

Personnel-General

MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS

Summary. This regulation modifies AR 600-8-104. This regulation provides guidance to Army National Guard records custodians pending publication of revised individual military personnel records procedures by Department of the Army.

Applicability. This regulation applies to the Army National Guard when not in active Federal service under a mobilization or a call to active duty.

Impact on the New Manning System. This regulation does not contain information that affects the New Manning System.

Internal Control Systems. This regulation is not subject to the requirements of AR 11-2. Internal control provisions of AR 600-8-104 apply.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Chief, National Guard Bureau, **ATTN:** NGB-ARP-PF, 111 South George Mason Drive, Arlington, VA 22204-1382.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Chief, Administrative Services. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to National Guard Bureau, **ATTN:** NGB-ARP-PF, 111 South George Mason Drive, Arlington, VA 22204-1382.

AR 600-8-104 is applicable to the Army National Guard (ARNG) with the following modifications:

Page 7, Para 1-5.
Change "Chief, CNGB", to read: "Chief, NGB".

Page 7, Para 1-10b. (Added)
The State Military Personnel Management Officer (MPMO) must set controls to ensure the assigned records custodian is informed of changes in a soldier's duty status and personnel data.

Page 8, Para 1-19a. (Added)
For the ARNG, proposed State publications containing filing instructions will be coordinated with CNGB (NGB-ARP-P) before printing.

Page 9, Para 2-2a(2)(e).
Change "The OMPF is transferred from Commander, Army National Guard (ARNG) Personnel Center (PERCEN) (NGB-ARP-CA) upon accession of an ARNG officer or warrant officer to the Active Army," to read:
"The OMPF is transferred from CNGB (NGB-ARP-CO) upon accession of an ARNG officer or warrant officer to the Active Army. See rule 9, Table 6-13, and paragraph 2-2c(1)."

Page 9, Para 2-2c(1).
Delete c(1) and substitute the following:

"The Chief, National Guard Bureau, **ATTN:** NGB-ARP-CO, 111 South George Mason Drive, Arlington, VA 22204-1382, for officers and warrant officers."

Page 10, Para 2-6c.
Change "Commander, ARNG Personnel Center", to read: "Chief, NGB."

Page 10, Para 2-6c(1)(c).
Change "ARNG PERCEN, **ATTN:** NGB-ARP-CA," to read: "CNGB, **ATTN:** NGB-ARP-CO"

Page 12, Table 2-1.
At the top of the page, delete the initial entries of NGB Forms 0122, 0123, and 0126. The correct entries appear in numerical order later in the table.

Page 12, Table 2-1. (Added)
55(NGB) HONORABLE DISCHARGE FROM SC
THE ARMED FORCES OF THE
UNITED STATES OF AMERICA--
ARMY NATIONAL GUARD

Page 27, Table 2-2.
Delete NGB Form 21 and NGB Form 55.

*This regulation supersedes NGR (AR) 640-2-1, 28 May 1990 and NGR (AR) 640-10, 31 December 1990.

Page 28, Table 2-2. (Added)
SF 189

Page 29, Table 2-2. (Added)
DD Form 1584

Page 30, Table 2-3 (At "ARNG commissioned or warrant officers").

Replace entry-- change to read "Chief, National Guard Bureau, ATTN: NGB-ARP-CO, 111 South George Mason Drive, Arlington, VA 22204-1382"

Page 56, Para 5-2a(4).

Delete reference to 'ADSM' and substitute "AISM 25-P19-HSD-SPY-EM".

Page 56, Para 5-4c(2).
Delete "the".

Page 56, Para 5-4.1. (Added)
5-4.1 TRUE COPIES

a. True copies of qualification records may be prepared only when specifically authorized in the regulation or other DA directives. Photostats, microfilm, and machine reproductions are true copies.

b. True copies will contain all entries, exactly as they appear on the original record unless specifically exempted by this regulation or HQDA.

c. The following entry will be made in item 27, DA Form 2-1: "TRUE COPY PREPARED (date), AUTHORIZED ONLY FOR (organization), AND MUST BE DESTROYED UPON COMPLETION OF REQUIRED ADMINISTRATIVE ACTION." This entry will be followed by signature of the officer attesting that the copy is valid.

d. True copies will not be filed in the MPRJ. They will be destroyed as soon as their authorized purpose is fulfilled.

