DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

NGR (AF) 36-3

28 May 1993

Officer Personnel

FEDERAL RECOGNITION BOARDS FOR APPOINTMENT OR PROMOTION IN THE AIR NATIONAL GUARD BELOW GENERAL OFFICER

This regulation provides the authority and guidance for appointing and composing Federal Recognition Boards. It outlines the procedures for conducting such boards to determine the qualifications of individuals recommended for appointment or promotion in the Air National Guard of the United States and as a Reserve of the Air Force, and provides for the extension of temporary Federal recognition. It implements title 32 USC chapters 307 and 308, and DOD Directive 1320.12, 4 February 1992. Proposed supplements to this regulation must be submitted to ANGRC/DP for review and approval. This publication is affected by the Privacy Act of 1974. The authorities to collect and maintain the data prescribed in this regulation are Title 10 USC, Sections 8013 and 8032 and Title 32 USC, Sections 307 and 308.

SUMMARY OF CHANGES: Incorporates IMC 83-1 and IMC 85-1. Clarifies procedures to follow when a recommendation of "not qualified" is made. Incorporates the guidance outlined in the Department of Defense Directive 1320.12, 4 February 1992. Expands on procedures for conducting a Federal Recognition Board and the duties and responsibilities of board members. Provides specific guidance on preparing the Federal Recognition Board reports. Establishes the requirement for ANGRC/DP to periodically review Federal Recognition Board proceedings.

	Para	Page
Terms Explained	1	1
Policy	2	2
Objectives of the Federal Recognition Board Process	3	2
Appointment of Federal Recognition Boards	4	2
Composition of Federal Recognition Boards	5	2
Board Proceedings	6	3
Procedures for Conducting Federal Recognition Boards	7	3
Information/Documents Provided to the Federal Recognition Boards	8	3
Responsibilities of the Federal Recognition Board in Examining Candidates for Appointment or Promotion	9	4
Communications about Particular Offices	10	4
Votings, Findings and Recommendations	11	5
Federal Recognition Board Reports	12	5
Temporary Federal Recognitions of Original Appointments in the ANG	13	6
Disposition of Board Proceedings	14	6
Approval of Board Proceedings	15	6
Announcement of Federal Recognition Board Results	16	6
Disclosure of Board Proceedings	17	6

Figure
1. Sample NGB Form 89, Proceedings of a Federal Recognition Examining Board 7

Table
1. Grade of the Federal Recognition Board 3

Attachments
1. Statement of Understanding 10
2. Instructions Concerning Communications and Information 11
3. Officer Selection Folder 12

1. Terms Explained:

a. 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.

b. Air National Guard of the United States (ANGUS). A reserve component of the United States Air Force consisting of all federally recognized units, organizations, and members of the Air National Guard of the several states, the District of Columbia, and Commonwealth of Puerto Rico. Membership in the ANGUS is acquired by enlistment or appointment in the federally recognized Air National Guard of a state and concurrent enlistment or appointment as a, Reserve of the Air Force in the same grade.

c. Reserve Components of the Air Force. The Air National Guard of the United States and the United States Air Force Reserve (USAFR).

d. Reserve of the Air Force. The federal status possessed by members of the ANGUS and USAFR. (This term is not used to identify an Air Force component or organization.)

e. State. All States, Puerto Rico, the Virgin Islands, Guam and the District of Columbia.

f. Appointment. Initial assignment by a state of an officer to a vacant UMD officer position as defined in applicable directives or other approval authority prior to Federal recognition as an officer of the ANGUS.

g. Federal Recognition. Acknowledgement by the Federal government that an individual appointed within the ANG meets the prescribed

Supersedes ANGR 36-03, 9 Sep 83.
No. of Printed pages: 12
OPR: NGB/DP
Approved by: Lt Gen Conaway
Edited by: Ms N. Salch
Distribution: F

Federal standards for the grade and position to which appointed or promoted by the states. The authority to grant Federal recognition is the Secretary of the Air Force as delegated to the Chief, National Guard Bureau.

