \_\_August\_\_, \_\_2024\_\_

Enter on the second line the same data as contained in Block 6 Item a. Again, enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter 4 digits of calendar year.

Enter on the third line the name of the State (Spell out: Michigan – not MI).

On the 4th line, line out, using a ruler and a pen containing black ink, the words "United States Army Reserve".

Signature block. The Enlistee/Reenlistee will sign their full name.

Examples:

- John Quinton McAfee
- James T. K. O'Brien, Jr.
- Millie Jillian Smith-Connelly

Date Block. Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).

Example: 15 August 2009 - record 20090815.

#### OFFICER CERTIFICATION

Enter on the line "I certify ...me on this" the actual date the oath was administered. Again, enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter 4 digits of calendar year.

Typed name, Grade, and Branch of Commissioned Officer: Jacob N. Boulton, O4, FA

Signature of Commissioned Officer: Self-Explanatory. Name in first, middle initial, and last name sequence (initials and last name are acceptable).

Note: Person authorized by state law may administer the oath for members of the Army National Guard.

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**Table 8-3**

**Instructions for completing the DD Form 4 Series (Enlistment/Reenlistment Document – Armed Forces of the United States) for immediate reenlistment**

This form can be located on line at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0004.pdf>.

**Item by item preparation instructions for DD FORM 4/1 (FRONT)**

**A. ENLISTEE/REENLISTEE IDENTIFICATION DATA**

1. Name. Using all uppercase letters, 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:

- John Quinton McAfee is shown as MCAFEE JOHN QUINTON
- James T. K. O'Brien, Jr. is shown as OBRIEN JAMES T K JR
- Millie Jillian Smith-Connelly is shown as SMITH CONNELLY MILLIE JILLIAN

2. Social Security Number (SSN). Using Arabic numerals enter the applicant's SSN, separating the divisions with hyphens.

Example: 000-00-0000.

3. Home of Record (HOR). Using Arabic numerals and all uppercase letters enter address (street, city, State, zip code), which the Soldier claims as their permanent home of record.

Example: 123 ELM STREET, HOMETOWN, STATE 12345

4. Place of Enlistment/Reenlistment. Enter military installation, city, and state of reenlisting activity's location.

Examples:

- Army National Guard Armory, Bay City, MI 48355 – or
- Camp Grayling, MI.

5. Date of Enlistment/Reenlistment. Using Arabic numerals enter date of reenlistment in year, month, and day sequence (YYYYMMDD).

Example: 15 August 2018 record as 20180815.

6. Date of Birth (DOB). Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).

Example: 14 September 1992 record as 19920914.

7 a&b. Previous Military Service Upon Enlistment/Reenlistment. Using Arabic numerals enter in the spaces provided total active and total inactive military service (Reserve Component service not on active duty or ADT) completed at time of reenlistment. Enter years, months, and days totals in 2 positions each, preceding numbers 1 through 9 with a zero.

Example: 1 Year – 7 Months – 19 Days record as 01 07 19.

**B. AGREEMENTS**

8. Paragraph requiring 5 lines of data:

Line 1.

Line out (using a ruler and a pen containing black ink) the words "United States" and

Enter the phrase after "(list branch of service)", using all uppercase letters, "ARMY NATIONAL GUARD OF THE UNITED STATES"

Line 2.

Period of Enlistment. In the second line, after the word "for," enter in Arabic numerals the period of years and weeks, for which the Soldier is reenlisting.

Example: \_\_4\_\_ years and \_\_6\_\_ weeks

Line 3.

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

Line 4.

After "of which" - using Arabic numerals enter the number years and weeks of Soldier's Active Duty obligation in this enlistment. Do not include any projected AT, ADT, ADOS, etc.

Example: \_\_0\_\_ years and \_\_0\_\_ weeks

Line 5.

After "and" enter the number years and weeks to be served in a Reserve Component.

Example: \_\_4\_\_ years and \_\_6\_\_ weeks

Note: The sum of the Active Duty (Line 4 above) and Reserve Component (Line 5 above) time must equal the years and weeks shown in the Period of Enlistment (Line 2 above).

Annex(es). If there are annex(es), they will be listed as "A", "B", etc. If there are no annexes enter "None."

8a. Not applicable to the ARNG/ARNGUS  
Do Not Make Entries Here

8b. Remarks. Use all uppercase letters  
Enter the phrase: "IMMED REENL IAW NGR 600-200

8c. Initials of Enlistee/Reenlistee. All Soldiers will complete this item by placing their initials in the space provided.

#### **Item by item preparation instructions for DD FORM 4/1 (REVERSE)**

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

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

11. Not applicable to the ARNG/ARNGUS.

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

#### **Item by item preparation instructions for DD FORM 4/2**

At top of DD Form 4/2, enter the reenlistee's full name using the last, first, and middle name sequence (see item A 1 above); and SSN, in blocks provided (see item A2 above).

#### **D. CERTIFICATION AND ACCEPTANCE**

13a. Certification. No entries required. Must be read by the applicant.

13b. Signature of Enlistee/Reenlistee. Soldier will sign full name sequence as shown in item A 1.  
Examples:

- John Quinton McAfee
- James T. K. O'Brien, Jr.
- Millie Jillian Smith-Connelly

13c. Date Signed. Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).  
Example: 15 August 2020 record 20200815.

