

**National Guard Regulation 600-200**

**Personnel - General**

# **Enlisted Personnel Management**

Departments of the Army and the Air Force  
National Guard Bureau  
Arlington, VA 22202-3231  
31 July 2009

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

NGR 600-200  
Enlisted Personnel Management

This is a complete revision, dated 31 July 2009, which:

- o Removes old chapters 2, 3 and 4 and establishes them in the ARNG Enlistment Criteria Program.
- o Changes the previous chapter 5, as new chapters 2, 3 and 4.
- o Adds chapter 2 (Classifications and Reclassification), chapter 3 (Utilization Management), chapter 4 (Assignment and Transfer), and chapter 5, (Special Duty Assignment Pay).
- o Changes the previous chapter 8 to the new chapter 6.
- o Changes the previous chapter 9 to the new chapter 7.
- o Removes language associated with EAD/TTAD and replaces with Active Duty Operational Support (ADOS). Note: AR 135-210 (the governing regulation) is currently dated 17 Sep 99 and does not reflect these up to date changes.
- o Adds CNGB (NGB-ARZ-T) as the authority to award MOSs for enlisted Soldiers in the AGR Title 10 tour program (para 2-3d).
- o Clarifies award of Secondary MOS (SMOS) and Additional MOS (AMOS) (para 2-6).
- o Adds Career Progression Military Occupational Specialty (CPMOS) (para 2-7).
- o Changes procedures in the use of SQIs 4A and Y2 (para 2-12e).
- o Clarifies reclassification due to physical profile (para 2-13).
- o Adds special reporting code 00F (MOS Immaterial) (para 2-20).
- o Selection from EPL list to 00F positions (para 2-21).
- o Instructor criteria for assignment (para 2-23).
- o Additional requirements for RTI instructors (para 2-24).
- o Clarifies the meaning of MOS substitutability (para 3-8).
- o Clarifies utilization of Soldiers convicted under the Lautenberg Amendment (para 3-10).
- o Clarifies utilization controls and explains utilization of MOS 79T and SQI 4 (para 3-11 and appendix B).
- o Adds the enlisted Permissive Parachuting Program (para 3-15 and appendix C).
- o Adds a requirement that newly assigned 1SGs will complete the First Sergeant Course within one year (para 4-6d(2)).

- o Clarifies selection procedures to fill NCO vacancies (Chap 4, section III).
- o Adds guidance for uncoordinated interstate transfers (para 4-16 and appendix E).
- o Removes the "Promotion and Reduction" chapter. These policies are now contained in AR 600-8-19.
- o Chapter 6 has been revised and reformatted to conform to AR 135-178.
- o Provides guidance for the completion of NGB Form 22, block 18, (Remarks) for Soldiers convicted of domestic violence under the Lautenberg Amendment (Appendix F).
- o Clarifies procedures for the Mobilization Asset Transfer Program (MATP) (para 6-5).
- o Removes "Determination by AG or CNGB that separation is in the best interest of the State or as prescribed in NGB directives" (para 6-36).
- o Removes "For other reasons as stipulated by State Law" (para 6-36).
- o Adds specific procedures and required actions for to administer Soldiers being dropped from the rolls (para 6-38).
- o Focuses the CSM selection and nomination process on the AG (chap 7).
- o Changes USASMC application to be forwarded to (NGB-ART-I) for processing. (para 7-6b and appendix G).
- o Provides for the president of the CSM board to be a Major General or Brigadier General (para 7-8a).
- o Clarifies who may be assigned to CSM positions, sets a limit on details for CSMs, and clarifies background experience requirements for initial CSM assignments (para 7-15).
- o Provides separate instruction to appoint CSMs under a call or mobilization (para 7-23).

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Personnel – General

Enlisted Personnel Management

By Order of the Secretaries of the Army and the Air Force:

CRAIG R. MCKINLEY  
General, USAF  
Chief, National Guard Bureau

Official:

GEORGE R. BROCK  
Chief, Plans and Policy Division

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**History.** This printing publishes a revised edition of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation prescribes the criteria, policies, processes, procedures and responsibilities to classify; assign; utilize; transfer within and between states; provides Special Duty Assignment Pay; separate, and appoint to and from Command Sergeant Major, Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS) enlisted Soldiers.

**Applicability.** This regulation applies only to the Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS) when not in the service of the United States. Certain provisions of this regulation may continue in effect after individuals and units are called into active Federal service (AFS) as may be stated in the call, order, or administrative instructions of the Department of the Army.

**Proponent and exception authority.** The proponent of this regulation is the Chief, NGB-ARH. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority in writing to the Chief, Personnel Policy and Readiness Division.

**Management control process.** This regulation is subject in part to the requirements of AR 11-12.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Chief, National Guard Bureau, ATTN: NGB-ARH-S, 1411 Jefferson Davis Highway, Suite 3100, Arlington, VA 22202-3231. Local supplementation of this regulation is not authorized unless approved by the Chief, National Guard Bureau (CNGB). State memorandums, pamphlets, Standard Operating Procedures (SOPs), guides, regulations, etc. may not alter the policies established by this regulation. State supplementation documents will be submitted and approved by NGB-ARH prior to publication and implementation.

**Suggested improvements.** Users of this regulation are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, ATTN: NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

**Distribution.** This publication is available in electronic media only and is intended for command levels A through E for the Army National Guard of the United States, A through D for Active Army and United States Army Reserve (USAR) command levels with ARNGUS Soldiers assigned or attached or a command relationship with their units; and command level E for the Active Army and the USAR.

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**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.

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

Required and related publications and referenced forms are listed in Appendix A.

#### **1-3. Explanation of abbreviations and terms**

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

#### **1-4. Responsibilities**

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

#### **1-5. Statutory Authority**

- a.* Titles 10 and 32, United States Code (USC) provide statutory guidance for administering the ARNGUS/ARNG. Army National Guard Soldiers who meet the requirements specified in an appropriate Federal document (act, law, statute, code, order, proclamation, decision, register, opinion), and the standards specified by the Secretary of the Army, will be Federally recognized as Reserves of the Army with assignment to the ARNGUS.

Soldiers paid with appropriated Federal funds must meet and follow the requirements, standards, policies, procedures, and actions specified in this regulation.

*b.* This regulation is published pursuant to 10 USC 10503 and Army Regulation (AR) 130-5, paragraph 2-3.

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

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

*e.* The provisions of this regulation apply to ARNG/ARNGUS individuals and/or units when ordered to Active Duty (AD) under 10 USC 12301d in support of contingency operations, 12302, or 12304 subject to exceptions approved by the proponent and exception authority.

### **1-6. Equal Opportunity**

Management actions will be developed to enhance ARNG/ARNGUS readiness for State and Federal missions. All actions will be consistent with the Army's policy on equal opportunity as set forth in National Guard Regulation NGR 600-21 and AR 600-20, paragraph 6-3.

### **1-7. Enlistment into the Army National Guard**

The policy governing enlistment into the Army National Guard for Prior Service (PS), Non-Prior Service (NPS) and Glossary Non-Prior Service (GNPS) enlistments, is found in the Army National Guard Enlistment Criteria Memorandum (ECM) which is published by NGB-ARH for each Fiscal Year (FY).

## **Chapter 2**

### **Classification and Reclassification**

#### **2-1. Purpose**

This chapter prescribes policies and procedures for:

- a.* Classification and reclassification in Military Occupational Specialties (MOS).
- b.* Special reporting code (SRC) 00F (MOS Immaterial).
- c.* Use of the Armed Forces Classification Test (AFCT).
- d.* Armed Forces Classification Test (AFCT)

### **Section I**

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

#### **2-2. General**

*a.* This chapter provides policy for award of Primary, Secondary, and Additional MOSs (PMOS, SMOS, AMOS), career progression MOS (CPMOS), Special Qualification Identifiers (SQI), Additional Skill Identifiers (ASI), and language Identification Codes (LIC).

(1) The current approved procedures, specifications, and standards of grade outlined in DA Pam 611-21, chapters 1-15 are available via the internet. The following Web site will allow access to the electronic pamphlet by Army agencies and other users worldwide as needed to use in management of personnel and the personnel force structure.

(2) The Web site for SMARTBOOK DA Pam 611-21 is (<https://perscomnd04.army.mil/mosmartbk.nsf/>).

*b.* Nonprior service enlistees will only be qualified and classified in their MOS through attendance at an active establishment training base using the Recruit Quota System (REQUEST) or through the Civilian Acquired Skills Program (CASP), both of which are described in the Enlisted Criteria Memorandum (ECM).

*c.* Soldiers identified for reclassification, including prior service enlistees who have completed Initial Entry Training (IET), will be:

(1) Trained in the new MOS as required in DA Pam 611-21, chapter 10, which describes or restricts the ways in which Soldiers may qualify for a particular MOS

(2) Awarded the new MOS as primary MOS as soon as possible after training. In the case of a Soldier ordered to training in anticipation of a reorganization or reassignment, the classification action may be accomplished on the date of reorganization or reassignment so as not to jeopardize the Soldier's MOS qualification status or entitlements to monetary incentives.

d. Commanders will qualify all Soldiers as soon as possible through the best available means. Each Soldier in the process of obtaining a new PMOS must be closely supervised so that a MOS is awarded immediately upon qualification under DA Pam 611-21. Unit commanders must promptly submit requests for voluntary and mandatory reclassification actions when required by regulation.

e. Except when DA Pam 611-21 is changed or updated to require higher MOS security clearance standards, an MOS will not be withdrawn solely because of changes to criteria in DA Pam 611-21, such as formal training, aptitude area scores or physical requirements. Soldiers who hold one or more MOSs, including prior service enlistees, may retain them unless withdrawn for lack of qualification per section II of this chapter by a commander or board.

f. Soldiers with qualifying conviction under the Lautenberg Amendment are not authorized to attend any service school where instruction with firearms or ammunition is part of the curriculum. These convictions are those that qualify under the Lautenberg Amendment to the Gun Control Act of 1968, which "... prohibits the possession of firearms by persons convicted of a misdemeanor crime of domestic violence, and, relatedly, prohibits the knowing sale or disposition of any firearm or ammunition to a domestic violence misdemeanant." Effective 1 March 2004, Soldiers with qualifying convictions will be coded as "999U" in the Position-Number-Individual-Excess field within SIDPERS. Refer to paragraph 6-35i(3) and AR 135-178, paragraph 12-2, for separation authority. Utilization of these Soldiers is outlined in paragraph 3-10.

g. Commanders and personnel managers must ensure that individual Soldier qualifications are retained upon reassignment, promotion and separation. Codes and identifiers will not be withdrawn unless specifically required or authorized by regulations or board action. See paragraph 2-12 and section III of this chapter.

h. Soldiers will retain all MOSs in which they are qualified. The PMOS, SMOS, and most important AMOS will be recorded in the Standard Installation/Division Personnel System-Army National Guard (SIDPERS-ARNG). The absence of a Soldier's MOS from the automated system does not make it invalid. If the absence of an MOS becomes a readiness factor, such as required to determine qualification for the Unit Manning Report or the Unit Status Report, the authority listed in paragraph 2-3 may redesignate the MOS as Primary, Secondary, or Additional MOS so it will be visible in the reporting systems.

i. Record all MOS (including SQI, ASI, and LIC) actions (awarding and withdrawals) in pencil on the Soldier's DA Form 2-1, item 6 (per AR 600-8-104, table 5-2).

j. State Adjutants General (MPMO/G1) may award MOS to Soldiers based on interim clearances. The interim clearance is based on the completion of a local files check, submission of the SF 86 to the Office of Personnel Management (OPM), with ultimate receipt of a favorable NACLIC 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 NACLIC or the required clearance, will cause immediate withdrawal of the interim clearance and all of the following that were based on it:

(1) Award of an MOS for which the clearance or a favorable NACLIC was required.

(2) Promotion, through reduction without board action or appeal if the Soldier was promoted based on the interim clearance per AR 600-8-19.

k. Soldiers may attend MOS producing schools based on an interim clearance.

### **2-3. Authority to award and redesignate MOS**

The following may award and withdraw MOSs (including SQIs, ASIs and LICs) on orders when they are the official custodians of the Soldiers' personnel records:

a. Training activity commanders.

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

c. The AG may delegate their authority to subordinate promotion authorities except for actions involving Career Management Field (CMF) 79 and any other fields or MOSs that are restricted.

d. For Active Guard Reserve (AGR) Title 10 personnel including CMF 79, CNGB (NGB-ARZ-T).

e. Promotion authorities prescribed in AR 600-8-19 for a specified skill level and grade when the AG has delegated the authority.

*f.* In all cases for consideration for exception to policy or a proponent determination, submit all requests electronically to CNGB, Personnel Policy and Readiness Division (NGB-ART-S) on DA Form 4187 or memorandum endorsed through command channels to the State MPMO/G1. Include copies of supporting documents (DA Form 2-1, DD 214, SIDPERS Personnel Qualification Record, Academic Evaluation Reports (AERs), licenses, diplomas and certificates, copy of SF 88 or DD Form 2808 and any other relevant documents). The commander or personnel officer must certify the supporting documentation.

#### **2-4. Initial classification and utilization**

*a.* Nonprior Service (NPS) enlistees (those who have not completed Initial Entry Training (IET) or been awarded an MOS).

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

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

(3) After initial orientation, unit training is authorized only in the MOS recorded on their enlistment contracts and on REQUEST per ECM.

*b.* Prior Service (PS) enlistees.

(1) Enlist these Soldiers into vacancies and projected vacancies for which they are qualified or in which they agree to become qualified within one year (except for courses with longer training times). Soldiers enlisted under try one program who complete MOS reclassification incur a service remaining obligation in accordance with AR 350-1.

(2) Award Soldiers with prior Army service, regardless of the date of separation and component, the MOS(s) they held on separation. If the MOSs, codes or identifiers have been changed, consolidated or eliminated, determine from DA Pam 611-21 which MOSs and codes the Soldier should hold and award them. In doubtful cases, the MPMO/G1s should request a determination from CNGB (NGB-ARH-S).

(3) Prior service from other components may be considered for a career path based on the guidance in the Department of Defense Occupational Database. Under no circumstances will MOS orders be issued without obtaining the proponent determination. Request for MOS determination will be forwarded as shown in paragraph 2-3*f* of this chapter. For those who fail to qualify, commanders should direct the Soldier to either attend resident training or Supervised On-the-Job Training (SOJT) per DA Pam 611-21, paragraph 9-5b(5)(*c*). Exception, for those MOS's outlined in DA Pam 611-21 that authorizes awarding the MOS based on the civilian acquired skills program may be granted provided the criteria listed in the ECM is met.

(4) Determine skills and qualifications from prior service records. This includes DA Form 2-1, DD Form 214, NGB Form 22, or other service equivalents of Army records, and other documents that show the Soldier's training completed, occupational and military skills, quality of duty, physical condition, and security clearance.

(5) If a Soldier's former MOS cannot be awarded as primary because of the needs of the unit assigned, then award that MOS as the SMOS or AMOS. If the PS Soldier was awarded a valid SMOS while on active duty, then that SMOS may be awarded as the PMOS, SMOS or AMOS upon enlistment in the ARNG.

(6) It is important to the Army that Soldiers retain their MOS codes and identifiers on their current official records. Military Occupational Specialties, codes and identifiers will not be deleted or withdrawn unless a total lack of qualification is clearly demonstrated or a reclassification board, per paragraph 2-12 or section III of this chapter, recommends withdrawal.

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

#### **2-5. Award of MOS**

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

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

(2) Qualification in any MOS.

(3) Soldier becomes qualified in a new MOS from training received via Mobile Training Team (MTT), New Equipment Training Team (NETT), or other transition training per DA Pam 611-21, a special training program, or as directed by this regulation.

(4) Successful completion of MOS training conducted by an MOS producing service school or training activity, including Department of Defense (DoD), United States Navy, Marine Corps, or Air Force schools, and



civilian institutions under agreement with the Army that train Army personnel. Training to support qualification for award of the new MOS will comply with the provisions of AR 350-1.

(5) The MOS proponent may approve or disapprove a waiver of MOS formal school training requirements. Submit requests on DA Form 4187 or memorandum through command channels to the State Military Personnel Management Office (MPMO/G1) for CNGB (NGB-ARH-S) with complete justification and any other relevant documents as cited in paragraph 2-3f. DA Pam 611-21, chapter 10, contains the MOS specifications for initial classification, and is a commander's guide to determine retention and reclassification.

(6) Implementation of changes to the Military Occupational Classification and Structure (MOCS) (DA Pam 611-21 and related pamphlets), and Notifications of Future Change (NOFC) published by United States Army Human Resource Command-Alexandria (HRC-A) for all changes other than type A.

(7) Identification of civilian acquired skills that have a direct MOS counterpart as listed in ECM, AR 601-210 or DA Pam 611-21, chapter 10. Education, skills and training must be gained in civilian status, including those gained in civil service (including Military Technicians). Those gained in Inactive Duty Training (IDT), Annual Training (AT), Active Duty for Training (ADT), AGR or any other form of military duty are not creditable.

(8) Supervised on the job training (SOJT) will not be used to award an MOS that requires resident or formal school training per DA Pam 611-21, chapter 10, unless there is not a Reserve Component (RC) configured course or The Army Training System Courseware (TATS-C) course available. As an exception to this, SOJT may be used when Soldiers in substitutable MOSs identified in their Career Management Field charts in DA Pam 611-21, chapter 10 are assigned on other than a short-term basis. Specific criteria for SOJT are in DA Pam 611-21, paragraph 9-5b(5)(c).

b. Female Soldiers cannot be awarded closed MOSs, SQIs and ASIs. These are identified in DA Pam 611-21, chapter 13.

c. Recruiting and Retention NCOs.

(1) MOS 79T can only be awarded to Soldiers who have successfully completed the ARNG RRNCO Course and 79T Conversion Course. See paragraph 3-11 for additional guidance.

(2) Upon reassignment out of a Recruiting and Retention Noncommissioned Officer (RRNCO) position (MOS 79T), the State MPMO/G1 will award this MOS as secondary or additional, unless the Soldier is (or was) adversely removed from the program. For Soldiers reassigned at the end of successful strength maintenance or recruiting and retention assignments, redesignate PMOS 79T as secondary or additional. PMOS and CPMOS 79T will only be re-awarded to those Soldiers upon approval by the State MPMO/G1, in concert with the State Recruiting and Retention Commander (RRC). Soldiers can only hold PMOS 79T if the Duty Military Occupational Specialty (DMOS) is also 79T.

(3) PMOS 79T can only be awarded to Soldiers holding the rank of SGT and higher and considered career status. Award SQI 4 for all others.

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

## **2-6. Award of Secondary MOS (SMOS) and Additional MOS (AMOS)**

a. Selection of SMOS is based on qualifications next in importance after the PMOS, and in which a Soldier can perform with minimum orientation unless another policy requires a certain MOS, such as the Command Sergeant Major Program in chapter 7 of this regulation and in subparagraph *b(3)* below.

b. The restrictions below apply when selecting SMOS:

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

(2) On a first appointment to CSM, award the Soldier's former PMOS as SMOS to identify CMF qualifications for future assignments when a specific MOS or branch background may be required.

(3) Award secondary MOS 00Z to SGMs eligible for reappointment to CSM in an active status.

## **2-7. Award of three-character Career Progression MOS (CPMOS)**

The CPMOS indicates to Soldiers the channel in which they should expand professional development efforts and seek assignments. It also indicates to commanders and personnel managers the MOS in which the Soldier should be assigned at the current and higher grade levels. Soldiers who choose a CPMOS other than their PMOS, for which they are qualified, are eligible for immediate assignment into positions with that MOS at their current grades. The CPMOS will normally be the PMOS unless there is a compelling reason to choose another MOS in which the Soldier is qualified or is directed to become qualified. For instance, the Soldier's MOS merges into another at a

specific grade level or the Soldier's MOS reaches a point that requires a choice of two MOSs; the Soldier has reached the maximum grade allowed in a low population MOS in a state or organization and must choose another MOS for career progression opportunities; or an AGR Soldier or Military Technician accepts a CPMOS that will afford career progression opportunities while meeting the full-time support needs of the organization and the state.

*a.* Unless restricted by the AG, custodians of Soldiers' records may award CPMOS on DA Form 4187 provided that MOS is not a direct progression at the next higher grade. State MPMO/G1s (NGB-ARZ-T for the Title 10 AGR program) will direct the final award of CPMOS in optional and questionable cases. This includes cases where there is direct progression at the Soldier's next higher grade. AGR Soldiers and all cases for Soldiers in CMF 79, the State MPMO/G1 will make the final determination in concert with the State Human Resource Office (HRO). Award and record only the three-digit CPMOS when it differs from current PMOS.

*b.* Soldiers who must choose a CPMOS must do so before consideration by promotion boards and placement in the selection objective of a promotion list except when the AG (MPMO/G1) reclassifies a Soldier on a promotion list or corrects an erroneous placement on a list.

## **2-8. Determination and award of skill level**

DA Pam 611-21, chapter 9, describes the direct relationship between grade and skill level. The Soldier's skill level is awarded solely on pay grade unless the Soldier is scheduled for or attending MOS qualification training. The sole criterion for each of the skill levels is the Soldier's pay grade. For instance, Staff Sergeants hold Skill Level 3 by virtue of their grade.

*a.* MOS 09B will be used to identify NPS and MOS 09B104A for PS Soldiers who do not have an MOS, while awaiting and attending Basic Training (BT), Advanced Individual Training (AIT), or other training for initial award of a PMOS, and Soldiers awarded special reporting codes as prescribed in subparagraph *f* below.

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

*c.* Upon enlistment, PS accessions and in-service Soldiers who have completed BT and AIT or their equivalent, will enter in the MOS they held in their prior service. Enlistees from other Armed Forces will be assigned, on enlistment a compatible MOS if one exists, complete with skill level. If there exists no compatible MOS, award the MOS for the position vacancy with skill level zero.

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

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

*f.* Special reporting codes are used for both duty and primary MOS for certain Soldiers. See DA Pam 611-21, chapter 14. Use skill level zero only for MOS 09D, 09L, 09S, 09T and 09W, and with MOSs for Soldiers scheduled for or attending MOS qualification training for their first MOS as described in a through c above. Use skill levels 1 and 2 with MOS 09R as prescribed by NGR 600-100.

*g.* Some MOSs identified in DA Pam 611-21 are not trained at skill level 1. For example: CMFs 18 and 79. Soldiers may attend CMF 18 courses in an IET status or CMFs 18 and 79 through reclassification training. Requirements for a MOS may be met under the CASP, or Soldiers may receive a waiver for award of the MOS from the proponent. In all of these cases, when Soldiers meet all of the qualification requirements, except for grade, do not award them the MOS until they meet the grade requirement in DA Pam 611-21, chapter 10 for the MOS.

## **2-9. Special Qualification Identifier (SQI)**

The SQI is the fifth character (a letter or a number) of the MOSC. It identifies the special qualifications of a Soldier, such as parachutist (SQI P), linguist (SQI L) or non-career recruiter (SQI 4). An SQI may be used with any MOS a Soldier holds unless restricted by DA Pam 611-21. Award SQI with the most importance relating to the Soldier's position or MOS (primary, or secondary or additional, in that order) in which there is no other SQI awarded. The letter "O" will always be inserted as the fifth character of the MOSC when a Soldier is not qualified for an SQI. Only SFC, MSG, and 1SG may hold SQI M. First Sergeants must complete the First Sergeant's Course within one year of initial appointment (generally six months before or after appointment to 1SG.) Withdraw SQI M only upon promotion to SGM, reduction below SFC, or relief for cause from 1SG duties.

*a.* Promotion authorities listed in paragraph 2-3 will withdraw SQI when it is no longer authorized with a Soldier's grade, MOS, or position. However, because these codes identify skills important to the Army, do not withdraw them when a Soldier is reassigned from a position (unless for cause or loss of qualifications) that required the SQI, unless restricted by DA Pam 611-21, such as Instructor (SQI 8), because the individual generally retains the skill and may be needed to assist in future training efforts.

*b.* See DA Pam 611-21, table 12-1, for further guidance on SQI.

**2-10. Additional Skill Identifier (ASI)**

The ASI is the sixth and seventh characters (a letter and a number) of the MOSC. It identifies skills acquired through functional and transition training or On the Job Training (OJT) in maintenance and operation of weapon or equipment systems or subsystems, and other training not identified by MOS or SQI. Award ASI only with MOSs authorized in DA Pam 611-21. For ASI authorized with any MOS, such as P5 (Master Fitness Trainer), award it with the highest priority MOS (primary, or secondary or additional, in that order) in which there is no other ASI awarded. Use zeroes in the sixth and seventh characters of the MOSC when a Soldier is not qualified for an ASI.

- a. For use of ASI 4A and Y2 (reclassification), See paragraph 2-12e.
- b. See DA Pam 611-21, chapter 12 for a further guidance on ASIs.

**2-11. Language Identification Code (LIC)**

The LIC is the eighth and ninth characters (two letters) of the MOSC identify languages listed in DA Pam 611-21, chapter 12, table 12-1. These may be awarded to any qualified Soldier and used with any MOS but also requires concurrent award of SQI L (Linguist). Use the letters "OO" in the eighth and ninth characters of the MOSC when a Soldier is not qualified as a linguist.

**2-12. Reclassification of MOS**

An awarded MOS, especially the PMOS, normally represents an investment of time and effort by the ARNG/ARNGUS and the Soldier. In changing a PMOS, the Soldier's desires will be considered; however, the overriding factors are the needs of the ARNG/ARNGUS. All training required by reclassification will be completed in accordance with DA Pam 611-21, paragraph 9-5b. Reclassification authorities may reclassify a Soldier without a reclassification board. Reclassification also includes the term redesignation, the term to show a change of Primary, Secondary or Additional MOS sequence with the same MOSs. However, authorities may, at their discretion, and upon request by a Soldier, allow appearance before a reclassification board. Procedures for reclassification boards are in section II of this chapter.

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

- (1) Disciplinary action taken under the Uniform Code of Military Justice (UCMJ), comparable State law, or board action for inefficiency or misconduct, if it adversely affects the Soldier's eligibility to perform in the MOS.
- (2) Upon loss of qualifications, this is defined as any duty performance that clearly shows that the Soldier cannot satisfactorily perform the duties of the MOS prescribed in DA Pam 611-21. Such cases will be determined and documented by a field grade officer. Note: Soldiers who lose MOS qualifications due to their own misconduct will be considered for discharge prior to submission of reclassification action.
- (3) Disqualification from the Personnel Reliability Program (PRP) if PRP is one of the requirements in DA Pam 611-21 or Army Regulations in the 50-series.
- (4) Lack of security clearance that prevents performance of the normal duties required by the MOS in accordance with DA Pam 611-21.
- (5) Promotion, appointment or reduction to a grade not authorized for the Soldier's MOS, except for MOS in paragraph 2-8f.

b. **Mandatory MOS reclassification** is not required as a result of entry into drug or alcohol rehabilitation, whether by self-referral or by a commander through detection by biochemical testing, unless the Soldier no longer meets the criteria of DA Pam 611-21, AR 40-501 or the PRP.

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

(1) Upon promotion, award the promotion MOS as primary. Award the withdrawn MOS as SMOS or AMOS, provided the Soldier is qualified to retain this MOS.

(2) Upon completion of transition training from a closed MOS required by Direct Combat Probability Code (DCPC) guidelines.

d. **Voluntary reclassification** may be accomplished under any of the following conditions:

- (1) An approved request from the Soldier.

(2) Soldier transfers to another unit not authorized the current MOS.

(3) Soldier completes transition training caused by DCPC reclassification guidelines.

e. Use of ASI 4A and Y2. Soldiers awarded a new PMOS involuntarily will be awarded ASI 4A with the new MOS to show that completion of formal training is required. Upon completion of reclassification training, withdraw ASI 4A. Award ASI Y2 to Soldiers identified for transition training in specific MOSs for whom its use is directed by HRC-A in changes to the Military Occupational Classification System (Notifications of Future Change and DA Pam 611-21 and related pamphlets). The commander responsible for the Soldiers' personnel administration or the State MPMO/G1, when restricted will award these ASIs. The MPMO/G1 in conjunction with the SIDPERS Interface Branch (SIB) may input ASIs 4A or Y2 into the SIDPERS database on all Soldiers identified as requiring additional training without orders. The MPMO/G1 must provide a list all Soldiers who require training. Once the Soldier satisfactorily completes the requirements, award the MOS on orders removing the ASIs 4A or Y2.

f. Recommended changes of a Soldier's MOS can be based on significant improvements in qualifications as:

(1) Completion of a formal MOS producing course.

(2) Significant training or experience in a civilian occupational area that has an MOS counterpart. This applies specifically to in-service ARNG Soldiers who gain skills or complete training in other than a military status. This does not pertain to AGR Soldiers' duty experiences. It does apply to traditional ARNG Soldiers and Military Technicians in their civilian pursuits to include their daily technician duties.

(3) Completion of civilian trade school or apprenticeship training in a skilled occupation, which has an MOS counterpart.

(4) Civilian job progression to foreman, supervisor, or an executive type position that has an MOS counterpart. The duty requirements of such MOS may not exactly parallel the duties and responsibilities of a foreman, supervisor, or executive; these type jobs may cross two or more MOS areas. Particular care must be exercised in evaluating the civilian occupational skills and aligning them with an MOS.

(5) Graduation from college or graduate school in a field that has a direct MOS counterpart.

g. Examples of supporting evidence required to request award of an MOS based on formal education or civilian occupation:

(1) Degree, diploma, or certificate earned from a trade school, apprenticeship training, or accredited academic institution.

(2) Trade association or journeyman license or certificate received as a result of apprenticeship or on-the-job training.

(3) Official statements or evaluations from employers concerning nature, duration and actual performance of employment, and position or job description.

(4) Official grade transcripts from accredited academic institutions.

### **2-13. Reclassification due to physical profile**

a. When a Soldier is given a permanent physical profile that is lower (with a higher number in any factor) than the qualifying profile in DA Pam 611-21, the unit commander may, but is not always required to, submit reclassification action through channels. This is when the permanent physical profile serial factor is a 2 and the qualifying profile factor is a 1 per DA Pam 611-21 paragraph 9-5b(2).

b. Recommendations by the unit commander for reclassification are required when a Soldier's MOS requires a 1 or 2 in any physical profile factor and the Soldier receives a 3 or higher number as a permanent profile. All Soldiers in this category will go before a MOS Medical Review Board (MMRB) (AR 600-60).

(1) Soldiers must meet medical retention standards prior to the MMRB. See AR 40-501, paragraphs 1-6 and 10-11 for guidance on waivers of disqualifying medical conditions. In cases caused by disqualifying medical conditions, enclose written medical affidavits by a medical officer stating whether or not the medical limitations preclude satisfactory duty performance in the MOS without assignment restrictions (AR 40-501, paragraph 7-12). Submit medical documentation only to support reclassifications due to disqualifying medical profiles. The medical doctor will provide only an opinion of the medical limitation.

(2) The Medical Duty Review Board (MDRB) in AR 40-501 was eliminated on 1 September 2002 and actions after that date are not valid.

(3) The Soldier, supervisors, unit commander and medical doctors will submit recommendations and statements. Statements will evaluate the Soldier's duty performance and physical capabilities indicating the effect the permanent profile will likely have on the full range of physical demands of the MOS, the health and safety risks to the Soldiers and other unit members, and the Soldier's potential for mobilization deployability.

