BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

AIR NATIONAL GUARD INSTRUCTION 36-2606
28 FEBRUARY 1997

Personnel

SELECTIVE RETENTION OF AIR NATIONAL GUARD OFFICER AND ENLISTED PERSONNEL

This instruction implements AFPD 36-26 and describes the responsibilities and provides authority, guidance, and procedures for establishing and conducting the Selective Retention Program (SRP) for Air National Guard officers and enlisted members who are retirement eligible (Reserve and Active Duty) as defined by this instruction. Any supplements to this instruction will be forwarded to ANG/MPP for review and approval.

SUMMARY OF CHANGES:

This publication incorporates the requirements, information, and procedures formerly in NGR (AF) 35-6. It reorganizes text, and changes and/or adds new requirements and procedures for the administration and execution of the ANG selective retention program. Updates references to law, regulations and office symbols. Clarifies Selective Retention Review Board (SRRB) eligibility criteria. Empowers State adjutants general to determine the convening of SRRBs. Revises documents to be considered by the SRRB and adds option to prepare NGB Forms 27 on only those individuals not recommended for retention by the immediate commander. Eliminates requirement for MPF to conduct personal records review. Includes provision giving ANG/MP authority to require States to submit SRP reports on an "as needed" basis.

1. References, Abbreviations, Acronyms, and Terms. See attachment 1.

1.1. General Instructions. Membership in the ANG is a privilege and confers upon the individual the obligation to serve in the active military service upon mobilization or emergency, or at such other times as the national security may require. Inherent in this tenet is the obligation for the Air National Guard as a reserve component of the Air Force to develop a force management tool that provides States a vehicle to ensure a quality trained force, stable promotion opportunities for lower grade personnel, and a viable combat ready force in event of mobilization and/or contingency/peacetime commitments.

1.1.1. This instruction provides authority to the State adjutants general (AG) for the conduct of ANG SRRBs to maintain a stable and viable force-structure. Under no circumstance will the convening of SRRBs be for the purpose of accommodating individual financial gain or at the request of the member. Board members will be appointed by the TAG to recommend the retention or non retention of Federal recognition of officers and enlisted members in the ANG of the respective State in accordance with (IAW) the policies and procedures provided in this instruction.

1.1.2. All separations as a result of this instruction will be identified as "other than for cause." Separation from the ANG, withdrawal of Federal recognition, and transfer to the Air Force Reserve for members not selected for retention will be effected no earlier than 1 October and no later than 31 December of the year in which the board considered the member for retention. Any member who does not elect to transfer to Air Reserve Personnel Center (ARPC) or retire will be discharged as a Reserve of the Air Force. If a member initiates a request for reconsideration and it is not approved, separation/discharge will be effected as originally established.

1.1.3. This instruction does not apply to general officers and officers or enlisted members who do not meet the criteria established in paragraph 2.1. of this instruction.

1.1.3.1. Provisions of this instruction do not preclude starting action to separate/discharge an officer or enlisted member as specified in AFI 36-3209 before the established effective date of separation under this instruction. If action is started to separate/discharge a member under any other directive, separation/discharge under this instruction will be delayed until that action is completed.

Supersedes NGR (AF) 35-6, May 93, and Change 1, Oct 93
OPR: ANG/MPPAS (SMSgt R.VanSciver)

Certified by NGB/CF (Col W. Foulois)
Pages: 20/Distribution: F

1.1.4. This instruction will not be used in any case where separation/discharge for cause, to include substandard performance would be more appropriate.
1.1.5. This instruction applies to all members of the ANG who meet the criteria in paragraph 2.1 without regard to race, creed, color, gender, or national origin.
1.1.6. In the event of a partial or full mobilization of the Air National Guard, or in the event members of the Air National Guard of the State concerned have been ordered to active duty under title 10 USC 12302, members will remain in active status until such time the emergency/contingency/mobilization authority is rescinded or revoked.
1.2. Litigation. States must immediately advise NGB-JA through ANG/MP whenever litigation is brought against a State for actions that result from this program. When the litigation is completed, a copy of the judgment or final order must be forwarded to ANG/MP.
1.3. Responsibilities:
1.3.1. The National Guard Bureau (NGB/CF) has overall responsibility for development and oversight of the ANG SRP.
1.3.2. The Air National Guard Readiness Center, Directorate of Manpower and Personnel (ANG/MP) has the responsibility for monitoring the ANG SRP and providing procedural guidance and staffing exceptions to the States and territories.
1.3.3. State adjutants general (AGs) have authority for implementing the policy and procedures contained herein and for establishing an effective personnel force management program for units under their jurisdiction. The adjutants general must ensure that the conduct of SRRBs under the authority of this instruction are conducted exclusively as a force-management tool to effect needed personnel adjustments to ensure continuing mission viability and career expectation of assigned personnel.
1.3.4. TAGs and commanders are responsible for ensuring personnel subject to consideration under this instruction receive a fair and impartial review based on the needs of the unit, the ANG and the USAF IAW established policy.
1.3.5. Each Military Personnel Flight (MPF) is responsible for providing unit and State administrative support of this instruction.
1.3.6. Each ANG State Headquarters is responsible for implementing this instruction upon TAG authority to include appropriate administrative support for the conduct of the boards.

