

Instructions and General Information

This is a copy of NGR 600-200. 1 March 1997, Implementing Draft.

It contains --

- a. Chapters 1-4 in the Enlistment Criteria Memorandum format in lieu of the original chapters 1-4. The ECM is current as of change 4.
- b. The latest changes to chapter 11:
 - (1) The revised figure 11-2 with the new point values for administrative and performance vs board points.
 - (2) The new NGB Form 4100-1-R-E, January 2002, (replaces figure 11-4) for use with promotion boards starting in 2002.
 - (3) The new NGB Form 4101-1-R, January 2002, (replaces figure 11-5) for use with promotion boards starting in 2002.

It does not contain the reproducible forms from the back of the hardcopy of this regulation given to each State MPMO at the 1997 Military Personnel Officer Conference in March 1997 at the National Guard Professional Education Center.

In order to make it fit as small a package as possible we saved it in Windows 95 on Microsoft Word 6.0.

This version includes policy changes announced in NGB-ARP-PE memoranda (All States Log Numbers P98-0034 through P98-0039) dated 12 June 1998, and the changes to the ECM. The affected information is lined through (old) and underlined (new).

Organization

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- 1 Instructions and General Information (This page)
- A A Cover and Contents
- B Chapter 1. Introduction
- C Encl Cri Memo w 4 (Incl ECM Index Chap 1 2 3 4 and Glossary) *(This is the Army National Guard Enlistment Criteria Memorandum current with Change 4 and includes it's own Chapter 1, Introduction and Glossary. The main body comprises what are considered Chapters 2, 3, and 4 of NGR 600-200 and, if published in their original forms, would be identified as files C, D and E in this series.)*

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- F Chapter 5 Personnel Management
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- H Chapter 7 Ext, Immed Reenl and Bar to Ext Immed Reenl
- I Chapter 8 Discharge
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- L Chapter 11 Promotions and Reductions w-o Fig 11-2, 11-4 and 11-5
- L1 Fig 11-2, 11-4 (4100) and 11-5 (4101) EPS-020211

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- M Appendix A References
- N Appendix B Internal Control Checklists
- O Appendix C Forms

Archived Chap 11 with orig Fig 11-2 and NGB 4100 and 4101

The following is a reproduction of the memorandum authorizing use of the 1 March 1997 implementing draft:

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ARP-PE (600)

16 April 1997

MEMORANDUM FOR The Military Personnel Management Officers of All States,
Puerto Rico, the Virgin Islands, Guam, and the District of
Columbia

SUBJECT: (All States Log Number I97-0127) Implementing Draft - NGR 600-200

1. NGR 600-200, dated 1 March 1997 distributed to the State Military Personnel Management Officers (MILPO) at the MILPO Conference on 18 March 1997 is authorized for use as an implementing draft until the final version of the regulation is approved. This has been coordinated and approved by NGB-ADI. You must stamp "DRAFT" on this copy, and may duplicate as needed.
2. Do not contact the NGB Printing Plant in Augusta, Maine or NGB-ADI/Pentagon. Neither agency will honor any requisitions for this regulation. Once the final version is approved, normal distribution will be initiated.
3. Request MILPOs provide any recommended changes to NGB-ARP-PE as soon as possible, but not later than 30 May 1997, utilizing DA Form 2028. (NGB-ARP-PE FAX: DSN 329-9587, COM 703-607-9587).
4. Point of contact is Mr. Gereski, DSN 327-327-9501 or commercial (703) 607-9501.

FOR THE CHIEF, NATIONAL GUARD BRUEAU:

/s/
RONALD J. TIPA
Colonel, GS
Deputy Director, Personnel
and Manpower

CF:
NGB-ADI
NGB-IG
NGB-AGO
All State Adjutants General
All State IGs

National Guard Regulation (AR) 600-200

Personnel--General

Enlisted Personnel Management

Headquarters

Department of the Army Washington, DC

1 March 1997

SUMMARY of CHANGE

Implementing Draft

This revision--

- o Changes verification of USAR non-unit members in the IRR to use of ARPERCEN gain/loss tape (GPAM-R70) instead of NGB Form 60 (para 2-30d).
- o Deletes the Sunset rule (para 2-45).
- o Consolidates and renumbers tables 2-1 through table 2-13.
- o Adds US Navy and US Marine Corps RE 5, RE6, and RE 7 codes to table 2-6.
- o Revises the list of CASP MOSs available and updates the prerequisites for the various CASP MOSs.
- o Emphasizes that although soldiers are no longer reduced to enter IADT, their current grade must be verified and documented (para 4-9).
- o Adds Glossary NPS to NPS (para 4-4).
- o Raises expenses from \$25 to \$50 (para 4-6(k)).
- o Adds requirement for DA Form 4187 for Split Training Option soldiers advanced between phases 1 and 2 (para 4-6(h)(7)).
- o Raises expenses from \$25 to \$50 (para 4-13).
- o Changes AR 135-200 to AR 135-381 (para 4-16).
- o Deletes authority to award MI & MP criminal investigation MOSs (para 5-12).
- o Adds CNGB authority to award MOSs to AGR Title 10 tour personnel (para 5-4d).
- o Adds career progression military occupational specialty (CPMOS) (para 5-8).
- o Clarifies the meaning of substitutability (para 5-23).

- o Adds guidance for uncoordinated interstate transfers (para 5-37).
- o Adds CNGB as the authority to grant exceptions to policy for conditional release prior to completing AIT (para 5-46a).
- o Deletes chapter 6 which was rescinded on 31 December 1996, and reserves it for future use.
- o Clarifies that immediate reenlistment as well as extension is authorized upon ETS (para 7-3).
- o States that final waiver disapproval authority is any commander in soldier's chain of command; that waivers disapproved by NGB may be submitted to NGB for reconsideration when new information is provided that was not provided in original request; and that even when a waiver is disapproved for a soldier with eighteen but less than twenty qualifying years of service for retirement the Chief, NGB must approve separation (para 7-10).
- o Adds processing requirements for soldiers with 18-20 qualifying years service for retirement (para 8-2).
- o Clarifies that ARNGUS soldiers without an MOS will not be transferred to the IRR (para 8-3c).
- o Specifies that entry level status discharge will separate soldiers from the ARNGUS and as a Reserve of the Army (para 8-7f).
- o Adds procedures for preparing discharge order, reenlistment order, and SIDPERS coding when executing an immediate reenlistment (para 8-13b).
- o Changes policy to allow RE 4 if soldier has positive HIV test during entrance physical (para 8-26b).
- o Allows RE 3 if soldier does not meet APFT., height/weight (body composition) standard or has positive urinalysis action pending at ETS and deletes the requirement for a bar to reenlistment or extension to issue RE 3 (para 8-26i).
- o States the paragraph to cite for discharge of PS or transfers who test positive for drugs during entrance physical (para 8-26j).
- o Allows discharge from ARNGUS and Reserve of the Army as a result of State military code or laws and proceedings (para 8-26j).
- o Allows concurrent discharge from the State ARNG and as a Reserve of the Army for several reasons (para 8-27).
- o Provides for RE 4 for soldiers the Active Army discharges as a Reserve of the Army with less than honorable characterization (para 8-27z).
- o Adds authority for RE 3 for soldiers who are eligible for assignment to the Retired Reserve but who are being separated for misconduct (para 8-27bb).
- o Adds guidance for commanders and separation boards to consider when recommending retention of soldiers who test positive for drugs (para 8-29).
- o Adds documentary requirements for involuntarily separating a soldier with at least eighteen but less than twenty qualifying years of service for non-regular retirement (chapter 8, section VII).
- o Adds requirement for a board for soldiers with eighteen or more years of service creditable for retired pay at age 60 (para 8-31).

- o Adds two exceptions where a board is not required for soldiers with 18-20 year: when the soldier is an unsatisfactory participant; and when the soldier is not eligible for reenlistment or extension without a waiver and the waiver has been denied (para 8-32).
- o Adds the definition that denial of extension or immediate reenlistment is an involuntary separation; sets waiver denial appeal process and approval authority as the next higher level of a soldiers chain of command than that which denied the waiver; waivers denied by NGB may be submitted for reconsideration if new information is provided which was not in the waiver request which was disapproved by NGB (para 8-33).
- o Focuses the CSM selection and nomination process on the State Adjutant General (para 9-1 and 9-5).
- o Adds a requirement that 1SG and MSG who are not graduates of the Sergeants Major Course be eligible to attend and complete the course, and describes disqualification (para 9-3b).
- o Deletes the age 54 prohibition for selection for promotion to SGM and appointment to CSM, and adds an objective age of 51 for selection for original appointment to CSM (para 9-3e).
- o Alters the nomination process and focuses on State-level management (para 9-5).
- o Clarifies packet procedures, specifies originals and copies, deletes the requirement for certified true copies, specifies the composition of the packet, requires all Academic Evaluation Reports (DA Form 1059) for NCOES courses, changes APFT requirement from last 6 or 3 tests to all tests in the last 3 years, replaces the requirement to submit a current medical examination with an Initial Medical Review - Annual Medical Certificate (DA Form 7349-R), and includes a new checklist (para 9-6 and figure 9-2).
- o Changes convening authority from Chief, National Guard Bureau to Director, Army National Guard (para 9-7).
- o Provides for the president of the CSM board to be a major general or brigadier general (para 9-8a).
- o Clarifies who may be assigned to CSM positions, sets a limit on details for CSMs and clarifies background for initial CSM assignments (para 9-15).
- o Clarifies voluntary and involuntary removals, removal for cause, records entries, and the conditions under which reappointment is allowed (para 9-20, 9-21 and 9-22).
- o Provides separate instructions to appoint CSMs under a call or mobilization (para 9-23).
- o Reserves chapter 10 for future use.
- o Adds a provision to continue chapter 11 in effect for soldiers called or ordered to active Federal service for less than one year (para 11-1e).
- o Clarifies that retroactive effective dates are used primarily to correct errors in lieu of corrective board action (para 11-7).
- o Adds the requirement to have the USPFO make the final determination of de facto status for the purpose of retaining pay and allowances after revocation of promotion orders (para 11-11).
- o Provides for special advancement and promotion during and after training programs (para 11-18.1).
- o Clarifies the basic computation date for advancement to PV2 through SPC for prior service soldiers (para 11-23).
- o Clarifies eligibility and disqualification for soldiers removed from promotion lists through adverse action, and for soldiers enrolled in officer and warrant officer producing programs (para 11-27).

- o Encourages states that share elements of organizations to coordinate policies and procedures (para 12-27e).
- o Deletes the age 54 prohibition for selection for promotion to SGM and appointment to CSM; adds an objective age of 51 for selection for original appointment to CSM; and establishes disqualification from the U.S. Army Sergeants Major Course as a disqualification from consideration for SGM or CSM (para 9-27f and g).
- o Incorporates forms and procedures to use DA Form 4187 to enroll MSG and 1SG who are not graduates in the U.S. Army Sergeants Major Course based on selection for promotion (para 11-28a(12)) and for CSM (para 9-6).
- o Allows AGR soldiers who started NCOES courses in M-Day status to complete those courses (para 11-28b).
- o Clarifies that CSM nominees and selectees may be conditionally promoted only after selection by the DA(NGB) ARNG CSM Selection Board (para 11-28c(2)).
- o Adds certain USMC courses to the primary level for NCOES credit (Para 11-29).
- o Clarifies the Personnel Officer's responsibility to determine credit, availability, and equivalency for NCOES courses (para 11-29 through 11-30).
- o Changes the application of prior NCOES credit for soldiers reduced (para 11-31b).
- o Clarifies the discussion of the requirements for, and relationships between, phases I and II of the BNCOC and ANCOC (para 11-28b and 11-31f).
- o Clarifies the policy that the Promotion List is the only means to determine which soldiers will attend NCOES courses (para 11-33c).
- o Clarifies that all eligible soldiers will be considered, that those formally denied consideration will not be, and the prohibition on local standards to recommend or not otherwise eligible soldiers (para 11-33).
- o Explains the role of the CPMOS and its application (para 11-33c(2)(a)).
- o Clarifies that the CSM portion of the sergeants major list is in MOS OOO and that individuals are listed by the type of organization or specific organization for which nominated and selected (para 11-43e).
- o Allows, but does not require, MPMOs to publish periodic updated promotion lists (para 11-43f).
- o Clarifies the eligibility and availability of soldiers with a service requirement (para 11-45b).
- o Restricts assignment and promotion against projected losses until the incumbent actually is reassigned (para 7-45c).
- o Directs administrative removal from promotion lists soldiers who enroll in a commissioned or warrant officer producing program (para 11-48j).
- o Clarifies the effective date of reduction from grades to which conditionally promoted (para 11-56e).
- o Adds authority to reduce soldiers so they may enter training programs that require a lower entry grade, and for failure to meet a criterion of a conditional promotion other than NCOES training (para 11-58e and f).
- o Clarifies certain rights to counsel for soldiers being considered for reduction (para 11-64).
- o Makes minor revisions to figure 11-2: in section III, deletes Good Conduct Medals and RC equivalents; in field 24, describes the training year; in field 25b describes scoring for waived events; in field 26d clarifies credit for

certain NCOES courses; in field 27b clarifies eligibility for the 5 bonus points; in field 28 clarifies that AGR soldiers must count AC courses in the NCOES field versus field 26; and, in field 29 recording of civilian education and duplicate credit.

- o Adds sample DA Form 4187 to apply for the U.S. Army Sergeants Major Course as figure 11-6.

Headquarters
Department of the Army Washington, DC 02310-2500 1 March 1997

*National Guard Regulation (AR) 600-200

Personnel - General
Enlisted Personnel Management

By Order of the Secretary of the Army:

EDWARD D. BACA
Lieutenant General, USA
Chief, National Guard Bureau

Official:

DEBORAH GILMORE
Chief
Administrative Services

Summary. This regulation prescribes the criteria, policies, procedures and responsibilities to recruit, enlist, reenlist or extend; classify; provide initial entry training; assign; promote, appoint and reduce in grade; bar to extension or immediate reenlistment; select and appoint to and from Command Sergeant Major; and to separate from service enlisted soldiers in the Army National Guard of the United States (ARNGUS). Because the regulation has been extensively revised the changed portions have not been highlighted.

Applicability. This regulation applies only to the Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS) when not in the service of the United States. Certain provisions of this regulation may continue in effect after individuals and units are called into active Federal service as may be stated in the call, order, or administrative instructions of the Department of the Army.

Proponent and Exception Authority. The proponent of this regulation is the Chief, National Guard Bureau, Army National Guard Deputy Director, Personnel and Manpower. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency in the grade of colonel or the civilian equivalent.

Internal Control Systems. This regulation is subject in part to the requirements of AR 11-12. The checklist for enlisted promotions, appointments and reductions for chapter 6 was made obsolete when chapter 11 was published in the previous edition of this regulation. When a new checklist is developed for chapter 11, it will be published in appendix B by a change to this regulation.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Chief, National Guard Bureau, ATTN: NGB-ARP-PE, 2500 ARMY PENTAGON, WASHINGTON, DC 20310-2500.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, NGB-ARP-PE, 2500 ARMY PENTAGON, WASHINGTON, DC 20310-2500.

*This regulation supersedes NGR 600-200, 1 July 1989
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CHAPTER 1

Introduction

Section I

General

1-1. Purpose

a. This regulation establishes standards, policies, and procedures for the management of Army National Guard of the United States (ARNGUS) enlisted soldiers in the functional areas of:

- (1) Accession and retention.
- (2) Civilian acquired skills.
- (3) Initial active duty for training and voluntary active duty.
- (4) Mental Testing, RC Overstrength, Classification and Reclassification, Personnel Utilization and Controls, Assignments, Transfers and Attachments.
- (5) Promotion, appointment, and reduction.
- (6) Extensions, bars to reenlistment, immediate reenlistment and extension.
- (7) Discharge.
- (8) Command Sergeant Major Program.
- (9) Qualitative Retention.

b. Local supplementation of this regulation is not authorized unless approved by Chief, NGB. State memorandums, pamphlets, SOPS, guides, regulations, etc., may not alter the policies established by this regulation. State supplementation documents will be submitted and approved by NGB-ARP-PE prior to publication.

c. Internal Control Systems. This regulation is subject in part to the requirements of AR 11-2. A checklist for conducting internal control reviews on enlisted promotions is included as an appendix. Other checklists are being developed for publication at a later date.

1-2. References

Required and related publications are listed in appendix A

1-3. Abbreviations and terms

Abbreviations and special terms used in this regulation are defined in the glossary.

1-4. Statutory Authority

a. Title 10 and 32, United States Code (USC) provides statutory guidance for administering the National Guard of the United States. ARNG soldiers who meet the requirements specified in an appropriate Federal document (act, law, statute, code, order, proclamation, decision, register, opinion), and the standards specified by the Secretary of the Army, will be Federally recognized as Reserves of the Army with assignment to the ARNGUS. Soldiers paid with appropriated Federal funds must meet and follow the requirements, standards, policies, procedures, and actions specified in this regulation.

b. Article I of the Constitution of the United States reserves to the States the right and responsibility to raise the militia; the organized militia being the Army and Air National Guard. In this regard, appropriate State laws or codes and regulations may be implemented by each State Adjutant General (AG) to ensure that the National Guard is ready to satisfy its State and Federal missions. States may impose stricter standards and requirements than provided in this regulation, as they affect Reserve of the Army status, provided they are applied uniformly; however, they will not be made less restrictive.

c. The authority to deny actions to individuals for which they are qualified by this regulation is reserved to the Secretary of the Army (SA) or delegate (for Reserve of the Army status) and the State AG or delegate (for National Guard (State) status) as stated in the appropriate areas of this regulation.

d. The provisions of this regulation apply to ARNGUS individuals and/or units when ordered to active duty under Title 10, United States Code, section 12304 (PSRC) subject to exceptions approved by the proponent and exception authority.

1-5. Equal Opportunity

Management actions will be developed to enhance ARNG/ARNGUS readiness for State and Federal missions. All actions will be consistent with the Army's policy on equal opportunity as set forth in AR 600-20, paragraph 6-3.

Section II Responsibilities

1-6. Responsibilities

a. Chief, National Guard Bureau (CNGB). The CNGB has Army General Staff responsibility for ARNG/ARNGUS personnel procurement, management, and sustainment.

b. Director, Army National Guard (DARNG). The DARNG exercises Army General Staff supervision over the development and execution of plans, policies, and procedures for all matters that affect ARNG/ARNGUS enlisted personnel procurement, management, and sustainment.

c. State Adjutants General. The State AGs will:

(1) Develop and implement programs to procure, manage, and sustain the enlisted force that will meet Federal and State objectives and the provisions of this regulation.

(2) Provide continuing guidance to subordinate commanders to ensure that all required programs and actions are implemented, supported, and properly conducted within the purview of this regulation.

d. Commanders. Commanders at all levels will:

(1) Implement and be actively involved with ARNG recruiting and retention programs. Technical guidance and support will be continuously provided to subordinate personnel.

(2) Manage the utilization of soldiers in accordance with their military specialties and personal qualities.

(3) Foster an environment in which soldiers may attain their full potential while helping to achieve readiness goals and objectives.

(4) Ensure the benefits contained in this regulation are provided to soldiers meeting the established criteria outlined herein.

e. Officers and noncommissioned officers at every level will:

(1) Train, guide, counsel, and advise their soldiers, assisting in their military professional development while simultaneously ensuring that the organization is attaining its readiness goals and objectives.

(2) Advise the chain of command and staff section members on all personnel management actions affecting their soldiers.

(3) Recommend personnel actions for, and participate in, (to the extent required or authorized by law and Army policy), the decision making processes that affect their soldiers.

(4) Be actively involved in and support the recruiting and retention programs of the ARNG.

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CHAPTER 5

Personnel Management

Section I

Introduction

5-1. Purpose

This chapter prescribes policies and procedures for:

- a.* Career management of ARNGUS soldiers.
- b.* Classification and reclassification in military occupational specialties (MOS).
- c.* Utilization of ARNGUS soldiers to include overstructure limitations.
- d.* Assignment, attachment, voluntary extended active duty and interstate transfer.
- e.* Use of the Armed Forces Classification Test (AFCT).

5-2. Effective management

Personnel resources must be managed effectively to successfully accomplish the ARNGUS mission. By military necessity, ARNGUS policy is to:

- a.* Utilize soldiers in positions in line with their military qualifications and personal qualities.
- b.* Foster an atmosphere which motivates all soldiers to attain their full potential.
- c.* Provide for normal career progression.

Section II

Classification and Reclassification in MOS Code (MOSC)

5-3. General

- a.* This section provides policy for award of primary, secondary, and additional MOS (PMOS, SMOS, AMOS), career progression MOS (CPMOS), special qualification identifiers (SQI), additional skill identifiers (ASI) and language identification codes (LIC).
- b.* Reclassified soldiers will be trained in new MOS per AR 351-1.
- c.* Commanders will qualify all soldiers as soon as possible through the best available means. Each soldier in the process of obtaining a new PMOS must be closely supervised so that a MOS is awarded immediately upon qualification under AR 611-201. The unit commander must promptly submit requests for voluntary and mandatory reclassification actions when required by the regulation.
- d.* Except when AR 611-201 is changed or updated to require higher MOS security clearance standards, MOS will not be withdrawn solely because of changes to criteria in AR 611-201, such as formal training, aptitude area scores or physical requirements. Soldiers who hold one or more MOSs, including prior service enlistees, may retain them unless withdrawn for lack of qualification by a commander or board.
- e.* Commanders and personnel managers must ensure that individual soldier qualifications are retained upon reassignment, promotion and separation. Codes and identifiers will not be withdrawn unless specifically required or authorized by regulations or action by a commander or board.

5-4. Authority to award and redesignate MOS

The following may award and withdraw MOS on orders when they are official custodians of the soldiers' MPRJ:

- a.* Training activity commanders.
- b.* Commandants of Army service school or other Armed Forces schools training soldiers for an Army MOS.
- c.* State Adjutants General (AGs). They may delegate their authority to subordinate promotion authorities except for actions involving CMF 79 and any other fields or MOS that are restricted.
- d.* CNGB-(NGB-ARP-T) for AGR Title 10 tour personnel including MOSs in CMF 79.
- e.* Promotion authorities prescribed in chapter 11 for a specified skill and grade when delegated the authority by the State AG.

f. In cases that clearly warrant consideration for exception to policy or a proponent determination, submit requests to CNGB (NGB-ARP-PE) on DA Form 4187 with copies of supporting documents (DA Form 2-1, SIDPERS GPFR-1790, academic evaluation reports, diplomas and certificates, etc.) with commander and personnel officer recommendations.

5-5. Initial classification and utilization

a. Nonprior service (NPS) enlistees (those without IADT or an MOS).

(1) Enlist these soldiers only for vacancies for which they possess the aptitude and qualifications to enter IET in the MOS for the vacancies.

(2) To the maximum practical extent, enroll these soldiers in the State's Pre-IET Training Program provided there is a class scheduled between their enlistment and shipping dates.

(3) After initial orientation, unit training is authorized only in the MOS recorded on their enlistment contracts and on REQUEST per chapters 2 and 4 of this regulation.

b. Prior service (PS) enlistees.

(1) These soldiers are enlisted into vacancies and projected vacancies for which they are qualified or in which they agree to become qualified within one year (except for courses with longer training times).

(2) Award soldiers with prior Army service, regardless of date of separation and component, the MOSs they held on separation. If the MOSs, codes or identifiers have been changed, consolidated or eliminated, determine from AR 611-201 which MOSs and codes the soldier should hold and award them. In doubtful cases, State MPMOs may request a determination from CNGB (NGB-ARP-PE).

(3) Award soldiers with MOSs in which they are qualified through prior service in other Armed Forces as recommended in the Occupational Conversion Manual (DOD 1312.1-M). For instance, award a former Marine Infantryman MOS 11B.

(4) Determine skills and qualifications from PS records such as DA Forms 2 and 2-1, DD Form 214, NGB Form 22, SF 88, other service equivalents of Army records, and other documents that show the soldier's occupational and military skills, quality of duty, physical condition, and security clearance.

(5) If a soldier's former MOS cannot be awarded as primary because of the needs of the unit assigned, then award that MOS as the SMOS or AMOS. If the PS soldier was awarded a SMOS while on active duty, then that SMOS may be awarded as the SMOS or AMOS if still qualified per AR 611-201.

(6) It is important to the Army that soldiers retain their MOS codes and identifiers on their current official records. MOSs, codes and identifiers will not be deleted or withdrawn unless a total lack of qualification is clearly demonstrated or withdrawal is recommended by a reclassification board per paragraph 5-14 or section III of this chapter.

(7) Individuals with civilian acquired skills may use the procedures in chapter 3 of this regulation when they enlist or reenlist.

5-6. Award of MOS

a. A new MOS, including SQI, ASI and LIC, may be awarded on orders as primary, secondary or additional upon:

(1) Withdrawal of a soldier's old PMOS.

(2) Qualification in any MOS.

(3) Soldier becomes qualified in a new MOS from training received via Mobile Training Team (MTT), New Equipment Training Team (NETT), or other transition training per AR 611-201, or as directed by this regulation.

(4) Successful completion of MOS training conducted by an MOS producing service school or training activity, including DOD, US Navy, Marine Corps, or Air Force schools, and civilian institutions under agreement with the Army that train Army personnel. NOTE: Training to support qualification for award of the new MOS will comply with the provisions of AR 351-1.

(5) A waiver of MOS formal school training requirements may be approved by the MOS proponent. Submit requests on DA Form 4187 through command channels and the State MPMO to CNGB (NGB-ARP-PE) with complete justification, to include required copies of DA Form 2-1, SIDPERS-ARNG GPFR-1790 (PQR), certificates, diplomas, licenses, and any other relevant documents. AR 611-201, chapter 2, section II, contains the MOS specifications for initial classification, and is a commander's guide to determine retention and reclassification.

(6) Implementation of changes to the Military Occupational Classification and Structure (MOCS) (AR 611-201 and in DA Cir 611-series), for all changes other than type A.

(7) Identification of civilian acquired skills that have a direct MOS counterpart as listed in chapter 3 of this regulation, AR 601-210 or AR 611-201. Education, skills and training must be gained in civilian status, including those gained in civil service. Those gained in IDT, AT, ADT, AGR or any other form of military duty are not creditable.

(8) Soldier becomes qualified in a new MOS from training received via MTT, NETT, or other transition training.

(9) Supervised on the job training (SOJT) will not be used to award an MOS that requires resident or formal school training per AR 611-201 unless there is no RC configured course or Total Army Training System (TATS) course available. Specific criteria for SOJT are in AR 611-201, paragraph 1-9.

b. Report soldiers undergoing reclassification MOS training in their current DMOS. When the soldier meets the new MOS qualifications, award the new MOSC as primary on orders

c. Soldiers completing a course of instruction under the NGB Civilian Education Licensed Practical Nurse (LPN) program may be awarded MOS 91C upon award of the State LPN license, if otherwise qualified, regardless of the soldier's grade.

d. MOS and SQI not available to female soldiers are identified in AR 611-201, table 4-1.

e. Recruiting and Retention NCOs.

(1) While holding PMOS 79T, award MOSs 79R and 79S only as AMOS. For soldiers qualified as both recruiter and career counselor, either through completion of the course for each MOS or the ARNG Recruiting and Retention Transition Course, or through constructive credit, award those with production recruiting missions PMOS 79R. Effective 1 April 1995, award dual qualified AGR soldiers assigned to full-time strength maintenance duties PMOS 79T and redesignate MOSs 79R and 79S as AMOSs. Effective 1 April 1996, the CMF 79 MOS authorized as PMOS and DMOS for ARNG soldiers is MOS 79T, regardless of duty status.

(2) Upon reassignment out of a recruiting (MOS 79R), career counselor (MOS 79S), or recruiting and retention NCO (MOS 79T) position, the State MPMO will award this MOS as secondary or additional, unless the soldier is (or was) adversely removed from the program. For soldiers reassigned at the end of successful strength maintenance or recruiting and retention assignments, redesignate PMOS 79T as secondary or additional.

f. Under State AGR career development programs, AGR soldiers may be identified and qualified through formal training up to one year in advance to meet program needs. They then may be awarded that MOS as secondary or additional while awaiting reassignment to positions in the new MOS.

5-7. Award of SMOS and AMOS

a. Selection of SMOS is based on qualifications next in importance after the PMOS, and in which a soldier can perform with minimum orientation unless another policy requires a certain MOS, such as the CSM Program in chapter 9 and b(3) below.

b. Restrictions below apply when selecting SMOS:

(1) A soldier may hold only one secondary MOS, and may have one or more additional MOSs. The SMOS will not be an MOS that progresses into a soldier's PMOS at SFC or below. For example, Sergeant, Track Vehicle Repairer, PMOS 63H, cannot have SMOS 63G because this specialty progresses into 63H at SSG. The soldier could have SMOS 62B since this MOS and the primary progress into 63Z.

(2) On a first appointment to CSM, award the soldier's former PMOS as SMOS to identify CMF qualifications for future assignments.

(3) Award secondary MOS OOT to SGMs eligible for reappointment to CSM in an active status.

5-8. Award of 3-character career progression MOS (CPMOS)

The CPMOS indicates to soldiers the channel in which they should expand professional development efforts and seek assignments. It also indicates to commanders and personnel managers the MOS in which the soldier should be assigned at the current and higher grade levels. Soldiers who choose CPMOSs other than their PMOSs for which they are qualified are eligible for immediate assignment into positions with that MOS at their current grades. The CPMOS will normally be the PMOS unless there is a compelling reason to choose another MOS in which the soldier is qualified or is directed to become qualified. For instance, the soldier's MOS merges into another at a specific grade level; the soldier's MOS reaches a point that requires a choice of which of two MOSs to progress to; the soldier has reached the maximum grade allowed in a low population MOS in a state or organization and must choose another MOS for career progression opportunities; or an AGR soldier or Military Technician accepts a CPMOS that will afford career progression opportunities while meeting the fulltime support needs of the organization and state ARNG.

a. Unless restricted by the State AG, custodians of MPRJs may award CPMOS on DA Form 4197 provided that MOS is not a direct progression at the next higher grade. State MPMOs will direct the final award of CPMOS in optional and questionable cases, in cases where there is direct progression at the soldier's next higher grade, for AGR soldiers (in concert with the HRO), and all cases for soldiers with CPMOSs in CMF 79. Award and record only the 3-digit CPMOS when it differs from current PMOS. For example:

(1) Direct line. A SGT, PMOS 54B, will have CPMOS 54B. This MOS will not be recorded.

(2) Merger. Award a MSG with PMOS 11C, CPMOS 11Z.

(3) Optional. A CPL with PMOS 91B must choose as CPMOS either 91B or 91C.

b. Soldiers who must choose a CPMOS must do so before consideration by promotion boards and placement in the selection objective of a promotion list.

5-9. Determination and award of skill level

AR 611-201 describes the direct relationship between grade and skill level. The soldier's skill level is awarded based solely on pay grade unless the soldier is scheduled for or attending MOS qualification training. The sole criterion for each of the skill levels is the soldier's pay grade. For instance, staff sergeants hold skill level 3 by virtue of their grade.

a. Skill level 0 (zero) is used with the MOS for which being trained to identify NPS and PS soldiers attending BT, AIT, or other training for initial award of a PMOS, and soldiers awarded special reporting codes as prescribed in f below.

b. Except for training for award of the first PMOS, soldiers may not hold skill level zero.

c. Upon enlistment, PS accessions and in-service soldiers who have completed BT and AIT or their equivalent, will enter in the MOS they held in their prior service. For those from other Armed Forces, enlist them in a counterpart MOS if one exists, complete with skill level. If there is no counterpart MOS, award the MOS for the position vacancy with skill level zero.

d. When a soldier is promoted or reduced, change the skill level accordingly.

e. The skill level for SMOS and AMOS is the same as the PMOS.

f. Special reporting codes are used for both duty and primary MOS for certain soldiers. See AR 611-201, chapter 7. Use skill level zero only for MOS 09D, 09S, 09T and 09W, and with MOSs for soldiers scheduled for or attending MOS qualification training for their first MOS. Use skill levels 1 and 2 with MOS 09R as prescribed by NGR 600-100.

g. Some MOSs identified in AR 611-201 are not trained at skill level 1. For example: CMFs 18 and 79, and MOS 91C. However, ARNGUS soldiers may attend these courses in an IADT status or through reclassification training. Requirements for the MOS may also be met under the CASP, or soldiers may receive a waiver for award of the MOS from the proponent. In all of these cases, when soldiers meet all of the qualification requirements, except for grade, award them the MOS even though they are under the minimum grade listed in the standards of grade in AR 611-201 for the MOS.

5-10. Special qualification identifier (SQI)

The SQI is the fifth character of the MOSC. It identifies the special qualifications of a soldier, such as parachutist (SQI P) or linguist (SQI L). SQI may be used with any MOS a soldier holds unless restricted by AR 611-201. Award each SQI in only one MOS. The letter 0 will always be inserted as the fifth character of the MOSC when a soldier is not qualified for an SQI. Only SFC, MSG and 1SG may hold SQI M. First-time First Sergeants must complete the First Sergeants Course within one year of appointment (generally within the 6 months before or after appointment to 1SG.) Withdraw SQI M upon promotion to SGM, reduction below SFC, or relief for cause from 1SG duties.

a. Promotion authorities, commandants of Army service schools, and training activity commanders may award SQI on orders.

b. Record SQIs on DA Form 2-1, item 6.

c. Promotion authorities and State MPMO will withdraw SQI when no longer authorized to be used with a soldier's grade or MOS. However, because these codes identify skills important to the Army, do not withdraw them when a soldier is reassigned from a position that required the SQI, such as Instructor (SQI H). The individual generally retains the skill and may be needed to assist in training efforts in the future.

d. See AR 600-200, paragraph 2-33 for further guidance on SQI.

5-11. Additional skill identifier (ASI)

The ASI is the sixth and seventh characters (a letter and a number) of the MOSC. It identifies skills acquired through functional and transition training or OJT in maintenance and operation of weapon or equipment systems or subsystems, and other training not identified by MOS or SQI. Award ASI only with MOSs authorized for each ASI in AR 611-201. For ASI authorized with any MOS, such as P5 (Master Fitness Trainer), award it with the highest priority MOS (primary, or secondary or additional, in that order) in which there is no other ASI awarded. Use zeroes in the sixth and seventh characters of the MOSC when a soldier is not qualified for an ASI.

- a. Promotion authorities, commandants of Army service schools, and training activity commanders may award ASIs on orders.
- b. Record ASIs on DA Form 2-1, item 6.
- c. Promotion authorities may withdraw ASIs on orders.
- d. For use of ASI 4A and reclassification, see paragraph 5-13e below.
- e. See AR 600-200, paragraph 2-34, for further guidance on ASIs.

5-12. Language identification code (LIC)

The eighth and ninth characters of the MOSC identify languages listed in AR 611-6. LICs may be awarded to any qualified soldier and used with any MOS but also requires concurrent award of SQI L (Linguist). Use the letters 00 in the eighth and ninth characters of the MOSC when a soldier is not qualified as a linguist.

- a. Promotion authorities, commandants of Army service schools, and training activity commanders, may award LICs on orders.
- b. Record LICs on DA Form 2-1, item 6.
- c. Promotion authorities and State MPMO may withdraw LICs on orders.
- d. See AR 600-200, paragraph 2-35 for further guidance on LICs.