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.  
Example: David C. Manor shown as MANOR DAVID C

14c. Pay Grade.  
Examples: O-3 or E-7.

14d. Unit/Command Name. Using all uppercase letters, 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 14 b above will sign in first, middle, and last name sequence (initials and last name are acceptable).

14f. Date Signed. Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).  
Example: 15 August 2020 record 20200815.

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

#### E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. Not applicable to the ARNG/ARNGUS.

16. Enlistment/Reenlistment in the National Guard. Immediately following "I" in the space provided enter reenlistee's full name in first name, middle name, and last name sequence. Enter the State as appropriate.  
Example: Gary M. Jones shown as GARY M JONES

17. Acknowledgment of Enlistment Date. Enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter 4 digits of calendar year.  
Examples:   2d   day of   July  ,   2020  ;   1st   day of   June  ,   2020  ; or  
  15th   day of   August  ,   2020  

18b. Date Signed. Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).  
Example: 15 August 2020 record 20200815.

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.

19c. Pay Grade.  
Enter: Officer's grade, i.e., O-3. If not an officer, put "NA".

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

19e. Signature. Officer or individual identified in Item 19 b above will sign their name in first, middle, and last name sequence (initials and last name are acceptable).

19f. Date Signed. Enter date the oath was administered.  
Example: 15 August 2020 record 20200815.

19g. Unit/Command Address. ANYTOWN, STATE 09999. If not an officer and no unit/command address, put "NA."

Last line: Initials of Enlistee/Reenlistee. All Soldiers will complete this item by placing their initials in the space provided.

Item by item preparation instructions for DD FORM 4/3  
Not used for ARNG/ARNGUS.

Note: Questions concerning the completion of this form may be directed to RRNCO.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 15-6**

Procedures for Administrative Investigations and Boards of Officers (Cited in paras 2-18 and 6-32.)

#### **AR 15-80**

Army Grade Determination Review Board and Grade Determination (Cited in para 7-16.)

#### **AR 15-180**

Army Discharge Review Board (Cited in paras 6-16 and 6-26.)

#### **AR 15-185**

Army Board for Correction of Military Records (Cited in paras 6-12, 6-23, 6-24, 6-26, and 8.)

#### **AR 20-1**

Inspector General Activities and Procedures (Cited in para 4-11.)

#### **AR 25-50**

Preparing and Managing Correspondence (Cited in paras 6-15 and 7-6.)

#### **AR 25-52**

Authorized Abbreviations, Brevity Codes, and Acronyms (Cited in Table F-1.)

#### **AR 40-501**

Standards of Medical Fitness (Cited in paras 2-12, 2-13, 2-17, 2-18, 3-18, 4-4, 6-32, 6-35, 6-36, 7-3, Table 8-2, Rule G.)

#### **AR 95-2**

Airspace, Airfield/Heliports, Flight Activities, Air Traffic Control, and Navigational Aids (Cited in para 5-8.)

#### **AR 130-5**

Organization and Functions of National Guard Bureau (Cited in para 1-5.)

#### **AR 135-18**

The Active Guard Reserve (AGR) Program Cited in paras 7-18 and 8-6.)

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in paras 4-4, 4-7, 4-8, 6-3, 6-21, 6-32, 6-35, 6-36 and Table 8-2.)

#### **AR 135-178**

Enlisted Administrative Separations (Cited paras 2-8, 2-13, 6-3, 6-4, 6-5, 6-6, 6-8, 6-9, 6-10, 6-25, 6-31, 6-32, 6-35, 6-36, 6-37, 6-44, 6-45, 6-46, 8-9, 8-22, and 8-23.)

#### **AR 135-180**

Qualifying Service for Retired Pay Nonregular Service (Cited in paras 8-6, 8-9, Table 8-2, Rule B, C, F.)

#### **AR 135-381**

Incapacitation of Reserve Component Soldiers (Cited in para 8-7.)

#### **AR 135-200**

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers (Cited in para 7-16.)



**AR 135-205**

Enlisted Personnel Management (Cited in paras 6-35, 6-36, 8-6 and Table 8-1, Rule F.)

**AR 135-210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization (Cited in para 7-18.)

**AR 140-10**

Assignments, Attachments, Details, and Transfers (Cited in paras 4-17, 4-19, 6-35, 6-36, 8-7, and Table F-1.)

**AR 350-1**

Army Training and Leader Development (Cited in paras 2-4, 2-5, 3-11, 3-16, 3-17 and 3-19.)

**AR 380-67**

Personnel Security Program (Cited in paras 6-35 and 7-19.)

**AR 600-8-8**

The Total Army Sponsorship Program (cited in para 4-15.)

**AR 600-8-19**

Enlisted Promotions and Reductions (Cited in paras 2-2, 2-3, 3-5, 3-6, 3-9, 3-12, 3-13, 4-4, 4-6, 4-7, 4-10, 4-12, 4-27, 6-8, 6-13, 6-41, 7-3, 7-8, 7-14, 7-23, 8-5, figure G-1 and Table 8-1, Rule F.)