2. Program Management:
2.1. Criteria for Selective Retention Consideration:
2.1.1. All ANG officers (except adjutants general, assistant adjutants general, and general officers) and enlisted members will be considered under the SRP if they meet all of the following.
2.1.1.1. Are retirement eligible on or before 1 January of the year in which the board convenes. Members previously selected for retention under any authority, including officers retained under authority of the Secretary of the Air Force for any reason beyond their mandatory separation/discharge date based on maximum years of commissioned service permitted by law, will be included and again considered. Individuals in Air Guard Reserve (AGR) who have completed 20 years' satisfactory service toward a non-regular retirement, but have not completed 20 years of active duty will be considered unless exempt by paragraph 2.1.1.4. below.
2.1.1.2. Are not otherwise scheduled to be separated between 1 January and 31 December of the year of the board's review for such reasons as mandatory separation/discharge date, maximum age, medical disqualification, retirement, promotion deferment, or not selected for reenlistment.
2.1.1.3. As of 1 January, are not serving on a Title 10 statutory tour (e.g. 10 USC 10211, 10 USC 10305, 10 USC 12310, 10 USC 12402) or on extended active duty with the Air Force. Members commencing such tours between 1 January and publication of the board results will be removed from consideration.
2.1.1.4. Members in AGR status who have or will have between 18 and 20 years of active duty (sanctuary zone) toward retirement during the calendar year of the board are exempt from consideration.
2.1.2. Officers who have completed at least 20 years of satisfactory service toward a non-regular retirement, but have not completed the minimum promotion service time to retire in highest grade held are not exempt from consideration (see paragraph 3.1.5.).
*2.1.3. TAG determines an SRB will convene to review retirement eligible officers and enlisted personnel. All members within a State will be reviewed once the TAG directs an SRRB will be conducted.

2.2. Preparation for ANG SRRBs:

2.2.1. All personnel actions established by this instruction must be completed within the same calendar year the TAG directs the conduct of SRRBs. The management of the SRP requires that the timelines established in this instruction be followed exactly. If a deadline is not met, the subsequent deadlines may be adjusted; however, once the TAG directs the convening of boards, then the boards must meet in May or June of that year. Regardless of any adjustments, the completion of events must be concluded by 31 December. If the timelines must be adjusted, care will be taken to ensure the rights of the individual are protected. The member must be provided the same response times prescribed in this instruction.

2.2.2. No later than 20 February of the year the SRRBs are convened, each ANG State headquarters will:

2.2.2.1. Establish a list of all members who are eligible for review under this instruction and verify members listed meet the criteria for consideration.

2.2.2.2. Determine the convening dates for the ANG SRRBs.

2.2.2.3. Notify MPFs and Wing/Group commanders of the convening dates of the boards; furnish a listing of individuals to be considered by the boards to the MPFs; and provide a unit list to each commander.

2.2.3. Wing/Group commanders, upon receipt of the lists of those to be considered, will review the lists to determine the expiration of term of service (ETS) of each enlisted member and projected dates of separation (DOS) for officers. In cases where an enlisted member has an ETS on or before 31 December of the year the board is convened, the commander will extend the enlistment and consider the member under the selective retention process. Commanders may also deny extension/reenlistment and separate at ETS and notify the affected enlisted member and the MPF no later than 31 March. Members under consideration may at any time prior to the board, voluntarily transfer to the Retired Reserve or IRR and are removed from consideration.

*2.2.3.1. Members to be considered will be briefed using attachment 3 as a guide. After the briefing, members will initial beside their name on the list, and the commander will sign the bottom certifying that all members on the list have been notified and briefed (see paragraph 2.4.4.).

*2.2.4. In States where the SRRB reviews State personnel records, the State has the option to exclude the Record Review of Individual Personnel (RIP) from board consideration.

*2.2.4.1. Where there are no State personnel records available, the MPF will provide State Headquarters members' RIPs (NLT 5 days prior to board).