5-13. Reclassification of MOS

An awarded MOS, especially the PMOS, normally represents an investment of time and effort by the ARNGUS and the soldier. In changing a PMOS, the soldier's desires will be considered; however, the overriding factors are the needs of the ARNGUS. All training required by reclassification will be done in accordance with AR 611-201, paragraph 1-9c(2). Reclassification authorities may reclassify a soldier without a reclassification board. However, authorities may, at their discretion, and upon request by a soldier, allow appearance before a reclassification board. Procedures for reclassification boards are in section III of this chapter.

a. Mandatory reclassification. Reclassification action may be requested by the soldier or the commander. Soldiers will be notified of mandatory and involuntary reclassification actions and given reasonable time to respond in writing to the classification authority except for changes to the Military Occupational Classification System. These are Army-wide actions that are announced by HQDA but do not require soldier action. A soldier's MOS will be withdrawn or redesignated under any of the following conditions:

- (1) Disciplinary action taken under UCMJ, comparable state law, or board action for inefficiency or misconduct under or chapter 11, if it adversely affects the soldier's eligibility to perform in the MOS.
- (2) Upon loss of qualifications, which is defined as any duty performance that clearly shows that the soldier cannot satisfactorily perform the duties of the MOS prescribed in AR 611-201. Such cases will be determined and documented by a field officer. Note: Soldiers who lose MOS qualifications due to their own misconduct will be considered for discharge prior to submission of reclassification action.
- (3) Disqualification from the Personnel Reliability Program (PRP) if PRP is one of the requirements in AR 611-201 or AR in the 50-series.
- (4) Lack of security clearance that prevents performing the normal duties required by the MOS in accordance with AR 611-201.
- (5) Promotion, appointment or reduction to a grade not authorized for the soldier's MOS, except for MOS in paragraph 5-9f.

b. Mandatory MOS reclassification is not required as a result of entry into drug or alcohol rehabilitation, whether by self referral or by a commander through detection by biochemical testing, unless the soldier no longer meets the criteria of AR 611-201, AR 40-501 or the PRP.

c. Involuntarily reclassified soldiers normally retain their current PMOS and skill level until successful completion of reclassification training. Effective date for award of the new PMOS is the date of completion of training. Involuntarily reclassified soldiers who may no longer retain their current PMOS (loss of qualification or PMOS eliminated from MOS structure) are awarded a new PMOS with appropriate skill level effective the date the reclassification is approved.

- (1) Upon promotion, award the promotion MOS as primary. Award the withdrawn MOS as SMOS or AMOS, provided the soldier is qualified to retain it.
- (2) Upon completion of transition training from a closed MOS required by DCPC guidelines.
- d. Voluntary reclassification may be accomplished under any of the following conditions:
 - (1) An approved request from the soldier.
 - (2) Soldier transfers to another unit not authorized the current MOS.
 - (3) Soldier completes transition training caused by DCPC reclassification guidelines.
- e. Use of ASI 4A and Y2. Soldiers awarded a new PMOS involuntarily will be awarded ASI 4A with the new MOS to show that completion of formal training is required. Upon completion of reclassification training, withdraw ASI 4A. Award ASI Y2 to soldiers identified for transition training in specific MOSs in changes to the Military Occupational Classification System (Notifications of Future Change and DA Cir 611-series).
- f. Recommended changes of a soldier's MOS can be based on significant improvements in qualifications such as:
 - (1) Completion of a formal MOS producing course.
 - (2) Significant training or experience in a civilian occupational area that has an MOS counterpart. This applies specifically to in-service ARNG soldiers who gain skills or complete training in other than military status. This does not pertain to AGR soldiers' duty experiences. It does apply to traditional ARNGUS soldiers and Military Technicians in their civilian pursuits.
 - (3) Completion of civilian trade school or apprenticeship training in a skilled occupation having an MOS counterpart.
 - (4) Civilian job progression to foreman, supervisor, or an executive type position having an MOS counterpart. The duty requirements of such MOS may not exactly parallel the duties and responsibilities of a foreman, supervisor, or executive; these type jobs may cross two or more MOS areas. Particular care must be exercised in evaluating the civilian occupational skills and aligning them with an MOS.
 - (5) Graduation from college or graduate school in a field that has a direct MOS counterpart.
- g. Examples of supporting evidence required for requesting award of MOS based on formal education or civilian occupation:
 - (1) Degree, diploma, or certificate earned from a trade school, apprenticeship training, or accredited academic institution.
 - (2) Trade association or journeyman license or certificate received as a result of apprenticeship or on-the-job training.
 - (3) Official statements from employers concerning nature and duration of employment.
 - (4) Official grade transcripts from accredited academic institutions.

5-14. Reclassification due to physical profile

- a. When a soldier is given a permanent physical profile that is lower (with a higher number in any factor) than the qualifying profile in AR 611-201, the unit commander may submit reclassification action through channels. A recommendation is required when a soldier in an MOS that requires a 1 or 2 in any PULHES factor receives a 3 or higher number as a permanent profile on either SF 88 or DA Form 3349. Recommendations and statements will be submitted inclusively by the soldier, supervisors, unit commander and medical doctor. Statements will evaluate the soldier's duty performance and physical capabilities indicating the effect the permanent profile will likely have on the full range of physical demands of the MOS, the health and safety risks to the soldiers and other unit members, and the soldier's potential for mobilization deployability.
- b. The soldier's most recent physical profile serial, entered on SF 88 and DA Form 3349, will remain in effect during the period between medical examinations. If the soldier develops a medical condition that may change the physical profile, and it affects the soldier's ability to perform the duties of the MOS, the unit commander will arrange for a medical examination to be used in possible reclassification proceedings.
- c. In cases caused by disqualifying medical conditions, enclose written medical affidavits by a medical officer stating whether or not the medical limitations preclude satisfactory duty performance in the MOS in a field environment and in combat. Medical documentation will only be submitted to support reclassifications due to disqualifying medical profiles. The medical doctor provides only an opinion of the medical limitation.
- d. Include copies of DA Form 2-1 and other extracts of MPRJ that may be appropriate.
- e. Final Medical Duty Review Boards (MDRB), for traditional soldiers, and MOS Medical Review Boards (MMRB), for AGR soldiers, are certified by the unit commander stating that the soldier can perform the duties of the MOS.

f. The State Surgeon will review the packet and recommend retention in the MOS or reclassification based on the hazard to the soldier's safety and to the safety of others imposed by the soldier's continued performance in the MOS.

g. The State AG (MPMO) makes the final determination of the soldier's physical ability to reasonably perform the full range of duties of the MOS in a worldwide field environment based on recommendations by the chain of command.

(1) If reclassification is directed and the soldier cannot be qualified in the new MOS in the unit, the unit commander will submit, through channels, a request for reassignment.

(2) Each level in the chain of command, to include the State AG, will attempt to find a position to which the soldier can be assigned. If there is no MOS and position available, to include a position outside of the geographical area, the individual concerned will either be transferred to the IRR, the Retired Reserve, or the ING, per chapter 8.

(3) Prior to transferring to the ING or IRR a soldier must be MOSQ.

5-15. Orders and records

a. Award or withdraw MOSS, including SQI, ASI, and LIC, in orders (NGR 310-10 or AR 600-8-105) as soon as soldiers become qualified.

b. Include all MOSs affected by promotion, including changes in skill levels, in promotion orders.

c. Orders are required for all prior service enlistees with a break in service, who are awarded a MOS per paragraph 5-5b.

d. Orders are not required for Category A MOS conversions (direct one-for-one conversions) announced by DA implementing directives or with changes to AR 611-201.

e. Orders are required for Category B MOS conversions (selective conversions) announced by DA implementing directives, with changes to AR 611-201 or unit reorganizations that require MOS changes. Award ASI 4A on the reclassification order to soldiers who require reclassification training to indicate formal training is required.

f. Record the soldier's three most critical MOSs as primary, secondary, and the first additional MOS. If the soldier has other MOSs, award them in the promotion orders as AMOSs and record them on DA Form 2-1, item 6.

g. Send orders to the State MPMO, SIB, or Personnel Services Center, Branch or Battalion (PSC or PSB) within 10 working days.

Section III

Reclassification Boards

5-16. Appointing authority

Reclassification boards normally will be appointed by the reclassification authority unless delegated. However, any higher commander (including the State AG) may appoint such a board and designate its scope of authority. Only the State AG may appoint a board to reclassify a CSM per chapter 9 of this regulation.

5-17. Membership

a. Reclassification boards will consist of at least three members selected from commissioned officers, warrant officers, or NCOs in grades of SFC, MSG, 1SG, SGM and CSM. Enlisted members must be of equal or higher grades and precedence of rank to those who are considered by the board. The president will be a commissioned officer (captain or above).

b. One appointed member of the board will be--

(1) A personnel management or unit personnel officer.

(2) A unit commander, training officer, or other unit officer.

(3) A commissioned officer or NCO who knows the technical requirements of the MOS being considered.

(4) The same sex as the soldier appearing before the board.

Note: Any member of the board may possess more than one of the attributes in (1) through (4) above.

5-18. Waivers

A soldier whose reclassification is being considered may waive appearance before a reclassification board.

Mandatory board actions required by other regulations may not be waived. For instance, NGR 40-501, AR 600-

60, etc. The waiver must be a written statement signed by the soldier. File a copy of the waiver in the soldier's MPRJ.

5-19. Procedures for reclassification boards

a. Action before hearing. All records, including DA Form 2-1, the soldier's SIDPERS-ARNG PQR, and a record of any previous classification or reclassification actions, Medical Duty Review Boards (MDRB), and similar actions will be furnished the board.

b. Conduct of proceedings.

(1) Reclassification boards will be conducted formally, but they will not create the impression of a court-martial or a reduction board. AR 15-6 does not apply but may be consulted for general guidance.

(2) The senior officer on the board will be the president. The president will advise the board members of the paragraph of this regulation which required the board and when a physical profile is involved; ensure that each member is familiar with AR 611-201, paragraph 1-9, and any other regulations affecting the soldier and the action before the board; and explain the purpose of the hearing to each soldier before the board and tell how it will be conducted.

(3) Each board member will review all records, documents and other correspondence that apply to the soldier's case.

(4) Each soldier will appear before the board separately and may be accompanied and represented by a commissioned, warrant or noncommissioned officer of his or her choice with that individual's consent. The soldier may present facts and MOS preference which are relative to the reclassification action. However, the president will inform the soldier that the needs of the Army and Army National Guard of the United States are the primary factor. Each soldier who appears before the board will be encouraged to talk freely so that all pertinent facts are revealed.

(5) The board will request the soldier's unit commander's recommendations and consider them during the board.

(6) Matters of doubt that cannot be decided or supported factually will be resolved in favor of the soldier.

(7) The board may defer action on a case until it has enough information on which to submit a recommendation.

(8) The board will determine its recommendation in closed session after all essential facts have been presented. If reclassification is proper, the board will recommend MOSs for which the soldier is qualified or can be trained and in which there are vacancies in the state (as provided by the State MPMO).

c. Findings and recommendations. President of the board will report the board's findings and recommendations to the appointing authority by memorandum. If proceedings were conducted due to physical profile limitations, see AR 600-60 for authorized and required actions.

5-20. Action by appointing authority

a. The appointing authority will do one of the following:

(1) Approve recommendations that the soldier retain the MOS.

(2) Forward the board report, with a recommendation, to the reclassification authority.

(3) Disapprove the recommendations and order a hearing by the same or another reclassification board.

(4) Disapprove recommendations and decide on the action to take.

b. The appointing authority also will direct recording of final action on a memorandum and file a copy in the soldier's MPRJ. For AGR soldiers, also file a copy in the tour management files (Career Management Information Files). For soldiers in grade SSG and above, enclose the unit commander's recommendations and other supporting documents.

c. Final authority on all actions is the CNGB (DARNG) for Title 10 AGR Program soldiers; and State AG for soldiers not in active Federal service.

Section IV

Personnel Utilization

5-21. Objectives

The objectives of regulating proper utilization of personnel are to:

a. Ensure efficient utilization of soldiers.

- b.* Place soldiers in duty positions that require skills, knowledge, behaviors and abilities as indicated by the descriptions for their MOSs.
- c.* Provide policy that will strengthen and broaden MOS qualifications and prepare soldiers for:
 - (1) Career progression.
 - (2) Increasing responsibilities.
 - (3) Diverse assignments as much as possible.
- d.* Assign soldiers to higher graded positions and promote them using the procedures in this chapter and chapters 9 and 11 of this regulation.

5-22. Responsibility for personnel utilization

Effective utilization of soldiers is an important responsibility of sound military personnel management.

- a.* State AG (MPMO) will establish uniform procedures to assign and promote NCOs using the guidance in this chapter and chapter 11. For AGR soldiers, and Military Technicians as it affects their military status, the MPMO develops these procedures in concert with the Human Resources Officer (HRO).
- b.* Organization commanders will:
 - (1) Establish procedures to ensure efficient utilization of soldiers based on policies and procedures of this chapter and state policies in a above.
 - (2) Within limitations on travel, reassign soldiers within their commands to provide career development and progression, greater responsibility, and diversity of assignment.
 - (3) Ensure all aspects of DCPC policy are implemented per AR 600-13.
- c.* Unit commanders and supervisors will:
 - (1) Assign soldiers to authorized duty positions that make best use of MOS qualification.
 - (2) Recommend classification, reclassification, or reassignment actions to the classification authority.
 - (3) Inform the soldier of the specific assigned duty position. Counsel the soldier on the reasons and career implications if the duty assignment is not per the PMOS, SMOS, AMOS or CPMOS
 - (4) Counsel in writing each enlisted soldier affected by DCPC.
- d.* Military personnel officers will:
 - (1) Advise and assist commanders in carrying out policies in this regulation.
 - (2) Inform commanders of noncompliance with utilization policies and recommend corrective action.
- e.* Soldiers will:
 - (1) Maintain proficiency in all aspects of their PMOS and qualification in other awarded MOSs.
 - (2) Apply for and complete NCOES courses when selected for promotion.
 - (3) Inform commanders of their career interests, desired duty assignments, and training.

5-23. Substitutability

Substitutability is authority to use a soldier in a duty MOS that is related to but is not the soldier's PMOS.

- a.* Definition of substitutability (from AR 611-201). "An indication that an MOS is sufficiently related occupationally to another to permit personnel substitutions between them. Related MOS are neither completely nor equally interchangeable. A person may require from 1 to 6 months of on-the-job training to become fully qualified in a substitute MOS. Length of on-the-job training will depend on the scope and complexity of the MOS and the ability, motivation, and background of the individual. "
- b.* Guidelines for use. Substitutability permits a soldier to work on the job in a position coded in another, related MOS, for short periods. When use is projected for the long term, leaders must either send the soldier to a resident MOS qualification course (at an active Army installation or a Regional Training Institute (RTI)) or contact a supporting RTI for the possibility of using a schoolhouse-to-the-soldier concept. Training soldiers on the job in an unstructured manner to subvert the Army goal of standardized training is not authorized.

5-24. Utilization controls

- a.* Proper utilization requires the constant personal attention of commanders at all levels. Soldiers not properly assigned will be identified for reassignment. A soldier is properly utilized under any of the following conditions:
 - (1) Assignment is under special instructions from CNGB or in accordance with FTS programs. (See also paragraph 5-6f.)
 - (2) In a PMOS or any CPMOS-compatible duty position at the soldier's current grade. Soldiers in the selection objective of a promotion list are eligible for immediate assignment in the higher grade upon publication

of the list. These assignments may be authorized based on notice from the State MPMO (Enlisted Personnel Manager) of selection for assignment and promotion. However, if soldiers in a higher grade are not available, and there are no soldiers available on a promotion list, a soldier may be temporarily assigned up to two grades higher until an eligible soldier becomes available.

(3) AGR soldiers, except those in CMF 79, may be utilized in positions two grades higher only with a waiver from NGB-ARM-P. AGR utilization in one grade higher requires waiver from the State AG. AGR soldiers may be directed to train in another MOS to qualify for subsequent assignments in the AGR program. Upon qualification, they may be assigned in the new MOS and may also be reclassified on promotion lists using the guidance in chapter 11 of this regulation. See also NGR 600-5. State may set minimum requirements for service in positions after reclassification, promotion and assignment that soldiers must serve before they may request reassignment.

(4) Strength maintenance NCOs may be selected for recruiting and retention duty, trained and assigned to duty as SGT, SSG or SFC in SQI 4 or in CMF 79 without waiver.

(5) Specialists, who are in the promotion selection objective for their MOSs and have completed PLDC, may be trained and then concurrently awarded SQI 4, assigned to AGR Recruiting and Retention NCO positions, and promoted to SGT per paragraph 11-44i of this regulation

(6) Eligible NCOs not in AGR status who are in the grade of SGT or higher may be selected for primary duty positions (MTOE and TDA positions) that are not designated for AGR R&R NCOs, trained in the Unit Retention NCO Course at the Strength Maintenance Training Center, NG PEC, assigned to those positions and be MOS qualified. They will not be assigned to positions designated as AGR R&R NCO positions. Individuals trained and assigned in this manner who are later selected for AGR R&R NCO duties must then graduate from the ARNG Basic R&R NCO Course at NG PEC before they may be award SQI 4 or MOS 79T. There are no waivers or exceptions to this policy.

b. Authorized exceptions. Soldiers also may be utilized under the conditions below:

(1) In SMOS at the same or higher grade (only when paragraphs a(1) and a(2) do not apply.)

(2) In a MOS substitute for the PMOS as authorized in AR 611-201, chapter 2 (only when paragraph a(1), a(2) or b(1) do not apply). However, a substitute MOS cannot be awarded as a PMOS unless the soldier completes formal training.

(3) In an AMOS at the same or higher rank (only when paragraphs a(1), a(2), b(1) or b(2) above do not apply). Elapsed time, change of equipment functions related to the MOS, and changes in the grade, should be considered since the soldier last served in the AMOS.

(4) A corporal may be utilized in a specialist position only when no NCO vacancies are available in the current grade at the same or higher skill level. See chapter I11 of this regulation for lateral appointment of corporal and specialist.

(5) Soldiers, SSG and below, who cannot be properly utilized in authorized positions (TDA, MTOE, or RC overstructure) due to reorganization actions may be assigned and properly utilized in a position one grade lower for not longer than one year before involuntary reduction is mandatory in accordance with chapter 11. Soldiers serving in lower graded positions will not be penalized through the NCO Evaluation Reporting System. Commanders will counsel soldiers being utilized under this provision regarding the specific reason for the exception to the normal utilization policies.

(6) Soldiers who were promoted overgrade, or who lost their positions while on active duty in support of Operation Desert Storm were authorized to be retained in the one-grade-lower position for up to one year after REFRAD.

(7) An action to reassign an NCO due to involuntary displacement will not cause another soldier to be improperly assigned.

(8) Rather than accept involuntary reduction, NCOs who cannot be properly utilized, who have three or more months remaining on their statutory or contractual service obligations, may elect reassignment to the ING or discharge from the ARNGUS and transfer to the IRR or assignment to the Retired Reserve, if eligible, per AR 140-10.

(9) AGR soldiers displaced through reorganization actions will be placed in the AGR Priority Placement Program. State HROs will issue instructions for their utilization.

c. Limitations. Limitations on NCO utilization are as follows:

(1) SFC, MSG and SGM cannot be used in lower positions. These soldiers must be reassigned to positions commensurate with their grades or be involuntarily reduced and assigned to vacant lower graded positions. However, when there are no vacancies for which they are eligible due to reorganization, these soldiers may be

assigned overgrade or excess to unit requirements for up to one year before other action per b above. Commanders at all levels will review these soldiers at least monthly for reassignment to authorized positions in the proper grades. Promotion authorities may not fill positions by promotion if excess personnel are available.

(2) Laterally appoint CSMs involuntarily removed from the CSM program (paragraph 9-21) to SGM, immediately assign them to other duties, and report them to the promotion convening authority for reassignment to the next vacant SGM position for which MOS qualified, within geographic limitations. When there are no SGM positions available for which qualified, they may be retained in MSG or 1SG positions for not more than one year before reduction per chapter II of this regulation or other action per b above. State AGs may direct reclassification and reassignment when there are positions in which these soldiers may be used.

(3) An SFC, MSG or SGM reassigned due to displacement will not displace another properly assigned soldier.

(4) Soldiers described in (1) and (2) above may request administrative reduction without prejudice to be assigned to position vacancies; discharge from the ARNG and transfer to the Individual Ready Reserve (IRR); transfer to the ING; or assignment to positions compatible with their grades in other units.

(5) Excess SFC, MSG and SGM will be assigned to the next vacant position for which qualified, within the unit of assignment or another unit within the geographical area, except AGR soldiers who may be reassigned to any available positions in the state. Individuals in this category who decline assignments for which they are eligible and available, including those offered reassignment and reclassification training for vacant positions, may be separated from the ARNG within three months after refusal of the assignment.

5-25. Utilization of certain designated personnel

a. Soldiers with SRIP enlistment bonus must be utilized in the MOS for which they received their bonus, including assignments and promotion to higher graded positions in the bonus MOS and MOS to which it progresses per AR 611-201.

b. ASI trained personnel will be assigned and utilized in an ASI position for which they were trained. They will continue to be utilized as long as an ASI position exists or they are assigned to higher graded positions through career progression.

c. Defense Language Institute (DLI) graduates will be assigned and utilized in authorized positions requiring foreign language ability until assigned to higher graded positions through career progression.

d. Commanders will assign and utilize first term soldiers in positions for which they were trained to the maximum practical extent.

e. AGR soldiers must be qualified for their assignments per NGR 600-5. Those who are not MOS qualified may be allowed up to one year to qualify in the MOS required for the position or be assigned to a position for which qualified.

f. AGR soldiers may be assigned to certain positions only with a leadership waiver per NGR 600-5.

g. Soldiers who are Military Technicians may be assigned to certain positions only with a compatibility waiver per NGR 600-25.

Section V

RC Overstrength

5-26. Policy. (Rescinded)

5-27. Wartime Required Strength (125, 110 and 100 percent) (Rescinded)

Section VI

Assignment and Transfer

5-28. General

a. ARNGUS soldiers may be transferred between ARNG units within a state. They also may be reassigned between states using the ARNG Interstate Transfer System in section VI of this chapter.

b. Transfer of soldiers within the state is voluntary or involuntary and according to procedures established by the state and this chapter. Change of address transfers will be in accordance with AR 135-91, chapter 4, section IV. Transfer of soldiers who have not attended IADT will not release them from the requirement to attend training within the time frames of paragraph 4-4.

c. Soldiers denied unit assignment are entitled to information about vacancies in other units near their homes. If no ARNG unit vacancy is available, they may contact the USAR or another RC unit to obtain an assignment. However, the direct transfer of soldiers between the ARNG and the Air National Guard (ANG) is prohibited. This does not preclude conditional release of an ARNG soldier who is eligible to enlist in the ANG using DD Form 368.

d. Voluntary assignment. A request for assignment to any ARNG unit is permitted providing the commander of the current unit of assignment agrees to release the soldier. Volunteers may be accepted for unit assignment provided:

(1) There is an MTOE/TDA authorized position vacancy.

(2) The soldier is qualified in a MOS authorized in the unit or can meet the requirements for MOS qualification per AR 611-201 and agrees to become qualified within one year.

(3) There is reasonable assurance the soldier will participate satisfactorily. The applicant's geographic location, possible employment conflict, future plans, and past relocations will be carefully considered.

(4) The soldier meets the standards of AR 600-9 and the medical standards for retention in an active status in AR 40-501, chapter 3. The soldier must be physically able to perform the duties of the position as required in AR 611-201.

(5) The soldier's current unit of assignment agrees to release the soldier for reassignment.

e. See NGR 614-1 for ING reassignment policy.

f. For positions that will be filled through the promotion process, best-qualified selectees will be reassigned after promotion board proceedings have been approved and the selection list published per chapter 11. Soldiers who do not live within the maximum involuntary travel distance and time guidelines in AR 135-91, chapter 5, may waive in writing those requirements to be eligible for reassignment. The soldier's election will be on NGB Form 4100-1-R-E or a form designed by the State MPMO for that purpose.

g. Non-career Recruiting and Retention NCOs in AGR status are identified with SQI 4. States may use this SQI for the soldiers' first three years in the R&R force against authorized positions on the Support Personnel Manning Document and the STARC TDA, and for soldiers authorized in detailed status from other AGR programs. The three years starts from the date the soldier starts to perform the special duty assignment (SDA). These soldiers may attend the ARNG Basic R&R Course approximately six months before the start of their SDA. They also may attend this course, after selection, in an ADT (FTNGD) status before they are ordered to AGR status. During the assignment to R&R duties in SQI 4, they will be considered MOS qualified for all reporting purposes, will be considered for promotion in their primary MOSs, and will attend NCOES in their primary MOSs, not in MOS 79T. They may apply to become career Recruiting and Retention NCOs (on DA Form 4187 to the MPMO (EPM)) in the 30th month of the SDA. Those not accepted for career R&R NCO status will be assigned in their primary MOS to other FTS programs by the end of the 36th month. When selected for promotion, these soldiers' CPMOSs will remain their PMOSs. They may attend their NCOES courses (provided they are in the selection objective of the promotion list in the PMOSs) while in the SDA. They also may be promoted once while in the SDA provided they are in the selection objective for their CPMOSs. However, they are not eligible for assignment in those MOSs unless released by the MPMO from R&R duty. See NGR 601-2 for specific requirements and duties. Current AGR R&R NCOs will not revert from MOS 79T to SQI 4 if they have more than 36 months in AGR duties. Soldiers may retain SQI 4 for up to five years after they leave the SDA only when approved by the MPMO. These soldiers may be directed by the State AG to perform occasional recruiting and retention duties for special recruiting and retention events or activities during those five years.

5-29. Assignment of female soldiers

Female soldiers will be assigned and utilized in accordance with AR 600-13. Female soldiers may not be assigned to units, positions, or MOSs closed to female soldiers. See paragraph 2-12 of this regulation for further assignment restrictions.

5-30. Assignment to CSM, SGM, 1SG and MSG positions

a. Each State will develop a system to fill position vacancies using the general guidance in this paragraph.

b. CSM Positions. When a CSM position is vacant, give first consideration to serving CSMs. Then consider CSM board selectees and SGMs eligible for reappointment to CSM. If there are none available, consider MSG, 1SG or SGM who are CSM nominees (selected by a state-level CSM Selection Board per chapter 9 of this regulation) to detail or attach as Acting CSM to perform the duties pending assignment of a CSM or approval of a nominee by the HQDA(NGB) ARNG CSM Selection Board. Soldiers may not be assigned to CSM positions per

paragraph 9-15a of this regulation, nor may they be promoted or frocked to SGM or CSM against a CSM position, until selected by the HQDA(NGB) CSM Selection Board. First-time CSMs should complete the U.S. Army Command Sergeants Major Course (CSMC) at the U.S Army Sergeants Major Academy not later than one year after appointment to CSM.

c. To fill a SGM position consider reassignment of a SGM with the proper MOS, reassignment of one who, when directed for reclassification by the State AG, is able and agrees to qualify for the MOS within 12 months, or reassignment of a MSG or 1SG who is listed in the selection objective of the state's SGM promotion list for that MOS.

d. First Sergeant Positions. Commanders will consider MSGs and serving 1SGs for assignment to First Sergeant positions before selecting SFCs for promotion into First Sergeant positions per paragraph 11-44e. This will allow career development assignments in grade without affecting the number of soldiers promoted. First Sergeant vacancies will normally be filled before MSG positions.

(1) States may establish leadership boards to identify for First Sergeant positions master sergeants and sergeants first class eligible for promotion to master sergeant, who desire (and who are eligible and available based on being listed in the selection objective of the master sergeant promotion list) to serve as First Sergeants. This board, comprised of command sergeants major will be convened at the state or major subordinate command level, and should meet as soon as is practicable after the master sergeant promotion board (if it is not part of that board) so that selectees may be immediately enrolled in the First Sergeants Course. States may charge a panel of the master sergeant promotion boards to accomplish this function.

(2) First-time First Sergeants should complete the U.S Army First Sergeants Course (FSC) (either AC or RC) with one year of appointment, generally within the 6 months before or after appointment to 1SG. Detachment Sergeants in grades SFC and MSG also may attend when authorized by their states.

(3) Soldiers assigned and utilized in 1SG positions will normally have the MOS or another MOS in the CMF of the duty positions. However, MSGs may be utilized in First Sergeant positions outside of their Career Management Fields if they are recommended, hold or can become qualified for SQI M, and qualified soldiers with the proper MOS, and rank are not reasonably available to fill the vacancy, or there are several related MOSs in the unit, such as in a headquarters, service, support, maintenance or similarly diverse unit, that do not merge until SGM. This practice should generally be limited to headquarters, service, and support units, and not in line units such as the lettered companies of a maneuver battalion.

e. Soldiers will be selected, assigned, promoted or appointed only in authorized and approved positions on unit manning documents approved by HQDA:

(1) To First Sergeant.

(2) To CSM only after selection by the HQDA(NGB) ARNG CSM Selection Board as discussed in this chapter and chapters 9 and 11 of this regulation.

(3) Full-time support soldiers (AGR and Military Technicians) may be assigned to First Sergeant and Command Sergeant Major positions only following the policies and procedures in NGRs 600-5, 600-10 and 600-25.

5-31. Reassignment and position vacancies

a. PV1 through SSG. These soldiers may be assigned to a unit when a MTOE/TDA position vacancy in their rank exists or if they can be properly utilized in accordance with this chapter.

b. Soldiers in grades SFC through SGM may be transferred to a unit only when a position vacancy exists in the applicable MTOE/TDA authorization document. The unit authorizations for SFC, MSG, 1SG, SGM and CSM cannot be exceeded.

c. Reassignments and promotions to positions authorized the higher grades may be made the date the list is published. Soldiers will be promoted on the first date they are eligible per chapter 11 without further action.

d. Reassignment due to change of residence. Every effort will be made to assist soldiers who, due to a change in residence, must be transferred to another unit. See chapter 4, section IV and AR 135-91. The maximum distance or time factor may be exceeded with the written concurrence of the soldier concerned.

e. All units may fill one-year projected vacancies (including those caused by reorganization actions) without regard to percentage of strength authorized.

f. Overstrength conditions caused by reorganization actions or inactivations will be managed on a case-by-case basis. Soldiers in this status are excluded from the limitations of this policy for up to one year from the date of reorganization or inactivation.

g. Reassignment due to unit inactivation or relocation. Soldiers whose units are inactivated or relocated will be discharged and transferred to the IRR (or concurrently discharged, as appropriate) or transferred to the ING, if--

(1) They now live beyond reasonable commuting distance of their unit, unless they agree in writing to waive the distance or travel time.

(2) There is no other unit within reasonable commuting distance in which they can be properly utilized.

5-32. Mandatory assignment

Soldiers who are obligated by statute or contract may be voluntarily or involuntarily assigned to unit MTOE/TDA position vacancies providing the involuntary travel conditions in paragraph 2-12b are met.

5-33. Change of residence to a bordering State or to a foreign country

A soldier who becomes a resident of a bordering state may continue as a member of that unit unless contrary to the laws of the State in which the unit is located. Individuals who take up residence in a foreign country will be concurrently discharged per AR 135-178, chapter 12, and chapter 8 of this regulation.

Section VII

Interstate Transfer

5-34. General

a. This policy allows a soldier relocating to another State to reenlist into the ARNGUS of the new State before moving to that State. It also permits transfer to enter active duty with a unit being called into active Federal service per paragraph 5-50. Inter-state transfers are individual personnel actions submitted by soldiers through administrative channels.

b. The effectiveness of the interstate transfer process requires that soldiers inform their units as soon as they plan to move. This will allow coordination between the losing and gaining State headquarters. It is not intended for soldiers who are uncertain as to where they are relocating.

c. Use overprinted DA Form 4187 or informal memorandum. Figure 5-1 at the end of this chapter is a sample. Do not use Conditional Release (NGB Form 61) or NGB Form 224-R to transfer ARNGUS enlisted soldiers between States. Soldiers who report to a unit in a new state who were not qualified for transfer may be discharged per paragraph 8-26t.

d. Sergeants and above require position vacancies in their grades. Soldiers may also be enlisted into the ING of the gaining State for subsequent assignment.

e. Restrictions. Do not transfer soldiers:

(1) Who do not meet medical retention standards. Waiver is not authorized.

(2) Who do not meet the standards of AR 600-9. Waiver may be authorized by gaining state if the soldier is making satisfactory progress in the weight control program.

(3) Within 4 months of current ETS at time of request for transfer, unless they immediately reenlist or extend their current enlistments on or before the date they effect the Interstate Transfer. Waiver is not authorized.

(4) With 9 or more unexcused absences within the preceding 12 months. Waiver is not authorized.

(5) Who are not certain if they will reside in the State to which they are moving. Waiver is not authorized.

See paragraph 5-38.

(6) Who do not have a current APFT. Waiver is not authorized.

5-35. Losing State actions

a. Coordinate (generally through the Interstate Transfer (IST) Coordinator) the following information with the IST for the gaining State headquarters electronically (by voice, EMAIL or FAX):

(1) Provide the soldier's identification data (name, grade, SSN); ETS and losing unit of assignment; work and home addresses and telephone numbers in the losing and gaining State; date of last physical and physical profile serial, and that medical retention standards have been met; verification that the soldier has completed IADT, or the ATRRS information concerning current scheduling and the mandatory date by which the soldier must be trained.

(2) Include signed approved waiver for any restrictions in paragraph 5-34e that are waived by the gaining State.

- (3) Obtain the gaining unit assignment information (name, UIC, paragraph, line number, position title, street and mailing address, phone number,) and the name and phone number of the soldier's unit point of contact.
- b.* Counsel the soldier and complete NGB Form 22-5-R Addendum. Explain Part III of the Addendum to the transferring soldier. This counseling is required before administration of the Oath of Enlistment. Once reenlisted, the soldier may not attend further training with the losing unit.
- c.* Administer the Oath of Enlistment, NGB Form 22-5-R, for the gaining State.
- d.* Provide soldier with copy of the Addendum and place the original in MPRJ. Provide the soldier with a copy of the latest DD Form 4, DA Form 2-1, GPFR-1790 (PQR), and DD Form 2384 (Selected Reserve Educational Assistance Program (GI Bill)) to hand-carry to the new unit.
- e.* Immediately upon executing the oath, close out the MPRJ, NGB Form 23, and DA Form 2-1 effective the day before the Oath of Enlistment. File the current DD Form 93 and VA Form 29-8486 as the uppermost documents in the permanent section of the MPRJ.
- f.* Forward all the elements of the soldier's personnel records required by AR 600-8-104 to the losing State Enlisted Personnel Manager who will -
- (1) Review them for completeness and accuracy.
 - (2) Forward a copy of NGB 22-5-R to SIB.
 - (3) Copy the NGB Form 23 for State files.
 - (4) Publish and distribute transfer orders effective as of the date on the NGB Form 22-5-R.
 - (5) Forward all records by First Class Mail to the gaining State Headquarters, ATTN: Enlisted Personnel Manager. Mark clearly on the envelope PERSONNEL RECORDS. Note: Soldiers are not authorized to hand-carry their personnel records. The gaining State will subsequently forward the records to the gaining unit's records custodian.
- g.* SIB will:
- (1) Create a departure transaction with an effective date two days prior to the date the NGB Form 22-5-R was signed.
 - (2) Produce a copy of PQR.
 - (3) Notify the gaining State of the transfer by message or EMAIL such as NGNET, and specify the reporting date in message.
 - (4) Upon notification from the gaining state that the soldier has reported for duty, create a discharge transaction. The effective date of the discharge is the day prior to the date the NGB Form 22-5-R was signed.

5-36. Gaining State actions

- a.* If there is no position vacancy for a SFC or above, the gaining State may take action to offer the soldier a voluntary administrative reduction to fill a vacancy at a lower rank. A voluntary administrative reduction at the time of enlistment is not authorized. This will be accomplished only after the soldier arrives in the gaining State.
- b.* State Enlisted Personnel Manager will:
- (1) Notify gaining unit of the accession providing the reporting date.
 - (2) Establish a 21-days suspense for receipt of soldier's records.
- c.* Appoint a sponsor for the transferred soldier. The sponsor will contact and welcome the new arrival through correspondence and by telephone, and provide assistance to ease the transfer process.
- d.* When notified of the imminent transfer, the SIB will access the soldier as "assigned not joined", and advise the losing State by message of the accession. The effective date is the date of oath of enlistment.

