

Personnel--General

ARNG TOUR PROGRAM (NGB CONTROLLED TITLE 10 USC TOURS)

Applicability. This regulation applies to the Army National Guard (ARNG) Title 10 USC Tour Program. It does not apply to the Active Army or US Army Reserve (USAR).

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Executive, NGB. Users will destroy interim changes on

their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent for this regulation is NGB-ARM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB (NGB-ARM-P), Pentagon, Washington, DC 20310.

Contents

	Paragraph	Page		Paragraph	Page
Chapter 1					
General			Orders.....	4-6	4-2
Purpose.....	1-1	1-1			
Scope.....	1-2	1-1	Chapter 5		
Approval Authority.....	1-3	1-1	Assignment of Tour Personnel		
Chain of Responsibility.....	1-4	1-1	Section I		
			Scope.....	5-1	5-1
Chapter 2			Assignment/Attachment -		
Establishment of AGR Tours			General.....	5-2	5-1
Scope.....	2-1	2-1	Assignment to Primary		
General.....	2-2	2-1	Major Commands.....	5-3	5-1
Policy.....	2-3	2-1	Assignment to Army General		
Requests for Establishment...	2-4	2-1	Staff as "Additional Duty".	5-4	5-1
Coordination.....	2-5	2-1	Assignment.....	5-5	5-1
			Section II		
Chapter 3			Tour Extentions.....	5-6	5-2
Validation of Positions					
Scope.....	3-1	3-1	Chapter 6		
General.....	3-2	3-1	Administration		
Objectives.....	3-3	3-1	Scope.....	6-1	6-1
Procedures.....	3-4	3-1	Courts Martial Jurisdiction..	6-2	6-1
Validation Criteria.....	3-5	3-1	Physical Conditioning Weight		
Validation Results.....	3-6	3-1	Standards.....	6-3	6-1
			Tour Management File.....	6-4	6-1
Chapter 4			Finance.....	6-5	6-1
Application and Selection Procedures			Distribution/Publication		
Scope.....	4-1	4-1	Mailing.....	6-6	6-1
Qualification.....	4-2	4-1	Education.....	6-7	6-1
Tour Announcements.....	4-3	4-1	Aviator.....	6-8	6-1
Application for Nomination...	4-4	4-1	Permanent Changes of Station.	6-9	6-2
Selection Procedure.....	4-5	4-2			

	Paragraph	Page
Termination.....	6-10	6-2
Physical Examination.....	6-11	6-2
Termination Document.....	6-12	6-3
Separation from the ARNG.....	6-13	6-3
Retirement Credit.....	6-14	6-3

Paragraph	Page
-----------	------

Appendixes

- A. Request for ADT Short Tour.....A-1
- B. Memorandum for tour nomination...B-1
board members. Subject: ARNG
Tour Nomination Board Letter of
Instructions.

Chapter 1 General

1-1. Purpose. All tour positions and the policies and procedures pertaining to these positions are known collectively as the Army National Guard (ARNG) Tour Program. The purpose of this regulation is to provide guidance concerning the Title 10 USC ARNG Tour Program.

1-2. Scope. The regulation covers establishment and management of ARNG tours of Active Duty Guard/Reserve (AGR) and the selection, assignment, utilization and administration of personnel for these tours under the provisions of section 672(d) and sections 265, 678, 3033(h) and 3496 of Title 10, United States Code (USC).

1-3. Approval authority. a. The Chief, National Guard Bureau is the approving authority for all AGR tour positions and personnel.

b. For any AGR tour which would result in a member being credited with 18 or more years of active Federal service at any time during an initial two-year tour, additional approval is required by Office of the Deputy Chief of Staff for Personnel (ODCSPER).

1-4. Chain of responsibility. Due to the variety and dispersion of tour positions, a chain of responsibility for ARNG mentorship of all positions has been developed. Raters, indorsers and reviewers have operational and technical supervision over ARNG tour personnel and active Army chains of command apply. In addition the following have monitor duties in the ARNG chain of responsibility:

a. Director, Army National Guard (DARNG). Responsible for oversight of all ARNG personnel on tours of active duty.

b. Senior ARNG advisors.