*2.2.5. Reference attachment 4, commanders will prepare NGB Forms 27, Federal Retention Evaluation/Recommendation on members to be recommended for non-retention. The NGB Form 27 will be forwarded through command channels to arrive at the board's convening location NLT 30 April. The squadron (or immediate) commander will personally confer with each member to advise them of the retain or non-retain recommendation. When a commander recommends retention, the NGB Form 27 will not be required unless directed by the TAG.

2.2.6. Members may submit a letter to the board. This letter may describe any matter of record concerning the member that is believed important for the board's consideration. The letter may not criticize any individual or reflect on the character, conduct, or motives of any individual. All the information in the letter must be accurate and, if called on to do so, the member must be able to provide evidence to support any questioned information. To be considered by the board, the letter must be addressed to the board and arrive at the board's convening location NLT 30 April.

2.3. Appointment and Composition of ANG Selective Retention Review Boards:

2.3.1. The TAG will select and appoint boards by special order (attachment 5) and will provide a copy to each individual appointed NLT 20 April.

2.3.2. Boards will be composed of no less than three and not more than five members with voting authority. Members may be selected from the ANG within the State concerned, from other components of the Air Force with the concurrence of the unit commander concerned, or from ANG units in other States with the concurrence of the TAG concerned. The majority of the members will be from the ANG. The TAG may not serve as a member of the board. All board members will serve in their federally recognized grade.

2.3.3. TAG action to appoint board members serves as approval for retention of those board members who are in the ANG under the AG's jurisdiction. Board members will not be considered by a SRRB during the year in which they serve as board members. Normally, personnel should not be selected to serve on consecutive boards. A rated officer will be appointed to the board when considering members on flying status.

2.3.4. The members of a board should collectively possess wide command, management, and technical experience. The president of the board must be senior in grade to all board members and to all members being considered by the

board. Additionally, all voting board members should be senior in rank (based on date of rank) to individuals being considered by the board. At the discretion of the TAG, the State senior enlisted advisor, regardless of rank, may be appointed as a non-voting member of the enlisted review board.
2.3.5. The senior member of the board (in federally recognized grade) will be appointed president. The junior member will be appointed as the recorder, unless an additional member is appointed without voting authority to act as recorder. The board president should be a member of the ANG.
2.3.6. Separate boards will be appointed to review officers and enlisted members. However, boards may be appointed to review only certain grades within the officer and enlisted grade structure as long as the composition is within these guidelines.
2.3.6.1. Boards appointed to review enlisted members must have at least one field grade officer and at least one senior NCO (master sergeant through chief master sergeant) as voting board members.
2.3.6.2. When a senior NCO who is senior in rank to the highest ranking enlisted member being considered is not available, a separate board will be composed of no less than three nor more than five field grade officers to review those NCOs whose grade or rank is senior to the NCOs appointed to the original enlisted review board. The board president will be a lieutenant colonel or higher; at least one NCO from the original enlisted review board will serve as a nonvoting advisor to this board.
2.3.7. All members being considered by an ANG selective retention review board will receive fair and impartial consideration, and board members will be free from any improper command or other influences in the performances of their duties or as a result of such performance. Accordingly, no person may:
2.3.7.1. Dictate, coerce, or attempt in any manner to dictate or coerce any vote of any member of a board; or
2.3.7.2. Influence, or attempt in any manner to influence, the vote by any member of a board, except as expressly allowed by this regulation; or
2.3.7.3. Censure, reprimand, admonish, or otherwise take any manner of reprisal action against any member of a board with respect to any vote cast or other action taken by the member in the performance of such duties.
***2.4. Documents for Review by an ANG SRRB:**
2.4.1. The board recorder, or an individual designated by the TAG, will review all documents before the board is convened. Any letter submitted by an individual IAW paragraph 2.2.6. of this instruction that criticizes any individual, or reflects on the character, conduct, or motives of any other individual, will be removed with the concurrence of the board president and not furnished to the board. Any letter so removed will be returned to the originator with the board president's explanation of why it was not presented to the board.
2.4.2. The board will be furnished a listing of all members to be considered including as a minimum the following documentation for each member:
2.4.2.1. NGB Form 27 (as required).
2.4.2.2. A records review RIP (see paragraph 2.2.4.).
2.4.2.3. Letter to the board submitted by the individual IAW paragraph 2.2.6.
2.4.2.4. ATLAS products as needed.
2.4.3. Unsolicited communications will not be considered by the board.
2.4.4. Documents prepared or submitted specifically for board use will be disposed of IAW AFI 37-138.
2.5. Procedures for Conducting ANG SRRBs. Boards will meet in May or June of each year at the specific time and will proceed as follows:
2.5.1. The order appointing the board will be read by the recorder who will then administer the following oath or affirmation (an affirmation is the same as an oath except in an affirmation the words "So help you God" are omitted). The board members will respond "I do." "Do you (swear) (affirm) that you (identify each member by grade and name) will faithfully, without prejudice or partiality, and having in view both the special fitness of individuals and the efficiency of the (State) Air National Guard and the United States Air Force, perform duties imposed upon you, that you understand that no one may dictate, coerce, or attempt to influence your vote except as allowed by this instruction, and that you will not divulge the proceedings or results of this board except to proper authority, so help you God?"
2.5.2. The following oath or affirmation will be administered to the recorder and any non-voting board members by the president of the board:
"Do you (swear) (affirm) that you (identify by grade and name) will faithfully, without prejudice or partiality, and having in view both the special fitness of individuals and the efficiency of the (State) Air National Guard and the United States Air Force, perform duties imposed upon you, that you understand that no one may dictate, coerce, or