h. **Fully Qualified.** The requirement that no officer may be selected for or promoted to the next higher grade unless it is determined that the officer is fully qualified for promotion. This determination is made by the designated commander in the case of promotion to first lieutenant and by the federal recognition board process in the case of promotion to captain, major, lieutenant colonel, and colonel.

i. **Initial Appointment.** An original appointment in the Air National Guard or a reappointment in the Air National Guard after dischange.

j. **Promotion.** Advancement as a Reserve of the Air Force officer to the next higher grade. Appointment and promotion requires nomination by the President and confirmation by the U.S. Senate for grades above major.

k. **Competitive Category.** A separate promotion category established by the Secretary of the Military Department, under section 621 of title 10 USC for specific groups of officers who are specialized in education, training, or experience and often relatively narrow utilization, making separate career management desirable.

2. Policy:

a. Each candidate for appointment or promotion will be examined without regard to race, religion, sex, color, creed, or national origin to determine their general physical, moral, and professional fitness for the grade and position for which they are being considered.

b. Individuals should not meet a Federal Recognition Board until they have met all of the requirements for promotion or appointment (NGR (AF) 36-2 and NGR (AF) 36-4, respectively). Waivers authorized in those regulations are considered as having met all requirements. Waivers not outlined in one of the regulations above must be approved prior to holding a Federal Recognition Board.

3. Objectives of the Federal Recognition Board Process. The fundamental purpose of the Federal Recognition Board process is to select officers for initial appointment or promotion through a fair and competitive selection process. Such a process advances fully qualified officers to positions of increased responsibility and authority to provide the necessary career incentive to attract and maintain a high-quality officer force. Specific objectives are to:

a. Federally recognize initial appointment of officer candidates projected against UMD vacancies.

b. Federally recognize promotion of officers in sufficient numbers to each grade, as officer vacancies occur.

4. Appointment of Federal Recognition Boards. Boards are appointed on special orders by:

a. The appropriate State Adjutant General for all grades below general with the exception of officers on active duty under the provisions of title 10 USC 265, 678, 8021, 8033 or 8496 (statutory tour). The special order will state that officers are designated by the Secretary of the Air Force to function as board members.

b. ANGRC/DP for all grades below general for officers on active duty in statutory tour status under the provisions of title 10 USC 265, 678, 8021, 8033, or 8496. The special order will state the officers are designated by the Secretary of the Air Force to function as board members.

5. Composition of Federal Recognition Boards:

a. Federal Recognition Board must have a minimum of three and not more than five officers as voting members. All officers must be serving in a grade higher than the grade of the officer to be considered by the board and above the grade of captain. Members can be from the active Air Force and Air National Guard. Active Air Force members must be assigned/attached to an ANG organization and have the concurrence of the MAJCOM commander prior to serving. At least one member must be an ANG officer. The senior member will be appointed as the president of the board. A recorder without a vote must be appointed separately. An officer may not serve as a board member and a board recorder for the same Federal Recognition Board. The criteria below must be followed in selecting board members:

b. No officer should be a member of two successive Federal Recognition Boards for the consideration of officers of the same competitive category and grade unless no other officers qualify or are available. If no other officers qualify or are available, enter the following statement on the NGB Form 89, "_____was required to serve as a member of this board due to _____."

c. Officers who have signed the documents recommending the officer for promotion or who have signed any of the last five OPRs/OERs may not serve on the Federal Recognition Board unless no other officers qualify or are available. If no other officers qualify or are available, enter the qualifying statement on the NGB Form 89 as in paragraph 5a, above.

d. Board membership must include at least one officer from the competitive category of the person being considered by the board. A physician (AFSC 93XX, 94XX, or 95XX) may be substituted when considering candidates of other medical specialties, if there is no officer of the same specialty who is senior in grade to the candidate. If there is no officer in the State in the same competitive category who is senior to the candidate, the TAG may appoint an officer of equal grade or junior in grade as a non-voting technical advisor. If no officer of the same competitive category senior in-

grade is available or advisor is appointed, enter the following statement on the NGB Form 89, "An officer in the same competitive category senior in grade to the nominated officer was not available to serve on this board."

e. The President of a board must be serving in a grade equal to or greater than that shown in Table 1. All other board members, except the recorder or advisor, must be senior in grade to the individual being considered. (See paragraph 5c, above).

