

**National Guard Regulation 614-1**

**Assignments, Details, and Transfers**

# **Inactive Army National Guard**

**Departments of the Army and the Air Force  
National Guard Bureau  
Arlington, VA 22202-3231  
18 March 2010**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

NGR 614-1  
Inactive Army National Guard  
18 March 2010

This publication has been extensively revised. Listing crucial revisions in this section would prove to be lengthy, duplicative and possibly misguide the reader. The reader is advised to consult the text to discern the revisions from the previous edition, as necessary. This publication:

- o Revises the utilization of the Inactive Army National Guard (ING) by the Army National Guard (ARNG). Chapter 2 contains procedures for transferring Soldiers on active status into and out of the ING.
- o Clarifies that commissioned officers and warrant officers are not authorized to be members of the ING.
- o Introduces the concept of enlistment directly into the ING through the Recruit Force Pool (RFP) program. Chapter 3 prescribes policies and procedures for enlisting recruits into the RFP and their discharge to either active status or to civilian life.

Assignments, Details, and Transfers

Inactive Army National Guard

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

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Chief, National Guard Bureau

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**History.** This regulation revises NGR 614-1.

**Summary.** This regulation revises the utilization of the Inactive Army National Guard (ING) by the Army National Guard. It is to be used in conjunction with National Guard Regulation (NGR) 600-200 – Enlisted Personnel Management. This regulation prescribes rules for use of the ING, enlistment into the ING as part of the Recruit Force Pool (RFP), transfer between active status and the ING, accounting for personnel in the ING, restrictions on Soldiers while assigned to the ING, reporting, annual muster requirements, entitlements, responsibilities, and describes the effect of a mobilization, call or order to active duty on Soldiers in the ING.

**Applicability.** This regulation applies to the Army National Guard (ARNG) subject to exceptions approved by the proponent and exception authority.

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

**Management Control Process.** This regulation contains management control provisions per Army Regulation (AR) 11-2, (Management Control) and provides a Management Control Evaluation Checklist to be used in evaluating management controls (see appendix B). This checklist will be forwarded annually through channels to Chief, National Guard Bureau (CNGB), ATTN: NGB-ARH (see paragraphs 1-4 *c, e, f, g, and h* for specific responsibilities.)

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the proponent.

**Suggested improvements.** Users of this regulation are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the proponent NGB-ARH or by e-mail to NGB-ARH@ng.army.mil.

**Distribution:** A

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**Glossary**

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## Chapter 1 Introduction

### 1-1. Purpose

a. This regulation prescribes policies and procedures for enlisting Soldiers into the Inactive Army National Guard (ING), effective management of Soldiers in the ING, and transfer of Soldiers into and out of the ING.

b. Only enlisted Soldiers are eligible for transfer to the ING; commissioned and warrant officers are not (note: as used in this document the term "Soldier" refers to enlisted members (male and female) unless otherwise specified; the term "active status" refers to active drilling status in the ARNG).

c. The ING is designed as an administrative category for Soldiers who cannot ship to Initial Entry Training (IET) for a period exceeding 120 days; who are in the training pipeline but pending discharge for failure to ship (Soldiers have a maximum of 24 months upon entering active status to complete IET); for active status Soldiers who are unable to perform their required duties for some limited time, and for Soldiers who are eligible to maintain a connection with the ARNG upon leaving active status.

d. The ING is a tool to aid The Adjutants General (TAG) to enhance readiness at the State and unit level. The ING will provide both a group of trained Soldiers to augment the ARNG's strength upon mobilization as well as a framework to manage Soldiers in the training pipeline. It will also assist ARNG units in maintaining effective personnel strength during annual training. Chapter 2 contains procedures for transferring active status Soldiers into and out of the ING.

e. The ING is a Commander's Program.

f. If MOS qualified (MOSQ), Soldiers transferred to the ING will normally be assigned to the ING of the same unit as they were assigned in active status; or failing MOSQ, to another unit in which they are qualified; or if not MOSQ, to the ING of the States Joint Force Headquarters (see paragraph 2-1).

g. Chapter 3 prescribes policies and procedures for enlisting recruits into the RFP and their eventual discharge from the RFP and entry into active status, or the discharge from the RFP back to civilian life. Under the RFP program, recruits who cannot ship to IET for over 120 days may enlist in inactive status directly into the ING for up to one year. At 120 days before an RFP Soldier is scheduled to ship to IET, they will be discharged from the RFP and enlist into active status. Soldiers who enlist under the RFP program cannot, by law, re-enter the ING at a later date.

### 1-2. References

The required and related publications, prescribed references, and forms are listed in appendix A.

### 1-3. Explanation of abbreviations and specially defined 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 delegated general staff responsibility for the implementing the Army portion of the Inactive National Guard program to the Director, Army National Guard (DARNG).

b. Personnel Policy and Readiness Division (NGB-ARH) will:

(1) Respond to statutory changes that have an impact on the ING to a new responsibilities section for Office of the Chief Counsel.

(2) Establish policy and guidance to TAG.

c. Army Strength Maintenance Division (NGB-ASM) will:

(1) Monitor the Test Score Category (TSC) and education tier level of the RFP population, and limit accessions in States that are not meeting established TSC and education level goals.

(2) Monitor and refine the Stripes for Skills program for use by RFP Soldiers.

(3) Ensure that vacancies are tied to training seat reservation in Web REQUEST (Recruit Quota Enlistment System).

(4) Compile and evaluate management information as reported on the Management Control Evaluation Checklist and the supporting DA Form 11-2-R (Management Control Evaluation Certification Statement) (see appendix B).

d. The State Adjutants General (TAG) will:

(1) Review all policy guidance and direction received from National Guard Bureau (NGB).

(2) Forward revised NGB policy changes to commanders.

(3) Manage the ING within their jurisdictions.

*e.* State Military Personnel Officers (MPMO/G1) will:

(1) Coordinate with State level staff to develop a strength maintenance plan that maximizes the capabilities of the RFP to enhance readiness of the force and reduce the time that Soldiers are in the Recruit Sustainment Program (RSP) and training pipeline.

(2) Upon the RFP Soldier's entry into active status, ensure that the Soldier is accessed into the Selected Reserve (SELRES) personnel/pay system within 30 days.

(3) Issue assignment/reassignment orders of ING personnel.

(4) Discharge from the ING all Soldiers in the RFP who are no longer actively working towards enlistment into active status.

(5) Ensure compliance of this regulation.

(6) Ensure that Soldiers do not remain in the RFP for more than 365 days.

(7) Ensure that RFP Soldiers do not participate in any military or physical ARNG training.

(8) Compile and evaluate management information pertaining to their State as reported on the DA Form 11-2-R (Management Control Evaluation Certification Statement) (see appendix B) and ensure prompt reporting (NLT 15 October) to Chief, National Guard Bureau, ATTN: NGB-ARH, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

*f.* Intermediate commanders, from battalion or equivalent levels of command and higher, will:

(1) Review all information received from TAG.

(2) Disseminate information to all commanders within their chain-of-command.

(3) Manage the ING, ensuring that only Soldiers meeting the criteria are transferred to the ING or directly enlisted into the RFP per this regulation.

(4) Ensure that all commanders maintain contact with ING Soldiers assigned to their units.

(5) Ensure that ING Soldiers are notified of the requirement to attend the annual muster assembly.

(6) Ensure that unit commanders counsel Soldiers transferred into the ING about the restrictions of serving in an inactive status.

(7) Ensure that unit commanders counsel Soldiers transferred into the ING about their responsibilities regarding physical fitness.

(8) Ensure that unit commanders inform Soldiers transferred into the ING of the requirement to keep their command informed of their current contact information.

(9) Ensure prompt processing through command channels of the DA Form 11-2-R (see appendix B) and prompt reporting as required by their State MPMO/G1.

(10) Ensure that Soldiers transferred to the ING pending discharge are, in fact, processed for discharge.

*g.* Recruiting and Retention Commanders will:

(1) Develop and enforce communication plans to ensure that the Recruiting and Retention Non-Commissioned Officers (RRNCOs) and the RSP maintain contact with the RFP Soldiers to reduce attrition.

(2) Direct either the Recruiting and Retention NCO or the Recruit Sustainment Program Commander to maintain contact with RFP Soldiers and ensure that the contacts are reported in the VULCAN system.

(3) Maintain awareness of the size, education tier level and Test Score Category (TSC), and Military Occupational Specialty (MOS) population of RFP, and take appropriate measures to maintain assigned goals for those standards.

(4) Designate responsibility for contact with RFP Soldiers and ensure that contact is recorded in the VULCAN database.

(5) Develop and execute a plan to rehabilitate and reengage RFP Soldiers who fail to participate.

(6) Ensure that consolidated lists are submitted daily to the MPMO/G1, reporting the name, post-MOSQ UIC, MOS, and paragraph and line number of new RFP Soldiers to the Recruiting and Retention Battalion operations section via email.

(7) Ensure that new accessions into the RFP are accurately coded for the RFP in Standard Installation/Division Personnel System (SIDPERS) (see appendix C).

(8) Ensure that upon entry into the RFP, each RFP Soldier receives information to prepare for Stripes for Skills promotion test upon entering active status.

(9) Test for Stripes for Skills and promote new Soldiers according to their entry into active status.