*c.* Soldier's most recent physical profile will remain in effect during the period between medical examinations. If the Soldier develops a medical condition that may change the physical profile, and it affects the Soldier's ability to perform the duties of the MOS, the unit commander will arrange for a medical examination to be used in possible reclassification proceedings. See AR 40-501, chapter 7 and AR 600-60, chapter 2 for guidance.

*d.* Include copies of DA Form 2-1, the SIDPERS Personnel Qualification Record, and other extracts from the Official Military Personnel File (OMPF), which may be appropriate.

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

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

*g.* The AG (MPMO/G1) will make the final determination of the traditional Soldier's physical ability to reasonably perform the duties of the MOS without assignment restrictions (AR 40-501, para 10-10*b*) based on recommendations by the chain of command. The MMRB will make the final determination on the Soldier's physical ability to reasonably perform the full range of duties of the MOS in a worldwide field environment. Title 32 AGR Soldiers who are not found fit for duty will be processed per AR 135-18 and AR 135-178. Title 10 AGR Soldiers will be processed per AR 135-18, and AR 635-200.

(1) If reclassification is directed and the Soldier cannot be qualified in the new MOS in the unit, the unit commander will submit, through channels, a request for reassignment unless the Soldier requests retirement, discharge from the state and transfer to the U.S. Army Reserve (USAR), or separation from service.

(2) Each level in the chain of command, to include the AG, will attempt to find a position to which the Soldier can be assigned. If there is no MOS and position available, to include a position outside of the geographical area, the Soldier will either be separated or transferred to the Individual Ready Reserve (IRR), the Retired Reserve, or the Inactive Army National Guard (ING), per chapter 6 of this regulation.

(3) Soldiers with at least 15, and less than 20 years of qualifying service towards non-regular retirement may be eligible for non-regular retirement under the provisions of section 12731*b* of title 10, U.S. Code. See chapter 6 of this regulation.

(4) Prior to transferring to the ING or IRR a Soldier must be MOS qualified.

(5) Soldiers who either refuse to reclassify or who cannot be reclassified into another MOS will be separated from the ARNG/ARNGUS and as a Reserve of the Army per paragraph 6-35*l*(8).

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

*a.* Award or withdraw MOSs, including SQI, ASI, and LIC on orders (AR 600-8-105) or other authorized form or format as soon as the Soldiers become qualified.

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

*c.* Orders are required for all prior service enlistees with a break in service, who are awarded MOS(s) per paragraph 2-4*b*.

*d.* Orders are not required for Category A MOS conversions (direct one-for-one conversions) announced by DA implementing directives or with changes to DA Pam 611-21.

*e.* Orders are not always required for Category B MOS conversions (selective conversions) announced by DA implementing directives, with changes to DA Pam 611-21 or unit reorganizations that require MOS changes. States may award ASI 4A on the reclassification order, or in the SIDPERS-ARNG database (top-loaded by the MPMO/G1) for Soldiers who require reclassification training to indicate formal training is required, or ASI Y2 when directed by HRC-Alexandria. States should provide guidance and management practices within their jurisdiction. Title 10 AGR Soldiers who require Category B conversions will have orders published by NGB-ARZ-T. See paragraph 2-12*e* for procedures.

*f.* Orders are required to remove ASIs 4A and Y2.

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

*h.* Send orders to the State MPMO/G1, SIB, or Personnel Services Center (PSC) or Personnel Service Battalion (PSB) within 10 working days of publication.

## Section II Reclassification Boards

### 2-15. Appointing authority

The reclassification authority will normally appoint the reclassification board, however this authority may be delegated. However, any higher commander (including the AG) may appoint such a board and designate its scope of authority. Only the AG may appoint a board to reclassify a CSM per chapter 7 of this regulation.

### 2-16. Membership

*a.* Reclassification boards will consist of at least three members selected from Commissioned Officers, Warrant Officers, or NCOs in ranks of SFC, MSG, 1SG, SGM and CSM. Enlisted members must be of equal or higher grades and precedence of rank to the Soldiers to be considered by the board. The president will be a Commissioned Officer (Captain or above).

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

- (1) A personnel manager or unit personnel officer.
- (2) A unit commander, training officer, or other unit officer.
- (3) A Commissioned Officer or Noncommissioned Officer (NCO) who knows the technical requirements of the MOS being considered.
- (4) The same sex as the Soldier appearing before the board.
- (5) A minority member, if minority Soldiers are being considered, at least one voting member will be a minority. Note: Any member of the board may possess more than one of the attributes in subparagraphs (1) through (5) above.

### 2-17. Waivers

A Soldier, whose reclassification is being considered, may waive appearance before a reclassification board. Mandatory board actions required by other regulations may not be waived (for instance, AR 40-501, AR 600-60, etc). The waiver must be a written statement signed by the Soldier. A copy of the waiver will be maintained in the Soldier's OMPF.

### 2-18. Procedures for Reclassification Boards

*a.* Actions to be completed before the hearing. All records, including DA Form 2-1, SIDPERS Personnel Qualification Record, and a record of any previous classification or reclassification actions, MMRB, Medical Evaluation Board (MEB), Physical Evaluation Board (PEB), and similar actions will be furnished to the board.

*b.* Conduct of proceedings.

- (1) Reclassification boards will be conducted formally, but they will not create the impression of a court-martial or a reduction board. While AR 15-6 does not apply; it may be consulted as a guidance document.
- (2) The senior officer on the board will be the president. The president will:
  - (a) Advise the board members of the paragraph of this regulation that required this board and when a physical profile is involved.
  - (b) Ensure that each board member is familiar with DA Pam 611-21, paragraphs 9-5b(1) through (3), and any other regulations affecting the Soldier and the action before the board.
  - (c) Explain the purpose and procedures of the hearing to each Soldier appearing before the board.
  - (3) Each board member will review all records, documents and other correspondence that apply to the Soldier's case.
  - (4) Each Soldier will appear before the board separately and may be accompanied and represented by a Commissioned, Warrant or Noncommissioned Officer of their choice with the chosen individual's consent. The Soldier may present facts and MOS preference that are relative to the reclassification action. However, the president will inform the Soldier that the needs of the Army and the ARNG/ARNGUS are the primary factors. Each Soldier who appears before the board will be encouraged to talk freely so that all pertinent facts are revealed.
  - (5) The board will request the Soldier's unit commander's recommendations and will consider them during the board.
  - (6) Matters of doubt that cannot be decided or supported factually will be resolved in favor of the Soldier.
  - (7) The board may defer action on a case until it has enough information on which to form and submit a recommendation.
  - (8) The board will determine its recommendation in closed session after all essential facts have been presented. If reclassification is determined to be proper, the board will recommend one or more MOSs for which the

Soldier is qualified or can be trained, and in which there are vacancies in the state (as provided by the State MPMO/G1).

c. Findings and recommendations. The president of the board will report the board's findings and recommendations to the appointing authority by memorandum. If proceedings were conducted due to physical profile limitations, See AR 600-60 and AR 40-501 for authorized and required actions.

### **2-19. Action by appointing authority**

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

- (1) Approve recommendation(s) that the Soldier retain the MOS.
- (2) Forward the board's report, with a recommendation, to the reclassification authority.
- (3) Disapprove the recommendations and order a hearing by the same or another reclassification board.
- (4) Disapprove recommendations and decide on the action to take.

b. The appointing authority also will direct recording of final action on a memorandum and file a copy in the Soldier's OMPF. For AGR Soldiers, also file a copy in the Career Management Information File (CMIF). For Soldiers in rank SSG and above, enclose the unit commander's recommendations and other supporting documents.

c. Final authority on all actions is the CNGB (DARNG) for Title 10 AGR Soldiers; and the AG for Title 32 AGR Soldiers and Soldiers not in active service.

## **Section III**

### **Coding Tables of Distribution and Allowances**

#### **2-20. Special Reporting Code (SRC) 00F (MOS Immaterial)**

a. This section provides policy governing the utilization of the SRC 00F as a Duty Military Occupational Specialty (DMOS) code on Army National Guard Tables of Distribution and Allowances (TDAs).

b. This reporting code will not be utilized or coded in Modified Table of Organization and Equipment (MTOE) nor will it be used or assigned in any form by or when referring to an individual.

c. Position coding and validation.

(1) This policy eliminates the practice of coding ARNG TDAs with a remark code of "UP". The use of "UN" will continue to be used for positions that require combat arms MOSs. Current positions that are coded with the "UP" or "UN" code will be converted to 00F (top loaded). These positions must be validated against this policy to ensure compliance. All other remark codes used on the TDAs will remain on the document and will not be converted to 00F.

(2) The specialized duty functions listed in DA Pam 611-21, paragraph 11-1 is the guide used to justify positions as 00F. The standards of grade listed in DA Pam 611-21, chapter 11 will be followed. All positions require approval before implementation per subparagraph (4) and (5) below.

(3) All 00F positions must have a duty description that lists all the MOSs that can perform this duty. The only positions that can be any MOS are IG and EO positions.

(4) Positions coded as 00F within the states must be approved by the Force Management Directorate (NGB-ARF). Submit requests in a memorandum format with complete justification.

(5) The Staff Management Office (NGB-ARZ-T) must approve all Title 10 AGR positions before they are submitted to the appropriate agency for inclusion on their TDAs. This includes all recommended changes to Army TDAs that have ARNGUS Title 10 AGR requirements and/or authorizations. Submit all requests in a memorandum format with complete justification.

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

All 00F (UP) positions must have a duty description that list all the MOSs that can perform the duty. In addition, Regional Training Institutes (RTIs) are authorized to include SQI "8" and additional prerequisite as part of their selection criteria. States must include in their annual MOI the selection process for MOS 00F from the Enlisted Promotion list.

a. Prior to selecting a Soldier from the promotion list, consideration will be given to excess personnel and lateral transfers to fill the vacancy.

b. Soldiers holding eligible MOSs in the duty description listed for that 00F vacant position will be considered. Selection will be determined by the total number of promotion points held, from highest to lowest.

c. States that do not document indicate a list of MOSs eligible to occupy the position, will require a review of the entire promotion list for that grade. Soldiers with the highest promotion points will be offered the position in sequence as they appear on the promotion list.

**2-22. Utilization of Enlisted Instructors at Regional Training Institutes (RTI)**

Only the highest quality Soldiers will be assigned to RTI. Soldiers assigned to instructor positions must hold SQI "8" or meet proponent prerequisite to attend.

**2-23. Assignment criteria for instructors**

The initial selection criteria for RTI instructor duty are:

- a. Be a high school graduate or possess the GED equivalent.
- b. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. Concerning alcohol and drug abuse, persons declared rehabilitation successes under the ADAPC Program should not be included.
- c. Possess mature judgment and initiative.
- d. Have a minimum of three years time remaining in-service upon arrival at assignment or agree to reenlist or extend to meet the requirement.
- e. Have a security clearance consistent with that required to attend the requisite instructor course.
- f. Meet minimum Reading Grade Level (RGL) and Language Grade Level (LGL) (measured by Test of Adult Basic Education (See AR 350-1)) required for attendance to the requisite instructor course.
- g. Display an outstanding military bearing.
- h. Meet the body composition requirements in AR 600-9.
- i. Be able to pass the Army Physical Fitness Test (APFT).
- j. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.
- k. Have recently held a leadership assignment.
- l. Have a demonstrated ability to be an instructor.
- m. Does not have a speech impediment.

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

- a. In addition to the initial selection criteria in paragraph 2-23, Soldiers must:
  - (1) Hold rank of SSG or above; however, exceptions will be considered on a case-by-case basis to secure the best qualified instructors available.
  - (2) Possess "1" under "S" and "1" or "2" under "E" of physical profile.
  - (3) Be equal in grade to the level of students that will attend the course.
  - (4) Be graduates of the course they will instruct.
  - (5) Have a GT score of 100 or higher for assignment as an Ordnance School instructor.
- b. The requirement outlined in this chapter for the selection of qualified instructors will be noted in the states annual promotion Memorandum of Instructions (MOI).

**Section IV****Armed Forces Classification Test (AFCT)****2-25. Use of Armed Forces Classification Test**

- a. The AFCT is used to test in-service Soldiers who are MOS qualified and desire to upgrade their test scores for advancement, MOS training, or retention. The AFCT is the only test authorized for ARNG/ARNGUS Soldiers who have previously taken the Armed Services Vocational Aptitude Battery (ASVAB). Both tests have the same aptitude areas.
- b. The AFCT may be used when:
  - (1) The Soldier requires another MOS and the most recent test scores do not meet requirements for initial award of the new MOS as shown in DA Pam 611-21 and in the REQUEST qualification file.
  - (2) The Soldier's most recent test scores cannot be verified.
- c. Soldiers administered the AFCT to qualify for interstate or intrastate transfer and MOS qualification must attain the minimum aptitude area score required for the MOS in the REQUEST qualification file. Those who do not attain the minimum required aptitude area score within one year after date of assignment will be transferred to a unit that requires another MOS for which they are eligible or in which they can qualify. They may also be transferred to the ING or separated from the ARNG and transferred to the IRR.



*d.* The AFCT is not used to test or retest NPS, Glossary Non-Prior Service (GNPS), or PS applicants for enlistment into the ARNG or for Soldiers awaiting IET, except Simultaneous Membership Program (SMP) cadets who enlisted with Military Science (MS) II, III or MS IV status and CAT IV High School Seniors who fail to graduate.

## **2-26. Armed Forces Classification Test administration**

*a.* The policy and procedures for administration of the AFCT is contained in AR 611-5. All personnel who administer the AFCT will comply with its provisions.

*b.* Each state will appoint in writing a Test Control Officer (TCO) per AR 611-5, paragraph 1-15c. Appoint an alternate TCO for each state and other General Officer command to function in the absence of the TCO. Additional field alternate TCOs may be appointed down to the battalion or equivalent (LTC) command level when required to improve testing operations. Test examiners will be appointed in writing at battalion and armory level per AR 611-5. The AFCT may not be administered by other than officially appointed TCO, alternate TCO, or test examiner.

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

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

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

*f.* The TCO will forward the official test results to the Soldier's unit commander, custodian of the Soldier's OMPF, and State Military Personnel Management Officer.

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

If the aptitude area scores are not raised to the desired level as a result of an initial AFCT, retesting policies in AR 611-5, paragraph 4-9 apply. Commanders may not approve retest until six months have elapsed since the preceding test. Request for a third retest must be approved by the State TCO as an exception to policy.

## **Chapter 3**

### **Utilization Management**

#### **3-1. Purpose**

*a.* This chapter prescribes the utilization policies of ARNG/ARNGUS enlisted Soldiers. It provides general assignment policies and responsibilities for managing the enlisted force. This also includes permissive parachuting policy.

*b.* Guidance in this chapter for Title 10 and 32 AGR Soldiers are in addition to that in AR 135-18.

*c.* This guidance applies to Soldiers mobilized under 10 USC 12301(d) in support of contingency operations, 12302 and 12304.

#### **3-2. Overview**

The primary goal of enlisted management is to satisfy the personnel requirements of the ARNG by placing Soldiers in positions that require skills, knowledge, and abilities as shown by their PMOS, SMOS or AMOS. Secondary goals are to:

*a.* Provide policies on personnel utilization that will strengthen and broaden MOS qualifications and prepare Soldiers for career progression.

*b.* Assign Soldiers so they will have the greatest opportunities for professional development and promotion opportunities.

*c.* Meet Soldiers' personal desires.

### 3-3. Special Terms

The special terms used in this chapter are defined in the Glossary, Section III - Special Abbreviations and Terms.

## Section I

### Policy

#### 3-4. Effective Management

Personnel resources must be managed effectively to successfully accomplish the mission. The policy of the ARNG/ARNGUS is to:

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

#### 3-5. Objectives

The objectives of regulating proper utilization of personnel are to:

- a. Ensure efficient utilization of Soldiers while meeting the readiness needs of the organization.
- b. Place Soldiers in duty positions that require skills, knowledge, behaviors and abilities as indicated by the descriptions for their MOSs.
- c. Provide policy that will strengthen and broaden MOS qualifications and prepare Soldiers for deployment and
  - (1) Career progression.
  - (2) Increasing responsibilities.
  - (3) Diverse assignments.
- d. Assign Soldiers to higher graded positions and promote them using the procedures in the AR 600-8-19. Any upward movement must be through the Enlisted Promotion System.

#### 3-6. State Responsibilities

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

a. State AG (MPMO/G1) will establish uniform policies and procedures to assign and promote NCOs using the guidance in this chapter and the enlisted promotion policy in AR 600-8-19. States need to develop policy governing unit reorganization and the reassignment of personnel displaced by unit deactivation. The MPMO/G1 in concert with the HRO will develop these procedures for AGR Soldiers and Military Technicians as it affects their military status.

b. Organization commanders will:

- (1) Establish procedures to ensure efficient utilization of Soldiers based on policies and procedures of this chapter and state guidance in subparagraph *a* above.
- (2) Within limitations on travel, reassign Soldiers within their commands to provide career development and progression, greater responsibility, and diversity of assignments.
- (3) Ensure all aspects of DCPC policy are implemented per AR 600-13.

c. Unit commanders and supervisors will:

- (1) Assign Soldiers to authorized duty positions that make best use of MOS qualifications.
- (2) Recommend classification, reclassification, or reassignment actions to the classification authority.
- (3) Inform the Soldier of the specific assigned duty position. Counsel the Soldier on the reasons and career implications if the duty assignment is not per the PMOS, SMOS, AMOS or CPMOS.
- (4) Counsel in writing each enlisted Soldier affected by DCPC. The DCPC policy precludes assigning female Soldiers to units coded P1 on the TOE. Female Soldiers may be assigned to all other positions (interchangeable or female-only coded positions on MTOE). Identity codes on MTOE should correlate directly to codes on the TOE.

d. Military personnel officers will:

- (1) Advise and assist commanders in carrying out the policies in this regulation.
- (2) Inform commanders of noncompliance with utilization policies and recommend corrective action.

e. Soldiers will:

- (1) Maintain proficiency in all aspects of their PMOS and qualification in other awarded MOSs.
- (2) Apply for and complete Noncommissioned Officer Education System (NCOES) courses when selected for promotion.
- (3) Inform through NCO channels to Commanders of their career interests, desired duty assignments, and training.

**3-7. Title 10 Active Guard and Reserve (AGR) Responsibilities**

- a. CNGB Staff Management Office (NGB-ARZ-T) in concert with the Director, ARNG will:
  - (1) Establish policies and procedures to ensure efficient utilization of Soldiers based on the policies and procedures of this chapter and throughout this regulation.
  - (2) Reassign Soldiers to provide career development and progression, greater responsibility, and diversity of assignments.
  - (3) Ensure all aspects of DCPC policy are implemented per AR 600-13.
- b. Senior Advisors in concert with Senior Enlisted Advisors and CMF Managers will:
  - (1) Recommend assignment of Soldiers to authorized duty positions that make best use of their MOS qualifications.
  - (2) Recommend classification, reclassification, or reassignment actions to CNGB (NGB-ARZ-T).
  - (3) Inform the Soldier of the specific assigned duty position. Counsel the Soldier on the reasons and career implications if the duty assignment is not per the PMOS, SMOS, AMOS or CPMOS.
  - (4) Counsel in writing each enlisted Soldier affected by DCPC.
- c. Senior Enlisted Advisors will:
  - (1) Advise and assist Senior Advisors and CMF Managers in carrying out the policies in this chapter and guidance per subparagraph *a* above.
  - (2) Inform CNGB (NGB-ARZ-T) of noncompliance with utilization policies and recommend corrective action.

**3-8. Substitutability**

Substitutability is when a Soldier is utilized in a duty MOS that is related to but is not the Soldier's PMOS.

a. Substitutability is defined in DA Pam 611-21 as being: "An indication that an MOS is sufficiently related occupationally to another MOS to permit personnel substitutions between them. Related MOS are neither completely nor equally interchangeable. A person may require from one to six months of on-the-job training to become fully qualified in a substitute MOS. Length of on-the-job training will depend on the scope and complexity of the MOS and the ability, motivation, and background of the individual."

b. Guidelines for use. Substitutability permits a Soldier to work on the job in a position coded in another, related MOS, for short periods (less than 12 months). When use is projected for the long term, leaders must either send the Soldier to a resident MOS qualification course (at an active Army installation or a Regional Training Institute (RTI) or contact a supporting RTI for the possibility of using a schoolhouse-to-the-Soldier approach. Training Soldiers on-the-job in an unstructured manner to subvert the Army goal of standardized training is not authorized. Additionally, substitutability does not mean that the Soldier can be awarded the MOS. The training requirements listed in DA Pam 611-21 must be followed.

## **Section II**

### **Utilization**

**3-9. Utilization Controls**

Proper utilization requires the constant personal attention of commanders and leaders at all levels. Soldiers not properly assigned will be identified for reassignment. A Soldier is properly utilized under any of the following conditions:

- a. Assignment is under special instructions from CNGB or in accordance with AGR or Military Technician programs.
- b. In a PMOS or any CPMOS-compatible duty position at the Soldier's current grade. Soldiers in the selection objective of a promotion list are eligible for immediate assignment in the higher grade upon publication of the list. These assignments may be authorized based on notice from the State MPMO/G1 (Enlisted Personnel Manager) of selection for assignment and promotion. However, if Soldiers in a higher grade are not available, and there are no Soldiers available on a promotion list, a Soldier may be temporarily assigned up to two grades higher until an eligible Soldier becomes available.
- c. Utilization of AGR Soldiers, except those in CMF 79, in positions two grades higher requires a waiver from NGB-ARH-S. Utilization of AGR Soldiers in one grade higher requires a waiver from the State AG (NGB-ARZ-T for Title 10). Soldiers in the AGR program may be directed to train in another MOS to qualify for subsequent assignments. Upon qualification, they may be assigned in the new MOS and may also be reclassified on promotion lists using the guidance in AR 600-8-19, paragraph 7-47. See AR 135-18 for additional guidance. States may set

minimum required periods of service in positions after reclassification, promotion and assignment that the Soldiers must serve before they may request voluntary reassignment.

### **3-10. Utilization of Soldiers subject to the Lautenberg Amendment**

*a.* Commanders must detail Soldiers whom they have reason to believe have a qualifying conviction to meaningful duties that do not require bearing weapons or ammunition and ensure they are not allowed to handle or possess weapons or ammunition.

*b.* Commanders may reassign Soldiers to local table of distribution and allowances unit positions that deny them access to weapons and ammunition.

*c.* Commanders will not appoint or assign Soldiers with qualifying convictions to leadership, supervisory, or property accountability positions that would require access to weapons or ammunition. See paragraph 2-2*f*.

### **3-11. Recruiting and Retention Personnel**

*a.* The MOS 79T (RRNCO) only applies to enlisted Soldiers in accordance with paragraph 2-5*c* serving in authorized duty positions within the full-time recruiting and retention force. SQI 4 applies to SPC through SFC. Soldiers who meet the conditions of subparagraphs *b* to *d* below will be awarded SQI 4.

*b.* Soldiers must meet the minimum qualifications for MOS 79T or SQI 4 as outlined in DA Pam 611-21. In addition, Soldiers must possess a valid Army MOS prior to attendance of the RRNCO Course and subsequent award of SQI 4. All current Army MOSs are feeder MOSs for MOS 79T and SQI 4.

*c.* Only SPC through SFC may attend the RRNCO Course. States may request an exception to policy from Strength Maintenance Training Center (SMTC) NGB-ASM-PEC-G1.

*d.* Soldiers must complete the ARNG Recruiting and Retention NCO course (805B-SQI-4) Phase I and Phase II.

*e.* SQI 4 ARNG Recruiting and Retention NCOs must complete the ARNG 79T Conversion Course prior to attending 79T ANCOC or award of MOS 79T. Soldiers must meet the following criteria prior to attending the 79T Conversion Course.

(1) Be a Title 10 or Title 32 FTNGD Soldier (Sergeant/E5 or above) currently serving in a valid 79T position (Active Duty Operation Support (ADOS)/Global War on Terrorism (GWOT) Soldiers are not eligible).

(2) Have graduated from the ARNG Recruiting and Retention NCO Course (805B-SQI-4) Phase I and Phase II.

(3) Demonstrate at least one year of successful performance as an RRNCO since completion of the ARNG Recruiting and Retention NCO Course.

(4) Request through command channels to convert to primary MOS 79T and receive approval from State Recruiting and Retention Commander. See Appendix B, Figure B-1 and Figure B-2 for sample memorandums. Soldiers in the rank of SGT through SFC may be awarded the 79T MOS upon completion of the 79T MOS Conversion Course and approval of the State Recruiting and Retention Commander.

*f.* Constructive Credit for 79T BNCOC, Phase II. Soldiers who complete the 79T Conversion Course and are awarded MOS 79T are considered BNCOC qualified after completion of BNCOC Common Core Phase 1 (or equivalent) as outlined in AR 350-1, paragraph 3-42. Record credit on DA Form 2-1, item 27 and change the Soldier's NCO education code to "2".

*g.* Soldiers who were awarded MOS 79T and transfer out of the 79T career field to their previous MOS, are encouraged to attend Phase II BNCOC or ANCOC depending on their grade in the previous held MOS. This will provide the Soldier the most current skills in their MOS. Commanders and leaders at all levels are encouraged to provide these Soldiers with every opportunity to attend this training.

*h.* The HRO should establish internal selection processes for Soldiers converting from SQI 4 to MOS 79T. At a minimum, Soldiers must have served successfully for one year as an SQI 4 RRNCO. This includes meeting established strength maintenance missions applicable to their duty position and displaying professional attributes required of senior NCOs. Soldiers selected for conversion to MOS 79T, and who decline, will be reassigned to other positions within the state full-time force structure or released from AGR status as determined by the AGR program manager.

*i.* Table 3-1 illustrates NCOES training requirements for MOS 79T:

**Table 3-1**  
**Illustrates NCOES Training Requirements for MOS 79T**

<b>Current Rank</b>	<b>Promotion to</b>	<b>NCOES Requirement</b>	<b>Remarks</b>
SGT	SSG	WLC	
SSG	SFC	BNCOC	See Note 1 & 4
SFC	MSG	ANCOC	See Note 2 & 4
MSG	SGM	USASMA	See Note 3

Notes:

1. Soldiers who complete the 79T conversion course and are awarded MOS 79T are considered BNCOC qualified after completion of BNCOC Common Core (Phase I) IAW AR 350-1, paragraph 3-42. Soldiers who are SQI 4 must attend BNCOC in their primary MOS. Soldiers who complete the 79T Conversion Course and remain an SQI 4 RRNCO must attend NCOES in their primary MOS.
2. Soldiers attending 79T ANCOC must have completed the 79T Conversion Course at least 6 months prior to attending 79T ANCOC. As an exception, Soldiers who complete 79T ANCOC prior to 1 Jan 08 are not required to attend the 79T Conversion Course.
3. Soldiers must hold MOS 79T prior to being assigned to a MSG or higher position in CMF 79 within the ARNG.
4. The NCOES requirements may be obtained through recognized equivalent training. For example: Advanced Leader Course may be used in lieu of BNCOC and the Senior Leaders Course may be used in lieu of ANCOC.

### 3-12. Authorized exceptions

Soldiers may also be utilized (only when paragraph 3-8 does not apply) under the following conditions:

- a. In SMOS at the same or higher grade.
- b. In a MOS substitute for the PMOS as authorized in DA PAM 611-21. However, a substitute MOS cannot be awarded as a PMOS unless the Soldier completes formal training.
- c. In an AMOS at the same or higher rank. Elapsed time, change of equipment functions related to the MOS, and changes in the grade, should be considered since the Soldier last served in the AMOS.
- d. A corporal may be utilized in a specialist position only when no NCO vacancies are available in the current grade or higher skill level. See AR 600-8-19, paragraph 7-11 for lateral appointment of corporal and specialist.
- e. Soldiers, SSG and below, who cannot be properly utilized in authorized positions (Table of Distribution and allowances (TDA), Military Table of Organization and Equipment (MTOE), or RC overstructure) due to reorganization actions may be assigned and properly utilized in a position one grade lower for not longer than one year before involuntary reduction is mandatory in accordance with AR 600-8-19, chapter 10. Individuals who refuse assignment to positions for which they are qualified and available will be immediately reduced to the grade authorized for the positions they occupy if they are not separated per paragraph 6-36d. Soldiers serving in lower graded positions will not be penalized through the NCO Evaluation Reporting System. Commanders will counsel Soldiers being utilized under this provision regarding the specific reason for the exception to the normal utilization policies.
- f. Soldiers who are in lower graded positions (overgrade), or who lost their positions, while on Active Duty under 10 USC 12301, 12302, 12304, or 12406 are authorized to be retained in the one-grade-lower position for a maximum of one year after Release from Active Duty (REFRAD). See AR 600-8-19.
- g. An action to reassign a Soldier due to involuntary displacement will not cause another Soldier to be improperly assigned.
- h. Rather than accept involuntary reduction, Soldiers who cannot be properly utilized, who have three or more months remaining on their statutory or contractual service obligations, may elect reassignment to the ING, separation from the ARNG/ARNGUS and transfer to the IRR or to the Retired Reserve, if eligible. Soldiers with three or fewer months remaining to their Expiration Term of Service (ETS) will not be reduced before separation.
- i. Active Guard Reserve (AGR) Soldiers displaced through reorganization actions will be placed in the AGR Priority Placement Program. State HROs, in concert with their State MPMO/G1s, will issue instructions for their utilization.
- j. When the assignment is under actual combat conditions. This applies after deployment and the Commander assigns a Soldier while in theater.
- k. When the assignment is to meet an urgent military requirement to satisfy an exceptional need for special duty. Special assignment as pertains to this paragraph is defined as duty performed with an organization other than

that to which the Soldier is assigned while continuing to be administered and accounted for by the Soldier's unit of assignment. This detail must be authorized by the State MPMO/G1 with the expected term to be for short periods of time (no longer than 6 months). Special duty is only authorized to meet the mission needs of the ARNG and cannot be used to satisfy any personal needs of a Soldier.

*l.* When the sole purpose of the assignment is to qualify Soldiers for a shortage MOS. The MOS and skill level must be authorized for the Soldiers' grade and meet the MOS requirements per DA Pam 611-21.

### **3-13. Limitations on NCO Utilization**

*a.* A SFC, MSG and SGM will not be utilized (assigned) in a lower graded position. These Soldiers must be reassigned to positions commensurate with their grades or be involuntarily reduced and assigned to vacant lower graded positions. However, when there are no vacancies for which they are eligible due to reorganization, these Soldiers may be assigned overgrade or excess to unit requirements for a maximum of one year. Exceptions for extension will be considered in meritorious cases. Commanders at all levels will review these Soldiers at least monthly for reassignment to authorized positions in the proper grades. These Soldiers must be MOS qualified for the position. Promotion authorities may not fill positions by promotion if overgrade or excess personnel are available.

*b.* Laterally appoint CSMs involuntarily removed from the CSM program (See AR 600-8-19) to SGM, immediately assign them to other duties, and report them to the promotion convening authority for reassignment to the next vacant SGM position for which MOS qualified, within geographic limitations. When there are no SGM positions available for which qualified, they may be retained as SGM in MSG or 1SG positions for not more than one year before reduction per AR 600-8-19. State AGs may direct reclassification and reassignment when there are positions in which these Soldiers may be used.

*c.* A SFC, MSG or SGM reassigned due to displacement will not displace another properly assigned Soldier.

*d.* Soldiers described in *a* and *b* above may request administrative reduction without prejudice to be assigned to position vacancies; separated from the ARNG and transfer to the IRR; transfer to the ING; or assignment to positions compatible with their grades in other units.