TABLE 1
GRADE OF THE FEDERAL RECOGNITION BOARD

RULE	A If the board is convened to appoint for the grade of	B then the grade of the board president will not be lower than
1	Colonel	Brigadier General
2	Lieutenant Colonel	Colonel
3	Major and below	Lieutenant Colonel

6. Board Proceedings:

a. Board Members.

(1) A board president has no authority to constrain the board from recommending for promotion those fully qualified officers that the majority finds qualified to meet the needs of the armed force concerned, as specified by the State Adjutant General.

(2) Any board member who believes they cannot in good conscience perform their duties and responsibilities has a duty to request relief by the State Adjutant General from such duty. Such a request shall be honored.

b. Board Recorders:

(1) The State Adjutant General shall designate officers to serve as recorders for Federal Recognition Boards convened under section 307 and 308 of Title 32 USC. At least one board recorder must be present during all board deliberations.

(2) Officers eligible for consideration by a Federal Recognition Board may not serve as board recorders for the selection board for which they are eligible for consideration.

(3) Board recorders who believe they cannot in good conscience perform their duties and responsibilities have a duty to request relief by the State Adjutant General from such duty. Such a request shall be honored. Board recorders who believe that the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct of the board president or a member, or any other reason, have a duty to request relief from their obligation not to disclose board proceedings from the State Adjutant General and, on receiving it, to report the basis for their belief to that authority.

7. Procedures for Conducting Federal Recognition Boards. The board will assemble at the time and place determined by the board president. The president will ensure the following actions are completed:

a. The recorder reads the order appointing the board.

b. The recorder administers the following oath to the other board members: "Do you (naming each member) swear (or affirm) that you will faithfully and impartially discharge your duties as a member of this board without prejudice or partiality having in view both the special fitness of the officer and the efficiency of the Air Force in the matter now before you, so help you God?"

c. The president will administer the following oath to the recorder: "Do you (naming the recorder) swear (or affirm) that you will faithfully and impartially discharge your duties as a member and recorder of the board, so help you God?"

d. All members sign the Statement of Understanding (attachment 1).

e. A personnel technician or designee reads verbatim (attachment 2), Instructions Concerning Communications and Information.

8. Information/Documents Provided to the Federal Recognition Boards:

a. The number of officers and positions in each competitive category to be considered.

b. The Officer Command Record Group (if available) for each officer who is being considered in each competitive category (see attachment 3 for specific documents included in the Officer Selection Folder).

c. Information relating to the needs of the ANG for officers having particular skills.

d. Any other written information and guidance the board may need to properly perform its functions.

e. For Examination for Appointment. The applicant's AF Form 24 (Application for Appointment as Reserves of the Air Force or USAF without Component) accompanied by all supporting indorsements, documents, and forms required by NGR (AF) 36-2.

f. For Examination for Promotion. Normally, all documents, forms, letters and indorsements required by NGR (AF) 36-4.

g. The board members must be made aware of

any waivers that were granted to or requested by recommending officers or individuals meeting the boards.

h. Qualified personnel officers and personnel technicians to be used as administrative support personnel during board proceedings must be designated in writing by the TAG. Any administrative support person assigned to a board must be on this letter of authority. This letter, with the administrative support person's name highlighted, circled or otherwise notated must be maintained with the record of the board proceedings. The administrative support person designated must brief the board on such criteria as:

(1) For promotion:

(a) Time in grade.

(b) Officer Performance Report (OPR) requirements.

(c) Air Force specialty qualifications/requirements.

(d) Professional Military Education requirements.

(e) Special training requirements.

(f) Any waivers that have been granted or which will be required.

(2) For appointment:

(a) Constructive service credit granted (if any).

(b) Educational status.

(c) Special training requirements.

(d) Civilian work experience.

(e) Military experience.

(f) Any waivers granted.