5-37. Uncoordinated interstate transfer

When there is not enough time to coordinate a transfer before the soldier departs:

- a.* The losing unit will provide the soldier's new residence, work address, phone numbers, and the date of arrival at the new location through the losing state's IST Coordinator to the gaining State's IST to help the soldier gain an assignment.
- b.* Give the soldier name and phone number of the gaining State's IST, a copy of the last DD Form 4 and DA Form 4836, if applicable, DA Form 2-1, and GPFR-1790 (PQR), and instructions to contact the IST within 30 days after arrival in the new State.
- c.* The losing unit will arrange a tentative assignment with the gaining State while the soldier is in transit.
- d.* Grant the soldier constructive attendance credit at training assemblies until the earlier of the following occurs:
- (1) Discharge (which will occur within 90 days after the soldier's departure to the new residence).

- (2) Reassignment.
- (3) Return to the losing unit.

5-38. Conditional release

Soldiers who move without knowing exactly where they will settle should be given the documents in paragraph 5-30d above and a DA Form 4651-R (Request for Reserve Component Assignment or Attachment). A copy of the form is at the back of Reserve Components Personnel Update.

a. The losing commander will authorize release of the soldier and include an expiration date of the release authorization in the remarks block of the form. The expiration date will not exceed 90 days. When a soldier arrives at a prospective ARNGUS unit with these documents, enlistment is authorized if prior to the expiration date. If after the expiration date, gaining state should contact the losing State to determine if the soldier has been discharged and transferred to the IRR. Gaining state will request that the losing state transfer records and publish transfer orders after enlisting the soldier.

b. The gaining unit will administer the Oath of Enlistment, NGB Form 22-5-R, and forward it to the gaining State Enlisted Personnel Manager, who will provide a copy to the gaining State SIB.

c. Within 5 days of receipt of the NGB Form 22-5-R, the gaining State SIB will access the soldier and notify the losing SIB by message. A copy of the NGB Form 22-5-R will be forwarded to the losing State. The losing State SIB will provide the notification of accession message to the losing State Enlisted Personnel Manager. The losing State Enlisted Personnel Manager will publish the transfer order and request the soldier's record. On receipt of the records, they will be reviewed and sent to the gaining State. Records should be received by the gaining State within 21 days from the date of the notification of accession message. The losing State will forward a copy of the PQR by NGNET or FAX upon request of the gaining State. The losing State SIB will delete the soldier from their data-base upon receipt of the transfer order.

d. Uncoordinated interstate transfers can follow the interstate transfer process with the gaining state advising the losing state of the potential accession. The losing state must not have discharged the individual and must agree the soldier is a qualified candidate for interstate transfer. The gaining state will then coordinate the receipt of the documents listed in paragraph 5-35c above. The gaining state will further provide the losing state with a copy of the executed NGB Form 22-5-R to assure the proper administrative actions described in paragraph 5-35e are accomplished by the losing state.

e. If a soldier moves to another State without a coordinated interstate transfer, and reports to an ARNG unit and cannot be assigned, the unit will assist the soldier in joining another RC unit. The soldier's former State IST will be notified of the soldier's new address. If the soldier is accepted to enlist into a RC unit, the former State will be notified and will assist soldier in coordinating the interstate transfer.

5-39. Failure to report

When a transferred soldier does not report by the established date, the gaining unit will report this to the State MPMO. The gaining State will notify the losing State IST. The losing State IST will determine the status of the absent soldier and inform the gaining State. When neither state can locate the soldier, the losing state will discharge from the state only and assign the soldier to the IRR not later than 90 days after the enlistment date. Cite NGR 600-200, paragraph 8-27x, in orders and enter RE Code 3 in Item 26 of NGB Form 22. Discharge will be uncharacterized.

5-40. Transfer between the ARNG and USAR

See AR 140-10, chapter 5, section II, and chapter 8, this regulation.

5-41. Enlistment in the Active Army or a US Armed Force other than the Army

See AR 601-210, chapter 5, section VIII and paragraph 5-38, this regulation for procedures and criteria. By law, enlistment into the DEP of any US Armed Force by an ARNGUS soldier is not authorized.

Section VIII Attachment

5-42. General

ARNG soldiers may be authorized to train with other units in an attached status when it is in the best interest of the ARNGUS. Attachment is not required for duties authorized for Split Unit Training Assembly (SUTA) per NGR 350-1 and NGR 680-1.

5-43. Authority

- a. State AGs may attach soldiers to other units within their jurisdiction for up to one year to afford soldiers training opportunities. This authority may be delegated to commanders of organizations authorized in grade of LTC or higher. Soldiers may be attached to units in other states when agreed upon by both State AGs.
- b. The following may be attached for more than one year.
 - (1) Support personnel, such as administrative, food service, supply and maintenance personnel.
 - (2) Candidates and additional staff, faculty and support personnel at Regional Training Institutes (RTIs).
 - (3) Soldiers who attend post-secondary institutions as civilian students may be attached to units, including those in other states, close to their schools during the academic year.
- c. Female soldiers will not be attached to closed units or positions except as stated below:
 - (1) State Area Command (STARC) augmentees.
 - (2) Full-time college students attached during school terms, where the distance to their assigned units for training assemblies is impractical.
- d. Female soldiers will attend AT with their parent unit of assignment regardless of attachment per c above.

5-44. Administration

- a. Specify in orders whether attachment is for administration, pay, training and military justice or any combination of these.
- b. Strength accountability will be in accordance with current directives. The effective date of the attachment will be at least one day after the date the soldier joined the assigned unit.
- c. Forward the soldier's MPRJ whenever the attachment is for administration.
- d. The soldier's PFR may be forwarded to the unit of attachment for maintenance whenever the attachment is for pay. Attachments outside the parent State will not include attachment for pay.

5-45. Relief from attachment

- a. The soldier's attachment will expire as originally stated in the attachment order unless it is sooner amended or rescinded, or upon ETS.
- b. When the soldier's unit of assignment is called or ordered to active duty, the soldier will be relieved from attached status and returned to the unit of assignment.
- c. See NGR 600-5 for policy concerning AGR soldiers.

Section IX

Enlistment in Other Armed Forces and Order to Active Military Service

5-46. Enlistment In another U.S. Armed Force

ARNGUS soldiers may enlist in the regular or reserve component of any U.S. Armed Service except the Delayed Entry Program (DEP) of any service, including the U.S. Army. Soldiers may be released on Request for Discharge or Clearance from Reserve Components (DD Form 368):

- a. After they successfully complete IADT and have been awarded a MOS. CNGB (NGB-ARP-PE) may grant exceptions to this policy.
- b. When they have served at least 6 months after award of MOS or completion of IADT. The State AG may waive this requirement.
- c. Provided they have not been alerted for mobilization, either Federal or State. (State AG may waive the order to State Active Duty to allow enlistment.)
- d. If they are not currently serving on Active Duty for Training (ADT), Active Duty for Special Work (ADSW), Temporary Tour of Active Duty (TTAD), Active Guard Reserve (AGR), Full-Time National Guard duty (FTNGD), or Annual Training (AT).
- e. Upon notification that the soldier has been enlisted or appointed in another component, the unit commander will forward requests to the State AG to discharge the soldier. Upon receipt of the discharge orders, the unit commander will forward the MPRJ and related documents to the State MPMO who will forward the

soldier's records per AR 640-8-104. While DD Form 368 is being processed, the soldier will attend all unit training until they enlist in the new component.

f. Same as for Extended Active Duty.

g. Soldiers provided conditional release to enlist in the USAR (unit assignment) will be discharged concurrently upon receipt of proof of enlistment. Use format 500, NGR 310-10, and enter the USAR unit into which the soldier is enlisting in additional instructions of the orders.

5-47. Order to special tours for training and special work

Individuals may be ordered to tours of active duty (ADT and ADSW) (10 USC 12301(d)) and full-time National Guard duty (32 USC 502(f)) for periods of training and for special work projects. These tours are generally for 179 or fewer days, but include the resident U.S. Army Sergeants Major Course. Soldiers on these tours will remain assigned to their unit positions and granted constructive attendance on unit records.

5-48. Active Guard Reserve (AGR) status

Selected individuals may, with their consent and the consent of their Governors, be ordered to AGR status for tours in their states (32 USC 502(f)) or with the active military establishment (10 USC 12301(d)). Soldiers in the states will remain assigned to the MTOE and MTDA positions. Those on active duty will be assigned to additional TDA positions authorized them in their STARCs for the duration of their tours plus six months.

5-49. Order to active duty as individuals

ARNGUS soldiers may, with the consent of the Governor or the appropriate authority of the State, volunteer to be ordered to active duty to fill active Army vacancies or to perform an active Army mission. Soldiers in this status for less than 12 months will remain assigned to their units and granted constructive attendance. Those assigned for 12 months and longer will be assigned to additional TDA positions in the HQ, STARC for the duration of the tour plus six months. This does not include the order of soldiers to IADT covered in chapter 4.

a. Procedures are prescribed in AR 135-210 (chapter 2 for EAD, chapter 3 for TTAD).

b. Soldiers who are ordered to full-time active duty as members of the ARNGUS for periods in excess of 179 days under 10 USC 12301(d) will be transferred to and assigned as excess to HQ, STARC, except for EAD.

(1) Do not include the soldier in the strength of the Active ARNG or ING (NGR 680-1).

(2) Upon release from active duty, the soldier may continue to be carried in excess status for a period of 6 months. State AG may extend this period an additional six months. After this period, transfer soldiers not assigned to MTOE or TDA vacancies to the ING or discharge them per chapter 8 of this regulation.

c. Soldiers entering active duty (EAD but not TTAD) during peacetime under the provisions of AR 135-210 will not be under the control of the State for the purposes of promotion.

d. TTAD personnel will remain under the control of the State.

5-50. Assigning soldiers to units being called or ordered to active duty

a. Soldiers may volunteer for assignment to units under alert for call or order to active duty for any purpose. State AGs will prescribe policies and procedures to assign soldiers to vacant authorized positions in units alerted for active duty. Assignments will be in the grade and MOS required for the position. Soldiers with SMOS or AMOS required for these duties, may have their MOSs redesignated as primary or this purpose.

b. Soldiers from other states may volunteer for immediate interstate transfer per section VII above. These actions must be approved by the gaining and losing states and the transfers completed before the unit is called or ordered into active Federal service.

c. States that approve volunteers for assignments in a and b above will ensure that these soldiers have positions to return to upon completion of the duty. On the day after release from the active duty, return these soldiers to their original states through interstate transfer.

d. Soldiers reduced to enter these tours will be reinstated to their former grades upon return per paragraph 11-17d of this regulation.

Section X

Armed Forces Classification Test (AFCT)

5-51. Use of AFCT

a. The AFCT is used to test in-service soldiers who are MOS qualified and desire to upgrade their test scores for advancement, MOS training, or retention. The AFCT is the only test authorized for ARNGUS soldiers who have previously taken the ASVAB. Both tests have the same aptitude areas.

b. The AFCT may be used when:

(1) The soldier requires a MOS and the most recent test scores do not meet requirements for initial award of the new MOS as shown in AR 611-201, or--

(2) The soldier's most recent test scores cannot be verified.

c. Soldiers administered the AFCT to qualify for interstate or intrastate transfer and MOSQ must attain the minimum aptitude area score required for the MOS in the REQUEST qualifications file. Those who do not attain the minimum required aptitude area score within one year after date of assignment will be transferred to a unit requiring another MOS for which they are eligible or in which they can qualify, or transferred to the ING or discharged from the State and transferred to the IRR.

d. The AFCT is not used to test or retest NPS, GNPS, or PS applicants for enlistment into the ARNGUS or for soldiers awaiting IADT, except SMP cadets who enlisted with MS III or MS IV status and CAT IV HSSR who fail to graduate.

5-52. AFCT administration

a. AR 611-5 contains policy and procedures for administration of the AFCT. All personnel administering the AFCT will comply with its provisions.

b. Each State will appoint in writing a State Test Control Officer (TCO) per AR 611-5, paragraph 2-1. Appoint an alternate TCO for each State and general officer command to function in the absence of the TCO. Additional field alternate TCOs may be appointed down to the battalion or equivalent (LTC) command level when required to improve testing operations. Test examiners will be appointed in writing at battalion and armory level in accordance with AR 611-5. The AFCT may not be administered by other than officially appointed TCO, alternate TCO, or test examiner.

c. State and general officer command TCOs will order, stock, maintain, administer and score the AFCT. Maintenance and scoring of the AFCT will not be delegated below the State or general officer command level. Scoring keys, conversion tables, scoring worksheets and templates will be maintained by TCO in the headquarters only. Responsibility for control of test materials will not be delegated to others, including alternate TCO and test examiners.

d. All AFCT components are considered Army Personnel Tests (APT), will be designated "FOR OFFICIAL USE ONLY", and secured per AR 611-5. The loss or possible unauthorized disclosure of the tests has Army-wide implications. Army personnel tests will not be copied or reproduced in any manner.

e. The AFCT will be physically stored by the State or general officer command TCO when not required for an actual test. States will establish procedures in accordance with AR 611-5 to ship the AFCT to field alternate TCOs and test examiners for test administration. Upon completion of the test, the test booklets and answer sheets will be returned to the TCO for official scoring and disposition.

f. The TCO will forward the official test results to the soldier's unit commander, custodian of the soldier's MPRJ, and State Personnel Officer.

5-53. AFCT retesting

If the aptitude area scores are not raised to the desired level as a result of an initial AFCT, retesting policies in AR 611-5, paragraph 3-9 apply. Commanders may not approve retests unless 6 months have elapsed since the preceding test. Request for a third retest must be approved by the State TCO as an exception to policy.

1 March 1997
NGR (AR) 600-200

Chapter 6
Reserved for Future Use

CHAPTER 7**Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension****Section I****Introduction****7-1. Purpose**

a. This chapter prescribes policies and procedures for extension, immediate reenlistment, and bar to reenlistment/immediate reenlistment/extension.

b. NGR 601-280 outlines the staffing, support duties, responsibilities, and administrative procedures of retention personnel.

7-2. Objectives

The objectives of this chapter are to:

a. Retain, on a long-term basis, the greatest number of highly qualified soldiers consistent with personnel needs.

b. Obtain maximum command involvement at each level of command.

7-3. Terms

a. Extension of enlistment (see Glossary). Extension of enlistment enables the soldier to continue on the present enlistment or reenlistment contract for the specified period of time notes in the extension agreement.

b. Immediate reenlistment (see Glossary). The execution of a separate enlistment contract without a break in service. Immediate enlistment must be executed within 24 hours after date of discharge in order to qualify for continuous military service. Immediate reenlistment is authorized to correct errors (other than minor administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension or with approval of NGB-ARP-PE to correct an illegal or erroneous discharge. In the later case award of pay and retirement points for duty not performed requires a petition of the ABCMR.

c. Bar to reenlistment, immediate reenlistment or extension of enlistment or reenlistment. The intent of a bar is to deny continued service and future entrance into the ARNGUS. A bar is a procedure to deny reenlistment, immediate reenlistment or extension of enlistment or reenlistment to soldiers who would otherwise be eligible but whose continuation of service beyond ETS, without improvement, is not in the best interests of the ARNGUS.

**Section II
Reserved****7-4. Reserved****Section III****Extension of Enlistment****7-5. General**

a. ARNGUS soldiers, including those granted waivers, may be given the opportunity to extend their current enlistment. This will provide continuous service when extension is authorized.

b. When it is determined that it is in the best interest of the ARNGUS, the unit commander may authorize extensions.

c. Standards and criteria for extension of enlistment are a continuation of the requirements for enlistment or reenlistment in accordance with chapter 2.

d. Table 7-1 lists authorized periods of extension.

e. Table 7-2 lists basic eligibility standards and waiver authorities.

f. Retention beyond ETS is authorized in accordance with paragraph 7-2.

g. Soldiers enlisted under Try One in the Guard with a remaining service obligation, and soldiers who enlist in the 3x3, 3x5 4x2, 4x4, or 6x2 enlistment option, and desire to continue service in an active drill status at the end of their contractual obligation with the ARNGUS, must execute DA Form 4836 to establish a contractual obligation and an ETS date before transferring to an inactive status.

h. A certificate of appreciation is authorized per paragraph 7-18.

7-6. Date of execution of extension of enlistment

a. Soldiers who are eligible for and who will be paid a retention bonus may extend not earlier than 3 months before ETS. All other eligible soldiers may extend their enlistments when they are within 6 months before ETS. Soldiers, except those bonus-eligible soldiers above, may extend at any time during the current term of service if the extension is to satisfy a service remaining requirement for:

(1) Application for and attendance at any training that requires a period of remaining service. Soldiers eligible for bonuses who are required to extend or immediately reenlist in order to attend courses may defer that action until they are within 3 months before their currently scheduled ETS. This is an exception

to the policy in NGR 351-1 and any other regulation requiring the remaining service.

(2) Enrollment in the Simultaneous Membership Program (SMP).

(3) Entrance, extension, or subsequent service on a tour of active duty or full-time National Guard duty including AGR service.

(4) Participation in a state education assistance program.

(5) Qualification for the Montgomery GI Bill.

(6) Extension of bonus participants who were transferred to the ING. (To cover period in ING per NGR 600-7.)

(7) To meet the remaining service requirements for promotion in paragraph 11-10 of this regulation.

(8) To qualify for a program, benefit or entitlement (except for monetary benefits under the SRIP or SLRP) which requires a minimum period of remaining service.

b. Soldiers who request an action in *a* above will not be required to extend before their 3 month eligibility window when they are eligible for a bonus. They may attend a school or receive a promotion or other action that does not have a statutory service remaining requirement. However, when faced with a choice between two benefit programs and a federal or state law requires remaining service as a condition of entitlement prior to gaining the benefit or participating in the program, the soldier must choose the program or benefit for which they wish to qualify.

7-7. Period of extension of enlistment

a. Table 7-1 lists authorized periods of extension.

b. Extensions of enlistment will be for a period of not less than 1 year, measured in whole years, except as noted in table 7-1.

c. Extension of enlistment for bonus participants will be in accordance with current bonus policies in NGR 600-7.

d. Soldiers who are not US citizens who will have in excess of 8 years of military service at the expiration of the period for which they are seeking to extend or reenlist will be permitted to extend their current enlistments for a period not to exceed one year, provided they have filed for citizenship and are awaiting a court date. Extensions beyond one year require prior approval of CNGB (NGB-ARP-PE) and will not exceed the court date by more than 3 months. (This does not apply to citizens of American Samoa, the Federated States of Micronesia, Palau and the Republic of the Marshall Islands. They may expect to complete a military career without being required to become U.S. citizens.)

e. For soldiers eligible for retirement for --

(1) Nonregular retired pay at age 60 per AR 135-180 who are eligible for extension or immediate reenlistment may take action only after selection by a State Qualitative Retention Board (QRB) per AR 135-205. However, those scheduled for ETS before the board results are announced, may extend or reenlist

7-2 7-1, rule F-8.
Active duty length of service retirement per AR 600-200, chapter 12, who are eligible for extension or immediate reenlistment may extend or reenlist only to the end of the month in which they will reach the retention control point for their current grades per NGR 600-5.

Table 7-1

Authorized periods of extension

Rule A

Applies to: Soldiers fully eligible including those with approved waivers of disqualification.

Period: 1, 2, 3, 4, 5, or 6 years.

Rule B

Applies to: Soldiers eligible for a retention or other bonus per NGR 600-7.

Period: 3 or 6 years as stated in the conditions of entitlement for the specific bonus in NGR 600-7.

Rule C

Applies to: Soldiers with less than 1 year remaining before age 60.

Period: Up to 1 year, but not past the last day of the month in which the soldier reaches the age of 60.

Rule D

Applies to: Soldiers enlisted as NPS under one of the enlistment options for completing their Selected Reserve obligations per paragraph 7-5 (3x3, 3x5, 4x2, 4x4, 6x2, 8x0), or Try One in the Guard, with a remaining obligation and who desire to continue in an active status.

Period: 1, 2, 3, 4, 5, or 6 years.

Rule E

Applies to: Soldiers enlisted under Try One in the Guard who do not have a remaining obligation.

Period: 1, 2, 3, 4, 5, or 6 years.

Rule F

Applies to: Soldiers who must or who desire to extend to --

1. Attend training that requires a period of remaining service.
2. Enroll in the Simultaneous Membership Program (SMP).
3. Enter on or extend a tour of active duty or full-time National Guard duty including AGR.
4. Participate in a state education assistance program.
5. Qualify for the Montgomery GI Bill.
6. Satisfy a remaining service requirement upon transfer from the ING to unit status.
7. Satisfy a remaining service requirement for promotion per paragraph 11-10.
8. Qualify for a program, benefit or entitlement (except for monetary benefits under the SRIP or SLRP) which requires a minimum period of remaining service.
9. Allow publication of Qualitative Retention Board results, and the review and appeals process per AR 135-205, chapter 4, when the soldier is not selected for retention.

Period: Any period up to 6 years that will satisfy the requirement. Extensions are authorized at any time during the current enlistment.

Rule G

Applies to: Soldiers who request transfer to the ING who do not have a contractual obligation for ARNGUS service.

Period: As specified in rules A and B above.

Rule H

Applies to: Soldiers in the ING who do not have a contractual obligation for ARNG service and who desire to remain in the ING or return to the active ARNG.

Period: As specified in rules A and B above.

Rule I

Applies to: Soldiers retained beyond ETS (see paragraph 7-8).

Period: State AG based on recommendation of the MPMO and unit commander if a unit level action.

Rule J

Applies to: Soldiers otherwise eligible to extend or immediately reenlist, but who failed to take or pass last APFT within 18 months before ETS.

Period: Whole months, but not to exceed a total of 6 months if waiver to extend is approved by the State AG. A one-year extension is authorized if the soldier is on a temporary profile which will preclude taking the APFT within 6 months.

Rule K

Applies to: Soldiers in the Army Weight Control Program who are making satisfactory progress to meet the body composition requirements of AR 600-9.

Period: Whole months, but not to exceed a total of 12 months, unless waiver to extend is approved by State AG. For soldiers with at least 18 but fewer than 20 qualifying years of service for nonregular retired pay at age 60, State AGs (MPMO) may authorize extension in whole months for the minimum time required to complete 20 qualifying years.

Rule L

Applies to: Soldiers who are not US citizens. (This does not apply to citizens of American Samoa, the Federated States of Micronesia (FSM), Palau, or the Republic of the Marshall Islands (RMI)).

Period: Years, months, and days that will make their total military service equal 8 years for soldiers enlisted after 1 Jan 86 without military service at time of enlistment. Extension beyond 8 years is authorized for a period not to exceed one year, provided they have filed for citizenship and are awaiting a court date. Extensions beyond one year require prior approval of CNGB (NGB-ARZ-HRP-E) and will not exceed the court date by more than 3 months.

7-8. Retention beyond ETS

a. Soldiers may be retained beyond their ETS when the unit commander or State AG has determined that the remaining term of service is insufficient to cover the period of time necessary to complete personnel actions created by the following situations.

(1) The soldier meets the criteria prescribed in AR 140-10, chapter 6. The soldier will be afforded the opportunity to request assignment to the Retired Reserve.

(2) A soldier's conduct pursuant to UCMJ, is under investigation with a view to trial by courts-martial, charges have been preferred, and the soldier has been apprehended, arrested, confined, or otherwise restricted by the appropriate military authority. However, if charges have not been preferred, the

soldier will not be retained more than 30 days beyond the ETS unless approved by the general court-martial convening authority. Soldier will be notified by memorandum of the retention for the convenience of the government. This memorandum will be filed in the MPRJ.

(3) Continued health care is required while in hospitalized status and when LOD determination is "yes". This includes those receiving incapacitation pay. See (5) below.

(4) Physical disability processing is required or has been initiated in accordance with AR 635-40, chapter 8. See (5) below.

(5) In the cases stated in (3) and (4) above, the soldier cannot be retained beyond his or her scheduled release date without written consent. See AR 135-381 procedures in the cases.

(6) If through administrative error a soldier is not discharged on the actual date of completion of term of enlistment, on date of completion of statutory obligated service, or as provided by law, a remark will be included in the "Remarks" section of the soldier's DA Form 2-1 as follows: "Retained beyond normal discharge date for the convenience of the Government."

(7) A soldier undergoing board action to determine qualification for immediate reenlistment or extension may be voluntarily extended for the period of time required to complete the board action.

(8) Involuntary retention beyond a soldier's ETS to process administrative discharge proceedings pursuant to chapter 8 is not authorized. Reasonable time to complete administrative actions is defined as 90 days from discovery of cause of separation processing.

b. Soldier will be discharged upon completion of the action required. Discharge prior to the completion of the extension beyond ETS is authorized in accordance with chapter 8.

7-9. Dependency and marital status

Soldiers otherwise eligible for extension may be extended without regard to marital or dependency status and number of dependents, provided the soldier has complied with the provisions of AR 600-20, paragraph 5-5, when applicable, for dependent care counseling. Soldiers with a bar for failure to maintain a personal family care plan in accordance with reference above will not be extended.

7-10. Waivers

a. Commanders at any level in the soldier's chain of command may disapprove a waiver except for soldiers who have at least 18, but fewer than 20, years of qualifying service for nonregular retired pay at age 60 for whom disapproval authority is the CNGB. This disapproval is final. However, soldiers may submit requests for reconsideration of disapproval to the next higher level of command. Those denied **7-4** s by NGB may submit requests for reconsideration through their chain of command and the State AG to CNGB (NGB-ARZ-HRP-E), only if new information is furnished which was not included in the original request for waiver.

b. Soldiers with at least 18 and fewer than 20 qualifying years of service for nonregular retired pay at age 60, unless physically disabled, will be extended to the point where they can attain 20 qualifying years. These soldiers may be processed for separation for cause per chapter 8 of this regulation, but may not be discharged without the written approval of CNGB per AR 135-178, paragraph 1-25. Those who require a waiver for extension must be processed under AR 135-178, paragraph 1-25f, before involuntary separation can be accomplished. See paragraph 8-32 of this regulation.

c. Soldiers not qualified for nonregular retired pay at age 60 per AR 135-180, but who could qualify for retirement before age 64, may be extended to the end of the month in which they qualify for retired pay.

d. To ensure adequate time for processing, waiver requests for extension past age 60 should be submitted when the soldier reaches age 59.

e. Soldiers who cannot become eligible for retired pay for nonregular service by their 64th birthdays will not be extended past the last day of the month of their 60th birthdays. Waivers and exceptions to policy are not authorized.

f. Soldiers who do not have verified creditable service for retirement by NGB (as delegated to State AGs) or ARPERSCOM, may, with an AG waiver, be extended beyond age 60 one year at a time, up to age 64 until verification is received. Upon verification of the service, discharge the soldier.

g. When discharging soldiers who were retained beyond age 60, submit a copy of each approved waiver to ARPERSCOM with the order assigning the soldier to the Retired Reserve. Also include a copy in the soldier's application for retired pay.

Table 7-2
Basic eligibility standards and waiver authority

Rule A

Not Used.

Rule B

Disqualification: Lack of eligibility for nonregular retired pay. Soldier is not qualified for retirement per AR 135-180 upon reaching age 60, but could qualify prior to reaching age 64.

Approval authority: State AG

Minimum documentation required:

1. Memorandum request for waiver from the unit commander through channels.

2. DD Forms 214 and NGB Forms 22 that show all creditable service and a current NGB Form 23 (RPAS Statement).

Rule C

Disqualification: Technician retirement. Soldier employed as a Military Technician who is or is not qualified for retirement at age 60 under provisions of AR 135-180, and is not qualified for technician retirement, may be extended to the end of the month in which eligibility is gained but not for more than 2 years. However, soldier cannot extend past age 64 to qualify for either retirement.

Approval authority: CNGB (NGB-ARZ-HRP-E) (authority is delegated to State AG when all creditable civil service has been verified by Office of Personnel Management (OPM)).

Minimum documentation required:

1. Memorandum request for waiver from unit commander through channels.

2. Certificate of all creditable technician and creditable Federal civil service.

Rule D

Disqualification: Body composition. Soldier is participating in a program to meet the body composition requirements of AR 600-9, and making satisfactory progress. See Table 7-1, Rule K.

Approval authority: State AG. CNGB (NGB-ARZ-HRP-E) for extensions that will take the soldier past 18 qualifying years of service or for soldiers over 18 but less than 20 qualifying years of service for retirement at age 60.

Minimum documentation required:

1. Memorandum request for waiver from unit commander through channels.

2. Weight control file.

Rule E

Effective 1 Oct 87

Disqualification: APFT. Soldier otherwise eligible, but failed to take or pass the latest APFT within 18 months of ETS (8 months for AGR soldiers). See table 7-1, rule J.

Approval authority: State AG

Minimum documentation required:

1. Memorandum request for waiver from unit commander through channels.

2. APFT score cards.

Rule F

Disqualification: Age. Soldiers who are or are not qualified for retirement at age 60 per AR 135-180 may be extended for 1 year due to mission essential requirements, but not past age 64.

Approval authority: CNGB (NGB-ARZ-HRP-E)

Minimum documentation required: TAG memorandum justifying why this individual is essential to the mission and that there is no other individual who can perform that soldier's duties.

Rule G

Disqualification: Physical examination. The soldier does not have a current physical taken within the last 5 years or does not meet medical retention standards. Individuals with at least 18 but less than 20 qualifying years of service for retirement will not be involuntarily discharged without Chief, NGB approval. However, soldiers who fail or refuse to complete a physical examination per AR 40-501, paragraph 8-19c(4) and (5) may be placed in the ING until they complete the required examination.

Approval authority: CNGB (NGB-ARZ-HRP-E)

7-11. Extension document

All extensions will be accomplished using DA Form 4836 (Oath of Extension of Enlistment or Reenlistment). See Table 7-3 for preparation instructions.

Table 7-3
Preparation Instructions for DA Form 4836 (Oath of Extension of Enlistment or Reenlistment)

1. This extension cannot be issued if:
 - a. The current enlistment agreement (and the latest extension that may have been issued) is not available or cannot be verified by the activity processing the extension.
 - b. The soldier does not meet physical, mental, or moral qualifications for continued service under the provisions of this regulation. Waivers of disqualification must be approved in advance.
 - c. This extension alone, or combined with another extension to the current enlistment agreement, would exceed the end of the month of the soldier's 60th birthday, unless a waiver to permit such extension has been approved in advance, per Table 7-2.
2. The DA Form 4836 will be prepared by typewriter or automatic writing machine equipment.
3. All required signatures will be made using reproducible black or blue-black ink.
4. Typewriter strikeovers are not permitted.
5. Do not execute a DA Form 4836 for soldiers opting for the Bonus Program without first following procedures found in AR 135-7.

1. Extension Processing Data. Put an "X" in the box titled "Army National Guard and a Reserve of the Army".

2. Name. Self explanatory. Must match that on current DD Form 4 or as changed on pertinent records. Example: marriage, divorce, etc.

3. SSN: Self explanatory. Must match that on current DD Form 4-series.

4. Grade: Enter current title and pay grade. Example: SGT E5, SSG E6, etc.

5. Date. Enter the date this extension is being prepared. Enter date in year, month and day format, i.e., 880406 for 6 Apr 88.

6. Unit of Assignment. Two line entry. Enter the complete unit designation, address, UIC and ZIP code of the assigned unit. If AGR, enter ARNG/AGR prior to unit designation and UIC on first line. On the second line, enter unit address and ZIP Code.

7. Current/latest Information from DD Form 4
 7-6

7a. Date. This must be the same date as that shown on the current DD Form 4. The date soldier last executed a DD Form 4 for current term of ARNGUS service. Enter date in year, month and day format, i.e., 880406 for 6 Apr 88.

7b. Term of service. Enter the number of years for which the soldier enlisted during the current ARNGUS term of service as shown on the latest DD Form 4 and the option, if applicable. Example: 3x5 or "Try one". Do not include any subsequent extensions that may have been issued.

7c. Number of Extensions Previously Granted. Enter the number of extensions which have been issued for the latest DD Form 4.

8. Provisions and Computation of this Extension

8a. Current ETS. Enter the ETS date shown in Item 7a above, using two numerals for year, months and day. Example: 24 June 1994 would be entered as "24 05 94".

8b. Period of this Extension. Enter the additional term of service that is to be authorized in this extension. If a number of days (less than 30) is essential to provide for a special extension, the preparation activity may enter the number of days in the "Day" column. For example, a soldier needs 11 months and 8 days to reach the last day of the month of their 60th birthday, the 8 days may be placed in the "Day" column.

8c. New ETS. Add the period of this extension (Item 8b above) to the soldier's current ETS (item 8a above) and enter the sum in year-month-day format as ETS.

8d. Blank space below 8c. A statement, initialed by the soldier, listing all incentives eligible for and those accepted (NGB Pam 600-15, Figure 1-3).

Oath of Extension. On the first line of the Oath, enter the actual date on which the Oath is administered. In the second line, enter the same date as that shown in Item 7a. In the third line enter the State. Strike through "United States Army Reserve" on the fourth line. The soldier will place his or her signature and the date in the places indicated after the oath is administered.

Certification. The date of the officer's certification must be the actual date the oath was administered. Personnel listed in Paragraph 2-91 can administer the oath. See * at the bottom of DA Form 4836. Strike out the words "Or warrant officer, or" so that it reads, "Any other person so designated...". If a person other than an officer administers the oath, the authority for the person to administer it will be noted under the typed name.

9. Authority and reason. Enter in the space below title of this item "Rule ___ Table 7-1" (citing the applicable rule in the blank space) then enter "Paragraph 7-5" in the space provided'. Place an "X" in the block adjacent to NGR 600-200.

7-12. Disposition instructions for DA Form 4836.

a. The completed DA Form 4836, with the soldier's signature, will be distributed as follows:

(1) Copies 1 and 2 will be filed on top of the original and copy of the DD Form 4 in MPRJ.

(2) Copy 3 will be forwarded to the State AG.

(3) Copy 4 will be given to the soldier.

b. Only the most recent copies of the DA Form 4836 will be retained in the MPRJ. When excess documents are extracted from the MPRJ, they will be given to the soldier.

c. Copy 3 will be forwarded to the State AG within 10 working days of date of execution and prior to the soldier's ETS.

7-13. Correction of errors on extension forms

See Paragraph 2-87.

Section IV

Immediate Reenlistment

7-14. General

a. Soldiers must qualify for continued ARNG service in accordance with current regulations and paragraph 7-5b above.

b. Do not slash zeroes. Do not put zeroes in dates unless the entry calls for them.

7-14.1. Dates of reenlistment on DD Form 4 series (Enlistment or Reenlistment Document--Armed Forces of the United States)

a. Except as authorized below, the date of reenlistment in the ARNGUS is the date on which the oath of reenlistment is administered. This date is also affected by the conditions in paragraph 7-6, of this regulation. However, an immediate reenlistment may also be executed at any time to correct errors (other than minor administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension. Make these corrections per paragraph 7-3b of this regulation.

b. Reenlistment documents will not be post-dated. Documents may be ante-dated only after the case is fully documented and approved by CNGB (NGB-ARZ-HRP-E) when the reenlistment is delayed through no fault of the soldier, but for the convenience of the Government, and it appears that there is a basis for a claim to have a prior date recorded as the date of reenlistment.

7-15. Periods of immediate reenlistment

a. Eligible soldiers may immediately reenlist for 1, 2, 3, 4, 5, or 6 years except as stated below.

b. Soldiers eligible for a retention bonus or other monetary incentive may reenlist only for the period authorized for the bonus by NGR 600-7.

c. Soldiers with a MSO will reenlist for a period of years, months and days, or whole years, to equal or exceed their remaining MSO.

d. Soldiers who immediately reenlist to qualify for incentive programs will reenlist for the period required for the incentive as required in NGR 600-7. They also may reenlist only within the three months before, or within 24 hours after their currently scheduled ETS.

e. Soldiers who are not US citizens and who enlisted or reenlisted on or after 1 Jan 88 without military status at the time of enlistment, may not extend or reenlist for any term which will take them past a total military service of 8 years except as noted in paragraph 7-5e of this regulation.

7-16. Preparation of records

a. Soldiers who immediately reenlist will execute the following forms:

(1) DD Form 4/1 and 4/2 (Enlistment or Reenlistment Agreement-Armed Forces of the United States).