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

*f.* 1SGs and CSMs who are detailed or ordered to duties not authorized those grades of rank in the MTOE or TDA, and the detail or order lasts more than 30 days, will be laterally appointed by memorandum to MSG or SGM for the duration of the period. Upon return to their 1SG or CSM assignments, they will be laterally appointed to 1SG or CSM by memorandum without any other action. This also applies to periods of active service for training or special work that do not require a 1SG or CSM. It does not apply to boards, studies or commissions that specify individuals must be in the grade of 1SG or CSM.

### **3-14. Utilization of Certain Designated Personnel**

*a.* Soldiers with SRIP enlistment bonus must be utilized in the MOS, for which they received their bonus, including assignments and promotion to higher graded positions in the bonus MOS and MOS to which it progresses per DA Pam 611-21. These Soldiers must remain DMOS qualified in the bonus MOS for the entire period they receive their bonus.

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

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

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

*e.* Active Guard Reserve (AGR) Soldiers must be qualified for their assignments per AR 135-18. Those who are not MOS qualified may be allowed a maximum of one year to qualify in the MOS that is required for the position or be assigned to a position for which qualified.

*f.* Assignment of AGR Soldiers to certain positions may require a leadership waiver per AR 135-18.

*g.* Soldiers who are Military Technicians may be assigned to certain positions only with a compatibility waiver.

*h.* Soldiers occupying 00F positions will maintain a PMOS required for the duties associated with the position, if one is required. When a Soldier holds more than one MOS that could be used, the MOS that is most closely related to the position will be used. The Soldiers PMOS will be the Soldiers CPMOS. This is the MOS in which the Soldier will seek further assignments and promotion opportunities. The MPMO/G1 or (NGB-ARZ-T for title 10 AGR Soldiers) is the final approval authority in determining the Soldiers CPMOS. See chapter 2 of this regulation for additional requirements.

*i.* Soldiers will be considered for promotion and further assignments based on their CPMOS. Soldiers desiring to change their CPMOS must submit a DA Form 4187 through channels to the MPMO/G1 or NGB-ARZ-T for title 10 AGR Soldiers.

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

### **Section III**

#### **Enlisted Permissive Parachuting Program**

##### **3-15. Purpose**

- a.* This policy supports the Army's Permissive Parachuting Program.
- b.* This program is for experienced Army airborne-qualified Soldiers assigned to non-airborne duty positions.
- c.* Permissive parachuting status may be authorized per this policy for Soldiers who need to perform parachuting in conjunction with the performance of their current duties, or who desire to maintain their static-line military parachuting skills for future airborne assignments.

##### **3-16. Authority**

- a.* The Director, Army National Guard is the approval authority for permissive parachuting requests for Title 10 AGR and Regular Army personnel assigned to the National Guard Bureau. The State Adjutants General are delegated approval authority for their Soldiers. This authority will not be delegated.
- b.* Title 10 AGR Soldiers must submit requests through channels, through NGB-ARZ-T, to NGB-ARH-S for approval. States are not authorized to grant Title 10 AGR Soldiers permissive parachuting status.
- c.* Permissive parachuting status is authorized per AR 614-200, paragraph 5-7*b*.

##### **3-17. Prerequisites**

Personnel interested in participating in the permissive parachuting program must meet the prerequisites of AR 614-200, paragraph 5-7*b* and possess the following:

- a.* Hold SQI P, S, or V, or hold an MOS in CMF 18.
- b.* Have at least three years of cumulative parachuting duty in an airborne position.
- c.* Have completed airborne refresher training or have jumped while in an authorized airborne status within six months preceding the date of the scheduled permissive parachuting jump. See Appendix C, Table C-1 for Soldiers who require the Airborne Refresher Training Course. These course requirements are per FM 3-21.220, appendix A. This requirement is mandatory.

##### **3-18. Restrictions**

Permissive parachuting will not be authorized for:

- a.* Periods longer than 6 months.
- b.* Activities with foreign forces unless the U.S. Army-proposed participants have a definable, directed mission role with such foreign forces.
- c.* Participation in jumps related to or motivated by personal, recreational or ceremonial reasons.
- d.* Performing jumpmaster, assistant jumpmaster or safety personnel duties.
- e.* Jumps when they are likely to increase airborne program resources.
- f.* Soldiers not medically qualified for parachuting duty or who do not have a current physical (AR 40-501).
- g.* Soldiers who are not in good physical condition as indicated by the most recent APFT or not in compliance with the height and weight requirements in AR 600-9.
- h.* Jumping other than static line.

##### **3-19. Reporting Requirements**

- a.* The State AG will:
  - (1) Personally sign or initial all permissive parachuting approvals and requests for exceptions to policy.

(2) Forward favorable recommendations for exceptions to AR 614-200 to CNGB (NGB-ARH). These requests will be forwarded to HRC, ODCSPER for approval.

(3) Disapprove requests for permissive parachuting status that are not in accordance with AR 614-200, chapter 5, unless recommending approval of a request for exception to policy. Individuals will not jump until exceptions are approved.

(4) Maintain continuous accountability of personnel approved for permissive parachuting status in the following format: grade, name, SSN, unit, date qualified, date last assigned to an authorized airborne position, total months of cumulative Army parachute duty, date assigned to non-parachuting duty, and date last completed refresher training.

(5) Submit a consolidated report from (4) above to CNGB (NGB-ARH-S), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231, as of 31 March and 30 September each year. Do not submit negative reports.

*b.* The Director, ARNG (NGB-ARH) will:

(1) Perform the tasks in *a* above for NGB Personnel.

(2) Collate total ARNG reports and data and report them to HQDA, Deputy Chief of Staff, G-1 (DAPE-MPE-DR).

### **3-20. Additional information**

*a.* Permissive parachuting jumps are creditable towards senior and master parachutist ratings.

*b.* Injuries received while performing approved permissive parachuting activities normally will be determined to have been incurred in the line of duty.

*c.* Requests may be approved conditionally when refresher training has not yet been completed. However, the approval will contain a statement that it is not effective or official until the Soldier has completed refresher training, and Soldiers will not jump before they complete refresher training.

*d.* Do not publish orders for permissive parachuting status. Instead, the Soldier must have a copy of the latest approved authorization to participate in permissive parachuting jumps.

*e.* Requests must originate from and be signed by the Soldier who is volunteering for permissive parachuting status. As enclosures, the request must include the Soldiers DA Form 1307 Individual Jump Record, current DA Form 705 Physical Fitness Test Scorecard, and current physical. Requests will be forwarded through the chain of command to the appropriate approval authority.

## **Chapter 4**

### **Assignment and Transfer**

#### **Section I**

##### **Introduction**

#### **4-1. Purpose**

This chapter prescribes policies and procedures for:

*a.* Assignment and Transfer.

*b.* Selection Procedures.

*c.* Interstate Transfer.

*d.* Attachment.

*e.* Enlistment in other Armed forces and Order to Active Military Service.

#### **4-2. Overview**

*a.* The goals of the enlisted personnel assignment system are the same as the utilization management listed in paragraph 3-2. Utilization management and assignments are integrally connected.

*b.* This chapter applies to all enlisted Soldiers in ARNG/ARNGUS, including those mobilized under 10 USC 12301d in support of contingency operation, 12302 or 12304.

#### **4-3. Special Terms**

The special terms used in this chapter are defined in the Glossary, Section III - Special Abbreviations and Terms.



## Section II Assignment and Transfer

### 4-4. General

*a.* ARNG/ARNGUS Soldiers may be transferred between ARNG units within a state. They also may reenlist and be concurrently reassigned between states using the ARNG Interstate Transfer System in section IV of this chapter.

*b.* Transfer of Soldiers within the state is voluntary or involuntary and according to procedures established by the state and this chapter. Change of address transfers will be per AR 135-91, chapter 5, section II. Transfer of Soldiers who have not completed IET will not be released from the requirement to attend training within the time frames per the ARNG Enlistment Criteria.

*c.* Soldiers denied unit assignments are entitled to information about vacancies in other units near their homes. If an ARNG unit vacancy is not available, they may contact the USAR or another RC unit to obtain an assignment. However, the direct transfer of Soldiers between the ARNG and the Air National Guard (ANG) is prohibited. This does not preclude issuing a conditional release (DD Form 368) for Soldiers who are eligible to enlist in the ANG.

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

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

(2) The Soldier is MOS qualified in the position vacancy or can meet the requirements for MOS qualification per DA Pam 611-21 and agrees to become qualified within one year.

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

(4) The Soldier meets the body composition standards of AR 600-9 and the medical standards for retention in an active status per AR 40-501, chapter 3. The Soldier must be physically able to perform the duties of the position as required in DA Pam 611-21.

(5) The Soldier's current unit commander agrees to release the Soldier for reassignment.

*e.* See NGR 614-1 for ING reassignment policy.

*f.* For positions that will be filled through EPL, the best-qualified Soldiers will be reassigned after promotion board proceedings have been approved and the selection list published per AR 600-8-19. Soldiers who do not live within the maximum involuntary travel distance and time guidelines in AR 135-91, chapter 5, may waive in writing those requirements to be eligible for reassignment. The Soldier's election will be on NGB Form 4100-1-R-E or a form designed by the State MPMO/G1 for that purpose. See appendix D. The waiver consists of the Soldier marking one or more choices offered by the state as discussed in the AR 600-8-19.

*g.* Soldiers assigned to positions through the EPL for which they are not eligible, or later become ineligible, (based on the options they selected per AR 600-8-19, para 7-31) will be removed from the position and assigned to a position authorized for their current grade. See AR 600-8-19, paragraph 7-4.

*h.* Non-career Recruiting and Retention NCOs in AGR status are identified with SQI 4 upon meeting the requirements for this SQI per paragraph 3-11. States must use this SQI for initial assignment in the R&R force against authorized positions on the TDA/MTOE. SQI 4 must also be used on Soldiers authorized in detailed status from other AGR programs, until the RRNCO applies for and is accepted into career status as a SGT or above. These Soldiers may attend the ARNG Recruiting and Retention (R&R) NCO Course approximately six months before the start of their Special Duty Assignment (SDA). They also may attend this course after selection in an ADT (FTNGD) status before they are ordered to AGR status. During the assignment to R&R duties in SQI 4, they will be considered MOS qualified for all reporting purposes, will be considered for promotion in their primary MOSs, and will attend NCOES in their primary MOSs, not in MOS 79T. When selected for promotion to grades other than SFC, these Soldiers' CPMOS will remain their PMOS with SQI 4. They will attend their NCOES courses (provided they are in the selection objective of the promotion list in the PMOS) while in the SDA. They also may be promoted while in the SDA provided they are selected in sequence for their CPMOS. However, they are not eligible for assignment in those MOSs, unless released from R&R duty by the MPMO/G1 in concert with the State RRC. Soldiers who have applied for and been approved for career R&R status will be considered for SFC in their PMOS. If they are within the selection objective of their PMOS, they can be promoted and enrolled in the 79T ANCOC. These Soldiers must complete Phase II in MOS 79T at the National Guard Professional Education Center (NGPEC) NCO Academy. See NGR 601-1 for specific requirements and duties. Current AGR RRNCOs will not revert from MOS 79T to SQI 4. Soldiers may retain SQI 4 for up to three years after they leave the SDA only when approved

by the MPMO/G1. These Soldiers may be directed by the State AG to perform occasional recruiting and retention duties for special recruiting and retention events or activities during those three years.

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

Female Soldiers will be assigned and utilized per AR 600-13. Female Soldiers may not be assigned to units, positions, or MOSs, SQIs or ASIs closed to female Soldiers per DA Pam 611-21, chapter 13.

#### **4-6. Assignment to CSM, SGM, 1SG and MSG positions**

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

*b.* CSM Positions. When a CSM position is vacant, give first consideration to serving CSMs. Then consider CSM board selectees and SGMs eligible for reappointment to CSM. If there are none available, consider MSG, 1SG or SGMs who are CSM nominees (selected by a state-level CSM Selection Board per chapter 7 of this regulation) to detail as acting CSM to perform the duties pending assignment of a CSM or approval of a nominee by the HQDA (NGB) ARNG CSM Selection Board. Soldiers may not be assigned to CSM positions per paragraph 7-15a, nor may they be promoted or frocked to SGM or CSM against a CSM position, IAW AR 600-8-19, chapter 7, until selected by the HQDA (NGB) CSM Selection Board. First-time CSMs should complete the U.S. Army Command Sergeants Major Course (CSMC) at the U.S. Army Sergeants Major Academy not later than one year after appointment to CSM.

*c.* SGM Positions. To fill a SGM position consider reassignment of a SGM with the proper MOS, reassignment of one who, when directed for reclassification by the State AG, is able and agrees to qualify for the MOS within twelve months. If a SGM is not available, reassignment of a MSG or 1SG who is listed in the selection objective of the state's SGM promotion list for that MOS is permitted.

*d.* 1SG Positions. Commanders will consider MSGs and serving 1SGs for assignment to First Sergeant positions before selecting SFCs for promotion into First Sergeant positions. This will allow career development assignments in grade without affecting the number of Soldiers promoted. First Sergeant vacancies will normally be filled before MSG positions.

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

(2) New First Sergeants will complete the U.S. Army First Sergeants Course (FSC) within one year of appointment. Generally, the FSC will be completed within the six months before or after appointment to 1SG. Detachment Sergeants in grades SFC and MSG may attend the FSC when authorized by their states. Soldiers must have a minimum of twenty-four months in service remaining after graduation to attend the FSC. 1SGs who fail to enroll and complete the FSC within one year of assignment will be reassigned to a valid MSG position. If a MSG position is not available, follow the utilization policies in chapter 3 of this regulation. When conditions preclude sending an appointed 1SG to the FSC within the prescribed time, a waiver deferring school attendance must be requested through NGB-ARH-S.

(3) Soldiers assigned and utilized in 1SG positions will normally have the MOS or another MOS in the CMF of the duty position. However, MSGs may be utilized in First Sergeant positions outside of their CMF if they are recommended, hold or can become qualified for SQI M. This utilization practice should be limited to situations in which no qualified Soldier with the proper MOS and grade is reasonably available to fill the vacancy, or there is several related MOSs in the unit. This is limited to units such as in a headquarters, service, support, maintenance or similarly diverse unit that do not merge until SGM. This practice should generally be limited to headquarters, service, and support units, and not in line units such as the lettered companies of a maneuver battalion.

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

(1) To First Sergeant.

(2) To Command Sergeant Major only after selection by the HQDA (NGB) ARNG CSM Selection Board as discussed in this chapter and AR 600-8-19, chapter 7.

(3) Full-time support Soldiers (AGR and Military Technicians) may be assigned to First Sergeant and Command Sergeant Major positions only following the policies and procedures in this regulation in concert with AR 135-18.

**4-7. Reassignment and position vacancies**

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

*b.* Soldiers in grades SFC through SGM may be transferred to a unit only when a position vacancy exists in the applicable MTOE/TDA authorization document. The unit authorizations for SFC, MSG, 1SG, SGM and CSM cannot be exceeded.

*c.* Reassignments and promotions to positions authorized higher grades may be made the date the list is published. Soldiers will be promoted on the first date they are eligible per AR 600-8-19 without further action.

*d.* Reassignment due to change of residence. Every effort will be made to assist Soldiers who, due to a change in residence, must be transferred to another unit. See AR 135-91, chapter 5, section II. The maximum distance or time factor may be exceeded with the written concurrence of the Soldier concerned.

*e.* All units may fill one-year projected vacancies (including those caused by reorganization actions) without regard to percentage of strength authorized. However, this is not authority to promote Soldiers over-grade pending loss of an assigned Soldier in the higher grade.

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

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

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

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

*h.* In the absence of qualified Soldiers in the correct grade for positions authorized in grades SGT through MSG, the immediate (or a higher level) commander should temporarily assign the best-qualified individual available. This assignment carries no permanence or guarantee of promotion in that position. The immediate or any higher level commander can assign a fully qualified individual (including one on a promotion list for promotion to the authorized grade) to that position at any time.

**4-8. Mandatory assignment**

Soldiers who are obligated by statute or contract may be involuntarily assigned to unit MTOE/TDA position vacancies providing the involuntary travel conditions in AR 135-91, paragraph 5-5 are met. However, Soldiers may voluntarily accept assignments beyond those limits.

**4-9. Change of residence to a bordering state or to a foreign country**

A Soldier who becomes a resident of a bordering state may continue as a member of that unit unless the assignment and membership is contrary to the laws of the state in which the unit is located. Soldiers who are US citizens and reside in a foreign country will be placed in ING or discharged per paragraph 6-36e. Noncitizen members of the ARNG who take up residence in a foreign country will be concurrently discharged per paragraph 6-35l(1)(b).

**Section III****Selection Procedures to Fill NCO Vacancies****4-10. General**

*a.* The policies and procedures outlined below will be strictly followed to ensure a fair and equitable system to fill enlisted vacancies throughout the Army National Guard of the United States.

*b.* Soldiers selected and promoted outside the regulatory requirements outlined in this section and the AR 600-8-19 will be subject to reduction and reassignment from the position.

*c.* States will set a timeline for commanders to fill vacancies or have the vacancy filled by the MPMO/G1 without the commander consent.

*d.* Commanders will fill unit NCO vacancies utilizing the following sequence in order as they appear:

(1) Priority Placement List; (Soldiers displaced by reorganization/deactivation or promoted during mobilization without a valid unit vacancy);

(2) Excess personnel;

(3) Lateral assignment;

(4) Enlisted Promotion System; and

(5) Selection by hiring board (AGR only) upon exhausting subparagraphs (1) - (4) above.

*e.* AGR Soldiers selected through a hiring board must submit their promotion packet to compete for promotion during the next promotion board, if eligible. Soldiers must be selected in sequence as they appear on the promotion list.

#### **4-11. AGR Selection Board**

*a.* The selection boards outlined in AR 135-18 are convened for initial entry into the AGR program. Under no circumstances will interviews be conducted to select AGR personnel for higher grade positions, against a promotion list.

*b.* Soldiers who are eligible and available will be offered the position from the Enlisted Promotion List in sequence as they appear on the promotion list. The only exception authorized is outlined in subparagraph *c* below.

*c.* Interviews are authorized to fill NCO positions for the office of the Inspector General in accordance with AR 20-1.

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

*a.* Traditional guardsmen (M-Day) are restricted from competing for assignments on the Unit Manning Document identified solely for AGR personnel. In addition, geographic location may restrict some M-Day Soldiers' availability for assignment.

*b.* Military technicians are restricted from competing for assignments in the following two areas:

(1) Assignments not within the compatibility rules of their full-time employment, and

(2) Assignments and/or promotions that will create a grade inversion.

*c.* AGR personnel must compete for vacancies solely identified on the Unit Manning Document and the Support Personnel Manning Document for full-time (AGR) manning.

*d.* Soldiers who are restricted for assignments based on their military status as shown above are deemed ineligible and unavailable for consideration.

*e.* Based on the restrictions imposed in paragraph *a* and *b* above, Soldiers may be ineligible or unavailable for the assignment due to program requirements, geographic location, AGR or Military Technician programs. See AR 600-8-19, paragraph 7-37a(5).

*f.* AGR, Military Technicians and M-Day Soldiers may appear on the same enlisted promotion list. This list should include the data needed to identify individual categories in order to help manage the list. See AR 600-8-19, paragraph 7-38.

*g.* The State MPMO/G1 will, in concert with the State HRO, determine the methods to request, assign and promote Soldiers, including those who are Military Technicians and AGR, to available vacancies throughout the state in promotion sequence. See AR 600-8-19, paragraphs 7-39a and 7-40. Under no circumstances will a Soldier on a promotion list be bypassed who is eligible and available for the vacancy.

### **Section IV**

#### **Interstate Transfer**

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

*a.* This policy allows a Soldier relocating to another state to reenlist into the ARNG/ARNGUS of the new state before moving to that state. It also permits Soldiers to transfer for the purpose of functioning in a position in which MOS qualified or transfer to enter active duty with a unit being called into Active Federal Service per (AFS). Interstate transfers are individual personnel actions submitted by Soldiers through administrative channels. An example of a completed NGB Form 22-5 is shown in Appendix E.

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

*c.* Use DA Form 4187, NGB Form 22-5, or informal memorandum. Do not use the Conditional Release (DD Form 368 or NGB Form 60) to transfer ARNG/ARNGUS enlisted Soldiers between states. Soldiers who report to a unit in a new state who were not qualified for transfer may be discharged per chapter 6 of this regulation.

*d.* Interstate transfer is also an effective tool that allows ARNG Soldiers to join units in another state to be given the opportunity to serve in their current career fields rather than being retrained. Soldiers, who request an interstate transfer to another state for MOSQ reasons, waive their ability to request discharge on the basis of the distance required to commute to training.

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

*f.* Restrictions. Do not transfer Soldiers:

- (1) Who do not meet medical retention standards. Waiver is not authorized.
- (2) Who do not meet the standards of AR 600-9. Waiver may be authorized by the gaining state if the Soldier is making satisfactory progress in the weight control program.
- (3) Within four months of current ETS at time of request for transfer, unless they immediately reenlist or extend their current enlistment on or before the effective date of the Interstate Transfer. Waiver is authorized.
- (4) With nine or more unexcused absences within the preceding 12 months. Waiver is authorized.
- (5) Who do not have a current APFT (within the last APFT cycle). Waiver may be authorized by the gaining state.
- (6) Who is enrolled or pending enrollment in the Army Substance Abuse Program (ASAP) per AR 600-85.

#### **4-14. Losing state actions**

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

- (1) The Soldier's identification data (name, grade, SSN); ETS and losing unit of assignment; work and home addresses and telephone numbers in the losing and gaining states; date of last physical and physical profile serial, and a statement that the Soldier meets medical retention standards; verification that the Soldier has completed IET, or the REQUEST information concerning current scheduling and the mandatory date by which the Soldier must be trained.
- (2) Signed approved waiver for any restrictions authorized a waiver in paragraph 4-14*f* that is waived by the gaining state.
- (3) Obtain the gaining unit assignment information (name, UIC, paragraph, line number, position title, street and mailing address, phone number,) and the name and phone number of the Soldier's unit point of contact.

*b.* Counsel the Soldier and complete NGB Form 22-5 Addendum. Explain Part III of the Addendum to the transferring Soldier. This counseling is required before administration of the Oath of Enlistment. Once reenlisted, the Soldier may not attend any further training or other type of duty with the losing unit as they no longer are members of those units upon administration of the Oath of Enlistment in the new state.

*c.* Administer the Oath of Enlistment, NGB Form 22-5, for the gaining state.

*d.* Provide Soldier with copy of the Addendum and place the original in OMPF. Provide the Soldier with a copy of the latest DD Form 4 and DA Form 4836, DA Form 2-1, NGB Form 23-series, SIDPERS Personnel Qualification Record, DD Form 2808 or SF 93, DD Form 2384 (Selected Reserve Educational Assistance Program (GI Bill)) and verification of promotion list status for integration on the new state list.

*e.* Immediately upon executing the oath, close out the OMPF and DA Form 2-1 effective the day before the Oath of Enlistment. File the current DD Form 93 and SGLV 8286 as the uppermost documents in the permanent section of the OMPF.

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

- (1) Review them for completeness and accuracy.
- (2) Forward a copy of NGB Form 22-5 to SIDPERS.
- (3) Copy the NGB Form 23A1 for State files.
- (4) Publish and distribute transfer orders effective as of the date on the NGB Form 22-5.
- (5) DA Form 268 (transferable flags).

*g.* SIDPERS will:

- (1) Create a departure transaction with an effective date two days prior to the date the NGB Form 22-5 was signed.
- (2) Produce a copy of the SIDPERS Personnel Qualification Record.
- (3) Notify the gaining state of the transfer by message or EMAIL, and specify the reporting date in the message.
- (4) Upon notification from the gaining state that the Soldier has reported for duty, create a discharge transaction. The effective date of the discharge is the day prior to the date the NGB Form 22-5 was signed.

**4-15. Gaining State actions**

- a. If there is no position vacancy for a SFC or above, the gaining state may take action to offer the Soldier a voluntary administrative reduction to fill a vacancy at a lower grade of rank. A voluntary administrative reduction at the time of enlistment is not authorized. This will be accomplished only after the Soldier arrives in the gaining state.
- b. State IST Manager will:
  - (1) Notify the gaining unit of the accession and the reporting date.
  - (2) Notify losing state coordinator when Soldier has reported for duty to allow losing state to publish transfer order assigning the Soldier to the new state.
- c. Appoint a sponsor for the transferred Soldier. The sponsor will contact and welcome the new arrival through correspondence and by telephone to ease the transfer process.
- d. When notified of the imminent transfer, the SIDPERS will access the Soldier as "assigned not joined", and advise the losing state by message of the accession. The effective date is the date of oath of enlistment.

**4-16. Uncoordinated interstate transfer**

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

- a. The losing unit will provide the Soldier's new residence, work address, phone numbers, and the date of arrival at the new location through the losing State's IST Coordinator to the gaining State's IST Coordinator to help the Soldier gain an assignment.
- b. Give the Soldier the name and phone number of the gaining State's IST Coordinator, a copy of the last DD Form 4 and DA Form 4836, if applicable, DA Form 2-1, NGB Form 23-series, and SIDPERS Personnel Qualification Record, DD Form 2808 or SF 93, DD Form 2384 (Selected Reserve Educational Assistance Program (GI Bill)), and instructions to contact the IST Coordinator within one month after arrival in the new state.
- c. The losing unit will arrange through their State IST coordinator a tentative assignment with the gaining state while the Soldier is in transit.
- d. Grant the Soldier constructive attendance credit at training assemblies until the earlier of the following occurs:
  - (1) Soldier is reassigned within the gaining state.
  - (2) Discharge; separated from the ARNG and transfer to the IRR; transfer to the ING (which will occur within three months after the Soldier's departure to the new residence).
  - (3) Return to the losing unit.

**4-17. Conditional release**

Soldiers who move without knowing where they will settle should be given the documents listed in paragraph 4-16*b* and a DA Form 4651-R.

- a. The losing commander will authorize release of the Soldier and include an expiration date of the release authorization in the remarks block of the form. The expiration date will not exceed three months. When a Soldier arrives at a prospective unit with these documents, enlistment is authorized if prior to the expiration date. If after the expiration date, gaining state should contact the losing state to determine if the Soldier has been discharged and transferred to the IRR. Gaining state will request that the losing state transfer records and publish transfer orders after enlisting the Soldier.
- b. The gaining unit will administer the Oath of Enlistment, NGB Form 22-5, and forward it to the gaining State EPM, who will provide a copy to the gaining State SIDPERS.
- c. Within five days of receipt of the NGB Form 22-5, the gaining State SIDPERS will access the Soldier and notify the losing SIDPERS by message. Forward a copy of the NGB Form 22-5 to the losing state. The losing State SIDPERS will provide the notification of accession message to the losing State EPM. The losing State EPM will publish the transfer order and request the Soldier's record. The losing state will forward a copy of the SIDPERS Personnel Qualification Record by EMAIL or FAX upon request of the gaining state. The losing State SIDPERS will delete the Soldier from their database upon receipt of the transfer order.
- d. Uncoordinated interstate transfers will follow the interstate transfer process with the gaining state advising the losing state of the potential accession. The losing state must not have discharged the individual and must agree the Soldier is a qualified candidate for interstate transfer. The gaining state will then coordinate the receipt of the documents listed in paragraph 4-14*d* or 4-16*b*. The gaining state will further provide the losing state with a copy of the executed NGB Form 22-5 to ensure the proper administrative actions described in subparagraph *c* above.
- e. If a Soldier moves to another state without a coordinated interstate transfer, and reports to an ARNG unit and cannot be assigned, the unit will assist the Soldier in joining another RC unit. The Soldier's former State IST will be

notified of the Soldier's new address. If the Soldier is accepted to enlist into a RC unit; the former state will be notified and will assist Soldier in coordinating the interstate transfer.

#### **4-18. Failure to report**

When a transferred Soldier does not report by the established date, the gaining unit will report this to the gaining State MPMO/G1. The gaining state will notify the losing State IST Coordinator. The losing State IST Coordinator will determine the status of the absent Soldier and inform the gaining state. When neither state can locate the Soldier, the gaining state will discharge from the state only and assign the Soldier to the IRR not later than three months after the enlistment date. Cite NGR 600-200, paragraph 6-36j, in orders and enter RE Code 3 in item 26 of the NGB Form 22. The discharge will be uncharacterized.

#### **4-19. Transfer between the ARNG and USAR**

See AR 140-10, chapter 5, and chapter 6 of this regulation.

#### **4-20. Enlistment in the Active Army or U.S. Armed Force other than the Army**

See AR 601-210 for procedures and criteria for enlistment in the Active Army. Enlistment into the Delayed Entry Program (DEP) of any US Armed Force by an ARNGUS Soldier is not authorized by section 513(2) of Title 10, United States Code. See paragraph 4-25.

### **Section V**

#### **Attachment**

#### **4-21. General**

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

#### **4-22. Authority**

*a.* State AGs may attach Soldiers to other units within their jurisdiction for up to one year to afford Soldiers training opportunities. This authority may be delegated to commanders of organizations authorized in grade of LTC or higher. Soldiers may be attached to units in other states when agreed upon by both State AGs.

*b.* Attachment is authorized for more than one year in the following cases:

(1) Support personnel, such as administrative, food service, supply and maintenance personnel.

(2) Candidates and additional staff, faculty and support personnel at Regional Training Institutes (RTIs).

(3) Soldiers who attend post-secondary institutions as civilian students may be attached to units, including those in other states, close to their schools during the academic year.

*c.* Female Soldiers will not be attached to closed units or positions (See AR 600-13), except as stated below:

(1) Joint Forces Headquarters (JFHQ) augmentees.

(2) Full-time college students attached during school terms, where the distance to their assigned units for training assemblies is impractical.

*d.* Female Soldiers attached to closed units or positions will attend AT with their parent units of assignment. Upon mobilization or call to mobilization, female Soldiers will be reassigned to the JFHQ-ST, or other unit designated by the State AG.

#### **4-23. Administration**

*a.* Specify in orders whether attachment is for administration, pay, training, and military justice or any combination of these.

*b.* Strength accountability will be in accordance with current directives. The effective date of the attachment will be at least one day after the date the Soldier joined the assigned unit.

*c.* Forward the Soldier's OMPF whenever the attachment is for administration.

*d.* The Soldier's unit of attachment will ensure the Soldier is recorded on the Master Military Pay Account Report whenever the attachment is for pay. Attachments outside the parent state will not include attachment for pay.

#### **4-24. Relief from attachment**

*a.* The Soldier's attachment will expire as originally stated in the attachment order unless it is sooner amended or rescinded, or upon ETS.

- b.* When the Soldier's unit of assignment is called or ordered to active duty, the Soldier will be relieved from attached status and returned to the unit of assignment.
- c.* See AR 135-18 for policy concerning AGR Soldiers.