9. Responsibilities of the Federal Recognition Board in Examining Candidates for Appointment or Promotion:

a. Board members are to base their recommendations on the personal examination of the candidate (waiverable, see paragraph 10), on the material in each officer's official military record, any information the State Adjutant General concerned may provide to that board in accordance with the provisions of this regulation, and any information about the record communicated to the board by individual eligible officers under this regulation. Board members in their deliberations may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law, DOD Directive 1320.12, or this regulation. Board members may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered, unless that opinion is contained in material provided to the board under the provisions of this regulation.

b. Board members use the "whole-person concept" to subjectively assess each eligible officer's relative potential to serve in the appointed grade. Consider the following when determining potential for success in the ANGUS and/or for positions of increased responsibility as measured by an evaluation of the whole person concept:

(1) Breadth of experience based on the candidate's past employment. Consider what has been done in and out of his/her primary specialty. Also consider what level of duty was held and civilian skills or experience.

(2) Specific achievements noted in OERs/OPRs or by the receipt of State or Federal awards and decorations.

(3) Leadership potential. Look for evidence of demonstrated leadership skills and evaluate potential to assume future leadership positions.

(4) Participation in the Air National Guard.

(5) Other factors or evaluations the board considers indicative of overall suitability and fitness.

c. The board must thoroughly review both quantitatively and qualitatively the following:

(1) Physical qualifications. Ensure that the applicant meets AFR 35-11 weight standards and is physically qualified by medical authority for worldwide service without limitation IAW AFR 160-43.

(2) Moral qualifications. Ensure the candidate meets the high moral and personal standards expected of an Air Force officer.

(3) Professional qualifications. Consider the following when determining the professional qualifications of an applicant:

(a) Military performance, as documented in OERs/OPRs and training reports. Performance of primary duties in support of the mission should be closely reviewed and considered.

(b) Job responsibility and job progression; evaluate if the candidate has been making decisions or carrying out the decisions of others.

(c) Professional competence or job knowledge.

(d) Education, to include both formal civilian and professional military education. Consider not only the level of education but how that education is applicable to the candidate's military duties.

10. Communications about Particular Officers. Information about a particular officer may be communicated to a Federal Recognition Board as follows:

a. Personal Appearance of Candidates Before the Board:

(1) For appointments below the grade of general, a personal appearance is mandatory, unless waived by the Adjutant General.

(2) For vacancy promotion to grades below general, a personal appearance is at the discretion of the Adjutant General, or NGB/CF for officers serving on statutory tour.

(3) If at any time during the personal appearance (examination) it is determined by the board that the candidate does not meet the minimum eligibility requirements, the examination will cease, the candidate will be excused if present, and the appointment or promotion request will be returned to the CBPO with written reasons why the officer is not eligible (see paragraph 12b below).

(4) Upon completion of the examination, the president of the board will excuse the candidate (if present), and the board will then deliberate the

candidate's fitness for appointment/promotion using the criteria in paragraph 9.

b. Information in an eligible officer's official military personnel records, as defined in regulation by the Secretary of the Air Force, and provided to the board in accordance with this regulation.

c. An eligible officer may send a written communication to the board, to include the opinion of third parties, to arrive not later than the date the board convenes, calling attention to any matter concerning himself which the officer considers it important for the board to know. The board shall consider any such communication timely received.

d. Written information that is not part of the official military personnel record of an officer, but which the State Adjutant General determines to be substantiated and relevant information that might reasonably and materially affect the deliberations of the board may be considered. In making such a determination, the State Adjutants General procedures for identifying concerns must ensure that the proposing of such information for consideration applies to all eligible officers for the board concerned. Additionally, the State Adjutant General concerned must ensure:

(1) The officer is notified in writing that such information will be presented to the board.

(2) The officer is provided a copy of the information that will be provided to the board.

(3) The officer is afforded a reasonable opportunity to submit written comments on that information to the board. If an eligible officer may not have access to the information for reasons of national security, the officer shall (to the maximum extent practicable) be provided with an appropriate summary of the information, prepared by personnel designated in writing by the State Adjutant General concerned for that purpose.