(10) Initiate discharge procedures for RFP Soldiers who are no longer intending to enlist in an active status.

(11) Complete NGB Form 22B Recruit Force Pool Report for Soldiers leaving the RFP.

(12) Evaluate the status and effectiveness of the RFP program per this regulation. Certification that such an evaluation has been conducted will be documented on DA Form 11-2-R (Management Control Evaluation Certification Statement) and annually during September, complete and forward through command channels the DA Form 11-2-R (see appendix B).

*h.* Recruit Sustainment Program Commander will provide information regarding the status and effectiveness of the RFP program to the Recruiting and Retention Commander on an annual basis during September and develop input for completion of DA Form 11-2-R (see appendix B).

*i.* Military Entrance Processing Station (MEPS) Guidance Counselor will:

- (1) Process applicants per established policies, guidelines, and procedures.
- (2) Ensure that new accessions into the RFP are accurately coded for the correct RFP site.
- (3) Submit the name, post-MOSQ UIC, MOS, and paragraph and line number of new RFP Soldiers to the RR BN OPS section daily via email.
- (4) Check the SGLV 8286 block to not generate the form for RFP enlistments as per paragraph 3-7. RFP Soldiers are not eligible for the SGLI benefit.
- (5) Ensure that time spent in the RFP is accurately accounted for on NGB Form 22B upon the RFP Soldier's enlistment into active status with the ARNG.

*j.* Recruiting and Retention NCO (RRNCO) will:

- (1) Advertise and brief the benefits of becoming an RFP Soldier prior to enlisting into active status with the ARNG.
- (2) Ensure that all new RFP Soldiers are taken to the Recruit Sustainment Program (RSP) for orientation immediately upon entering the RFP.
- (3) Ensure that the new RFP Soldier has the Stripes for Skills materials and encourage them to enter the Guard - Recruiting Assistance Program (G-RAP).
- (4) Ensure that RFP Soldiers are aware of the opportunities to participate in the March to Success Program or the DOD ASVAB Test Preparation Study and assist them in registering for the program if they are interested.
- (5) Make every effort to engage and motivate RFP Soldiers to participate in the RFP program and to enlist in an active status with the ARNG.

*k.* Individual Soldiers transferred into the ING from active status (other than those Soldiers still in the training pipeline) will:

- (1) Attend annual muster, unless excused by their Commander, per paragraph 2-11 *d*.
- (2) Ensure that they are MOS qualified or continue working to become qualified.
- (3) Maintain physical fitness requirements.
- (4) Keep their unit commander informed of any changes to their deployment status or contact information.

*l.* RFP Soldiers will:

- (1) Maintain weekly contact with directed ARNG member.
- (2) Maintain their physical fitness and moral qualifications in order to meet the physical and legal requirements for military service. Report immediately to the RRNCO any physical injuries, mental health concerns, or legal violations which may change their eligibility to serve.
- (3) Complete the Stripes for Skills program to enhance promotion qualifications upon enlistment.
- (4) Participate in the G-RAP if interested.
- (5) Gather any additional documentation on education, legal, or physical issues between RFP enlistment and enlistment into active status with ARNG.
- (6) Report at the time and location designated for enlistment into active status.
- (7) Maintain copies of all documents that the recruiter or RSP present.

### **1-5. Statutory authority**

The Inactive National Guard program is authorized pursuant to Title 32 of the United States Code, Section 303.

### **1-6. Equal opportunity**

Management procedures will be developed to enhance ARNGUS/ARNG 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. Inactive status**

*a.* Soldiers enlisted into the RFP or transferred to the ING are in an inactive status. ING Soldiers do not form part of the Selected Reserve of the Army.

*b.* Credit for services in the ING does not accrue towards any service computation except credit for basic pay purposes. Time served in the ING is considered non-creditable service toward retirement. However, Soldiers who enlist directly into the RFP can apply time spent in the RFP toward the Soldier's military service obligation (MSO) of their eight year enlistment contract.

## Chapter 2

### Transfer between Active Status Soldiers and the ING

#### 2-1. Soldiers authorized to transfer from active status to the ING

*a.* Soldiers in active status may request transfer to the ING for the following reasons. See the attached figure 2-1 (Sample memorandum requesting transfer to ING) for the memorandum format for a Soldier requesting transfer to the ING. Requests for transfer to the ING will be processed as directed by TAG.

- (1) Change of residence.
- (2) Incompatibility with civilian employment.
- (3) Temporary overseas or out-of-state residency for education, employment, or a missionary obligation.
- (4) Temporary medical disqualification, not due to line-of-duty injury, that can be corrected in less than one year. Both transfer to the ING and back to active status will require verification of medical status. Transfer to the ING is not authorized for injuries that occur while an ING Soldier is temporarily on active status on Annual Training (AT)/Active Duty Training (ADT) orders or at Annual Muster.
- (5) Pregnancy.
- (6) Valid reason for delay from entering on active duty with their unit when mobilized.
- (7) Released from active duty with a mobilized unit before the release of the unit from its mobilization status.
- (8) As an alternative to serving in the Individual Ready Reserve (IRR) of the United States Army Reserve (USAR) in order to complete the second portion (two, four, or five years) of the 6x2, 4x4, or 3x5 enlistment option, or of another residual commitment to serve in the Ready Reserve of the Army, after an initial period of service on active status with ARNG. Soldiers must execute a DA Form 4836 for the remaining period.
- (9) Leaving active status and eligible for and desires to maintain a connection with the ARNG in inactive status by extending term of service to be placed in the ING instead of being discharged.
- (10) For a reason other than those cited in this paragraph. A request under this subparagraph must be approved by TAG.

*b.* Soldiers in active status may be transferred to the ING by TAG, without a request from the Soldier, for the following reasons:

- (1) Change to the authorized strength or positions in a MTOE/TDA document resulting in the unit's inability to, after one year, either find a position for the Soldier or reassign them to a new unit.
- (2) Returned from voluntary Active Duty Operational Support (ADOS) or Active Guard Reserve (AGR) and cannot be assigned to a vacant position, or within provisions of overstrength/enhanced strength limitations, within a six-month period after release from ADOS or AGR.
- (3) Assignment of female personnel to a unit or position closed by the direct combat probability code (DCPC) policy that cannot be reassigned to a unit or position open to female personnel within one year.
- (4) Soldiers who have not attended Inactive Duty Training (IDT) nor received any pay for 12 consecutive Unit Training Assemblies (UTA) and are liable to be coded on the monthly commander's pay report as "No Pay - Validate Status" (NO-VAL), pending return to duty or discharge.
- (5) Unsatisfactory participation (unexcused absences) as defined in AR 135-91, Section III, Chap. 4 in conjunction with processing per AR 135-178.
- (6) In the training pipeline and cannot become MOS qualified within 24 months, pending discharge per NGR 600-200.

(Unit Letterhead)

(Office symbol)

(Date)

MEMORANDUM FOR (The Adjutant General of State, ATTN: MPMO/G1, of address)

SUBJECT: Request for Transfer to the Inactive Army National Guard

1. I, (rank) (name-first, middle, last) (last four digits of SSN) hereby apply for transfer to the Inactive Army National Guard (ING) of (State) as of (effective date). My current assignment data is:

- a. MTOE/TDA paragraph and line number \_\_\_\_\_.
- b. PMOS: \_\_\_\_\_ DMOS: \_\_\_\_\_.

2. This request is based on the provisions of NGR 614-1. The specific reason for requesting transfer is (see paragraph 2-1 a):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. I understand and agree to the following while a member of the ING:

- a. I will be available to report for State or Federal mobilization.
- b. I will be required to report for a specified annual muster day during each training year or fiscal year.
- c. I will be required to maintain a current periodic (performed annually) health assessment (see AR 40-501, paragraph 8-20).
- d. I will immediately report any changes to my current address and contact information (as set out below) to my unit commander or designated representative.
- e. I will immediately report to my unit commander or designated representative any change in my status, such as physical condition or family situation, which could affect my availability for mobilization.

4. My current contact information is:

- a. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- b. Telephone: Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Mobile: \_\_\_\_\_
- c. E-mail: Home: \_\_\_\_\_  
 AKO: \_\_\_\_\_

*Signature of individual*

**Figure 2-1. Sample memorandum requesting transfer to ING**

**2-2. Soldiers not authorized to transfer from active status to the ING**

A Soldier may not be transferred to the ING as a disciplinary or punitive measure (in lieu of judicial or non-judicial punishment, because the Soldier has been accused of an offense under civil or military law, or for any other disciplinary or punitive purpose). A Soldier may not be transferred to the ING if transferring the

Soldier into the ING would otherwise deprive the Soldier of an important substantive or procedural right. For example: A Soldier maintained on active duty to receive medical treatment may not be transferred to the ING because this would deprive the Soldier of both pay and medical treatment. A Soldier may not be transferred to the ING for the sole purpose of creating unit vacancy. A Soldier who believes that they have been inappropriately transferred to the ING may request that the order transferring the Soldier to the ING be revoked. If the order is revoked, the Soldier should be given the opportunity to split train to make up for any missed training periods per NGR 350-1. In addition, the following are ineligible for transfer to the ING:

- a. Commissioned officers and warrant officers.
- b. Soldiers under suspension of favorable personnel action (except unsatisfactory participants; they may still be transferred to ING pursuant to paragraph 2-1 *b(5)* notwithstanding the existence of a flag).
- c. Reserve Officer Training Corps (ROTC) Simultaneous Membership Program (SMP) participants.
- d. Soldiers who originally enlisted into the ARNG by way of the RFP program.