**AR 600-8-104**

Army Military Human Resource Records Management (Cited in paras 2-2, 4-14, 4-25, 6-17, 7-6, and 8-23.)

**AR 600-8-105**

Military Orders (Cited in paras 2-14, 4-25, 5-5, and 6-12.)

**AR 600-9**

The Army Body Composition Program (Cited in paras 3-1, 4-4, 4-13, 6-35, 7-6, 8-22, Table 8-1, Rule K and Table 8-2, Rule D.)

**AR 600-13**

Army Policy for the Assignment of Female Soldiers (Cited paras 3-6, 4-5, and 4-22.)

**AR 600-20**

Army Command Policy (Cited in paras 1-6, 8-8, and 8-22.)

**AR 600-43**

Conscientious Objection (Cited in paras 6-35 and 6-36.)

**AR 600-60**

Physical Performance Evaluation System (Cited in paras 2-13, 2-17, and 2-18.)

**AR 600-85**

The Army Substance Abuse Program (ASAP) (Cited in paras 4-13, 6-9, and 6-35.)

**AR 600-110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV) (Cited in para 6-35.)

**AR 601-25**

Delay in Reporting for an Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty (Cited in para 6-35.)

**AR 601-210**

Active and Reserve Component Enlistment Program (Cited in paras 1-7, 2-2, 2-4, 2-5, 4-4, 4-20, 4-25, 6-11, 6-36, 8-4.)

**AR 601-280**

Army Retention Program (Cited in para 8-4.)

**AR 611-5**

Personnel Classification Testing (Cited in paras 2-26 and 2-27.)

**AR 614-200**

Enlistment Assignment and Utilization Management (Cited in para 5-1.)

**AR 623-3**

Evaluation Reporting System (Cited in para 7-23.)

**AR 630-10**

Absence without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in paras 6-36 and 6-38.)

**AR 635-8**

Separation Processing and Documents (Cited in para 6-19)

**AR 635-40**

Disability Evaluation for Retention, Retirement, or Separation (Cited in paras 6-36 and 8-7.)

**AR 635-200**

Active Duty Enlisted Administrative Separations (cited in paras 2-13, 6-25, 6-32, 6-38, 6-40, 8-6.)

**CNGBI 3501.00**

Weapons of Mass Destruction Civil Support Team Management (Cited in para 4-11d).

**DA Pam 611-21**

Military Occupational Classification and Structure (Cited in paras 2-2, 2-4, 2-5, 2-8, 2-9, 2-10, 2-11, 2-12, 2-13, 2-14, 2-18, 2-20, 2-25, 3-8, 3-11, 3-12, 3-14, 4-4, 4-5, 5-11, 7-3.)

**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 (Cited in paras 5-2 and 5-4.)

**TC 3-04.81**

Air Traffic Control Facility Operations, Training, Maintenance and Standardization (Cited in para 5-8d.)

**NGR 350-1**

Army National Guard Training (Cited in para 4-21.)

**NGR 351-1**

Individual Military Education and Training (Cited in para 4-21.)

**NGR 600-5**

The Active Guard/Reserve (AGR) Program, Title 32, Full-Time National Guard Duty (FTNGD) (Cited in para 3-8 and 8-7).

**NGR 600-7**

Selected Reserve Incentive Programs (Cited in paras 6-11, 8-5, 8-6, 8-15, Tbl 8-1, Rule B, Tbl 8-3.)

**NGR 600-21**

Equal Opportunity Program in the Army National Guard (Cited in para 1-6.)

**NGR 600-100**

Commissioned Officers - Federal Recognition and Related Personnel Actions (Cited in para 2-8.)

**NGR 601-1**

Strength Maintenance Program (Cited in paras 4-4, 5-10, 5-12.)

**NGR 614-1**

Inactive Army National Guard (Cited in paras 4-4 and 6-36.)

**NGR 680-1**

Personnel Assets Attendance and Accounting (Cited in para 4-21.)

**NGR 680-2**

Automated Retirement Points Accounting System (Cited in para 6-39.)

**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 27-10**

Military Justice

**AR 600-8-2**

Suspension of Favorable Personnel Actions (Flags)

**AR 611-6**

Army Linguist Management

**AR 640-30**

Photographs for Military Personnel Files

**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 600-101**

Warrant Officers - Federal Recognition and Related Personnel Actions

**FM 6-22**

Leader Development

**Section III****Prescribed Forms**

This regulation is the prescribing directive for the following forms, which may be located on line at <https://www.ngbpmc.ng.mil/ngbforms/>.

**NGB Form 22**

Report of Separation and Record of Service. (Cited in 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). (Cited in paragraphs 6-18, 6-19, and 6-20.)

**NGB Form 22-5**

Addendum to DD Form 4. (Cited in 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) (Cited in paragraph 6-14a(1).)

**NGB Form 55a**

Honorable Discharge from the Federally Recognized Army National Guard (Storage Safeguard). (Cited in paragraph 6-14a(2).)

**NGB Form 55b**

Honorable Discharge Certificates, Retired Reserve (Storage Safeguard). (Cited in paragraph 6-14a(3)).