(2) Any agreement or certificate required by another program to be appended or annexed to the reenlistment contract.

b. Forms available from the soldier's current service will continue in effect when authorized **7-7** is valid.

c. Do not prepare a discharge order or NGB Form 22 (or DD Form 214 if the soldier is on active duty or Full-Time National Guard Duty) for the period of service when the soldier immediately reenlists. Prepare the form when the soldier is next separated from the ARNG. Include in the NGB Form 22 prepared at next discharge the combined periods of previous enlistment and immediate reenlistment and note the information in the remarks section such as "Previous service for the purpose of Immediate Reenlistment this period: 810621 to 850701."

d. Prepare a Discharge Certificate (NGB Form 55 or 55a). Do not provide this to the soldier until after execution of the oath of reenlistment and the contract forms are signed.

2. *Social Security Number (SSN).* Enter applicant's SSN, separating divisions with a hyphen. Example: 000-00-0000.

3. *Home of Record (HOR).* Enter address (street, state, zip code) soldier claims as permanent of record. Example: 123 ANYWHERE AVENUE, ANY CITY, STATE 12345

4. *Place of Enlistment/Reenlistment.* Enter military installation, city, and state of reenlisting activity's location. Example: National Guard Armory, Any City, State 12345 or Fort Benning, GA.

5. *Date of Enlistment/Reenlistment.* Enter date of reenlistment in year, month, and day sequence. Example: 66 OCT 10.

6. *Date of Birth (DOB).* Enter in year, month, and date sequence. Example: 66 OCT 10.

7. *Previous Military Service Upon Enlistment/Reenlistment.* Enter in spaces provided total active and total inactive military service (Reserve Component service not on active duty or ADT) completed at time of reenlistment. Enter year, month, and day totals in two positions each, preceding numbers 1 through 9 with a zero.

Table 7-4

Instructions for completing the DD Form 4-series for immediate reenlistment

ITEM/TITLE/EXPLANATION AND ENTRY DESCRIPTION

DD FORM 4/1 (FRONT)

A. IDENTIFICATION DATA

1. *Name.* Enter soldier's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III, etc. If no middle name, leave blank. If soldier was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort including periods, commas, and/or dashes. In addition, with apostrophe or hyphen contained within a name it is not to be inserted between sections of names or used as substitutes or hyphens.

Examples: McAfee John Q is shown as MCAFEE JOHN Q O'Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR Smith-Connally M Harold is shown as SMITHCONNALLY M HAROLD

B. AGREEMENTS

8. *Branch of Service.* "X" out "United States" and enter - ARMY NATIONAL GUARD OF THE UNITED STATES.

Period of Enlistment. In the second line, after the word "for," enter in Arabic numeral the period of years, months, and days for which the soldier is reenlisting. Example: 4

Pay Grade. In the third line, after the word, "pay grade," enter the pay grade of the soldier at the time of reenlistment. Example: E-4.

Annex(es). If no annexes, enter "None." Annexes will be listed as "A", "B", etc., if applicable.

8a. NOT APPLICABLE TO THE ARNGUS; DO NOT MAKE ENTRIES HERE.

8b. *Remarks.* Enter - IMMED REENL IAW NGR 600-200, CHAP 7.

8c. Initials of Enlistee/Reenlistee. All soldiers will complete this item by placing his/her initials in the space provided.

DD FORM 4/1 (REVERSE)

C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

9 & 10. No entries required. Must be read by the applicant.

12. Statement. Must be read by all MALE applicants.

DD FORM 4/2

D. CERTIFICATION AND ACCEPTANCE

Record reenlistee's full name (last, first, and middle name sequence) and SSN, in blocks provided at top of DD Form 4/2. See instructions for Items 1 and 2 above.

13a. *Certification.* Self explanatory.

13b. *Signature of Enlistee/Reenlistee.* Soldier will sign full name in first, middle, and last name sequence.

13c. *Date Signed.* Example: 84 Jun 5.

14a *Branch of Service.* Enter - ARMY NATIONAL GUARD OF THE U.S.

14b *Name of Service representative.* Enter in last name, first name, and middle initial sequence.

14c. *Pay Grade.* Examples: E7, 0-3.

14d. *Unit/Command Name.* Enter service representative's unit of assignment. Example: 425 PERS SVC CO.

14e. *Signature.* Before signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the soldier. The individual identified in item 14b above will sign in first, middle, and last name sequence (initials and last name are acceptable).

14f. *Date Signed.* Example: 84 Jun 5.

14g. *Unit/Command Address.* Example: ANY CITY, STATE 29924.

CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. Not applicable to the ARNGUS.

16. *Enlistment/Reenlistment in the National Guard.* Immediately following "I" in the space provided enter reenlistee's full name in first, middle, last name sequence.

17. *Acknowledgment of Enlistment Date.* Enter day of month, following "D", "ST", or "TH", as appropriate. Do not precede number 1 through 9 with a zero. Spell out month and enter last two digits of calendar year.
Example: 22d day of July 1984; 5th day of April 1979; 1st day of June 1987

18b. *Date Signed.* Enter date the oath was administered. Example: 84 Jul 02.

19b. *Name.* Enter name of commissioned officer or person authorized by State law (in last name, first name, and middle initial sequence) who administered oath of enlistment.

19c. Pay Grade. Enter grade, i.e., 0-3. If not an officer, put "NA".

19d. Unit/Command Name. Example: 425 PERS SVC CO.

19e. Signature. Officer or individual id **7-9** in Item 19b above will sign his or her name in first, middle, and last name sequence (initials and last name are acceptable).

19f. Date Signed. Enter date the oath was administered. Example: 84 JUL 22.

19g. Unit/Command Address. ANYTOWN, STATE 29924. If not an officer and no unit/command address, put "NA."

DD FORM 4/3 Not used for ARNGUS.

7-17. Disposition of the DD Form 4-Series

Disposition of the completed DD Form 4-Series and accompanying documents is as follows:

- a.* Original and copy #1 will be filed in the MPRJ.
- b.* Copy 2 will be forwarded to the State AG.
- c.* Copy 3 will be given to the soldier.

7-17.1. Records entries

Enter an immediate reenlistment (RENL) transaction in SIDPERS-ARNG

7-18. Certificate of Appreciation

The unit commander will obtain the name of the soldier's spouse and prepare an Army National Guard Certificate of Appreciation (ARNG Form 91-006) to be signed by a field grade commander. The certificate will be part of the extension/immediate reenlistment packet. Issuance of the certificate will not be predicated on either an extension/immediate reenlistment ceremony or the spouse's presence. Soldier assumes responsibility for delivery of certificate to the spouse.

7-19. Ceremonies

a. The oath of immediate reenlistment or extension will be administered by a commissioned officer or warrant officer or other person as stipulated by State law. Suitable arrangement will be made to ensure that the oath is administered in a dignified manner in appropriate surroundings. The ceremony should be personalized and made meaningful to the soldier extending or immediately reenlisting. The United States flag will be displayed prominently near the individual administering the oath, if available.

7-10 ds "So help me God" may be omitted for persons who desire to affirm rather than to swear to the oath.

b. Immediate reenlistment or extension will be made an occasion of official ceremony. It will not be sensationalized to publicize the event (i.e., parachuting, climbing utility poles, and other similar activities which are not in keeping with the solemnity and seriousness associated with the Oath of Enlistment). When appropriate, the soldier's spouse and other members of the immediate family should be invited to the ceremony. The person administering the oath of immediate reenlistment or extension should be the individual's commanding officer, or an officer or individual (authorized by State law) of the soldier's choosing. When possible enlisting official should be in a Class A uniform. Appropriate photographic coverage should be provided, if possible.

Section V

Bar to Reenlistment/Immediate Reenlistment or Extension

7-20. General

This section prescribed policies and procedures to deny reenlistment/immediate reenlistment extensions, and the future entrance into the ARNGUS of substandard soldiers whose immediate discharge under administrative procedures is not warranted. However, service beyond ETS without appropriate improvement, is not in the best interest of the ARNGUS. Policies and procedures prescribed herein apply to the commander's bar to reenlistment, immediate reenlistment, or extension. Soldiers may not be reenlisted, immediately reenlisted or extended without the recommendation of the unit commander. If a soldier is not recommended for continued service, a BAR will be initiated under the provisions of this chapter unless the soldier possesses a disqualification that can be waived. If otherwise qualified, may not be arbitrarily denied reenlistment, immediate reenlistment or extension.

7-21. Standards and guidelines for BAR to reenlistment, immediate reenlistment or extension

a. Standards. Only soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional soldier's moral code may be reenlisted, immediately reenlisted or extended. Soldiers who cannot or will not measure up to such standards, but whose discharge under proper administrative procedures is not now warranted, will have a BAR from further service under the provisions of this chapter. Even though a BAR has been initiated, a soldier can still be administratively discharged if it is warranted. The BAR is a non-punitive probationary device intended to serve notice that a soldier is not a candidate for reenlistment, immediate reenlistment or extension and may be discharged if the circumstances that led to the bar are not overcome.

b. Guidelines for use of a BAR.

(1) BAR procedures will not be used instead of discharge actions under this regulation.

(2) A BAR will not be initiated solely because a soldier refuses to reenlist, immediately reenlist or extend.

(3) A BAR will not be used instead of trial by courts-martial, nonjudicial punishment, or other administrative action.

(4) Disciplinary and administrative actions that do not result in discharge do not prevent initiation or continuation of a BAR.

(5) The fact that a soldier may be issued an honorable or general discharge for the current period of service does not prevent initiation of a BAR to deny the soldier later service in the ARNGUS.

(6) Honorable service for a number of years is considered in the evaluation of the soldier's service. However, it does not prohibit the initiation of a BAR if appropriate.

7-22. Criteria

A soldier's unfitness or unsuitability may show up soon after entry into the service, or only become apparent after many years of service. A soldier performing in a substandard manner may have been permitted to remain in the ARNGUS for a number of years. This should not stop a current commander from taking action under the provisions of this chapter. Commanders must evaluate the advisability and desirability of affording continued military service to soldiers of the following or similar categories:

a. Untrainable soldiers. These soldiers will be identified as soon as possible with a view toward

eliminating them from service. When discharge under administrative procedures is not warranted, action will be taken under this chapter to bar the soldier from further service with the ARNGUS. These soldiers are often identified by failure to achieve individual weapons qualifications; failure of the APFT; obtaining low evaluation results from Army education activities; failure to submit an approved family care plan; and failure to make satisfactory progress on Army Weight Control Program.

b. Unsuitable soldiers. These soldiers will be identified early in their military service with a view toward elimination from the service. When administrative discharge is not warranted, action will be taken under this chapter to bar the soldier from further service with the ARNGUS.

c. Soldiers against whom BARS are initiated often have written documents that disclose the recurrence of one or a combination of the following:

- (1) Late for formations, details, or assigned duties.
- (2) Unexcused absences and unsatisfactory participation.
- (3) Loss of clothing and equipment.
- (4) Substandard personal appearance.
- (5) Substandard personal hygiene.
- (6) Recurrent nonjudicial punishment.
- (7) Recurrent sickness on drill days without medical justification.
- (8) Cannot follow orders; shirks; takes too much time; is recalcitrant.
- (9) Cannot or will not train for a job; apathetic; disinterested; avoids training.
- (10) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow soldiers.
- (11) Failure to manage personal, marital, or family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult) (AR 600-20, Paragraph 5-5).
- (12) Causes trouble in civilian community.
- (13) Involved in immoral activities.
- (14) Personal behavior that brings discredit upon his/her unit and the ARNGUS.
- (15) Failure to achieve individual weapons qualification.

(16) Effective 1 Oct 87, failure to pass the Army Physical Fitness Test. BAR to reenlistment is mandatory after second consecutive failure if separation processing is not initiated per Paragraph 8-260 and AR 135-178, Chapter 6.

(17) Participation in the Army Weight Control Program (WCP) in order to meet body fat requirements of AR 600-9. A BAR to reenlistment is mandatory for soldiers who do not make satisfactory progress in the WCP after a period of 6 months, unless the responsible commander initiates separation processing per Paragraph 8-26m and Chapter 14, AR 135-178.

(18) Removal for cause from NCOES courses. BAR to reenlistment is mandatory if separation processing is not initiated per Paragraph 8-26o and AR 135-78, Chapter 6.

7-23. Procedures

a. Any commander in a soldier's chain of command may prepare NGB Form 602-R (BAR to Reenlistment/Immediate Reenlistment or Extension Certificate), summarizing the basis for the

7-11

(1) A BAR normally should NOT be initiated against a soldier assigned to a unit for less than 90 days. When a BAR is initiated during this period, the commander's certificate will contain an explanation of the timing of the action.

(2) A BAR must be based on specific dates, places, times which can all be substantiated with backup documents. It should be substantiated by official remarks made at the time of each occurrence. All instances should be made a matter of record when a soldier performs unworthy acts.

(3) Normally, a BAR will NOT be initiated against a soldier during the last 90 days prior to ETS. However, some soldiers pending involuntary administrative separation may reach their ETS prior to the completion of separation action. Because they normally cannot be held past their ETS, it is in the State's best interest to process a BAR even though they are within 90 days prior to ETS.

(4) A BAR is initiated without regard to a soldier's ETS date (unless at ETS soldier will have at least 18 but less than 20 qualifying years; see Paragraph 7-23c(3) below).

(5) BARS should not be processed for soldiers pending involuntary administrative separation for which RE code 3 or 4 would be issued (see Paragraph 7-21b(3)).

b. NGB Form 602-R BAR will be prepared in original and two copies. Additional copies may be prepared when required by the State AG.

(1) Total service will be computed as of the ETS, not the date the BAR was prepared.

(2) The commander will refer the BAR certificate to the soldier concerned for a statement on his or her behalf, if the soldier so desires. The soldier will be allowed a period of 30 days for the preparation of a

statement and collection of any documents and/or pertinent materials. The soldier's unit commander may grant an extension to this period.

c. Upon receipt of the comment of the soldier, or the soldier's refusal to comment, the certificate will be endorsed personally by each commander in the chain of command, and approved or disapproved by the appropriate authorities as shown in (1), (2) or (3) below.

(1) For soldiers with less than 10 years of qualifying service for retired pay at ETS, the approval/disapproval authority is the first commander, LTC or above, in the soldier's normal chain of command. No delegation of authority is authorized.

(2) For soldiers with at least 10 but less than 18 years of qualifying service for retired pay at ETS, those with more than 20 years of service at ETS, and those when action is taken to extend the soldier to

7-12 10 years of service, the approval/disapproval authority is the first commander, COL or above, in the soldier's normal chain of command. No delegation of authority is authorized.

(3) Soldiers, who upon ETS, will have at least 18 but less than 20 years of qualifying service, will be allowed to extend to the point where they could attain 20 years. They may, after the extension is executed, be barred. The approval/disapproval authority for this bar is the State AG. These soldiers may be processed for separation before they attain 20 years of service but will not be separated before that point without approval of Chief, NGB.

d. When the BAR has been approved, the soldier's unit commander will use a counseling statement to inform the soldier of the right of appeal within 15 days. The appeal will be forwarded through command channels, endorsed personally by each commander, and approved or disapproved within 30 days by the authorities shown below.

(1) Soldiers with less than 10 years of qualifying service for retired pay at ETS, the appeal approval/disapproval authority is the first commander, COL or above, in the soldier's normal chain of command.

(2) Soldiers with 10 or more years of qualifying service and those with more than 20 years for retired pay at ETS, the approval/disapproval authority is the State AG. Those with 18 or 19 years service will be extended to 20 years. (Appeal: None)

e. When NGB Form 602-R BAR has been approved by the appropriate authority, the custodian of the soldier's personnel records will:

(1) Place original in the soldier's MPRJ as a permanent document.

(2) Enter the remark "Not recommended for further service" in item 4 of the soldier's DA Form 2-1 (Personnel Qualification Record (Part II)).

(3) Give the soldier a copy.

f. An entry "Not recommended for further service" will be made on DA Form 1315 (Retention Data Card) or a localized approved substitute.

g. An approved BAR will be reviewed by the appropriate unit commander every 6 months (for M-Day soldiers) or 3 months (for AGR soldiers) after the date of approval, and 30 days before the soldier's scheduled departure from the unit or discharge from the service.

h. If, upon review, the commander feels the BAR should remain in effect, the custodian of the soldier's personnel record will be notified and will enter on the soldier's DA Form 2-1, "Bar to reenlistment, immediate reenlistment or extension reviewed; not recommended for removal (date)." The unit commander will make the same remark on DA Form 1315 and will notify the soldier by providing a reproduced copy of NGB Form 602-R.

i. A recommendation to remove a BAR may be submitted at any time by the soldier's unit commander, if the soldier has proven worthy of retention in the ARNGUS.

(1) Recommendations to remove a BAR will be submitted in writing through the chain of command and will be endorsed personally by each commander.

(2) Approval to remove a BAR may be granted by the same authority that approved the BAR originally or, if the soldier has moved to another jurisdiction, by a comparable commander in that jurisdiction.

(3) The approved recommendation removing the BAR will be maintained in the appropriate unit file. NGB Form 602-R BAR will be removed and destroyed. The remark "Not recommended for further service" and an entry pertaining to "Bar to immediate reenlistment review; not recommended for removal (date)" will be deleted from DA Form 2-1, in accordance with AR 600-8-104 and NGR (AR) 600-8-104. The same remarks on the DA Form 1315 will be erased. The soldier concerned will be given a copy of the approved recommendation removing the BAR.

j. If at the time of the second 6 month (for M-Day) or 3 month (for AGR) review of a locally imposed BAR to reenlistment, the commander does not recommend that the BAR be removed, the commander will process the soldier for separation per chapter 8 of this regulation and the appropriate chapter(s) of AR 135-178. Processed for separation means that separation action will be initiated and processed through the chain of command to the separation authority for appropriate action.

Compliance with AR 135-178, Paragraph 1-12 is mandatory. The unit and intermediate commanders will recommend separation or retention and the characterization of service to be awarded. See paragraph 7-23k for special provisions for soldiers barred for APFT failure.

k. Processing for separation will be initiated after the first review for soldiers who receive a locally imposed BAR to reenlistment after the second failure of the APFT. Soldiers who receive a locally imposed BAR after the first APFT failure will be processed for separation after the second review.

7-24. Discharge

NGB Form 22 (Report of Separation and Record of Service) of otherwise qualified soldiers, who are discharged with a BAR in effect, will be annotated "Bar to Reenlistment or Extension (dated) in effect on the date of discharge" in the remarks section, block 18. Block 26, Reenlistment Eligibility, will be coded RE 3.

Service remaining requirements and declination of assignments

1. Service remaining requirement

Soldiers other than first term soldiers, who will have more than 4 years of service as of their currently scheduled ETSs, must take action (extend or immediately reenlist) to meet the service remaining requirements. This is required whether or not the schooling or assignment will begin before the soldier's current ETS.

a. Soldiers must meet this requirement as a precondition to accept a promotion.

(1) Soldiers promoted to SGT and SSG incur a one-year service remaining obligation before voluntary separation.

(2) Soldiers promoted to SFC, MSG including 1SG, and SGM incur a two-year service remaining requirement before voluntary separation.

(3) Soldiers appointed to CSM have to be able to serve three years before voluntary separation, and must have three years of service remaining to accept appointment to CSM.

b. Soldiers who apply for training that has a service remaining requirement per NGR 351-1 must extend or immediately reenlist before orders are issued for attendance.

c. Soldiers alerted for a call or order to active duty who will not be able to complete an "all others tour" must extend or immediately reenlist to enter the tour.

d. Soldiers selected for AGR tours must have enough service remaining to complete the new tours.

2. Declination of assignment

Soldiers who are offered assignments for which they are eligible and available must accept, or decline the position on NGB Form 4991-R(T).

3. Exception

Soldiers who will be eligible for the Selected Reserve Incentive Program may, as an exception to the above, defer an extension or reenlistment until three months before their currently scheduled ETS in order to meet the conditions of entitlement for the incentive.

4. Retirement

Soldiers who state that they will retire in lieu of taking the action above may be allowed up to 12 months to retire per NGR 600-200, chapter 8, provided there is a position in which they can perform the duties of their grade and MOS.

5. Refusal to take action

A commissioned or warrant officer, senior NCO **7-14** (7 or higher), or civilian GS-7 or higher, must immediately advise soldiers of the effects of their refusal to take action using NGB Form 4991-R(T), section A. If the soldier complies with the requirement, destroy all copies of the form immediately.

a. Refer soldiers who still refuse to take action to the servicing Recruiting and Retention NCO (or active Army Career Counselor for Title 10 AGR soldiers) for more information and advice before continuing the NGB Form 4991-R(T) (Declination of Continued Service Statement). A copy of this form is at the back of this volume for local reproduction on 8 and 1/2" by 11" white paper.

b. The soldier who still refuses to take action or accept an assignment also will sign the statement to acknowledge that he or she has been advised of, and is aware of, the effects of the refusal to satisfy the service remaining requirement. The soldier may refuse to sign the acknowledgement. If so, the individual who witnesses the refusal will note the refusal on the statement and sign it. After all required signatures are obtained, forward the statement to the personnel services center or branch, or the S-1 or Adjutant of the next higher headquarters, for field units.

c. The PSC/PSB or the first S-1 or Adjutant in the headquarters to which the soldier's unit reports will set a suspense of not more than 45 days, the second MUTA-4, or the end of the next AT period, whichever is first, to complete the counseling action. AGR soldiers will be given 30-45 days at the most. The PSC/PSB, S-1 or Adjutant will consider the urgency of the service requirement and the distance of the soldier from the MSC/PSB, S-1 or Adjutant and the retention NCO. Soldiers who cannot extend or reenlist due to grade and years of service restrictions will not have to complete a DCSS.

6. Effects of refusal

a. Counseling officials and the unit commander will ensure that the soldier understands that the refusal to take the action (extend or immediately reenlist), or to accept an assignment for which eligible and available, will--

(1) Place the soldier in a nonpromotable status per NGR 600-200, paragraph 11-3e.

(2) Cause administrative removal from any promotion list on which listed per NGR 600-200, paragraph 11-48d.

(3) Prohibit extension of enlistment or immediate reenlistment at current ETS regardless of

unit of assignment, per NGR 600-200, chapter 7, section VI.

(4) Prohibit reenlistment into the Army national Guard for at two years and one day. Soldiers with less than 20 years of qualifying service for nonregular retired pay at age 60 will receive reentry code RE-3. Soldiers with more 20 or more years of qualifying service for nonregular retired pay at age 60 will receive reentry code RE-4.

(5) Prohibit application for commissioning or warrant officer training and appointment programs while on the current period of service. Also, the nature of the separation may preclude such consideration in the future.

(6) Preclude consideration and selection by promotion selection boards (NGR 600-200, chapter 11.)

(7) Preclude attendance at any schooling at Army expense, whether functional or leadership.

b. Soldiers who decline assignments for which they are eligible and available may serve until the end of their current enlistments, or for up to one year, whichever is first.

(1) Initial term soldiers (those serving on their statutory military service obligations per AR 135-91) cannot decline assignments within the limits prescribed in AR 135-91, chapter 5.

(2) Soldiers in excess or overgrade status due to reorganization, inactivation or relocation of a unit, or voluntary action cannot decline assignments and remain in such status for more than one year.

7. Records

The authenticated statement will form the basis for all actions per NGR 600-200, for all ARNG soldiers, and, for AGR soldiers, NGR 600-5 or 600-10.

a. Forward the original statement to the records custodian for all soldiers.

b. Forward a copy to the AGR management office, for AGR soldiers, with a copy to the records custodian. For Title 10 AGR soldiers, send the copy to CNGB (NGB-ARZ-DT), 111 South George Mason Drive, Arlington, VA 22204-1382.

Chapter 8

Discharge

Section I

Introduction

8-1. General

The separation of enlisted personnel from the ARNGUS is accomplished through discharge by appropriate State authorities. When soldiers are discharged from the State ARNG (unless previously discharged by the Active Army as a Reserve of the Army), they automatically become members of the Army Reserve if they have remaining contract time. This chapter provides policies and procedures to discharge soldiers from both the State ARNG and as a Reserve of the Army or from the State ARNG only. Reenlistment Codes are also provided which will be assigned at the time of discharge.

8-2. Authority

- a.* The authority to discharge soldiers from the Reserve of the Army rests with the Secretary of the Army.
- b.* Except as provided in c below, the State AG is the final approving authority to discharge soldiers from the State ARNG.
- c.* The CNGB is the approval authority for the involuntary discharge of soldiers from the ARNGUS and Reserve of the Army who are within 2 years of completing the service required to qualify for retired pay. See AR 135-180. Include in recommendations for involuntary discharge the record and documents of counseling accomplished, record of rehabilitation attempts, if applicable, administrative board proceedings and certified copy of DA Form 2-1 and the automated PQR (GPFR-1790). See appendix A for processing requirements.
- d.* The State AG has been delegated authority to:
 - (1) Discharge soldiers from the Reserve of the Army status except as noted in "c" above.
 - (2) Convene administrative discharge boards.

8-3. Guidelines on discharge

- a.* Separations for soldiers on active duty (Title 10, U.S. Code) and full-time National Guard Duty (Title 32, U.S. Code) in AGR, IADT, ADT, TTAD and AD is governed by AR 635-200. All OCONUS training, including AT, is conducted in Title 10 ADT status.
- b.* Refer to AR 135-178 when considering enlisted soldiers not on active duty or full-time National Guard duty (FTNGD) for separation from their Reserve of the Army status.
- c.* Do not transfer soldiers to the IRR who do not have an MOS. Soldiers without an MOS are not mobilization assets and will be discharged from the ARNGUS and the Reserve of the Army.
- d.* Transfer to the IRR to complete a service obligation after discharge from the State ARNG will be per paragraph 1-22a and b, AR 135-178. Characterize these discharges (except when an uncharacterized discharge is appropriate) as honorable or under honorable conditions and indicate in the remarks of the discharge order a tentative Reserve of the Army characterization of service.
- e.* As an exception to d above, concurrently discharge ARNGUS soldiers who have less than 3 months to serve on their statutory or contractual obligations. Cite this paragraph as authority in orders and in the remarks section of NGB Form 22.
- f.* Soldiers whose administrative separation actions have not been finally reviewed as required by this regulation and AR 135-178 will not be separated (other than for ETS) prior to completion of the review process.

8-4. Notification action and administrative discharge boards

- a.* All involuntary administrative discharges require commanders to notify soldiers concerning intent to initiate discharge procedures. See AR 135-178, chapter 2, section II (Notification Procedure) and section III (Administrative Board Procedures). If the basis for discharge is included in AR 135-178, that regulation states the notification and separation procedures to be used. If this chapter requires administrative board proceedings, follow the provisions in AR 135-178.

b. Except as modified by AR 135-178 and this regulation, administrative discharge boards will conform to the provisions of AR 15-6. The proceedings of the board will be summarized. A verbatim record is only required for findings and recommendations.

c. Notify soldiers when they are declared unsatisfactory participants per AR 135-91 and that transfer to the ARNG or separation from the ARNGUS with transfer to the IRR or discharge action under AR 135-178, chapter 13 is pending. They will be given 30 days from the date on the official mail return receipt, or the date they acknowledged receipt if hand delivered, to respond to notification of initiation of discharge actions. The soldier's commander may grant additional extensions upon timely showing of good cause by the soldier.

d. See AR 635-200, appendix B for examples of a recommendation for discharge, a notification to appear before a board of officers, and a summary of proceedings.

e. Notify soldiers who do not meet medical retention standards of the intent to separate and afford them the opportunity to request a waiver for retention per NGR 40-501, or to provide additional information from civilian doctors at their own expense.

8-5. Dropped from the roll (DFR) of the Army

a. The procedures to drop ARNGUS soldiers on Title 10 or Title 32 AD, IADT, ADSW, AGR or TTAD from the rolls of the Army are in AR 630-10. Upon receipt of the Active Army order assigning the AWOL soldier to the Active Army unit of attachment, the State will take action to discharge the soldier from the State ARNG with a reenlistment code of RE 3. Date of discharge will be the day before the day the soldier is accessed into the Active Army.

b. ARNGUS soldiers not covered by the provisions of a above can be dropped from the rolls when sentenced to confinement (whether or not actually confined in a Federal or State penitentiary or correctional institution) after having been found guilty of a major offense by a civil court (sentence includes confinement of 6 months or more without regard to suspension or probation). The sentence must have become final, and the right to appeal has expired or final action on an appeal has been taken. The procedures to drop a soldier from the rolls of the Army are:

(1) The commander will request orders from the State AG (MPMO) to drop the soldier from the rolls of the State ARNG.

(2) The records custodian will prepare NGB Form 22. A characterization or other description of service is not authorized. Enter in NGB Form 22, block 24, NOT AUTHORIZED, and in block 25, NONE. Do not issue a discharge certificate.

c. Distribute DFR orders to:

(1) The soldier's MPRJ.

(2) State historical Me.

(3) CG, ARPERCEN (DARP-PAR-P).

(4) The individual at last known address. File order and envelope, if not delivered, in MPRJ.

d. Forward MPRJ to the State headquarters.

Section II

Characterization of Service, Description of Service, Discharge Certificates, and Orders

8-6. Types of characterization or description

a. The type of discharge certificate furnished the soldier is very important and may significantly influence the soldier's civilian rights and eligibility for benefits provided by law. Therefore, consider all pertinent factors so that the type of discharge certificate issued will accurately reflect the nature of the service rendered.

b. Discharge certificates are furnished to all soldiers when they receive an honorable or general discharge unless they are discharged for immediate reenlistment or dropped from the rolls.

c. The discharge of a soldier from the ARNGUS is a function of State military authorities in accordance with State laws and regulations. However, due to the dual status of the soldier as a Reserve of the Army, use characterization of and limitations on service descriptions in AR 135-178, section IV, chapter 1 in determining the type of discharge and character of service to be issued.

8-7. Types of administrative discharges and character of service

a. Honorable Discharge, is issued on:

(1) NGB Form 55:

(a) To soldiers concurrently discharged from the ARNGUS and as a Reserve of the Army with honor. Character of discharge and service is Honorable.

(b) Upon request of the family if a soldier dies while in the ARNGUS.

(2) NGB Form 55a is issued to soldiers discharged from the ARNGUS only when they revert to control of the Army Reserve with honor. Character of discharge and service is Honorable.

(3) NGB Form 55b is issued to soldiers discharged from the ARNGUS only when assigned to the Army Retired Reserve with honor. Character of discharge and service is Honorable.

(4) The honorable characterization must be awarded to a soldier upon ETS fulfillment of service obligation, or when required under the specific reason for discharge. Do not issue discharge certificates to soldiers discharged for immediate reenlistment.

b. General Discharge. Normally a general discharge will NOT be issued to soldiers upon discharge at ETS or fulfillment of military service obligation unless specifically authorized by State code.

(1) NGB Form 56 is issued to soldiers concurrently discharged from the ARNGUS and as a Reserve of the Army and whose discharge is Under Honorable Conditions, but whose military record is not sufficiently meritorious to warrant an Honorable discharge. Character of discharge and service is Under Honorable Conditions.

(2) NGB Form 56a is issued to soldiers who are discharged from the ARNGUS only, who revert to the control of the Army Reserve, and whose discharges from such service are Under Honorable Conditions, but whose military records are not sufficiently meritorious to warrant an Honorable discharge. Character of discharge and service is Under Honorable Conditions.

c. Discharge Under Other Than Honorable Conditions is issued to soldiers who concurrently discharged from the ARNGUS and as a Reserve of the Army when character of discharge and service are Under Other Than Honorable Conditions. Do not issue a discharge certificate. This characterization is authorized only if the soldier has been afforded the right to present his or her case before an administrative discharge board. The discharge may be issued for misconduct, fraudulent entry, or homosexual conduct. Assign a reenlistment code of RE 4 if the reason for discharge is not waivable for enlistment or reenlistment, or RE 3 if the reason for discharge is waivable.

d. Bad conduct discharge is issued to soldiers who are concurrently discharged from the ARNGUS and as a Reserve of the Army when the character of discharge and service is Bad Conduct. Authority is an approved sentence of a special or general court-martial applicable State laws and Title 32, U.S. Code (Title 10, U.S. Code for soldiers in active Federal service). Appellate review must be completed prior to discharge. Assign reenlistment code RE 4.

e. Dishonorable discharge is issued to soldiers who are concurrently discharged from the ARNGUS and as a Reserve of the Army when the character of discharge and service are Dishonorable. Authority is an approved sentence of a general court-martial per applicable State laws and Title 32, U. S. Code (Title 10, U.S. Code for soldiers in active Federal service). Appellate review must be completed prior to discharge of the soldier. Assign reenlistment code RE 4.

f. Entry level status discharge is an Uncharacterized separation per AR 135-178, paragraphs 1-20 and 9-3. Do not issue a discharge certificate or characterization of service.

g. Order of release from the custody and control of the Army by reason of void enlistment is an uncharacterized separation as defined in AR 135-178, paragraphs 1-20 and 9-3. Do not issue a discharge certificate.

8-8. Character of service upon discharge from the ARNGUS and transfer to the IRR

Characterize the service of soldiers discharged from the ARNGUS and transferred to the IRR as Honorable or Under Honorable Conditions except when discharge is an entry-level status discharge. See paragraphs 2-103, 5-30e and 8-7f of this regulation.

8-9.Reduction in grade

The State AG will direct reduction to PV1 when a soldier is discharged Under Other Than Honorable Conditions, per paragraph 11-61 of this regulation.

8-10. Recoupment of unearned Selected Reserve Incentive Program payments

AR 135-7 may require recoupment of unearned portions of monetary incentives paid to soldiers when they are discharged for certain reasons. If a soldier is a SRIP participant, commanders and personnel officers must ensure that all required actions are taken.

8-11. Preparation of discharge certificates

- a. Discharge certificates will be prepared in original only.
- b. Entries on discharge certificates will be typewritten. Only black ink will be used.
- c. Entries will be made on the discharge certificate as follows:
 - (1) On the line provided under the words "This is to certify that," enter the soldier's full name in signature order, followed by the SSN, grade (spelled out), and unit of assignment.
 - (2) Enter the name of the state, commonwealth, territory, or District of Columbia on the line immediately below the line which reads "National Guard of."
 - (3) Enter effective date of discharge; day, month and year (do not use zeroes on the days 1 through 9). This date must agree with the effective date of discharge shown on the discharge order, on the NGB Form 22 and, if the soldier is AGR being discharged, the DD Form 214.
 - (4) Discharge certificates will be signed by the commander or personnel officer. Type the name in capital letters in signature order. Centered below the name, type in upper case letters the officer's grade and branch. The designated officer will sign the discharge certificate in the space provided.

8-12. Amendments and corrections to NGB discharge certificates

Discharge certificates will not be altered or amended after the effective date of discharge. Notification of administrative errors will be made in writing by the individual concerned to the State AG (MPMO). See paragraph 8-23 and 8-24 of this regulation for applications for review of the type of discharge certificate awarded and correction of military record.

8-13. Discharge order

The discharge order will be prepared in accordance with NGR 310-10. Do not enter the reason for discharge on the discharge order. If the soldier being concurrently discharged from the Reserve of the Army had prior Regular Army or USAR service, send a copy of the discharge order will be sent to Cdr, ARPERCEN (DARP-PAR-P), 5600 Page Avenue, St. Louis, MO 63132-5200.

8-14. Amendments, revocations, rescissions, and corrections of discharge orders

- a. If there is evidence of fraud, appoint an officer to investigate and report to the State AG for approval. When it has been determined that a discharge order was fraudulently obtained, the State AG will direct appropriate corrective action.
- b. If determined that a soldier has been discharged in error and there has been no fraud, the individual may be reenlisted if qualified. If a waiver is required, submit the case with all supporting documents and recommendations of the chain of command to the State AG (MPMO) or CNGB (NGB-ARP-PE) as appropriate for a determination. After all other means have been exhausted, a soldier may appeal to the Army Board for Correction of Military Records (ABCMR) under AR 15-185 for benefits which might have been earned during the period between discharge and reenlistment.
- c. If a soldier's enlistment had been extended prior to an ETS order being published, that order may only be rescinded or revoked if--
 - (1) The order is rescinded or revoked on or before the soldier's ETS, the effective date of the order.
 - (2) A separation authority issued an oral order on or before the soldier's ETS, the effective date of the order.