### **2-3. Entitlements**

Soldiers transferring into the ING:

- a. Retain a reserve of the Army status and receive longevity credit for basic pay purposes while in this status.
- b. Are ineligible for promotion.
- c. Are not entitled to IDT pay. However, ING Soldiers who are temporarily returned to active status for the Annual Muster/AT or other authorized purpose are authorized pay and retirement points in connection with duties performed while in active status.
- d. Are not entitled to compensation for distance learning programs or online military education courses.
- e. Will be given every opportunity to maintain MOS proficiency and further enhance their military careers. They will be encouraged to attend AT with their unit and take courses (resident and nonresident) that will help them maintain MOS and basic Soldier skill qualification.

### **2-4. Time limits on assignment to the ING**

- a. Soldiers who have a remaining active status obligation and who are expected to return to active status may transfer to the ING for a period of one year or less.
- b. Temporary assignment to the ING for a period of up to three years is permissible for the purposes of completing religious missionary programs.
- c. Soldiers who leave active status with or without a remaining MSO and who are eligible and desire to maintain a connection with the ARNG may transfer to the ING. Provided the Soldier is otherwise qualified, continues to extend their enlistment in the ING, remains a mobilization asset, and complies with the requirements of ING membership, a Soldier may remain in the ING until attaining the mandatory retirement age. There is no restriction on the number of years that a Soldier may remain in the ING.

### **2-5. Assignment**

- a. TAG may limit the number of ING Soldiers each unit may have assigned as a percentage of the unit's authorized strength.
- b. TAG has discretion as to where ING Soldiers will be assigned within the State. Normally, Soldiers will be assigned to the ING of the same unit to which the Soldier was assigned in active status and be qualified in an MOS authorized in that unit. If that is not the case, Soldiers should be transferred to the ING of a unit in which they are qualified in an MOS as authorized in that unit. Soldiers who are not MOS qualified, or are qualified in an MOS not authorized in any unit in the State, may still be transferred to the ING pursuant to one of the authorized reasons listed in paragraph 2-1. Soldiers who do not possess the MOS qualification to be assigned to the ING of a particular unit will be assigned to the ING of the State's Joint Force Headquarters. Other Soldiers can be assigned to the ING of the State's Joint Force Headquarters at the discretion of TAG.
- c. Soldiers transferring to the ING for the reasons specified in paragraph 2-1 *b(6)* will be assigned to the ING of a State's Joint Force Headquarters. Soldiers assigned to the ING of the State's Joint Force Headquarters will be coded in paragraph 999Z, Line 99Z.

### **2-6. Strength accounting**

- a. Transfer to the ING removes the Soldier from the Selected Reserve.
- b. For strength accounting purposes, a transfer to the ING is a loss shown by LOSS REASON CODE "IL" from the SIDPERS-ARNG Data Element Dictionary. A transfer from the ING is an ASSIGNMENT REASON CODE "A0".

**2-7. Orders and administration**

a. Soldiers will be transferred to the ING on orders. Orders transferring Soldier to and from the ING will be published by The Adjutant General (MPMO/G1), using NGR 310-10, format 465. Service in the ING will always be identified as transfer to the ING of the MTOE or TDA unit. Paragraph and line number reflecting the MTOE/TDA position to which the Soldier is assigned will be indicated in the order. In the remarks section, enter the statement: "Transferred to Inactive Army National Guard of unit designation in paragraph     and line number    ."

b. Orders will be forwarded to the State SIDPERS Interface Branch (SIB). SIB personnel will initiate the transactions to place them in the ING.

c. When attending Annual Muster /Annual Training (AT), accountability at Annual Muster/AT will be per NGR 680-1.

d. Administration of Soldiers transferred into the ING is the responsibility of the unit to which they are assigned.

e. There is no prohibition on the assignment or promotion of another Soldier to the authorized position previously held by the ING Soldier.

**2-8. Provisions regarding transfer**

a. The transfer of active status Soldiers to the ING will be per paragraphs 2-1.

b. The transfer of ING Soldiers to the Individual Ready Reserve (IRR) will be per NGR 600-200.

c. Discharge/separation from the ARNG will be per NGR 600-200.

d. Active status Soldiers transferring to the ING or being discharged/separated from the ARNG will not retain unit equipment in their personal possession; they will return all hand-receipted items to the receipt holder before or in connection with their transfer, discharge, or separation.

**2-9. Transfer from ING to active status**

a. When transferring ING Soldiers to active status:

(1) Bonus related questions may be located in AR 135-7 and NGR 600-7. Suspension and reinstatement policy is explained in paragraph 2-21.

(2) All Soldiers transferring from the ING to an active status must have a current periodic health assessment, performed annually per AR 40-501, paragraph 8-20 and meet the height and weight standards of AR 600-9 prior to transfer.

(3) See NGR 310-10 for orders format for transferring Soldiers to the ING or back to an active status.

(4) Except in the event of full mobilization, RFP Soldiers are not transferred from the ING to active status; they must be discharged from the RFP and enlist into active status per the provisions of chapter 3.

b. When returned to active status, ING Soldiers will normally be returned to active status with the unit to which they are assigned. Exceptions can be made by TAG when assignment to another unit is in the best interest of the ARNG.

c. Provided an ING Soldier is qualified per a (2) above and can actively participate in unit training and mobilization, TAG may transfer to active status ING Soldiers in pay grades E-1 to E-6 without regard to MTOE/TDA position vacancy. However, if no valid vacancy exists, the Soldier will be assigned excess 999/03. Soldiers that are excess/over grade will be considered priority placements for future vacancies and will be reduced in grade if they are not assigned to a valid vacancy within 12 months of returning to active status; TAG may extend this period for an additional 12 months if exceptional reasons exist. For ING Soldiers in pay grades E-7 to E-9, there must be an authorized MTOE/TDA position vacancy appropriate to the Soldier's grade and MOS in order for them to be transferred back to active status.

d. CSMs transferred to the ING will not return to active status as a CSM. See AR 600-8-19 for policy concerning reappointment to CSM.

**2-10. Retention**

a. Soldiers may be transferred to and retained in the ING for a specified time by initiating extensions or reenlistments per existing ARNG retention policies provided:

(1) They are qualified for reenlistment/extension.

(2) They are qualified in the MOS designated on the transfer order.

(3) The reenlistment/extension is approved by the unit commander.

(4) Their reason for remaining in ING is per paragraph 2-1.

*b.* Soldiers assigned to the ING who qualify for non-regular retirement at age 60 are subject to the Qualitative Retention Program outlined in AR 135-205. Soldier's records are reviewed every two-years for continuation in the Selected Reserves. Commanders must ensure that ING personnel receive timely notification alerting them that their records will appear before the Qualitative Retention Board during the board announcement.

*c.* When an ING Soldier ceases to be a mobilization or training asset, the Soldier may be discharged from the ARNG and separated from their Federal status as a Reserve of the Army. ING Soldiers who have qualified for a non-regular retirement at age 60 will be discharged from ARNG and transferred to the Retired Reserve.

## **2-11. Annual muster**

*a.* All units which have ING Soldiers assigned will conduct an Annual Muster concurrently with a regularly scheduled unit training assembly. The Annual Muster may also be conducted in conjunction with a unit's Annual Training (AT). States are authorized to conduct a centralized Annual Muster provided a representative from each unit to which participating ING Soldiers are assigned attends and all other administrative requirements outlined in this paragraph are followed. Attendance of all ING Soldiers is mandatory except as provided in *d* below.

*b.* The Annual Muster may be held at any time between November and August of each fiscal year (FY).

*c.* Subject to the provision of *e* below, units may conduct more than one muster to ensure maximum participation of ING Soldiers. The Annual Muster may be conducted in conjunction with a unit's Annual Training (AT). The purpose of the muster is to:

(1) Screen Soldiers to determine their availability for mobilization per NGR 600-2.

(2) Inform Soldiers of unit training plans and objectives.

(3) Conduct a showdown inspection of uniforms issued to the Soldier and clothing bag items, update personnel records (to include current address, telephone numbers, and e-mail addresses). Determine requirements for immunizations, and pantographic x-rays. Conduct the annual periodic health assessment, HIV Test, DNA and other current medical screening programs necessary to update the Soldier's individual health records (HREC). Conduct the required annual periodic health assessment per AR 40-501, paragraph 8-20.

(4) Prior to the Annual Muster, the unit commander will identify those ING Soldiers whose enlistment, reenlistment, or extension will expire before the next muster. During the Annual Muster, the retention NCO, unit commander, or other designate will discuss the benefits of reenlisting/extending in the ING. That individual will ensure that only qualified Soldiers are allowed to reenlist/extend and that required documents are prepared and executed in a timely manner for the Soldier to reenlist/extend (see paragraph 2-9).

(5) Discuss with ING Soldiers the benefits of transferring to active status (see paragraph 2-9).

(6) Identify ING Soldiers with critical skills and discuss with them transfer to active status or attendance at AT to maintain their MOS proficiency and assist the unit during AT.