(1) DARCOM, FORSCOM, HSC, REDCOM, TRADOC and USAREUR senior advisors. Responsible for monitoring all ARNG tour personnel attached to their headquarters and organizations within their commands' areas of responsibility.

(2) CONUSA senior advisors. Responsible for monitoring all ARNG tour personnel attached to their headquarters and those within the CONUSA geographical area of responsibility.

c. Senior ARNG officer at installation level. Responsible for monitoring all ARNG tour personnel attached to that installation/activity and will ensure tour personnel and their dependents receive the maximum quality of life benefits.

d. ARNG Manpower Division (NGB-ARM). Responsible for coordination and management of all tour positions and for retaining backup documentation.



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Chapter 2 Establishment of AGR Tours

2-1. Scope. This chapter covers the procedures for establishment of AGR long and ADT short tours.

2-2. General. ARNG tour positions are funded from National Guard personnel appropriations and are categorized as short (ADT) tours (1-179) days and long (AGR) tours (180 days or more). Normally long tours are 3 years in length, although a shorter tour may be authorized at the discretion of Chief, National Guard Bureau.

2-3. Policy. a. AGR/ADT tours are established and maintained to accomplish tasks which are essential to ARNG organization and training programs.

b. Tour personnel must not be used to meet real or perceived shortages in manpower authorizations needed to accomplish normal mission requirements of the agencies of attachment.

c. Required duties of the position must go beyond those which the active Army normally provides in support of the ARNG. Specifically, the duties to be performed must require ARNG expertise which cannot be provided by active duty or Department of Army civilian personnel.

d. The number of personnel on tours of Active Duty Guard/Reserve (AGR) and Active Duty Training (ADT) must not exceed the congressional authorization established by current fiscal year appropriations.

2-4. Requests for establishment. Requests for establishment of tour position are to be forwarded by the requesting agencies through appropriate command channels to Chief, National Guard Bureau.

a. Long tours. Requests to establish AGR long tours will contain the following:

(1) Attachment. Name the headquarters, staff agency or office to which the member will be attached.

(2) Job justification. List:

(a) Responsibility of the headquarters or agency for Guard matters (include responsibility of the particular division, branch or office to which the member will be attached).

(b) Reasons why the mission cannot be accomplished by active Army or Department of Army civilian personnel.

(c) Action or directive which established the mission.

(d) Importance of the mission to ARNG programs.

(3) Job description. Provide a detailed description of duties/tasks to be performed.

(4) Required qualifications. List:

(a) Desired ARNG experience and background.

(b) Special skills or qualifications.

(c) Desired military and/or civilian educational backgrounds.

(d) Desired grade.

b. Short tours. Requests for short (ADT) tours will be forwarded to manpower division in accordance with the format at appendix A.

2-5. Coordination. a. All requests for AGR/ADT tours are coordinated by the National Guard Bureau with the requesting organization.

b. NGB internal coordination includes the Office of the Director of the Army National Guard (DARNG), ARNG Manpower Division (NGB-ARM), and the ARNG Comptroller (NGB-ARC), along with other interested NGB offices.



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Chapter 3 Validation of Positions

3-1. Scope. This chapter covers the validation process for established ARNG tour positions.

3-2. General. a. The ARNG Tour Program enhances the total Army policy and has received Army-wide acceptance. Most headquarters, agencies and project offices within the Army structure have requested tour personnel, thereby making it necessary to ensure that tour positions are authorized and filled only when necessary.

b. DARNG has established a tour validation program that is designed to aid in maximizing the utilization of tour personnel to further current ARNG missions while staying within the guidelines and funding limitations imposed by the Department of Defense and Congress.

c. The program is administered by ARNG Manpower Division.