8-15. Effective date of discharge

- a. Discharge is effective at 2400 hours on the date of discharge.
- b. Soldiers discharged as a Reserve of the Army while performing any type of active Federal service or FTNGD will be discharged from the ARNGUS the same date as shown on the Reserve of the Army discharge.
- c. Discharge soldiers who change to another military status, effective the day prior to the date of entry into the new military status.
- d. Discharge soldiers who cannot be located and those in the hands of civil authorities regardless of absence.
- e. Discharge soldiers who attain the maximum allowable age or years of service, not later than the last day of the month during which they reach the maximum allowable age or years of service. These soldiers may request discharge as of the day before reaching the maximum allowable age regardless of ETS.

8-16. Disposition of proceedings and records

- a. When discharge is ordered, file the original copy of the proceedings in the permanent section of the soldier's MPRJ.

b. When discharge is not ordered by the discharge authority, file the proceedings at the discharge authority headquarters and notify the soldier's commander of the final action.

c. When the soldier is considered for discharge because of fraudulent entry, erroneous enlistment, reenlistment or extension, and retention is recommended by the chain of command, send the complete record of proceedings with the recommendation to the State AG (MPMO) or CNGB (NGB-ARP-PE) (depending on who has waiver approval authority) for a final determination. If approved by the State AG or CNGB, the retention constitutes a waiver of the fraudulent entry or erroneous enlistment, reenlistment, or extension. Enter the following statement in DA Form 2-1, item 27: "Discharge action based on (fraudulent entry) (erroneous enlistment, reenlistment or extension) is waived and retention is authorized on ...(date)...". File the original copy of the approved document in the permanent section of the soldier's MPRJ. If disapproved by the waiver approval authority, process the soldier for discharge.

d. Give (or mail to) the soldier a copy of the administrative discharge board proceedings. Classified documents attached to the board proceedings will not be released, but may be summarized, if it can be accomplished, in an unclassified format.

(1) Mark the soldier's copy of the proceedings "Copy for (name and SSN of the soldier)" and give this copy to the soldier or the soldier's legal counsel. Obtain a signed receipt from the soldier or counsel and file it with the original board proceedings. If the soldier refuses to sign the receipt, prepare and file with the proceedings a statement to that effect.

(2) If the soldier or counsel does not want a copy of the board proceedings, or if a copy is not furnished, note that on the soldier's copy to accompany the original. Only the State AG may release this copy thereafter.

Section II.I

Transfer to the Retired Reserve and Retirement

8-16.1. Eligibility

a. ARNGUS enlisted soldiers who are eligible for transfer to the Retired Reserve or placement on the Retired List may apply for transfer or retirement at any time without regard to ETS unless under an involuntary call or order to active Federal service. Cite this paragraph as authority in orders.

b. Retirement is voluntary. Soldiers who are released for any reason will not be transferred or placed in either category unless they apply in writing.

c. Separation authorities will not approve requests for separation, except those for maximum age or years of service, until they verify that:

(1) The soldier has completed all remaining service obligations such as those for training, promotion, appointment, and time on station after PCS for AGR soldiers.

(2) The soldier's eligibility with a Retirement Points Accounting System (RPAS) statement per NGR 680-2, including verification that the soldier meets the "last eight (or six) years" requirement in AR 135-180, paragraph 2-1a. Inform soldiers who are not eligible for transfer to the Retired Reserve or placement on the Retired List of their ineligibility. If they still request separation, counsel them in writing of their potential loss of future retirement eligibility, the related benefits, and that they may be ineligible for later reentry into active status to gain eligibility.

d. Counsel in writing those who are eligible for retirement but request concurrent discharge per paragraph 8-26 of this regulation of the loss of benefits and that to be retired and receive retired pay, the individual must apply in writing to the Army for retired pay -- it is not automatic. File the written counseling statement with the soldier's request for separation and related documents permanently in both the MPRJ and state historical files. If the soldier refuses to sign the statement, include a statement from the counseling official fully explaining the situation. Note: Soldiers with Notification of Eligibility for Retired Pay at Age 60, (20 year letters) who are being discharged will be transferred to the Retired Reserve unless they specifically request in writing to be discharged from both State and Reserve of the Army status. Soldier must be counseled, in writing, of the effects on benefits of electing not to go into Retired Reserve, e.g. no commissary, PX, MWR during post retirement-pre age 60 period; and the possibility of loss of commissary, PX, MWR and similar privileges upon reaching age 60 if the soldier should not apply. Soldiers who fail to earn 50 retirement points during a retirement year after having accrued 20 qualifying years of service will be discharged. See AR 135-91, paragraph 3-3.2.

e. The standard retirement date for all soldiers is the first day of the month after the month in which the soldier leaves active service.

8-16.2. Application

a. Soldiers eligible for nonregular retired pay at age 60 per AR 135-180, may request transfer to the Retired Reserve (prior to age 60) or placement on the Retired List (at age 60) on DA Form 4187 to the State AG (MPMO) up to 18 months before the selected retirement date without regard to the currently scheduled ETS.

b. Soldiers eligible for active duty length of service retirement per AR 635-200, chapter 12, may apply for retirement on DA Form 2339 to the State AG (MPMO) up to 12 months before the selected retirement date.

8-16.3. Retired grade

List in transfer and retirement orders the grade which the soldier is authorized on the day before transfer or retirement.

a. See paragraph 11-16g of this regulation for lateral appointments to Corporal, First Sergeant and Command Sergeant Major upon retirement.

b. See paragraph 11-17e of this regulation for soldiers reduced due to force structure changes and other reductions in grade not due to the soldier's misconduct per paragraph 11-58c.

c. All other soldiers will transfer to the Retired Reserve or be placed on the Retired List in the grade held on the date before retirement. Entitlement to a higher retired grade may be determined by the Army Grade Determination Review Board per AR 15-80.

8-16.4. Orders

a. State AGs (MPMO or HRO) will issue retirement orders upon approval of applications.

b. Orders may be revoked only for critical operational requirements or extreme hardship that occurs after the orders are published. Approval to revoke these orders is the State AG (DARNG for Title 10 AGR tour personnel).

c. Orders will not be revoked for individuals transferring or retiring for mandatory, nonwaivable reasons such as maximum age or years of service.

Section III

Report of Discharge and Record of Service (NGB Form 22 and 22A)

8-17. Preparation and distribution of NGB Form 22 (Report of Discharge and Record of Service)

a. Prepare NGB Form 22 for every soldier being discharged from the ARNGUS or released from the custody and control of the military, unless the soldier is being discharged for the purpose of immediate reenlistment, is in the process of an interstate transfer, or the soldier dies.

b. For AGR Title 32 soldiers being discharged from the ARNGUS when they are released from AGR service, prepare DD Form 214 (Certificate of Release or Discharge from Active Duty) in addition to NGB Form 22.

c. Prepare NGB Form 22 by typewriter or other machine per table 8-2. Multi-part blank forms and computer-generated forms that reproduce the form exactly are authorized. Use only standard 12 or 10 pitch 10 or 12 point courier, pica, elite or comparable non-variable font.

d. Distribution:

(1) Give the original to the soldier or mail it to the soldier by certified mail.

(2) Include Copy 1 if the soldier completed the "Request" block in item 27 of Copy 2 prior to discharge action. If the soldier indicated "Decline copies of my NGB Form 22" or is not available to sign item 27, file Copy 1 in the official MPRJ maintained by the State and later given to the individual if requested.

(3) File Copy 2 in the permanent section of the MPRJ. This satisfies the requirement to send NGB Form 22 to ARPERCEN for soldiers transferred to a control group of the Ready or Standby Reserve, or the Retired Reserve.

(4) Retain Copy 3 in state historical files.

(5) Send a photostatic copy to CG, ARPERCEN (DARP-PAR-P) if the soldier was concurrently discharged and had prior service in the Active Army or the USAR. Do not send NGB 22 to ARPERCEN for soldiers who only had ARNGUS service.

e. Unit commanders will counsel soldiers being discharged about the significance of NGB Form 22 and procedures necessary to obtain a copy.

8-18. Amendments and corrections to NGB Form 22

When determined from official records that NGB Form 22 contains an error or omission of pertinent facts, discharge authorities may issue NGB Form 22A (Correction of NGB Form 22, Report of Discharge and Record of Service). Give or mail a copy of NGB Form 22A to the individual concerned. Instructions for preparation, distribution, and authentication of NGB Form 22A are on the reverse side of the form.

Section IV

Security of Forms, Lost or Destroyed Records, and Notification of Discharge

8-19. Security of forms

a. Appoint in writing an officer, senior NCO (SFC or above), or DA civilian (GS-7 or above) to stock, control, and issue NGB Forms 22 and 22A, DD Forms 214 and 214A, and 91 discharge certificates. Ensure that:

(1) All forms are secured.

(2) All forms to be destroyed, including blank, partially filled in, reproduced and obsolete forms are shredded or burned.

b. Mark permanently with ink, typing or a stamp, forms used in training, with the words "FOR INSTRUCTIONAL PURPOSES ONLY". Do not use real names or SSNs on forms used in training (use SSNs such as 999-99-1234 to preclude the chance of using a valid number).

8-20. Lost or destroyed discharge records

When a discharge certificate, NGB Form 22, or NGB Form 22A is issued and subsequently lost or destroyed, the State AG concerned will, upon request of the individual, issue a signed official statement showing the date and place of enlistment, reenlistment, or extension, the date and reason for discharge, and the character of service as originally shown on the discharge certificate. The State AG (MPMO) may issue a true, certified copy of NGB Form 22 and 22A filed in official records to the individual in lieu of an official statement. Identify the individual to ensure information is only given to persons authorized to receive it.

8-21. Notification of discharge

Notification of discharge may be either:

a. Actual, by giving to the soldier the discharge certificate, order, and original (and Copy 1 if requested) of NGB Form 22.

b. Constructive, when actual delivery of the discharge certificate and related documents cannot be accomplished due to the absence of the soldier. Receipt by the soldier's organization of the order directing the discharge is sufficient notice. Note in NGB Form 22, item 18, Remarks, the reason for the constructive notification. Mail the discharge order, certificate, and original of NGB Form 22 to the soldier's last official address designated per AR 135-91. If returned undelivered or refused, forward the envelope and documents to the State AG (MPMO) for inclusion in the soldier's MPRJ.

Section V

Appeals and Application for Review

8-22. Appeals to a denied request for discharge

a. A soldier who has been denied a request for discharge may appeal within 30 days after receipt of the denial. The soldier's unit commander may grant exceptions to the time period.

b. Submit appeals through command channels to the State AG (MPMO) explaining facts pertinent to the case that the soldier feels were not fully considered.

c. The State AG may act on appeals where the decision is favorable to the soldier. When the State AG recommends denial, forward the appeal request, pertinent records, and the State AG's recommendation to CNGB (NGB-ARP-PE) for final determination.

d. Soldiers will participate in unit training and activities while awaiting action on their appeals.

8-23. Appeal of discharge

Soldiers administratively discharged from the ARNGUS and, if applicable, the Reserve of the Army, or discharged by sentence of a special court-martial, may petition for a change to discharge. The appeal petition may address that portion of the discharge concerning the State ARNG discharge. State AGs may grant or deny the appeal. This authority will not be delegated. Changes to the Reserve of the Army portion of a discharge must be submitted to the Army Discharge Review Board. Soldiers may request a change to the reason for their discharges, to upgrade the characterization of service received, or both. See AR 15-185.

8-24. Army Board for Correction of Military Records (ABCMR)

Soldiers discharged from the Reserve of the Army, who have been discharged administratively in accordance with Army regulations (this term includes National Guard Regulations (AR)), or by sentence of courts-martial, may appeal to the ABCMR per AR 15-185 after all other means have been exhausted. This board evaluates the reason for discharge, the procedures followed in accomplishing discharge, and the characterization of service. Explain the purpose and authority of the ABCMR during discharge processing, except when the discharge is for immediate reenlistment. Send appeals to Department of the Army Military Review Boards Agency, Army Board for Correction of Military Records, 1941 Jefferson Davis Highway, CCM4, Room 200, Arlington, Virginia 22202-4508.

Section VI

Codes, Reasons and Procedures for Discharge

8-25. Reenlistment Codes

Reenlistment codes are determined at discharge. They provide information concerning the soldier's service in the ARNGUS which will be considered upon future reenlistment. If a soldier will receive a discharge under other than honorable conditions, and the reason for discharge is nonwaivable for enlistment, then the reenlistment code will be RE 4. If the reason for discharge is waivable, the reenlistment code will be RE 3. If the soldier receives a bad conduct or dishonorable discharge, the reenlistment code is RE 4. See Table 8-1 for definitions of the reenlistment codes.

Table 8-1
Definition of Reenlistment Codes

RE CODE Assign when a soldier is:

- 1** Eligible for reentry.
- 2** Discharged before completing a contracted period of service, reenlistment is not contemplated, or requesting discharge for reason of pregnancy.
- 3** Eligible only with a waiver.
- 4** Not eligible for reentry.
- 4A** Fully qualified for enlistment if citizenship requirements of table 2-4 of this regulation can be met. Citizenship requirements are nonwaivable, and exceptions to policy will not be considered.

8-26. Discharge from State ARNG and/or Reserve of the Army

Following are reasons, applicability, codes and board requirements for administrative discharges from the Reserve of the Army, the State ARNG only, or both. These reasons for discharge may be used for discharge from the State ARNG only. See AR 135-178, paragraph 1-22, to determine whether to assign a soldier to the IRR. Do not transfer soldiers who have not completed IADT and are therefore not mobilization assets. Required administrative discharge boards are indicated. All soldiers will be notified of a commander's recommendation for their involuntary discharge. If the characterization is any except honorable conditions the soldier will be informed of the specific factors in the service record that warrant such characterization.

- a.* Refer to AR 135-178, chapter 3, for the following reasons for discharge:
 - (1) Reduction in authorized strength: RE 1.
 - (2) Discharge for enlistment, reenlistment, or immediate reenlistment, in any component of the Armed Forces: RE 1.
 - (3) Appointment as a commissioned or warrant officer: RE 2.
- b.* Refer to AR 135-178, chapter 4, for the following reasons for discharge:
 - (1) Enrollment or disenrollment in the advance course ROTC or receipt of scholarship assistance (which is not an RFD or 2 year Junior Military College Scholarship): RE 2.
 - (2) Failure of potential SMP member to be accepted in the ROTC advance course RE 2.
 - (3) Failure to meet medical procurement standards of AR 40-501, chapter 2 prior to entry on IADT including positive urinalysis and HIV in entrance physicals: RE 3; or RE 4 for HIV.
 - (4) Other designated physical or mental conditions (CNGB (NGB-ARP-PE approval). An administrative board is required if the soldier is eligible and requests it: RE 3.
 - (5) Pregnancy: RE 2.

(6) Failure to perform duties satisfactorily due to parenthood. Counseling, rehabilitation, and an administrative discharge board is required if the soldier is eligible and requests it: RE 3.

(7) Dependency or hardship affecting the soldier's immediate family: RE 3.

(8) Participation in efforts critical to the national or community health, safety, or interest: RE 3.

(9) Sole surviving son or daughter: RE 3.

(10) Failure to meet Army body composition standards in AR 600-9. A reasonable opportunity to comply with weight reduction goals must be provided per AR 600-9. An administrative discharge board is required if the soldier is eligible, unless waived. Initiation of separation proceedings is required for soldiers who do not make satisfactory progress as defined in AR 600-9, and those who reenter a weight control program within 12 months: RE 3.

c. Refer to AR 135-178, chapter 5, for discharge for entry level status and conduct. Use this paragraph for conscientious objectors who declare their status after enlistment, but before entry on IADT. Counseling and rehabilitation are required. Do not use this reason for PS. RE 3.

d. Refer to AR 135-178, chapter 6, for discharge for Unsatisfactory Performance. This does not apply to entry level status personnel. Counseling and rehabilitation are required. Administrative discharge board is required if the soldier is eligible and requests it. Initiation of separation proceedings is required for soldiers without medical limitations who have two consecutive failures of the APFT, or who are eliminated for cause from Noncommissioned Officer Education System courses, unless the responsible commander has imposed a bar to reenlistment per paragraph 722c(16) or 7-22c(18) of this regulation: RE 3.

e. Refer to AR 135-178, chapter 7, for the following reasons for discharge:

(1) Conviction by Civil Court. Administrative discharge board is required if the soldier is eligible, unless waived: RE 3.

(2) Acts or Patterns of Misconduct. Administrative discharge board is required, unless the soldier waives it, when either the soldier has 6 or more years of total military service, or the separation authority considers discharge under other than honorable conditions appropriate. See paragraph 8-28 of this regulation. This reason includes Misconduct-Abuse of Illegal Drugs. All soldiers identified as abusers of illegal drugs will be referred for treatment or counseling as appropriate regardless of the commander's intent to take administrative, nonjudicial or judicial actions. Commanders must begin separation action or recommend retention of soldiers identified in (a) and (c) below who are not being referred to a court-martial authorized to impose a punitive discharge or processed under f below. Forward recommendations for retention and separation through command channels to the separation authority. See AR 135-178, chapter 2. Soldiers whose discharge authority decides to retain them will, as a condition of retention, enroll in a rehabilitation program as soon as possible, but within 90 days of notification. Enrollment and participation will be at no expense to the government. Commanders will immediately begin discharge actions for soldiers who refuse or fail to enroll in a rehabilitation program as a result of committing a drug offense.

(a) First-time drug offenders in the grade of SGT and above, and all soldiers with 3 or more years of total military service, regardless of component, must be processed for discharge. RE 3.

(b) First-time drug offenders in grades PV1 through SPC and CPL with less than 3 years of total military service may be processed for discharge. RE-3

(c) Second-time drug offenders in any enlisted grade will be processed for discharge per AR 135-178, chapter 13, and f below. RE 3. Note: When considering the use of test results in an administrative proceeding, the unit shall advise the laboratory within 60 days. In such cases, the specimen shall be retained for 120 days following the issuance of the report. If administrative proceedings are not completed within 120 days, the submitting command shall request an extension.

f. Refer to AR 135-178, chapter 8, and NGR 600-85 for discharge for alcohol or other drug abuse rehabilitation failure. Soldiers will provide to their commanders, quarterly, documentation of satisfactory participation in a rehabilitation program. This requirement will continue until a closing document of successful completion is provided. Commanders will initiate separation proceedings for soldiers designated as alcohol or drug abuse rehabilitation failures, for those who fail to participate or complete rehabilitation satisfactorily, and those who fail to provide commanders with required documentation of participation and completion. Administrative discharge board is required if the soldier is eligible and requests it: RE 3.

g. Refer to AR 135-178, chapter 9, for the following reasons for discharge:

(1) Minority: RE 1.

(2) Erroneous Enlistment or Extension: RE 3.

(3) Defective enlistment agreement. Includes soldiers unable to attend IADT within the allowed maximum time: RE I or RE 3 as appropriate.

(4) Fraudulent Entry. Administrative discharge board is required if the soldier is eligible and does not waive it, or if being processed for separation with an other than honorable characterization of service. Waiver must be sent to the waiver approval authority prior to the determination to retain: RE 3 or RE 4, dependent on the waivability of disqualification.

h. Refer to AR 135-178, chapter 10, for discharge for homosexual conduct. A discharge board is required unless the soldier waives it: RE 4.

i. Refer to AR 135-178, chapter I 1, for discharge for ETS: RE 1; or, if an approved bar to reenlistment or extension is in effect, or the soldier is ineligible for extension due to overweight, APFT failure, or a positive urinalysis, but is not barred at time of ETS: RE 3.

j. Refer to AR 135-178, chapter 12, for the following reasons for discharge:

(1) Medically unfit for retention per AR 40501, chapter 3. Commanders who suspect that a soldier may not be medically qualified for retention, will direct the soldier to report for a complete medical examination per AR 40-501 and NGR 40-501. If the soldier refuses to report as directed, see paragraph 8-27i of this regulation. Commanders who do not recommend retention will request the soldier's discharge. When medical condition was incurred in line of duty, the procedures of NGR 40-3 will apply. Discharge will not be ordered while the case is pending final disposition. RE 3.

(2) For cases of positive urinalysis during entrance physical of PS enlistees or transferees from other components, issue uncharacterized discharge: RE 3.

(3) Non-citizen ARNGUS members who:

(a) Visit a foreign country of their nationality for 6 months or more, or establish permanent residence in a foreign country: RE 1.

(b) Fail or refuse to give a permanent address in the United States: RE 3.

(4) Are ministers of religion or divinity students: RE 1.

(5) Attain of maximum allowable age: RE 4.

(6) Receive an exemption from involuntary orders to active duty: RE 3.

(7) Feel to meet enlistment or retention standards for security reasons in AR 604-10. An administrative discharge board is required if the soldier is eligible and requests it: RE 4.

(8) For the convenience of the Government as prescribed by the Secretary of the Army. See AR 135-178, paragraph 4-4: RE 3.

(9) As a result of State Military code or similar laws and proceedings: RE 3 or RE 4.

8-27.State ARNG discharge

This paragraph lists reasons for discharge from the state ARNG not listed in paragraph 8-26 above or AR 135-178. Soldiers will be notified of recommendations for involuntary discharges and afforded a reasonable opportunity to provide a written response for consideration by the separation authority. Characterization of service will be per applicable State codes.

a. Not selected for retention by a qualitative retention board AR 135-205, chapter 4. Soldiers may elect to be reassigned to the USAR Control Group (Reinforcement), the Retired Reserve, or to be concurrently discharged per paragraph 8-26j(8). See also section II.I of this chapter: RE 3.

b. Unit reorganization, inactivation, or relocation of a unit where there is not another unit within the State to which the soldier may be assigned. See AR 135-91, chapter 5: RE 1.

c. Denial of clearance for enlistment of non-unit members of the USAR assigned to the Ready, the Standby Reserve, or the Retired Reserve. See chapter 2 of this regulation: RE 3.

d. Request for discharge in lieu of a court-martial authorized to adjudge a punitive discharge. Request for discharge may be submitted after courts-martial charges, (the punishment for which under UCMJ and the MCM 1984, or the State Code, includes a bad conduct or dishonorable discharge) are preferred against the soldier, or after referral until final action by the convening authority. A soldier who is under a suspended sentence of a punitive discharge may likewise submit a request for discharge for the good of the service. The request for discharge does not prevent or suspend disciplinary proceedings. This decision will be made by the court-martial convening authority. The soldier will be provided the opportunity, in writing, to consult with counsel. The soldier may waive right to counsel in writing. If counsel is not waived, the counsel will provide the soldier with an assessment of the case, possible punishments, an explanation that this request for discharge be voluntary, and the consequences this type of discharge may have on the soldier's benefits and subsequent civilian life. In the request for discharge, the soldier will admit guilt to the charges, or of lesser included offenses which also authorizes the imposition of a punitive discharge. The soldier will indicate that he or she was counseled or waived this right. Use of this

discharge authority is encouraged when the commander determines that the offense is sufficiently serious to warrant discharge and the soldier has no rehabilitation potential. Each commander in the chain of command will write a recommendation. The convening authority may approve the request for discharge and direct the characterization of service that is appropriate or disapprove the request for discharge. Characterization of service under other than honorable conditions may be appropriate: RE 3.

e. Moving to an area where an ARNGUS unit is not within reasonable commuting distance. See AR 135-91, chapter 5: RE 1.

f. Unsatisfactory participant per AR 135-91, chapter 4, section IV (for discharge from ARNG only). Commanders may recommend retention of soldiers who have accrued 9 or more unexcused absences within a one year period. Submit requests with justification for retention to the State AG (MPMO). Include verification that the notification requirements of AR 135-91 have been met. Retention approval authority can be delegated to the LTC command level: RE 3.

g. Temporary overseas residence, employment, or missionary obligation. See AR 135-91, chapter 5: RE 1.

h. Request of the soldier not to be discharged from the Reserve of the Army status in order to become a member of the Army Reserve: RE 1 or RE 3, as applicable.

i. Failure to obtain required physical per AR 40-501 and NGR 40-501. Soldier will be notified in writing of the requirement to obtain a physical, and given 90 days after the letter is mailed to comply with this requirement. Commander can authorize an extension of up to 60 days for extenuating circumstances: RE 3.

j. Failure to obtain assignment to a unit vacancy. See chapter 5 of this regulation: RE 1.

k. For other reasons as stipulated by State law: RE 1 or RE 3.

l. Placement on the permanent disability retired list. See AR 635-40. RE 3.

m. Placement on temporary disability retired list. See AR 635-40: RE 3.

n. Expiration of period in excess status. See chapter 5 of this regulation: RE 1.

o. Determination by the State AG (MPMO) or CNGB (NGB-ARP-PE) that separation is in the best interest of the State or as prescribed in NGB directives. Telephonic concurrence of CNGB (NGB-ARP-PE) is required for actions initiated by State AG that have not been prescribed by NGB: RE 1 or RE 3.

p. Conscientious objection. See AR 600-43: RE 3.

q. Graduate student in the health professions. See AR 135-9 1, chapter 5: RE 3.

r. Incompatible occupation (employment conflict). The soldier must submit documentation to support undue and genuine hardship or conflict caused by membership in the ARNGUS and civilian occupation. See AR 135-91, chapter 4 RE 3.

s. Expiration of active status commitment in the Selected Reserve, such as at the end of 6 years of a 6x2 enlistment option. See chapter 2, of this regulation for the enlistment options: RE 1; if a bar to reenlistment or extension is in effect, RE 3.

t. Failure to report for active duty when ordered. See AR 630-10. RE 3.

u. Discharge and transfer to the Retired Reserve for soldiers are not yet age 60. See section II.I of this chapter and AR 140-10 for policy and procedures. RE 3, if under age 60; RE 4 if 60 or older.

v. Failure to report to for annual Inactive National Guard muster per NGR 614-1. RE 1 or RE 3 as appropriate.

w. Failure to report to the gaining state upon interstate transfer. See chapter 5 this regulation. RE 1 or RE 3 as appropriate.

x. Failure to report after enlistment through the Reserve Components Transition Program. See chapter 2 of this regulation. RE I or RE 3 as appropriate.

y. As a result of discharge from the Reserve of the Army. RE 1 or RE 3 as appropriate.

z. Less than honorable discharge from the Regular Army. (Discharged from Reserve of the Army and returned to state control.) RE 4.

aa. Acts or patterns of misconduct and soldier is eligible for assignment to Retired Reserve. RE 3.

8-28. Drug Abuse Processing Procedures.

Drug abuse is incompatible with military service and soldiers who abuse drugs one or more times are subject to discharge per paragraph 8-26e(2).

a. Action Required. Commanders must act promptly when they have information such as a positive urinalysis result, that a soldier has abused illegal drugs. With one exception, all soldiers identified as having abused illegal drugs must be processed for separation by their commander. The one exception applies to soldiers in the grades of PV1-SPC/CPL with less than 3 years of total military service who have been identified as first-time drug

abusers. These soldiers may be processed for discharge but are not required to be discharged. In these cases, the commander should make the decision on whether to process the soldier for discharge based on the specific circumstances of the offense, the soldier's records, and the issues in b below.

b. Issues to be considered by commanders, discharge authorities, and administrative discharge boards.

(1) A commander or discharge authority who is determining whether or not to retain a soldier who is not entitled to a separation board should consider the issues below in making their determination.

(2) A board making a recommendation to retain a soldier found to have abused drugs will specifically address each issue below in their findings:

(a) Drug abuse is a departure from the soldier's usual and customary behavior; and --

(b) Drug abuse occurred as a result of drug experimentation (a drug experimenter is defined as one who has illegally or improperly used a drug for reasons of curiosity, peer pressure, or other similar reasons); and --

(c) Drug abuse does not involve recurring incidents, other than drug experimentation as defined in (b) above; and --

(d) The soldier does not desire to engage in drug abuse in the future.

(e) Drug abuse under all circumstances is unlikely to recur.

(f) Under the particular circumstances of the case, the soldier's continued presence in the ARNGUS is consistent with the interests of the ARNGUS in maintaining proper discipline, good order, leadership, and morale. However, noncommissioned officers have special responsibilities by virtue of their status. They fulfill an integral role in maintaining discipline and, therefore, must exhibit high standards of personal integrity, loyalty, dedication, devotion to duty and leadership.

(g) Drug abuse did not involve drug distribution. For the purpose of this paragraph, drug distribution means the delivery to the possession of another. Distribution does not occur with the transfer of one or more drugs from one person to another while such persons are engaging in the mutual use of drugs, except that individuals who obtain or arrange for obtaining one or more drugs, used by others are involved in distribution. Delivery means the actual, constructive, or attempted transfer of one or more drugs, whether or not there exists an agency relationship."

Section VIII

Involuntary Separation of Army National Guard Enlisted Soldiers with Eighteen or More but Less Than Twenty Years of Qualifying Service for Retirement

8-29. Authority

CNGB is the separation authority for subject soldiers with 18 or more but less than 20 qualifying years of service for retirement per paragraph 8-2c). This affects two categories of soldiers described in section II.I of this chapter. This section lists the requirements to process involuntary discharge requests.

8-30. Requirements

Requests should be personally reviewed and requested by State AGs and contain the following:

a. Memorandum from state AG requesting that CNGB authorize the state to discharge the soldier. Include in the memorandum the soldier's name and status (traditional, AGR Title 10 or 32, or Military Technician), and cite the type discharge (honorable, general, other than honorable) and characterization of service requested.

b. State Staff Judge Advocate's (SJA) review of board proceedings.

c. A copy of the summary of board proceedings certified by the board president (defined by NGB-JA as a synopsis of the testimony of each witness) per paragraph 8-4b of this regulation. A Report of Proceedings-DA Form 1574, fulfills the requirement for verbatim findings and recommendations. Findings and recommendations must conform to AR 135-178, paragraph 2-17a. For example, Separation, Retention, or Separation with suspension of separation. If they do not conform to the regulation the State AG will direct the board to reconvene per AR 135-178, paragraph 2-19.

d. Receipt from respondent or the respondent's counsel for a summary of board findings and recommendations per AR 135-178, paragraph 2-21c.

e. A certified copy of the soldier's DA Form 2-1 and a current copy of the automated SIDPERS PQR (GPFR or GPFM-1790).

f. A current Retirement Point Accounting System (RPAS) statement on the soldier the shows the soldier has at least 18 but less than 20 years).

g. Records of counseling and any other rehabilitation attempts.

8-31. Separation Boards

a. Separation boards are required for all soldiers with 18 or more years of service. The board cannot be waived by the soldier per AR 135-178, paragraph 2-11c. The soldier may waive in writing the right to appear before the board. However, the board must be held and the soldier's interests represented by counsel.

b. Separation board hearing actions for ARNG soldiers with at least 18 but less than 20 qualifying years of service for retirement may make the following recommendations.

- (1)* Separate from ARNGUS and as a Reserve of the Army.
- (2)* Separate, but recommend that the convening authority suspend separation up to 12 months.
- (3)* Separate from the ARNGUS with transfer to a USAR Control Group.
- (4)* Retain.

8-32. Exception to board policy

The only exception to the requirement for a board is transfer to IRR for unsatisfactory participation AR 135-91, paragraph 4-12d.

8-33. Involuntary separation

Denial of extension or immediate reenlistment at ETS is defined as an involuntary separation. Soldier's with between 18 and 20 years of service cannot be involuntarily discharged without CNGB approval per AR 135-178, paragraph 1-25f, and board action. Should a soldier not be eligible for extension or immediate reenlistment without a waiver, the authority for waiver denial is CNGB (NGB-ARP-PE). In cases where CNGB disapproved the waiver, soldiers may submit a request for reconsideration through the chain of command to CNGB (NGB-ARP-PE), provided new information is provided which was not included in the waiver request which was denied. Upon denial of a waiver and appeal, State AGs must request authority from CNGB (NGB-ARP-PE) in order to discharge soldier.

Table 8-2

Preparation of NGB Form 22, Report of Discharge and Record of Service

Item	Title/Description
-------------	--------------------------

Instructions	
---------------------	--

None - Heading	
----------------	--

- | | |
|---|--|
| <ol style="list-style-type: none"><i>1.</i> Insert Army and the name of the state.<i>2.</i> Insert Army when the soldier is also discharged from the Reserve of the Army. When discharged from the state ARNG only, line this space out. | |
|---|--|

<i>1 - Name</i>	
-----------------	--

Self-explanatory; from DA Form 2-1, item 1.	
---	--

<i>2 - Department, Component and Branch</i>	
---	--

Enter ARNGUS and the name of the state. Example: ARNGUS/Nevada.	
---	--

<i>3. - SSN</i>	
-----------------	--

Self explanatory.	
-------------------	--

<i>4. - Date of Enlistment</i>	
--------------------------------	--

Self explanatory; from latest DD Form 4.	
--	--

<i>5a. - Rank</i>	
-------------------	--

Enter 3-letter grade of rank, such as CSM, from DA Form 2-1, item 18.	
---	--

<i>5b. - Grade of Rank</i>	
----------------------------	--

Enter pay grade for the grade of rank in block 5a, such as E-9.	
---	--

<i>6. - Date of Rank</i>	
--------------------------	--

Self explanatory; from DA Form 2-1, item 18.	
--	--

7. - Date of Birth

Self explanatory.

8a - Station or Installation at which effected

Enter current unit of assignment, city, state, and ZIP+4 code.

8b. - Effective Date

Enter ETS or effective date of discharge order.

9. - Command to which transferred

Enter ARNG unit, USAR unit, USAR Control Group from AR 140-10, or the Retired Reserve. Enter die complete address. If discharged concurrently from the state ARNG and as a Reserve of the Army. enter NA. Example:

USAR Control Group (Annual Training)

ARPERCEN

5200 Page Avenue

St Louis, MO 63132-5200

10a. - Net Service this Period

Enter total service creditable for pay by computing from date of enlistment in item 4 to date of discharge in item 8b. Include all active Federal service, Reserve component service, Inactive National Guard service, and Active Guard Reserve service only for the period covered by this form.

10b. - Prior Reserve Component Service

Enter total of all prior Reserve component service from DD Form 4, item 7b.

10c. - Prior Active Federal Service

Enter total all prior active Federal service. This includes all active Federal service and full-time National Guard duty for which a DD Form 214 or DD Form 220 was issued.

10d. - Total Service for Pay

Enter total service by adding 10a, b, and c.

11. - Terminal Date of Reserve/ Military Service Obligation

Enter the terminal date of the original 6 year or 8 year military service obligation (MSO) regardless of whether it is past, present or future, or enter the current ETS, whichever date is later.

12. - Military Education

Enter all military courses recorded in DA Form 2-1, item 17.

13. - Primary Specialty Number and Date Awarded

Enter primary, secondary, and additional MOSs, MOS title from AR 611-201, and date awarded; from DA Form 2-1, item 6.

14. - Highest Education Level

Enter highest level of civilian education attained; from DA Form 2-1, item 17.

15. - Decorations, Medals, Commendations, Citations, Service and Training Medals and Ribbons, Badges, and Tabs

Enter from DA Form 2-1, Federal awards from item 9, and State awards from item 27. Delete from the preprinted form the words "this period". Include in this block all awards from the soldier's entire service. Spell out awards to the maximum practical extent. If there are too many awards, decorations, badges and tabs to fit in the space, use authorized abbreviations from AR 310-50, such as MSM-1, ARCOM-2, EXP Badge w/Rifle Bar, DA Certificate of Achievement, ARNG Recruiter Badge, etc., and continue on the remarks block.

17a. - Type (Personnel Security Investigation)

Enter the type of investigation conducted such as ENTNAC, NAC, BI, etc., from DA Form 873.

17b. - Date Completed

Enter the date the investigation was completed from DA Form 873.