Page 57, Para 5-8c.
Change "figure 5-6" to read "figure 5-9".

Page 61, Table 5-2, Para 4N.
Change "(Enlisted personnel on active duty)" to read "(Enlisted personnel on active duty or personnel on AGR/FTNGD Tour)".

Page 61, Table 5-2, Item 4, Para 1r(1).
Change "as a recruiter or Reenlistment NCO" to read: "as a Recruiter, Retention NCO, or Reenlistment NCO"

Page 61, Table 5-2, Item 4, Para 1r(1).
As reads "MOS OOR enter "Not elig for further trng or assignment in MOS OOR."

Change to read "MOS OOE, OOR or 79D, enter "Not elig for further trng or assignment in MOS OOE, OOR, or 79D."

Page 61, Table 5-2, Para 4t(1). (Added)
"and NGR 600-200, Chapter 7, Section IV" after "AR 601-280, chap 6"

Page 63, Table 5-2, Item 6, Para 1b.
As reads "00D, 09S, and 09W", Add reporting code "09R".

Page 63, Table 5-2, Item 6, para 1b(3).
Add "NGR 600-200", chapter "5" after "AR 600-200, Chap 2".

Page 64, Table 5-2, Item 8, para 2.
Add at end of sentence " to include AFCT as appropriate".

Page 64, Table 5-2, Item 9, Para 1a(4).
Change "AFRM", to read "ARMED-FCS-RES-MDL"

Page 65, Table 5-2, Item 9, Para 1a(9).
Change "ARCAM" to read "AR-COMP-ACHVMT-MDL"

Page 65, Table 5-2, Item 9, Para 1a(11).
Change "HSM", to read "HUM-SVC-MDL".

Page 65, Table 5-2, Item 9, Para 1c.
Change "figure 5-5" to read "figure 5-8".

Page 67, Table 5-2, Item 17, para 2a(2)(I).
Change "graduates" to read "courses"

Page 67, Table 5-2, Item 17, para 2a(2).
Add Para "2a(2)(n)-- "For ARNG, ARNG Battle Skills Course (BSC) taught at National Guard Professional Education Center (PEC)".

Page 69, Table 5-2, Item 18, para 1a(3).
Delete "For ARNGUS soldiers, this instrument is the memorandum announcing such action in the Reserve of the Army. Effective date will be the "A" date contained in the memorandum".

Page 69, Table 5-2, Item 18, para 1a(4).
Delete "For ARNGUS officers, this will be entered only if the memorandum of promotion as a Reserve of the Army indicates a "B" date. This date will be used to compute the officer's next promotion. Entries in this column will be in pencil."

Page 70, Table 5-2, Item 18, para 1b(1).
Add "For ARNG personnel advanced in the SMP/ ROTC program enter SGT/CDT".

Page 70, Table 5-2, Item 18, para 1b(3)(b).
After the words "for all appointments", add: "or promotions"

Page 70, Table 5-2, item, 18, para 1b(3)c.
Change "enter for lateral appointments", to read "enter only for lateral appointments".

Page 70, Table 5-2, item 18, para 1b(8).
Change "pay grades", to read "ranks"

Page 71, Table 5-2, Item 20.
Delete the following from the first paragraph--
"For ARNGUS enlisted soldiers, BESD must be computed and entered upon consideration for promotion to

SFC and above and for personnel being promoted under the CASP or Stripes for Buddies Program. When a final grade is awarded under either program, adjust BESD to show minimum TIS with waiver under NGR 600-200, Chapter 6, for promotion to final grade awarded."

Page 71, Table 5-2, Item 20. (Added)

d. For ARNGUS enlisted soldiers, BESD must be computed and entered upon consideration for promotion to SFC and above. It must also be computed and entered for soldiers being promoted under the CASP or Stripes for Buddies Program: for these programs, this date is constructed to show six months enlisted service unless soldier already has six months enlisted service. After attaining the final rank under either program, record the BESD as a date that shows minimum TIS with waiver for the rank attained as required by NGR 600-200. Upon promotion to SSG, adjust the BESD to reflect the total of all periods of enlisted service, active and inactive, as a member of the Regular and Reserve components of the Armed Forces of the United States. Service not creditable in computation of basic pay will not be included."