3-3. Objectives. Comprehensive study and evaluation of each authorized position provide a means to accomplish the following:

a. Reaffirm the need for ARNG personnel on tours to provide expertise and assistance to the active Army in performing the Guard support role.

b. Provide data to update position justifications and job descriptions.

c. Ascertain proper employment by the supported organization.

d. Facilitate improvement in management practices within the tour program.

3-4. Procedures. a. The validation process includes review of positions by one or more of the following means:

(1) Onsite personal interviews and/or telephonic interviews with ARNG incumbents, appropriate personnel in the ARNG chain of responsibility and active Army supervisory personnel.

(2) Validation questionnaires completed by ARNG incumbents, appropriate personnel in the ARNG chain of responsibility and active Army supervisory personnel.

b. Formal tour validations are normally accomplished at the midpoint of incumbents' tours.

3-5. Validation Criteria. a. Criteria used in the validation of each tour position include but are not limited to the following:

a. The position justification and job description must clearly establish that the required duties cannot be effectively performed by active Army or civilian personnel.

b. The position must provide for the ARNG member to actively participate in the formulation, coordination and administration of policies, plans and regulations applicable to the ARNG, within the area of responsibility of the headquarters/agency to which attached.

c. The position must provide for ARNG visibility at the decision-making level within the headquarters/agency of attachment.

d. The position must afford the ARNG member the capability to coordinate actions and establish working relationships with higher, adjacent and subordinate headquarters and agencies.

e. The ARNG member should be recognized as the principal source of ARNG expertise within the headquarters/agency to which attached.

f. The position must enhance but not duplicate the efforts or duties of other active Guard or Reserve personnel.

g. The position must not be encumbered with requirements to perform routine administrative tasks that are standing functional requirements of the organization of attachment.

3-6. Validation results. a. ARNG Manpower Division will provide a summary of evaluation results to DARNG for final disposition.

b. One of the following recommendations will be included for each position reviewed.

(1) Continuation of the position as currently authorized.

(2) Continuation of the position with changes, additions or deletions to the current position justification or job description.

(3) Elimination of the position upon completion of incumbent's current

24 February 1983

tour.

(4) Elimination of the position immediately or at other specified time.

c. Notification of final disposition of validation reviews will be provided individuals, headquarters and agencies directly affected.

Chapter 4 Applications and Selection Procedures

4-1. Scope. This chapter covers application and selection procedures for long or short tours.

4-2. Qualification for assignment. To qualify for selection and assignment to the AGR tour program, each applicant must meet the following prerequisites:

a. Be a federally-recognized member of the Army National Guard (ARNG).

b. Have the military experience and education commensurate with the required duties of the position.

c. Meet the minimum medical and physical standards under and AR 600-9. Must meet height/weight requirements of appendix A, NGR 600-9.

d. Obtain written concurrence of his State Adjutant General.

e. Be able to complete the tour of duty prior to mandatory removal from active status.

f. Be able to serve at least 5 years in an active status prior to becoming eligible to receive military retired pay or subject to mandatory removal under sections 3848 or 3851, 10 USC, unless a waiver is granted by ODCSPER HQDA.

g. Indicate in writing that they are aware that the sanctuary provisions of 10 USC 1163(d) do not apply to individuals who have received severance or readjustment pay as a result of prior active service.

h. Serve in the ARNG for 4 years immediately preceding the date of application.

(1) Members who have served in the ARNG for at least 2 years immediately preceding application may submit a request for waiver of the four-year requirement through channels to CNGB.

(2) CNGB may waive the minimum service requirement on a case-by-case basis for ADT tours of 29 days or less which do not require ARNG experience and expertise.

i. Meet any special qualifications listed in the tour announcement. Requests for all waivers must be fully justified.

j. Individuals ineligible for entry:

(1) Officers who would attain 18 or more years of active Federal service (10 USC 1293 or 3911) anytime during their initial tour, unless a waiver is granted by ODCSPER HQDA.

(2) Officers involuntarily removed from active duty because of nonselection for promotion or released or discharged from active duty involuntarily for cause or as a result of resignation in lieu of adverse personnel action.