18. - Remarks

- a. Use this block to continue any other item on the form.
- b. Enter all periods of active Federal service during the current period of service to include ADT, IADT and AGR for which a DD Form 214 or DD Form 220 was issued.
- c. Enter ING periods during this period of service only.
- d. Enter the remaining statutory or contractual obligation for which the soldier is being transferred to the USAR. Example: Individual assigned to USAR Control Group (Annual Training) to complete 1 year 4 months 21 days statutory obligation. See also paragraph 8-3d of this regulation.
- e. When an individual is absent for any reason at time of discharge, enter the statement "Individual was discharged without personal notice" and the reason per paragraph 8-21b of this regulation.
- f. Show how the NGB Form 22 and the discharge certificate, if applicable, were delivered. Example, NGB Form 22 and NGB Form 55a were mailed by certified mail to the individual's last known address shown in item 19.
- g. Enter a list of continuous enlistment periods for which an NGB Form 22 was not issued per paragraph 8-21b of this regulation. Example: 860928-910602; 910603-970602.
- h. Enter the following SRIP information for each type of incentive in which the soldier participated during this total period of service including immediate reenlistments per item 18g immediately above:
 - (1) Type of SRIP in which the soldier participated.
 - (2) Effective date soldier entered SRIP.
 - (3) Effective date soldier was terminated from SRIP.
 - (4) Reason for termination.
 - (5) Whether termination was without or without recoupment.
- i. If need to continue item 18, use a blank sheet of paper that includes the following heading information: NGB Form 22, Report of Separation and Record of Service, the soldier's name from block 1, SSN from block 2, and state that "This is a continuation of Block 18." At the end of the continued entries, include the information and entries from blocks 19 through 22 exactly as entered on the basic form.
- j. Enter Bar to Reenlistment per paragraph 7-22 if an approved bar is in effect on the date of discharge.
- k. Discharged with less than three months to serve on statutory or contractual obligation. See paragraph 8-3e of this regulation.
- l. Not used.
- m. Verify prior service before entering it on this form. If it has not been verified, enter "Prior service may be credited on NGB Form 22A upon verification."

19. - Mailing Address

Enter the soldier's mailing address as of the date of discharge.

20. - Signature of Person being Discharged

Soldier will sign payroll signature for the name that appears in item 1. When the individual cannot or will not sign, enter either "Soldier not available to sign" or "Soldier refused to sign."

21. - Typed Name, Grade and Title of Authorizing Officer

Self-explanatory. A commissioned officer or warrant officer is authorized to sign.

22. - Signature of Officer Authorized to Sign

Self-explanatory

23. Authority and Reason

Enter the authority cited on the discharge order and/or the reason from NGR 600-200.

24. - Character of Service

As cited on the discharge order, including "Uncharacterized" if that is stated.

25. - Type of Certificate Used

As cited on the discharge order, if any.

26. - Reenlistment Eligibility

Enter the reenlistment code cited for the reason from NGR 600-200, paragraph 8-26 or 8-27.

27. - Request, Decline Copies of my NGB Form 22, and Initials

Soldier will check one block and initial. Leave blank if the soldier is not available.

1 March 1997
NGR (AR) 600-200

Chapter 9

ARNG Command Sergeant Major Program

Section I

General

9-1. Objective

The ARNG Command Sergeant Major (CSM) Program is designed to ensure that high caliber and effective senior noncommissioned officers occupy CSM positions. To assure selection, State AGs will personally recommend only fully qualified NCOs with the highest character and standards of professional competence, leadership and dedication.

9-2. Special terms

The special terms used in this program are:

- a.* Fully qualified. Soldiers professionally capable of performing all CSM duties in a worldwide field environment.
- b.* Best qualified. Soldiers selected over their peers by a State SGM selection board as best able to perform the duties of CSM.
- c.* Whole person concept. Established idea of judgment on the basis of an entire record of qualities, qualifications, accomplishments and failures, rather than on one single item, as overriding in determining selection or rejection.
- d.* Zone of consideration. Soldiers with grade of SGM, and 1SG and MSG selected as best qualified by a promotion board for SGM, as of the last day of the month in which the board convenes.
- e.* Position vacancy. A CSM position on MTOE/TDA that is vacant or projected to be vacant within the next 12 months.

9-3. Prerequisites

Nominees will be:

- a.* SGM, or 1SG or MSG who have been selected as best qualified by a SGM promotion board under chapter 6 or 11 as selected as best qualified for appointment to CSM by a state-level CSM Selection Board.
- b.* If 1SG or MSG, and not a graduate of the U.S. Army Sergeants Major Course, eligible to attend and complete the course. Individuals who have attended, but not completed for any reason other than hardship are not eligible to attend the course. Therefore, they are not eligible for consideration for SGM or CSM. This criterion is not waivable and exceptions to policy will not be considered. See also paragraph 11-27g.
- c.* In a paid drill or AGR status.
- d.* Eligible for immediate reenlistment or extension without regard to time remaining to ETS.
- e.* Not yet 51 years old as of the last day of the month of the DA(NGB) board (31 March or 30 September).

However, State AGs may nominate individuals over this objective age without waiver or exception when the soldier is clearly the best qualified of all eligible candidates. Explain the circumstances, special qualities, qualifications and other relevant information in the memorandum as shown in figure 9-1, paragraph 4, (sample memorandum).

- f.* Identified for assignment to a CSM position vacancy.
- g.* Professional leaders with the qualities to perform CSM duties in AR 611-201, chapter 1.
- h.* Medically qualified to perform CSM duties on a worldwide basis in a field environment (AR 40-501, chapter 7). Theater and country restrictions caused by former service in the Peace Corps or as a prisoner of war are not disqualifying.
- i.* In a promotable status.
- j.* Three or more years from mandatory retirement as of the proposed date of appointment to CSM.

Section II

Nomination

9-4. General

a. Soldiers identified for assignment to actual or projected vacant CSM positions will be nominated to the next CSM board. Those identified for assignment to projected vacant positions may be nominated up to 12 months before the positions will be vacant.

b. Neither a soldier's marital status, nor the employment, educational pursuits, nor the volunteer service activities of the nominee's spouse may be considered in determining whether or when to nominate a soldier for CSM.

c. Soldiers who are detailed or attached to CSM positions per paragraph 5-30b who are removed for cause or pending adverse action, will not be nominated. However, those not nominated or selected due to position elimination or declination due to Military Technician or AGR position requirements may be nominated.

9-5. Nominations

a. State AGs will:

(1) Complete the nomination memorandum following the sample in figure 9-1.

(2) Assemble the nomination packet using the guidance in paragraph 9-6.

b. Comments by the State AG (see figure 9-1) are mandatory. Comments by the State CSM are highly encouraged. Comments by the soldier's commanders in grade LTC and higher and CSMs at those levels, are optional.

c. Submit nominations to the President, ARNG CSM Board, ATTN: NGB-ARP-PE, 111 South George Mason Drive, Arlington, VA 22204-1382 to arrive at NGB by the first day of February for the March board and the first day of August for the September board.

9-6. Packet procedures

Assemble packets according to correspondence procedures in AR 25-50 in the sequence of the checklist at figure 9-2. Submit all documents on white 8 1/2 x 11-inch paper. Do not include tabs, dividers, books, booklets, or document protectors. Packets will neither be acknowledged nor returned. Include the following items in the order listed:

a. Send originals of.

(1) Nominating memorandum that follows the sample in figure 9-1 of this regulation. State AGs may include comments or separate memorandum from each commander, LTC and higher in the NCO's chain of command, and CSM in the NCO's support channel. Include any required leadership or compatibility waivers for soldiers who are AGR or Military Technician.

(2) Checklist (figure 9-2).

(3) Biographical sketch (figure 9-3). Do not use abbreviations other than U.S., two-letter state abbreviations, NCO, MOS, SQI, ASI, LIC, and address abbreviations.

(4) Official photograph per AR 640-30.

(5) For 1SG and MSG who are not graduates of the U.S. Army Sergeants Major Course, DA Form 4187 (copy 1 only) and signed Statements of Agreement and Coordination per paragraph 11-27c(2) and figure 11-6 of this regulation.

(6) In accordance with paragraph 9-10 below, a nominee's memorandum to the board president may be permitted.

b. Send photostatic copies of:

(1) DA Form 2-1 (Personnel Qualification Record) (AR 600-8-10-4), (one-sided copy).

(2) GPFR-1790, (Personnel Qualification Record), or equivalent SIDPERS report, current within one month of the nomination (one-sided copy).

(3) DA Form 2166-7 (NCO Evaluation Reports) for the last five years (photocopy each report head-to-foot).

A "complete-the-record" NCOER is encouraged when authorized by AR 623-205, paragraph 2-9.

(4) DA Form 1059 (Academic Evaluation Report) for all NCOES courses.

(5) A statement concerning the soldier's status in the U.S. Army Sergeants Major Course, if a 1SG or MSG.

(6) DA Form 705 (Army Physical Fitness Test Record) with at least the last three years of record APFTs.

When the soldier has not taken an APFT in the last three years, include a statement by the soldier's commander to explain the lack of record testing.

(7) DA Form 7349-R (Initial Medical Review Annual Medical Clearance) completed per AR 40-501, paragraph 8-19c(5) and NGR 40-501. If warranted, also include DA Form 3349 (Physical Profile) if the soldier

has a limiting physical condition. If a profile is included, also ensure there is a corresponding entry in DA Form 2-1, item 4, per AR 600-8-104.

(8) Certificates for decorations, and memoranda for commendation and appreciation within the last five years. Do not submit award orders unless they are the only available documents with the award narratives for decorations (achievement medals and higher), and do not submit documents on service or training medals or ribbons, badges or tabs.

Section III

Selection Board

9-7. Appointment

The DARNG appoints the ARNG CSM Board by memorandum to meet semiannually in March and September at Headquarters, Department of the Army, National Guard Bureau. States must establish their own procedures to select and nominate NCOs to this board. See also paragraph 11-33 of this regulation.

9-8. Composition

The board comprises at least 2 officers and 3 CSMs as voting members, and a recorder without vote. The DARNG will appoint alternates and replace members as needed.

- a.* The President is an ARNGUS major general or brigadier general.
- b.* The second officer is an Active Army colonel.
- c.* The CSMs are in an active ARNGUS status.
- d.* Female and minority groups will be represented on the board to the maximum practical extent when members of these groups are being considered. When this is not possible, the reasons will be made part of the board proceedings. Failure to appoint a member of such a group to the board is not a basis to challenge the results.
- e.* The recorder is an administrator assigned to the Army National Guard Personnel and Manpower Directorate, NGB, and attends to the board according to NGB SOP.

9-9. Instructions

A memorandum of instruction prescribes the oath, general and specific guidance, procedures, reports, and other administrative details for the conduct of each board and announcement of results.

9-10. Communications

Personal appearance before the board is prohibited. Correspondence to the president of the board (must meet the criteria of paragraph 9-6) will be considered only if it is in the packet submitted to the board. Correspondence must invite attention to matters of record that is not readily apparent in the nominee's records, but which the soldier feels is relevant to the selection process. Other than the memoranda and comments in section II above, communication with the board by third parties, including the soldiers' chain of command or supervision, is not authorized.

9-11. Evaluation

The board will conduct a comprehensive review of each nominee's packet using the whole person concept. A complete and objective evaluation of demonstrated professionalism and the potential to serve as a CSM will be made. An isolated example of excellence or mediocrity will not be used as a reason for or against selection. Analysis of the nominee's qualities and qualifications, and comparison to the standards for CSM, will include at least:

- a.* Breadth and variety of experience.
- b.* Levels of responsibilities.
- c.* Professional and technical competence, efficiency, and performance trends.
- d.* Length of service and maturity.
- e.* Moral standards and integrity .
- f.* Military and civilian education and training.
- g.* Awards, decorations and commendations.
- h.* Physical condition, fitness, and military bearing.

- i.* Experience in various NCO leadership and staff positions, such as platoon sergeant, 1SG, detachment sergeant, operations NCO, recruiter, retention NCO, NCO academy instructor, etc., and their equivalent positions.
- j.* Deployability.

9-12. Selection

The board will select only NCOs who are fully qualified for CSM and deny selection to others. Action by the board is administratively final.

9-13. Announcement

The DARNG will announce board results by memorandum to the State AGs. The memorandum will include the memorandum of instruction, board membership, the recommended list, the considered list, and administrative instructions.

- a.* Acceptance of appointment. Selectees will be notified by their chain of command. Appointments may be accepted verbally; declinations will be in writing. Selectees must be in a promotable status and fully eligible for appointment.
- b.* Not selected. Individuals not selected will be personally notified by their commanders before the statewide list is published.
- c.* Declined, denied or not appointed. Submit to CNGB (NGB-ARP-PE) the name, SSN, unit of assignment, and reasons for NCOs who, once selected by the board, declined or were denied appointment to CSM.

Section IV

Appointment and Assignment

9-14. Appointment

Appointment to CSM will be according to instructions in the DARNG announcement memorandum, (paragraph 9-13) except for previous selectees and SGMs who are eligible for reappointment and assignment under this chapter and chapter 5.

- a.* 1SGs and MSGs selected for CSM will first be promoted to SGM in accordance with chapter 6 or chapter 11. This may be done on the same date and order as appointment to CSM. DA Form 4872 (Certificate of Promotion) and comparable State certificates may be used. The grade on this certificate will read "Sergeant Major."
- b.* Primary MOS OOOZ, with all authorized identifiers and codes, will be awarded on orders concurrent with appointment to CSM. Redesignate the old PMOS as SMOS per chapter 5.
- c.* DOR as SGM will not change.
- d.* CNGB (NGB-ARP-PE) will issue DA Form 4873 (Certificate of Appointment) signed by the Chief of Staff, Army, and the Sergeant Major of the Army, for all original appointments to CSM and forward them to the State AGs for formal presentation.

9-15. Assignment and utilization

The State AG, for soldiers in state status, and the Director, ARNG, for AGR Title 10 CSMs, are the assignment authorities for CSMs. This authority will not be delegated. The State CSM will advise the State AG and DARNG on all CSM assignments and professional development matters.

- a.* CSM positions will be filled only with current CSMS, former CSMs eligible for reappointment in an active ARNGUS status, and ARNG CSM board selectees. Nominated MSG, 1SG and SGM may perform the duties of a CSM on an acting or detailed basis, but will not be reassigned to CSM positions until selected by the ARNG CSM board without an exception to policy from CNGB (NGB-ARP-PE). See chapter 5.
- b.* CSMs will be assigned only to authorized CSM positions while in the program. They will not be detailed or ordered for more than 30 days to duties or positions that do not require a CSM .
- c.* Initial CSM assignments normally should be at battalion or comparably sized units. Branch qualified CSMs are highly desired, but not required, at this level to capitalize on their technical and training backgrounds in the basic mission of the organization and their MOSS.
- d.* Normally, CSMs assigned to general officer commands will have prior CSM experience at lower command levels.

e. CSM positions in headquarters commanded by major generals are nominative. The major general will state whether or not there are any special qualifications. Available CSMs will be considered for reassignment before seeking a soldier not in the CSM program.

9-16. Reappointment

a. Former CSMs who are in grade SGM, but were involuntarily removed for a reason listed in paragraph or 9-21, may be reappointed immediately without board action, provided they meet the prerequisites of paragraph 9-3, upon reassignment to CSM positions.

b. Former CSMs who are in grade SGM, but were removed per paragraph 9-20 or 9-21 who are not eligible for reappointment in an active status will be reappointed not earlier than the last duty day (active duty, FTNGD or IDT) before transfer to the Retired Reserve.

c. Former CSMs removed for cause per paragraph 9-22 may not be appointed to CSM in an active status or upon transfer under any conditions. They may only be reappointed in the Retired Reserve after favorable action by the Army Grade Determination Review Board (AR 15-80.)

9-17. Posthumous appointment

Posthumous appointments to CSM are authorized for soldiers who were selected by the HQDA board before the date of death. For this purpose only, the date of selection is the date on which the board adjourned and the soldier died by any means (other than as a result of the soldier's own misconduct) while:

a. Serving on any type of duty, paid or unpaid, or:

b. Enroute directly to or from that duty, or:

c. Within 90 days after that duty from injuries or illness incurred or aggravated during the times in a or b above.

9-18. Active duty reporting

When mobilized, called or ordered to active Federal service, (except AGR, ADT, ADSW, TTAD or FTNGD under AR 135-18, AR 135-200, or AR 135-210), send a copy of the CSM's DA Form 2-1, GPFR-1790 and orders to: HQDA (TAPC-EPZ-E), Alexandria, VA 22331-0400.

Section V

Termination

9-19. Notification

When a CSM is removed or recommended for removal from the CSM program, notify the following as appropriate:

a. The State AG. The State AG, (DARNG for AGR Title 10), is the approval authority for involuntary CSM removals, MOS reclassifications, and those reassignments and reductions not authorized for delegation under this regulation.

b. The State Security Manager, who will notify the Commander, U.S. Army Central Personnel Security Clearance Facility if AR 604-5, paragraph 2-200 applies.

c. HQDA (TAPC-EPZ-E) only when the CSM is under a mobilization, call or order into active Federal service except as noted in paragraph 9-18 above.

9-20. Voluntary removal

Voluntary removal is an action for NCOs who request early release from the CSM program, including those granted AGR leadership and technician compatibility waivers, such as voluntary withdrawal from the CSM program with transfer to the ING, to a SGM vacancy, or to a lower graded position concurrent with a voluntary reduction in grade.

a. The individual's request will include the statement, "I understand I am not eligible for reappointment to CSM while in an active status." Enter permanently in DA Form 2-1, item 4 "Not eligible for reappointment to CSM in active status. Eligible for reappointment as CSM on transfer to the Retired Reserve", (if serving in grade SGM).

b. Individuals transferred directly to a USAR Control Group or to the Retired Reserve, and who are not being transferred under or in lieu of adverse action, will remain CSMs. Enter permanently in DA Form 2-1, item

4, "Assigned to Retired Reserve (or Control Group) as CSM: Not eligible to return to active ARNGUS unit status".

9-21. Involuntary removal

The following actions are involuntary removals. Individuals may be eligible for reappointment to and assignment as CSM without board action. Enter permanently in DA Form 2-1, item 4, "Eligible for reappointment to CSM in active unit status or on transfer to a USAR Control Group or the Retired Reserve" (if serving in grade SGM).

- a. Elimination of a CSM position.
- b. Relocation to another geographic area where the CSM cannot be properly assigned.
- c. Acceptance for assignment to a non-CSM position in the Military Technician or AGR programs.
- d. A Military Technician or AGR soldier granted a leadership waiver to serve a fixed period as a CSM that terminates with lateral appointment to SGM.
- e. Assignment to a sergeant major position under a state SGM career development program and there are no upward mobility positions.

9-22. Removal for cause

A CSM whose physical status, conduct, or performance falls below the standards set for program members, will be removed for cause. The commander will present a formal recommendation to the CSM for rebuttal, mitigation, extenuation, or written declination to comment. On receipt of the CSM's comments or declination, the commander will submit the recommendation through command channels. Each commander in the CSM's chain of command will review the case and make a recommendation. The State AG (DARNG for AGR Title 10) is the approval authority. The commander may recommend concurrent reduction or discharge board action. All recommendations for removal will include a "Relief-for-cause" evaluation in accordance with AR 623-205. Appeal of an adverse evaluation under AR 623-205 will not be cause for delay of the removal action.

9-23. Mobilization or Presidential Call

Presidential Selected Reserve Call-up (PSRC). If necessary to fill a critical CSM position in a federalized unit, a State AG may appoint an eligible MSG, 1SG or SGM to CSM without HQDA selection board approval. 1SG and MSG must be fully qualified under promotion criteria in chapter 6 or chapter 11 and selected as best qualified by a State promotion board. All appointees under this paragraph must meet the eligibility criteria of this chapter. The State AG will notify CNGB (NGB-ARP-PE) in writing of promotion and appointment actions under this authority.

State AG or STARC Letterhead

Office Symbol (MARKS)

(date)

MEMORANDUM FOR President, (month and year) Army National Guard Command
Sergeant Major Selection Board

SUBJECT: Nomination for the Command Sergeant Major Program

1. I recommend (grade, first name, middle initial, last name, Social Security Number) for entry into the Army National Guard Command Sergeant Major Program.
2. An authorized position vacancy as the Command Sergeant Major of (insert the command, activity or installation, if known, or type of command) (insert exists or is projected) within 12 months.
3. Additional comments are mandatory. For instance, if a MSG or 1SG, state that a board has selected the NCO as best qualified for promotion under NGR 600-200, chapter 6 or 11.
4. If the nominee is or will be over the objective age of 51, state the circumstances, special qualities and qualifications, and other relevant information.
5. The nominating packet of documents required by NGR 600-200, paragraph 9-6 is enclosed.

Encl
as

Signature
Signature block of the
State Adjutant General

Figure 9-1. Nominating Memorandum

ARMY NATIONAL GUARD SENIOR NCO CHECKLIST

	Yes	NA
Nominating memorandum	___	
This checklist	___	
Biographical sketch official photograph DA Form 2-1	___	
GPFR-1790 (8 1/2"x11" copy)	___	
All NCOERs for the last five years	___	
All AERs for NCOES courses	___	
Status in U.S. Army Sergeants Major Course	___	
DA Forms 705 for the last three years	___	
DA Form 7349-R, Initial Medical Review - Annual Medical Clearance (with DA Form 3349, if required)	___	
Certificates for decorations, and memoranda for commendations and appreciation for the last five years	___	___
Nominee's memorandum to the president of the board	___	___
DA Form 4187 with Statements of agreement and Coordination	___	___
<p>Instructions Except for the nominating memorandum, this checklist, the biographical sketch, the official photograph, and the nominee's memorandum to the president of the board, submit photostatic copies on 8 1/2" x 11" white paper. Items with a blank lined space under NA above may not apply to each nominee. All other items are mandatory.</p>		
Nominee signature and date		
Personnel Sergeant signature and date		
State CSM signature and date		

Figure 9-2. Nominee Checklist

1 March 1997
NGR (AR) 600-200

Chapter 10
Reserved for Future Use

Chapter 11

Transitional Promotion and Reduction Policy

Transition guidance. Implement the policies and procedures in this chapter one or more grades at a time from CSM through SGT on the schedule set by each state with full implementation in 1996. Publication of each promotion list sets the implementation date for all soldiers in the state in that grade. States may use chapter 6 until the day before implementation to select soldiers for promotion into actual vacancies. At the same time, prepare soldiers for consideration using this chapter to allow continuous fill of vacancies. The date of the SGT promotion list also marks the date of transition for all lower grades in the state, and implementation of the remaining provisions of this chapter, completely replacing chapter 6 for use in that state. Authority to use chapter 6 will expire with its rescission on 31 December 1996. Selections, assignments and promotions made using policies and procedures from the test program development phase through the implementation date of this chapter in a state are valid. This includes guidance in state memoranda of instructions for boards being processed, provided that all soldiers in the state in that grade are treated the same.

Section I

General

11-1. Purpose

- a.* This chapter prescribes policy and procedures for advancement, promotion, lateral appointment, reduction and restoration for all Army National Guard of the United States (ARNGUS) enlisted soldiers. A soldier who is advanced, promoted, laterally appointed, or reduced in the ARNGUS is concurrently advanced, promoted, laterally appointed, or reduced in the Reserve of the Army.
- b.* This system is designed to help fill authorized enlisted vacancies with the best-qualified enlisted soldiers who have demonstrated the potential to serve at the next higher grade. It provides for career progression and grade in line with each soldier's potential.
- c.* For the noncommissioned officer grades, it prescribes the Noncommissioned Officer Education System (NCOES) requirements for promotion and that soldiers on a promotion list will attend the course required for promotion to that grade.
- d.* Use this chapter in concert with NGR 600-5 and NGR 600-10 for AGR soldiers, and with regulations that govern Military Technicians.
- e.* Use this chapter to administer advancements, promotions, lateral appointments and reductions for soldiers called or ordered to active Federal service for less than one year as described in instructions issued for the call or order.
- f.* This chapter grants formal promotion selection boards the authority to recommend unproductive soldiers for removal from active status.

11-2. Convening and promotion authorities

- a.* Chief, National Guard Bureau (CNGB) is convening and promotion authority for AGR Title 10 enlisted tour soldiers attached to NGB and active duty installations per NGR 600-10. The Deputy Director, ARNG (DDARNG) is delegated the authority to administer this program for the NGB AGR Title 10 Tour Management Program.
- b.* State AGs are convening and promotion authorities for all promotion boards to SGT through SGM. They may delegate their authority to their Assistant State AG (Army) or Deputy STARC commander. They also may delegate promotion authority to subordinate commanders as follows:
 - (1) Commanders in command positions authorized grade of MG for promotion to SGM.
 - (2) Commanders in command positions authorized grade of COL or higher for promotion to SFC and MSG.
 - (3) Commanders in command positions authorized grade of LTC or higher for promotion to SGT and SSG.
 - (4) AR other commanders for advancement to PV2 through SPC.
- c.* All convening and promotion authorities may delegate the conduct, management and signature authority for this program to their Director of Personnel, Military Personnel Management Officer (MPMO) or comparable officer.
- d.* Commanders of active Army units to which soldiers are attached for training may advance and promote ARNGUS soldiers per AR 600-8-19.

11-3. Promotable and non-promotable status

Soldiers may be advanced or promoted only while in a promotable status. Soldiers under suspension of favorable personnel actions may be considered for promotion as discussed in paragraph 11-27a. If a soldier is accidentally or intentionally promoted when not in a promotable status, the promotion lacks an original basis of authority and, therefore, is voided. Revoke orders effective on the day the error is detected. The rules in paragraph 11-11 below may apply. A soldier is in a non-promotable status and will not be promoted, advanced, appointed to a higher grade, or laterally appointed to CPL, 1SG or CSM when:

- a. The subject of proceedings that may result in administrative elimination.
- b. A written recommendation has been sent to the promotion authority to reclassify the soldier for inefficiency or disciplinary reasons.
- c. The soldier does not have the security clearance or favorable security investigation for promotion to the grade and MOS.
- d. Ineligible for immediate reenlistment or extension of enlistment per chapter 7.
- e. A Bar to Reenlistment or Extension of Enlistment has been approved or initiated per chapter 7.
- f. Ineligible to reenlist or extend to meet the remaining service obligation for advancement or promotion in paragraph 11-10.
- g. A written recommendation has been submitted to remove the soldier from a promotion list.
- h. A State Medical Duty Review Board (MDRB) per NGR 40-501 or a Physical Evaluation Board (PEB) determines that a soldier is no longer qualified for service.
- i. Declared an unsatisfactory participant per AR 135-91:
 - (1) Paragraph 4-9, for 9 or more unexcused absences from scheduled training assemblies.
 - (2) Paragraph 4-13, for unexcused absence from annual training or AWOL during other period of active duty (AD) or full-time National Guard (FTNGD) duty of less than 30 days. NOTE: If retained in service, promotable status is regained, provided otherwise eligible, when the soldier has fewer than 9 unexcused absences per paragraph 411, punishment is completed and suspension of favorable personnel action is removed.
- j. Absent without leave (AWOL) per AR 6008-10 until punishment is completed and suspension of favorable personnel action is removed or the soldier is separated from service.
- k. Selected for elimination by Enlisted Qualitative Retention Board (EQRB) per AR 135205, chapter 4 or NGR 600-200, chapter 10.
- l. The soldier is a Military Technician selected for mandatory removal for maximum age or by EQRB, but allowed by law to remain to qualify for civil service retirement.
- m. Failure to qualify or apply for, be entered into, or to successfully complete required NCOES training due to Wore to meet standards for entrance, failure of standards to complete, or through voluntary withdrawal. This does not apply for hardship, emergency or cases in which the soldier is ill or injured.
- n. Under a suspension of favorable personnel actions (SFPA) (flagged) per AR 600-8-2 or have a circumstance that requires an SFPA whether or not it is actually initiated and completed, such as failure of APFT, body composition standard, completion of processing and punishment under Article 15, UCMJ (except for summarized proceedings imposed according to AR 27-10, paragraph 3-16) or comparable state law, etc. See also figure 11-2.
- o. Assigned to the Inactive National Guard (ING).

11-4. Delay of promotion due to suspension of favorable personnel actions

When a soldier's promotion or advancement was delayed because of suspension of favorable personnel actions per AR 600-8-2, and the final DA Form 268 has been prepared, use the following rules to determine the soldier's promotion status. When the final report is closed --

- a. "Favorable", when the soldier would have been promoted while the suspension was in effect, and the soldier has been assigned, promote the soldier. Establish effective date and DOR as if no delay in promotion had occurred. The earlier effective date must be approved before the promotion and under the procedures in paragraph 11-6c.
- b. "Unfavorable", and the soldier would have been promoted while the suspension was in effect, provided otherwise eligible, promote the soldier with effective date and DOR of the date of removal of SFPA unless action has been initiated to remove the soldier from the promotion list before the closing date of the DA Form 268.
- c. "Other" (applies to the Army Weight Control Program and the APFT, and the soldier would have been promoted while the suspension was in effect, provided otherwise eligible, promote the soldier with an effective date and DOR of the date of removal of the suspension of favorable personnel action or date of assignment and qualification, whichever is later.

11-5. Precedence of rank

Among enlisted soldiers of the same grade in active status (paid drill status, AD, or FINGD, precedence of rank will be determined:

- a. According to DOR --
- b. By length of total active status regardless of component, when dates of rank are the same.
- c. By date of birth when a and b are the same, older is more senior.

11-6. Date of rank (DOR) and effective date

- a. The DOR is the date specified in the advancement, promotion or reduction instrument.
- b. The DOR and effective date are normally the same. The effective date of an order or DA Form 4187 cannot be earlier than the first day the soldier becomes fully qualified. The effective date is always the same as the date of the order or the authentication officer's signature respectively unless:
 - (1) A future date is specified for a valid reason.
 - (2) It confirms verbal orders previously issued under rare and unusual circumstances.

c. An earlier effective date normally must be approved by a higher promotion authority unless the State AG has retained promotion authority. However, DOR may be earlier than the effective date because of flagging action per AR 600-8-2, after completion of training per paragraph 11-45c, restoration of grade, or when earlier effective date is approved.

d. See NGR 614-1 for DOR on transfers from the ING.

e. DOR remains unchanged upon lateral appointment but will be specified in the orders.

f. Soldiers promoted to formerly held enlisted grades, after having been reduced one or more grades under paragraph 11-57, 11-58b or 11-58c, receive an adjusted DOR that gives credit for time previously served in the grade, or a higher grade, to which promoted.

g. Soldiers reduced involuntarily for lack of grade vacancy when leadership or compatibility waivers expire will receive an adjusted DOR when promoted to their formerly held pay grades.

h. Soldiers reduced for inefficiency per paragraph 11-60 do not receive adjusted DOR if later promoted to higher grades.

i. Soldiers reduced voluntarily per paragraph 11-55 will not receive an adjusted DOR when promoted again to their formerly held grades.

j. DOR for soldiers reduced -

(1) For inefficiency, at their own request, for failure to complete a course, to accept a commission or warrant appointment for which they were promoted to a higher grade, and involuntarily reduced for loss of a position vacancy, is the same as that held in the grade to which reduced. If reduction is to a grade higher than held before appointment to a special grade, DOR is the date the soldier would have been eligible for promotion to that grade under this regulation.

(2) For action per Article 15, UCMJ, or comparable State code, will be established according to AR 27-10, chapter 3.

(3) For any reason other than in (1) and (2) above will be the same as the date of the order announcing the reduction.

(4) Upon promotion to formerly held grades will be the new date of promotion unless an adjusted DOR is specifically authorized in this chapter.

k. DOR for soldiers restored to higher grade is the DOR before reduction for --

(1) Successful appeal of reduction.

(2) Successful appeal, setting aside, mitigation, or suspension of punishment under UCMJ or State code.

(3) Entry on IADT.

(4) Entry on ADT, or any combination of IDT and ADT, for qualification training.

l. Adjust DOR for soldiers voluntarily reduced to enter active duty in contingency operations:

(1) To include all service in the grade to which reduced and any higher enlisted grade.

(2) Who were not promoted to their previously held grade while on active duty, as of the day after release from active duty plus all previous time served in the same or a higher enlisted pay grade.

m. For former officers who enlist or reenlist in a grade determined per chapter 2 of this regulation, adjust the DOR that they had in prior enlisted service in the same or a higher enlisted grade to exclude all officer service and periods during which they did not have military status. For those awarded a higher grade than they held during prior enlisted service, DOR is the date of enlistment or reenlistment

n. Use the following procedures to establish effective dates and to correct erroneous effective dates of previously completed promotion actions. Promotion actions that were denied or not favorably considered are excluded.

(1) The effective date of promotion is normally the same date as the approving authority's signature on the DA Form 4187 or the date of the orders.

(2) An effective date cannot be established earlier than the date a soldier becomes fully qualified for advancement or best qualified for promotion. For promotions to SGT through SGM an effective date cannot be earlier than the date the selection board proceedings were approved by the convening authority.

(3) When the promotion authority's investigation determines that, had certain facts been known or if a promotion action had been processed correctly, the soldier would have been promoted on an earlier date, and the oversight was not due to the fault of the soldier, then the procedures in paragraph 11-7 below apply.

o. For soldiers selected and assigned, but who have not yet completed required NCOES training, promote them with effective date and DOR as of the day after graduation. See also paragraph 11-45c.

11-7. Establishing retroactive effective dates

These procedures have been developed for cases that previously were submitted to the Army Board for Correction of Military Records (ABCMR). These policies and procedures apply generally to cases for soldiers in service, and specifically to cases of soldiers with situations that occur while governed by Title 32, U.S. Code. The ABCMR has directed that these issues be handled by States with the guidance of the National Guard Bureau. Use the following policies and procedures to establish retroactive effective dates. These procedures apply to all current, former and pending cases since the effective date of 1 Oct 90 when implemented through NGB policy memorandum.

a. Promotion authority for the affected soldier submits DA Form 4187 through channels to the next higher promotion authority, requesting that the soldier be advanced or promoted with a retroactive effective date, or if already promoted, that the current effective date be corrected. Since retroactive promotions affect receipt of back

pay and allowances, a detailed explanation of the specific reasons for the delay or correction must be shown in the request. Documentation supporting the basis for the request should be enclosed with DA Form 4187.

b. The next higher promotion authority approves or disapproves the request by first endorsement citing this paragraph as the regulatory authority, and indicates the approved retroactive effective date. Return a copy of the DA Form 4187 with first endorsement through promotion authority channels to the unit commander, and file a copy in the soldier's MPRJ.

c. The promotion authority publishes or amends the promotion instrument showing the DOR and approved retroactive effective date. The new orders or amendment must state that the earlier or corrected effective date of promotion has been approved by the next higher promotion authority per paragraph 11-2b.

d. The promotion authority forwards the DA Form 4187 or orders with the supporting documentation to the SIDPERS Interface Branch (SIB). The SIB completes a Grade Change (GRCH) transaction that indicates the retroactive effective date of grade. In cases where the soldier has already been promoted and the effective date, DOR, or both, are being corrected, the SIB completes a Grade Abbreviation and Code (GRCD) transaction to correct the effective date, and a DOR transaction to correct the DOR--

e. The SIB forwards the completed action to the Military Pay Branch, USPFPO to process back pay and allowances.

f. To complete the following procedures, the promotion authority must, except for promotions after completing NCOES courses or obtaining an AGR controlled grade (E8 or E9) allocation, obtain approval from the next higher promotion authority which may include CNGB (NGB-ARP-PE), for example, when establishing a retroactive effective date for promotion to SGM. The approval authority establishes the official retroactive effective date to be used for promotion, for correcting military records, and for computation of back pay and allowances.

g. CNGB (NGB-ARP-PE) is the approving authority for cases for which the State AG is the promotion authority and which are not otherwise provided for in this paragraph.

h. Forward questionable cases, with supporting documents and recommendations, through channels to CNGB (NGB-ARP-PE) for evaluation and determination of entitlement

i. CNGB (NGB-ARP-PE) is the approval authority for all actions for Title 10 soldiers.