## **Section VI**

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

#### **4-25. Enlistment in another U.S. Armed Force**

ARNG/ARNGUS Soldiers may enlist in the regular or reserve component of any other U.S. Armed Force except the Delayed Entry Program (DEP) of any service, including the U.S. Army. The approval authority will be the first General Officer in the chain of command. The only authorized exception to this is Soldiers that enlisted under the "Active First" enlistment option. However, these Soldiers must first obtain a Request for Discharge or Clearance from Reserve Components (DD Form 368):

- a.* Provided they have served 9 months after completion of IET and have been awarded a MOS. The State AG may waive the 9 months requirement.
- b.* Provided they have not been alerted for mobilization, either Federal or State (State AG may waive the order to State Active Duty to allow enlistment).
- c.* If they are not currently serving on Active Duty for Training (ADT), Active Duty Operational Support (ADOS), Active Guard Reserve (AGR), Full-Time National Guard Duty (FTNGD), or Annual Training (AT).
- d.* Upon notification that the Soldier has been enlisted or appointed in another component, the unit commander will forward requests to the State AG to discharge the Soldier. Upon receipt of the discharge orders, the unit commander will forward the OMPF and related documents to the State MPMO/G1 who will forward the Soldier's records per AR 600-8-104. While DD Form 368 is being processed, the Soldier will attend all unit training until they enlist in the new service component.
- e.* ARNGUS Soldiers on Active Duty Operational Support (ADOS) must meet all the prerequisites of AR 601-210.
- f.* Soldiers provided a conditional release to enlist in a USAR Troop Program Unit (TPU) will be separated concurrently. Use format 500, AR 600-8-105, and enter the USAR unit into which the Soldier is enlisting in the additional instructions of the orders.

#### **4-26. Order to special tours for training and special work**

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

#### **4-27. Assigning Soldiers to units being called or ordered to active duty**

- a.* Soldiers may volunteer for assignment to units under alert for call or order to active duty for any purpose. State AGs will prescribe policies and procedures to assign Soldiers to vacant authorized positions in units alerted for active duty. Assignments will be in the grade and MOS required for the position. Soldiers with SMOS or AMOS required for these duties will have their MOSs redesignated as primary for this purpose effective on the date of assignment to the unit.
- b.* States that approve volunteers for assignments in a above will ensure that these Soldiers have positions to return to upon completion of the duty. Return these Soldiers to their original unit and duty position no later than 90 days after REFRAD or upon completion of state directed re-integration, which ever is later.
- c.* Soldiers reduced to enter these tours will be promoted to their former grades, without board action, effective on their date of return per AR 600-8-19, paragraph 7-14*d* unless prohibited by that paragraph.
- d.* All Soldiers known to have, or whom commanders have reasonable cause to believe have, a qualifying conviction are not mobilization assets and are nondeployable for missions that require possession of firearms or ammunition.



## Chapter 5 Special Duty Assignment Pay

### Section I General

#### 5-1. General

These policies and procedures provide instructions for the administration of Special Duty Assignment Pay (SDAP) for ARNG/ARNGUS Soldiers in accordance with DOD Financial Management Regulation (DODFMR) 7000.14-R, Volume 7a, entitled: Military Pay Policy and Procedures—Active Duty and Reserve Pay; which is available online at [www.dod.mil/comptroller/fmr](http://www.dod.mil/comptroller/fmr). Additional guidance is outlined in AR 614-200, chapter 3. This is a monetary incentive designed to encourage Soldiers to qualify for and serve in the following assignments:

- a. CMF 18, Special Forces Soldiers assigned to CMF 18 positions.
- b. Command Sergeants Major (CSM) assigned to positions supporting General Officers.
- c. Air Traffic Control Operators (PMOS 15Q) in facility training programs, designated staff positions, or facility-rated and current in the facilities to which assigned.
- d. Criminal Investigation Command (CID) Agents (PMOS 31D) in the grade of sergeant.
- e. CMF 79, Recruiting and Reenlistment and SQI 4.

#### 5-2. Individual eligibility criteria

An enlisted ARNG/ARNGUS Soldier in a special duty assignment is eligible to receive SDAP if all of the following conditions are met:

- a. Entitled to basic pay or reserve compensation and serving in an active status on one or more days or periods of:
  - (1) Inactive Duty Training (IDT) per 32 USC 502(a)(1) or (e).
  - (2) Annual training (AT) per 32 USC 502(a)(2).
  - (3) Any other form of duty per 32 USC 503, 504 or 505.
  - (4) Active Duty Operational Support (ADOS) or training (ADT) per 10 USC 12301(d).
  - (5) Full-time National Guard duty for special work (FTNGDSW) or training (FTNGDSW) 32 USC 502(f).
  - (6) Active duty (10 USC 12301(d)) or Full-time National Guard duty (FTNGD) (32 USC 502(f)) in an AGR status.
- b. Serving in the grade of PFC or higher.
- c. MOS qualified for, serving in, and performing the duties of the special duty assignment.
- d. Meet any other requirements specified below for the particular MOS, CMF, assignment, or type of duty.
- e. Not receiving any other type of SDAP.

#### 5-3. Award level for Special Duty Assignment Pay

The following awards levels of SDAP in this policy became effective on 1 October 1996.

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

#### 5-4. Termination of Special Duty Assignment Pay

- a. Termination of SDAP will be per DODFMR 7000.14-R, Volume 7a.
- b. The following conditions apply unless there is a more stringent requirement authorized in the paragraphs above.

(1) Commanders will establish adequate procedures to ensure the timely revocation of SDAP when Soldiers are relieved from special duty assignments. Soldiers relieved from SDAP duties will not be reassigned until SDAP has been terminated and, if appropriate, reclassification action taken.

(2) When Soldiers are reassigned between SDAP positions, commanders must stop SDAP at the losing command and start it at the gaining command although there may be no interruption of entitlement to the pay.

- b. The conditions that affect a Soldier's entitlement may be found in DODFMR 7000.14-R, Volume 7a, table 8-2.

*c.* Separate input to Defense Joint Military Pay System (DJMS) is required at the time of termination. DJMS will not automatically terminate SDAP. In general, a Soldier is eligible to receive SDAP provided the Soldier is currently performing duties in a special duty assignment and all of the criteria in paragraph 5-2 have been met.

*d.* SDAP will terminate automatically when a Soldier completes a period of AT, ADT, ADOS, or FTNGD for training or special work.

### **5-5. Orders**

Orders must be issued to award, change, terminate and reinstate SDAP. This is detailed in AR 600-8-105, Format 330, Proficiency Pay. Termination orders are not required when a Soldier completes a self-terminating tour of duty and the Soldier is not extended or ordered to a new period of duty.

*a.* Submit requests for SDAP on DA Form 4187.

*b.* State MPMO/G1s or other designated orders issuing authorities will issue orders to award or increase SDAP on Soldiers in FTNGD status and Soldiers on short periods of active duty such as ADT, ADOS and PRC.

*c.* The CNGB (ARNG Staff Management Office [NGB-ARZ-T]) will issue orders for Title 10 AGR Soldiers.

*d.* Gaining units are responsible for validating that Soldiers receiving SDAP are being assigned to SDAP authorized positions, prior to requesting orders.

## **Section II**

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

#### **5-6. Special Forces Soldiers**

A Career Management Field (CMF) 18 Soldier (one who is awarded MOS 18B, 18C, 18D, 18E, 18F, 18Z, or CSM who holds SMOS 18Z), who meets the criteria of paragraph 5-2, and who is assigned to and performing the duties of an authorized CMF 18 position, will receive a monthly SDAP rate of SD-4 level.

#### **5-7. Command Sergeants Major**

*a.* A Command Sergeant Major, MOS 00Z, who is assigned to an authorized CSM position supporting a General Officer, and who is rated, senior rated and reviewed by General Officers, is entitled to SDAP. The award level is based on the authorized grade for the position of the General Officer supported (and by whom the CSM is rated) as follows:

- (1) Rater BG - SD-1 is authorized.
- (2) Rater MG - SD-2 is authorized.
- (3) Rater LTG - SD-3 is authorized.
- (4) Rater GEN - SD-4 is authorized.

*b.* A CSM who qualifies for more than one type of SDAP will be paid at the highest SDAP rate. For example, a CMF 18 CSM supporting a commander authorized in grade of Brigadier General will be paid SD-4 for the Special Forces duty rather than SD-1 for the CSM duty.

#### **5-8. Air Traffic Control Operators**

*a.* Air Traffic Controllers (ATC) whose PMOS is 15Q in grade E-3 and above, assigned to a position that is authorized SDAP, will receive one of the following:

(1) Individuals enrolled in a facility-training program and those in designated staff positions will receive a monthly rate of SD-3. These individuals must maintain a valid Class IV (ATC) Flight Physical in order to receive SDAP.

(2) Individuals who are facility-rated and current in the facility to which assigned, and who maintain a valid Class IV (ATC) Flight Physical will receive a monthly rate of SD-4.

*b.* All enlisted ATC Operators (fixed-base and tactical) must be graduates of the U.S. Army Air Traffic Control School or equivalent, possess an Air Traffic Control Specialist (ATCS) certificate with number assigned by the U.S. Army Air Traffic Control Activity (USAATCA), an FAA Certificate of Grades, or Air Traffic Control Tower Operator (CTO) Certificate, and must be fit for flying duty as determined by the local flight surgeon.

*c.* The only ATC staff positions authorized SDAP at the SD-3 level are evaluation sergeants, battalion quality assurance NCOs, JRTC/NTC observer/controllers, Army Aviation Command and Control (A2C2), Scope Operators with the Joint Inter-Agency Task Force in support of the Drug Enforcement Agency, and platoon sergeants. SDAP will only be authorized for controllers who are assigned to an MTOE or TDA position designated by paragraph and line number by Headquarters, USAAVNC. These positions must include permanent assignment (not attachment) to an ATC facility and involve the active controlling of aircraft in a non-simulated environment. Additionally,

controllers assigned to a facility, but whose primary jobs are working outside of the facility, do not qualify for SDAP (for example, a Soldier assigned as a Training NCO for a tower, but whose primary job is the company training NCO, does not qualify for SDAP). The following TDA/TOE/MTOE positions are authorized SDAP:

- (1) ATC Tower Operator
- (2) Senior ATC Tower Operator
- (3) ATC GCA Operator
- (4) Senior GCA Operator
- (5) ATC Training Sergeant (Primary duty as Facility Training NCO)
- (6) Shift Leader
- (7) Facility Chief
- (8) Vehicle drivers in TOE/MTOE Platoons

*d.* Controllers must meet the tactical rating requirements in AR 95-2, chapter 15 and FM 3-4-303, and maintain the monthly currency based on hours and approaches in the facility to which assigned. Consecutive DA Forms 3479-1R (Trainee/Controller Evaluation) for proficiency shall not be acceptable to satisfy SDAP requirements.

*e.* Controllers assigned and rated in one facility and cross training in another facility will maintain SD-4 as long as they maintain currency in the facility for which the rating and position of assignment apply.

*f.* Controllers at SD-4 who are permanently reassigned to another facility will not revert to SD-3.

*g.* Deployed personnel who have completed Phase II of the training program prior to Phase I will remain at SD-3 until they complete the Phase I requirements.

*h.* Air Traffic Control Operators will have their SDAP terminated when the following situations occur:

- (1) When a Soldier's temporary grounding status exceeds 90 days.
- (2) A Soldier is indefinitely or permanently grounded, pending separation or reclassification action, or is suspended from ATC duties.
- (3) When a Soldier fails to make sufficient progress in a facility training program (for example, a Soldier fails to complete Phase 1 of a tactical training program within 6 months which includes a waiver from commander and a waiver from USAATCA.
- (4) When working outside of their MOS on other than occasional roster duties, regardless of the position in which the Soldier is assigned. This includes special duty or detail such as protocol, aide, lifeguard, clerk, driver, IG NCO, training NCO, instructor, etc.

### **5-9. Criminal Investigation Command (CID) Agents**

*a.* Criminal Investigation Command (CID) Agents in the rank of Sergeant, whose primary MOS is 31D, will be authorized one monthly rate, SD-3, provided they meet all the following:

- (1) Must be a graduate of the Apprentice Special Agent Course; and
- (2) Successfully complete, or have completed, 12 months of apprenticeship; and
- (3) Be approved for accreditation by HQ, USACIDC.

*b.* Entitlement to SDAP will stop if the CID Agent, MOS 31D, is promoted to SSG, reduced to a grade less than SGT, is appointed to a warrant or commissioned grade or a candidate or cadet for an officer producing program.

### **5-10. ARNG Recruiting and Retention NCOs**

Special Duty Assignment Pay is authorized for ARNG RRC NCOs serving in a Special Duty Assignment (SDA) designated as a 79T Duty Military Occupational Specialty (DMOS) position. It is an additional pay entitlement designated to compensate enlisted Soldiers who are performing duties that have been designated as extremely difficult or that involve an unusual degree of responsibility in a military skill. See NGR 601-1 for additional guidance.

### **5-11. SDAP Entitlement for Recruiting and Retention Personnel**

To meet the basic conditions for entitlement for award of SDAP, the Soldier must be:

- a.* An ARNG enlisted Soldier serving in an AGR or an ADOS/GWOT tour specified in orders for 180 days or more.
- b.* Assigned to an authorized SDA position (DMOS 79T) as prescribed on the RR TDA.
- c.* Qualified in SQI-4 or MOS 79T. To be SQI-4 or MOS 79T qualified, Soldiers must:
  - (1) Meet the eligibility criteria for award of SQI-4 or MOS 79T, in accordance with this regulation, DA PAM 611-21 and current policy.

(2) Successfully complete the ARNG RR NCO Course conducted by the Strength Maintenance Training Center, Professional Education Center, Camp Robinson, and Little Rock, AR.

d. Performing the duties required by the SDA position.

(1) These duties will be based on nationally developed position descriptions.

(2) Any other use of personnel assigned to SDA positions constitutes misuse and will impact on the Soldiers' entitlement to receive SDAP.

e. Soldiers who transfer into the ARNG and were receiving SDAP for a recruiting assignment in another branch or component of the military are not authorized to receive SDAP until they meet the entitlement criteria listed above.

### **5-12. SDAP Level and Rates for Recruiting and Retention Personnel**

The following are the levels, rates and RRC 79T (Title 10 and 32) positions authorized to receive SDAP. See NGR 601-1, chapter 9 for additional guidance.

a. Level 3, (Not Applicable)

b. Level 4, This level of SDAP is reserved for Title 10 NCOs performing R&R staff and liaison duties at a National level.

(1) R&R Staff (NGB-ASM)

(2) ESGR Liaison NCO

(3) PERSCOM Liaison NCOs

(4) MEPCOM Liaison NCOs

(5) ARISS Liaison NCOs

(6) ARNG Liaison NCOs (TRADOC)

(7) Reserve Component Career Counselor NCO

c. Level 5, This level of SDAP is reserved for Title 32 NCOs performing R&R staff duties at the State/Territory level.

(1) R&R Operations NCOs

(2) R&R Automation NCOs

(3) Marketing NCOs

(4) Reserve Component Transition NCOs (RCT NCOs)

(5) HRC Liaison NCOs

d. Level 6,

(1) This level of SDAP is for Title 32 RRNCOs assigned to 'field production positions' which process nonprior service (NPS) and prior service (PS) applicants for enlistment into the ARNG and/or are assigned a three tenet strength maintenance mission. The strength maintenance mission must include a NPS and a PS accession mission, an attrition management mission and a retention/extension mission as specified in NGR 601-1. RRNCOs, RRNCOICs and RRSGMs who are only working recruiting or retention duties are not eligible for SDAP. Any Title 32 Recruiting and Retention Soldier assigned to a 79T position that is not performing duties as per the nationally developed position description and NGR 601-1, chapter 2 is not eligible for SDAP.

(a) RRNCOs

(b) RRNCOICs

(c) RRSGMs

(2) This level of SDAP is also for Military Entrance Processing Station (MEPS) Guidance Counselors assigned to a 79T MEPS Guidance Counselor R&R TDA position and Soldiers assigned to the SMTC-PEC.

## **Chapter 6 Enlisted Separations**

### **Section I General**

#### **6-1. Purpose**

a. This chapter sets the policies, standards, and procedures for the separation of enlisted Soldiers from the ARNG/ARNGUS. The ARNG/ARNGUS makes a substantial investment in training, time, equipment, and related expenses when persons enter into military service. Separation prior to the completion of an obligated period of service is wasteful because it results in loss of this investment and generates a requirement for increased accessions.

Consequently, attrition is an issue of significant concern at all levels of responsibility. Reasonable efforts should be made to identify Soldiers who are likely to be separated early, and to improve their chances for retention through counseling, retraining, and rehabilitation prior to initiation of separation proceedings. Soldiers who do not conform to required standards of conduct and performance and Soldiers who do not demonstrate potential for further military service should be separated to avoid the high costs of continued service in terms of pay, administrative efforts, degradation of morale, and substandard mission performance.

*b.* This regulation provides;

(1) The authority for separation of Soldiers upon expiration of their military service obligation and terms of service.

(2) The authority and general provisions governing the separation of Soldiers before the expiration of their service obligation to meet the needs of the ARNG and its Soldiers.

(3) The criteria for characterizing or describing military service as being honorable, general (under honorable conditions), or under other than honorable conditions, and when the service is not characterized.

#### **6-2. Authority**

*a.* The approval authority to separate Soldiers from the Reserve of the Army is the Secretary of the Army.

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

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

*d.* The State AG is delegated authority to:

(1) Separate Soldiers from Reserve of the Army status, except as noted in subparagraph *e* below.

(2) Convene administrative separation boards.

*e.* The Secretary of the Army is the approval authority to order separation of Soldiers who are within two years of completing the service required to qualify for retired pay from the ARNG and Reserve of the Army.

(1) A Soldier having completed eighteen, but less than twenty, years of qualifying service for retired pay will not be involuntarily separated without the approval of the Secretary of the Army or his designated representative (10 USC 1176(b) or 12686). All recommendations for involuntary separation of Soldiers in this category will be sent to NGB-ARH-S for consideration.

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

#### **6-3. Instruction in benefits of an honorable characterization of service on discharge**

*a.* ARNG/ARNGUS Soldiers are required to receive training regarding the benefits of being awarded an honorable characterization of service upon discharge. AR 135-178, paragraph 1-17 contains the instruction. ARNG/ARNGUS Soldiers will be trained:

(1) On initial assignment to unit or within 3 months thereafter.

(2) During the annual orientation of the Soldier's service obligations and participation requirements per AR 135-91, paragraph 4-4.

(3) When a Soldier's conduct or performance warrants counseling per AR 135-178, paragraph 2-4.

*b.* Each Soldier receiving instructions during the annual orientation will have their ERB annotated as follows: "Bfts of Hon Disch (date)."

*c.* The instruction will include a comprehensive explanation of the following:

(1) Characterization of service.

(2) The types of discharge certificates.

(3) The possible effects of the various certificates on reenlistment, civilian employment, veterans' employment, veterans' benefits, and related matters.

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

#### **6-4. Bars to reenlistment**

*a.* Commanders will initiate discharge proceedings against Soldiers who have received a local bar to reenlistment. Discharge action is not based on the imposition of a bar to reenlistment, but rather on the conduct that forms the basis for the bar.

*b.* If the unit commander does not recommend that the bar be removed at the time of the second review of a locally imposed bar to reenlistment, he or she will process the Soldier for separation for unsatisfactory performance, misconduct, or other appropriate reasons.

c. "Processed for discharge" means that discharge action will be initiated and processed through the chain of command to the separation authority for appropriate action. There must be compliance with AR 135-178, paragraph 2-4. The immediate and intermediate commanders will recommend discharge or retention and the characterization of service to be awarded.

### **6-5. Mobilization Asset Transfer Program**

a. The purpose of the Mobilization Asset Transfer Program (MATP) is to ensure sufficient trained manpower is available in the Individual Ready Reserve (IRR) of the U.S. Army Reserve to meet the Army's personnel requirements under conditions of full mobilization (10 USC 12301(a)). To retain mobilization assets, eligible and qualified Soldiers who have a remaining statutory or contractual Military Service Obligation (MSO) are in, or transferred or reassigned, to the IRR to complete their statutory or contractual MSO, whichever expires later. Soldiers who are not retained, transferred, or reassigned to the IRR under the separation procedures prescribed by this regulation will be discharged from the ARNGUS and as a Reserve of the Army.

b. Soldiers who are subject to separation processing for the reasons listed below and who meet the eligibility criteria listed in paragraph c below are eligible for the MATP. The provisions of this paragraph are not applicable to Soldiers being processed for separation under this regulation for reasons other than those shown below, per AR 135-178.

(1) Disenrollment from Senior Reserve Officer Training Corps or an ROTC Scholarship Program (para 5-6).

(2) ROTC cadet early release (para 5-7b).

(3) Pregnancy (para 6-3).

(4) Entry level performance and conduct (chap 8).

(5) Unsatisfactory participation (chap 13).

(6) Secretarial plenary authority (chap 14), as determined by HQDA.

(7) Failure to meet body composition standards (chap 16).

c. ARNG/ARNGUS Soldiers who are separated from the ARNG for any of the reasons listed above, and who meet all of the following conditions, are eligible for transfer to the IRR as a Reserve.

(1) The separation authority has determined the Soldier possesses the potential for useful service if ordered to active duty under conditions of full mobilization.

(2) The Soldier has completed IET and has been awarded a MOS.

(3) The Soldier has three or more months remaining on his or her statutory or contractual Reserve obligation.

(4) On separation from the ARNG/ARNGUS, the Soldier's service will be characterized as honorable or under honorable conditions, or the service is described as uncharacterized.

## **Section II**

### **Guidelines on Separation and Characterization**

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

a. The separation of a Soldier from the ARNG is a function of state military authorities in accordance with state laws and regulation. However, due to the dual status of the Soldier as a Reserve of the Army, use characterization of and limitations on service descriptions contained in AR 135-178, chapter 2, section III in determining the type of separation and character of service to be issued.

b. The characterization of service upon separation is of great significance to the Soldier. It must accurately reflect the nature of service performed. Service characterization will effect the Soldiers eligibility for veterans' benefits, eligibility for reentry into the military service, and acceptability for employment in the civilian community. The type of discharge and character of service will be determined based solely on the Soldier's military record during the current enlistment or period of service, plus any extensions. The Soldier's performance of duty and conduct must be fully evaluated, as based on the overall period of service, and not on any isolated specific actions or entries found on the DA Form 2-1. A Soldier, who's the service has been characterized as honorable or under honorable conditions, is entitled to Federal rights and benefits as provided by law. However, separation characterized as under other than honorable conditions could deprive the Soldier of Veterans' benefits administered by the Department of Veterans Affairs (DVA). Eligibility determination will be conducted by the DVA, on a case by case bases.

c. The reasons for separation, including the specific circumstances that form the basis for the separation, shall be considered on the issue of characterization. As a general rule, characterization will be based on a pattern of

behavior rather than an isolated incident. There are circumstances, however, in which the conduct or performance of duty reflected by a single incident, provides the basis for characterization.

*d.* Due consideration will be given to the Soldier's age, length of service, grade, aptitude, physical and mental condition, and the standards of acceptable conduct and performance of duty.

*e.* Soldiers who receive an *honorable* or *general* discharge will be furnished a separation certificate.

#### **6-7. Types of characterization or description**

*a.* At separation, the following types of characterization of service or description of separation are authorized:

(1) Separation with characterization of service as Honorable, General (under honorable conditions), or Under Other Than Honorable Conditions.

(2) Separation with an uncharacterized description of service when separated:

(a) In an entry level status; or

(b) Fraudulent entry, erroneous enlistment, reenlistment, void enlistment; or

(c) By being dropped from the rolls (DFR) of the Army.

*b.* Any of the types of characterization or description of service listed in a above may be used in appropriate circumstances unless a limitation is set forth in section III of this chapter.

*c.* Characterization of service as a result of administrative action is governed by this regulation and the service of Soldiers is either characterized or uncharacterized when they are separated from the ARNG. However, discharge certificates are issued only to those Soldiers whose service is characterized as honorable or under honorable conditions per paragraph 6-14.

#### **6-8. Characterization of service**

The following are characterizations of service authorized by this regulation. Uncharacterized separation is in paragraph 6-10.

*a. Honorable.* An honorable characterization is appropriate when the quality of the Soldier's service generally has met the standards of acceptable conduct and performance of duty for Army personnel, or is otherwise so meritorious that any other characterization would be clearly inappropriate.

(1) An honorable characterization may only be awarded a Soldier upon completion of his or her service obligation, or where required under specific reasons for separation, unless an uncharacterized description is warranted.

(2) When a Soldier is discharged before expiration of the service obligation for a reason for which an honorable characterization is discretionary, the following considerations apply:

(a) Where there have been infractions of discipline, the extent thereof should be considered, as well as the seriousness of the offense(s).

(b) A Soldier will not necessarily be denied an honorable characterization solely by reason of a specific number of convictions by court-martial or actions under the UCMJ Article 15.

(c) Conviction by a general court-martial or by more than one special court-martial does not automatically rule out the possibility of awarding an honorable characterization of service.

(d) An honorable characterization may be awarded when disqualifying entries in the Soldier's military record are outweighed by subsequent honorable and faithful service over a greater period of time during the current term of service.

(e) It is a pattern of behavior and not an isolated instance that should be considered the governing factor in determining the character of service.

(f) Unless otherwise ineligible, a Soldier may receive an honorable characterization of service if he or she has, during his or her current enlistment, or any extension thereof, received a personal decoration.

*b. General (under honorable conditions).* If a Soldier's service has been honest and faithful, it is appropriate to characterize that service as under honorable conditions. Characterization of service as general (under honorable conditions) is warranted when significant negative aspect of the Soldier's conduct or performance of duty outweighs positive aspects of the Soldier's military record.

(1) When authorized, a characterization of under honorable conditions is awarded to a Soldier whose military record is satisfactory but not sufficiently meritorious to warrant an honorable discharge.

(2) A characterization of under honorable conditions may be issued only when the reason for the Soldier's separation specifically allows such characterization. It will not be issued to Soldiers upon separation for expiration of their service obligation.

*c. Under other than honorable conditions.* Service may, but is not required to be characterized as under other than honorable conditions only when discharge is for misconduct, fraudulent entry, homosexual conduct,

unsatisfactory participation, or security reasons, and the following circumstances. The AG will direct reduction in grade to PV1 per AR 600-8-19, paragraph 10-15 when the Soldier is discharged *under other than honorable* conditions.

(1) When the reason for discharge is based upon a pattern of behavior, or one or more acts or omissions that constitutes a significant departure from the conduct expected of Soldiers. Examples of factors that may be considered include the following:

- (a) Use of force or violence to produce serious bodily injury or death.
- (b) Abuse of position of trust.
- (c) Disregard by a superior of customary superior-subordinate relationships.
- (d) Acts or omissions that endanger the security of the United States or the health and welfare of other

Soldiers.

(e) Deliberate acts or omissions that seriously endanger the health and safety of other persons.

(2) A discharge where service is characterized as under other than honorable conditions will be directed only by the State Adjutants General per AR 135-178, paragraph 1-10(a).

(3) No Soldier will be discharged with service characterized as under other than honorable conditions unless he or she is afforded the right to present his or her case before an administrative separation board. The Soldier will be afforded the advice and assistance of counsel. Approved board findings, and an approved board recommendation for discharge under other than honorable conditions must support such discharge.

(4) As an exception to subparagraph (3) above, a discharge with service characterized as under other than honorable conditions may be issued without board action if the Soldier waives his or her right to board action. Soldiers within two years of qualifying for retired pay cannot waive the board action.

d. *Bad conduct* discharge is issued to Soldiers who are concurrently discharged from the ARNG and as a Reserve of the Army when the character of discharge and service is *Bad Conduct*. Authority is an approved sentence of a special or general court-martial per applicable State laws and Title 32, USC (Title 10, USC for Soldiers in AS). Appellate review must be completed prior to discharge. Assign RE code 4.

e. *Dishonorable* discharge is issued to Soldiers who are concurrently discharged from the ARNG and as a Reserve of the Army when the character of discharge and service are *Dishonorable*. Authority is an approved sentence of a general court-martial per applicable State laws and Title 32, USC (Title 10 USC for Soldiers in AS). Appellate review must be completed prior to discharge of the Soldier. Assign RE code 4.

#### **6-9. Limitation on characterization of service**

Characterization will be determined solely by the Soldier's military record which includes the Soldier's behavior and performance of duty during the current enlistment or period of service to which the separation pertains, plus any extensions of service prescribed by law or regulation or effected with the consent of the Soldier. The exceptions are provided in this paragraph. In determining characterization or description of service, the following will be used as guidelines:

a. A Soldier will receive an honorable characterization of service if limited use evidence (See AR 600-85) is initially introduced by the Government in the separation proceedings, and the separation is based on those proceedings. (See subparagraph *f* below and AR 135-178, paragraph 3-17*f*.) The separation authority will consult with the servicing Judge Advocate in cases involving limited use evidence.

b. The following will not be considered in determining the character of service:

(1) Pre-service activities, except in proceedings for fraudulent entry (See AR 135-178, chapter 7) when misrepresentations, including omissions of facts that, if known, would have prevented, postponed, or otherwise affected the Soldier's eligibility for enlistment.

(2) Prior service activities including but not limited to, records of conviction by courts-martial, records of non-judicial punishment, records of absence without leave, or commission of other offenses for which punishment was not imposed. To the extent that such matters are considered on the issue of retention or separation, the record of proceedings will reflect express direction that such information will not be considered on the issue of characterization. As an exception, personal decorations received during prior service may be considered in characterizing the current period of service.

c. The limitations in this paragraph as to matters that may be considered on the issue of separation are applicable to matters that may be considered on the issue of characterization.

d. When the sole basis for separation is a serious offense that resulted in a conviction by a court-martial authorized to but not imposing a punitive discharge, the Soldier's service may not be characterized under other than honorable conditions unless CNGB (NGB-ARH-S) approves such characterization.



*e.* The conduct of a Soldier in the civilian community may form the basis for characterization under other than honorable conditions only if such conduct directly affects the performance of military duties. Such conduct may form the basis of characterization under honorable conditions only if such conduct has an adverse impact on the overall effectiveness of the Army, including military morale and efficiency.

*f.* A Soldier's voluntary submission to a treatment and rehabilitation program (for personal use of drugs) and evidence provided voluntarily by the Soldier concerning personal use of drugs as part of initial entry into such a program may not be used against the Soldier on the issue of characterization. This limitation does not preclude the following actions:

- (1) The introduction of evidence for impeachment or rebuttal purposes in any proceeding in which the evidence of substance abuse (or lack thereof) has been first introduced by the Soldier; and
- (2) Taking action based on independently derived evidence, including evidence of substance abuse after initial entry into the treatment and rehabilitation program.

*g.* The results of mandatory urinalysis may be used on the issue of characterization unless prohibited by AR 600-85.

#### **6-10. Separation where service is uncharacterized**

*a. Entry level status.* Service will be described as uncharacterized if separation processing is initiated while a Soldier is in an entry level status (See Special Abbreviations and Terms) except in the following circumstances:

- (1) When characterization under other than honorable conditions is authorized under the reason for separation and is warranted by the circumstances of the case; or
- (2) The Secretary of the Army, or the Secretary's designated representative, on a case-by-case basis, determines that characterization of service as honorable is clearly warranted by the presence of unusual circumstances involving personal conduct and performance of military duty. This characterization is authorized when the Soldier is separated:

- (a) By reason of selected changes in service (para 6-35b); or
- (b) For the convenience of the Government (para 6-35c); or
- (c) Under the Secretarial plenary authority (para 6-35k).

*b. Void enlistments.* A Soldier will not receive a discharge, characterization of service at separation, or an uncharacterized description of service, if the enlistment is void except when a constructive enlistment arises and such action is required under subparagraph (3) below. If characterization or an uncharacterized description of service is not required, the separation will be described as an order of release from custody and control of the Army.