*d.* ING Soldiers who are out of State or country due to temporary employment, residency, missionary work, or other valid reason may request an exemption from Annual Muster. The request must include the Soldier's scheduled departure date, address (if known), and estimated date of return. Notification is required when the ING Soldier returns from their temporary employment, residency, or missionary work.

*e.* The Annual Muster assembly is in a paid status for a period not to exceed one unit training assembly per Fiscal Year (FY) per individual.

*f.* ING Soldiers attending the Annual Muster assembly will wear the prescribed uniform. Exceptions can be made per NGR 350-1.

*g.* Meals are not authorized for one unit training assembly (NGR 350-1).

*h.* RFP Soldiers are exempt from the Annual Muster requirement.

## **2-12. Muster memorandum**

*a.* Commanders will send a memorandum (see figure 2-2) to each Soldier required to attend Annual Muster at least one month before the Annual Muster by certified mail with a return receipt request.

*b.* Memoranda returned as not deliverable will be maintained at the unit, in an appropriate suspense file for further action.

*c.* Unit commanders will review the iPERMS files of those Soldiers who do not respond to the memorandum, do not attend the muster, or whose notification memorandums were returned as not deliverable. If it is determined the Soldiers are not suitable for retention in the ING, they will be considered for discharge or, if they have the potential to be a useful individual mobilization augmentee, discharged from the ARNG and transfer to the IRR.

(Unit Letterhead)

(Office symbol)

(Date)

MEMORANDUM FOR (Rank, ING Soldier's First MI Last Name, Street address, City/Town, State, Zip Code)

SUBJECT: Notification of Annual Muster Assembly

1. Annual Muster for Soldiers assigned to this unit's Inactive Army National Guard (ING) will be conducted concurrently with the regularly scheduled unit training assembly for this unit on (date, time, and location).
2. All Soldiers assigned to the ING of this unit are required to participate in Annual Muster for the purpose of:
  - a. Screening Soldiers to determine availability for mobilization.
  - b. Informing Soldiers of unit training plans and objectives.
  - c. Conducting a showdown inspection of uniforms and clothing bag items.
  - d. Updating personnel records, performing the annual health assessment, and determining immunization requirements.
3. Annual Muster will be conducted in a pay status for one unit training assembly (UTA) (4-hour period). Uniform is required to be worn during Annual Muster; the uniform of the day is \_\_\_\_\_.
4. Receipt of this memorandum will be acknowledged by you on the bottom half of this memorandum. The memorandum will be returned to the unit at the unit address shown on the top of the memorandum no later than one week before the Annual Muster. You should keep a copy for your records. If you do not attend this muster, your status in the ING will be reviewed and appropriate action will be taken. If you are unable to attend because you are not present in the State and cannot reasonably travel to the annual muster, are incapacitated, or are incarcerated; you may request to be excused by indicating your reason below. You will be notified in the event your request is approved; otherwise you are required to attend.

Unit Commander's Signature Block

Receipt of Annual Muster Assembly notification is hereby acknowledged.

(Check one box)

I will attend this Annual Muster Assembly

I request to be excused from this Annual Muster for the following reason: \_\_\_\_\_

Sign here: \_\_\_\_\_ *Signature of individual* \_\_\_\_\_

**Figure 2-2. Muster memorandum example**

**2-13. Inactive Army National Guard (ING) counseling checklist**

*a.* All Soldiers being transferred to the ING will be given a copy of the ING Counseling Checklist (figure 2-3). This counseling checklist explains the Soldier's responsibilities while a member of the ING, the reason for the Soldier's transfer and the Soldier's entitlements. If a Soldier is not available for counseling, the unit commander will send a copy of the counseling checklist and a copy of the orders transferring the Soldier to the ING to the Soldier by certified mail with a return receipt request.

*b.* If a Soldier is transferred to the ING pursuant to paragraph 2-1 *a(10)*, the unit commander will include a statement outlining the Soldier's request for assignment to the ING in paragraph 2*b* of the ING Counseling Checklist.

*c.* If a Soldier is transferred to the ING pursuant to paragraph 2-1 *b(6)* for failure to complete IET, the following statement will be annotated in paragraph 2*b* of the ING Counseling Checklist:

You are transferred to the Inactive Army National Guard pending discharge from the Army National Guard because you are not expected to complete Initial Entry Training within twenty-four months of your enlistment into the Army National Guard, as is required by law. If you believe this action has been taken in error, and that you will be able to complete your Initial Entry Training within the statutory period, or you have any questions regarding your transfer; immediately discuss your concerns with your unit commander (or designated representative).

*d.* If a Soldier is transferred to the ING pursuant to any other provision of paragraph 2-1, transcribe the applicable authority into paragraph 2*b* of the ING Counseling Checklist (i.e.: "change of residence" if transfer is effected pursuant to paragraph 2-1 *a(1)*, "incompatibility with civilian employment" if transfer is effected pursuant to paragraph 2-1 *a(2)* etc.).

**2-14. Evaluation reports**

Evaluation reports are not normally submitted for ING Soldiers. However, the following provisions apply to ING Soldiers temporarily transferring to active status to attend AT:

*a.* A noncommissioned officer evaluation report (NCOER) will be completed for sergeants (E-5) and above who complete an AT period of 11 days or more.

*b.* Evaluation reports will be submitted to the State military personnel officer within 60 days of the ending date of the AT period.

*c.* Distribution and filing of evaluation reports will be the same as for active status Soldiers.

**2-15. Date of rank and promotions**

*a.* Soldiers transferring from the ING to active status in the ARNG will retain their date of rank (DOR). DOR will not be adjusted to delete time spent in the ING.

*b.* Soldiers may not be considered for promotion for a period of one year following the most recent transfer from ING to active status. No waivers authorized.

*c.* This paragraph does not apply to RFP Soldiers.

**2-16. Military education**

*a.* Soldiers transferred into the ING will be encouraged to participate in Regional Training Institutes and military correspondence course programs to increase their MOS proficiency.

*b.* ING Soldiers who desire to attend a resident military school will submit a request for temporary return to active status through the chain of command to TAG for approval/disapproval. If approved, orders must be prepared to temporarily transfer them to an active status for the period of schooling plus allowable travel time.

*c.* Neither pay nor retirement points can be awarded for completion of distance learning courses or service schools while the Soldier is in the ING, unless the Soldier is temporarily transferred to active status. ING Soldiers will not generally be transferred to active status for the sole purpose of completing distance learning courses.

*d.* When a Soldier in the ING is transferred to an active status, they cannot be retroactively awarded pay or retirement points for completion of course while in the ING.

**2-17. Training**

*a.* Soldiers transferred into the ING will be encouraged to attend AT. This training can be done without regard to position vacancy. It will assist Soldiers in maintaining proficiency in their MOS.

*b.* Soldiers transferred into the ING are not authorized to participate in Year-Round Annual Training

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**Inactive National Guard (ING) Counseling Checklist**

1. The following information is provided concerning your transfer to the Inactive Army National Guard (ING). As a member of the ING:

*a.* You are in inactive status. In inactive status you are not entitled to pay, not eligible for promotion, and not eligible to earn retirement points.

*b.* You are subject to immediate involuntary mobilization in the event of Federal or State mobilization.

*c.* You do receive longevity credit for basic pay purposes while in inactive status.

*d.* You are required to report to a one-day annual muster with your unit of assignment.

*e.* You are required to maintain a current periodic health assessment, performed annually per AR 40-501, paragraph 8-20.

*f.* You are required to keep your unit commander or designated representative informed of any change in your home address, your e-mail address, or your home, work, or mobile phone numbers.

*g.* You are required to keep your unit commander or designated representative informed of any changes in your status (such as physical status or family situation) that may affect your potential for future service as a mobilization asset.

2. Official notice:

*a.* Your transfer to the ING, effective           (enter date on order)          , is based on the provisions of National Guard Regulation (NGR) 614-1, paragraph 2-1           (subparagraph)          .

*b.* The reason for such transfer is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Your SGLI terminates on the 120<sup>th</sup> day after separation from active status (assignment to the ING). Soldiers transferred into the ING are entitled to and can apply for part-time SGLI and VGLI coverage. See NGR 37-104-3 for entitlements and administrative processing. Additional guidance and cost information is provided on the Department of Veterans' Affairs Life Insurance web site: <http://www.insurance.va.gov/miscellaneous/index.htm>.

4. At any time you may request transfer from the ING to active status in the Army National Guard (ARNG). You may also request temporary transfer to active status in order to attend Annual Training (AT) or a military school. You will be temporarily transferred to active status if you are required to participate in an administrative board. You may not be temporarily transferred into active status in order to attend Inactive Duty Training (IDT) (i.e.: weekend drills). In order to be transferred to active status pursuant to your request you must meet the standards of existing ARNG retention policies, and your request must be approved by your unit commander and the chain of command. You may also request to be released from your ARNG commitment and transfer into the Individual Ready Reserve (IRR) of the United States Army Reserve (USAR).

5. NGR 614-1 outlines the policy concerning the ING. If you have any questions concerning your transfer to the ING or your responsibilities while a member of the ING you should contact your unit commander or designated representative. If you believe that you have been inappropriately transferred to the ING you may request that the order transferring you to the ING be revoked.