(3) Officers nonselected for promotion on latest consideration by HQDA reserve officer promotion board.

(4) Individuals drawing military retired pay.

(5) Individuals involuntarily removed from active duty for reasons of unsuitability or unfitness for military service.

(6) Individuals voluntarily separated from the AGR program for two or more days may not reenter the program for 1 year from the date of separation, unless a waiver is granted by ODCSPER.

4-3. Tour announcements. a. Tour announcements describe the position title, authorized grade, location, special qualifications, educational requirements, close date for acceptance of applications, and anticipated report date.

b. AGR long tour vacancies are announced by NGB by electronic messages to the States.

c. Copies of announcements are forwarded to all tour personnel except individuals assigned to NGB and personnel on short tours.

d. To maximize participation in the tour program, manpower division strives to announce vacancies a minimum of 60 days prior to the tour commencement date.

e. States are encouraged to support the tour program by ensuring maximum dissemination of announcement information in order that all qualified personnel are afforded the opportunity to apply.

4-4. Application for nomination. a. Applications for all AGR tours are to be submitted by the individual through the chain of command to the appropriate State office. At the option of the State, the application may then be forwarded to the ARNG Manpower Division, Washington, DC 20310.

24 February 1983

b. Applications for long tours must include the following documents:

(1) NGB Form 34 (Application for Nomination--Statutory Tour of Active Duty).

(2) Copy of officer/enlisted Qualification Record.

(3) Copy of SF 88 (Report of Medical Examination) completed within 12 months of the tour commencement date.

(4) Copy of updated SF 93 (Report of Medical History). Include statement of height and weight.

(5) Copy of NGB Form 23.

(6) Copy of DD Form 214, if applicable.

(7) State certification of security clearance and mandatory removal date.

(8) Recent full-length photograph of applicant in Army green uniform.

(9) Nomination for tour or tours signed by applicant's State Adjutant General or his designated representative.

c. Applications received by manpower division without appropriate indorsements will be returned to the State.

d. Personnel may apply for more than one position by submitting one application. NGB-ARM will retain tour application packets on file for 1 year. These packets may be reactivated at any time at the request of the member for consideration for other announced vacancies. It is the members responsibility to ensure that his application contains current documents and to identify those vacancies for which he/she would like to be considered. Each consideration must have the positive indorsement of the applicant's

State Adjutant General. At the end of 1 year, files for applicants not selected for tours will be returned to the respective States.

4-5. Selection procedures. a. After the announced close date for a long tour position, manpower division convenes a tour nomination board (see appendix B).

b. The nomination board reviews and evaluates the information contained in each candidate's application packet and official military file, and recommends the best qualified individuals for the position to be filled.

c. Nomination is made without regard for race, religion, color, sex, or national origin.

d. All comments and recommendations of the nomination board are taken into consideration in the final selection.

e. Members of a nomination board and anyone else having knowledge of the results of a board's deliberations may not divulge that information prior to final selection. Rankings of the individual applicants by a board may be released only at the discretion of CNGB.

4-6. Orders. a. Once final selection is made, ARNG Manpower Division coordinates publication of AGR/ADT orders with the appropriate State.

b. Personnel selected for long tours are ordered to AGR under Title 10, United States Code, 672(d), using format 174.

c. Personnel selected for short tours are ordered to ADT under Title 10, USC, 672(d), using format 290 or 292.

Chapter 5 Assignment of Tour Personnel

Section I

5-1. Scope. This chapter covers assignment and extension policies for long and short tour personnel.