- (1) An enlistment is void in the following circumstances:
  - (a) If it was effected without the voluntary consent of a person who has the capacity to understand the significance of enlisting in the ARNG. This includes enlistment of a person who is intoxicated or insane at the time of enlistment.
  - (b) If the person is under 17 years of age.
  - (c) If the person is a deserter from another military service.
- (2) Although an enlistment may be void at its inception, a constructive enlistment will arise in the case of a person serving in the Army who:
  - (a) Submitted voluntarily to military authority.
  - (b) Met the mental competency and minimum age statutory qualifications, at the time of voluntary submission to military authority.
  - (c) Received military pay or allowances.
  - (d) Performed military duties.
- (3) If an enlistment that is void at its inception is followed by a constructive enlistment within the same term of service, characterization of service or description of separation will be in accordance with paragraphs 6-7 and 6-8, as appropriate. However, if the enlistment was void by reason of desertion from another military service, the Soldier will be separated by an order of release from the custody and control of the Army regardless of any subsequent constructive enlistment. A constructive enlistment does not preclude the Army from either retaining the Soldier or separating the member based on the circumstances that occasioned the original void enlistment or any other reason for separation.

*c. Dropped from the rolls.* A Soldier may be dropped from the rolls of the Army when such action is authorized per paragraph 6-35l(1)(b)(10), and a characterization of service or other description of separation is not authorized or warranted. See paragraph 6-38 for procedures. The AG will direct reduction in grade to PV1 per AR 135-178, paragraph 1-10a when the Soldier is dropped from the rolls.

**6-11. Recoupment of unearned Selected Reserve Incentive Program (SRIP) payments**

Under certain separation conditions (See AR 135-7 or NGR 600-7), the recoupment of unearned portions of monetary incentives, which were paid in advance to the Soldier, is required. Commanders and personnel officers will ensure that all recoupment actions are completed prior to final separation of the Soldier.

**Section III****Orders and Certificates****6-12. Orders**

*a.* Refer to AR 600-8-105 for members of the ARNG/ARNGUS while on active duty (includes AGR), IET, ADT, and ADOS. It also serves as a basic frame of reference for ARNG units not on active duty. These order formats are applicable during mobilization.

*b.* Once a Soldier receives his/her orders, by actual or constructive delivery, such orders may not be revoked except in one or more the following circumstances:

(1) The proper authority revokes the order, either orally or in writing, prior to the effective date of the discharge. Orally revoked orders should be documented in writing within 30 days of the revocation. This includes Soldiers who had extended prior to the Soldier's ETS.

(2) When one or more of the exceptions to the doctrine of administrative finality exist (i.e. fraud; mistake of law; mathematical miscalculation; and/or substantial new evidence discovered contemporaneously within a short time following the action). If there is evidence of fraud, appoint an officer to investigate and report to the AG for approval. When it has been determined that a separation order was fraudulently obtained, the AG will direct appropriate corrective action.

*c.* After the effective date of discharge, the separation authority can only correct administrative errors, such as errors concerning grade, social security number, or misspelled name. These are the only reasons that the orders may be amended.

*d.* If determined that a Soldier has been separated in error and there has been no fraud, the individual may reenlist if qualified. If a waiver is required, submit the case with all supporting documents and recommendations of the chain of command to the AG (MPMO/G1) or CNGB (NGB-ARH-S) as appropriate for a determination. After all other means have been exhausted, a Soldier may appeal to the Army Board for Corrections of Military Records (ABCMR) under AR 15-185 for benefits which might have been earned during the period between discharge and reenlistment. (See paragraph 6-24).

**6-13. Reduction orders**

The AG will direct reduction in grade to PV1 per:

- a.* AR 600-8-19 when the Soldier is discharged *under other than honorable* conditions per paragraph 6-8c.
- b.* AR 600-8-19 when the Soldier is dropped from the rolls per paragraph 6-10c and 6-38.

**6-14. Certificates**

*a. Honorable.* This characterization is defined in paragraph 6-8a. Normally an *honorable* characterization is issued to Soldiers upon ETS or fulfillment of military service obligation. An honorable characterization is issued:

(1) On NGB Form 55 issued to Soldiers concurrently discharged from the ARNG and as a Reserve of the Army with honor. This includes any request of the family if a Soldier dies while in the ARNG.

(2) On NGB Form 55a issued to Soldiers separated from the ARNG and concurrently transferred to the control of the Army Reserve with honor.

(3) On NGB Form 55b issued to Soldiers separated from the ARNG and concurrently transferred to the Retired Reserve with honor.

*b. General. (Under honorable conditions).* This characterization is defined in paragraph 6-8b. Normally a *general* characterization will not be issued to Soldiers upon ETS or fulfillment of military service obligation unless specifically authorized by State code.

(1) NGB Form 56 will be issued to Soldiers concurrently discharged from the ARNG and the Reserve of the Army whose characterization is *Under Honorable Conditions*, but whose military record is not sufficiently meritorious to warrant a characterization of *Honorable*.

(2) NGB Form 56a is issued to Soldiers who are separated from the ARNG only, who revert to the control of the Army Reserve, and whose separation from such service are *Under Honorable Conditions*, but whose military records are not sufficiently meritorious to warrant an *Honorable* separation.

*c. Under other than honorable conditions.* This characterization is defined in paragraph 6-8c. This characterization can only be awarded to Soldiers, concurrently discharged from the ARNG and as a Reserve of the Army, only after the Soldier has been afforded the right to present his or her case before an administrative separation board. The Soldier will be afforded the advice and assistance of counsel. Approved board findings, and an approved board recommendation for discharge under other than honorable conditions must support such discharge. The discharge may be issued for misconduct, fraudulent entry, or homosexual conduct. Assign a RE code 4 if the reason for discharge is not waivable for enlistment or reenlistment. Assign a RE 3 if the reason for discharge is waivable. Do not issue a discharge certificate.

#### **6-15. Preparation of discharge certificates**

- a. Number of copies.* Discharge certificates will be prepared in original only.
- b. How prepared.* Entries on discharge certificates will be typewritten. Only black typewriter ribbon will be used.
- c. Entries.* Entries on the discharge certificates will be as follows:
  - (1) On the line provided under the words "This is to certify that," enter the Soldier's name in signature order, followed by the last four digits of the social security number, grade, and USAR. When discharge certificate is prepared by automated systems, the Soldier's name may be entered in last name, first name, and middle initial sequence.
  - (2) Enter effective date of separation in space provided. This date must agree with the effective date of separation shown in the order.
  - (3) Discharge certificates normally will be authenticated by a commissioned officer. However, the separation authority or other appropriate commander may delegate this authority to a warrant officer or noncommissioned officer in the rank/grade of Sergeant First Class (SFC) and above or DA civilian in the grade of GS-7 and above. The designated official will sign the certificate in the space provided. Signature blocks will be in accordance with AR 25-50.

#### **6-16. Amendments and corrections to certificates**

- a.* The discharge certificate as originally prepared cannot be altered or amended after the effective date of discharge.
- b.* Correction of cosmetic or typographical administrative errors will be made on written application of the individual to the AG (MPMO/G1). Applications for review of the type of discharge certificate awarded under this regulation will be submitted by the individual to the Commander, HRC-St. Louis (AHRC-PAV) on DD Form 293 (Application for Review of Discharge or Dismissal from the Armed Forces of the United States) for consideration by the Army Discharge Review Board (See AR 15-180). See section VI of this chapter.

### **Section IV**

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

#### **6-17. Preparation and distribution of NGB Form 22**

- a.* Prepare NGB Form 22 (Report of Separation and Record of Service) for every Soldier being separated from the ARNG or released from the custody and control of the military, unless the Soldier is being discharged for the purpose of immediate reenlistment, executes an interstate transfer, or the Soldier dies.
- b.* Prepare NGB Form 22 using the example shown in appendix F, table F-1. Multi-part blank forms and computer generated forms that reproduce the form exactly are authorized with prior-approval from CNGB, (NGB-ARH-S). Use only standard 12 or 10 pitch, 10 or 12 point courier, or comparable non-variable font.
- c. Distribution:*
  - (1) Physically give the original to the Soldier or mail it to the Soldier by certified mail.
  - (2) Include Copy 1 if the Soldier completed the "Request" block in item 27 of Copy 2 prior to separation action. If the Soldier indicated "Decline copies of my NGB Form 22" or is not available to sign item 27, file Copy 1 in the official OMPF maintained by the state and later given to the individual if requested.
  - (3) File Copy 2 in the permanent section of the OMPF. The disposition of the OMPF will be in accordance with AR 600-8-104 (tables 6-12, 6-14 or 6-16).
  - (4) Retain Copy 3 in state historical files.
- d.* Unit commanders will counsel Soldiers being discharged about the significance of NGB Form 22 and procedures necessary to obtain a copy.

e. Prepare DD Form 214 (Certificate of Release or Discharge from Active Duty), in addition to NGB Form 22, for AGR Title 32 Soldiers being separated from the ARNG when they are released from AGR service.

#### **6-18. Amendments and corrections to NGB Form 22**

When determined from official records that NGB Form 22 contains an error or omission of pertinent facts, discharge authorities may issue NGB Form 22A (Correction of NGB Form 22, Report of Discharge and Record of Service). Physically give the original of NGB Form 22A to the individual concerned. An example of a completed NGB Form 22A is shown in appendix F, table F-2.

### **Section V**

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

#### **6-19. Security of forms**

a. Appoint in writing an officer, senior NCO (SFC or above), or DA civilian (GS-7 or above) to stock, control, and issue NGB Forms 22 and 22A, DD Forms 214 and 215, and all discharge certificates both automated and hard copy. Ensure that:

(1) All forms are secured.

(2) All forms to be destroyed, including blank, partially filled in, reproduced and obsolete forms are shredded or burned.

b. Forms used for training purposes will be marked permanently with ink, typing or a stamp, with the words "FOR INSTRUCTIONAL PURPOSES ONLY". Do not use real names or SSNs on forms used in training (use SSNs that begin with a 9 as a minimum, such as 999-99-9999 to preclude the chance of using a valid number).

#### **6-20. Lost or destroyed discharge records**

When a discharge certificate, NGB Form 22, or NGB Form 22A is issued and subsequently lost or destroyed, the AG concerned will, upon request of the individual, issue a signed official statement showing the date and place of enlistment, reenlistment, or extension, the date and reason for discharge, and the character of service as originally shown on the discharge certificate. The AG (MPMO/G1) may issue a true, certified copy of NGB Form 22 and NGB Form 22A filed in official records to the individual in lieu of an official statement. Identify the individual to ensure information is only given to the individual authorized to receive it.

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

Notification of discharge may be either:

a. *Actual* – by giving to the Soldier the discharge order, certificate, and original (and Copy 1 if requested) of NGB Form 22.

b. *Constructive* – when, due to the absence of the Soldier, actual delivery of the discharge certificate and related documents cannot be accomplished. Receipt by the Soldier's organization of the order directing the discharge is sufficient notice to provide constructive notification of discharge. A notation will be made in item 18, "Remarks" of the NGB Form 22 explaining the reason for the constructive notification. The discharge order, certificate, and original of NGB Form 22 will be mailed to the Soldier's last official address per AR 135-91. If the mailing is returned undelivered or refused; the unit will forward the envelope and documents to the AG (MPMO/G1) for inclusion in the Soldier's state file.

### **Section VI**

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

#### **6-22. Appeal to a denied request for discharge**

a. A Soldier who has been denied a request for discharge may appeal within 30 days after receipt of the denial. The Soldier's unit commander may grant exceptions to the time period.

b. Submit the appeal through command channels to the AG (MPMO/G1) explaining facts pertinent to the case that the Soldier feels were not fully considered.

c. The AG may act on an appeal where the decision is favorable to the Soldier. When the AG recommends denial, forward the appeal request, pertinent records, and the AG's recommendation to CNGB (NGB-ARH-S) for final determination.

d. Soldiers will participate in unit training and activities while awaiting action on their appeal.

**6-23. Appeal of discharge**

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

**6-24. Army Board for Correction of Military Records (ABCMR)**

Soldiers discharged as a Reserve of the Army, who have been discharged administratively in accordance with Army regulations (this term includes National Guard (AR) Regulations), or by sentence of courts-martial, may appeal to the ABCMR per AR 15-185 after all other means have been exhausted. This board evaluates the reason for discharge, the procedures followed in accomplishing discharge, and the characterization of service. Explain the purpose and authority of the ABCMR during discharge processing, except when the discharge is for immediate reenlistment. Send appeals on DD Form 149 to Department of the Army Military Review Boards Agency, Army Board for Correction of Military Records, 1941 Jefferson Davis Highway, CCM4, second floor, Arlington, Virginia 22202-4508.

## **Section VII**

### **Discharge Policy**

**6-25. Guidelines on discharge**

*a.* The discharge of Soldiers on active duty, (Title 10, USC) in AGR, IET, ADT, and ADOS status, as well as those ordered to active duty for contingency operations or under mobilization conditions, is governed by AR 635-200. All Outside Continental United States (OCONUS) training, including AT is conducted in Title 10 ADT status.

*b.* Refer to AR 135-178 when considering enlisted Soldiers not on active duty and those on full-time National Guard duty (FTNGD) under Title 32 USC for discharge from the ARNG and as a Reserve of the Army.

*c.* Soldiers who have less than 3 months to serve on their statutory or contractual obligations will be concurrently discharged from the ARNG.

*d.* Soldiers whose administrative discharge actions have not been acted upon by the discharge authority as required by this chapter and AR 135-178 will not be discharged (other than for ETS) prior to completion of the review process.

*e.* Soldiers who qualify for nonregular retirement at age 60 and desire discharge instead of transferring to the Retired Reserve must be counseled in writing as to the possible loss of benefits. See section X of this chapter.

**6-26. Separation counseling for Soldiers being discharged**

The purpose and authority of the Army Discharge Review Board (See AR 15-180) and the ABCMR (See AR 15-185) will be explained during separation processing, except when the separation is for immediate reenlistment or appointment. Counseling will include advice that a discharge under other than honorable conditions is a conditional bar to benefits administered by the DVA, notwithstanding any action by a Discharge Review Board. Such explanation may be furnished the Soldier in written form. Failure on the part of the Soldier to receive or understand this counseling does not create a bar to separation or characterization.

**6-27. Discharge before expiration of the service obligation**

*a.* A discharge for the purpose of complete separation from military service terminates a Soldier's statutory and contractual military service obligation on the effective date of the discharge.

*b.* An enlisted ARNG Soldier who is discharged from the ARNG and not concurrently discharged as a Reserve of the Army automatically becomes a member of the USAR.

*c.* A discharge issued only for the purpose of a change in status with continuing military service does not terminate a statutory military service obligation. Some examples of such changes in status are:

- (1) Discharge from enlisted status on appointment as an officer.
- (2) Discharge from a reserve component on enlistment in a regular component.
- (3) Discharge on transfer between reserve components.
- (4) Discharge for the purpose of reenlistment in the same component.

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

- a.* A Soldier is entitled to be discharged on the expiration of his or her service obligation, and normally will be discharged unless action is taken to retain the Soldier beyond such expiration date.
- b.* Retention beyond the expiration date of a service obligation may be either voluntary or involuntary.
- (1) Soldiers may voluntarily remain beyond the expiration date of a service obligation if they are receiving required health care or are being processed for physical disability separation.
- (2) Soldiers may be involuntarily retained beyond expiration of their service obligation only when the appropriate authorities have taken action with a view toward trial by court-martial. Such action must have been initiated before the Soldier's service obligation expired.
- c.* Soldiers properly held beyond expiration of their service obligation, whether voluntarily or involuntarily, retain their military status and continue to be subject to the Uniform Code of Military Justice or State Military Code until formally discharged by the appropriate authorities.
- d.* Soldiers otherwise eligible for discharge on expiration of their service obligation will not be retained to satisfy a debt to the United States Government or to an individual, or to process and complete an involuntary administrative separation action per this regulation. On the other hand, if the Army does not affirmatively act to discharge a Soldier and the Soldier does not demand discharge, but rather remains on duty and accepts pay and benefits, the military status of that Soldier continues.
- e.* A Soldier may not be held in the ARNG beyond the normal expiration of service obligation unless the service obligation is extended by law or the provisions listed above apply. When through administrative error a Soldier is not discharged on the actual date of completion of term of enlistment, reenlistment, or date of completion of statutorily obligated service, or as provided above, a remark will be included in the "Remarks" section of the Soldier's DA Form 2-1 and NGB Form 22 as follows: "Retained beyond normal discharge date for the convenience of the Government."

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

The effective date of discharge is 2400 hours on the date of notice of discharge (See paragraph 6-17). When discharge is for change of military status, the effective date of the order will be the day prior to the date of the Soldier's entry into a new military status. See section X of this chapter for effective dates on transfers to the retired reserves.

**6-30. Notification of discharge**

Notice of discharge may be either:

- a.* Actual - as by delivery to the Soldier of the discharge order or certificate; or
- b.* Constructive - when actual delivery of the discharge order cannot be accomplished due to the absence of the Soldier to be discharged. The following applies:
- (1) The order will be mailed to the Soldier at the most recent address provided by the Soldier. If a mailed discharge order is returned as "unclaimed" or "undeliverable", the returned order and its accompanying envelope will be retained in the Soldier's state file.
- (2) The discharge order of a mentally incompetent Soldier will be delivered to the Soldier's legal guardian.
- (3) Notification of discharge of a Soldier who can't be located or is absent in the hands of civil authorities, and subsequent to the issuance of the discharge orders, the discharge may be executed regardless of absence. Subparagraph *b(1)* above applies.

**Section VIII****Guidelines for Separation****6-31. Guidance**

When a Soldier is processed on the basis of multiple reasons for separation, the following guidelines apply to procedural requirements (including procedural limitations on characterization or description of service):

- a.* The basis for each reason must be clearly established.
- b.* If a reason for separation set forth in the notice of proposed action requires processing under the Administrative Board Procedure, the entire matter will be processed under AR 135-178, chapter 3, section III.
- c.* When there is any other clear conflict between a specific requirement applicable to one reason and a general requirement applicable to another reason, the specific requirement will be applied.
- d.* If a conflict in procedures cannot be resolved on the basis of the foregoing principles, the procedure most favorable to the Soldier will be used.

**6-32. Notification and Administrative Board Procedures**

a. All involuntary administrative separations require commanders to notify Soldiers concerning intent to initiate separation procedures. See AR 135-178, chapter 3, section II (Notice under the Notification Procedure) and section III (Notice under the Administrative Board Procedure). The notification and administrative board procedures contained in AR 135-178 will be used as required in this regulation. All Soldiers with 6 or more years of total military service on the date of initiation of recommendation for separation, or if being considered for separation under other than honorable conditions have the right to an administrative separation board. The Soldier may waive this right, except as indicated in AR 135-178, paragraph 3-15c. *Waivers of the board hearings and the right to representation by counsel at board hearings will not be accepted in the cases of Soldiers who have completed eighteen, but less than twenty, years of qualifying service for retired pay.*

b. See AR 135-178, figures 3-1 through 3-6 and AR 635-200, figures 2-1 through 2-5 and appendix B for examples of a recommendation for separation, a notification to appear before a board of officers, and a summary of proceedings.

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

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

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

**6-33. Disposition of proceedings and records**

a. When separation is ordered, file the original copy of the proceedings in the permanent section of the Soldier's OMPF.

b. When the appropriate authority does not order separation, file the proceedings at the separation authority headquarters and notify the Soldier's commander of the final action.

c. When the Soldier is considered for discharge because of fraudulent entry, erroneous enlistment, reenlistment or extension, and retention is recommended by the chain of command, send the complete record of proceedings with the recommendation to the AG (MPMO/G1) or CNGB (NGB-ARH-S) (depending on who has waiver approval authority) for a final determination. If approved by the AG or CNGB, the retention constitutes a waiver of the fraudulent entry or erroneous enlistment, reenlistment, or extension. Enter the following statement in DA Form 2-1, item 27: "Discharge action based on (*fraudulent entry*) (*erroneous enlistment*, *reenlistment* or *extension*) is waived and retention is authorized on (*date*)..." File the original copy of the approved document in the permanent section of the Soldier's OMPF. If disapproved by the waiver approval authority, process the Soldier for discharge.

d. Mail to the Soldier a copy of the administrative separation board proceedings. Classified documents attached to the board proceedings will not be released, but may be summarized, if it can be accomplished, in an unclassified format.

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

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

**Section IX****Codes, Reasons and Procedures for Discharge or Separation****6-34. Reentry Eligibility Codes**

Reentry Eligibility codes is determined at separation. They provide information concerning the Soldier's service in the ARNG, which will be considered upon future enlistment. If a Soldier will receive a discharge under other than honorable conditions, and the reason for discharge is non-waivable for enlistment, the RE code will be RE 4. If the

reason for separation is waivable, the RE code will be RE 3. If a Soldier receives a bad conduct or dishonorable discharge, the RE code is RE 4. Table 6-1 defines the differences between RE codes.

**Table 6-1  
Definition of Reentry Eligibility Codes**

RE Code	Assign when a Soldier is:
1	Fully qualified for reentry.
2	Discharged before completing a contracted period of service, not contemplating reenlistment, or requesting discharge for reason of pregnancy.
3	Not fully qualified for reentry or continuous service at time of separation, but this disqualification is waivable.

**Table 6-1  
Definition of Reentry Eligibility Codes -- Continued**

4	Ineligible for enlistment.
4R	Retired with fifteen or more years of active service or active service in FTNGD status. Soldier is ineligible for enlistment or reenlistment in the ARNG.

Notes:

1. Prior RE codes (1A, 1B, 1C, 2, 2B, 2C and 4A) apply to Soldiers separated prior to 20 October 1998. These codes qualify for enlistment. The reason and authority does not preclude enlistment or require a waiver.
2. Prior RE codes (2A, 3A, 3B, 3C, 3D, 3S and 3V) apply to Soldiers separated prior to 20 October 1998. These codes were used on Soldiers who do not meet reentry criteria at time of separation are ineligible for reentry unless a waiver is granted.

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

Following are reasons, applicability, codes and board requirements for administrative separation or discharge from the Reserve of the Army, the State ARNG only, or both. These reasons may be used for separation from the State ARNG only. See paragraph 6-5 to determine whether to assign a Soldier to the IRR. Do not transfer Soldiers who have not completed IET and are therefore not mobilization assets. Required administrative separation boards are indicated. All Soldiers will be notified of a commander's recommendation for their involuntary discharge. If the characterization is other than honorable or under honorable conditions the Soldier will be informed of the specific factors in the service record that warrant such characterization.

a. Refer to AR 135-178, chapter 4, for discharge for ETS: RE 1; or, if an approved bar to reenlistment or extension is in effect, or the Soldier is ineligible for extension due to overweight, APFT failure, or a positive urinalysis, but is not barred at time of ETS: RE 3.

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

- (1) Reduction in authorized strength: RE 1.
- (2) Discharge for immediate reenlistment in the ARNG: RE 1
- (3) Discharge for enlistment in another component of the U.S. Armed Forces: RE 1.
- (4) Discharge on appointment as a commissioned or warrant officer: RE 2.
- (5) Separation of cadets on disenrollment from the Senior ROTC (SROTC) or an ROTC Scholarship program: RE 2.
- (6) Separation from the ROTC cadet early release when authorized by HQ DA: RE 1
- (7) Discharge of a potential ROTC/SMP participant who is not accepted in the ROTC advance course: RE 2.

c. Refer to AR 135-178, chapter 6, for the convenience of the Government separations based on the following reasons:

- (1) Dependency or hardship (includes parenthood and sole parents) affecting the Soldier's immediate family: RE 3.
- (2) Pregnancy: RE 2.
- (3) Sole surviving son or daughter: RE 3.
- (4) Involuntary separation due to parenthood. Counseling, rehabilitation, and administrative separation board procedures per paragraph 6-32 is required. RE 3.
- (5) Not medically qualified under procurement medical fitness standards. Includes:



(a) Failure to meet medical procurement standards of AR 40-501, chapter 2 prior to entry on IET including positive urinalysis and Human Immunodeficiency Virus (HIV) in entrance physicals: RE 3, or RE 4 for HIV.

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

(6) Other designated physical or mental conditions. Administrative separation board procedures per paragraph 6-32 are required. RE 3.

d. Refer to AR 135-178, chapter 7, for the following reasons for separation:

(1) Minority enlistment: RE 1.

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

(3) Defective enlistment or reenlistment. RE 1 or RE 3.

(4) Failure to attend IET (phase I or phase II) within 24 months. RE 3.

(5) Fraudulent enlistments or Reenlistments. Administrative separation board procedures per paragraph 6-32 are required. Waiver of the fraudulent entry and suspension of separation per AR 135-178, paragraph 7-4e(2) must be approved prior to the determination. RE 3 or RE 4.

e. Refer to AR 135-178, chapter 8 for entry level performance and conduct separations. Use this paragraph for conscientious objectors that declare their status after enlistment, but before entry on IET. Counseling and rehabilitation are required. This paragraph cannot be used for prior service Soldiers. RE 3.

f. Refer to AR 135-178, chapter 9 for Unsatisfactory Performance discharges. This does not apply to entry-level status personnel. Counseling and rehabilitation are required. Administrative separation board procedures per paragraph 6-32 are required. Initiation of discharge proceedings is required for Soldiers without medical limitations who have two consecutive failures of the APFT, prior service applicants who refuse to attend MOS reclassification course within 24 months or who are eliminated for cause from Noncommissioned Officer Education System (NCOES) courses, unless the responsible commander has imposed a bar to reenlistment: RE 3.

g. Refer to AR 135-178, chapter 10 for homosexual conduct discharges. Administrative separation board procedures per paragraph 6-32 are required. RE 4.

h. Refer to AR 135-178, chapter 11 and AR 600-85, chapter 12 for discharge for alcohol or other substance abuse rehabilitation failure. Soldiers must request that treatment personnel provide monthly updates in writing to unit commanders, documenting satisfactory participation in a rehabilitation program. This requirement will continue until a closing document of successful completion is provided. Initiation of discharge proceedings is required for Soldiers who have been referred to a program of rehabilitation within 90 days of notification. Administrative separation board procedures per paragraph 6-32 are required. RE 3.

i. Refer to AR 135-178, chapter 12, for the following reasons for discharge:

(1) Acts or patterns of misconduct under the UCMJ, State Military Code or similar laws. Administrative separation board procedures per paragraph 6-32 are required. This includes abuse of illegal drugs. All Soldiers identified as abusers of illegal drugs will be referred for treatment as appropriate regardless of the commander's intent to take administrative, nonjudicial or judicial actions. Commanders must initiate separation action within 45 days of the act or referral, regardless of the commander's recommendation. Forward recommendations for retention or separation through command channels to the separation authority. See AR 135-178, chapter 11 when the discharge authority decides to retain and as a condition of retention, enroll in a rehabilitation program as soon as possible, but within 90 days of notification. Enrollment and participation will be at no expense to the government. Commanders will immediately begin discharge actions for Soldiers who refuse or fail to enroll in a rehabilitation program as a result of committing a drug offense. RE 3 or RE 4.

(2) Conviction by criminal Court. Administrative separation board procedures per paragraph 6-32 are required. If the sole basis for discharge is conviction of a criminal offense, counseling and rehabilitative efforts are not required. RE 3.

(3) Conviction by criminal Court for domestic violence. Soldiers are entitled to administrative separation board, if appropriate, unless waived by the Soldier. RE 4 (based on the qualifying conviction, the Soldier is unqualified for further military service by reason of the criminal conviction.)

(4) Conviction by criminal court cases in foreign countries. See AR 135-178, paragraph 12-3 for procedures.

j. Refer to AR 135-178, chapter 13 for unsatisfactory participation. Commanders may recommend retention of Soldiers who have accrued 9 or more unexcused absences within a one-year period. Submit requests with justification for retention to the AG (MPMO/G1). Include verification that the notification requirements of AR 135-91 and paragraph 6-32 have been met. Soldiers must be notified by registered or certified mail the intent and projected discharge date. Retention approval authority can be delegated to the LTC command level. RE 3.

k. Refer to AR 135-178, chapter 14 for Secretarial plenary separation authority. Requests under this authority must go through command channels to CNGB (NGB-ARH-S). The basis for separation can include, but is not

limited to, refusal to submit to medical care, Human Immunodeficiency Virus (HIV) infection, and when religious practices cannot be accommodated.

*l.* Refer to AR 135-178, chapter 15, for the following reasons for separation:

(1) Noncitizens. ARNG members who:

(a) Fail or refuse to give a permanent address in the United States. RE 3.

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

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

(3) Attain of maximum allowable age: RE 4.

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

(5) Early discharge of Soldier with a bar to reenlistment. RE 3

(6) Failure to meet enlistment or retention standards for security reasons in AR 380-67. Administrative separation board procedures per paragraph 6-32 are required. RE 4.

(7) Confirmed as infected with HIV per AR 600-110 may request voluntary discharge under paragraph 6-35*k* above and AR 135-178, chapter 14. AR 140-10 prescribes procedures for assignment to the Standby or Retired Reserve.

(8) Medically unfit for retention per AR 40-501. Commanders, who suspect that a Soldier may not be medically qualified for retention, will direct the Soldier to report for a complete medical examination per AR 40-501. If the Soldier refuses to report as directed, see paragraph 6-36*u* below. Commanders who do not recommend retention will request the Soldier's discharge. When medical condition was incurred in line of duty, the procedures of AR 600-8-4 will apply. Discharge will not be ordered while the case is pending final disposition. This paragraph also includes those Soldiers who refuse or ineligible to reclassify into a new MOS. RE 3.

(9) Conscientious objection. Soldiers will be processed per AR 600-43.

(10) Dropped from the rolls. RE 3

*m.* Refer to AR 135-178, chapter 16, separation for failure to meet Army body composition standards in AR 600-9. A reasonable opportunity to comply with weight reduction goals must be provided per AR 600-9. Administrative separation board procedures per paragraph 6-32 are required. Initiation of separation proceedings is required for Soldiers who do not make satisfactory progress as defined in AR 600-9, and those who reenter a weight control program within twelve months: RE 3.

*n.* Not selected for retention by a qualitative retention board per AR 135-205, chapter 2 and elects discharge. If the Soldier elects to be reassigned to the USAR Control Group (Reinforcement) or the Retired Reserve, use paragraph 6-36*r*. RE 3.

*o.* Individual request for discharge in-lieu of reassignment to the USAR Control Group (Retired).

### **6-36. State ARNG Separations**

This paragraph lists reasons for separation from the State ARNG not listed in paragraph 6-35 above or AR 135-178. All involuntary administrative separations require commanders to notify Soldiers concerning intent to initiate separation procedures per paragraph 6-32. All Soldiers being involuntarily separated will be afforded a reasonable opportunity to provide a written response for consideration by the separation authority. Characterization of service will be per applicable State codes.

*a.* Unit reorganization, inactivation, or relocation of a unit where there is not another unit within the state to which the Soldier may be assigned. See AR 135-91, chapter 5, section II. RE 1.

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

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

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

*e.* Temporary overseas residence, employment, or missionary obligation. See AR 135-91, chapter 5. RE 1.

*f.* Individual request of the Soldier not to be discharged from the Reserve of the Army status in order to become a member of the Army Reserve, Individual Ready Reserve: RE 1 or RE 3, as applicable.

*g.* Incompatible occupation (employment conflict). The Soldier must submit documentation to support undue and genuine hardship or conflict caused by membership in the ARNG and civilian occupation. See AR 135-91, chapter 4. RE 3.

*h.* Graduate student in the health professions. See AR 135-91, chapter 5, section IV: RE 3.

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

*j.* Failure to report to the gaining state upon interstate transfer. See chapter 4 of this regulation. RE 1 or RE 3 as appropriate.