(4) Information provided to a board under this paragraph may not be provided to subsequent boards convened under sections 307 and 308 of Title 32 unless either:

(a) The information is in the official military personnel record, as defined in regulation by the Secretary of the Air Force or State statute/regulation concerned, of the officer concerned;

(b) The State Adjutant General makes a new determination, in accordance with procedures in this paragraph and the officer is again provided the notification and opportunity to comment. A board is authorized to request administrative information to amplify or clarify the official military records, instructions and information provided to the board. If such requests pertain to nonadministrative information regarding an individual officer, the rules in paragraph 10c apply. All requests for additional information from the board will be made to or through the personnel representative assigned to the board.

11. Votings, Findings and Recommendations:

a. Voting will be accomplished confidentially and in writing. After each member has voted, ballots are passed to the recorder for tally. Upon completion of the tally, the recorder provides the president the results along with whether or not the vote was unanimous. The president will notify any voting member who is eligible to submit a minority report in accordance with paragraph 11d below.

b. The findings and recommendations of the board will be recorded on the NGB Form 89 (see Figure 1). Specific remarks may be required as noted below and in other paragraphs of this regulation:

(1) If found "qualified for federal recognition," a statement that the examination was conducted IAW NGR (AF) 36-3, and that the board finds the candidate qualified for appointment or promotion to the grade and position for which recommended. In addition, if an original appointment in the ANG is involved, a statement that temporary federal recognition is extended.

(2) If the board determines that the candidate is ineligible for appointment or promotion, enter the reason for that determination. The balance of the NGB Form 89 must be left blank as this determination is not a finding of "qualified or not qualified."

(3) If found "not qualified for federal recognition," a brief statement why the board does not find the candidate qualified. Disapproval action must be treated as privileged information.

c. For promotion actions, the board president can only announce the recommendations of the board. No promotion action can be taken without NGB approval.

d. Minority report. A voting member of the board who disagrees with the findings and/or recommendations of the majority vote of the board may submit a minority report. This report must be in sufficient detail to support the reasons for disagreement. The board member will sign both the minority report and the NGB Form 89, indicating on the form that a minority report is being submitted as an attachment. ANGRC/DPMO, acting for the Chief, National Guard Bureau, will review the board proceedings along with the recommendations of the State Adjutant General to determine if federal recognition is to be granted.

12. Federal Recognition Board Reports:

a. Boards shall prepare and submit NGB Form 89 to the State Adjutant General in accordance with sections 307 and 308 of Title 32 USC and this regulation.

b. On completion of board deliberations, the board president, the board members, and board recorders shall, as a minimum, certify in a cover letter accompanying the NGB Form 89 to the State Adjutant General concerned:

(1) that, to the best of their knowledge, the board complied with this directive;

(2) that they were not subject to or aware of any censure, reprimand, or admonishment resulting from the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board;

(3) that they were not subject to or aware of

any attempt to coerce or influence improperly any action in the formulation of the board's recommendations;

(4) that they were not a party to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations;

(5) that they were not a party to or aware of any attempt at unauthorized communications;

(6) that, to the best of their knowledge, the board carefully considered the records of each individual whose name was furnished to the board;

(7) that the individuals recommended for appointment or promotion, in the opinion of the majority of the members of the board, are best qualified for appointment and fully qualified for promotion to meet the needs of the Air Force, as noted in the written instructions furnished to the board by the State Adjutant General, among those individuals whose names were furnished to the board.

13. Temporary Federal Recognition of Original Appointments in the ANG:

a. When to extend. When an original appointment (not promotion) in the ANG is involved, the Federal Recognition Board will extend temporary federal recognition to a candidate who meets the following requirements:

(1) Is not currently a Reserve commissioned officer of the Air Force.

(2) Is approved by the board for appointment by an examination conducted under provisions of this regulation, unless there is a minority report involved.

(3) Is on State appointment orders to a grade and position for which found qualified.

(4) Has subscribed to the temporary oath of office. (NGB Form 337).

b. Effective date. The effective date of temporary federal recognition will be the latest date on which any of the factors indicated in 'a' above are accomplished. When extended, a statement will be entered in the remarks section of NGB Form 89 as follows: "Candidate extended temporary federal recognition per 32 USC 308 and NGR (AF) 36-3, to be effective from Day_, Month_, Year_".

c. Special instructions to recipient. Each person receiving temporary federal recognition will be advised by the board president:

(1) Of the meaning of temporary federal recognition, its duration, and results if it is not replaced with permanent federal recognition (see d below).