**NGB Form 4100-1A**

ARNG Enlisted Promotion Point Worksheet Sergeant, (Available through the National Guard Bureau Publications and Forms website)

**NGB Form 4100-1B**

ARNG Senior Enlisted Worksheet, (Available through the National Guard Bureau Publications and Forms website)

**NGB Form 4101-1**

ARNG SPC/CPL Promotion Appraisal Worksheet, (Available through the National Guard Bureau Publications and Forms website)

**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.ngbpd.c.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 268**

Report to Suspend Favorable Personnel Actions (FLAG)

**DA Form 597**

Army Senior Reserve Officers Training Corps (ROTC)

**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 2823**  
Sworn Statement

**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 4836**  
Oath of Extension of Enlistment or Reenlistment

**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

**NGB Form 22**

Report of Separation

**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 594-1**

ARNG Simultaneous Membership Program Agreement

**PQR**

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**

Service members' Group Life Insurance Election and Certificate

## Appendix B

### Army National Guard Enlisted Promotion Point Worksheet – Sample NGB Form 4100-1A

ARMY NATIONAL GUARD ENLISTED PROMOTION POINT WORKSHEET SERGEANT - STAFF SERGEANT BOARDS				
The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200.				
PRIVACY ACT STATEMENT				
1. AUTHORITY: Title 5 USC Section 301, Executive Order 9397, (SSN), as amended. 2. PURPOSE: Used to determine eligibility for promotion and validity of points granted. 3. ROUTINE USES: None. 4. DISCLOSURE: Voluntary; However, failure to provide social security number may result in a delay or error in processing of this form for promotion consideration.				
SECTION I - PERSONNEL SYSTEM DATA				
1) Name:			2) Rank:	
3) Unit:		4) CPMOS:	5) PMOS:	
6) DOB:	7) DOR:	8) PBED:	9) BESD:	10) ETS:
11) Active status program:			12) Technician/Selective Service code:	
SECTION II - AWARDS				
13) Award:	14) Award:	15) Award:	16) Award:	17) Award:
18) Award:	19) Award:	20) Award:	21) Award:	22) Award:
SECTION III - TRAINING AND EDUCATION DATA				
23) Weapons qualification:		24) APFT/ACFT score:		
25) Other resident training weeks:	26) Self-development course hours:		27) Post-secondary semester hours:	
SECTION IV - VERIFICATION				
28) 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:	
SECTION V - APPRAISAL				
29) Board Member:		30) Board Member:		31) Board Member:
32) Board Member:		33) Board Member:		
SECTION VI - TOTAL SCORE AND VERIFICATION				
a. Field 14-23:	Awards		50 Points Maximum	
b. Field 24:	Weapons Qualification		75 Points Maximum	
c. Field 25:	APFT/ACFT		75 Points Maximum	
d. Field 26:	Other resident courses		50 Points Maximum	
e. Field 27:	Self-development courses		75 Points Maximum	
f. Field 28:	Post-secondary courses		75 Points Maximum	
g. Field 29:	Promotion Board Score		600 Points Maximum	
		Total Score	1000 Points Maximum	
RECORDER SIGNATURE:			DATE:	
VERIFIER SIGNATURE:			DATE:	

NGB FORM 4100-1A, JUN 2020

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## Appendix C

### Army National Guard Enlisted Promotion Point Worksheet – Sample NGB Form 4100-1B

<b>ARMY NATIONAL GUARD SENIOR ENLISTED WORKSHEET</b> <b>Sergeant First Class through Sergeant Major Boards</b> <small>The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200.</small>				
<b>SECTION I - PERSONNEL SYSTEM DATA</b>				
1) Name:			2) Rank:	
3) Unit:		4) CPMOS:	5) PULHES:	
6) DOB:	7) DOR:	8) PBED:	9) BESD:	10) ETS:
11) Active status program:			12) Technician/Selective Service code:	
<b>SECTION II - VERIFICATION AND DECLINATION</b>				
13) I have verified this information. I do <input type="checkbox"/> I do not <input type="checkbox"/> want to be considered for military education and promotion.				
SOLDIER'S SIGNATURE:			DATE:	
14) Commander Validation. Recommended <input type="checkbox"/> *Non-Recommended <input type="checkbox"/> *Denial of consideration must be IAW AR 600-8-19				
COMMANDER'S SIGNATURE:			DATE:	
<b>STANDARD OPTIONS</b>				

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## Appendix D

### Army National Guard SPC/CPL Promotion Appraisal Worksheet – Sample NGB Form 4101-1

<b>ARMY NATIONAL GUARD ENLISTED PROMOTION APPRAISAL WORKSHEET</b> <b>Specialist through Staff Sergeant</b> <small>The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200</small>				
SECTION I - SOLDIER IDENTIFICATION				
1) Name:			3) Rank:	
3) Unit:		4) PMOS:	5) CPMOS:	
SECTION II - APPRAISALS				
AREAS OF CONSIDERATION	PERFORMANCE		POTENTIAL	
	<i>Allowed</i>	<i>Awarded</i>	<i>Allowed</i>	<i>Awarded</i>
Military Appearance and Bearing	0 - 20	<input type="text"/>	NONE	NA
Responsibility and Accountability	0 - 30	<input type="text"/>	0 - 50	<input type="text"/>
Leadership	0 - 75	<input type="text"/>	0 - 100	<input type="text"/>
Communication Skills	0 - 30	<input type="text"/>	0 - 50	<input type="text"/>
Professional Attributes	0 - 30	<input type="text"/>	0 - 50	<input type="text"/>
Initiative	0 - 30	<input type="text"/>	0 - 50	<input type="text"/>
Technical and Tactical Proficiency	0 - 35	<input type="text"/>	0 - 50	<input type="text"/>
<b>TOTALS</b>	<b>250</b>	<input type="text"/>	<b>350</b>	<input type="text"/>
SIGNATURE:			DATE:	
NAME:			RANK:	