attempt to influence your actions or deliberations except as allowed by this instruction, and that you will not divulge the proceedings or results of this board except to proper authority, so help you God?"
2.5.3. The State Executive Support Staff Officer, personnel officer, or other individual designated by the TAG will present a personnel force management briefing to the board. This briefing will present the personnel force status of the State and a comparison among its units along with an evaluation of what is needed to achieve mission effectiveness. As a minimum, this force management briefing should include the following items: overall State and unit manning with regard to total authorized and assigned strength, grade manning, excess/overgrades, age, retirement eligible personnel, and projected programs affecting UMD changes. The ratio of drill status, military technician, and military duty personnel as it relates to the above topics should also be a part of the briefing.
2.5.4. The board will review all documents IAW paragraph 2.4.2., and determine what future benefits can be expected to accrue to the ANG and the USAF from the continued service of each member it considers. Continued retention must be based on the combination of unit commander's recommendation and organizational force management requirements.
2.5.5. The recommendations of the board are advisory only. Nevertheless, the members' recommendations will largely determine which members are retained.
2.5.6. Other than the following, no record of board proceedings will be prepared:
2.5.6.1. A report of the board's action and recommendation, using attachment 6 as a guide, will be submitted to the TAG by 15 July.
2.5.6.2. Any member of the board who disagrees with the recommendations of the majority of the board may submit a minority report using attachment 7 as a guide. The member will sign both the minority report and the board proceedings, indicating on the board proceedings that a minority report is being submitted as an attachment.

3. Post Board Actions:
3.1. Actions on ANG SRRB Inputs:
*3.1.1. The TAG will review the recommendations of the board, including minority reports, and approve or disapprove any or all specific recommendations. After the TAG's action, a letter will be sent to the appropriate wing/group commander (or equivalent commander if there is no intervening wing/group commander in the State) and appropriate MPFs or GSU personnel office notifying them of the TAG's decision. This letter of notification will include the date of separation/discharge from the ANG for each member not selected for retention. The adjutant general may direct separation between 1 October and 31 December of the calendar year of the board provided that the member is permitted at least 30 days in which to respond to the notification of non retention.
3.1.2. Each member will be notified of the TAG's decision by letter using attachment 8 or 9 as a guide. These letters may be modified to meet local circumstances. Whenever possible, the letter should be personally delivered to any member who was not selected for retention by the wing/group or equivalent commander. The TAG or a designated representative signs the letter. If personal delivery is not possible, the letter must be sent by certified mail to each member. The deadline for notification, whether in person or by certified mail is 15 August of the year in which the board meets.
*3.1.3. The MPFs will maintain a list of those enlisted members that have been approved for retention to verify the authorization for them to reenlist or extend. The MPF will update the PDS DIN RBL (SEL-RETENT-STAT) for all members as soon as possible after the reenlistment/retention decision but NLT 1 October. The MPF will update the PDS to project the loss of all members non-retained using PTI 977.
*3.1.4. Following the decision of the TAG, separation/discharge orders will be issued IAW AFI 36-3209. Individuals may request that the adjutant general (or a designated representative) approve an earlier date, but not prior to 1 October.
*3.1.5. Commissioned officers who require additional service in order to qualify for non-regular retirement in highest grade held may seek an assignment with the Air Force Reserve to meet their tenure minimums.
*3.1.6. When requested by ANG/MP, State Headquarters will submit a report to ANG/MPP stating that the review required by this regulation was completed. This report consists of the statistics required in attachment 11.
3.2. Delays in Separation:
3.2.1. In exceptional circumstances, the TAG may retain a member an additional six months past the 31 December separation/discharge date for the purpose of recruiting and training a replacement.
3.2.2. Individuals who are being processed for disability evaluation IAW AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation* must not be discharged or separated until the disability case has been

resolved. However, the individual must be separated or discharged immediately thereafter IAW AFI 36-3212 or this instruction, as appropriate.