**Figure 2-3. Inactive Army National Guard (ING) Counseling Checklist**

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*c.* Soldiers in the ING who volunteer to attend AT will be temporarily transferred to an active status at least 15 days prior to the first day of AT, but no earlier than the first day of the reporting month. They will revert to the ING not later than seven days following the last day of AT.

*d.* ING Soldiers who incur an injury while on AT/ADT orders or during Annual Muster will complete Line of Duty paperwork and be retained in an active status until medically cleared.

*e.* ING Soldiers are not authorized to perform Inactive Duty Training (IDT) (weekend drills) and may not be temporarily transferred to active status for this purpose. Annual Muster may be scheduled to take place on the same weekend that a unit conducts IDT and an ING Soldier's participation in Annual Muster screening is not participation in IDT. ING Soldiers may not participate in other training activities that may be taking place during that IDT assembly.

## **2-18. Mobilization**

*a.* Soldiers transferred to the ING are subject to mobilization for State missions. Soldiers transferred to the ING are also deployable on Federal missions upon alert and mobilization as part of the Ready Reserve of the Army. ING Soldiers are not part of the Selected Reserve and are not subject to mobilization under 10 USC 12304.

*b.* Upon receiving alert orders, commanders will contact ING Soldiers and notify them that they will be mobilized and advise them of the projected mobilization date. ING Soldiers should be reminded that they may request transfer to active status at any time and encouraged to do so as soon as possible. ING Soldiers will normally be mobilized with the unit to which they are assigned, but they may be involuntarily cross-leveled to another alerted unit even if their assigned unit is not alerted, mobilized or deployed if in the judgment of TAG mobilization of the ING Soldier with another unit is in the best interests of the ARNG.

*c.* Soldiers enlisted into the RFP should not be transferred to active status except in cases of full mobilization; in the normal course they must be discharged from the ING and enlist into active status with the ARNG per chapter 3.

## **2-19. Retirement credit**

ING Soldiers may not earn retirement points while remaining in inactive status; they may only earn retirement points while temporarily transferred into active status for attending AT or resident military schools. Retirement points are maintained per NGR 680-2. See figure 2-4 for an example of a Retirement Point Account Management (RPAM) statement which shows an ING entry for a Soldier transferred to the ING, attending annual muster, and then transferring to an active status with the ARNG. An explanation on how to read the RPAM statement is shown in figure 2-5.

## **2-20. Servicemember's Group Life Insurance/Veteran's Group Life Insurance**

Soldiers transferred from active service to the ING lose their Servicemember's Group Life Insurance (SGLI) coverage 120 days after being separated from active service; they are entitled to and can apply for part-time SGLI and Veteran's Group Life Insurance (VGLI) coverage. See NGR 37-104-3 for entitlements and administrative processing. Additional guidance and cost is provided by the Department of Veterans Affairs on their insurance web site: <http://www.insurance.va.gov>.

## **2-21. Suspension and reinstatement of the Selected Reserve Incentive Program**

*a.* Suspension/termination for Selected Reserve Incentive Program (SRIP). Soldiers temporarily transferred to the ING will be suspended from the SRIP while in the ING. Soldiers who remain in the ING for more than one year will have their participation in the SRIP terminated and may be subject to recoupment of incentives previously received.

*b.* Reinstatement of SRIP. Soldiers transferred to the ING who transfer to active status and fill an existing vacancy in the Selected Reserve authorizing the Soldier's grade and MOS in a bonus authorized unit or a bonus authorized MOS may have their previously suspended participation in the SRIP reinstated. Within 30 days of returning to active status, the Soldier must extend their enlistment or reenlistment agreement for the period of time equal to or greater than the time served in the ING. This will allow the Soldier to serve out the full incentive contract period in the Selected Reserve. A Soldier who does not comply with this requirement will be terminated from the SRIP Incentive Program and may be subject to recoupment of incentives previously received.

## **2-22. Soldiers on flight status**

Enlisted Soldiers on flight status orders are not authorized to continue on flying status effective the date of transfer to the ING. Unit commanders will request termination of flight status per NGR 600-106. Individuals may re-qualify for aviation service upon reassignment to active status in an operational flying duty position.

SGT BUCKEYE BRUTUS  
 000-00-0000  
 HHC 612 EN BN  
 28846 TRACY RD  
 WALBRIDGE, OH 43465-9768  
 X8Z01-844

Date Prepared: 2007/03/31  
 AYE: 02/15  
 BASD:  
 Notice Of Eligibility: NO  
 Highest Grade Held: E-6  
 Output Reason: Inquiry

This summary is a statement of your points earned towards retirement. You should review all entries and report any discrepancies to your unit clerk. Particular attention should be given to any period of service with a verification status (VS) of "B" because points are not credited until verified.

Begin Date (yyyymmdd)	End Date (yyyymmdd)	MMSI Ret Pay	IDT Misc	MEM Pt	ACCP	AD VS Career	Total Pts For	Total Svc for	Creditable	Pts
1992/01/02	1993/01/01	F1	0	15	0	162	V	177	177	01/00/00
1993/01/02	1994/01/01	C1	15	15	80	15	V	125	75	01/00/00
1994/01/02	1994/12/01	C1	28	--	0	23	V	--	----/--/--	
1994/12/02	1995/01/01	A1	0	14	0	30	V	95	95	01/00/00
1995/01/02	1996/01/01	A1	0	0	0	365	V	365	365	01/00/00
1996/01/02	1996/05/10	A1	0	--	0	129	V	--	----/--/--	
1996/05/11	1997/01/01	D4	0	10	0	0	V	139	139	01/00/00
1997/01/02	1998/01/01	D4	0	15	0	0	V	15	15	--/--/--
1998/01/02	1999/01/08	H3	0	0	0	0	V	0	0	--/--/--
2000/02/28	2001/02/27	B1	48	15	0	14	V	77	77	01/00/00
2001/02/28	2001/05/19	B5	0	--	0	0	V	--	----/--/--	
2001/05/20	2001/05/20	B1	1	0	0	0	V	1	1	00/00/01
2001/05/21	2002/01/29	B5	0	--	0	0	V	--	----/--/--	
2002/01/30	2006/02/15	H3	0	--	0	0	V	--	----/--/--	
2006/02/16	2007/02/15	B1	46	15	10	20	V	91	91	01/00/00
2007/02/16		B1	4	--	0	0	V	--	----/--/--	
Grand Totals						758		1085	1035	07/00/01

MILITARY MEMBERSHIP STATUS IDENTIFIERS

- F1...United States Air Force Reserve
- C1 ..Air National Guard Unit Member
- A1 ..United States Army Regular Service
- D4..United States Army Reserve Control Group (Reinforcement)
- H3..Non-Military, Civilian Break
- B5 ..Inactive Army National Guard
- B1 ..Army National Guard Unit Member