Page 71, Table 5-2, Item 20, para b.

At line 4, change "grade is awarded", to read "rank is awarded"

At line 6, change "grade awarded", to read "rank attained".

Page 72, Table 5-2, Item 24.

NUMBER OF DEPENDENTS. After "No longer required to be posted for Active Army" add: "or ARNGUS personnel".

Page 72, Table 5-2, Item 25.

HOME OF RECORD/ADDRESS. After "No longer required to be posted for Active Army" add: "or ARNGUS personnel".

Page 73, Table 5-2, Item 25, para 2a.

Change "Reserve" to "USAR" and delete "or National Guard".

Page 75, Table 5-2, Item 35, Para 1a.

RECORDS OF ASSIGNMENTS. Change "USAF-USAFR-ARNGUS", to read - "USAF-USAFR-ANGUS".

Page 79, Table 5-3.

Add: "Active Army" to table title. Change (Not applicable to USAR), to read "(Not applicable to ARNGUS or USAR personnel not on active duty with the Regular Army)".

Page 84, Table 5-4.

Add "Active Army" to table title. Change "(Not applicable to USAR), to read "(Not applicable to ARNGUS or USAR personnel not on active duty with the Regular Army)".

Page 89, Table 5-9.

Add "Active Army" to table title.

Page 100, Figure 5-6.

Add example 5 to Reserve Unique entries as follows:

000903	Trf to ING (orders, HQ, eff date)	Co A 1st Bn 108th, Inf, Oneida, NY
001212	11B10 Rifleman	Co A 1st Bn 108th Inf, Oneida, NY

Add Note 5-

"5 - Entry required for transfer to/from Inactive Army National Guard"

Page 103, para 6-6. (Added)

d. For ARNG, when personnel records must be transferred between custodians, the forwarding of documents listed in table 6-2 will be the responsibility of the losing records custodian. Although these documents are not part of the MPRJ, they will accompany the MPRJ to the next duty station. During in-processing at the gaining personnel service company, personnel service branch or unit, the in-processing clerk or gaining unit's records custodian will remove the transfer documents and send them to the proper activity. These documents are not normally kept in the MPRJ after in processing; however, they may be collocated with the MPRJ when--

(1) The gaining installation does not have an activity to keep the particular document.

(2) No maintenance of the document is required by the MPMO.

(3) It is time to relocate the records, the activities keeping the transfer documents will send them to the custodian of the MPRJ when requested.

Page 104, Para 6-9c. (Added)

"For ARNG states with an operating Personnel Services Branch (PSB), a complete inventory of all records must be done at least semi-annually."

Page 105, Para 6-13a. (Added)

"Tables 6-4 and 6-5".

Page 105, Para 6-13b(6).

Substitute the following: "For ARNG soldiers only: Retirement Points Accounting (RPAS) capture worksheets, NGB Forms 23, and copies of other supporting documents used in the establishment of the RPAS record are placed in an envelope marked "RPAS RECORDS". Under the guidance of NGR 680-2 and the direction of a state's Military Personnel Management Office the envelope may be filed in a location other than the MPRJ. Many states require the RPAS record to be maintained by the state's RPAS NCO. Upon separation or interstate transfer, or for those states that maintain the RPAS record in the MPRJ, it will be filed permanently as the bottom document in the file".

Page 112, Table 6-1, Form 1 (DIS).

Add to remarks "See table 6-5 for ARNG filing instructions".

Page 116, Table 6-1, Unnumbered documents, Active duty and Reserve Component duty.

Add to remarks "See Table 6-5 for ARNG filing instructions for filing awards and decorations."

Page 118, Table 6-1, Unnumbered documents, Education and training.

Document 2: add to remarks "See Table 6-5 for ARNG filing instructions".

Page 119, Table 6-1, Unnumbered documents, Physical or medical.

Document 3: add to remarks "See Table 6-5 for ARNG filing instructions".

Page 119, Table 6-1, Unnumbered documents, Promotion and reduction.

Document 3: Insert "ARNG" between "RA" and "or" in both occurrences.