3.3. Request for Reconsideration:

3.3.1. Upon official written notification of the TAG's decision to non retain, an individual may request reconsideration of the decision. The member must forward the request for reconsideration within 30 days of official written notification but not later than 15 September, whichever is earlier, through the member's immediate commander and chain of command to the TAG. The member will furnish an information copy of the request for reconsideration to the TAG and MPF for the sole purpose of informing them that a request for reconsideration is pending. The MPF will withhold action on the projected separation/discharge pending a final decision on the request for reconsideration. The request for reconsideration must be reviewed by each succeeding echelon of command in a timely manner (3 to 5 days) and a recommendation, with rationale, provided in forwarding endorsements. Requests for reconsideration must arrive in the TAG's office no later than 30 September.

3.3.2. After the TAG has acted, a letter will be sent to the member, the appropriate wing/group commander (or equivalent commander if there is no intervening wing/group in the State), and appropriate MPF, and GSU personnel office (if applicable) advising them of the decision. The TAG's decision on a request for reconsideration is final and will be dispatched to the member no later than 31 October. There is no appeal beyond the adjutant general.

3.4. Administrative Errors. If, through administrative error, an eligible member is not considered as required by this instruction, the TAG may waive, for the year in question only, the requirement that the member be considered under this instruction. This action will be taken only when the TAG determines that it is clearly required in the interest of equity or that the passage of time makes it impractical to consider or reconsider the member for the year in question before the member is considered in due course under this instruction.

3.4.1. In the case where a member was considered by the board, but there is substantial evidence this member did not have the necessary qualifying time in service to meet the board, the results pertaining to this individual will be null and void, as if the member was not considered by the board.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

11 Attachments
***1. Glossary of References, Abbreviations, Acronyms, and Terms**
2. Annual Cycle of Events for ANG Selective Retention Program
3. Commander's SRP Briefing Format
4. Instructions for Completing NGB Form 27
5. Special Order Format to Appoint ANG Selective Retention Review Board
6. ANG Selective Retention Review Board Report Format
7. Minority Report Format
8. Letter Format for Members Selected for Retention
9. Letter Format for Members Not Selected for Retention
10. List of Atlases for Use by State Headquarters for the Selective Retention Review Boards
11. Format for Reporting Year End Statistics

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

Title 10, United States Code, Sections 10211, 10305(h), 12302, 12310, 12402
Title 32, United States Code, Sections 502(f), 709
AFI 36-3209, Separation Procedures for Air National Guard and Air Force Reserve Members
AFI 36-3212, Physical Evaluation for Retention, Retirement and Separation
AFI 37-138, Records Disposition - Procedures and Responsibilities

Abbreviations/Acronyms

AGR	Active Guard Reserve
AFI	Air Force Instruction
ANG	Air National Guard
ARPC	Air Reserve Personnel Center
ETS	Expiration Term of Service
FTNGD	Full Time National Guard Duty
GSU	Geographical Separated Unit
MPF	Military Personnel Flight
NLT	No Later Than
NCO	Noncommissioned Officer
NGB	National Guard Bureau
PDS	Personnel Data System
RIP	Review of Individual Personnel
SRRB	Selective Retention Review Board
SRP	Selective Retention Program
TAFMSD	Total Active Federal Military Service Date
TAG	The Adjutant General
USC	United States Code

Terms

Air National Guard (ANG). The federally recognized Air National Guard of each state, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, and Guam.

Air National Guard Federal Recognition. Acknowledgment by the federal government that an individual assigned within the ANG meets the prescribed federal standards for the grade and position to which assigned. Federal recognition is extended by the Chief, NGB for officers and for enlisted members by virtue of their enlisting in a Federally recognized unit or organization of the Air National Guard.

Military duty personnel. Those members of the ANG in Active Guard/Reserve (AGR) program and ordered to Full-Time National Guard Duty (FTNGD) under the authority of 32 USC 502(f).

Military Technician. A Federal employee of the ANG who occupies a full-time position and is a member of the ANG unit in which employed under Title 32 USC 709.

NGB/CF. Office of the Director, Air National Guard of the United States.

Retirement eligible. An individual who has completed 20 years of satisfactory service towards a non-regular military retirement with the last 8 years (6 years for members who separated from aforementioned components between 5 Oct 94 and 30 Sep 99) of satisfactory federal service as a member of any category of the Armed Forces, except a Regular component, the Fleet Reserve, or the Fleet Marine Corps Reserve and meets satisfactory years service in grade; minimum commissioned service as an officer; or who has completed 20 years of active duty/active duty for training based on total active federal military service date (TAFMSD) within the PDS.