DISTRIBUTION:  
 1 SOLDIER  
 1 REQUESTOR  
 1 STATE USE

NGB FORM 23B  
 31 March 2007

**Figure 2-4. Sample Retirement Point Account Management Statement (NGB Form 23B) for Soldiers in the ING**

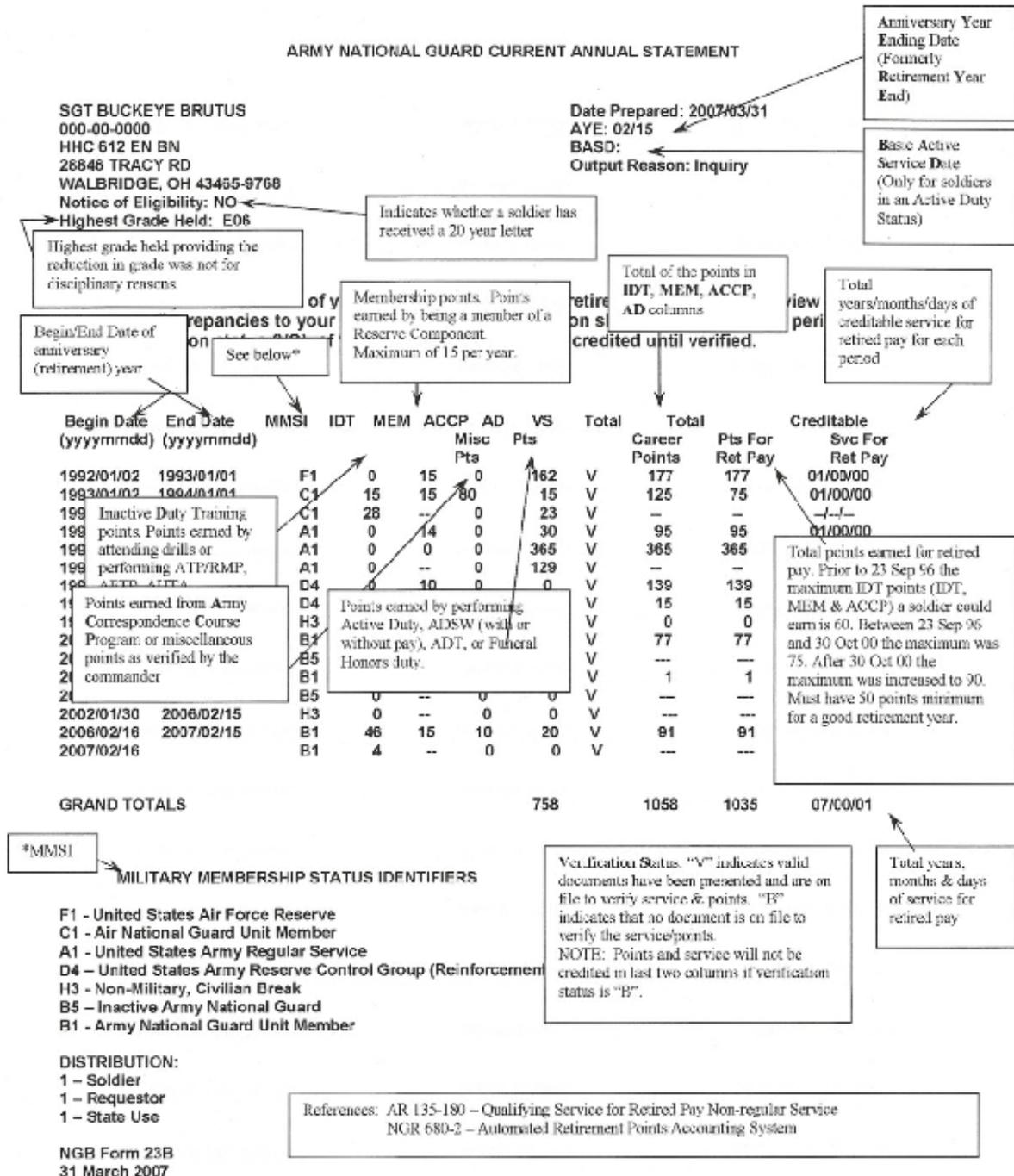


Figure 2-5. Explanation of Retirement Point Account Management Statement.

## Chapter 3

### Enlistment into the ING – the Recruit Force Pool Program

#### 3-1. RFP Enlistment

Chapter 2 of this regulation, applicable to Soldiers transferring into the ING, does not necessarily apply to recruits enlisting directly into the ING through the Recruit Force Pool (RFP) program (RFP Soldiers).

*a.* The RFP Soldier will complete the enlistment process at the MEPS per the ARNG Enlistment Criteria Memorandum.

*b.* A recruit enlisting into the RFP will establish a date, no more than 485 days into the future, at which time they will ship to IET. At a date which is 120 days from the IET ship date the RFP Soldier will be required to enlist into active status with the ARNG (see paragraph 3-6).

*c.* If the RFP Soldier is in inactive status and is not a member of the Selected Reserve; the RFP Soldier will not be accounted for in the paid strength of the ARNG until they have enlisted into active status (see paragraph 3-6 a(3)).

*d.* RFP Soldier will not be issued a Military ID Card.

#### 3-2. Recruit quality standards

*a.* At least 90% of the recruits enlisted into the RFP during a given fiscal year must be Tier 1 Education Credential. All other enlistees must possess a General Educational Development (GED) certificate.

*b.* At least 60% of the recruits enlisted into the RFP during a given fiscal year must score in the top 50<sup>th</sup> percentile on the Armed Forces Qualification Test (Test Score Category (TSC) I-III A). No more than 4% of the recruits enlisted into the RFP during a given fiscal year may be in TSC IV (AFQT score in the 30<sup>th</sup> percentile or below).

*c.* Recruits to the RFP program must meet all MOS-specific prerequisites prior to enlistment under the RFP option.

*d.* RFP Soldiers that are TSC IIIB and IV may participate in the March to Success Program to improve their TSC, and may renegotiate their contract if they qualify for a different MOS other than that provided for in their original RFP contract notes. ASVAB testing must occur per MEPS and March to Success regulations and guidelines. The MEPS Guidance Counselor will ensure that new training seats are reserved for those TSC IIIB and IV RFP Soldiers that subsequently qualify for a different MOS due to improved test scores.

#### 3-3. Other eligibility criteria

*a.* Recruits to the RFP program must be fully qualified for enlistment into active status in the ARNG.

*b.* RFP enlistment is appropriate for recruits who cannot ship to their initial entry training (IET) for more than 120 days after becoming eligible to enlist in ARNG; these recruits may enlist into the ING through the RFP program and be assigned to the Recruiting and Retention Command RFP designated position (duty MOS 00F10), paragraph 026A and line 52A. RFP Soldiers will be assigned to the ING of the Recruiting and Retention Command.

*c.* Recruits enlisting in this category will enlist into the RFP for one year on a 1x0 ING enlistment contract.

#### 3-4. Requirements of the RFP Program

*a.* The RFP contract will include: the recruit's projected unit of assignment, DMOS, the projected ship date to IET, an explanation of the RFP program, the "Stripes for Skills" program, and "Stripes for Buddies" program, as well as a statement of Guard-Recruiting Assistance Program (G-RAP) eligibility.

*b.* MEPS Guidance Counselors will utilize REQUEST (Recruit Quota Enlistment System) to secure and reserve a training seat for the RFP Soldier at the time the Soldier enlists into the RFP program.

*c.* RFP Soldiers will not participate in any physical or military training under the auspices of the ARNG.

*d.* RFP Soldiers may not be promoted.

**3-5. Strength accounting** Although not counted against ARNG Selected Reserve end strength, RFP Soldiers are members of the Ready Reserve of the Army. The Recruiting and Retention Commander (RRC) will ensure that the RFP Soldier will be tracked by the in the VULCAN System, RFP management category until they are discharged from the RFP.

#### 3-6. Discharge from RFP

The RFP Soldier will be discharged from the RFP to:

*a.* Enlist into active status.

(1) At 120 days from the start date of IET (a date which is established at the time the Soldier enlists into the RFP) the RFP Soldier will be discharged from the RFP program and required to enlist into active status with the ARNG.

(2) Upon enlistment into active status with the ARNG, the Soldier will be assigned to the Federally recognized MTOE/TDA unit in which they will serve once they are awarded their MOS and attached to the Recruit Sustainment Program (RSP) for Inactive Duty Training (IDT).

(3) Once the Soldier enlists into active status with the ARNG, the Soldier will be accounted for in the paid strength of the ARNG. The Soldier will be reported as assigned to RRC Unit Identification Code in Standard Installation/Division Personnel System (SIDPERS). (For detailed instructions see appendix C.)

(4) Upon proper transition to the RSP, the Soldier's personal data will be recorded in SIDPERS in a paid status.

(5) The RFP Soldier will execute the standard enlistment forms associated with contracting into active status with the ARNG and will sign the DD Form 4 series for enlistment into active status with the ARNG for any authorized period of enlistment (3x5, 4x4, 6x2).

(6) Upon enlisting into active status with the ARNG, the Soldier will sign all applicable bonus addendums per current SRIP policy.

(7) Discharges from the RFP will reflect the following:

(a) Personnel Action Request (PAR) will be generated using loss code: OE.

(b) Reason: Other reasons approved by CNGB.

(c) Authority: NGR 600-200.

(d) Characterization of Service: Uncharacterized.

(e) Source documents: NGB Form 22B, Army National Guard Recruit Force Pool Report (RFPR) service document or DD Form 368, Request for Conditional Release.

(f) Order Format: 500.

(8) Upon the Soldier's enlistment into the active ARNG, the RRC will complete the Recruit Force Pool Report (RFPR) and enter "Soldier enlists into active ARNG" in block 10. Either the MEPS Guidance Counselor or the RSP Commander/Designated Representative is authorized to execute this report. The RFPR is a supporting document of the Soldier's Enlistment packet into the active Army National Guard and the MEPS Guidance Counselor will ensure that RFPR is scanned into Army Recruiting Information Support System (ARISS) to document the total time served in RFP.

(9) MILPO/SIDPERS processing of the enlistment contract does not require a discharge order or SIDPERS discharge transaction. ARISS will provide a supplemental Non-Prior Service Gain data file via iPERMS to prepare a Return from Inactive Army National Guard (RING) order to support enlistment into the active ARNG. SIDPERS will process the RING transaction to create an active record for strength reporting. A review of enlistment contract may require additional corrective transactions to ensure that the Soldier's record aligns with Army National Guard Data Base of Record (DBOR).

*b.* Other than to enlist into active status.

(1) The request for discharge is prepared by the Recruiting and Retention Commander (RRC) when it is determined the RFP Soldier will not enlist into active status in the ARNG, 365 days will elapse since the Soldier's RFP enlistment with no training seat being available, the RFP Soldier enlists or obtains a commission in another service component pursuant to an approved conditional release (DD Form 368). Approval authority for a conditional release for service with another component is the Recruiting and Retention Command Commander. The MEPS Guidance Counselor or the RSP Commander/Designated Representative will complete a RFPR to report total service performed in the RFP (see appendix D and figure D-1). The RFP Soldier will receive a copy of the RFPR (NGB Form 22B).

The MPMO/G1 will prepare a discharge order using the State MILPO Orders application to discharge Soldier from ING.

(2) Discharges from the RFP will reflect the following:

(a) Personnel Action Request (PAR) will be generated using loss code: OE.

(b) Reason: Other reasons approved by CNGB.

(c) Authority: NGR 600-200.

(d) Characterization of Service: Uncharacterized.

(e) Source documents: NGB Form 22B, Army National Guard Recruit Force Pool Report (RFPR) service document or DD Form 368, Request for Conditional Release.

(f) Order Format: 500.