Page 129, Table 6-6, Required minimum documents in the MPRJ.

DA 3593, add in remarks: "Not required by ARNG".

DA 3725, add in remarks: "Not required by ARNG".

DA 428, Note this form has been replaced by DD Form 1172.

Page 133, Table 6-12.

Add Rule 6 as follows --

The MPRJ will be transferred

When an--

ARNG officer is discharged from commission and immediately enlists in the ARNG

From:

MPRJ continues in use

The OMPF will be transferred

From

ATTN: NGB-ARP-CO

To

Cdr, ARPERCEN

ATTN: ARPC-PRA

Add Rule 7 as follows--

When an --

ARNG officer is placed on the TDRL

The MPRJ will be transferred

From

State Adjutant General

The OMPF will be transferred

From

CNGB

ATTN: NGB-ARP-CO

To

Cdr, PERSCOM

To

Cdr, ARPERCEN

ATTN: ARPC-PRA

Add Rule 8 as follows:

When an --

ARNG enlisted soldier is placed on TDRL

The MPRJ will be transferred

From

State Adjutant General

To

Cdr, USAEREC

Page 133, Table 6-13.

Delete SADT and add "ADSW" to the title.

Page 134, Table 6-13, Rule 12.

Under the "when an" column, change "AGR status", to read "AGR (Title 10) status".

Page 134, Table 6-13, Rule 14.

Under the "when an" column, change "AGR status", to read "AGR (Title 10) status".

Page 130, Table 6-7, Rule 6.

Insert "ADSW" after Active Army.

Page 130, Table 6-9, Rule 3.

Add "CNGB (NGB-ARP-CO)", under the OMPF "To" column.

Page 131, Table 6-10, Rule 4.

Add "CNGB (NGB-ARP-CO)", under the OMPF "To" column.

Page 132, Table 6-11, Rule 3.

Add "CNGB (NGB-ARP-CO)", under the OMPF "To" column.

Page 132, Table 6-11, Rule 5.

Add "State Adjutant General" under the MPRJ "From" column.

Add "OMPF does not exist" under the OMPF "From" column.

Page 132, Table 6-12, Rule 2.

As reads "SC" should read "PSC", under the OMPF "From" column.

Page 134, Table 6-14, Rule 3.

Under the OMPF "To" column, change "ARNG Pers Cen" o read "CNGB, ATTN: NGB-ARP-CO".

Page 134, Table 6-14, Rule 4.

Under the OMPF "To" column, change "ARNG Pers Cen" to read "CNGB, ATTN: NGB-ARP-CO".

Page 135, Table 6-14, Rule 9.

Under the "When an" column, delete "(IRR, Standby)" and substitute "or the Standby or Retired Reserve"; Under the MPRJ "From" column, add "Note 1" Under

the OMPF "To" column, as reads "ARNG Pers Cen" change to "CNGB, ATTN: NGB-ARP-CO".

Page 135, Table 6-14.

Add Rules 10, 11, and 12 (as indicated below for Table 6-16).

Page 135, Table 6-15, Rule 4.

Under OMPF "To" column, change "ARNG Pers Cen" to read "CNGB, ATTN: NGB-ARP-CO"

Page 135, Table 6-15, Rule 10.

Under OMPF "To" column, change "ARNG Pers Cen" to read "CNGB-ARP-CO".

Page 136, Table 6-16, Rules 2, 7, and 12.

Move these rules to Table 6-14 and renumber as Rules 10, 11, and 12. ARNG enlisted soldiers accepted for appointment at a Service academies are discharged from the ARNG with assignment to the USAR. ARPERCEN will assign to the proper academy holding detachment IAW para 107, AR 140-10.

Page 142, Para 9-7b.

Change "Army National Guard Personnel Center, ATTN: NGB-ARP-CA, 4501 Ford Avenue, Alexandria, VA 22302-1450" Change to read-- "Chief, National Guard Bureau, ATTN: NGB-ARP-CO, 111 South George Mason Drive, Arlington, VA 22204-1382"

By Order of the Secretary of the Army:

RAYMOND F. REES
Major General, USA
Acting Chief, National Guard Bureau

Official:

DEBORAH GILMORE
Acting Chief
Administrative Services

Distribution: A