Satisfactory Years Service in Grade. For purposes of officers qualifying for regular/non-regular retirement in highest grade held, officer in grades above 0-4 must have held current grade satisfactorily for 3 years to retire in highest grade held. For enlisted grades it must be the highest grade held for the purpose of retirement. Non retention of any enlisted member, E-7 or above, with less than 2 years in grade should be rare. Since promotions are based on potential, 2 years is considered minimum return on investment.

Separation. Release from the ANG and transfer to a section of the Air Force Reserve.

Attachment 2

ANNUAL CYCLE OF EVENTS FOR ANG SELECTIVE RETENTION PROGRAM

The Adjutant General may direct that the post-board schedule of events be compressed provided that the member is permitted at least 30 days in which to respond to the notification of non retention.

DATE/DEADLINE

20 February:

Deadline for ST HQ to run ATLAS rosters and verify listings.

Deadline for TAG to set board convening dates.

Deadline for TAG to notify units and MPFs of convening dates and individuals to be considered.

31 March:

Deadline for commander's briefing to members to be considered by current Fiscal Year SRRB.

Deadline for unit commander to make extension/reenlistment decision.

20 April:

Deadline for members to review personnel records and verify accuracy (Members are responsible for their data.)

Deadline for TAG to select and notify board members.

30 April:

Deadline for MPF to have NGB Forms 27 (see paragraph 2.2.5.) and letters to the board for the board meeting in May or June.

"BOARD MEETS IN MAY-JUNE"

15 July:

Deadline for board reports to be given to TAG.

15 August:

Deadline for members' non-selection and selection notification letters to be dispatched via first class certified mail (where letter is mailed).

Deadline for members' non-selection and selection notification letters to be personally delivered to members (where letter is hand delivered).

15 September:

Deadline for member to forward request for reconsideration.

30 September:

Deadline for member's request for reconsideration to reach the TAG.

1 October:

Earliest date to separate/discharge members not selected for retention.

Deadline for MPF PDS input.

31 December:

Deadline to separate/discharge members not selected for retention.

Attachment 3

COMMANDER'S BRIEFING TO MEMBERS TO BE CONSIDERED BY SRRB

WHEN COMMANDERS BRIEF MEMBERS OF SELECTIVE RETENTION, BE SURE TO INCLUDE THE FOLLOWING INFORMATION.

BE SURE ALL MEMBERS INITIAL NEXT TO THEIR NAME ON THE LIST

1. ANGI 36-2606 establishes procedures for the selective retention of retirement-eligible officers/enlisted members (use as appropriate for addressee) who are deemed vital to the continuity of the (State) Air National Guard.

2. The Adjutant General will convene a board of officers (and NCOs, as appropriate) to assist in determining which members should be retained as part of the State's force management plan in order to support the unit's mission and meet the needs of the ANG and the USAF. In arriving at its recommendation, the board will use, but will not be limited to, the documents contained in ANGI 36-2606.

3. You will be considered by a (State) ANG selective retention review board convening on (date). (For enlisted members, include the sentence: "If your expiration of term of service occurs before 31 December (year), your eligibility for review will depend on your commander's decision to permit your extension or reenlistment.) In the event that you have been previously considered and retained, this review will be a recurring event as prescribed by ANGI 36-2606. You may submit a letter to the board calling attention to any matter you feel is important or relevant in the review of your records. If you wish to submit a letter, it must adhere to the provisions of ANGI 36-2606 and be addressed to: President, (State) ANG Selective Retention Review Board, (provide complete address), and be received by the board before (date).

4. In the event you are not familiar with the specific provisions of the Selective Retention Program, you are responsible to read ANGI 36-2606 and ask your servicing Military Personnel Flight for counsel and assistance as needed. You are responsible for ensuring personnel records are current and accurate.

AFTER BRIEFING, COMMANDER MUST SIGN AND DATE BOTTOM OF LIST OF MEMBERS TO BE CONSIDERED BY SRRB AND CERTIFY ALL MEMBERS HAVE BEEN BRIEFED.

Attachment 4

INSTRUCTIONS FOR COMPLETING NGB FORM 27

NGB Form 27 will be completed by squadron (or unit) commander. Sections II, III, and IV are limited to space provided.

SECTION I. Organizational Manning. Authorized/assigned numbers will be provided by the servicing MPF. The application of this data will be directed to determining authorized versus assigned in member's grade. Authorized/assigned numbers applicable to duty AFSC will include all grades within member's DAFSC.

SECTION II. Organization Forecast. The included elements are associated with projected unit mission requirements, should be answered as completely as possible and be supported by force management plan.

SECTION III. Organization Viability. The included elements reflect the member's impact and potential within the organization. In addressing these elements, commander's responses will be objectively (overgrade/excess and sorts) and subjectively (mission viability, career expectation/promotion opportunities and organizational benefits) based.