NGB FORM 4101-1, JUN 2020
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## Appendix E

### Interstate Transfer within the Army National Guard – Example of a completed NGB Form 22-5.

<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 ARNG-HRH. The prescribing directive is NGR 600-200.</small>	
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> Title 5 USC 301 and Executive Order 9397.</p> <p><b>PURPOSE:</b> 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.</p> <p><b>ROUTINE USES:</b> None.</p> <p><b>DISCLOSURE:</b> Voluntary; However, if SSN is not provided, you will not be accepted for enlistment in the Army National Guard</p>	
NAME: <i>(Last, First, MI)</i>	DODID
<p>I do hereby acknowledge to have voluntarily transferred interstate this _____ day of _____  <small>(Month, YYYY)</small></p> <p>to the State* of _____ Army National Guard with continued membership in the</p> <p>Army National Guard of the United States and as a Reserve of the Army for the period remaining on my current enlistment,</p> <p>with expiration term of service (ETS) of _____ under conditions prescribed by law, unless sooner discharged</p> <p>by proper authority. The original period of enlistment will not change on an interstate transfer.</p> <p>I, <i>(Recite Name)</i> _____ do solemnly swear (or affirm)</p> <p>that I will support and defend the Constitution of the United States and the State* of _____ against all enemies</p> <p>foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of</p> <p>the President of the United States and the Governor of _____ and the orders of the officers appointed over me,</p> <p>according to law and regulations.</p> <p>I further agree to fulfill all prior contractual agreements on an Interstate Transfer. So help me God.</p> <p>I acknowledge that the above oath has been administered to me and that I have sworn or affirmed to the same.</p> <p style="text-align: right;"><small>*(Commonwealth, District, Territory)</small></p>	
SIGNATURE OF INDIVIDUAL	DATE
<p>I acknowledge that the above oath, as filled in, was administered, subscribed, and duly sworn or affirmed before me on _____  <small>(DD, Month, YYYY)</small></p>	
NAME, GRADE, AND ORGANIZATION OF ENLISTING OFFICER	SIGNATURE OF ENLISTING OFFICER

**NGB 22-5, JUN 2020**

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Page 1 of 2

PART I - SOLDIER DATA							
1. NAME: (Last, First, MI)						2. DODID	
3. RANK:	4. PMOS	5. CRITICAL SKILL: <input type="checkbox"/> YES <input type="checkbox"/> NO		6. BONUS TYPE	7. ETS	8. MGIB <input type="checkbox"/> YES <input type="checkbox"/> NO	
9a. HOME ADDRESS					9b. HOME PHONE		
10a. CURRENT UNIT OF ASSIGNMENT					10b. UNIT PHONE		
10c. UNIT ADDRESS							
11a. STATE REPRESENTATIVE WHO COORDINATED TRANSFER (Name, Grade, Title)						11b. REPRESENTATIVE PHONE	
PART II - TRANSFER DATA							
12a. NEW UNIT OF ASSIGNMENT					12b. UNIT PHONE		
12c. UNIT ADDRESS							
13a. UIC		13b. PRN		13c. PARA/LINE		13d. DMOS	
14a. UNIT POC (Name, Grade, Title)					14b. POC PHONE		
15a. STATE REPRESENTATIVE WHO COORDINATED TRANSFER (Name, Grade, Title)					15b. REPRESENTATIVE PHONE		
16a. EFFECTIVE DATE OF TRANSFER (Date of Enlistment)				16b. EFFECTIVE LOSS DATE (From Losing State)			
PART III - SOLDIER ACKNOWLEDGMENT							
<p>I do hereby acknowledge that I have been accepted for an interstate transfer by the State of _____</p> <p>I understand that I must report to my new unit of assignment within 60 days of enlistment; Not later than: _____</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, 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 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						DATE	
17. SIGNATURE OF UNIT REPRESENTATIVE						DATE	
PART III - SOLDIER ACKNOWLEDGMENT							
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 Soldier's Record Brief.
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 3-letter grade of rank (i.e.: CSM) – as recorded on Soldier's Record Brief.
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 SRB.
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: - 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 Fort Knox, KY 40122 - 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: <ul style="list-style-type: none"> <li>- 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</li> <li>- The current ETS, whichever date is later, or</li> <li>- Or "N/A" for Soldiers separating out of the Army National Guard and as A Reserve of the Army.</li> </ul>
12	Military Education	Enter all military courses of 40 hours/5 days or more in duration – from Soldier's Record Brief.
13	Primary Specialty	Enter primary, secondary, and additional MOSs, MOS Title Number- from AR 611-21, and date awarded (See Soldier's Record Brief.
14	Highest Education	Enter highest level of civilian education attained – from Soldier's Record Brief.
15	Decorations, Awards, Badges, Tabs, Service and Training Medals, and Ribbons	Enter from Soldier's Record Brief, Federal awards from section IX, and State Commendations, Citations, awards from section IXa. 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 too 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: <ul style="list-style-type: none"> <li>- Yes – and amount of coverage in the AMT block, or</li> <li>- No</li> </ul>
17 a	Type (Personnel Security Investigation)	Enter the clearance level and the date awarded as indicated on the JPAS statement. (i.e.: Top Secret, Secret, or Confidential)
17 b	Investigation	Enter the type of investigation conducted from JPAS statement (i.e.: Tier 3 or Tier 3R etc.)
18	Remarks	<ul style="list-style-type: none"> <li>a. Use this block to continue any other item on the form.</li> <li>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.</li> <li>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</li> </ul>