- k.* Failure to report after enlistment through the Reserve Components Transition Program. RE 1 or RE 3 as appropriate.
- l.* Failure to report for annual Inactive National Guard muster per NGR 614-1. RE 1 or RE 3 as appropriate.
- m.* Denial of clearance for enlistment of non-unit members of the USAR assigned to the Ready, the Standby Reserve, or the Retired Reserve. RE 3.
- n.* Expiration of active status commitment in the Selected Reserve, such as at the end of 6 years of a 6x2 enlistment option. See ECM for the enlistment options: RE 1; if a bar to reenlistment or extension is in effect, RE 3.
- o.* Discharge and transfer to the Retired Reserve. See section X of this chapter and AR 140-10 for policy and procedures. RE 3, if under age 60; RE 4 if 60 or older.
- p.* As a result of discharge from the Reserve of the Army. RE 1 or RE 3 as appropriate.
- q.* Less than honorable discharge from the Regular Army. (Discharged from Reserve of the Army and returned to State control.) RE 4.
- r.* Not selected for retention by a qualitative retention board (See AR 135-205, chapter 2) and the Soldier elects to be reassigned to the USAR Control Group (Reinforcement) or the Retired Reserve. If the Soldier elects to be concurrently discharged, use paragraph 6-35*n*. RE 3.
- s.* Placement on the permanent disability retired list. See AR 635-40. RE 3.
- t.* Placement on temporary disability retired list. See AR 635-40: RE 3.
- u.* Failure to obtain required physical per AR 40-501. Soldier will be notified in writing of the requirement to obtain a physical, and given 90 days after the letter is mailed to comply with this requirement. Commander can authorize an extension of up to 60 days for extenuating circumstances: RE 3.
- v.* Conscientious objection. See AR 600-43: RE 3.
- w.* Acts or a pattern of misconduct and Soldier is eligible for assignment to Retired Reserve. RE 3.
- x.* Request for discharge in lieu of a court-martial authorized to adjudge a punitive discharge. Request for discharge may be submitted after courts-martial charges (the punishment for which under UCMJ and the MCM 2008, or the State Code, includes a bad conduct or dishonorable discharge) are preferred against the Soldier, or after referral until final action by the convening authority. A Soldier who is under a suspended sentence of a punitive discharge may likewise submit a request for discharge for the good of the service. The request for discharge does not prevent or suspend disciplinary proceedings. The court-martial convening authority will make this decision. The Soldier will be provided the opportunity, in writing, to consult with counsel. The Soldier may waive right to counsel in writing. If counsel is not waived, the counsel will provide the Soldier with an assessment of the case, possible punishments, an explanation that this request for discharge be voluntary, and the consequences this type of discharge may have on the Soldier's benefits and subsequent civilian life. In the request for discharge, the Soldier will admit guilt to the charges, or of lesser-included offenses which also authorizes the imposition of a punitive discharge. The Soldier will indicate either that he or she received such counseling or that the right was waived. Use of this discharge authority is encouraged when the commander determines that the offense is sufficiently serious to warrant discharge and the Soldier has no rehabilitation potential. Each commander in the chain of command will write a recommendation. The convening authority may approve the request for discharge and direct the characterization of service that is appropriate or disapprove the request for discharge. Characterization of service under other than honorable conditions may be appropriate. RE 3.
- y.* Discharge of Soldiers who were previously discharged from Reserve of the Army by the Active Component of the United States Army. RE 3 or RE 4 as appropriate.

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

Substance abuse is incompatible with military service and Soldiers who abuse drugs one or more times are subject to discharge per paragraph 6-35*h*. Commanders will process all Soldiers identified as having abused illegal drugs for separation per AR 135-178, chapter 12. "Processed for discharge" means that discharge actions will be initiated and processed through the chain of command to the separation authority for appropriate action.

### **6-38. Dropped From Rolls (DFR) of the Army**

*a.* The procedures to drop ARNG/ARNGUS Soldiers on Title 10 or Title 32 FTNGD, AD, Initial Active Duty for Training (IET), ADT, ADOS, or AGR from the rolls of the Army are outlined below per AR 630-10. Except as outlined in *b* below, ARNGUS Soldiers who are AWOL for 30 consecutive days are accessed into the strength of the Active Army and immediately DFR. They may be accessed into the strength of the Active Army and immediately DFR without regard to the length of absence if the Soldier has exhibited a clear intent to remain away from his unit, organization or place of duty permanently. The following actions are taken:

(1) The commander of the organization to which the Soldier is attached or assigned for AD or ADT informs the ARNG IET manager when the absentee should be DFR.

(2) The Adjutant General publishes orders, using AR 600-8-105, table 3-1 and figure 3-10 which illustrates format 440 attaching the AWOL Soldier to an Active Army unit effective 0001 hours the date of DFR.

(3) The State IET manager telephonically notifies the gaining Active Army unit commander of the order number and date. The verbal notification is the authority for the accession and dropping the Soldier from the rolls.

(4) A copy of the orders prepared by the area Commander, Personnel Control Facility, Fort Knox is provided to the Chief, USADIP as soon as they are published. The orders must contain the following information:

(a) In the action lead line – “By direction of the Secretary of the Army, you are relieved from attachment and assigned to (enter the Active Army unit of which the Soldier is to be assigned).”

(b) In the effective date lead line – “the date that is 0001 hours of the thirty-first consecutive day of AWOL.”

(c) In the period lead line – “Until relieved from active duty by competent authority.”

(d) In the purpose lead line – “For processing under AR 630-10.”

(5) On receipt of the Active Army assignment orders, the appropriate State Adjutant General discharges an ARNGUS Soldier from ARNGUS status.

(6) The gaining Active Army commander:

(a) Requests that the PSC access the Soldier into the strength of the Active Army, effective 0001 hours of the 31<sup>st</sup> consecutive day of AWOL.

(b) Follows the guidance in AR 630-10, chapter 3 and reports the Soldier DFR using DA Form 4187 effective 0001 hours of the 31<sup>st</sup> consecutive day of AWOL.

(c) Ensures the deserter’s DFR packet is sent to Commander, USAEREC as soon as possible.

b. ARNG/ARNGUS Soldiers who depart AWOL after reporting to their AD or ADT duty station are not accessed into the Active Army for DFR action when the conditions below exist. In these cases, the Soldiers may be separated while in an AWOL status from their AD or ADT duty station when one or more of the following conditions exist:

(1) The Soldiers have been recommended for entry level status separation per AR 635-200, chapter 11.

(2) The Soldiers departed AWOL before completion of the separation action.

(3) Disciplinary action against the Soldiers is not contemplated.

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

(1) The commander will request orders from the AG (MPMO/G1) to drop the Soldier from the rolls of the State ARNG.

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

d. Distribute DFR orders to:

(1) The Soldier’s OMPF.

(2) State historical file.

(3) The Soldier’s last known address. File order and envelope, if not delivered, in OMPF.

e. Forward OMPF to the State headquarters.

## Section X

### Discharge of ARNG Soldiers Eligible for Retirement

#### 6-39. Eligibility for retirement, discharge, and transfer

a. Eligibility for retired pay for non-regular service is determined per NGR 680-2, chapter 3.

b. Soldiers who are eligible for retired pay for non-regular service may request discharge from the state and transfer to the USAR for assignment to the Retired Reserve, if not immediately eligible for retired pay, or placement on the Retired List with retired pay. This may be done without regard to Soldiers' ETS date provided they have no remaining service obligations, or are not under a call, or order to involuntary active service.

c. Soldiers who are eligible for retired pay for non-regular service may request discharge from the state and transfer to the USAR for assignment to the IRR or to the Standby Reserve.

d. Separation authorities should not approve requests for separation, except those for maximum age or years of service, until they:

(1) Verify the Soldier has completed all remaining service obligations such as those for training, promotion, appointment, and time on station after PCS for AGR Soldiers.

(2) Inform and counsel, in writing, Soldiers who are not eligible for transfer to the Retired Reserve or placement on the Retired List of their ineligibility. If they still request separation, counsel them in writing on DA Form 4856 of their potential loss of future retirement eligibility, the related benefits, and that they may be ineligible for later reentry into active status to gain eligibility.

e. Counsel in writing on DA Form 4856 those who are eligible for retirement but request concurrent discharge per paragraph 6-35o of this regulation of the potential loss of benefits and that to be retired and receive retired pay the individual must apply in writing to HRC for retired pay -- it is not automatic. File the written counseling statement with the Soldier's request for separation and related documents permanently in both iPERMS and state historical files. If the Soldier refuses to sign the statement, include a statement from the counseling official fully explaining the situation. Note: Soldiers with Notification of Eligibility for Retired Pay at Age 60, (i.e.: 20 or 15 year letters) who are being separated will be transferred to the Retired Reserve unless they specifically request in writing on DA Form 4187 to be discharged from both their state and Reserve of the Army statuses. Soldier must be counseled, in writing on DA Form 4856, of the effects of electing not to enter the Retired Reserve. The possibility of the loss or delay of retired pay, and medical benefits, and possible loss of identification card and privileges, if the Soldier should not apply for placement on the retired list and retired pay.

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

a. Soldiers eligible for retired pay for non-regular service currently in the ARNG should, approximately one year before the date on which retirement should begin, submit their applications for non-regular retired pay on DD Form 108 (Application for Retired Pay Benefits), DD Form 2656 (Data for Payment of Retired Personnel), and SF 1199A (Direct Deposit Sign-up Form) to the MPMO/G1 for processing to HRC. The effective date on the DD Form 108 and DD Form 2656 dictate the retired pay start date. Soldiers with waivers to stay beyond age 60, must include copies of the approved waivers with their retirement applications. These actions will not be approved for Soldiers with service remaining obligations or under call or orders for involuntary active service.

b. Soldiers eligible for active service length of service retirement per AR 635-200, chapter 12, may apply for retirement on DA Form 2339 to the MPMO/G1, or to CNGB (NGB-ARZ-T) for AGR Title 10 Soldiers, up to twelve months before the selected retirement date. They need not be on any form of active service per AR 635-200, paragraph 12-3a. Note: ARNG Soldiers who accrue 20 years or more of active service through any combination of days or longer periods, whether paid or unpaid, are not eligible for retired pay for non-regular service as stated in 10 USC 12731(a)(4) as of the date they complete the 20th year of active service. Their service is determined by a service computation and not by a simple division of total numbers of days divided by 30.

#### **6-41. Retired grade**

List in transfer and retirement orders the grade which the Soldier is authorized on the day before transfer or retirement. See paragraph 6-40b above for effective date.

a. See AR 600-8-19, paragraph 7-11 for lateral appointments to Corporal, First Sergeant and Command Sergeant Major upon retirement.

b. See AR 600-8-19, paragraph 7-14 for special advancement to highest grade satisfactorily held.

c. See AR 600-8-19, paragraph 10-18 for AGR Soldiers reduced due to force structure changes and other reductions in grade not due to the Soldier's misconduct.

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

a. AGs (MPMO/G1 or HRO) will issue retirement orders upon approval of applications.

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

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

**Section XI****Involuntary Separation of Army National Guard Enlisted Soldiers with Eighteen or More but Less Than Twenty Years of Qualifying Service for Retirement****6-43. Authority**

The Secretary of the Army is the separation authority for all Soldiers with eighteen or more but less than twenty qualifying years of service for retirement per paragraph 6-2e(1). This section lists the requirements to process involuntary discharge requests.

**6-44. Requirements**

Requests must be personally reviewed and requested in writing by the State Adjutants General and contain the following:

- a. Memorandum from AG requesting that CNGB authorizes the state to discharge the Soldier. Include in the memorandum the Soldier's name and status (traditional, AGR, or Military Technician), and cite the type of discharge (honorable, general, other than honorable) and characterization of service requested.
- b. State Staff Judge Advocate's (SJA) review of board proceedings.
- c. A copy of the summary of board proceedings certified by the board president per paragraph 6-32. A Report of Proceedings, DA Form 1574, fulfills the requirement for verbatim findings and recommendations. Findings and recommendations must conform to AR 135-178, paragraph 3-17h (i.e. Separation, Retention, or Separation with suspension of separation). If they do not conform to the regulation, the AG will direct the board to reconvene per AR 135-178, paragraph 3-18.
- d. Receipt from respondent or the respondent's counsel for a summary of board findings and recommendations per AR 135-178, paragraph 3-18c.
- e. A certified copy of the Soldier's DA Form 2-1 and a current copy of the SIDPERS Personnel Qualification Record.
- f. A current Retirement Point Accounting System (RPAS) statement on the Soldier that shows the Soldier has at least eighteen but less than twenty years.
- g. Records of counseling and any other rehabilitation attempts. Discharge orders will not be prepared prior to CNGB approval of discharge.
- h. Toxicology Report (if applicable).

**6-45. Separation Boards**

a. Separation boards are required for all Soldiers with eighteen but less than twenty years of qualifying service for retired pay. The board cannot be waived by the Soldier per AR 135-178, paragraph 3-15c. The Soldier may waive in writing the right to appear before the board. However, the board must be held and the Soldier's interests represented by counsel.

b. Separation board hearing actions for ARNG Soldiers with at least eighteen but less than twenty qualifying years of service for retirement may make the following recommendations.

- (1) Separate from ARNG and as a Reserve of the Army.
- (2) Separate, but recommend that the convening authority suspend separation up to twelve months.
- (3) Separate from the ARNG with transfer to a USAR Control Group.
- (4) Retain.

**6-46. Involuntary Separation**

Denial of extension or immediate reenlistment at expiration of term of service (ETS) is defined as an involuntary separation. Soldiers with between eighteen and twenty years of service (sanctuary) cannot be involuntarily discharged without Secretary of the Army approval per AR 135-178, paragraph 1-11, and board action. The authority for waiver denial for a Soldier who is ineligible for extension or immediate reenlistment without a waiver is CNGB (NGB-ARH-S). In cases where CNGB has disapproved the waiver, if new and substantive information is provided, a Soldier may submit a request for reconsideration through the chain of command to the CNGB (NGB-ARH-S).

## Chapter 7 Army National Guard Command Sergeant Major Program

### Section I General

#### 7-1. Objective

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

#### 7-2. Special terms

The special terms used in this chapter are defined in the Glossary, Section III - Special Abbreviations and Terms.

#### 7-3. Prerequisites

Nominees will be:

- a. SGM, 1SG or MSG who have been selected as best qualified by a SGM promotion board under AR 600-8-19 and selected as best qualified for appointment to CSM by a State-level CSM selection board. The State CSM selection board will be administered as indicated in AR 600-8-19, paragraph 7-34b(3).
- b. Eligible to attend and complete the U.S. Army Sergeants Major Course (USASMC). 1SG and MSG who have attended, but who have not completed the course for any reason other than hardship are not eligible for subsequent attendance. Therefore, they are not eligible for consideration for SGM or CSM. This criterion is not waivable and exceptions to policy will not be considered. See AR 600-8-19, paragraph 7-20h.
- c. Noncommissioned officers promoted to SGM prior to 1 October 1992 are considered qualified in the NCOES commensurate with their rank. Soldiers promoted to the rank of SGM before 1 October 1992 and appointed as CSM after 1 October 1992 must complete USASMC.
- d. In a paid drill or AGR status.
- e. Eligible for immediate reenlistment or extension without regard to time remaining to ETS.
- f. Not yet 51 years old as of the last day of the month of the HQDA (NGB) board (Spring or Fall). However, AGs may nominate individuals over this objective age without waiver or exception when the Soldier is clearly the best qualified of all eligible candidates. Explain the circumstances, special qualities, qualifications and other relevant information in the memorandum as shown in appendix G, figure G-1. Soldiers must be appointed prior to their fifty-seventh birthday. Waivers or exceptions to policy to the age requirement are not authorized.
- g. Identified for assignment to a CSM position vacancy.
- h. Professional leaders with the qualities to perform CSM duties per DA Pam 611-21, chapter 10.
- i. Medically qualified to perform CSM duties on a worldwide basis in a field environment (AR 40-501). Theater and country restrictions caused by former service in the Peace Corps or as a prisoner of war are not disqualifying.
- j. In a promotable status.
- k. The remaining service obligation (RSO) of; two years after completion of resident phase USASMA; two years after promotion to SGM; and one year after appointment to CSM, whichever is later. The requirements run concurrently, do not add them.

### Section II Nomination

#### 7-4. General

- a. Soldiers identified for assignment to actual or projected vacant CSM positions will be nominated to the next HQDA (NGB) CSM board. Those identified for assignment to projected vacant positions may be nominated up to 12 months before the positions will be vacant.
- b. A nominee's marital status, and the employment, educational pursuits, and volunteer service activities of the nominee's spouse, or lack of any of these, may not be considered in determining whether or when to nominate a Soldier for CSM.
- c. Soldiers who are detailed or attached to CSM positions per paragraph 4-6b of this regulation who are removed for cause, or who are pending adverse action, will not be nominated. However, those not nominated or

selected due to position elimination or declination due to Military Technician or AGR position requirements may be nominated.

**7-5. Nominations**

a. The State AGs will:

- (1) Complete the nomination memorandum following the sample in appendix G, figure G-1 of this regulation.
- (2) Assemble the nomination packet using the guidance in paragraph 7-6 of this regulation.
- (3) Submit electronic packet in Adobe pdf format to NGB-ARH-S prior to the suspense date announced in the semi-annual memorandum of instruction (MOI).

b. Comments by the AG (appendix G, figure G-1) are mandatory. Recommendation will highlight any shortcomings in the Soldier’s qualifications or nomination packet. Comments by the Soldier’s commanders in grade LTC and higher and CSMs at those levels, are optional. Comments by anyone else are prohibited.

c. CSMs will:

- (1) Verify that the nominees were selected by the CSM Selection best qualified board.
- (2) Final review of the nomination packet prior to submission.
- (3) Recommendation memorandum indicating concurrence with the nomination.

d. Nominee will:

- (1) Ensure packet is complete in accordance with checklist in appendix G, figure G-2.
- (2) Validate iPERMS record within 30 days of board convening date.
- (3) Ensure official DA Photo is within twenty-four months and recorded in the Department of the Army Management Information System (DAPMIS).

**7-6. Packet procedures**

Assemble packets according to correspondence procedures in AR 25-50 in the sequence of the checklist at appendix G, figure G-2 of this regulation. Submit all documents on 8 ½ x 11 white paper. Packets will be destroyed after the board proceedings have been concluded. Include the following items in the order listed:

a. Send electronic copies of:

- (1) Nominating memorandum that follows the sample in appendix G, figure G-1 of this regulation. AGs may include comments or separate memorandums from each commander, LTC and higher in the nominee’s chain of command, and CSM in the nominee’s NCO support channel. Required leadership or compatibility waivers for Soldiers who are AGR or Military Technician should not be included in the nomination packet. However, these waivers must be approved prior to the Soldier’s assignment.
- (2) Checklist per appendix G, figure G-2.
- (3) Biographical sketch per appendix G, figure G-3. Do not use abbreviations other than U.S., two-letter state abbreviations, NCO, MOS, SQI, ASI, LIC, and address abbreviations.
- (4) For 1SG and MSG who are neither graduates of, nor enrolled in the U.S. Army Sergeants Major Course, DA Form 4187 (copy 1 only) and signed Statements of Agreement and Certification per AR 600-8-19, paragraph 7-23b(11)(a) and appendix G, figure G-2. The application for the U.S. Army Sergeants Major Course will be forwarded to (NGB-ART-I) prior to submitting the packet for board action.
- (5) Nominee’s memorandum to the board president if it conforms to the policy in paragraph 7-10.

b. Send copies of (Documents must be updated within 30 days of the board):

- (1) DA Form 2-1/ERB, (Personnel Qualification Record, See AR 600-8-104) (one-sided copy).
- (2) SIDPERS Personnel Qualification Record, or equivalent SIDPERS-ARNG report (one-sided copy).

Do not use “certified true copy” on any of the board records. Enter in the Personnel Qualification Record – Part I and DA Form 2-1, item 35, or on the back side of the ERB one of the following statements:

(a) I have reviewed the information herein and it is correct and complete.

SIGNATURE \_\_\_\_\_ {of the Soldier} \_\_\_\_\_ DATE \_\_\_\_\_  
 PSB/MPD/PSC POC \_\_\_\_\_ {typed or printed} \_\_\_\_\_ TELEPHONE \_\_\_\_\_

(b) If, after proper notification, the Soldier cannot or does not sign the DA Form 2-1 or the back side of ERB, the personnel officer or NCO will complete the verification by entering the following statement in item 35: NCO was unavailable for signature and review.

SIGNATURE \_\_\_\_\_ {of the Personnel Officer or NCO} \_\_\_\_\_ DATE \_\_\_\_\_  
 PSB/MPD/PSC POC \_\_\_\_\_ {typed or printed} \_\_\_\_\_ TELEPHONE \_\_\_\_\_

(3) Verification confirming enrollment or a statement concerning the Soldier’s status in USASMA.



(4) DA Form 705 (Army Physical Fitness Test Record) with at least the last three years of record APFTs. When the Soldier has not taken an APFT in the last three years, include a statement by the Soldier's commander to explain the lack of record testing.

(5) DA Form 3349 (Physical Profile) for Soldiers with limiting physical conditions. If a profile is included, also ensure there is a corresponding entry in DA Form 2-1, item 4, per AR 600-8-104. Profiles over 5 years old will be reviewed by the State Surgeon and a statement will be attached to the profile.

(6) DA Form 5500-R or 5501-R (Body Fat content worksheet) if the Soldier is over the screening weight in AR 600-9, table 1.

c. The Official Military Personnel File (OMPF) from iPERMS will be used as the primary means to evaluate the nominee's record. Soldiers are responsible for ensuring all documents, including NCOERs, AERs, and all commendatory documents are located on the OMPF. The performance section will be the iPERMS file for board review.

### **Section III**

#### **HQDA/ARNG Selection Board**

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

The DARNG appoints the ARNG CSM Board by memorandum to meet semi-annually in Spring and Fall at Headquarters, Department of the Army, National Guard Bureau. States must establish procedures to select and nominate NCOs to this board per AR 600-8-19, paragraphs 7-28 and 7-34.

##### **7-8. Composition**

The board comprises at least two officers and three CSMs as voting members, and a recorder without vote. The DARNG will appoint alternates and replace members as needed.

a. The president is an ARNG Major General or Brigadier General.

b. The second officer is an Active Army Colonel (O-6) (AGR, Technician or M-Day colonel for state level boards).

c. The CSMs are in an active ARNG status, and a minimum of one State CSM or Senior Enlisted Advisor (Army).

d. Female and minority groups will be represented on the board to the maximum practical extent when members of these groups are being considered.

(1) Every effort should be made to ensure that all boards are composed of members that reflect the demographics of the Soldiers being considered.

(2) If minority group members are being considered, boards will include at least one minority group member as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(3) If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(4) Boards may include minority group members and female members even though the board may not be considering female and minority group Soldiers.

e. The recorder attends to the board according to NGB established procedures.

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

A memorandum of instruction prescribes the oath, general and specific guidance, procedures, reports, and other administrative details for the conduct of each board and announcement of results.

##### **7-10. Communications**

Personal appearance before the board is prohibited. Correspondence to the president of the board will be considered only if it is in the packet submitted to the board and meets the criteria of paragraph 7-6. Correspondence from the nominee must invite attention to matters of record that are not readily apparent in the Soldier's records, but which the Soldier feels is relevant to the selection process. Other than the memorandum and comments in section II above, communication with the board by third parties, including the Soldier's chain of command or supervisors is not authorized.

**7-11. Evaluation**

The board will conduct a comprehensive review of each nominee's packet using the best qualified method. A complete and objective evaluation of demonstrated professionalism and the potential to serve as a CSM will be made. An isolated example of excellence or mediocrity will not be used as a reason for or against selection. Analysis of the nominee's qualities and qualifications, and comparison to the standards for CSM, will include at least:

- a.* Breadth and variety of experience.
- b.* Levels of responsibilities.
- c.* Professional and technical competence, efficiency, and performance trends.
- d.* Length of service and maturity.
- e.* Moral standards and integrity.
- f.* Military and civilian education and training.
- g.* Awards, decorations and commendations.
- h.* Physical condition, fitness, and military bearing.
- i.* Experience in various NCO leadership and staff positions, such as platoon sergeant, 1SG, detachment sergeant, operations NCO, RRNCO, NCO academy instructor, Inspector General, Equal Opportunity, etc., and their equivalent positions.
- j.* Deployability.

**7-12. Selection**

The board will select only NCOs who are best qualified for CSM and deny selection to others. Action by the board is administratively final. Soldiers selected for promotion to SGM with concurrent appointment to CSM as listed in the HQDA (NGB) ARNG CSM Selection Board list, will remain eligible for assignment, promotion and appointment from that list until assigned and appointed, removed for cause from the list, or until separated from the ARNG.

**7-13. Announcement**

The DARNG will announce board results by memorandum to the AGs. The memorandum will include the memorandum of instruction, board membership, the recommended list, the considered list, and administrative instructions.

- a.* Acceptance of appointment. Selectees will be notified by their chain of command. Appointments may be accepted verbally; declinations will be in writing. Selectees must be in a promotable status and fully eligible for appointment.
- b.* Not selected. Their commanders will personally notify individuals not selected before the statewide list is published. Soldiers not selected by the HQDA (NGB) ARNG CSM Selection Board will not be reconsidered until the next annual state promotion board selects them as best qualified to perform the duties of CSM.
- c.* Declined, denied or not appointed. Submit to CNGB (NGB-ARH-S) the name, SSN, unit of assignment, and reasons for NCOs who, once selected by the board, declined or were denied appointment to CSM. Soldiers will retain selection status as indicated in paragraph 7-12.

**Section IV****Appointment and Assignment****7-14. Appointment**

Appointment to CSM will be according to instructions in the DARNG announcement memorandum per paragraph 7-13 of this regulation, except for previous selectees and SGMs who are eligible for reappointment and assignment under this chapter and chapter 4.

- a.* 1SGs and MSGs selected for CSM will first be promoted to SGM in accordance with AR 600-8-19. These Soldiers must be duty MOS qualified for the position for which promoted. This may be done on the same date and order as appointment to CSM or the lateral appointment may be done by memorandum. DA Form 4872 (Certificate of Promotion) and comparable State certificates may be used for grade actions that involve promotions. The grade on this certificate will read "Sergeant Major."
- b.* Primary MOS 00Z, with all authorized identifiers and codes, will be awarded on orders concurrent with appointment to CSM. Redesignate the old PMOS as SMOS per chapter 2.
- c.* Date of Rank (DOR) as SGM will not change upon appointment to CSM.

*d.* AGs will issue DA Form 4873 (Certificate of Appointment) signed by the Chief of Staff, Army, and the Sergeant Major of the Army, for all original appointments to CSM. This certificate can be ordered from the State Publications Office. Ensure that the signed version is ordered and not the blank certificates. This is a controlled form.

*e.* When a command experiences loss of an authorized CSM and the position cannot be filled by the reassignment of a CSM designee, the command may appoint an acting CSM. This acting condition will remain until a CSM selection board selects a CSM designee to fill the position, or until a CSM is assigned to the position.

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

The AG, for traditional and AGR Title 32 Soldiers, and the Director, ARNG, for AGR Title 10 CSMs, are the assignment authorities for CSMs. This authority will not be delegated. The State CSM will advise the AG and DARNG on all CSM assignments and professional development matters.

*a.* CSM positions will be filled only with current CSMs, former CSMs eligible for reappointment in an active ARNG status, and ARNG CSM board selectees. Nominated MSG, 1SG and SGM may perform the duties of a CSM on an acting or detailed basis, but will not be reassigned to CSM positions until selected by the ARNG CSM board. See paragraph 4-6b of this regulation.

*b.* CSMs will be assigned only to authorized CSM positions while in the program. They will not be detailed or ordered for more than 30 days to duties or positions that do not require and authorize a CSM. Should a CSM be detailed to other than CSM duties for more than 30 days or, in the case of a CSM who is not on active duty or FTNGD, be ordered to a period of such duties for a purpose other than to serve as a CSM, then laterally appoint the CSM to SGM for that period and laterally appoint the SGM to CSM at the end of the period.

*c.* To improve training and readiness at battalion and brigade levels, a CSM will be assigned and utilized only in battalion and brigade level positions that are related to their background CMF. The following flexibility is authorized:

(1) If the brigade and CSM background cannot be a pure match, a CSM with a background that is the same as other units within the brigade can be assigned. For example, an armor background CSM can be assigned as the infantry-heavy brigade CSM since the brigade consists of infantry and armor battalions.

(2) CSM positions at RTIs and Army communities may be considered background immaterial.

(3) In those instances where the best qualified board has exhausted all qualified applicants within the career management fields of the vacant positions, TAG must fully justify, in writing, selecting the Soldiers outside the career management field.

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

*e.* CSM positions in headquarters commanded by Major Generals are nominative. The Major General will state whether or not there are any special qualifications. Available CSMs will be considered for reassignment before seeking a Soldier not in the CSM program.

#### **7-16. Reappointment**

*a.* Former CSMs who are in grade SGM, but were involuntarily removed for a reason listed in paragraph 7-21, may be reappointed immediately without board action, provided they meet the prerequisites of paragraph 7-3, upon reassignment to CSM positions.

*b.* Former CSMs who are in grade SGM, but were removed per paragraph 7-20 or 7-21 who are not eligible for reappointment in an active status will be reappointed not earlier than the last duty day (active duty, FTNGD or IDT) before transfer to the Retired Reserve or to the Standby Reserve (Inactive Status List) to await retired pay at age 60.

*c.* Former CSMs removed for cause per paragraph 7-22 may not be appointed to CSM in an active status or upon transfer under any conditions. Only the Army Grade Determination Review Board (AR 15-80) may reappoint them to CSM in the Retired Reserve after favorable action.

#### **7-17. Posthumous appointment**

Posthumous appointments to CSM are authorized for Soldiers who were selected by the HQDA (NGB) board before the date of death. For this purpose only, the date of selection is the date on which the board adjourned and the Soldier died by any means (other than as a result of the Soldier's own misconduct) while:

*a.* Serving on any type of duty, paid or unpaid; or

*b.* In route directly to or from that duty; or

*c.* Within three months after that duty from injuries or illness incurred or aggravated during the times in subparagraphs *a* or *b* above.

**7-18. Active duty reporting**

When mobilized, called or ordered to active service, (except AGR, ADT, ADOS, or FTNGD under AR 135-18, AR 135-200, or AR 135-210), send a copy of the CSM's DA Form 2-1, SIDPERS Personnel Qualification Record and orders to U.S. Army Human Resources Command (AHRC-EPS), 200 Stovall Street, Alexandria, VA 22331-0400.

**Section V****Termination****7-19. Notification**

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

- a. The AG (DARNG for AGR Title 10) is the approval authority for involuntary CSM removals, MOS reclassifications, and those reassignments and reductions not authorized for delegation under this regulation.
- b. The State Security Manager, who will notify the Commander, U.S. Army Central Personnel Security Clearance Facility if AR 380-67, paragraph 2-200 applies.
- c. National Guard Bureau (ARH-S) only when the CSM is under a mobilization, call or order into AS except as noted in paragraph 7-18.

**7-20. Voluntary removal**

Voluntary removal is an action for NCOs who request early release from the CSM program, including those granted AGR leadership and technician compatibility waivers, such as voluntary withdrawal from the CSM program with transfer to the ING, to a SGM vacancy, or to a lower graded position concurrent with a voluntary reduction in grade.