**3-7. Benefits upon entry into active status**

RFP Soldiers are ineligible to receive the following benefits until they leave the RFP and enter into active status:

- a.* A Military ID Card
- b.* SGLI.
- c.* TRICARE benefits.
- d.* Post Exchange/commissary privileges.

**Appendix A**  
**References**

**Section I**  
**Required Publications**

**AR 40-501**  
Standards of Medical Fitness

**AR 135-7**  
Incentive Programs

**AR 600-9**  
Army Weight Control Program

**NGR 310-10**  
Military Orders - including Change 1

**NGR 600-200**  
Enlisted Personnel Management

**Section II**  
**Related Publications**

**AR 11-2**  
Management Control

**AR 25-50**  
Preparing and Managing Correspondence

**AR 130-5**  
Organization and Functions of National Guard Bureau

**AR 135-91**  
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135-178**  
Enlisted Administrative Separations

**AR 135-205**  
Enlisted Personnel Management

**AR 25-400-2**  
The Army Records Information Management System (ARIMS)

**AR 135-180**  
Qualifying Service for Retired Pay Non-Regular Service

**AR 310-50**  
Authorized Abbreviations, Brevity Codes, and Acronyms

**AR 600-8-2**  
Suspension of Favorable Personnel Actions (FLAGS)

**AR 600-8-6**

Personnel Accounting and Strength Reporting

**AR 600-8-19**

Enlisted Promotions and Reductions

**AR 600-8-101**

Personnel Processing (In-and Out-and Mobilization Processing)

**AR 600-20**

Army Command Policy

**AR 600-105**

Aviation Service of Rated Army Aviation Personnel

**AR 601-210**

Active and Reserve Components Enlistment Program

**AR 623-3**

Evaluation Reporting System

**AR 623-205**

Noncommissioned Officer Evaluation Reporting System

**NG Pam 25-10**

Standard Installation/Division Personnel System (SIDPERS-ARNG) Data Element Dictionary

**DA Pam 600-8-21**

Soldier's Applications Program

**DA Pam 623-3**

Evaluation Reporting System

**DODFMR Volume 7A**

DoD Financial Management Regulation

**NGR 37-104-3**

Military Pay and Allowances Policy and Procedures

**NGR 350-1**

ARNG Training

**NGR 600-2**

Screening of the Army National Guard

**NGR 600-7**

Selected Reserve Incentive Programs

**NGR 600-21**

Equal Opportunity Program in the Army National Guard

**NGR 600-106**

Flying Status for Non-rated Army Aviation Personnel

**NGR 680-1**

Personnel Assets Attendance and Accounting

**NGR 680-2**

Automated Retirement Point Accounting System

**Section III****Prescribed Forms****NGB Form 22B**

ARNG Recruit Force Pool Report

**Section IV****Referenced Forms****DA Form 11-2-R**

Management Control Evaluation Certification Statement

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 4836**

Oath of Extension of Enlistment - Enlistment - Reenlistment

**DD Form 4 series**

Enlistment/Reenlistment Document – Armed Forces of the United States

**DD Form 368**

Conditional Release

**NGB Form 22**

Report of Separation and Record of Service

**NGB Form 23B**

Retirement Point Account Management Statement

**Appendix B****Management Control Evaluation Checklist****B-1. Function**

This checklist functions as an evaluation tool to ensure the accurate and orderly administration and management of Soldiers assigned to the Inactive Army National Guard (ING) and Recruit Force Pool (RFP).

**B-2. Purpose**

The purpose of this checklist is to assist commanders in evaluating the key management controls listed below. It is not intended to cover all controls.

**B-3. Instructions**

Answers must be based on the actual testing of key management controls (for example, document analysis direct observation, random sampling, and simulation). Answers indicating deficiencies will be explained and description of the corrective action will be included in supporting documentation. These management controls will be evaluated annually during the month of September (see NGR 614-1, paragraph 1-4 for specific responsibilities). Certification that such an evaluation has been conducted will be documented on DA Form 11-2-R (Management Control Evaluation Certification Statement) (available on line at <http://www.apd.army.mil>). The DA Form 11-2-R will be

submitted by the State Military Personnel Officers (MPMO/G1) to arrive at NGB NLT 15 October. Reports will be addressed to Chief, National Guard Bureau, ATTN: NGB-ARH, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

#### **B-4. Test questions**

- a. Have any commissioned or warrant officers been assigned to the ING for any reason?
- b. Have all units completed their annual muster?
- c. During Annual Muster were Soldiers screened per this regulation?
- d. Has any RFP Soldier exceeded 12 months participation in the RFP program?
- e. Was NGB Form 22B processed in a timely manner for Soldiers departing the RFP program?
- f. Were Soldiers properly utilized while assigned to the RFP?
- g. Did any RFP Soldiers perform any physical or military training under the auspices of the ARNG?

#### **B-5. Comments**

Recommendations to further assist in evaluating management controls should be submitted Chief, National Guard Bureau, ATTN: NGB-ARH, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

### **Appendix C**

#### **Recruit Force Pool SIDPERS Procedures**

**C-1. Purpose.** The purpose of this annex is to identify the SIDPERS transaction and codes that must be followed to accurately account for eligible Non-Prior Service (NPS) Soldiers that enlist in the ARNG Recruit Force Pool (RFP) enlistment option program.

**C-2. Non prior service gain transaction.** Soldiers electing the ARNG RFP program have agreed to serve a single term of one year. Process of the Non-Prior Service Gain (NPSG) Transaction in SIDPERS will reflect data supported by Army Recruiting Information Support System (ARISS) and TwinEngines E-Trans application.

**C-3. Data requirements.** The following list outlines the data requirements to support ARNG-RFP accessions (NPSG):

- Each SIB must enter a SIDPERS 'Authorized Strength Single Transaction' (ASTE) to load the following information into the Authorized Strength of the Recruiting & Retention Command's UPC: *Para 026A, Line 52A, POSC 00F10, Paragraph Title "RFP SECTION", Position Title "RFP RECRUIT", Grade 'E4', Authorized '0 (Zero), and Required '0' (Zero).*
- Assignment Loss Reason must reflect: *'IL' Individual Request.*
- Current UPC must reflect the UPC that has been designated for use as the RFP Unit, Recruiting & Retention Command's UPC.
- The Initial Procurement values on the page 2 tab of the NPSG transaction must be: *'E' for MIL-PERS-CLASS; 'B' for PREV-ORG-IDENT; and 'AX' for PROCUREMENT-PROG.*
- The EXPN-RDY-RES-OBLIG-DATE must be: *'one year minus one day from Date of Enlistment'.*
- The EXPN-STAT-MIL-OBLIG-DATE must be the: *'Date of Enlistment'.*
- Position Number Excess Code must read: *'999C', Soldier Assigned to ING.*
- Duty Position Qualification must be: *'S'.*
- Training Status must be: *'B', Soldier in Training Pipeline.*

- Enlistment Option must be: *'5' Standard 6 X 2 Option*.
- Term of Enlistment Reserve must be: *'12'*.
- Expiration of Term of Service (ETS) is: *'one year minus one day'* from Date of Enlistment.
- Enlistment-Reenlistment-Bonus-Entitlement and Enlistment-Reenlistment-Bonus-Auth are defaulted to: *'Q'*.
- Date-Execute-6-Year-Service-Obligation will be the same as: *'Date of Enlistment'*.
- Training/Pay/Retired Category (TNG-PAY-RET-CAT) must read: *'L'*.
- Reserve Category (RES-CAT) must read: *'I'*.

**C-4. SIDPERS NPSG Transaction.** The SIDPERS NPSG transaction will have an *'ARNG-RFP'* tab. The new data elements included under this tab are:

- **PROJECTED UPC:** This is the target UPC for the unit that the enlistee will be assigned to once they contract for enlistment in the active ARNG.
- **PROJ-AUTH-LINE-DSG:** The line number for the MTOE/TDA position of the PROJECTED UPC.
- **PROJ-AUTH-PARA-DSG:** The paragraph number for the MTOE/TDA position of the PROJECTED UPC.
- **PROJ-DUTY-POSITION:** The Duty MOS for the MTOE/TDA position of the PROJECTED UPC.
- **PROJ-ENLSTMT-REEL-BONUS-ENTL:** The expected bonus entitlement when Soldier contracts for enlistment in the active ARNG.
- **PROJ-ENLSTMT-REEL-BONUS-AUTH:** The expected bonus authorization when Soldier contracts for enlistment in the active ARNG.
- **PROJ-ENLSTMT-REEL-BONUS-MOS:** The expected bonus Military Occupational Specialty (MOS) when Soldier contracts for enlistment in the active ARNG.
- **PROJ-DATE-ENLSTMT-REEL-BONUS:** The date of expected bonus when Soldier contracts for enlistment in the active ARNG.

**C-5. On line information:** A list of the ARNG Recruit Force Pool (RFP) accessions is available on the DSRO G1 Minuteman web site, <https://minuteman.ngb.army.mil>. Users may log in to the G1 Minuteman web site using their CAC and view the RFP reports by selecting from the IET Management drop down menu of the Leadership Reports section within the DSRO application.

## **Appendix D**

### **Completion Instructions – NGB Form 22B**

**D-1. Purpose.** The NGB Form 22B is a document used to record the Soldier's participation in the Recruit Force Pool (RFP). This form is similar to NGB Form 22 in as much as it becomes an official record for capturing time in the RFP and becomes a permanent record relating to the Soldier's Military Service Obligation (MSO). See NGR 600-200, appendix F.