11-8. Computing time in grade (TIMIG), time in service (TIS) and cumulative enlisted service (CES)

a. Compute TIMIG from the soldier's DOR in the current grade.

b. Compute TIS from the soldier's pay entry basic date (PEBD). Include all service for pay computed under DOD Military Pay and Allowances Entitlements Manual (DODPM), part 1, chapter 1. Compute TIS for personnel who entered ARNGUS under the Civilian Acquired Skills Program (CASP) or who were promoted under the Stripes for Buddies Program from Basic Enlisted Service Date (BESD). Use AR 600-8-104, table 5-2, item 20, to establish BESD. See section III of this chapter for rules on nonprior service enlistees to compute TIS from date of original entry on active duty.

c. To qualify for promotions to SFC, MSG and SGM soldiers require specific amounts of cumulative enlisted service (CES) computed from BESD which excludes time served as warrant and commissioned officer. If all service has been in enlisted status without a break in service (to the ING or complete discharge from military status), the BESD is the same as PEBD.

11-9. Security clearance requirements

The following security requirements are prerequisite for advancement and promotion:

a. Promotion to MSG and SGM requires at least a favorable National Agency Check (NAC) unless the promotion MOS requires a final security clearance of Secret or higher per AR 611-201.

b. Promotion to SFC requires the clearance for the promotion MOS when required in AR 611-201.

c. Advancement to SPC and promotion through SSG requires the clearance required by AR 611-201 for the promotion MOS or an interim clearance at the same level.

11-10. Service remaining obligation

a. The following service remaining obligations from date of promotion are required for promotion to SGT through SGM:

(1) To SGT and SSG, 1 year.

(2) To SFC through SGM, 2 years.

b. Service will be obligated from the effective date of promotion and soldiers must extend or reenlist in order to accept the promotion. However, soldiers are exempt from this requirement if they are:

(1) Eligible through prior service for a higher pay grade at time of retirement.

(2) Able to serve at least 6 months in the grade but will be involuntarily separated due to reaching their maximum years of service by grade or maximum age.

c. Individuals who accept promotions will fulfill the service remaining requirement before transfer to the Retired Reserve, voluntary retirement for active duty length of service, or ETS. If they do not they will be separated in the next lower grade unless granted an exception to policy by CNGB (NGB-ARP-PE) for the good of the service. NOTE: When a soldier incurs more than one obligation, such as one for training and one for promotion, set the date as the one farthest in the future; do not add them.

d. Soldiers who are otherwise eligible for promotion, but if they extend or immediately reenlist would lose their SRIP entitlements such as a Retention Bonus, may defer extension or reenlistment and accept a conditional promotion per paragraph 11-14e until they are in the three months before their currently scheduled ETSs as required by AR 135-18. Soldiers in this category who fail to extend or reenlist as a condition of the promotion will be reduced upon such failure without board action or appeal per paragraph 11-58d.

11-11. Erroneous promotion and defacto status

A promotion is erroneous when the soldier was not legally or administratively eligible for the promotion. When the soldier was not in a promotable status on the effective date of the orders or DA Form 4187, the unit commander or the promotion authority will immediately revoke the order or DA Form 4187. This does not apply to conditional promotions where the soldier is reduced for failure to complete training (paragraph 11-56e).

a. When an erroneous advancement or promotion is detected, service in the higher grade may have been in de facto status when the soldier was not at fault, but the promotion was erroneously accomplished. Even though the promotion order is revoked, the promotion authority or higher commander, after legal review by the servicing SJA, may determine de facto status exists when:

- (1) The soldier accepted the promotion or advancement in good faith.
- (2) A promotion order or DA Form 4187 was issued.
- (3) The soldier received pay at the higher grade.
- (4) There was no absolute statutory bar to receipt of military pay.
- (5) The soldier actually discharged the functions of the higher grade.

b. If the soldier attained promotion eligibility prior to determination that the promotion was invalid, and is in promotable status, advancement or promotion to current rank may be made, and DOR administratively adjusted to the date the soldier first became eligible for promotion. Effective date will not be earlier than the date of the orders or DA Form 4187 unless an earlier date is approved per paragraph 11-6c.

c. The final determination of whether the soldier served in a de facto status for the purposes of retaining pay and allowances received must be made by the USP&FO, on receipt of the reduction order.

d. De facto status will be documented by memorandum filed permanently in the soldiers OMPF with a copy processed to the State MPMO to support pay entitlements.

11-12. Acting noncommissioned officers

ARNGUS does not appoint acting noncommissioned officers.

11-13. Frocking

ARNGUS soldiers on promotion lists who are assigned to SFC Detachment Sergeant positions, 1SG or SGM positions before they can be promoted (generally due to lack of controlled grade allocations for AGR soldiers) may be frocked. State AGs may authorize frocking by informal memorandum when the soldier is assigned to the position and CNGB (NGB-ARP-F) has denied allocation of a controlled grade for that soldier. Frocking will not be approved to provide an interim fill for these positions. Do not issue orders or new identification cards, nor change official records to show a frocked rank. Do not issue DA Form 4872 until the soldier is actually promoted to MSG, 1SG or SGM. Frocking to CSM is authorized only after selection by the ARNGUS CSM board per paragraph 9-15a: contact CNGB (NGB-ARP-PE) for issue of DA Form 4873 (Certificate of Appointment to Command Sergeant Major) for presentation at an appropriate ceremony on the effective date of frocking. NCOs will remove their frocked insignia of grade upon reassignment from these positions when they are not yet promoted. Frocking does not entitle the soldier to time in grade, pay in the grade to which frocked, or credit for the grade on the retired list until actually promoted to the grade.

11-14. Promotion instruments

a. Normal advancements to PV2, PFC and SPC with effective date the first day of eligibility, except for soldiers flagged or barred from reenlistment, will be executed automatically by automated advancement eligibility reports. Reports will list all soldiers eligible for advancement to PV2, PFC and SPC. When possible, soldiers should be listed on the report 30 days prior to their dates of advancement eligibility. Do not use DA Form 4187 for automatic advancements unless required to document the action for soldiers advanced while awaiting IET (special advancements and Split Training Option - Phase II.) The commander must annotate on automated advancement reports by each name whether "yes" to advance or "no" to deny advancement. The commander will verify the effective date of advancement and sign the report. The MPMO may advance soldiers based on this report. Soldiers not advanced based on this report will be monitored until advanced. See paragraph 11-23f for actions on soldiers not recommended for advancement.

b. DA Form 4187 may be prepared up to 30 days before date the soldier is eligible for advancement to ensure prompt processing of pay and allowances.

c. Promotions to SGT through SGM are announced only on orders. For conditional promotions, see paragraph 11-28c and 11-14e(1) and (2) below for additional required remarks.

d. Orders and DA Forms 4187 will cite the appropriate paragraph of this regulation for advancement and promotion. If a retroactive effective date is approved by a higher promotion authority, cite paragraph 11-7 also.

e. Additional Instructions: Include in promotion orders and DA Forms 4187 one or more the following statements as additional instructions as required:

(1) "Promotion is not valid and is not effective if the soldier is not in a promotable status on the effective date of promotion."

(2) "An earlier effective date has been approved per NGR 600-200, paragraph 11-6c", if an earlier effective date is approved under paragraph 11-6c.

(3) Include in orders one of the following remarks for conditional promotions: For conditional promotion to SGM enter "The soldier must complete the U.S. Army Sergeants Major Course as a condition of this promotion. Failure to meet the condition will cause reduction per NGR 600-200, paragraph 11-56e." For all other conditional promotions, enter "The soldier must complete the NCOES course prescribed for the grade to which promoted as a condition of this promotion. Failure to meet the condition will cause reduction per NGR 600-200, paragraph 11-56e."

11-15. Promotion ceremonies and certificates

a. Promotion ceremonies should be held on the effective date of promotion. Early promotion ceremonies may be held when the effective date of the promotion is on:

(1) A weekend or holiday.

(2) The last duty day or training assembly prior to the soldier's transfer to a new unit in conjunction with promotion.

b. The promotion order is the official instrument for promotion. It also is the source for grade, effective date, and DOR for all record and pay purposes. The promotion certificate, DA Form 4872 or 4874, is not the official instrument of promotion, DA Form 4873 (Certificate of Appointment) for CSM is discussed in paragraph 9-14 of this regulation.

c. Promotion certificates will not be retroactively issued for promotions before 1 November 1980. Promotion authorities may issue DA Forms 4872 and 4874 to soldiers only for their current grades.

d. Promotion authorities may sign promotion certificates or higher level authorities may reserve signature authority.

e. Soldiers reduced one or more grades will receive a promotion certificate when again promoted to a higher grade.

f. Commanders will make every effort to promote soldiers in formal ceremonies (in an office or a military formation) and should involve family members when practicable.

g. Ceremonies may be hosted by noncommissioned officers for promotions to a grade junior to themselves when authorized by the State AG or commander. Soldiers may choose who will help pin on their new grade during promotion ceremonies.

h. The following phraseology is recommended for promotion ceremonies: "Attention to Orders: Headquarters (use designation of state or unit issuing orders), dated (use effective date of promotion). The Adjutant General of (state) has reposed special trust and confidence in the patriotism, valor, fidelity and professional excellence of (name). In view of these qualities and demonstrated leadership potential and dedicated service to the Army National Guard, (name) is promoted to (grade) with date of rank of (day, month, year). By order of The Adjutant General: (the local promotion authority is announced as the authenticating officer)."

11-16. Lateral appointments

The State AG will specify which if any commanders listed in paragraph 11-2b are authorized to laterally appoint soldiers.

a. Authorized commanders will laterally appoint SPC to or from CPL, MSG to or from 1SG and SGM to or from CSM on DA Form 4187 or orders using the information in NGR 310-10, format 304.

b. Appoint SPC to CPL when:

(1) Soldier is assigned to and works in, for at least two months, a SGT position authorized the soldier's PMOS or CPMOS.

(2) A SPC who is a PLDC graduate occupies a SGT or higher position, but cannot otherwise be promoted.

c. Soldiers will normally retain the grade of CPL. However, a unit commander may laterally appoint CPL to SPC without the individual's consent for:

(1) Demonstrated inefficiency in technical, supervisory or other requirements of the MOS.

(2) Significant loss of qualifications, including medical inability to perform the duties of CPL in that MOS as required in AR 611-201.

(3) Disciplinary action under UCMJ or state code that adversely affects the soldier's ability to perform the duties of a CPL.

d. Appoint MSG to 1SG concurrent with assignment or attachment to a 1SG position authorized in MTOE/TDA.

e. Appoint SGM to CSM when authorized by chapter 9 of this regulation and appointment authority is not restricted by the state.

f. Appoint 1SG to MSG and CSM to SGM when:

(1) Detailed or attached to duties that do not require SQI M or a CSM on other than a very short interim basis.

(2) Assigned or attached to positions not authorized a 1SG or CSM including assignment to the resident U.S. Army Sergeants Major Course. Laterally appoint them to 1SG or CSM when reassigned to 1SG or CSM positions upon graduation from the course.

g. Certain NCOs who apply for transfer to the Retired Reserve (AR 140-10, chapter 6) before age 60, may be laterally appointed to their formerly held grades concurrent with the assignment. Former 1SG who are currently MSG will be reappointed and assigned to the Retired Reserve as 1SG provided they were not relieved for cause or the promotion was not revoked due to failure to meet a requirement of this chapter as a condition of a promotion. Former CSMs who are currently SGM eligible for reappointment to CSM per chapter 9 of this regulation will be reappointed to CSM and assigned to the Retired Reserve. State Adjutants General are the appointment authorities for these actions. Retirement orders and all related documents will show 1SG or CSM.

Section II

Special Advancements, Promotions, Appointments and Restorations

11-17. General

This section provides for special advancements, appointments, promotions, and restorations to PV2 through SGM. They are used in special circumstances and are made without regard for regular promotion criteria. When a soldier is eligible for more than one special promotion or advancement (or higher enlistment grade per chapter 2 of this regulation), award the soldier the highest grade for which eligible.

a. Advance or promote soldiers to higher grades when verified that they enlisted or reenlisted in a grade lower than that authorized in chapter 2 of this regulation, or claimed eligibility for enlistment in a higher grade, but did not have the required supporting documentation. Documents must be presented within one year after the enlistment date to validate entitlement to the higher grade. The entitlement must have existed prior to the day of enlistment. DOR will be the same as the date of enlistment. The advancement is not effective earlier than the date of signature by the authenticating officer, except when a retroactive date is approved by the next higher promotion authority per paragraph 11-7. This provision does not apply if the soldier is reduced after the date of enlistment or reenlistment.

b. Advance or promote soldiers to higher grades authorized by programs in chapter 2 of this regulation when all conditions are met. Cite all authorities including this paragraph and the basic paragraph authorizing the grade.

c. Advance soldiers enlisted while in Junior or Senior ROTC or the National Defense Cadet Corps to PV2 or PFC when they complete one or more years in that program after date of enlistment, but before departure for IADT. Use the criteria in table 2-3, rule B or C, of this regulation (Annual NGB Enlistment Criteria).

d. Promote soldiers to the grade held on the day before entering voluntary tours for contingency operations with a concurrent reduction to enter the tour, unless they were promoted to that or a higher grade while on that period of active duty, or if they were reduced while on the period of active duty. These promotions are effective on the day after release from active duty and are done without board action or other qualification requirements, including NCOES, as long as the soldier is in a promotable status. Adjust DOR as shown in paragraph 11-6j.

e. Concurrent with discharge from the ARNG for transfer to the Retired Reserve or placement on the Retired List, promote soldiers to the highest enlisted satisfactorily held provided they were not reduced for misconduct. These promotions do not require promotion board action. Promotion under this authority is not authorized for soldiers who requested reduction or separation, including transfer to the Retired Reserve or placement on the Retired List, in lieu of separation action or prosecution under the UCMJ or comparable state code.

11-18. Promotion to enter training programs

The following promotions and advancements are authorized without regard to NCOES course requirements. Announce them on DA Form 4187 or orders, but do not issue promotion certificates. Remove soldiers promoted under these provisions from SGT or SSG promotion lists. Subsequent promotion boards will not consider them while they remain in any status under this paragraph. If not commissioned, they are not eligible for promotion consideration again until the next regularly scheduled promotion board for the next higher grade based on the grade held before this special promotion.

a. Promote soldiers CPL or SPC and below to SGT (with a title of Candidate) one day before they enter the active Army OCS or, effective 1 October 1997, the Interservice Physician's Assistant Program. Promote soldiers ordered to the Warrant Officer Candidate School (WOCS) effective on the date travel begins per NGR 600-101, paragraph 2-11c.

(1) Applicants or warrant officer candidacy, when required, will attend BNCOC without regard to promotion list status as soon as they receive their proponent determinations per NGR 600-101, chapter 2, as an exception to paragraph 11-28a(3) and (4) of this regulation.

(2) Applicants for Special Forces Warrant Officer (MOS 180A) who are not Special Forces Operations and Intelligence (SF O&I) Course graduates (either resident or nonresident course) or of the SF Advanced NCO Course after October 1994 will be notified upon approval by the proponent to attend the O&I portion of the SF ANCO without regard to promotion status. Those who are SFC and not SF ANCO graduates also must complete the O&I portion of the SF ANCO.

b. Promote soldiers SGT and below to SSG (with a title of Candidate) one day before they enter candidate status upon enrolling in ARNGUS State Officer Candidate School. However, do not exceed the maximum Support Personnel Management Document (SPMD) position grade for AGR soldiers per NGR 600-5 and AR 135-18.

c. Promote soldiers CPL or SPC and below to SGT as cadets effective the date the soldier is contracted in both the ARNGUS and the ROTC Advanced Course, and assigned the reporting code 09R20 per NGR 600-100, paragraph 13-5.

d. Promote eligible soldiers PV1 and PV2 to PFC effective on their reporting dates to the U.S. Military Academy Preparatory School (USMAPS).

e. Promotions under *a* through *c* above are valid only for the purpose for which they were awarded. Soldiers released from any of these statuses will be administratively returned to their pre-appointment grades upon release from such status. These grades are not valid for future determinations of grade upon release from candidate or cadet status, grade to be held after release from either status, highest grade held for reenlistment upon return to enlisted status after loss of commission or appointment for any reason, or highest grade satisfactorily held for retirement purposes.

11-18.1. Advancement and promotion as a part of training programs

Advance or promote soldiers to higher grades as a prerequisite to attend, during and after training programs that provide for the higher grades as prescribed. Soldiers who do not complete the training program for which promoted to the special grade, will be reduced to the grade from which promoted per paragraph 11-56 of this regulation.

a. After reduction to enter a training program per paragraph 11-58e of this regulation, promote the soldier without promotion board action to the higher grade when the time requirement is met. Date of rank will be the soldier's original date of rank in the grade to which promoted. The effective date will be the date of the promotion. For example, when the soldier must serve one year at that skill level after completion of training and award of the MOS to qualify to serve at the next higher skill level.

b. After completion of required phases of courses that are part of Special Forces training programs as shown in the following subparagraphs. These are conditional advancements and promotions based on successful completion of the training or training phase. Show the soldier's feeder MOS as primary with the CMF 18 MOS as CPMOS. These actions are authorized only when recommended by the soldier's active Army training unit commanders while these soldiers are in training. ARNG commanders will not use this authority without the recommendation of the active Army training unit commander and its promotion board. Cite this paragraph and the paragraph for the grade to which advanced or promoted as authority. Failure to complete the training may result in reduction as stated in paragraphs 11-56e and 11-14e.

(1) Promote PV1, PV2, or PFC not previously advanced or promoted per this regulation or AR 600-8-19, paragraph 2-5a, to SPC without regard to TIMIG and TIS with effective date and DOR the day before they start PLDC.

(2) Promote SPC to SGT when they have at least 18 months time in service and have been recommended by a promotion board at the active Army training unit per AR 600-8-19, chapter 3. The effective date of promotion and DOR will be the first day of the second month after the active Army training unit promotion board results are approved.

(3) Promote SGT to SSG when they have at least 28 months TIS, 8 months TIMIG, have completed Phase I of their SFQC (which gains them equivalent credit for BNCOC), and have been recommended by the promotion board at the active Army training unit per AR 600-8-19, chapter 3, and this paragraph. The effective date and DOR will be the first day of the second month after the active Army training unit promotion board results are approved.

(4) For soldiers who entered the SFQC as SGT, and who are BNCOC graduates, promote them to SSG when they have been recommended by the active Army training unit promotion board per AR 600-8-19, chapter 3. The effective date of promotion and DOR will be the first day of the second month after the active Army training unit promotion board results are approved.

(5) The promotions in (3) and (4) above are conditioned upon successful completion of the entire SFQC (MOS 18b, 18C, 18D or 18E course), but not the language-training phase.

(6) IADT soldiers will not be considered for promotion to SSG while in SFQC or language training courses.

11-19. Advancement based on Civilian Acquired Skills Program

a. Authority to advance soldiers using the ARNGUS Civilian Acquired Skills Program (CASP) is in chapters 2 and 4 of this regulation.

b. Unit commander or training commander may authorize accelerated advancement and award of the CASP MOS when the soldier meets all criteria. Soldiers in MOSs eligible for SGT under this program may be conditionally promoted without PLDC (paragraph 11-28a). If not required to complete the PLDC as part of their training program, they must complete PLDC within 12 months after date of promotion and before consideration by a promotion board for SSG.

c. Commanders may defer or deny accelerated advancement for lack of skill, failure to demonstrate the minimum required level of performance in the MOS or soldier skills, or misconduct. Commanders will counsel their soldiers in writing on DA Form 4856 with the reasons for deferral or denial, and file copies of counseling statements as Action Pending documents in the MPRJ until advanced or promoted to a higher grade, or separated, whichever is first.

d. On DA Form 4187, cite this paragraph as well as the basic paragraph for the grade to which advanced. On orders for promotion to SGT, include any comment required by paragraph 11-14e.

11-20. Advancement based on Stripes for Buddies

Soldiers who refer qualified applicants who subsequently enlist in the ARNGUS, Active Army or USAR may be advanced, without regard to other promotion criteria, to PV2 or PFC. The State MPMO will verify enlistment of applicants. The applicants must enlist before the soldier leaves for BT, while the soldier is between phases I and II of the STO, or after the soldier completes IADT. Applicants who enlist while the soldier is in IADT will be used to determine advancement after the soldier returns to the ARNGUS unit; they will not be promoted or advanced under this program while on IADT. This authority allows advancement based on any combination of enlistment before or after the referring soldier's enlistment or service in IADT per paragraph 2-12 of this regulation and this paragraph. Unit commanders will advance soldiers:

- a. Who enlisted as PV1:
 - (1) From PV1 to PV2, upon enlistment of 2 qualified NPS applicants.
 - (2) From PV2 to PFC, upon enlistment of a total of 3 NPS applicants (may include the 2 in a(1) above.)
- b. For soldiers who enlisted as PV2, to PFC upon enlistment of 3 qualified NPS applicants.
- c. On DA Form 4187, cite this paragraph as well as the basic paragraph for the grade to which advanced.

11-21. Promotion of critically ill soldiers

Terminally ill soldiers may be advanced or promoted by State AGs as follows:

- a. Soldier must be eligible for advancement or on a current promotion selection list.
- b. Critical illness or injury cannot have been caused by soldier's misconduct whether on duty or not. If incurred during any form of military duty, regardless of pay status, including travel directly to and from duty, illness or injury must have been incurred in line of duty.
 - c. Estimated life expectancy is certified as 12 months or less by attending physician.
 - d. Other provisions of this regulation are waived to permit these promotions, citing this paragraph in the promotion instrument.
- e. Include in requests:
 - (1) Soldier's name and SSN.
 - (2) Advancement or promotion list status.
 - (3) Attending physician's diagnosis and prognosis.

11-22. Posthumous promotions

- a. Eligibility for posthumous promotions is as follows:
 - (1) Soldier was officially recommended for promotion and the State AG signed the promotion list before the date of death. Soldiers in the ING are eligible for posthumous promotion unless removed from the promotion list for cause.
 - (2) Soldier was unable to accept the promotion because of death which -
 - (a) Was not due to misconduct whether on or off official duty status.
 - (b) Did not occur while on unauthorized absence from active duty or any form of scheduled IDT.
 - b. No person is entitled to additional benefits (such as additional pay and allowances or any other form of compensation) because of a posthumous promotion.
 - c. Commanders may recommend soldiers for posthumous promotions by memorandum to the State AG (MPMO). Include:
 - (1) Soldier's advancement or selection list status.
 - (2) Report of Death or other explanation of the circumstances.

Section III

Advancement to PV2, PFC and SPC

11-23. General

Criteria for advancement to PV2, PFC and SPC are:

- a. Soldiers must be in a promotable status on the effective date of advancement
- b. The advancement authority or a higher headquarters may determine a soldier's eligibility to be advanced with a retroactive DOR when the soldier's advancement was delayed due to administrative error.
- c. Commanders may advance outstanding soldiers with waivers authorized in paragraphs 11-24 through 11-26.
- d. Use BASD or date of original entry on IADT to determine TIS for advancement to PV2 and higher grades for NPS soldiers. For PS soldiers, compute from date of original enlistment into military service other than the DEP program of an active component of a U.S. Armed Service provided there was no break in military service. This affects general eligibility for soldiers advanced using paragraphs 11-24 and 11-25. It does not affect those advanced or appointed to higher grades using special programs (CASP, Stripes for Buddies, education completion, or other special consideration authorizing a higher grade as part of the enlistment program.)
 - e. Advance soldiers only in their PMOS or CPMOS.
 - f. Unit commanders will ensure that soldiers who are eligible for advancement without waiver, or under one of the special programs in Section II of this chapter, but who are not recommended, are counseled in writing using DA Form 4856 (General Counseling Form).

(1) Initially, when the soldier attains eligibility and is not recommended, and:
(2) Periodically (at least every three months) until advanced or separated.
(3) Commanders who elect not to advance soldiers at normal number of months TIS will submit DA Form 4187 for each soldier prior to the effective date of advancement. In Section III, Other, enter X and "Adv to (grade) Denied"; in Section IV, enter "Soldier denied advancement to (grade) at (number) months TIS per NGR 600-200, paragraph (number)".

g. Prepare DA Forms 4187 for all advancements other than automatic advancements.

(1) Effective date and DOR will be the same except for soldiers advanced late using the procedures in paragraph 11-6.

(2) Unit commander or the S1 will sign all DA Forms 4187 advancing soldiers. The battalion or comparable commander or administrative officer may sign in the unit commander's absence (other than absence which requires an Acting Commander).

h. File a copy of each DA Form 4187 affecting the soldier's latest advancement status in the MPRJ, and process a copy to the State MPMO (SIDPERS).

11-24. Advancement to PV2

a. The eligibility criterion is 6 months TIS waivable to 4 months.

b. Advance PV1 to PV2 automatically using automated advancement report at 6 months TIS, except for soldiers who are flagged or not recommended.

c. Use DA Form 4187 only to advance soldiers:

(1) With a waiver (accelerated advancement.)

(2) Who were flagged or not recommended at 6 months TIS.

(3) Who were previously reduced to PV1.

d. On DA Form 4187 for advancement to PV2, cite paragraph 11-24 as well as any other applicable paragraph.

11-25. Advancement to PFC

a. The eligibility criteria for PFC are --

(1) 12 months TIS waivable to 6 months, and --

(2) 4 months TIMIG waivable to 2 months.

b. On DA Form 4187 for advancement to PFC, cite paragraph 11-25 as well as any other applicable paragraph.

11-26. Advancement to SPC

a. The eligibility criteria for SPC are:

(1) 26 months TIS waivable to 14 months, and --

(2) 6 months TIMIG waivable to 3 months, and --

(3) Qualified in the MOS to which advanced.

b. Commanders may waive the position vacancy requirement for PFC with 26 months TIS who are otherwise fully qualified.

c. A PFC may be advanced to SPC, with the concurrence of the unit commander, for soldiers on short tours of active duty not under State control (IADT, TTAD, ADSW or ADT). The advancement may be accomplished by the appropriate Regular Army promotion authority as discussed in AR 600-8-19, paragraph 2-5, for IADT soldiers, or this paragraph for all others.

d. For PFC in positions graded for SGT, advance them to SPC and concurrently appoint them to CPL on DA Form 4187.

e. On DA Form 4187 for advancement to SPC, cite paragraph 11-26 as well as any other applicable paragraph.

Section IV

Promotion to SGT through SGM

11-27. Criteria

To be eligible for consideration, selection and promotion to SGT through SGM soldiers must:

a. Be in promotable status. A soldier with a suspension of favorable personnel action (SFPA) in effect will be considered by the board unless completely ineligible for consideration, but cannot be placed on the promotion list or promoted until the suspension has been removed. This requirement is not waivable. The flagging action will not be seen by the board. Soldiers who have been removed from promotion lists per paragraphs 11-48 and 11-49 and who are pending separation action per AR 135-178 or AR 635-200 will not be considered for promotion. If not separated, they may be considered by the next regularly scheduled promotion board unless they are eligible for a standby advisory board per paragraph 11-53 of this chapter. Soldiers enrolled in officer and warrant officer producing programs (including those attending in a permissive TDY status), although eligible for special advancements or promotions in section II of this chapter, are not eligible for consideration for promotion, NCOES training, assignment, or promotion per the other provisions of this chapter.

b. Be participating satisfactorily in the active ARNGUS in the next lower grade.

c. Meet the following times by the date announced in the board memorandum of instruction (waivers are not authorized): (See paragraph 11-8 for computation rules.)

For	TIMIG	TIS	CES
SGT	6 months	NA	NA
SSG	8 months	NA	NA
SFC	11 months	9 years	6 years
MSG	12 months	13 years	8 years
SGM	14 months	16 years	10 years

d. Have a HS diploma, HS-GED equivalent, alternate credential, or an associate or higher degree. Eskimo Scouts are exempt from this criterion.

e. Be qualified in the Career Progression MOS (CPMOS), promotion MOS or a feeder MOS for the position into which assigned and promoted unless another standard is authorized in this chapter, chapter 3, chapter 5, or in a special training program, such as those for CMF 18 and 96, the CASP, or AGR Management Program governed by NGR 600-5 and NGR 600-10. NOTE: Commanders and personnel managers must ensure promotion of SRIP participants only in their primary or CPMOS to avoid violating the terms of incentives contracts. CPMOS must be in the same CMF as the bonus MOS to retain entitlement.

(1) SQI, ASI and LIC classified positions on some MTOE/TDA identify additional skills. Unless a soldier cannot perform the duties of the position due to lack of SQI, ASI and or LIC training, such as in certain airborne or Special Forces positions, this training is not a criterion in determining MOS qualification for promotion. For organizations with units in two or more states, the organization leadership and state MPMOs should coordinate consistent standards to the maximum practical extent.

(2) Soldiers being involuntarily reclassified into another MOS due to unit reorganization or inactivation, will be treated according to State reorganization instructions. They may remain MOS qualified for promotion purposes up to 1 year after the effective date of the reorganization or inactivation, or until reclassified into the new MOS, whichever occurs sooner. State reorganization instructions should provide for the selection, assignment, qualification and reclassification. Soldiers promoted under these rules into a new MOS must become qualified in the time required or be reduced per paragraph 11-56g.

(3) Soldiers are considered physically qualified in their MOS for promotion purposes when they have been found qualified by a State MDRB, Medical Evaluation Board (MEB), or Physical Evaluation Board (PEB), and will retain promotion status. Currency of the soldier's physical examination is a function of eligibility for immediate reenlistment or extension in chapter 7 of this regulation and of NGR (AR) 40-501.

f. For consideration for promotion to SGM with concurrent appointment to CSK individual should not yet be the objective age of 51 as of the last day of the month of the DA (NGB) ARNGUS CSM Selection Board per paragraph 9-3d of this regulation. However, State AGs may nominate individuals above the objective age without waiver or exception when the soldier is clearly the best qualified of all eligible candidates.

g. For consideration for promotion, including concurrent appointment to CSM, 1SG and MSG who are not graduates of the U.S. Army Sergeants Major Course (USASMC) must be eligible to attend and complete the course. Individuals who were selected to attend but did not complete the course for any reason other than hardship are not eligible to attend the course again and, therefore, are not eligible for consideration or promotion to SGM. This criterion is not waivable and exceptions to policy will not be considered.

11-28. NCOES requirements for promotion

NOTE: The promotions in a(2) through (5), (8) and (9) below are conditional promotions. The rules to administer these promotions are in c below.

a. Consider soldiers for promotion without regard to their current levels of NCOES. When selected for promotion and listed in the selection objective of the promotion lists, they are eligible for training and, provided they are in or will be concurrently assigned to positions authorized the higher grade, promotion as shown below. See paragraph 11-42 for discussion of the selection objective, who may attend NCOES courses, and when they may attend.

(1) SPCs and CPLs with PLDC credit are promotable to SGT.

(2) SGTs with PLDC credit are promotable to SSG after they complete BNCOC Phase I. They must start Phase II (or the next resident phase prescribed by the proponent) within two years after the complete Phase I. They must successfully complete all phases before consideration by a SFC promotion board.

(3) SGTs without PLDC credit are promotable to SSG after they complete PLDC and BNCOC Phase 1. They must start BNCOC Phase II (or the next resident phase prescribed by the proponent) within two years after they complete Phase I. They must successfully complete all phases before consideration by a SFC promotion board. SGTs with DORs before 1 Oct 92 do not need PLDC to attend BNCOC.

(4) SSGs with BNCOC credit (all phases), but without ANCOC credit, are promotable to SFC after they complete ANCOC Phase 1. They must start ANCOC Phase II (or the next resident phase prescribed by the proponent) within two years after they complete Phase I. They must successfully complete all phases before consideration by a MSG promotion board.

(5) SSGs without BNCOC or ANCOC credit are promotable to SFC after they complete BNCOC (all phases) and ANCOC Phase I. They must start ANCOC Phase II (or the next resident phase prescribed by the

proponent) within two years after they complete Phase I. They must successfully complete all phases before consideration by a MSG promotion board. SSGs with DORs before 1 Oct 92 do not need PLDC or BNCOC to attend ANCOC.

(6) SSGs with ANCOC credit are promotable to SFC.

(7) SFCs with ANCOC credit (or the USASMC) are promotable to MSG. There is no new training requirement.

(8) SFCs without ANCOC credit are promotable to MSG after they complete ANCOC Phase I. They must start Phase II (or the next resident phase prescribed by the proponent) within two years after they complete Phase I. They must successfully complete all phases before consideration by a SGM promotion board. (NOTE: BNCOC is not a factor.)

(9) MSGs (this includes 1SGs) with ANCOC credit, but without USASMC credit, and who are in the selection objective of the SGM promotion list or CSM selection list, are only promotable after they are enrolled in the USASMC by CNGB(NGB-ART-I) as follows. This is the only means to enroll in the USASMC.

(a) For the nonresident course, State AGS (MPMOs only) will submit to CNGB (NGB-ARH-E) DA Form 4187 (only the original or copy 1) and its enclosed Statements of Agreement and Coordination per the sample at figure 11-6. Receipt of the NGB endorsement is authority to conditionally promote the soldier to SGM then or upon assignment to a SGM or CSM position, whichever is later.

(b) For the resident course, State AGs (POTO only) will submit AATAS applications through ATRRS to CNGB(NGB-ART-I), Action Officer 012. Receipt of Code R (Reserved) on ATRRS is authority to conditionally promote the soldier then or upon assignment to a SGM or CSM position, whichever is later.

(c) Title 10 AGR Program soldiers will submit their forms through their local chains of command directly to CNGB (NGB-ARZ-T) for action by NGB-ARH-E and NGB-ART-I.

(d) Submit forms for SGM selectees immediately upon approval of the board results. Submit forms with CSM nomination packets per paragraph 9-6 of this regulation for CSM nominees.

(10)MSGs with USASMC credit are promotable. There is no new training requirement.

(11)SGMs (this includes CSMs) with DORs before 1 Oct 92 will not attend the USASMC.

b. The NCOES courses for promotion are the Army standard. Waivers and exceptions to policy are not authorized. Title XI of the National Defense Authorization Act for Fiscal Year 1993 (P.L. 102-484), as amended, provides in -- "*Sec. 1114. Noncommissioned Officer Education Requirements. (a) Nonwaivability. Any standard prescribed by the Secretary of the Army establishing a military education requirement for noncommissioned officers that must be met as a requirement for promotion to a higher noncommissioned officer grade may be waived only if the Secretary determines that the waiver is necessary in order to preserve unit leadership continuity under combat conditions.*"

c. All categories of soldiers will complete NCOES courses only in their CPMOS (primary or career progression MOS).

(1) Traditional soldiers (this term includes Military Technicians effective 1 Dec 93) may complete any TATS-configured or AC- or RC-NCOES course for their grade.

(2) AGR soldiers will complete only AC or TATS-configured NCOES courses prescribed as their promotion requirement unless otherwise authorized in this paragraph or an exception is granted by CNGB (NGB-ARH-E or NGB-ARM-P).. Effective 1 Apr 95, AGR soldiers may complete either AC- or RC- PLDC. Also, soldiers who enter the AGR program fully qualified in the NCOES for their next promotion (for BNCOC and ANCOC, this requires Phases I and II) will retain their qualification. Those selected to enter AGR tours who have started any portion of their required NCOES course may complete it and will be fully qualified. When selected for their next promotions, they must attend the course, and in the manner, prescribed for their grade and duty status (AGR must attend AC courses.) However, SSGs who completed RC-ANCOC in IDT status and entered AGR status, may be promoted to SFC under this position when selected by a SFC promotion board in AGR status and assigned to a SFC position. They are then fully NCOES-qualified for promotion to MSG based on that course when selected by a MSG promotion board in AGR status and assigned to a MSG (this includes 1SG) position. The prior qualification carryover factors in this paragraph who entered AGR status before 5 October 1992 and were required to complete AC-NCOES courses as a condition of continuation in AGR status. nor to the soldiers who are Military Technicians discussed in paragraph 11-31f below.

(3) SGTs through SFC who do not have credit for NCOES at the current levels as shown in a above when selected for promotion must complete a double NCOES training requirement, the first as the prerequisite for the second, which is the training required for the promotion. This required for all soldiers with dates of rank of 1 October 1992 and later. Soldiers with dates of rank before that date are considered NCOES-qualified in their current grades for entry to the next higher level NCOES course.