- a. The individual's request will include the statement, "I understand I am not eligible for reappointment to CSM while in an active status." Enter permanently in DA Form 2-1, item 4, "Not eligible for reappointment to CSM in active status. Eligible for reappointment as CSM on transfer to the Retired Reserve or to the Standby Reserve (Inactive Status List) to await retired pay at age 60" (if serving in the rank of SGM).
- b. Individuals transferred directly to the USAR Control Group or to the Retired Reserve, and who are not being transferred under or in lieu of adverse action, will remain CSMs. Enter permanently in DA Form 2-1, item 4, "Assigned to Retired Reserve (or Control Group) (or to the Standby Reserve (Inactive Status List) to await retired pay at age 60) as CSM: Not eligible to return to active ARNG unit status as a CSM."

**7-21. Involuntary removal**

The following actions are involuntary removals. Individuals may be eligible for reappointment to and assignment as CSM without board action. Enter permanently in DA Form 2-1, item 4, "Eligible for reappointment to CSM in active unit status or on transfer to a USAR Control Group (or to the Standby Reserve (Inactive Status List) to await retired pay at age 60 or the Retired Reserve" (if serving in the rank of SGM).

- a. Elimination of a CSM position.
- b. Relocation to another geographic area where the CSM cannot be properly assigned.
- c. Acceptance for assignment that is not a CSM position in the Military Technician or AGR programs.
- d. A Military Technician or AGR Soldier granted a leadership waiver to serve a fixed period as a CSM that terminates with lateral appointment to SGM.
- e. Assignment to a sergeant major position under a state-level or NGB-level SGM career development program and there are no upward mobility positions.

**7-22. Removal for cause**

A CSM whose physical status, conduct, or performance falls below the standards set for program members, will be removed for cause. The commander will present a formal recommendation to the CSM for rebuttal, mitigation, extenuation, or written declination to comment. On receipt of the CSM's comments or declination, the commander will submit the recommendation through command channels. Each commander in the CSM's chain of command will review the case and make a recommendation. The AG (DARNG for AGR Title 10) is the approval authority. The commander may recommend concurrent reduction or discharge board action. All recommendations for removal, other than physical status, will include a "Relief-for-cause" NCOER per AR 623-3. Appeal of an adverse evaluation under AR 623-3 will not be cause for delay of the removal action.

**7-23. Mobilization or Presidential Call**

This paragraph is for use under a Presidential Reserve Call-up (PRC) or other call or order of an ARNG unit into active service. When it is necessary to fill a critical CSM position in a federalized unit, an AG may appoint an eligible MSG, 1SG or SGM to CSM without prior HQDA (NGB) CSM selection board approval. 1SG and MSG must be fully qualified under promotion criteria in AR 600-8-19 and selected as best qualified by a state promotion board. All appointees under this paragraph must meet the eligibility criteria of this chapter. For individuals who have not been selected to attend, and those who have not yet completed, the U.S. Army Sergeants Major Course, the status of conditional promotion (and, thus, appointment) applies. The State AG (MPMO/G1) will immediately notify CNGB (NGB-ARH-S) in writing of promotion and appointment actions under this authority.

## **Appendix A References**

### **Section I**

#### **Required Publications**

There are no required publications.

### **Section II**

#### **Related Publications**

Related publications represent a source of additional information, which may be consulted when conducting broader research. The Soldier's familiarity with and/or understanding of their contents is not necessary to apply the directives contained in this regulation. Army publications may be found on-line at <http://www.army.mil/usapa/>; National Guard publications at [www.ngbpd.c.ngb.army.mil/default.htm](http://www.ngbpd.c.ngb.army.mil/default.htm); Department of Defense publications at [www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives); DODFMR Financial Management Regulation at [www.dod.mil/comptroller/fmr](http://www.dod.mil/comptroller/fmr); and U.S. Code references may be located at [www.gpoaccess.gov/uscode](http://www.gpoaccess.gov/uscode).

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

Procedure for Investigating Officers and Boards of Officers

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

Army Grade Determination Review Board and Grade Determination

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

Army Discharge Review Board

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

Army Board for Correction of Military Records

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

Inspector General Activities and Procedures

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

Preparing and Managing Correspondence

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

Authorized Abbreviations, Brevity Codes, and Acronyms

#### **AR 27-10**

Military Justice

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

Standards of Medical Fitness

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

Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigational Aids

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

Organization and Functions of National Guard Bureau

#### **AR 135-7**

Incentive Programs

**AR 135-18**

The Active Guard Reserve (AGR) Program

**AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135-178**

Enlisted Administrative Separations

**AR 135-180**

Qualifying Service for Retired Pay Nonregular Service

**AR 135-381**

Incapacitation of Reserve Component Soldiers

**AR 135-200**

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

**AR 135-205**

Enlisted Personnel Management

**AR 135-210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

**AR 140-10**

Assignments, Attachments, Details, and Transfers

**AR 340-21**

The Army Privacy Program

**AR 350-1**

Army Training and Leader Development

**AR 380-67**

Personnel Security Program

**AR 600-8-2**

Suspension of Favorable Personnel Actions (Flags)

**AR 600-8-10**

Leaves and Passes

**AR 600-8-19**

Enlisted Promotions and Reductions

**AR 600-8-104**

Military Personnel Information Management/Records

**AR 600-8-105**

Military Orders

**AR 600-9**

The Army Weight Control Program

**AR 600-13**

Army Policy for the Assignment of Female Soldiers

**AR 600-20**

Army Command Policy

**AR 600-43**

Conscientious Objection

**AR 600-60**

Physical Performance Evaluation System

**AR 600-85**

Army Substance Abuse Program (ASAP)

**AR 600-110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

**AR 601-25**

Delay in Reporting for an Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty

**AR 601-210**

Regular Army and Army Reserve Enlistment Program

**AR 611-5**

Personnel Classification Testing

**AR 611-6**

Army Linguist Management

**AR 614-200**

Enlistment Assignment and Utilization Management

**AR 623-3**

Evaluation Reporting System

**AR 630-10**

Absence without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

**AR 635-40**

Physical Evaluation for Retention, Retirement, or Separation

**AR 635-200**

Enlisted Personnel

**AR 640-30**

Photographs for Military Personnel Files

**DA Pam 25-51**

The Army Privacy Program - System of Record Notices and Exemption Rules

**DA Pam 611-21**

Military Occupational Classification and Structure



**DODFMR 7000.14-R, Volume 7a**

DOD Financial Management Regulation 7000.14-R, Volume 7a, Military Pay Policy and Procedures—Active Duty and Reserve Pay

**NG Pam 25-10**

Standard Installation/Division Personnel System - Army National Guard (SIDPERS-ARNG) Data Element Dictionary

**NGR 40-3**

Medical Care for Army National Guard Members

**NGR (AR) 350-1**

Army National Guard Training

**NGR 351-1**

Individual Military Education and Training

**NGR 600-7**

Selected Reserve Incentive Programs

**NGR 600-8-104**

Military Personnel Information Management/Records

**NGR 600-10**

ARNG Tour Program (NGB Controlled Title 10 USC Tours)

**NGR 600-21**

Equal Opportunity Program in the Army National Guard

**NGR (AR) 600-100**

Commissioned Officers - Federal Recognition and Related Personnel Actions

**NGR 600-101**

Warrant Officers - Federal Recognition and Related Personnel Actions

**NGR 601-1**

Recruiting and Retention Resource Management

**NGR 614-1**

Inactive National Guard

**NGR (AR) 680-1**

Personnel Assets Attendance and Accounting

**NGR 680-2**

Automated Retirement Points Accounting System

**Section III**

**Prescribed Forms**

This regulation is the prescribing directive for the following forms, which may be located on line at <http://www.ngbpdc.ngb.army.mil/forms.htm>.

**NGB Form 22**

Report of Separation and Record of Service. (See paragraphs 2-4, 6-17, 6-18, 6-19, 6-20, 6-21, 6-28, and 6-39.)

**NGB Form 22A**

Correction to NGB Form 22 (Report of Separation and Record of Service). (See paragraphs 6-18, 6-19, and 6-20.)

**NGB Form 22-5**

Addendum to DD Form 4. (See paragraphs 4-13, 4-14, and 4-17.)

**NGB Form 55**

Honorable Discharge from the Armed Forces of the United States of America - Army National Guard (Storage Safeguard) (See paragraph 6-14a(1).)

**NGB Form 55a**

Honorable Discharge from the Federally Recognized Army National Guard (Storage Safeguard). (See paragraph 6-14a(2).)

**NGB Form 55b**

Honorable Discharge Certificates, Retired Reserve (Storage Safeguard). (See paragraph 6-14a(3)).

**NGB Form 56**

General Discharge under Honorable Conditions (Storage Safeguard). (See paragraph 6-14b(1)).

**NGB Form 56a**

General Discharge from the Federally Recognized Army National Guard (Storage Safeguard) . (See paragraph 6-14b(2)).

**Section IV****Referenced Forms**

The following forms are referenced within this regulation. Department of Defense Forms (DD) can be located at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm> ; U.S. Army Forms (AR) can be located on the web at <http://www.army.mil/usapa/> ; National Guard Bureau (NGB) Forms may be located on line at <http://www.ngbpdc.ngb.army.mil/forms.htm> ; U.S. Office of Personnel management Standard Forms (SF) may be found at <http://www.opm.gov/forms/html/SF.asp> .

**DA Form 2-1**

Personnel Qualification Record

**DA Form 268**

Report to Suspend Favorable Personnel Actions (FLAG)

**DA Form 705**

Army Physical Fitness Test Scorecard

**DA Form 1307**

Individual Jump Record

**DA Form 1574**

Report of Proceedings by Investigating Officer/Board of Officers

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2339**

Application for Voluntary Retirement

**DA Form 3349**

Physical Profile

**DA Form 3479-1R**

Trainee/Controller Evaluation

**DA Form 4187**

Personnel Action

**DA Form 4651-R**

Request for Reserve Component Assignment or Attachment

**DA Form 4856**

Developmental Counseling Form

**DA Form 4872**

Army Certificate of Promotion

**DA Form 4873**

Certificate of Appointment

**DA Form 5500-R**

Body Fat Content Worksheet - Male

**DA Form 5501-R**

Body Fat Content Worksheet - Male

**DD Form 4**

Enlistment/Reenlistment Document - Armed Forces of the United States

**DD Form 93**

Record of Emergency Data

**DD Form 108**

Application for Retired Pay Benefits

**DD Form 149**

Application for Correction of Military Record under the Provisions of Title 10, U.S. Code, Section 1552

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 215**

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

**DD Form 220**

Active Duty Report

**DD Form 293**

Application for the Review of Discharge or Dismissal from the Armed Forces of the United States

**DD Form 368**

Request for Conditional Release

**DD Form 2384**

Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility

**DD Form 2808**

Report of Medical Examination

**ERB**

Enlisted Records Brief

**NGB Form 23A1**

ARNG Retirement Points Statement Supplemental Detail Report

**NGB Form 23B**

Retirement Points Accounting System (RPAS) Statement

**NGB Form 60**

Request for Clearance from the U.S. Army Reserve for Enlistment/Appointment in Army National Guard

**NGB Form 4100-1-R-E**

Enlisted Promotion Point Worksheet. (Available at [www.ngbpdcc.ngb.army.mil/default.htm](http://www.ngbpdcc.ngb.army.mil/default.htm).)

**OMPF**

Official Military Personnel File

**PQR**

SIDPERS Personnel Qualification Record

**SF 86**

Questionnaire for National Security Positions

**SF 88**

Report of Medical Examination

**SF 93**

Medical Record – Report of Medical History

**SF 1199A**

Direct deposit Sign-up Form

**SGLV Form 8286**

Servicemembers' Group Life Insurance Election and Certificate

**Appendix B**  
**MOS 79T – sample documentation**

Appendix B contains examples of the two documents necessary to request the appropriate training and subsequent award of the Recruiting and Retention NCO MOS - 79T

Figure B-1 – Sample memorandum format submitted by the Soldier to apply for conversion to MOS 79T.

Figure B-2 – Sample format for the endorsement memorandum to attend 79T MOS conversion course.  
 The document submitted by the Soldier’s command authority to endorse the application for MOS conversion to the Strength Maintenance Training Center requesting that the Soldier be enrolled in the 79T MOS conversion course.

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*{AG or JFHQ Letterhead}*

*{OFFICE SYMBOL}* *{Date}*

MEMORANDUM THRU

RRNCOIC, *{City, State 12345}*

RR SGM, *{City, State 12345}*

FOR Recruiting and Retention Commander, *{City, State 23456}*

SUBJECT: Request for MOS Conversion

1. I, Sergeant John L. Smith, 999-99-9999, request to convert to MOS 79T.
2. I am currently serving in a MOS 79T AGR position and graduated the ARNG Recruiting and Retention NCO Course on *{date}*.
3. The point of contact for this action is the undersigned at (555) 333-3333.

*JOHN L. SMITH  
 SGT, XXARNG  
 RRNCO, Team V*

---

**Figure B-1 – Sample memorandum format submitted by the Soldier to apply for conversion to MOS 79T**

---

{AG or JFHQ Letterhead}

{OFFICE SYMBOL}

{Date}

MEMORANDUM FOR Chief, Strength Maintenance Training Center, Camp Robinson, Little Rock, AR 72118

SUBJECT: Approval to Attend 79T MOS Conversion

1. Sergeant John L. Smith, 999-99-9999, meets the criteria to attend the 79T Conversion Course as follows:

- a. Currently serving in a 79T AGR position.
- b. Completed the ARNG Recruiting and Retention NCO Course on {date}.
- c. Has demonstrated at least one year of successful performance as an RRNCO since completion of the ARNG Recruiting and Retention NCO Course.

2. The point of contact for this action is the undersigned at (555) 333-5555.

*DONALD M. CUTSAIL  
LTC, XXARNG  
RRC, XYZ State*

---

**Figure B-2 – Sample format for the endorsement memorandum to attend 79T MOS conversion course-**



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{Letterhead}

{OFFICE SYMBOL}

{DATE}

MEMORANDUM FOR {Soldier's name, grade, unit}

SUBJECT: Request for Permissive Parachuting Status

1. Your request for Permissive Parachuting Status is approved through {date, not to exceed six months from date signed}. You meet all the qualifications per NGR 600-200, chapter 3 to perform permissive parachuting duties.
2. This authorization will not:
  - a. Exceed a period longer than six continuous months.
  - b. Be allowed to jump with Foreign Forces.
  - c. Be allowed to jumps relating to or motivated by personal, recreational, or ceremonial reasons, for example, jumping with family members at airborne graduation ceremonies or with sport parachute teams.
  - d. Allow you to jump that would increase any airborne program resources.
  - e. Allow you to perform jumpmaster, assistant jumpmaster or safety duties.
  - f. Allow you to jump other than static-line.
3. You completed the Airborne Refresher Training Course per FM 3-21.220 on {date}.
4. These permissive parachuting jumps can be counted towards senior and master parachuting ratings.
5. No hazardous duty pay is authorized. This memorandum and a copy of the completed airborne refresher training is your authority to perform permissive parachuting duty.
6. The point of contact is {rank, name, phone number}

{State AG signature}  
{Signature block}

Encl  
As

**Figure C-1 – Sample format for authorizing permissive parachuting duty  
when refresher training has been completed within six months**

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{Letterhead}

{OFFICE SYMBOL}

{DATE}

MEMORANDUM FOR {Soldier's name, grade, unit}

SUBJECT: Request for Permissive Parachuting Status

1. Your request for Permissive Parachuting Status is conditionally approved through {date, not to exceed 6 months from date signed}. You meet all the qualifications per NGR 600-200, chapter 3 to perform permissive parachuting duties except for the required refresher training. You are not allowed to perform any permissive parachuting jumps until the training per paragraph 3 below is completed.
2. This conditional authorization will not:
  - a. Exceed a period longer than six continuous months.
  - b. Be allowed to jump with Foreign Forces.
  - c. Be allowed to jumps relating to or motivated by personal, recreational, or ceremonial reasons, for example, jumping with family members at airborne graduation ceremonies or with sport parachute teams.
  - d. Allow you to jump that would increase any airborne program resources.
  - e. Allow you to perform jumpmaster, assistant jumpmaster or safety duties.
  - f. Allow you to jump other than static-line.
3. You are required to complete the attached Airborne Refresher Training per FM 3-21.220, appendix A. The first five tasks must be completed and signed by a qualified Jump Master before task six can be performed.
4. These permissive parachuting jumps can be counted towards senior and master parachuting ratings.
5. No hazardous duty pay is authorized. This memorandum along with the completed airborne refresher training task sheet is your authority to perform permissive parachuting duty.
6. The point of contact is {rank, name, phone number}

{State AG signature}

{Signature block}

Encl  
as

**Figure C-2 – Sample format for conditional permissive parachuting duty  
when refresher training is required**

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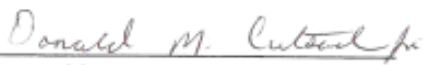

**Appendix D**  
**Army National Guard Enlisted Promotion Point Worksheet – Sample NGB Form 4100-1-R-E**

<b>ARMY NATIONAL GUARD ENLISTED PROMOTION POINT WORKSHEET</b>				
The proponent agency is NGB-ARH. The prescribing directive is AR 600-8-19.				
<b>PRIVACY ACT STATEMENT</b>				
1. <b>AUTHORITY:</b> Title 5 USC Section 301, Executive Order 9397.				
2. <b>PURPOSE:</b> Used to determine eligibility for promotion and validity of points granted.				
3. <b>ROUTINE USES:</b> None.				
4. <b>DISCLOSURE:</b> Voluntary; However, failure to provide social security number may result in a delay or error in processing of this form for promotion consideration.				
<b>SECTION I - PERSONNEL SYSTEM DATA</b>				
1) Name		2) SSN		3) Rank
4) Unit		5) PMOSD		6) PULHES
7) DOB	8) DOR	9) PEBD	10) BESD	11) ETS
12) Active status program			13) Technician/Selective Service code	
<b>SECTION II - AWARDS</b>				
14) Award		15) Award		
16) Award		17) Award		
18) Award		19) Award		
20) Award		21) Award		
22) Award		23) Award		
<b>SECTION III - TRAINING AND EDUCATION DATA</b>				
24) Weapons qualification		25) APFT score		
26) Other resident training weeks		27) Self-development course hours		
28) Post-secondary semester hours				
<b>SECTION IV - VERIFICATION</b>				
29) I do <input type="checkbox"/> I do not <input type="checkbox"/> want to be considered for military education and promotion.				
a. I have verified this information.				
b. (For state use to insert advance declination of positions.) _____				
SOLDIER'S SIGNATURE				DATE
<b>SECTION V - APPRAISAL</b>				
30) Board Member		31) Board Member		
32) Board Member		33) Board Member		
34) Board Member				
<b>SECTION VI - TOTAL SCORE AND VERIFICATION</b>				
a. Field 8:	Time in Grade			75 Points maximum
b. Field 9:	Time in Service			75 Points maximum
c. Field 14-23:	Awards			75 Points maximum
d. Field 24:	Weapons Qualification			75 Points maximum
e. Field 25:	APFT			75 Points maximum
f. Field 26:	Other resident courses			75 Points maximum
g. Field 27:	Self-development courses			75 Points maximum
h. Field 28:	Post-secondary courses			75 Points maximum
i. Field 30-34:	Promotion Board Score			400 Points maximum
<b>Total Score</b>				1000 Points maximum
RECORDER SIGNATURE & DATE			VERIFIER SIGNATURE & DATE	

NGB 4100-1-R-E, 20060725 (EF)(IMT-V1)

(PREVIOUS EDITIONS ARE OBSOLETE.)

**Appendix E**  
**Interstate Transfer within the Army National Guard – example of a completed NGB Form 22-5.**  
 Page 1 of 2

<b>ADDENDUM TO DD FORM 4</b> <b>APPROVAL AND ACCEPTANCE BY SERVICE REPRESENTATIVE FOR</b> <b>INTERSTATE TRANSFER IN THE ARMY NATIONAL GUARD</b> <small>The proponent agency is NGB-ARH. The prescribing directive is NGR 600-200.</small>	
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p><small>AUTHORITY: Title 5 USC 301 and Executive Order 9397.</small></p> <p><small>PURPOSE: Used to coordinate transfers of Army National Guard Soldiers between States. This addendum becomes a part of the DD Form 4. The original will be maintained in the soldiers Official Military Personnel File (OMPF) or electronically filed in a DoD approved system. A copy will be maintained by the MILPO for state records. For organizational use only.</small></p> <p><small>ROUTINE USES: None.</small></p> <p><small>DISCLOSURE: Voluntary; However, if SSN is not provided, you will not be accepted for enlistment in the Army National Guard.</small></p>	
NAME: (Last, First, MI) <u>CUTSAIL, DONALD M. Jr.</u>	SSN: <u>000-11-2222</u>
<p>I do hereby acknowledge to have voluntarily transferred interstate this <u>10th</u> day of <u>January</u> to the State* of <u>West Virginia</u> Army National Guard with continued membership in the Army National Guard of the United States and as a Reserve of the Army for the period remaining on my current enlistment, with expiration term of service (ETS) of <u>21 March 2012</u> under conditions prescribed by law, unless sooner discharged by proper authority. The original period of enlistment, will not change on an interstate transfer.</p> <p>I, (Recite Name) <u>Donald M. Cutsail Jr.</u> do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State* of <u>West Virginia</u> against all enemies foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of <u>West Virginia</u> and the orders of the officers appointed over me, according to law and regulations.</p> <p>I further agree to fulfill all prior contractual agreements on an Interstate Transfer. So help me God.</p> <p>I acknowledge that the above oath has been administered to me and that I have sworn or affirmed to the same.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">                   _____                  SIGNATURE OF INDIVIDUAL             </div> <div style="text-align: center;"> <u>10 JAN 09</u>                  _____                  DATE             </div> </div> <p style="text-align: center; margin-top: 10px;"><small>*(Commonwealth, District, Territory)</small></p>	
<p>I acknowledge that the above oath, as filled in, was administered, subscribed, and duly sworn or affirmed before me on this <u>10th</u> day of <u>January 2009</u>.</p> <div style="text-align: center; margin-top: 20px;"> <u>James E. Smith, MAJ, HHC 1-175th Inf</u>                  _____                  NAME, GRADE, AND ORGANIZATION OF ENLISTING OFFICER             </div> <div style="text-align: center; margin-top: 20px;">                   _____                  SIGNATURE OF ENLISTING OFFICER             </div>	

PART I - SOLDIER DATA			
1. NAME: (Last, First, MI) CUTSAIL, DONALD M.		2. SSN: 000-11-2222	
3. RANK: CPL	4. PMOS: 11B10	5. CRITICAL SKILL: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
6. BONUS TYPE: Enlistment	7. ETS: 20120321	8. MGI: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
9a. HOME ADDRESS: 7100 Emerald Ct. Sharpsburg, MD 20740		9b. HOME PHONE: 301-739-1111	
10a. CURRENT UNIT OF ASSIGNMENT: Co A 1-175th Infantry		10b. UNIT PHONE: 301-662-2222	
10c. UNIT ADDRESS: 8501 Baltimore Road, Frederick, MD 21701			
11a. STATE REPRESENTATIVE WHO COORDINATED TRANSFER: (Name, Grade, Title) Sidney Cogley, Civ, IST Coordinator		11b. REPRESENTATIVE PHONE: 410-555-1111	
PART II - TRANSFER DATA			
12a. NEW UNIT OF ASSIGNMENT: Co A, 107th Infantry Bn		12b. UNIT PHONE: 304-555-1111	
12c. UNIT ADDRESS: 200 Revenor Road, Harpers Ferry, WV 25401			
13a. UIC: WPHLA0	13b. PRN: 301	13c. PARALINE: 203/05	13d. DMOS: 11B10
14a. UNIT POC: (Name, Grade, Title) SFC James Little		10b. POC PHONE: 304-555-1111	
15a. STATE REPRESENTATIVE WHO RECEIVED TRANSFER: (Name, Grade, Title) Jack Bowyer, SGM, Enlisted Personnel Manager		15b. REPRESENTATIVE PHONE: 304-561-1234	
16. EFFECTIVE DATE OF TRANSFER: (Date of enlistment) 20090110			
PART III - SOLDIER ACKNOWLEDGMENT			
<p>I do hereby acknowledge that I have been accepted for an interstate transfer by the State of <u>West Virginia</u></p> <p>I understand that I must report to my new unit of assignment within 60 days of enlistment; Not later than: <u>10 March 2009</u></p> <p>It is my responsibility to contact my new unit if I will be delayed. I further understand that if I fail to report, I will be discharged with a reentry eligibility code of 3, which will disqualify me for enlistment unless a waiver is approved.</p> <p>I understand that my failure to report also subjects me to possible administrative and judicial action.</p> <p>I understand that my failure to report also subjects me to possible administrative and judicial action.</p> <p>I understand that I am not authorized to enter into a service agreement with another military unit/component during the period of transfer.</p>			
17. SIGNATURE OF SOLDIER: <i>Donald M. Cutsail Jr</i>		DATE: 10 JAN 09	
18. SIGNATURE OF UNIT REPRESENTATIVE: <i>James Little</i>		DATE: 10 JAN 09	
PART IV - ATTACHMENTS			
DA FORM 2-1, PERSONNEL QUALIFICATION RECORD: (SIDPERS) GPFR-1790 SF 88, MEDICAL RECORD - REPORT OF MEDICAL EXAMINATION OTHER/REMARKS:			

**Appendix F**  
**Discharge Documentation – NGB Form 22 and NGB Form 22A.**

Appendix F contains step by step directions for completing NGB Form 22 (Report of Separation and Record of Service); the document recording a Soldier's service in the Army National Guard, and NGB Form 22 A (Correction to Report of Separation and Record of Service), which is used to correct errors on a previously issued NGB Form 22.

Table F-1 – Procedures for issuing NGB Form 22, Report of Separation and Record of Service

Table F-2 – Preparation of Correction to Report of Separation and Record of Service (NGB Form 22A)

Figure F-1 – Sample NGB Form 22A

**Table F-1 – Procedures for issuing NGB Form 22, Report of Separation and Record of Service**

<b>Item Number</b>	<b>Title/Description</b>	<b>Instructions</b>
None	Heading	Either enter: - Army and the name of the state, or - Army when the Soldier is also discharged from the Reserve of the Army, or - Line this space out when the Soldier is being discharged from the state ARNG only.
1	Name	Self-explanatory – from DA Form 2-1, item 1
2	Department, Component, and Branch	Enter ARNG and the name of the state. (i.e.: ARNG/Wyoming)
3	SSN	Self-explanatory
4	Date of Enlistment	Self explanatory – from latest DD Form 4.
5 a	Rank	Enter the three-letter grade of rank (i.e.: CSM) – as recorded on DA Form 2-1, item 18
5 b	Grade of Rank	Enter pay grade for the grade of rank in block 5a (i.e.: E-9)
6	Date of Rank	Self explanatory – from DA Form 2-1, item 18
7	Date of Birth	Self explanatory
8a	Station or Installation at which effected	Enter current unit of assignment, city, state, and ZIP+4 code
8b	Effective Date	ETS or effective date of discharge order
9	Command to which transferred	Enter either: - ARNG unit, USAR unit, USAR Control Group – from AR 140-10, or the Retired Reserve. Enter the complete address of the unit. (i.e.: USAR Control Group (Annual Training) HRC – St Louis 1 Reserve Way St Louis, MO 63132-5200) - Or, "N/A" if discharged concurrently from the state ARNG and as A Reserve of the Army.
10 a	Net Service this Period	Enter total service creditable for pay by computing from date of enlistment in item 4 to date of discharge in item 8b. Include all active service, Reserve component service, Inactive National Guard service and AGR service only for the period covered by this form.
10 b	Prior Reserve Component Service	Enter total of all prior Reserve component service – from DD Form 4, Component Service, item 7b.

**Table F-1 Procedures for issuing NGB Form 22, Report of Separation and Record of Service (Continued)**

Item Number	Title/Description	Instructions
10 c	Prior Active Federal Service	Enter total all prior active service. This includes all active service and full-time National Guard duty for which a DD Form 214 or DD Form 220 was issued.
10 d	Total Service for Pay	Enter total service. Computed by adding items 10a, b, and c.
10 e	Total Service for Retired Pay	Enter creditable service for retired pay – from NGB Form 23A1, Retired Pay Retirement Points Accounting Statement (RPAS).
11	Terminal Date of Reserve Military Service Obligation	Enter either: - The terminal date of the original 6 year or 8 year Military Service Obligation (MSO) regardless of whether it is in the past, at present or in the future, or - The current ETS, whichever date is later, or - Or "N/A" for Soldiers separating out of the Army National Guard and as A Reserve of the Army.
12	Military Education	Enter all military courses of 40 hours/5 days or more in duration – from DA Form 2-1, item 17.
13	Primary Specialty	Enter primary, secondary, and additional MOSs, MOS Title Number from AR 611-21, and date awarded (See DA Form 2-1, item 6).
14	Highest Education	Enter highest level of civilian education attained – from DA Form 2-1, item 17.
15	Decorations, Awards, Badges, Tabs, Service and Training Medals, and Ribbons	Enter from DA Form 2-1, Federal awards from item 9, and State Commendations, Citations, awards from item 27. Delete from the preprinted NGB Form 22 the words "this period". Include in this block all awards from Soldier's entire service. To the maximum extent practical, spell out the actual name of the award. Separate each award from the next by a "/" and conclude the listing with the notation "//NOTHING FOLLOWS//". If the full names of the awards, decorations, and tabs are 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: - Yes – and amount of coverage in the AMT block, or - No
17 a	Type (Personnel Security Investigation)	Enter the type of investigation conducted from JPAS statement (i.e.: ENTNAC, NACLIC, BI, etc.)
17 b	Investigation	Enter the clearance level and the date awarded as indicated on the JPAS statement. (i.e.: Top Secret, Secret, or Confidential)
18	Remarks	a. Use this block to continue any other item on the form. b. Enter all periods of active service during the current period of service to include ADT, IET and AGR for which a DD Form 214 or DD Form 220 was issued. d. Enter the remaining statutory or contractual obligation for which the Soldier is being transferred to the USAR. (Example: "Individual assigned to USAR Control Group (Annual Training) to complete

**Table F-1 Procedures for issuing NGB Form 22, Report of Separation and Record of Service -- (Continued)**

Item Number	Title/Description	Instructions
18 (Cont)	Remarks (Continued)	<p>1 year, 4 months, and 21 days statutory obligation.") See also paragraph 6-6 of this regulation.</p> <p>e. When an individual is absent for any reason at time of discharge, enter the statement "Individual was discharged without personal notice" and the reason per paragraph 6-21b of this regulation.</p> <p>f. Show how the NGB Form 22 and the discharge certificate, if applicable, were delivered. (Example: "NGB Form 22 and NGB Form 55a were mailed by certified mail to the individual's last known address shown in item 19.")</p> <p>g. Enter a list of continuous enlistment periods for which an NGB Form 22 was not issued. (Example: "860928- 910602")</p> <p>h. If the required entries exceed the size allocated in item 18; use a blank sheet of 8½ x 11 paper headed with the following information: "NGB Form 22, Report of Separation and Record of Service, the Soldier's name (from block 1), SSN (from block 2)", and the statement: "This is a continuation of Block 18." At the end of the continued entries; replicate the information contained in blocks 19 through 22 exactly as they appear on the NGB Form 22.</p> <p>i. Enter "Bar to Reenlistment", if such an approved bar is in effect at the Soldier's date of discharge.</p> <p>j. Discharged with less than three months to serve on statutory or contractual obligation. See paragraph 6-5 of this regulation.</p> <p>k. Verify prior service before entering it on this form. If unverifiable, enter the statement "Prior service may be credited on NGB Form 22A upon verification."</p> <p>l. All Soldiers, with a qualifying conviction of Domestic Violence, who separate from the ARNG, enter the word "Lautenberg" in parenthesis. (i.e.: (Lautenberg))</p>
19	Mailing Address	Enter the Soldier's mailing address as of the date of discharge.
20	Signature of Person discharged	<p>Enter either:</p> <ul style="list-style-type: none"> <li>- "Soldier, whose name appears in discharged item 1, will sign a payroll signature", or</li> <li>- When the Soldier cannot, or will not, sign; enter the appropriate following statement: <ul style="list-style-type: none"> <li>-- "Soldier not available to sign." or</li> <li>-- "Soldier refused to sign."</li> </ul> </li> </ul>
21	Typed Name, Grade and Title of Authorizing Official	Self explanatory. A Commissioned Officer, Warrant Officer, NCO (SFC above), or DA Civilian (GS 7 or above) is authorized to sign.
22	Signature of Officer Authorized to Sign	Self explanatory.
23	Authority and Reason	Enter the authority cited on the discharge order and/or the reason from chapter 6 of this regulation.
24	Character of Service	As cited on the discharge order, to include the term "Uncharacterized."
25	Type of Certificate Used	As cited on the discharge order (if any).