5-2. Assignment/attachment-general.

a. Personnel ordered to ADT short tours for a period of less than 180 days remain members of the ARNG units to which they are already assigned.

b. Personnel ordered to AGR long tours under section 672(d)(only) are attached to their supported headquarters/agencies. They are assigned and carried on the rolls of their respective States in temporary additional positions in Headquarters and Headquarters Detachments (HHD). Temporary additional positions are provided to States by manpower division concurrent with notification of selection of individuals and confirmation of reporting dates.

c. All personnel on AGR long tours are counted against the Army National Guard End Strength and officers are subject to the Officer Grade Limitation Act established by 10 USC 3202(a).

d. Personnel on Extended Active Duty (e.g., captains to Europe) are carried by appropriate State HHDs in additional active slots (IAW chapter 4 NGR 600-100) and are assigned to their supported headquarters/agencies since they are counted against the US Army End Strength. They are not counted against the end strength of the State.

5-3. Assignment to primary major commands.

a. Assignment under 10 USC 672(d) and section 265 is limited to positions authorized for ARNG personnel by appropriate TDA. Requests for establishment of additional positions under this section will be forwarded through CNGB to Secretary of the Army.

b. Positions authorized under section 265 allow qualified ARNGUS personnel who possess recent experience and intimate knowledge of the Army National Guard to be immediately available as advisors to

commanders or agency heads on ARNG matters. These officers actively participate in the formulation, coordination and administration of plans, policies, programs and regulations pertaining to the Guard within the areas of responsibility of the respective headquarters or agencies.

5-4. Assignment to Army general staff as "additional duty".

a. Personnel detailed to duty as "additional" members of the Army general staff under 10 USC 672(d) and section 3033(h) are assigned only to OCSA approved TDA spaces. The officer assigned as military executive to the Army Reserve Forces Policy Committee (ARFPC) must be in the grade of colonel.

b. Interagency reassignment or attachment of ARNG personnel is subject to OCSA approval and the prior concurrence of the gaining agency and CNGB. Intra-agency reassignment is authorized at the discretion of the agency head concerned in coordination with CNGB.

c. These officers actively participate in the formulation, coordination and administration of plans, policies, programs and regulations pertaining to the ARNG within the areas of responsibility of the respective agencies.

5-5. Assignment to National Guard Bureau

a. ARNGUS personnel selected for tours under provisions of 10 USC 672(d) and section 3496 are assigned to specific TDA positions. Personnel so assigned may be subsequently reassigned within the Army element of NGB at the discretion of CNGB.

b. ARNG personnel may comprise not more than 40 percent by grade of the military personnel staff of the National Guard Bureau.

Section II

5-6. Tour extensions. a. Personnel completing AGR long tours are not automatically extended. Fully documented and indorsed extension requests should be forwarded through the appropriate chains of command (active component and State) to manpower division for ultimate disposition by CNGB.

24 February 1983

b. Requests for extension of personnel serving with HQDA staff and staff support agencies are additionally submitted through CNGB to Director of Management, OCSA.

c. Approximately 5-7 months prior to the termination of each AGR long tour, manpower division reminds the individual of the termination date and the procedures necessary to apply for extension.

d. Normally an individual may serve no more than 3 years in a long tour position. A member ordered to AGR for 2 years or less may be granted extension for a period up to 1 year. Under exceptional circumstances, CNGB may grant an individual who completes 3 years in a position one additional extension not to exceed 1 year in duration except as provided in 5-6(e).

e. Section 3031(d), Title 10, USC

(commonly referred to as "The MANCHU Act") provides that "No commissioned officer who is assigned, attached or detailed to duty in the executive part of Department of the Army (DA) may serve for a tour of duty of more than 4 years. The Secretary of the Army may extend such a tour of duty if he makes a special finding that the extension is necessary in the public interest. No officer may be assigned, attached, or detailed to duty in the executive part of the Department of the Army within 2 years after relief from that duty, except upon special finding by the Secretary of the Army that the assignment is necessary to the public interest." The National Guard Bureau is included in the executive part of DA.

f. An individual on ADT short tour may serve up to 2 years (with extensions) in a particular position.

**Chapter 6
Administration**

6-1. Scope. This chapter covers administrative items applicable to personnel on AGR long and ADT short tours.