SECTION IV. Recommendation. Comment mandatory.

NOTE: SECTIONS II and III are State options.

Attachment 5

SPECIAL ORDER FORMAT TO APPOINT ANG SELECTIVE RETENTION REVIEW BOARDS

(State Military Letterhead)

SPECIAL ORDER

NUMBER

1. The following officers are appointed members of the ANG Selective Retention Review Board for the State of (State) to consider the retention of all officer personnel who meet the criteria established by ANGI 36-2606. The members of the board will assemble at the time and place designated by the president. Authority: ANGI 36-2606.

Brig Gen James B. Smith, 123-45-6789	President
Col Julie C. Brown, 234-56-7890	Member
Col Stanley G. Goodwin, 345-67-8901	Member and recorder

(if appropriate)

2. The following officers and enlisted personnel are appointed members of the ANG Selective Retention Review Board for the State of (State) to consider the retention of all enlisted personnel who meet the criteria established by ANGI 36-2606. The members of the board will assemble at the time and place designated by the president. Authority: ANGI 36-2606.

Maj Jane B. Forrest, 456-78-9012	President
CMSgt John J. Smyth, 567-89-0123	Member
CMSgt Albert W. Sims, 678-90-1234	Member and recorder

(if appropriate)

3. (Use this paragraph only if appointing a recorder without vote.) Capt Deborah A. Sullivan, 789-01-2345, is appointed recorder without vote for the above boards. Authority: ANGI 36-2606.

BY ORDER OF THE GOVERNOR

_____

(Signature Block of TAG

Attachment 6

ANG SELECTIVE RETENTION REVIEW BOARD REPORT FORMAT

(State Military Letterhead)

MEMORANDUM FOR (ADJUTANT GENERAL)

FROM:

SUBJ: Report of (enter Year) (State) ANG Selective Retention Review Board.

TO: The Adjutant General, (State)

1. Pursuant to special order (number) dated (date), the (State) ANG Selective Retention Review Board appointed therein convened at (time) (date), at (location).

2. The board, acting under oath and having an obligation to select only those members who possess outstanding qualifications to support a combat ready (State) Air National Guard, has carefully reviewed the records of every member submitted for consideration. The individuals recommended or not recommended for retention are listed in attachments 2 and 3 respectively.

3. The review of the individuals' records recommended for retention reveals them to be qualified to meet not only the continuing requirements of their present assignments but to have potential for continued growth in the (State) ANG. They can be expected to make significant contributions to the needs of the ANG and the USAF.

4. The board adjourned at (time) hours, (date).

_____
Signature Block of Board President

___ Attachments
1. Special Order (Number, Date)
2. List of Members Recommended for Retention
3. List of Members Not Recommended for Retention
4. Minority Report (when appropriate)

Attachment 7

MINORITY REPORT FORMAT

(State Military Letterhead)

MEMORANDUM FOR (ADJUTANT GENERAL)

FROM:

SUBJ: Minority Report

Pursuant to Special Order (number) dated (date), I was a member of the (State) ANG Selective Retention Review Board which met on (date), and I believe the following individuals should (should not) be retained.

(List of Individuals and Reasons)

_____

_____

_____

(Member's name, grade, and signature)

Attachment 8

LETTER FORMAT FOR MEMBERS SELECTED FOR RETENTION

(Appropriate Military Letterhead)

MEMORANDUM FOR (HEADQUARTERS NAME & OFFICE SYMBOL)

FROM:

SUBJ: Selective Retention in the (State) ANG

1. The (State) ANG Selective Retention Review Board, which convened IAW ANGI 36-2606, has completed its review. After evaluation of its recommendations, I am pleased to inform you that you have been selected for continued retention in the (State) Air National Guard.

2. As required by ANGI 36-2606, you will again be considered for continued retention the next time the Selective Retention Review Board meets. Selection for continued retention under the provisions of ANGI 36-2606 does not preclude applicable military authority from separating you for other reasons IAW applicable ANG or USAF instructions (add for enlisted members -- or from denying your extension or reenlistment).

_____
(Signature block of TAG or designated representative)

NOTE: Letter may be modified to meet local circumstances.