**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 regular 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 Continued Service ", if such an approved bar is in effect at the Soldier's date of discharge.</p> <p>j. Discharged with less than 3 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: -- "Soldier not available to sign." or -- "Soldier refused to sign."</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. Restricted to the JFHQs.
22	Signature of Officer/Date Authorized to Sign	Self-explanatory/Date.
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).
26	Reenlistment Eligibility	Enter the reenlistment code cited for the reason – from paragraph 6-35 or 6-36 of this regulation.

**Table F-2 – Procedures for issuing NGB Form 22A, Correction to NGB Form 22**

Procedures for completing a NGB Form 22A is shown at Figure F-1 to this Appendix

Item Number	Title/Description	Instructions
27	Request, Decline Copies of my NGB Form 22	Either: - Soldier will place a "X" in 1 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.
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 Soldier's Record Brief.
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
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. Restricted to the JFHQs.
None	Signature and Date:	Self-explanatory.
None	Distribution:	Same distribution as the original NGB Form 22, or as otherwise directed by State authority.

<b>DEPARTMENTS OF THE ARMY AND THE AIR FORCE</b> <b>NATIONAL GUARD BUREAU</b> <b>CORRECTION TO NGB FORM 22</b> <small>The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200.</small>			
<b>PRIVACY ACT STATEMENT</b> <small>1. AUTHORITY: Title 10 USC 12101 and 12103, Title 32 USC 301 and 304, and Executive Order 9397.  2. PURPOSE: 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. ROUTINE USES: None.  4. DISCLOSURE: Voluntary; However, failure to provide Service Number may result in a delayed or erroneous processing of NGB Form 22A.</small>			
Report of Separation and Record of Service in the                      National Guard of                      and as a Reserve of the			
<b>IDENTIFICATION DATA</b>			
Name: <i>(Last, First, Middle Initial)</i>	Service Number:	Date of Discharge:	Place of Discharge:
Permanent Mailing Address:		Organization & Home Station:	
<b>CORRECTION DATA</b>			
The original Report of Separation and Record of Service (NGB Form 22) for the above named individual is corrected as indicated below. Effective date:			YYYY/MM/DD
<i>Item Number</i>	<i>Correct to Read</i>		
Name, Grade, and Title of Authorizing Official:		Signature:	Date: YYYY/MM/DD
Distribution: <i>(Same distribution as the original NGB Form 22 or as otherwise directed by State authority.)</i>			

NGB FORM 22A, 20101109 (EF) (IMT)

(EXISTING COPIES OF NGB FORM 22A MAY BE USED UNTIL EXHAUSTED.)

**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, (Spring/Fall 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,*) 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. Memorandums for Soldiers who are nominated against a projected vacancy must include the projected vacancy and appointment date. Soldiers being selected for a position outside their primary MOS 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 applicable, States will acknowledge the requirement to obtain a command leadership/compatibility waiver for Soldiers who are AGR or technician, prior to their assignment.
5. The nominating packet of documents required by NGR 600-200, paragraph 7-5 is enclosed.

**State CSM's or State SEL's Signature Block**

**The Adjutant General Signature Block (T32)**  
**The OPR Primary/Deputy (O6/GS-15) (T10)**

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**Figure G-1. Nomination Memorandum**

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## ARMY NATIONAL GUARD SENIOR NCO CHECKLIST

STATE: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

**Instructions:** Nominees (NOM) and Enlisted Personnel Managers (EPM) will initial on each line to indicate documents are included with this checklist. All documents are mandatory with the exception being the Letter to the President of the Board (only required if).