6-2. Courts martial jurisdiction. Personnel on AGR/ADT tours under Title 10, USC, are subject to the Uniform Code of Military Justice. (See 6-10b.(2)).

6-3. Physical conditioning and weight standards. All tour personnel must meet and maintain the standards set forth in NGR 600-9.

6-4. Tour management file. a. A tour management file (TMF) is maintained by manpower division for each individual currently serving on tour. This file is unofficial, but it serves as a ready source of personal information that is often needed to answer inquiries or to make recommendations on personnel actions.

b. Once an application has been forwarded by the State and a member has been selected for a tour, it is the individual's responsibility to ensure that other items are provided as necessary and that all information remains current. In addition to items contained in tour application packets, the following should be included in the TMF.

(1) Orders. Although States are requested to provide copies of all orders affecting tour personnel, each person should ensure that his TMF contains copies of any orders that affect his status (assignment, extension, promotion, transfer, etc.).

(2) Evaluation reports. Manpower division is not in distribution channels for evaluation reports (OER/EER). Tour personnel are requested to provide copies so that files will be complete for future evaluations.

(3) Miscellaneous. Copies of any letters of commendation or appreciation, diplomas, or other items an individual desires to have in his TMF should be sent to manpower division.

c. Official photographs must be kept

current in accordance with AR 640-80.

d. Physical examinations must be kept current in accordance with AR 40-501.

6-5. Finance. a. AGR tours are funded from National Guard Personnel Appropriation (NGPA) funds.

b. Each division within the National Guard-Bureau should program man-day spaces for anticipated special projects and work study programs on a fiscal-year basis.

c. An individual may not receive a lump sum payment for accrued leave in excess of 60 days during his entire military career.

6-6. Distribution/publication mailing.

a. The NGB Office of Administration Services controls distribution of correspondence from the Bureau to all Army National Guard long tour personnel and periodically updates addresses as required. Distribution is made at least weekly.

b. Publications such as regulations, directives and circulars are mailed to senior ARNG advisors for maintenance in ARNG reference libraries.

c. Requests concerning correspondence distribution and publication mailing should be referred to NGB-DA.

6-7. Education. a. Tour personnel may attend full-time military schools lasting 3 weeks or less. Personnel desiring to attend schools should forward requests to NGB Operations and Training Division, Washington, DC 20310.

b. Personnel must depart the tour program to participate as resident students at command and general staff colleges and senior service schools.

6-8. Aviators. a. Officers who are on operational flying status immediately preceding entry on AGR tours remain on flight status for pay purposes.

b. All tour officers who are on operational flying status and serve in nonoperational flying positions are considered to be in prohibited flying status, in accordance with AR 95-1. Individuals in this category are not authorized to participate in operational or proficiency flying.

c. Aviators who are on operational

flying status are entitled to Aviation Career Incentive Pay if they meet the prerequisites outlined in USAFAC message, subject: Entitlement to ACIP-Reserve Components, DTG 201745Z Dec 77.

6-9. Permanent changes of station. Long tour personnel will not receive more than one permanent change of station (PCS) during a fiscal year.

6-10. Termination. a. Unless terminated early from AGR status as provided below, all members are expected to complete the period of duty specified in the AGR orders.

b. Early termination from AGR status will be accomplished in accordance with the following:

(1) Voluntary termination. ARNG personnel in AGR status may request early release from the program by submitting a written justified request through channels to NGB-ARM. If the request is approved, an amendatory message authorizing early termination will be issued to the State.

(2) Involuntary termination. ARNG personnel serving on AGR/ADT status may be involuntarily terminated from such status when their degree of efficiency, manner of performance of duty, military conduct, or the commission of any derogatory act would require such action. A recommendation may be submitted at any time.