Attachment 9

LETTER FORMAT FOR MEMBERS NOT SELECTED FOR RETENTION

(Appropriate Military Letterhead)

MEMORANDUM FOR (HEADQUARTERS NAME & OFFICE SYMBOL)

FROM:

SUBJ: Non retention in the (State) ANG

TO: (Member concerned)

1. The (State) ANG Selective Retention Review Board, convened IAW ANGI 36-2606 has completed its review.

2. It is my duty to inform you that you have not been approved for continued retention. Accordingly, you will be separated from the (State) Air National Guard effective (date), unless you request an earlier date and your request is approved. You should not consider non retention as an unfavorable reflection on your military career; nor is it a separation/discharge "for cause." In determining your eligibility for retention, I can assure you the (State) ANG Selective Retention Review Board carried out its duties in a most conscientious, thorough, and impartial manner. Separate action is being taken to transfer you to the Air Force Reserve, where I hope you will continue to maintain your interest in the national defense efforts of our country.

3. Should you desire to have the TAG reconsider this decision, you must submit your request for reconsideration within 30 days but not later than 15 September, whichever is earlier, and it must be routed through proper military channels. ANGI 36-2606, paragraph 3.3, contains appropriate information if you decide to take this action.

4. On behalf of (The Adjutant General -- insert if letter is not to be signed by The Adjutant General), the Governor, and the Secretary of the Air Force, I extend to you their sincere appreciation for your many personal sacrifices and for your devoted service to the State, the Nation, and the (State) Air National Guard.

_____

(Signature block of TAG or designated representative)

NOTE: Letter may be modified to meet local circumstances.

Attachment 10

LIST OF ATLASES FOR USE BY ST HQ FOR THE SELECTIVE RETENTION BOARDS

These ATLAS inquiries may be used by each State Headquarters in preparing information for the selective retention boards and creating the lists of members to be considered. These ATLAS inquiries are maintained by ANG/DPD. Some modification may be necessary for these products to be used locally.

ATLAS #

TITLE & DESCRIPTION

01899

AIR NATIONAL GUARD ENLISTED PROFESSIONAL MILITARY EDUCATION, This product gives statistics on enlisted PME completion by grade and status (AGR, MT or Drill).

8416

AIR NATIONAL GUARD OFFICER PROFESSIONAL MILITARY EDUCATION, This product gives statistics on officer PME completion by grade and status (AGR, MT or Drill).

17183

AIR NATIONAL GUARD ENLISTED CIVILIAN EDUCATION, This product gives statistics on enlisted civilian education completion by grade and status (AGR, MT or Drill).

11400

AIR NATIONAL GUARD OFFICER CIVILIAN EDUCATION, This product gives statistics on officer civilian education completion by grade and status (AGR, MT or Drill).

17372

AIR NATIONAL GUARD AVERAGES FOR AGE, TIG, SAT-SVC, TAFMS, AND AGE CATEGORY, This product gives the identified statistics for officers or airman based on records type used in this ATLAS inquiry. NOTE: This ATLAS must be run separately by records type i.e. AG or BG.

01999

AIR NATIONAL GUARD ENLISTED AUTHORIZED AND ASSIGNED INQUIRY, This product gives the authorized and assigned statistics by grade and unit for enlisted personnel.

11495

AIR NATIONAL GUARD OFFICER AUTHORIZED AND ASSIGNED INQUIRY, This product gives the authorized and assigned statistics by grade and unit for officers.

3794

ANG E7 - E9 SELECTIVE RETENTION OFF-YEAR REVIEW ROSTER, this product produces the list of MSgts - CMSgts who will be considered annually.

8498

ANG ENLISTED SELECTIVE RETENTION ROSTER, this product produces the list of all enlisted personnel who will be considered biennially.

16974

ANG OFFICER SELECTIVE RETENTION ROSTER, this product produces the list of all officer personnel who will be considered annually.

Attachment 11

FORMAT FOR REPORTING YEAR END STATISTICS (TO BE USED ONLY WHEN REQUESTED BY ANG/MP)

(State Military Letterhead)

MEMORANDUM FOR (HEADQUARTERS NAME & OFFICE SYMBOL)

FROM:

SUBJ: (Year) (State) ANG Selective Retention Review Board

1. The (Year) ANG Selective Retention Review program has been completed IAW ANGI 36-2606. The following statistics are provided as required by paragraph 3.1.4.

2. Officers considered by the boards:
Total assigned as of 1 January:
Total considered for selective retention:
Total retained:
Total non-retained:

Considered			Retained			Non-retained.		
MT	AGR	TG	MT	AGR	TG	MT	AGR	TG

(List numbers, not percentages).

3. Enlisted members considered by the board:
Total assigned as of 1 January:
Total considered for selective retention:
Total retained:
Total non-retained:

Considered			Retained			Non-retained		
MT	AGR	TG	MT	AGR	TG	MT	AGR	TG

(list numbers, not percentages).

FOR THE ADJUTANT GENERAL

_____
(Signature block of TAG or designated representative).

NOTE: MT = military technician, AGR = Active Guard/Reserve, and TG = traditional guardsman.