(2) That during such temporary federal recognition he/she will perform federal duties as if appointed as a Reserve of the Air Force.

(3) That the action of the board is not final, pending extension of permanent federal recognition by the Chief, National Guard Bureau, and appointment as a Reserve of the Air Force.

(4) That any purchase of prescribed items of military clothing and equipment will not be accomplished before receipt of federal recognition orders published by the NGB.

d. Duration. Temporary federal recognition may be withdrawn at any time. If not withdrawn or replaced by permanent federal recognition, it terminates 6 months after it's effective date or upon Senate confirmation; whichever comes latest.

14. Disposition of Board Proceedings:

a. If the board finds the candidate qualified for federal recognition, and the Adjutant General approves the action, then the completed promotion or appointment is processed IAW NGR (AF) 36-2 or NGR (AF) 36-4, as applicable. (Approved actions normally result in the appointment or promotion of the candidate.)

b. For officers below the grade of general officer, if the board finds the candidate not qualified for federal recognition, then the Adjutant General forwards the appointment or promotion package to ANGRC/DPMO for final disposition. A finding of "not qualified for promotion" results in the officer becoming a deferred (passed over) officer.

15. Approval of Board Proceedings. The State Adjutant General acting on behalf of the Chief, NGB, as delegated by the Secretary of the Air Force, is the approval authority for Federal Recognition Board proceedings. The Chief, NGB through ANGRC/DPMO, shall periodically review Federal Recognition Board proceedings to ensure compliance with this directive and the intent of DOD Directive 1320.12, 4 February 1992.

16. Announcement of Federal Recognition Board Results. Public release of appointment/promotion information is authorized as soon as federal recognition orders are published by the NGB or the personnel data system is updated to indicate approval.

17. Disclosure of Board Proceedings. How board members voted on any particular record may not be disclosed (AFR 12-30). However, subsequent to public release, information on the number of officers considered and selected; how the board was organized; the general procedure it followed; the number of board members and their grades, names, and promotion categories; may be disclosed. Board votes are internal working papers, exempt from disclosure, and destroyed as soon as the board proceedings are approved.

PROCEEDINGS OF A FEDERAL RECOGNITION EXAMINING BOARD

PRIVACY ACT STATEMENT

1. Authority: 32 USC 307, 10 USC 275
2. Principal Purposes: To record proceedings of a Federal Recognition Examining Board.
3. Routine uses: a. Support application for Federal recognition. b. Provide a basis for granting Federal recognition. c. Provide a basis for denial of Federal recognition. d. Provide a basis for ascertaining branch qualifications of applicant. e. Provide a basis of evaluating overall qualifications of applicant.
4. Mandatory or Voluntary Disclosure and Effect on Individual not Providing Information: Mandatory. If individual does not provide information requested by board, Federal recognition may be denied.

CONVENED PURSUANT TO PARAGRAPH	SPECIAL ORDERS NO.	HEADQUARTERS	DATED
(Appropriate No.)	A-000	State Hqs	Date of Order
Appropriate Base, City, State, Zip Code		DATE Date Board Convened	HOUR Appropriate Hour

PRESENT: *(All the members)*

Col Mary Smith, 000 00 0000, President
Lt Col James L Doe, 000 00 0000, Member
Lt Col Frank Doe, 000 00 0000, Recorder

(NOTE: When the board consists of a professional type officer, it will be so indicated after the member's name, e.g., (MC).)

THE ORDER DIRECTING THE APPLICANT John Allen Doe *(Name in full)* 000 00 0000 *(Service Number)*

Unit of Assignment *(Unit)* Air National Guard *(Branch)* State *(State)*

TO REPORT FOR EXAMINATION TO DETERMINE HIS QUALIFICATIONS FOR FEDERAL RECOGNITIONS Appropriate Grade *(Grade)*

Air National Guard *(Branch)* AND THE ORDERS CONVENING THE BOARD WERE READ.