	NOM	EPM
<b>ARNG Checklist</b>		
<b>AMHRR review</b> ( <a href="https://iperms.hrc.army.mil/rms/login.jsp">https://iperms.hrc.army.mil/rms/login.jsp</a> ) <b>Date:</b> _____		
<b>Bio Sketch</b> (not to exceed 2 pages)		
<b>T32 - 1 Nomination Memorandum signed by TAG &amp; SEL or SCSM</b> <b>T10 - 1 Nomination Memorandum signed by G-Staff Primary/Deputy (O6/GS-15)</b>		
<b>Nominee's Letter to the President of the Board</b> (if applicable)		
<b>Verification of USASMA completion/reservation</b> (DA Form 1059 or ATRRS print-out)		

\_\_\_\_\_  
State CSM's or State SEL's Signature & Date

\_\_\_\_\_  
EPM's Signature & Date

\_\_\_\_\_  
Nominee's Signature & Date

**Figure G-2. Nominee Checklist**

---

### BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

DODID:

Primary MOS:

Secondary MOS:

Present rank:

Date of grade:

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 2 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

#### **AFAM**

Army Funding Allocation Model

#### **AFCT**

Armed Forces Classification Test

#### **AFS**

Active Federal Service

#### **AG**

Adjutant General

#### **AGR**

Active Guard Reserve

#### **AIT**

Advanced Individual Training

#### **ALC**

Advance Leader Course

#### **AMHRR**

Army Military Human Resource Record

#### **AMOS**

Additional Military Occupational Specialty

#### **ANG**

Air National Guard

#### **AOC**

Accessions Options Criteria

#### **ACFT**

Army Combat Fitness Test

**APFT**

Army Physical Fitness Test

**APT**

Army Personnel Tests

**AR**

Army Regulation

**ARNG**

Army National Guard

**AOC**

Army National Guard Accession Options Criteria

**ARNGUS**

Army National Guard of the United States

**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

**BLC**

Basic Leader 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

**CID**

Criminal Investigation Division

**CLASP**

Command Leadership and Staff Assignment Policy

**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

**CVSP**

Cardiovascular Screening Program

**DA**

Department of the Army

**DAIG**

Department of the Army Inspector General

**DAPMIS**

Department of the Army Management Information System

**DARNG**

Director, Army National Guard

**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

**DPRO**

Director's Personnel Readiness Overview

**DVA**

Department of Veterans Affairs

**EPL**

Enlisted Promotion List

**EPM**

Enlisted Personnel Manager

**EPS**

Enlisted Promotion System

**EPSQ**

Electronic Personnel Security Questionnaire

**EQRB**

Enlisted Qualitative Retention Board

**ETS**

Expiration Term of Service

**FAA**

Federal Aviation Administration

**FCP**

Family Care Plan

**FIS**

Federal Investigative Standards

**FSC**

First Sergeants Course

**FTNGD**

Full-time National Guard Duty

**FTNGD-OS**

Full-time National Guard Duty-Operational Support

**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

**HRAR**

Human Resources Authorization Report

**HRC**

U.S. Army Human Resources Command

**HRO**

Human Resource Office

**IADT**

Initial Active Duty for Training

**IDES**

Integrated Disability Evaluation System

**IDT**

Inactive Duty Training

**IET**

Initial Entry Training

**IMR**

Individual Medical Readiness

**ING**

Inactive Army National Guard

**IPPS-A**

Integrated Personnel and Pay System-Army

**IRR**

Individual Ready Reserve



**IST**

Interstate Transfer

**JFHQ**

Joint Forces Headquarters

**JPAS**

Joint Personnel Adjudication System

**LGL**

Language Grade Level

**LIC**

Language Identification Code

**MAR2**

Military Occupational Specialty (MOS) Administrative Retention Review

**MATP**

Mobilization Asset Transfer Program

**MCCDC**

Marine Corps Combat Development Command

**MDRB**

Medical Duty Review Board

**MEB**

Medical Evaluation Board

**MOI**

Memorandum of Instruction

**MOS**

Military Occupational Specialty

**MOSC**

Military Occupational Specialty Code

**MOSQ**

Military Occupational Specialty Qualified

**MPMO**

Military Personnel Management Office

**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

**NCO**  
Noncommissioned Officer

**NCOER**  
NCO Evaluation Report

**NCOPDS**  
Noncommissioned Officer Professional Development 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

**OPM**  
Office of Personnel Management

**OPR**  
Office of Personal Responsibility

**PAR**  
Personnel Action Request

**PCS**  
Permanent Change of Station

**PDF**  
Portable Document Format

**PEB**

Physical Evaluation Board

**PEBD**

Pay Entry Basic Date

**PHA**

Physical Health Assessment

**PME**

Professional Military Education

**POTO**

Plans, Operations and Training Office

**PMOS**

Primary Military Occupational Skill

**PDF**

Portable Document Format

**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

**PSS**

Personnel Suitability Screening

**PULHES**

Physical, upper, lower, hearing, eyes, psychiatric

**PX**

Post/Base Exchange

**RA**

Regular Army

**RC**

Reserve Components

**RCT**

Reserve Component Transition

**R&R**

Recruiting and Retention

**RRC**

Recruiting and Retention Commander

**REFRAD**

Release from Active Duty

**REQUEST**

Recruit Quota System

**RGL**

Reading Grade Level

**RMP**

Retention Management Program

**RMS**

Retention Management Software

**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

**RSP**

Recruit Sustainment Program

**RTI**

Regional Training Institution

**SA**

Secretary of the Army

**SDA**

Special Duty Assignment

**SDAP**

Special Duty Assignment Pay

**SDRM**

Standard Installation/Division Personnel System Army National Guard (SIDPERS-ARNG) Data Reference Manual