**Table F-1(Procedures for issuing NGB Form 22, Report of Separation and Record of Service – (Continued)**

<b>Item Number</b>	<b>Title/Description</b>	<b>Instructions</b>
26	Reenlistment Eligibility	Enter the reenlistment code cited for the reason – from paragraph 6-35 or 6-36 of this regulation.
27	Request, Decline Copies of my NGB Form 22	Either: - Soldier will place a "X" in one block and initial, or - If the Soldier is unavailable or unwilling, both blocks will be left blank and the Authorizing Official will initial the form.

**Table F-2 – Procedures for issuing NGB Form 22A, Correction to NGB Form 22**

A sample of a completed NGB Form 22A is attached at Figure F-1 to this Appendix

<b>Item Number</b>	<b>Title/Description</b>	<b>Instructions</b>
None	Name:	Enter Soldier's name exactly as it appears in block 1, of the NGB Form 22 being corrected.
None	Service Number:	Enter the Service Number exactly as it appears in block 3 of the NGB Form 22 being corrected. Unless the correction is to correct an erroneous Service Number, then enter the correct number from DA Form 2-1.
None	Date of Discharge:	Enter the Date of Discharge exactly as it appears in block 8b of the NGB Form 22 being corrected. Unless the correction is to correct an erroneous discharge date, then enter the correct date.
None	Place of Discharge:	Enter the City and State exactly as it appears in block 8a of the NGB Form 22 being corrected.
None	Permanent Mailing Address:	Enter the most current Permanent Mailing Address.
None	Organization & Home Station:	Enter information exactly as it appears in block 8a of the NGB Form 22 being corrected
None	<b>CORRECTION DATA</b>	
None	Effective Date:	Enter the date that this NGB Form 22A is being prepared.
None	Item Number	Enter the appropriate item number from the NGB Form 22 which requires correction.
None	Correct to Read	a. If the information is an omission (i.e.: does not have an existing erroneous entry); enter the correction followed by continuous "////" to fill the remaining space on the line. (See Figure F-1) b. If the information on the NGB Form 22 is incorrect, incomplete or erroneous; first enter "DELETE:" followed by the erroneous information – exactly as it is printed on the NGB Form 22. Again enter continuous "////" to fill the remaining space on the line. On the



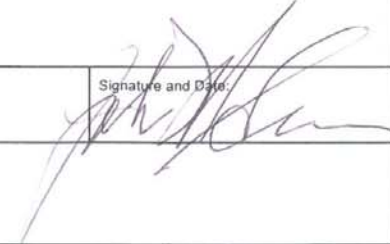
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**Table F-2(Continued) – Procedures for issuing NGB Form 22A, Correction to NGB Form 22**


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<b>Item Number</b>	<b>Title/Description</b>	<b>Instructions</b>
None	Correct to Read (Continued)	next line enter "ADD:" followed by the correct information. Avoid using abbreviations to reduce confusion about the item being corrected. Again enter continuous "/" to fill the remaining space on the line, unless this is the last item to be corrected; in which case enter "//NOTHING FOLLOWS//" followed by continuous "/" to fill the remaining space on the line. (See Figure F-1)
None	Name Grade and Title of Authorizing Official:	Self explanatory. A Commissioned Officer, Warrant Officer, NCO (SFC above), or DA civilian (GS 7 or above) is authorized to sign.
None	Signature and Date:	Self explanatory.
None	Distribution:	Same distribution as the original NGB Form 22, or as otherwise directed by State authority.

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DEPARTMENTS OF THE ARMY AND THE AIR FORCE NATIONAL GUARD BUREAU			
CORRECTION TO NGB FORM 22			
The proponent agency is NGB-ARH. The prescribing directive is NGR 600-200.			
<b>PRIVACY ACT STATEMENT</b>			
1. <b>AUTHORITY:</b> Title 10 USC 12101 and 12103, Title 32 USC 301 and 304, and Executive Order 9397. 2. <b>PURPOSE:</b> Used for amendments and corrections to the original NGB Form 22 (Report of Separation). The original and one copy will be provided to the soldier. A copy will be maintained by the MILPO for state records. For organizational use only. 3. <b>ROUTINE USES:</b> None. 4. <b>DISCLOSURE:</b> Voluntary; However, failure to provide Service Number may result in a delayed or erroneous processing of NGB Form 22A.			
Report of Separation and Record of Service in the Army National Guard of Maryland and as a Reserve of the Army			
<b>IDENTIFICATION DATA</b>			
Name: <i>(Last, First, Middle Initial)</i>	Service Number:	Date of Discharge:	Place of Discharge:
Wayne, John D.	999-99-9999	20020228	Baltimore, Maryland
Permanent Mailing Address:		Organization & Home Station:	
202 Grove Lane Baltimore, Maryland 21208		Company A, 1st Battalion, 175th Infantry Baltimore, Maryland 21208	
<b>CORRECTION DATA</b>			
The original Report of Separation and Record of Service (NGB 22) for the above named individual is corrected as indicated below. Effective date:			
<i>Item Number</i>	<i>Correct to Read</i>		
5b 15 15	E-6// DELETE: VSM// ADD: VIETNAM SERVICE MEDAL WITH 2 BRONZE SERVICE STARS/COMBAT INFANTRYMAN BADGE// RANGER TAB/ARMED FORCES RESERVE MEDAL //NOTHING FOLLOWS//		
Name, Grade, and Title of Authorizing Official:		Signature and Date:	
John W. Smith, LTC, Deputy MILPO			
Distribution: <i>(Same distribution as the original NGB 22 or as otherwise directed by State authority.)</i>			
Individual, State File, NPRC			

NGB 22A, 20061130 (EF) (IMT)

(PREVIOUS EDITIONS ARE OBSOLETE.)

**Figure F-1. Sample NGB Form 22A**

**Appendix G**  
**Nomination for the Command Sergeant Major Program – sample documentation**

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AG or JFHQ Letterhead

Office Symbol

(Date)

MEMORANDUM FOR President, (month and year) Army National Guard Command  
Sergeant Major Selection Board

SUBJECT: Nomination for the Command Sergeant Major Program

1. I recommend (*rank, first name, middle initial, last name, Social Security Number*) for entry into the Army National Guard Command Sergeant Major Program.
2. An authorized position vacancy as the Command Sergeant Major of (*insert the command, activity or installation or type of command*) (*insert exists or is projected*) within 12 months, for which they are fully qualified. Soldiers being selected for a position outside the career management field as outlined in NGR 600-200, paragraph 7-15c must be fully justified.
3. Additional comments are mandatory. For instance, if a MSG or 1SG states that a board has selected the NCO as best qualified for promotion under AR 600-8-19.
4. If the nominee is or will be over the objective age of 51, state the circumstances, special qualities and qualifications, and other relevant information.
5. If applicable, States will acknowledge the requirement to obtain a command leadership/compatibility waiver for Soldiers who are AGR or technician, prior to their assignment.
6. The nominating packet of documents required by NGR 600-200, paragraph 7-6 is enclosed.

Encl  
As

Signature  
Signature block of the  
State Adjutant General

**Figure G-1. Nomination Memorandum**

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**ARMY NATIONAL GUARD SENIOR NCO CHECKLIST**

iPERMS review Date: \_\_\_\_\_

(Internet Explorer Address: <https://statepermsompf.hoffman.army.mil/rms/login.jsp>)

Bio Sketch (NGR 600-200, figure 7-3) \_\_\_\_\_

Nominating memorandum \_\_\_\_\_

This checklist \_\_\_\_\_

DA Form 2-1or ERB (single pages, certified) (No "true copies" accepted). \_\_\_\_\_

SIDPERS Data Sheet (8½"x11" copy) \_\_\_\_\_

Last Three Years of DA Forms 705 (include DA Form 3349 if applicable) \_\_\_\_\_

DA Forms 5500/5501 if exceeds Screening Table Weight (within 6 months) \_\_\_\_\_

Nominee's Letter to the President of the Board (If applicable) \_\_\_\_\_

Verification of USASMA application to NGB-ART for Soldiers not enrolled  
(Not for DA Board Review) \_\_\_\_\_

For NCOs currently enrolled: Class number \_\_\_\_\_ and Module Completed \_\_\_\_\_

*Instructions: Nominees will initial on each line to indicate documents are included with this checklist. All documents are mandatory with the exception of the DA Form 5500/5501 and Letter to the President of the Board.*

\_\_\_\_\_  
Nominee signature and date

\_\_\_\_\_  
Personnel Sergeant Signature and date

**Figure G-2. Nominee Checklist**

---

## BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

SSN:

Primary MOS:

Duty MOS:

Present rank:

Date of rank:

Years of active service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education:

Military education:

Decorations, awards and citations (spelled out in order of precedence):

Civilian affiliations:

Significant experience (include duty status and primary civilian occupation or AGR):

**(Do not type the following on the sketch)**

1. Limit to two pages on standard 8 ½" x 11" white paper using a standard courier, pica or elite font.
2. If pursuing a degree, list major and minor, institution, and date projected for completion.
3. List only completed training course. Do not list single subcourses under military education.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.
7. Type entries in regular print. Do not use all capitals, italics, bold fonts, special characters, jargon or any other gimmicks designed to draw special attention to specific entries on this document. List accurate information that is clear and concise.

---

**Figure G-3. Biographical Sketch**

**Glossary**

**Section I**  
**Abbreviations**

**ABCMR**  
Army Board for Correction of Military Records

**AD**  
Active Duty

**ADAPC**  
Alcohol/Drug Abuse Prevention and Control Program

**ADOS**  
Active Duty Operational Support

**ADT**  
Active Duty for Training

**AER**  
Academic Evaluation Report

**AFCT**  
Armed Forces Classification Test

**AFS**  
Active Federal Service

**AG**  
Adjutant General

**AGR**  
Active Guard Reserve

**AIT**  
Advanced Individual Training

**AMOS**  
Additional Military Occupational Specialty

**ANCOC**  
Advanced Noncommissioned Officer Course

**ANG**  
Air National Guard

**APFT**  
Army Physical Fitness Test

**APT**  
Army Personnel Tests

**AR**  
Army Regulation

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**AR-PERSCOM**

U.S. Army Reserve Personnel Command

**ASAP**

Army Substance Abuse Program

**ASI**

Additional Skill Identifier

**ASVAB**

Armed Services Vocational Aptitude Battery

**AT**

Annual Training

**ATC**

Air Traffic Controller

**ATCS**

Air Traffic Controller Specialist

**ATRRS**

Army Training Requirements and Resource System

**AWOL**

Absent Without Leave

**BASD**

Basic Active Service Date

**BESD**

Basic Enlisted Service Date

**BI**

Background Investigation

**BNCOC**

Basic Noncommissioned Officer Course

**BSC**

Battle Skills Course

**BT**

Basic Training

**CASP**

Civilian Acquired Skills Program

**CCF**

U.S. Army Central Personnel Security Clearance Facility

**CES**

Cumulative Enlisted Service

**CMF**

Career Management Field

**CMIF**

Career Management Information File

**CNGB**

Chief, National Guard Bureau

**CPMOS**

Career Progression Military Occupational Specialty

**CSMC**

Command Sergeant Major Course

**CTO**

Control Tower Operator

**DA**

Department of the Army

**DAPMIS**

Department of the Army Management Information System

**DARNG**

Director, Army National Guard

**DCPC**

Direct Combat Probability Code

**DDARNG**

Deputy Director, Army National Guard

**DEP**

Delayed Entry Program

**DFR**

Dropped From the Rolls

**DJMS**

Defense Joint Military Pay System

**DMOS**

Duty Military Occupational Specialty

**DoD**

Department of Defense

**DODFMR**

DOD Financial Management Regulation



**DOR**

Date of Rank

**DVA**

Department of Veterans Affairs

**ECM**

Enlistment Criteria Memorandum

**EPL**

Enlisted Promotion List

**EPM**

Enlisted Personnel Manager

**EPSQ**

Electronic Personnel Security Questionnaire

**EQRB**

Enlisted Qualitative Retention Board

**ETS**

Expiration Term of Service

**FAA**

Federal Aviation Administration

**FSC**

First Sergeants Course

**FTNGD**

Full-time National Guard Duty

**FTS**

Full Time Support

**FY**

Fiscal Year

**GNPS**

Glossary Non-Prior Service

**GPFM**

General Purpose Force Management

**GWOT**

Global War on Terrorism

**HIV**

Human Immunodeficiency Virus

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**HRO**

Human Resource Office

**IADT**

Initial Active Duty for Training

**IDT**

Inactive Duty Training

**IET**

Initial Entry Training

**ING**

Inactive Army National Guard

**iPERM**

interactive Personnel Records Management System

**IRR**

Individual Ready Reserve

**IST**

Interstate Transfer

**JFHQ**

Joint Forces Headquarters

**JPAS**

Joint Personnel Adjudication System

**LGL**

Language Grade Level

**LIC**

Language Identification Code

**MATP**

Mobilization Asset Transfer Program

**MCCDC**

Marine Corps Combat Development Command

**M-Day**

Mobilization Day

**MDRB**

Medical Duty Review Board

**MEB**

Medical Evaluation Board

**MMRB**

MOS Military Review Board

**MPMO/S1**

Military Personnel Management Officer

**MOI**

Memorandum of Instruction

**MOS**

Military Occupational Specialty

**MOSC**

Military Occupational Specialty Code

**MOSQ**

Military Occupational Specialty Qualified

**MPMO**

Military Personnel Management Office

**MSO**

Military Service Obligation

**MS**

Military Science

**MSO**

Military Service Obligation

**MTDA**

Modified Table of Distribution and Allowances

**MTOE**

Modification Table of Organization and Equipment

**MTT**

Mobile Training Team

**MWR**

Morale-Welfare-Recreation Services

**NACLC**

National Agency Check with Law and Credit

**NCO**

Noncommissioned Officer

**NCOER**

NCO Evaluation Report

**NCOES**

Noncommissioned Officer Education System

**NETT**

New Equipment Training Team

**NGB**

National Guard Bureau

**NGPEC**

National Guard Professional Education Center

**NGR**

National Guard Regulation

**NOFC**

Notification of Future Change

**NPS**

Non-Prior Service

**OCONUS**

Outside Continental United States

**OCS**

Officer Candidate School

**OJT**

On the Job Training

**OMPF**

Official Military Personnel File

**OPM**

Office of Personnel Management

**PCS**

Permanent Change of Station

**PEB**

Physical Evaluation Board

**PEBD**

Pay Entry Basic Date

**PERSCOM**

Personnel Command

**POTO**

Plans, Operations and Training Office

**PMOS**

Primary Military Occupational Skill

**PRC**

Presidential Reserve Call-up

**PRP**

Personnel Reliability Program

**PQR**

Personnel Qualification Record

**PS**

Prior Service

**PSB**

Personnel Services Branch or Battalion

**PSC**

Personnel Services Center

**PULHES**

Physical, upper, lower, hearing, eyes, psychiatric

**PX**

Post/Base Exchange

**RA**

Regular Army

**RC**

Reserve Components

**R&R**

Recruiting and Retention

**REFRAD**

Release from Active Duty

**REQUEST**

Recruit Quota System

**RGL**

Reading Grade Level

**ROTC**

Reserve Officers' Training Corps

**ROTC/SMP**

Reserve Officers' Training Corps/Simultaneous Membership Program

**RPAS**

Retirement Point Accounting System

**RRC**

Recruiting and Retention Commander

**RRNCO**

Recruiting and Retention Noncommissioned Officer

**RSO**

Remaining Service Obligation

**RTI**

Regional Training Institution

**SA**

Secretary of the Army

**SDA**

Special Duty Assignment

**SDAP**

Special Duty Assignment Pay

**SFPA**

Suspension of Favorable Personnel Actions

**SFQC**

Special Forces Qualification Course

**SIB**

Standard Installation/Division Personnel System Interface Branch

**SIDPERS**

Standard Installation/Division Personnel System

**SJA**

Staff Judge Advocate

**SMOS**

Secondary Military Occupational Specialty

**SMP**

Simultaneous Membership Program

**SMTC**

Strength Maintenance Training Center

**SOJT**

Supervised on the Job Training

**SOP**

Standard Operating Procedures

**SQI**

Special Skill Identifier

**SRIP**

Selected Reserve Incentive Program

**SSN**

Social Security Number

**STAB**

Standby Advisory Board

**SUTA**

Split Unit Training Assembly

**TATS**

The Army Training System

**TATS-C**

The Army Training System - Courseware

**TBP**

To Be Published

**TCO**

Test Control Officer

**TDA**

Table of Distribution and Allowances

**TDY**

Temporary Duty

**TIMIG**

Time in Grade

**TIS**

Time in Service

**TOE**

Table of Organization and Equipment

**TPU**

Troop Program Unit

**UCMJ**

Uniform Code of Military Justice

**UIC**

Unit Identification Code

**USAR**

United States Army Reserve

**USASMC**

U.S. Army Sergeants Major Course

**USC**

United States Code

**WLC**

Warrior Leader Course

**Section II**

**Terms**

**Active Army**

*a.* The Active Army consists of:

- (1) Regular Army Soldiers on active duty.
- (2) Army National Guard of the United States and Army Reserve Soldiers on active duty (except as excluded below).
- (3) Army National Guard Soldiers in the service of the United States pursuant to a call.

- (4) All persons appointed, enlisted, or inducted into the Army without component.
- b.* Excluded are Soldiers serving on:
  - (1) Active duty for training (ADT)
  - (2) Active Guard Reserve (AGR) status
  - (3) Active Duty Operational Support (ADOS) for 180 days or less.
  - (4) Active duty pursuant to the call of the President (10 USC 12304).

**Active duty**

Full-time duty in the active military service of the United States. As used in this regulation, this term applies to all Army National Guard of the United States Soldiers ordered to duty under Title 10, U.S. Code, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32, U. S. Code.

**Active Guard Reserve (AGR)**

ARNGUS personnel serving on Active Duty (AD) under Title 10, U.S. Code, Section 12301(d) and ARNG personnel serving on full time National Guard duty (FTNGD) under Title 32, U.S. Code, Section 502(f). These personnel are on FTNGD or AD (other than for training) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components and are paid from National Guard Personnel appropriations. Exceptions are personnel ordered to AD as:

- a.* General officers.
- b.* United States Property and Fiscal Officers under 32 USC 708.
- c.* Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).
- d.* Members of the Reserve Forces Policy Board serving under 10 USC 10301.
- e.* Members of Reserve Components on active duty to pursue special work (10 USC 115(d) and 10 USC 641(1)(D)).

**Active status**

The status of an Army National Guard of the United States (ARNGUS) Soldier, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

**Active service**

Service on active duty or full time National Guard duty.

**Adjutant General**

This term refers to the Adjutant General or Commanding General of all of the 54 authorized National Guard organizations existing in the States and Commonwealths, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

**Administrative board procedure**

An administrative separation action wherein the respondent will have a right to a hearing before a board of commissioned, warrant, or noncommissioned officers. It is initiated in the same manner as the Notification Procedure (AR 135-178).

**Administrative separation**

Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army (DA) or by law. Separation by sentence of a general or special court-martial is not an administrative separation.

**Administrative separation board**

A board of officers, or officers and NCOs, appointed to make findings and to recommend retention in or separation from the service. The board states the reason and recommends the type of separation or discharge certificate to be furnished.

**Army National Guard (ARNG)**

That part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that—



- a. Is a land force;
- b. Is trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution;
- c. Is organized, armed, and equipped wholly or partly at Federal expense; and
- d. Is federally recognized.

#### **Army National Guard of the United States (ARNGUS)**

The reserve component of the Army all of whose members are members of the Army National Guard. The ARNGUS consists of—

- a. Federally recognized units and organizations of the Army National Guard; and
- b. Members of the Army National Guard who are also Reserves of the Army.

#### **Bar to reenlistment, immediate reenlistment or extension of enlistment or reenlistment.**

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

#### **Basic training**

Initial entry training which provides non-prior service personnel instruction in basic skills common to all Soldiers and precedes advanced individual training (AIT).

#### **Career progression MOS (CPMOS)**

Indicates to Soldiers and leaders the channel in which they should expand professional development efforts and seek assignments. See paragraph 2-7 for additional guidance.

#### **Character of service for administrative separation**

A determination reflecting a Soldier's military behavior and performance of duty during a specific period of service. The three characters are Honorable; General (Under Honorable Conditions); and under Other Than Honorable Conditions. The service of Soldiers in entry level status is normally described as uncharacterized.

#### **Commuting distance**

The greatest distance a Soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders.

#### **Contractually obligated Soldier**

A Soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or a Soldier enlisted or appointed under circumstances in which a statutory obligation was not incurred.

#### **Contractual term of service**

The military service obligation incurred by completion of the oath of enlistment on an enlistment or reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation that is to be served in a unit of the Selected Reserve. Example: The 6X2 enlistment option requires that 6 years be served in a unit of the Selected Reserve and the remaining two years be served in the Individual Ready Reserve (IRR).

#### **Convening authority**

Can be defined as any of the following:

- a. The separation authority.
- b. A commanding officer who is authorized by this regulation to process the case, except for final action, and who otherwise has the qualifications to act as a separation authority.
- c. The promotion authority as defined in paragraph 6-2.

#### **Delayed Entry Program (DEP)**

A program where Soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the Regular Army.

**Discharge**

Complete severance from all military status gained by the enlistment concerned.

**Entry level status**

a. Upon enlistment, a Soldier qualifies for entry level status during—

(1) The first 180 days of continuous active military service; or

(2) The first 180 days of continuous active service after a service break of more than 92 days of active service.

b. A member of a Reserve component who is not on active duty or who is serving under a call or order to active duty for 180 days or less begins entry level status upon enlistment in a Reserve component. Entry level status for such a member of a Reserve component terminates as follows:

(1) 180 days after beginning training if the Soldier is ordered to ADT for one continuous period of 180 days or more; or

(2) 90 days after the beginning of the second period of ADT if the Soldier is ordered to ADT under a program that splits the training into two or more separate periods of active duty.

c. For the purposes of characterization of service, the Soldier's status is determined by the date of notification as to the initiation of separation proceedings.

**Expiration of service obligation**

The scheduled date on which an individual's statutory or contractual (whichever is later) military service obligation will end.

**Expiration term of service (ETS)**

The scheduled date on which an individual's statutory or contractual (whichever is later) term of military service will end.

**Extensions**

The continuation of active ARNGUS service with the ARNG of the same State, Territory, or Commonwealth consummated by subscription to the oath of extension. This definition may be used with the term immediate reenlistment.

**Full-Time National Guard Duty (FTNGD)**

Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State/Commonwealth, Puerto Rico, the Virgin Islands, Guam, or the District of Columbia under section 316, 502, 503, 504, or 505 of Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

**Full-Time Support (FTS) Program**

This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the ARNGUS. These personnel include civilian personnel, members of the Active Army, and personnel serving on Active Guard Reserve status. The Active Guard Reserve Program is a component of the Full-Time Support Program. (AR 135-18).

**Immediate reenlistment**

This term represents concurrent action in which the separation/discharged documents are not given to the Soldier until reenlistment (within 24 hours from date of separation/discharge) in the ARNG of the same or another state has been affected. When discharged documents have not been prepared, see the term "extension." Immediate reenlistment is authorized to correct errors (other than minor administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension or with approval of NGB-ARH-S to correct an illegal or erroneous discharge. In the later case award of pay and retirement points for duty not performed requires a petition to the ABCMR

**Individual Ready Reserve (IRR)**

Soldiers who are assigned to the following USAR Ready Reserve Control Groups: (AT), (Reinf), (OADO), (DEP), (Dual Component), and (ROTC).

**Initial entry training (IET)**

A term used to identify mandatory training each Soldier must complete upon initial entry in the service to qualify in a military specialty and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and specialty qualification while serving on active duty or active duty for training. This includes completion of initial active duty for training (IADT).

**Lautenberg Amendment**

Lautenberg Amendment to the Gun Control Act of 1968 (as defined in HQDA Message on Final Implementation of the Lautenberg Amendment to the Gun Control Act of 1968, 161400Z OCT 03)

**Military record**

A Soldier's overall performances while a member of a military service, including personal conduct and performance of duty (chapter 6).

**Multiple Unit Training Assembly (MUTA)**

Two or more UTAs conducted consecutively. (AR 135-91)

**Non-prior service (NPS)**

This term is used to identify an applicant who, at the time of enlistment or appointment in the U.S. Army Reserve, has never previously served creditably in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

**Notification procedure**

The initiation of an administrative separation process in which the respondent is notified in writing of the proposed separation, the bases thereof, the results of separation, and his or her rights. This term is commonly used when the respondent does not have a right to a hearing before a board of officers (See chapter 6).

**Prior services (PS)**

This term is used to identify a Soldier whom, at the time he or she is accessed to the ARNGUS by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

Note. Soldiers classified as Glossary Nonprior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the ARNGUS.

**Professional development**

A function of individual training education and experience to sustain a combat ready force.

**Ready Reserve**

The Ready Reserve of the Army is comprised of military members of the ARNGUS and USAR, organized in units or as individuals, and liable for order to active duty in time of war or national emergency. The Ready Reserve consists of three subcategories: the Selected Reserve, the Individual Ready Reserve (IRR), and the Inactive National Guard (ING).

**Reasonable commuting distance**

The maximum distance a member of a Reserve component may be required to travel involuntarily between residence and IDT site. That distance may be in the following:

*a.* A 100-mile radius of the IDT site or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in three hours. That applies only to those units that normally do four IDT sessions on two consecutive days and where Government meals and quarters are provided at the unit IDT site.

*b.* A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1 ½ hour period, where Government meals and quarters are not provided at the unit IDT site.

**Release from active duty**

Termination of active duty status and transfer or reversion to a Reserve component not on active duty, including transfer to the IRR.

**Reserve Components of the Army**

The Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR).

**Reserve of the Army**

Enlisted members of the ARNGUS and the USAR. (AR 135–178)

**Retired Pay**

Pay granted members and former members of the Reserve components under title 10, USC, section 1331, after completion of twenty or more years of qualifying service and on attaining age 60. This pay is based on the highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a Reserve component. (AR 135–180)

**ROTC cadet**

A student enrolled in the senior Reserve Officers' Training Corps (ROTC) as a cadet under 10 USC 2104 or 10 USC 2107.

**ROTC program**

The senior Reserve Officers' Training Corps of the Army.

**Satisfactory participation**

A level of performance where a Soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135-91.

**Selected Reserve**

The Selected Reserve of the Army consists of those units and individuals in the Ready Reserve designated as so essential to initial wartime missions that they have priority over all other Reserves. The Selected Reserve includes officers, warrant officers, and enlisted Soldiers who are:

- a. Members of the Army National Guard of the United States (ARNGUS).
- b. Assigned to troop program units of the USAR.
- c. Serving on active duty (10 USC 12301d) or full-time National Guard duty (32 USC 502f) in an Active Guard/Reserve (AGR) status.
- d. Individual Mobilization Augmentees (IMA).

**Separation**

An all inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the U.S. Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations.

**Separation authority**

An official authorized by the Secretary of the Army, or his designated official, to take final action with respect to a specified type of separation.

**Standby Reserve**

The Standby Reserve consists of personnel maintaining their military affiliation without being in the Ready Reserve, having been designated key civilian employees, or who have a temporary hardship or disability. These Soldiers are not required to perform training and are not part of units. It is a pool of trained Soldiers who may be mobilized as needed to fill manpower needs in specific skills. The Standby Reserve consists of two training categories: the Active Status List and the Inactive Status List.

**State**

The term "State" in this regulation refers to all governmental entities authorized a National Guard. (i.e.: States, Commonwealths, Puerto Rico, Virgin Islands, Guam, and the District of Columbia.)

**Statutorily obligated member**

A Soldier who is serving by reason of law.

**Statutory term of service**

The military service obligation incurred on initial entry into the Armed Forces under 10 USC 651.

**Temporary tours of active duty**

A term applied to active duty operational support (ADOS) when the tour of duty is paid from military personnel appropriations (MPA) and the purpose of the tour is to support an Active Army mission.

**Troop Program Unit (TPU)**

A TOE or TDA unit of the USAR organization that serves as a unit on mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

**Unit Training Assembly (UTA)**

An authorized and scheduled training assembly of at least 4 hours. (AR 135-91)

**Unit vacancy**

A position authorized by paragraph and line number of a TOE or TDA that is unoccupied.

**Unsatisfactory participant**

A member of the Selected or individual Ready Reserve who fails to participate as outlined in AR 135-91.

**U.S. Army Reserve (USAR)**

The Army Reserve includes all Reserves of the Army who are not members of the Army National Guard of the United States (ARNGUS) and who are in a Ready, Standby, or Retired Reserve category. It is a Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime, and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.

**Section III****Special Abbreviations and Terms****Best qualified – CSM Selectee**

Soldiers selected over their peers by a State-level CSM selection board as best able to perform the duties of CSM. (See Chapter 7, paragraphs 7-3, 7-5, 7-11, 7-12, 7-13, 7-15, and 7-23.)

**Effective management**

Comprises the practices of leaders who are responsible for professionally developing Soldiers in order to satisfy force structure authorizations and ultimately, prepare Soldiers for combat. (See Chapter 3, paragraph 3-4.)

**Efficient utilization**

Utilization of Soldiers based upon their military qualifications (MOSs/ASIs/SQIs) and personal qualities (ability to reclassify to another MOS or CMF). (See Chapter 3, paragraphs 3-5, 3-6, and 3-7.)

**Fully qualified – CSM Selectee**

Soldiers professionally capable of performing all CSM duties in a worldwide field environment. (See Chapter 7, paragraphs 7-1 and 7-23.)

**MOS qualified**

A Soldier who is fully qualified in their PMOS/DMOS. (Term is used extensively throughout this regulation.)

**Priority placement**

A methodology to utilize Soldiers who are currently overgrade in their current positions; such Soldiers have first priority of being placed in positions commensurate with their grade before any Soldiers are selected from the Enlisted Promotion List (EPL). This includes Soldiers promoted during mobilization without a valid MTOE/TDA authorized position vacancy. (See Chapter 3, paragraph 3-12*i* and Chapter 4, paragraph 4-10*d(1)*.)