THE APPLICANT WAS ASKED IF HE OBJECTED TO EXAMINATION BY ANY MEMBER OF THE BOARD, TO WHICH HE REPLIED IN THE NEGATIVE. THE MEMBERS OF THE BOARD AND THE RECORDER WERE DULY SWORN.

THE BOARD PROCEEDED WITH THE EXAMINATION AND FINDS THAT -

HIS PHYSICAL QUALIFICATIONS ARE SATISFACTORY	HIS MORAL CHARACTER IS SATISFACTORY	HIS GENERAL QUALIFICATIONS ARE SATISFACTORY
☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO

PROFESSIONAL QUALIFICATIONS

THE BOARD THEN PROCEEDED WITH THE EXAMINATION OF THE PROFESSIONAL QUALIFICATIONS OF THE APPLICANT AND FINDS THAT -

The board was conducted in accordance with NGR(AF) 36-3.

The board finds the candidate qualified for (appointment) or (promotion) to the grade and position for which recommended.

Enter the following for appointment only (as required by paragraph 13):
"Candidate extended temporary Federal recognition per 32 USC 308 and NGR(AF) 36-3, effective from (day, month, year)."

"_____ was required to serve as a member of this board due to _____."
(Ref para 5 B & C)

"An officer in the same competitive category senior in grade to the nominated officer was not avaailable to serve on this board." (Ref 5d)

NGB FORM 89
1 MAR 76 *(Replaces NGB Form 89, 1 Jul 70, which is obsolete)*

Figure 1. Sample NGB Form 89.

PROFESSIONAL QUALIFICATIONS - *Continued*

MILITARY KNOWLEDGE QUALIFICATIONS ARE SATISFACTORY ☒ YES ☐ NO GENERAL AVERAGE	ABILITY QUALIFICATIONS ARE SATISFACTORY ☒ YES ☐ NO
NONMILITARY EDUCATIONAL QUALIFICATIONS ARE SATISFACTORY ☒ YES ☐ NO	CIVILIAN EXPERIENCE QUALIFICATIONS ARE SATISFACTORY ☒ YES ☐ NO

FINDINGS OF THE BOARD

THE BOARD FINDS THAT THE APPLICANT IS

PHYSICALLY	☒ QUALIFIED	☐ NOT QUALIFIED	GENERALLY	☒ QUALIFIED	☐ NOT QUALIFIED
MORALLY	☒ QUALIFIED	☐ NOT QUALIFIED	PROFESSIONALLY	☒ QUALIFIED	☐ NOT QUALIFIED

FOR THE APPOINTMENT SOUGHT, AND RECOMMENDS THAT HE BE (NOT) GRANTED FEDERAL RECOGNITION

DATE EXAMINATION COMPLETED

Appropriate Date

(Recorder, General Officers Board)

(Medical Officer, General Officers Board)

INCLOSURES

Mary Smith, Col, USAF
(President)

James L Doe, Lt Col, USAF
(Member)

Frank Doe, Lt Col, USAF
(Member)

Figure 1. Continued)

BY ORDER OF THE SECRETARY OF THE AIR FORCE

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

E. DARDEN BAINES
Director
Administrative Services

3 Attachments
1. Statement of Understanding
2. Instructions Concerning Communications and Information
3. Officer Selection Folder

STATEMENT OF UNDERSTANDING

1. I understand that all communications intended to express the views of the Adjutant General, the commander of the individual meeting this board, or any other service member shall be put in writing, furnished to me and each member of this board, and made a part of the board record. Communications regarding the individual being considered by the board are expressly forbidden unless unusual circumstances exist that would preclude an officer's performance from being documented in the official record (i.e., sensitive classified material, etc.).

2. I understand that no person may direct that the individual being considered by this board be selected or direct the board to fail to select a particular individual.

3. I understand that if any adverse information is submitted to the board, the Federal Recognition Board will not be held pending adjudication of the adverse information.