**SERB**

Senior Enlisted Review Board

**SFAB**

Security Forces Assistance Brigade

**SFPA**

Suspension of Favorable Personnel Actions

**SFQC**

Special Forces Qualification Course

**SJA**

Staff Judge Advocate

**SLC**

Senior Leader Course

**SMOS**

Secondary Military Occupational Specialty

**SMP**

Simultaneous Membership Program

**SMTTC**

Strength Maintenance Training Center

**SOJT**

Supervised on the Job Training

**SRB**

Soldier's Record Brief

**SOP**

Standard Operating Procedures

**SQI**

Special Skill Identifier

**SRB**

Soldier Record Brief

**SRC**

Special Reporting Code

**SRIP**

Selected Reserve Incentive Program

**SSI**

Special Skill Identifier

**SSN**

Social Security Number

**STAB**

Standby Advisory Board

**STR**

Service Treatment Record

**SUTA**

Split Unit Training Assembly

**SWVA**

Statewide Vacancy Announcement

**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

**VA**

Veterans Administration

## **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 continued service, 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.

**Career Status (79T)**

Any Soldier (E5 thru E9) serving in a valid 79T position within the full-time recruiting and retention force who has; demonstrated 24 months of successful performance after completion of the ARNG Non-Career Recruiter Course, successfully completed the 79T Conversion Course, and been awarded 79T as their primary MOS.

**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 3 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 their 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 2 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 1 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 2 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 ARNG-HRH- E to correct an illegal or erroneous discharge. In the latter 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 occupational specialty code qualification (MOSQ) by duty position**

Qualified by skill and grade level for the MTOE/TDA required position to which the Soldier is currently assigned and performing duty. As used in AR 220–1, MOSQ by duty position correlates to duty military occupational specialty code qualification (DMOSQ) terminology used in RC publications.

**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)**

2 or more UTAs conducted consecutively. (AR 135–91)

**Non-Competitive for Promotion**

Soldiers who fail to meet the NCOES requirement for promotion board consideration.

**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 their 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.

**Production Recruiter**

Any title 32 ARNG AGR Soldier currently serving in a valid 79T position who has been assigned a 3 tenet mission of recruiting, retention, and attrition management.

**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 3 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 4 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 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.

### **Sex offense**

An offense from any of the following categories, established by 42 USC 16911: (1) offenses involving a sexual act or sexual contact, as defined by the jurisdiction where the conviction occurred; (2) certain offenses against minors, as defined by 42 USC 16911(7); (3) federal offenses under 18 USC 1591, or 18 USC chapters 109A or 117; (4) a military offense specified DODI 1325.07, enclosure 2, appendix 4; (5) attempts and conspiracies to commit 1 of the foregoing offenses; or a military offense specified in paragraph 24-2 of AR 27-10. For the purposes of this regulation, a conviction for a sex offense includes a plea or finding of guilty, a plea of nolo contendere, and all other actions tantamount to a finding of guilty. The conviction qualifies if it occurred in any U.S. jurisdiction or in a foreign jurisdiction in accordance with the guidance from the National Guidelines for Sex Offender Registration and Notification (Federal Register, volume 73, number 128, pages 38030-38070). A conviction includes a conviction at a general or special court-martial, but does not include results from a summary court-martial or nonjudicial punishment under the UCMJ, Article 15.

### **Sexual offender**

Any Soldier, who either is registered as a sex offender or is required to register as a sex offender pursuant to any Department of Defense, Army, State, District of Columbia, Commonwealth of Puerto Rico, Guam, American Samoa, The Northern Mariana Islands, the United States Virgin Islands, Federally recognized Indian tribe, law, regulation or Policy. This definition includes, but is not limited to, any Soldier with a State or Federal conviction for a felony crime of sexual assault or any general or special court-martial conviction for an offense under the Uniform Code of Military Justice that otherwise meets the elements of a crime of sexual assault, even though not classified as a felony or misdemeanor. The requirement to initiate separation proceedings does not apply to a Soldier with a qualifying conviction who is pending execution of a punitive discharge (Bad Conduct Discharge, Dishonorable Discharge, or Dismissal) adjudged by a court-martial. After referral of a charge, regardless of any action purporting to discharge or separate a Soldier, any issuance of a discharge certificate is void until the charge is dismissed, the Soldier is acquitted at trial by court-martial, or appellate review of a conviction is complete. Moreover, if a court-martial has adjudged an unsuspended punitive discharge, any issuance of a nonpunitive discharge certificate is void unless the GCMCA or an appellate court has disapproved the adjudged punitive discharge. The Assistant Secretary of the Army for Manpower and Reserve Affairs, the Assistant Secretary's delegate, or the officer exercising GCMCA over the Soldier at the time of the Soldier's request for exception, may approve an exception. This definition also applies to a Soldier who is convicted by a foreign government (for example, United Kingdom) of an equivalent or closely analogous covered offense as listed in AR 27-10, Chapter 24. See 42 USC 16911(5)(B) and U.S. Department of Justice, Office of the Attorney General, The National Guidelines for Sex Offender Registration and Notification, Final Guidelines, 73 Federal Register. 38030, 38050-1 (2 July 2008) for guidelines and standards. Contact the servicing Office of the Staff Judge Advocate for assistance with this provision.

**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 2 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 over-grade 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)*.)