#### **D-2. Instructions.**

- Block 1 – Name. Enter the Soldier’s last name, first name, and middle initial.
- Block 2 – SSN. Enter the Soldier’s Social Security Number. Note: Privacy act statement is not required.
- Block 3 – Date. Enter the date prepared.
- Block 4 – Enter Soldiers current Grade/Rank. (Example: E-1/PVT)
- Block 5 – Effective Date of Entry in Recruit Force Pool. Enter the effective date from the order assigning the Soldier to the RFP program.
- Block 6 – Date Departed Recruit Force Pool. Enter the effective date from the order discharging the Soldier from membership in the ING.
- Block 7 – Total Period in Recruit Force Pool. Compute time in years/months/days by subtracting the Effective Date of Entry in Recruit Force Pool from the Date Departed Recruit Force Pool and adding one day to the cover the inclusive day. See examples below for computing periods of service.

**BASIC COMPUTATION EXAMPLE** (with no converting or borrowing):

	YR	MO	DY
Date Departed Recruit Force Pool	2009	06	17
Effective Date of Entry in Recruit Force Pool	– 2009	01	15
Subtotal	0	05	02
Add one day	+		01
Total Period in Recruit Force Pool	0	05	03

**BORROWING EXAMPLES:** *If the number of days in the top line is less than the second line, borrow 30 days (It doesn’t matter if the next month has 31 or 28/29 days – **BORROW 30 DAYS**) and add to the days on the top line.*

	YR	MO	DY
Date Departed Recruit Force Pool	2009	<del>05</del> 04	<del>17</del> 17
Effective Date of Entry in Recruit Force Pool	– 2009	02	19
Subtotal	0	02	28
Add one day	+		01
Total Period in Recruit Force Pool	0	02	29

*If the number of months in the top line is less than the second line, borrow 12 months from the year and add to the months on the top line.*

	YR	MO	DY
Date Departed Recruit Force Pool	<del>2010</del>	<del>04</del> 13	20
Effective Date of Entry in Recruit Force Pool	– 2009	02	19
Subtotal	0	11	01
Add one day	+		01
Total Period in Recruit Force Pool	0	11	02

**UNIQUE CONVERSION EXAMPLE:** *If the Date Departed RFP is the last day of the month – and if the last day of the month is the 31<sup>st</sup> (i.e.: Jan, Mar, May, Jul, Aug, Oct or Dec) – or – the 28<sup>th</sup> /29<sup>th</sup> (i.e.: Feb non-leap year/leap year), it must be converted to the 30<sup>th</sup>. Note: This contingency **DOES NOT apply** to the Effective Date of Entry in Recruit Force Pool – use the actual day of entry (i.e.: 28, 29, 30, or 31).*

	YR	MO	DY
Date Departed Recruit Force Pool	2009	10	<del>31</del> 30
Effective Date of Entry in Recruit Force Pool	– 2009	2	28
Subtotal	0	08	02

Add one day	+		01
Total Period in Recruit Force Pool		0 08	03

For further guidance on computing time periods refer to DODFMR Volume 7A, Section 010104, A.2, which shows how to compute basic pay credit - this is the same method to compute time for service.

- Block 8 – Reason for Release. Select the appropriate block.
- Blocks 9a – Typed Name of Recruit Sustainment Program Commander or designated representative, 9b – Grade/Rank, and 9c – Signature: Self explanatory. A Commissioned Officer, Warrant Officer, NCO (SFC above), or DA Civilian (GS 7 or above) is authorized to sign.
- Block 10 – Remarks. Enter any other pertinent information.

**D-3. Form availability.**

- For sample refer to figure 3-1.
- On line refer to NGB Publications and Forms Library:  
<http://www.ngbpdcc.ngb.army.mil/forms/ngbf22b.htm>

ARMY NATIONAL GUARD RECRUIT FORCE POOL REPORT			
The proponent is NGB-ARH. For use of this form see NGR 614-1.			
The personal information contained in this document is protected by the Privacy Act of 1974.			
Member Information: (To Be Completed by Personnel Officer)			
1. Name (Last, First MI) Last, First MI	2. SSN XXX-XX-XXXX	3. Date 2010/02/15	4. Grade/Rank RANK
5. Effective Date of Entry in Recruit Force Pool 2009/01/01	6. Date Departed Recruit Force Pool 2010/02/01	7. Total Period in Recruit Force Pool 1 Years 0 Months 0 Days	
8. REASONS FOR RELEASE:  The above named individual is released from the Recruit Force Pool based on the following reasons: <input checked="" type="checkbox"/> Enlistment into the Selected Reserve <input type="checkbox"/> Exceeded the maximum period in RFP <input type="checkbox"/> Moved out of State <input type="checkbox"/> Transferred to new State of STATE <input type="checkbox"/> Other IF OTHER PLEASE SPECIFY			
9a. Typed Name of Personnel Officer Last, First MI	9b. Grade/Rank RANK	9c. Signature   Click to Approve SIGNATURE GOES HERE	
10. Remarks  Remarks.			

NGB 22B, 20100217 (EF) (IMT-V1) SAMPLE

Figure D-1. Sample ARNG Recruit Force Pool Report (NGB Form 22B).

**Glossary**

**Section I  
Abbreviations**

**ADOS**

Active Duty Operational Support

**ADT**

Active Duty Training

**AGR**

Active Guard Reserve

**AR**

Army Regulation

**ARISS**

Army Recruiting Information Support System

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard United States

**AT**

Annual Training

**CAC**

Common Access Card

**CNGB**

Chief, National Guard Bureau

**DARNG**

Director, Army National Guard

**DBOR**

Data Base of Record

**DCPC**

Direct Combat Probability Code

**DMOS**

Duty Military Occupational Specialty

**DNA**

Deoxyribonucleic Acid

**DOR**

Date of Rank

**ETS**

Expiration of Term of Service

**GED**

General Educational Development

**G-RAP**

Guard - Recruiting Assistance Program

**HIV**

Human Immunodeficiency Virus

**HREC**

Health Record

**IDT**

Inactive Duty Training

**IET**

Initial Entry Training

**ING**

Inactive Army National Guard

**iPERMS**

interactive Personnel Records Management System

**IRR**

Individual Ready Reserve

**MEPS**

Military Entrance Processing Station

**MILPO**

Military Personnel Office

**MOS**

Military Occupational Specialty

**MOSQ**

MOS qualified

**MOSQ UIC**

MOS Qualified Unit Identification Code

**MPMO/G1**

Military Personnel Management Officer

**MSO**

Military Service Obligation

**MTOE**

Modified Table of Organization and Equipment

**NCOER**

Noncommissioned Officer Evaluation Report

**NGR**  
National Guard Regulation

**NLT**  
Not Later Than

**NO-VAL**  
No Pay - Validate Status

**NPS**  
Non-Prior Service

**NPSG**  
Non-Prior Service Gain

**PAR**  
Personnel Action Request

**PMOS**  
Primary Occupational Specialty

**REQUEST**  
Recruit Quota Enlistment System

**RFP**  
Recruit Force Pool

**RFPR**  
Recruit Force Pool Report

**RING**  
Return from ING

**ROTC**  
Reserve Officer Training Corps

**RPAM**  
Retirement Point Activity Management

**RRC**  
Recruiter and Retention Commander

**RSP**  
Recruit Sustainment Program

**SELRES**  
Selected Reserve

**SGLI**  
Servicemembers' Group Life Insurance

**SIB**  
SIDPERS Interface Branch

**SIDPERS**  
Standard Installation/Division Personnel System

**SIDPERS-ARNG**

Standard Installation Division Personnel System - Army National Guard

**SMP**

Simultaneous Membership Program

**SRIP**

Selected Reserve Incentive Program

**SSN**

Social Security Number

**TAG**

The Adjutant General; refers to the Adjutant General of the States, Commonwealths, and Territories as well as the Commanding General of the District of Columbia National Guard.

**TDA**

Table of Distribution & Allowance

**TSC**

Test Score Category

**UPC**

Unit Processing Code

**USAR**

United States Army Reserve

**USC**

United States Code

**UTA**

Unit Training Assembly

**VGLI**

Veterans Group Life Insurance

**Section II**

**Significant Terms as used in this document**

**Active status**

Refers to Soldiers in active drilling status in the ARNG who are the primary occupant of paragraph and line number MTOE/TDA positions or are part of the unit's authorized overstrength; ARNG Soldiers on active status are accounted for in the authorized end strength of the ARNG, are part of the Selected Reserve of the Army, and are in an active status as defined in 10 USC 10141(b). All ARNG personnel not assigned to the ING are in an active status.

**Officer or Officers**

Includes both commissioned and warrant officers unless otherwise specified

**Recruit**

An individual considering enlistment into the armed forces

**Soldier or Soldiers**

In this document refers to enlisted members (male and female) unless otherwise specified

**State or States**

Refers to the 50 States, Commonwealth of Puerto Rico, Territories of Guam and the Virgin Islands, and the District of Columbia, which are authorized a National Guard.

**Year-Round Annual Training**

Annual training performed by units that require personnel to conduct AT from time to time throughout the year in varying time periods that will total 15 days for the fiscal year.