4. If I cannot, in good conscience, perform my duties as a member of the board without prejudice or partiality, it is my duty to request relief by the Adjutant General or other authority in the state from such duty. I understand that this request will be honored. If I believe that the integrity of the board's proceedings has been adversely affected by improper influence of superior military authority, misconduct of the board president or a member, or any other reason, it is my duty to request relief from this duty from proper authority and to report the basis for my belief to that authority.

5. If at any time relief from your appointment as a board member, recorder or advisor is warranted, complete the statement below and provide to the personnel representative appointed to serve this board. If no relief is sought, complete the statement at the conclusion of the board proceedings.

> "I (do) (do not) request relief from my appointment as a member of this Federal Recognition Board. I have read and will comply with this statement of understanding. I (do) (do not) request relief from my appointment as a member of this Federal Recognition Board."

_____ _____

Signature of Board Member) (Date)

INSTRUCTIONS CONCERNING COMMUNICATIONS AND INFORMATION

"Each of you (president, members, recorders, and administrative support personnel) is responsible to maintain the integrity and independence of this Federal Recognition Board, and to foster the careful consideration, without prejudice or partiality, of all eligible officers. Department of Defense (DoD) Directive 1320.12 provides specific rules governing the conduct of boards and the actions of board personnel.

You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this board has been improperly affected.

You may not receive, initiate, or participate in communications or discussions involving information that DoD Directive 1320.12 precludes from consideration by a board. You are to base your recommendations on the personal appearance of candidates, the material in each officer's military record, any information I have provided to the board in accordance with DoD Directive 1320.12, and any information about his or her own record communicated to you by individual eligible officers under regulations I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded in law, DoD Directive 1320.12, or Service/State regulation from consideration by a board or inclusion in an officer's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board under the provisions of DoD Directive 1320.12.

I am the only person who may appear in person to address you on any matter regarding the function(s) of the Federal Recognition Board. All communications with this board, other than those that are clearly administrative, must be in writing, given to each of you, and made part of the board's record. I have designated in writing those persons authorized to provide routine administrative information to you.

Before the report of the selection board is signed, the recommendations may be disclosed only to members of the board, recorders, and those administrative support personnel I have designated in writing. After you sign the board report, only the recommendations of the board may be disclosed. Except as authorized by this Directive and Sections 307 and 308 of title 32, United States Code, the proceedings of the board may not be disclosed to any person not a board member or board recorder.

If at anytime you believe that you cannot in good conscience perform your duties as a member of the board without prejudice or partiality, you have a duty to request relief by me from this duty. I will honor any such request. If you believe that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, you have a duty to request from me or the Chief, National Guard Bureau, relief from your obligation not to disclose board proceedings and, upon receiving it, to report the basis for your belief.

Upon the completion of board deliberations, you will, as a minimum, certify in your report to me that:

(1) to the best of your knowledge, the board complied with NGR (AF) 36-3;

(2) that you were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board;

(3) that you were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations;

(4) that you were not party to or aware of any attempt at unauthorized communications;

(5) that, to the best of your knowledge, the board reviewed the records of each officer whose name was furnished to the board; and

(6) that the officers recommended for appointment/promotion are, in the opinion of the majority of the members of the board, fully qualified and/or best qualified to meet the needs of the armed force concerned among those officers whose names were furnished to the board."

_____

TAG Signature

OFFICER SELECTION FOLDER

Documents included in the Officer Selection Folder for promotion are restricted to the following:

a. Officer Effectiveness/Performance Reports (OERs/OPRs), Training Reports (TR) and Supplemental Evaluation Sheets.

b. AF Form 11, Officer Military Record.

c. Officer Selection Brief (OSB) or computer generated records review (RIP, SURF, MURF, ATLAS).

d. Official Photo.

e. Citations or orders for approved United States decorations.

NOTE: The granting of a decoration may be included if the citation is missing.

f. Letters to board from the eligible officer (see paragraph 10c).

g. Documentary evidence (letter or certificate) of specialty board certification for MC, DC, NC, BSC, or MSC officers.

h. Letters recommending an officer be considered not qualified for promotion (see paragraph 10d).

i Special Security Files containing documentation reflecting approved findings of guilt.