(a) The following guidelines pertain to ARNG (AGR) officer removal:

<u>Type Action</u>	<u>Regulation</u>	<u>Notes</u>
Reassignment	AR 614-5,-30, -100,-101,-185	w/consent of member
Voluntary REFRAD	AR 635-100,ch 3 section XX	same as AC
Involuntary REFRAD	AR 635-100,ch 3 section XV, para 3-58	same as AC
Elimination	AR 635-100,ch 5	
Unqualified resignation	AR 635-120	NA
UCMJ	yes	yes

(b) The following guidelines pertain to ARNG (AGR) enlisted removal:

Reassignment	AR 614-6,-30, -200	w/consent of member
Voluntary separation	AR 635-200	same as AC
Involuntary separation	AR 635-200	same as AC
UCMJ	yes	yes

c. Procedures for early termination.

(1) Personnel will be removed from AGR/ADT status only for cause and only after the DARNG determines that all applicable laws and regulations have been complied with.

(2) The initiating commander will refer the recommendation for involuntary termination to the member for rebuttal or comment prior to forwarding through command channels. Specific reasons for the termination must be presented in writing to the member. Comments offered by the member will be included with the initiating commander's recommendation. The member will also be given an opportunity to submit a written request for voluntary release from AGR/ADT status, or the member may decline to submit such a request. The member will be permitted to review any additional reasons for termination that may be added to initial request.

(3) Final release orders will cite this regulation as authority for termination of AGR/ADT status.

6-11. Physical examination. A physical examination for personnel processing for termination from AGR/ADT service is not required. A separation physical examination may be requested by the member, if desired through channels, from the servicing medical facility at least 120 days prior to REFRAD to ensure adequate time for accomplishment. Failure to complete the examination will not be grounds for retention in AGR status. If an individual has sustained major medical problems or undergone treatment during his AGR/ADT tour, he should request a separation medical examination for official record purposes. (Reference AR 50-501).

24 February 1983

NGR 600-10

6-12. Termination document.

a. A DD Form 214 (Certificate of Release or Discharge from Active Duty) will be issued to all members at time of release from AGR service as follows:

(1) Members separated from AGR/ADT after they have served 90 days or more.

(2) Members separated from AGR/ADT for physical disability regardless of time served on AGR service.

b. The signer of the DD Form 214 must be federally recognized and authorized to sign.

c. DD Form 214 will be prepared and distributed as prescribed in AR 635-5.

6-13. Separation from the ARNG. If the goal of the termination procedures is to result in final separation from the Army National Guard, see also NGR 635-100, NGR 635-101, and NGR 600-200.

6-14. Retirement credit. AGR long and ADT short tour duty is creditable for reserve retirement (section 1331, Title 10), active retirement (section 3911, Title 10) and Federal Civil Service.

APPENDIX A

DISPOSITION FORM			
For use of this form, see AR 340-15; the proponent agency is TAGO.			
REFERENCE OR OFFICE SYMBOL	SUBJECT		
	Request for ADT Short Tour		
TO	FROM	DATE	CMT 1
NGB-ARM			
Request the following named individual be ordered to ADT as follows:			
GRADE/NAME:			
STATE/CURRENT REQUIRED:			
MANDATORY REMOVAL DATE/ETS:			
DATES OF LAST ADT TOUR:			
SHIPMENT OF HOUSEHOLD GOODS CONTEMPLATED (Yes/No):			
ADT DUTY PERIOD:			
REPORT TO: (Specify HQ and/or staff agency or office to which individual will report)			
PLACE OF DUTY:			
PRECOORDINATION INFO: (As a minum, individual involved, State Military Personnel Officer (MPO) and/or Director of Operations and Training (DOT))			
PROJECT:			
DETAILED JUSTIFICATION:			
MILESTONES OF TASKS TO BE ACCOMPLISHED: (Attach as an inclosure, a schedule of milestones, with tasks to be accomplished to insure completion of project within requested time-frame)			
1 Incl			
1. Schedule of Milestones			
SIGNATURE			

D FORM 2496 AUG 80

PREVIOUS EDITIONS WILL BE USED

APPENDIX B

NGB-ARM

MEMORANDUM FOR TOUR NOMINATION BOARD MEMBERS

SUBJECT: ARNG Tour Nomination Board Letter of Instructions

1. Purpose: To establish standard procedures for nominating ARNG personnel to fill announced tour vacancies for positions in the grades of LTC and below.
2. Policy:
 - a. It is the intent of the tour program to utilize ARNG personnel who possess RC experience and other required qualifications to participate in preparing and administering policies and regulations which have an effect on the ARNG.
 - b. The ARNG Tour Nomination Board considers applications for announced tour vacancies and nominates to the Director, Army National Guard (DARNG) the best qualified applicants (usually three) for each position. The DARNG, as the approving authority for lieutenant colonel and below, makes the final selection after taking into consideration the board's recommendations.
 - c. A nonvoting recorder from NGB Manpower Division is present during all board deliberations. The duties of the recorder are as follows:
 - (1) Makes arrangements for the board and notifies members of time, place and positions to be considered.
 - (2) Screens applicants to ensure position prerequisites are met.
 - (3) Arranges application data and records of applicants for the board proceedings.
 - (4) Records actions of the board.
 - (5) Provides board nominations to DARNG.
 - d. The senior member is the board president.
 - e. Each member is provided a summary sheet of personal data on the applicants along with complete applications and OMPFs.
3. Nomination board composition:
 - a. For positions of the grade of LTC through WO1, five COLs/senior LTCs (P) make up the board as follows.
 - (1) One board member from one of the several States, if possible.
 - (2) Two board members from the Army Directorate NGB, if possible.
 - (3) Two members currently serving in senior leadership positions, if possible.
 - b. For positions in the grade of E-9 and below, five individuals make up the board as follows:

- (1) Two LTCs or senior MAJs.
- (2) Three senior ARNG noncommissioned officers.

4. Duties of board members:

a. President.

(1) Presides over the meeting, ensuring that selection process is conducted in an orderly and systematic fashion.

(2) Ensures DARNG is provided a summary of board action.

b. Members.

(1) Review and evaluate the entire record of each applicant, ensuring consideration of every aspect of the individual's capability and potential in relation to the ARNG tour program.

(2) Ensure that each application receives a full, impartial review and evaluation.

(3) Analyze each applicant's records for position related experience and qualifications utilizing the following factors, as a minimum, in determining the best qualified individual:

(a) Background and ARNG experience related to the position being considered.

(b) OER ratings (as available).

(c) Command and staff experience.

(d) Levels of responsibility.

(e) Military education.

(f) Civilian education and experience.

(g) Maturity and length of service, especially ARNG service.

(h) General physical condition and military appearance.

5. Procedure.

a. Recorder provides applications and records of applicants for each position to the board and makes appropriate comments regarding position or applications.

b. Each board member establishes a rating scheme and rates each applicant in order of merit for the position. (Encl 1 is a suggested procedure).

c. The board recommends to DARNG, in order, selected, the three best qualified applicants for each position.

d. After DARNG approval, NGB-ARM, Manpower Division notifies the State and gaining agency of selectee. States are requested to notify their nominees of selection results.

ENCLOSURE 1
RATING SCHEME

AREAS OF CONSIDERATION

Experience

- Position Related
- Command
- Staff

OERs/EERs

Education

- Military
- Civilian

Appearance

- Weight (Physical)
- Bearing (Photo)

PROCEDURE

1. Each board member is provided a tally sheet for the position being considered. The sheet contains a list of all applicants.
2. Blank spaces are provided by each name. These blanks may be used for making notes as the board member reviews each applicant's record.
3. Each board member rates each applicant on a scale of 1 to 6, with 6 being the highest. Any system may be used in arriving at the ratings, but the numbers represent a comparison of an applicant's qualifications in relation to those of others under consideration.
4. Several applicants may have the same numerical rating when all the records are screened (example: any board member may have two or more applicants rated with a 5). When ratings are close, + or - is used.
5. After each member has rated each applicant, the board tallies the results to determine the top three applicants for nomination to DARNG.

By Order of the Secretary of the Army.

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