(4) Soldiers must start the next resident phase of their NCOES courses as prescribed by the proponent for their promotion requirement within two years after completing Phase I and before they may be considered by promotion boards for their next higher grades. NOTE: The basic premise of RC-NCOES courses is that NCOs complete Phase I and then enter the next resident phase of their NCOES course for their promotion within two years after completing Phase I. Then they must complete all phases of that course to satisfy the conditions of that promotion, and before consideration for promotion to their next higher grades. The Basic and Advanced NCO courses each comprise two or more phases. A one year waiver may be authorized per *d(1)* below. For courses with three or more phases. specific timelines are set in the course prerequisites by the course proponent. Waivers

and exceptions to this policy to allow consideration by promotion boards are not authorized. See also paragraph 11-30.

d. State AG may conditionally promote soldiers to SSG, SFC, MSG and SGM as authorized in (1) through (3) below. All other conditional promotions require an exception to policy from CNGB (NGB-ARH-E). See paragraph 11-56e for reduction for failure to fulfill the conditions of the promotion. By accepting these promotions soldiers agree to the conditions of the promotions and subsequent reduction without board action or appeal for failure to meet these conditions. Unit leaders will monitor course requirements and soldier scheduling, attendance and completion to ensure soldiers meet the standard.

(1) Traditional soldiers may be promoted to SSG after they complete RC-BNCOC Phase I. After they complete all required phases of their BNCOC, and are selected for promotion to SFC by a promotion board, they may be promoted to SFC after they complete RC-ANCOC Phase I. Traditional SFCs selected by MSG promotion boards may be promoted to MSG after they complete Phase I of ANCOC (or the first two weeks of a resident ANCOC). These provisions apply to SGTs, SSGs and SFCs in paragraph 11-28a(3), (4), (5) and (8) above. All soldiers must start their Phase II NCOES courses (or the next resident phase prescribed by the proponent) within two years after completing Phase I and complete all phases of that level of NCOES course before they may be considered by the promotion board for their next higher grades. The first general officer in the chain of command may extend this two-year period up to one year based on extenuating circumstances, and may add an additional 12 months to the 36 months for a reclassification training requirement incurred following completion of phase I. These soldiers must enter the next resident phase of their NCOES course within 48 months after they complete Phase I and before they may be considered for promotion to the next higher grade. Soldiers will not begin travel to schools until waivers are approved and they have the waiver in hand with their orders.

(2) All categories of ARNGUS soldiers in the selection objective of the SGM promotion list who are graduates of or enrolled in the USASMC per paragraph 11-28a(9) above (including CSM selectees after approval by the DA (NGB) ARNGUS CSM Selection Board) may be promoted to SGM upon assignment to a SGM or CSM position. Based on their selection by the HQDA (NGB) ARNG CSM Selection Board, CSM nominees will be enrolled in the next available resident or nonresident class of the USASMC by CNGB (NGB-ART-I through NGB-ARH-E) which they must complete as a condition of the promotion.

(3) Soldiers in the selection objective of the MSG Promotion List are eligible for assignment, promotion and concurrent appointment to 1SG in authorized positions. See paragraph 5-30d of this regulation.

(4) Cite paragraph 11-28c in promotion orders. See paragraph 11-14e(3) for mandatory remarks to include in the orders.

e. Recruiting and Retention NCOs (CMF 79):

(1) Who are SGTs selected for promotion and NCOES training and who do not have credit for a BNCOC, will attend only RC-BNCOC Phase I.

(2) On AGR status who are SSGs selected for promotion and training, and who do not have credit for an ANCOC, will attend AC-ANCOC for CMF 79 at the NGPEC NCO Academy.

(3) On AGR status who are SFC who do not have credit for ANCOC and who are selected for promotion will attend AC-ANCOC at the NGPEC NCO Academy.

(4) Who are traditional soldiers do not have an RC configured ANCOC or TATS-Configured course Phase II. They need only to attend the RC-ANCOC Phase 1.

f. AGR Non-Career Recruiting and Retention NCOs identified with SQI 4 will attend AC-BNCOC and AC-ANCOC in their primary MOSS.

g. Applicants for warrant officer candidacy will attend BNCOC (ANCOC for Special Forces soldiers) as soon as they receive their proponent pre-determinations per NGR 600-101, chapter 2, as an exception to the policies in paragraphs 11-28a(3) and (4) above. These soldiers do not require promotion board selection to attend these courses.

11-29. Courses creditable for NCOES

Personnel officers will determine credit for NCOES courses from the following list when the courses are listed in DA Form 2-1, item 17, or credited in paragraph 11-31c below. Completion by subcourse is not acceptable for credit unless the course is a TRADOC approved part of the multiphase requirement such as the Army Band NCOES and the USASMC, or the soldier completed the course through this means while in the Regular Army and was credited with completion while on active duty. The four NCOES levels, and the courses and methods for completing or gaining credit for them, are:

a. Primary level

(1) AC- or RC- PLDC

(2) AC- or RC- Primary Leadership Course

(3) Primary Technical Course

(4) Primary NCO Course

(5) USMC Sergeant's Course at the MCCDC

(6) USMC NCO Course

(7) USMC Leadership Course

(8) USMC NCO Leadership Course

(9) Basic NCO Course

(10) Officer or Warrant Officer Candidate School (State or Federal; Army or Marine Corps)

- (11) Senior ROTC (any service)
 - b. Basic level
 - (1) AC- or RC- Basic NCO Course
 - (2) Basic Technical Course
 - (3) Basic NCO Course-Combat Arms
 - (4) Basic NCO Course-Combat Support/Combat Service Support
 - (5) Before 1 Oct 91 any RC-BNCOC Phase I only
 - (6) The following technical courses are equivalent to AC-BNCOC: 551-F1; 33142D30; 300-91B20; 300-91B30; 321-91R20; 800-94F30; and all CMF 67 Technical Inspector courses completed between 3 Oct 83 and 1 Jan 90 (must also be MOS qualified).
 - (7) CMF 18 qualification course plus PLDC
 - (8) USMC Career Course at the MCCDC
 - (9) For Military Technicians:
 - (a) Before 1 Oct 87, any basic level course plus ARNG Battle Skills Course (BSC.)
 - (b) 1 Oct 87 through 30 Nov 93 when there was no Phase II available, RC-BNCOC Phase I plus an SQT or SDT score of 70% completed during that time plus the ARNG BSC.
 - (10) For AGR, before 1 Jul 86, RC NCOES basic or higher level course (BNCOC, ANCOC, SNCOC or FSC) plus the ARNG BSC.
 - (11) For soldiers who were credited with completion while in the RA, a nonresident BNCOC.
 - c. Advanced level
 - (1) AC- or RC- Advanced NCO Course
 - (2) Before 1 Oct 87, RC Senior NCO Course including the First Sergeant Course authorized in lieu of the RC-SNCOC.
 - (3) Before 1 Oct 91, any RC-ANCOC Phase I only
 - (4) USMC Advanced Course at the MCCDC
 - (5) For Military Technicians:
 - (a) Before 1 Oct 87, any advanced level course plus ARNG BSC.
 - (b) 1 Oct 87 through 30 Nov 93 when there was no Phase II available, RC-ANCOC Phase I plus an SQT or SDT score of 70% or more completed during that time plus the ARNG BSC.
 - (6) For AGR, before 1 Jul 86, an RC NCOES advanced or higher level course (ANCOC, SNCOC or FSC) plus the ARNG BSC.
 - (7) For soldiers who were credited with completion while in the RA, a nonresident ANCOC.
 - d. Senior level USASMC: resident or nonresident mode. Note: Soldiers with dates of rank before 1 Oct 92 are considered NCOES-qualified in their current grades to enter into the next higher level NCOES course when they are listed in the selection objective of the promotion list of the next higher grade, except the U.S. Army Sergeants Major Course which requires ANCOC credit to attend. In these cases, SGTs may enter BNCOC without PLDC, and SSGs may enter ANCOC with PLDC or BNCOC. None of the soldiers has to attend a prerequisite course when they held their current or higher grades before 1 Oct 92 and have not been reduced to a lower grade for any period since that date. Do not grant course credit on SIDPERS-ARNG or any other formal record, including the NGB Form 4100-1-R-E in either field 26 or 28 that the soldier has not actually attended and completed or for which granted equivalency. Soldiers whose dates of rank are 1 Oct 92 and later must meet all course prerequisites, including NCOES course completion (of all phases), before they may be considered by promotion boards for their next higher grades and enter higher level NCOES courses.

11-30. Availability of NCOES Phase II courses

State MPMOs, in concert with their Plans, Operations and Training Officers (POTO), will determine availability of Phase II courses, for promotion purposes, as follows:

- a. Check the Course Lists screen on ATRRS (Army Training Resource and Requirements System). Enter the appropriate fiscal year, MOS and phase to determine if a course was available within two years after completion of Phase I. Do this for the year the soldier completed Phase I and for each of the next two fiscal years.
- b. If a school code (SC) other than 0000 appears, the required course was available and scheduled during the fiscal year.
- c. Consider the course not available if a Phase II has been configured, but not taught within two years after the soldier completes Phase I. Enter a constructive credit entry per paragraph 11-31 below, and credit the soldier with completion, including updating the SIDPERS-ARNG entry. The soldier is then eligible for consideration for promotion and, if selected, to attend the next level of NCOES.
- d. Personal, operational and funding conflicts do not constitute nonavailability.

11-31. Constructive credit for NCOES

The following rules govern constructive credit for NCOES which State MPMOs may determine using the guidance in TRADOC Regulation 351-10. State Adjutants General (MPMOs) will determine cases for AGR soldiers in Title 32 AGR status. CNGB(NGB-ARH-E) will determine cases for soldiers in Title 10 AGR status. For cases that do not fit these guidelines, and based on courses not listed in paragraph 11-29 and which are not precluded from credit by this paragraph, soldiers may request determination through command channels to the State AG (MPMO). Requests must include copies of DA Form 2-1, SIDPERS-ARNG Form GPFR-1790 (PQR), diplomas,

Academic Evaluation Reports (DA Form 1059), and similar documents to support the request, plus a complete record of the soldier's applications for training, whether a local record, a hard-copy of the applications, or a copy of the ATRRS screens. Do not submit requests based on courses that are specifically excluded from credit in subparagraphs *a* through *f* below. MPMOs who cannot determine credit may send the action to CNGB (NGB-ARH-E) for a decision or for forwarding to HQ, TRADOC, for a final decision. Once credit is granted, record it in DA Form 2-1, item 27, and, if needed, change the soldier's NCO education code to the equivalent level listed in NGP (AR) 25-10, paragraph 2-140. For example, Constructive credit for PLDC granted 2 Jun 95 for ROTC graduation in 1986, NGR 600-200, paragraph 11-31e, and enter in SIDPERS-ARNG the NCO education code.

a. Soldiers generally will retain credit for all courses completed for which they have been credited regardless if reduced or reclassified into another MOS. They will retain credit for all AC NCOES courses completed at their current or higher level. They will also retain credit for higher level RC-NCOES courses if they attended them in the grades for which they were intended and they served in that grade after graduation. However, soldiers who begin a level of NCOES with more than one phase and do not complete it within the required time will have to start over.

b. Soldiers who are reduced and then considered for promotion will retain credit for any NCOES courses with which they have been credited per this chapter.

c. Former officers who, without a break in active unit service, enlist in a PMOS directly related to the basic or advanced branch course they completed, receive credit for BNCOC for OBC and ANCOC for OAC. If the OBC or OAC is not directly related to the MOS in which the soldier reenlists (the PMOS and the MOS required for the position must be the same), or the soldier had more than a 30-days break between periods of service and enlistment into the ARNG, do not grant credit. For instance, for former Infantry officers with PMOS 11B, C, H or M, credit them with BNCOC for Infantry OBC, and ANCOC for Infantry OAC.

d. Army policy does not allow NCOES credit for professional development courses conducted by the Navy, Air Force or Coast Guard. Do not submit requests for waiver or exception to policy.

e. Marine Corps courses conducted under the auspices of the Marine Corps Combat Developments Command (MCCDC), are included in paragraphs 11-29a(5) through (9), 11-29b(8), and 11-29c(4) above. These courses are conducted at the Staff NCO Academies at Marine Corps bases Quantico, Camp Lejeune, Camp Pendleton, Camp Butler, Camp Crowder (USMCR), and selected other Marine Corps bases. Any other Marine Corps NCO School including the Corporal's School, is considered a unit school and is not creditable here. Also, Marine Corps Institute courses are correspondence courses and are not creditable here.

f. ARNGUS soldiers credited with courses under prior policies retain credit until promoted. This includes special savings provisions for Military Technicians prescribed in the following extract from the National Defense Authorization Act for Fiscal Year 1994, Public Law 103-160, Sections 523(b) and (c):

"(b) MILITARY EDUCATION.-The following provisions of law are repealed

(1) Section 523 of the National Defense Authorization Act, Fiscal Year 1989 (Public Law 100-456, 102 Stat 1974, 32 U&C 709 note).

(2) Section 506 of the National Defense Authorization Act for Fiscal Years 1990 and 1991 Public Law 101-189, 103 Stat. 1438, 32 U.S.C 709 note).

(c) SAVINGS PROVISION.--A civilian technician of the Army National Guard serving in an active status on the date of enactment of this Act who under the provisions of law repealed by subsection (b) (or under other Department of the Army policy in effect on the day before such date of enactment) was granted credit on the technician's military record for the completion of certain education and training courses shall retain such credit, notwithstanding the provisions of subsections (a) and (b), for a period determined by the Secretary of the Army. Such period may not terminate, in the case of such civilian technician, before the effective date of such civilian technician's next military promotion."

11-32. Promotion actions

a. Soldiers may be promoted only into vacant positions based on being placed in the selection objective of a promotion list by board action except for the actions in section II of this chapter. All documented positions, including those on carrier UICs, are valid for promotion purposes subject to the policies in chapter 5 of this regulation, NGR 600-5, NGR 600-10, and regulations governing the Military Technician Program. State MPMOs will verify questionable cases and coordinate with the State Human Resources Officer (HRO) as needed.

b. Soldiers may be considered for assignment and promotion when they are two grades under the authorized grade, there are no authorized positions in the unit or immediate geographic area for the intermediate grade, and there are no other qualified soldiers in the unit or immediate geographic area. For instance, when an Artillery battery has a Supply SGT authorized in grade of SSG and an Armorer/Supply Specialist authorized in grade of SPC, the SPC, if promotable and otherwise eligible for the assignment per section IX of this chapter, may be promoted to SGT against the SSG requirement. The State MPMO will manage these actions with input from the State HRO.

c. For SFC being assigned and promoted to 1SG positions, promote them to MSG on orders and concurrently appoint them to 1SG.

d. Cite paragraph 11-32 as authority for promotion to SGT through SGM.

Section V

Promotion Selection Boards

11-33. General

The ARNGUS promotion selection process establishes the means to consider all eligible soldiers, select the best-qualified soldiers for promotion, and to prepare them with the training for assignments at the next higher grade.

a. States will conduct one board and publish a promotion list for each rank approximately once each year. The selection objective will list in promotion sequence the best qualified soldiers who will be assigned to current and projected vacancies in higher graded positions that go with the promotions per section IX below.

a.l. The SGM Promotion Board should be charged first to select eligible SGM, 1SG and MSG who accept consideration for CSM per chapter 9 of this regulation, then consider all remaining eligible 1SG and MSG for SGM. 1SG and MSG selected for CSM are, by this action, selected for promotion to SGM in CPMOS 00Z50, but are subject first to approval for CSM by the HQDA (NGB) ARNG CSM Selection Board per chapter 9 of this regulation. NOTE: Individuals selected for promotion to SGM with concurrent appointment to CSM as listed in the HQDA (NGB) ARNG CSM Selection Board list, will remain eligible for assignment promotion and appointment from that list until assigned and appointed, removed for cause, or until separated from the ARNG

a.2. The MSG promotion board also may be charged to select eligible MSGs and SFC in the selection objectives of their MOSs on the MSG promotion list to serve as First Sergeants per paragraph 5-30d(1).

b. The promotion list is neither a permanent standing list nor an order of merit list. Each list published by the State AG is a new list and is intended to remain valid until exhausted or, with the exception of soldiers selected and assigned from the list and those approved for CSM by the ARNGUS CSM Board per chapter 9 of this regulation, a subsequent list supersedes it, approximately one year later. Soldiers who have not been selected for assignment and promotion and who remain on a list near its expiration, including those with hardships, will be considered in the next board process with a new ranking relative to all other soldiers being considered. If not assigned and promoted from the old list before it expires, their sequence on the new list will be determined solely by their ranking with their contemporaries; they will not be placed at the top of the list. Once assigned to positions, per paragraph 11-45 below, soldiers are promotable and may be promoted with effective date and DOR on the day after they complete the required training or, for AGR SFC and MSG, receive an AGR controlled grade before the list expires. These AGR soldiers, if not yet promoted, may be considered by the next board as discussed in section VII of this chapter, depending upon the State's program for AGR controlled grade management. However, soldiers who fail to meet any condition of the assignment and promotion in this chapter, such as applying for and completing a required NCOES course as required by State policy, except through hardship, illness or injury, may be removed from the position and promotable status, will not be placed back on the list, and will not be eligible for promotion unless selected by a subsequent board.

c. Once approved, promotion lists are the Priority of Training Lists required by NGR 351-1 and the only means to determine which soldiers will attend NCOES courses. Immediately upon approval of the list, soldiers on these lists will be considered for and, if they are not yet graduates, enrolled in NCOES courses required for the next promotion. Soldiers will initiate applications for training through their units using the Army Automated Training Application System (AATAS).

d. The list is also used to select eligible soldiers for assignment to higher graded positions that go with the promotions per section IX below.

11-34. Announcing promotion selection boards

a. The State MPMO will announce each board using a memorandum of instruction (MOI) patterned on figure 11-3 which will include:

(1) The basic criteria for consideration from section IV of this chapter.

(2) The standard options set by the state that will apply to all soldiers in a given rank and category, such as [I wish to be considered for assignments] In my current unit; In my Armory; In my city, town or local area; In my battalion (or major subordinate command); In my regiment, brigade, group, Troop Command, etc.; In my current area, zone or region; In areas, zones or regions ____, ____, etc.; Within 50 miles of my residence (based on AR 135-91); Within 75, 100, or any other number or groups of numbers of miles the state sets from which soldiers may choose; Anywhere in the state; For assignment to the Regional Training Institute as an instructor; if soldier is in AGR status, For a leadership waiver (for 1SG and CSM); (Note: this does not affect command-directed reassignments of AGR soldiers regardless of purpose per NGR 600-5), or any reassignment other than those involving assignment in connection with a promotion); if soldier is a Military Technician, To a position that requires a compatibility waiver; for current SGM, 1SG and MSG, To accept or decline consideration for CSM per chapter 9 of this regulation' and for current MSG and SFC in the promotion selection objective of the MSG Promotion List, to accept or decline consideration for 1SG per paragraph 5-30d of this regulation; etc.

(3) The criteria used to evaluate soldiers.

(4) Special instructions on the evaluation process to ensure complete preparation, counseling, processing and evaluation.

(5) Who will evaluate soldiers and the evaluation process.

(6) The evaluation, verification and submission processes to safeguard the system.

b. A separate memorandum to charge boards and evaluators may also be published.

c. SIB will use SIDPERS data to generate Promotion Eligibility Rosters (PER) for each unit and element and a NGB Form 4 100-1-R-E, Enlisted Promotion Point Worksheet, for each soldier on the PER. The NGB

Form 4100-1-R-E may be made free-form to allow states to add their options in section IVb. However, the scorable items listed in figure 11-2 will be listed as shown and the values will not be changed. States may print section IVb on a supplemental sheet if they need more room for state options.

d. State NTMO will distribute the PERs with enclosed NGB Form 4100-1-R-E to commanders.

e. The NGB Form 4100-1-R-E and the NGB Form 4101-1-R, Enlisted Promotion Appraisal Worksheet, are both locally reproducible forms. Reproducible copies are in figures 114 and 11-5.

f. The CNGB will announce each board in an MOI and include specific forms, procedures and the process that will apply to the ARNGUS Title 10 AGR Program.

Section VI

Processing Soldiers for Promotion Consideration

11-35. Process soldiers for consideration

a. Soldiers must meet the eligibility in this chapter and the MOI. Include in the announcement MOI the date from which to compute eligibility.

b. Unit commander will:

(1) Verify the PER.

(2) Add eligible soldiers.

(3) Delete ineligible soldiers, including those formally denied consideration per paragraph 11-38, by lining through names and entering a short explanatory note for the deletion. No one may establish local requirements for consideration such as time served in a unit or position, recruiting production, or other criteria not provided in this chapter.

(4) Enter manually any missing or changed data on the NGB Form 4100-1-R-E using the instructions in figure 11-2 and in the state MOI.

(5) Determine and enter evaluator names or positions on individual NGB Forms 4101-1-R.

c. The soldier's leader (generally the first line leader) will review the NGB Form 4100-1-R-E with the soldier to verify information and update entries in handwriting on the form (or electronically, if provided by the state), obtain the soldier's written choice (X mark) to accept or decline consideration and, if accepting consideration, the soldier's written choice (X mark) of one or more of the options provided by the state per paragraph 11-34a, and obtain the soldier's signature and the date signed. When soldiers are not available to do this in person, the commander (or a delegate) may do this by telephone, facsimile transmission, or mail (including email), accomplish all of the required actions, and sign and date the form for the soldier. Soldiers who are not available to process their NGB Forms 4100-1-R-E due to unsatisfactory participation (for drill status soldiers) or absence without leave (AWOL) (for soldiers on orders for 30 or more days for ADSW, ADT, FTNGD for special work or training, Annual Training for 30 days or more, TTAD or AGR) will not be contacted while in this status. If they do not return to duty before the cut-off date for submission of documents announced by the State AG (MPMO) in the MOI for the promotion board, they will not be considered by that board and are not eligible for standby consideration. The leader will -

(1) Interview and counsel each soldier using NGB Form 4100-1-R-E.

(2) Have each soldier verify the individual data in sections I-III.

(a) Soldiers will be considered for promotion, enrolled in NCOES, and selected for assignments based on their CPMOS. The CPMOS will be the primary MOS unless there is a compelling reason for it to be another MOS. For example, a merger MOS such as 75B2 that merges into 75H3; a command directed reassignment for an AGR soldier from 75B to 13B to become a Training NCO; or a soldier in an isolated MOS with little chance of progression such as Legal NCO (71D) or Chaplain's Assistant (71M). In cases other than the merger in the same CMF, the soldier must request the new CPMOS on DA Form 4187 through command channels to the State NTMO per chapter 5 of this regulation.

(b) Soldiers may provide documents to update the form and the personnel data base by enclosing it with the NGB Form 4100-1-R-E. The source documents that may be used to update personnel data are listed in each of the data fields in NGP (AR) 25-10. For instance, Civilian Education Level is in paragraph 2-36: the source is listed as Diploma/certificate, school degree or transcript. Incomplete and questionable documents are not acceptable.

d. Individual leaders in the field who rate soldiers using NGB Form 4101-1-R, and forward their evaluations under the leader evaluation process, should counsel each rated soldier on their strengths and weaknesses and what they may do to improve their individual qualities and qualifications.

11-36. Individual soldier actions

The data on NGB Form 4100-1-R-E are taken from the ARNGUS personnel data base, and are the basis for promotion consideration.

a. Soldiers must verify the accuracy of entries and update the data as required.

b. Soldiers must accept or decline consideration in their own handwriting on the form. They also must select by X mark one or more of the options provided in part IV of the NGB Form 4100-1-R-E (or a state supplemental list of options) to show where they are available for assignment and promotion to the higher grade as provided in paragraphs 11-34a(2) and 11-35c.

(1) They may decline consideration for promotion without penalty. This is only a declination of consideration for promotion, assignment to higher graded positions, and NCOES training. The declination will be

in effect only during the life of that list. Soldiers who decline consideration will be considered by the next regularly scheduled promotion board if they remain eligible. They are not eligible for standby consideration regardless of the reason for declination.

(2) Those who accept consideration, when listed in the selection objective of the promotion list, may expect to be trained in the NCOES course required for the promotion, promoted and assigned to higher graded positions during the life of the list per paragraph 11-42c of this regulation. As soon as the promotion list is published, soldiers in the selection objective of the list who are not graduates, or enrolled as students in, the NCOES course required for the promotion list grade, should, and may be required to, enroll in that course. If they accept consideration for promotion and NCOES training on NGB Form 4100-1-R-E, are listed in the selection objective of the promotion list and, based on that, are selected for promotion and assignment, and decline a school or assignment (and the promotion) for which they are eligible (based on the options they selected per paragraphs 11-34a(2) and 11-35c, or fail to apply for, accept enter, or graduate from a school required for promotion other than by reason of medical disqualification or extreme hardship approved by the State Adjutant General (or DARNG for Title 10 AGR soldiers), will be removed from that promotion list. They may be considered by the next regularly scheduled promotion board, if still eligible, but are not eligible for standby consideration. Unit leaders must encourage and help soldiers in the selection objectives of promotion lists to apply for required NCOES courses.

c. Not used.

d. States should combine the CSM selection process in chapter 9 of this regulation with the SGM Promotion Board as stated in paragraph 11-33a. This process requires a means for eligible SGM, 1SG and MSG to accept or decline consideration for CSM such as using DA Form 4187 to accompany the NGB Form 4100-1-R-E. For 1SG and MSG not selected for CSM this will not affect their eligibility for promotion to SGM in their MOS.

11-37. Correspondence with the board

No one, other than soldiers being considered for promotion, may correspond with a promotion board, and then only in their own behalf. If the board is prescribed in a format other than a formal board sitting jointly, no one may correspond with the board.

a. Soldiers being considered may write to the president of the promotion board to provide documents and information calling attention to any matter concerning themselves they feel is important to their consideration. Although written communication is authorized, it is encouraged only when there is something that is not provided in the soldier's records, and which the soldier feels will have an effect on the board's deliberations. The soldier's official record is used to determine quality and potential. Correspondence to boards will not be acknowledged, will not be a basis for reconsideration, and will not be included in the soldier's permanent personnel records (MPRJ, TAG file or CMIF). Documents for permanent filing must be processed per both AR and NGR (AR) 600-8-104.

b. The following documents are not authorized and will not be given to the board:

(1) Correspondence from anyone other than the soldier concerned (this precludes communication from the soldier's chain of command, NCO support channel, political sources, or other third parties).

(2) Correspondence that criticizes or reflects on the character, conduct, or motives of any soldier.

(3) Incomplete appeals of items such as NCOER, AER, courts-martial, Article 15 or comparable state code actions, etc.

(4) Incomplete copies of NCOER or Academic Evaluation Report. Only fully completed documents processed through official channels will be seen by the board.

c. Letters or memoranda (and all enclosures) seen by a selection board become part of the board record and are not filed in personnel records. Non-receipt of a letter to the board president is not grounds for reconsideration by a Standby Advisory Board as described in paragraph 11-53.

11-38. Denying soldiers consideration for promotion

Soldiers who are eligible for promotion may be denied consideration as shown below, using the guidance and procedures in paragraph 11-49g below. Denial may be based on misconduct, shortcomings in personal and professional qualities and qualifications, or lack of potential to serve at the higher grade. This action generally will be taken when the individual deficiency is not sufficient to warrant a bar to reenlistment or extension or elimination from service. When approved, the denial of consideration will be maintained with, and will expire with, the promotion list for which it was initiated.

a. Initiate denial of consideration on DA Form 4187. Enclose DA Form 4856 on which the commander has personally counseled the soldier on the reason for recommending denial. Soldiers may rebut their commanders' recommendations and submit statements that directly affect the circumstances. These actions will take place in time to allow the soldier 30 days to prepare comments and consult with a judge advocate, if desired, and to allow the approval authority to take final action before the board process is complete. Holding them until the completion of the evaluation cycle may require Standby Advisory Board action when a recommendation is disapproved.

b. Denial of promotion consideration for SPC, CPL and SGT may be approved by the first higher commander authorized in grade LTC or higher.

c. Denial of promotion consideration for SSG and SFC may be approved by the first commander authorized in grade COL or higher.

d. Denial of promotion consideration for MSG may be approved by the State AG.

e. These commanders will personally approve or disapprove these actions, and will not delegate this authority. The final appeal authority is the State AG.

Section II

The Evaluation Process

11-39. General

The complete evaluation process is a board process and should be modeled on the following lines. States may vary from this model provided every soldier in each grade is evaluated the same way. For instance, states may prescribe formal, joint boards at the STARC HQ for senior boards, and decentralized or informal boards at major subordinate command or regional levels, or any combination of these. These decisions may be made based on resource, distance, time, leader availability, and troop population factors decided by the state. At least three individuals will evaluate each soldier as prescribed by the State AG (MPMO). However, these boards will be conducted the same for each grade of rank across the state as specified in the state MOI or other directive that prescribes each board.

a. If the leadership chain (chain of command, supervisory channel, or NCO support channel), as designated by State MOI, is the board, that process must be followed throughout the state for that grade. This constitutes a board and, although it may not meet jointly, will act accordingly. Unless otherwise stated here, the word board applies to both leadership chain evaluation and formal boards sitting jointly.

b. Rules for boards:

(1) Three to five members senior in grade to the soldiers being considered, with the senior member as president, will evaluate all soldiers considered. When large numbers of soldiers are considered, the convening authority may appoint two or more panels, each comprising three or more members, and each of which will consider a portion of the total records.

(2) Promotion boards will generally be comprised of enlisted soldiers. The president will be a CSM unless there is no CSM available, then a SGM may preside (except for the SGM board and CSM panel). When officers are used in these boards and panels, use LTC or higher for SFC and MSG boards (except the 1SG panel), and COL or higher for SGM boards, with a senior COL or a general officer as president. Panels should include at least one officer and two senior NCOs, when officers are included.

(3) The CSM panel of the SGM board will include CSMs to review SGM, 1SG and MSG who are eligible, per chapter 9 of this regulation, and accept consideration for CSM. If officers are included, they will be COL or higher. 1SGs and MSGs selected for CSM by this panel are automatically selected for promotion to SGM in CPMOS 00Z50 (paragraph 11-43e).

(3.1) The 1SG panel of the MSG promotion board, if used per paragraphs 5-30d(1) and 11-33b.1 of this regulation, will include only 1SGs and soldiers in higher grades of rank. Officer membership is limited per paragraph 11-39b(2) above.

(4) If minority members are being considered, boards will include at least one minority member as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(5) If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(6) Boards may include minority members and female members even though the board may not be considering female and minority soldiers. The board should not be composed entirely of minority or female members. Convening authorities will document and explain unusual board composition, such as all (or no) minority or female members, for inclusion in board reports.

(7) Each board and panel may be served by a nonvoting recorder or other administrative support from the supporting S-1, personnel office, or other Adjutant General Corps soldiers.

11-40. Evaluate soldiers for promotion

Board members will evaluate soldier performance and potential using the whole soldier concept. The sum of each soldier's qualities and qualifications, matters of record, past performance with the heaviest weight given to the recent past, and the soldier's potential to serve in positions of greater responsibility, must be considered objectively.

a. Consider all soldiers equally and fairly according to the memorandum of instruction and the instructions for NGB Form 4101-1-R- Members of formal boards that meet jointly will not discuss any specific scores or findings with individual soldiers or in public.

b. Board members may, as stated in the MOI, discuss the general promotion selection process to help their soldiers and others to better understand the process. They may also counsel their soldiers on the data in their records and how their qualifications and qualities compare to the criteria in this chapter and the MOI.

c. Using NGB Form 4101-1-R, rate each soldier fairly in each area under Performance and Potential.

d. Members of formal boards will review available records such as MPRJ with NCOERs, Academic Evaluation Reports, qualification records, correspondence, and other official matters. An authorized memorandum to the president of the board (paragraph 11-30 above) will be shown to all members of the board designated to evaluate the soldier who submitted it. They will not review medical records. Members will refer questionable items to the recorder who will consult with the Personnel Officer.

e. Board members will not depart from the board with any type of notes.

- f.* Recorders will collect all forms, notes and materials used in the evaluation process, and:
 - (1) Verify that entries and scores have been made correctly and transcribe them to NGB Form 4100-1-R-E, section VI only after all board members have evaluated the soldier.
 - (2) Ensure that there is a supporting document attached to the NGB Form 4100-1-R-E for each altered entry in sections I-III.
 - (3) Sign and date the form, obtain the president's signature and date, and submit them according to the memorandum of instruction.
 - (4) Destroy all notes and extraneous materials.
- g.* Process the forms through personnel channels to the State MPMO for entry into the database.

Section VIII

Approve and Publish Promotion Lists

11-41. Approve promotion lists

The State MPMO will --

- a.* Ensure that all actions taken and entries on the forms are correct and that this regulation and the MOI have been complied with. The State AG may disapprove a board when there has been a material error: in the charge to the board (the MOI); in the selection of board members; when board members used incorrect criteria (added to, disregarded, or selectively applied one or more criteria); or through any other major compromise of the board's conduct or integrity.
- b.* Process the data and generate a promotion list for each grade with all individuals considered ranked from highest to lowest by their promotion or CPMOS (with number one being the highest). For example, the SFC Promotion List for MOS 13B might show SSGs with numbers 1 through 25 of whom the first 14 are in the selection objective (paragraph 11-42c). For Title 10 AGR Tour soldiers, the list will be arranged by functional area.
- c.* Include on the list the data needed to identify individuals and to help manage the list such as AGR, Military Technician and NCOES status codes; unit ID; ZIP codes; declination status or codes; etc.
- d.* Approve or gain approval of the convening authority per paragraph 11-2 of this regulation and the state's MOI, of the promotion list.
- e.* Retain promotion board files for two years. Minimum documentation includes:
 - (1) The board appointment and memoranda of instructions.
 - (2) The NGB Forms 4100-1-R-E with enclosures (other than source documents processed to SIB) on each soldier considered.
 - (3) Written communications accepted by the president from promotion candidates.
 - (4) The final approval, master promotion list and, if the board submits one, an after action report.

11-42. Determine promotion status

- a.* The State MPMO will, in concert with the HRO as it affects full-time support soldiers, determine the number of soldiers required for promotion in each grade and MOS based upon:
 - (1) Current vacancies.
 - (2) Positions occupied by junior grade soldiers, whether promotable or not.
 - (3) Vacancies projected during the life of the promotion list (approximately one year) including grade vacancies on carrier UICs that will become effective during the life of the list.
 - (4) A statistically relevant projection to allow for attrition from the list.
 - (5) An allowance for Military Technicians and AGR soldiers who may rank high on the list but be ineligible for a significant number of anticipated vacancies based on State program experience. Allowance may also be made for a number of M-Day soldiers who may place high on the list but be ineligible or unavailable due to program requirements, geographic location, AGR or Military Technician programs, etc.
- b.* If prescribed in State policy, establish a minimum promotion score.
- c.* Set the selection objective for each MOS to include the maximum number who may expect to be trained, promoted and assigned during the anticipated life of the list. Only these soldiers can expect to be trained, assigned or promoted. Soldiers below the selection objective cannot normally expect to be selected from this list.
- d.* Soldiers in the selection objective, even though assigned but not yet promoted, are considered "promotable" while on the list but will not use the letter (P) in correspondence or other documents unless specifically authorized in AR 25-50, paragraph 7-5c.
- e.* All other soldiers on the list below the selection objective, but above the minimum promotable score, if one is set, will still be eligible for assignment, training and promotion in sequence if the original expectations are exceeded.

11-43. Publish promotion lists

- a.* Print a promotion list by MOS for each grade (paragraph 11-41b) with the information specified by the State MPMO and distribute a copy to each unit authorized a field officer commander, each STARC director, and each STARC detachment except the Selective Service Section. The minimum information on a promotion list will be the soldier's name, promotion or career progression MOS (or functional area for Title 10 AGR), promotion points, and a code to determine M-Day, Technician or AGR status. This last item is necessary to determine

eligibility for many assignments due to compatibility requirements. States may add items needed to manage the program such as unit abbreviation, NCO education code, etc. Everyone who handles lists with Social Security Numbers (SSN) will be cautioned to protect the lists from public disclosure.

b. States may also publish derivative or extract lists and distribute them to any level desired. These lists will not alter anyone's sequence number in the MOS or any other standing. Lists published to small unit level and which may be posted in orderly rooms will not include SSNS.

c. Commanders may notify soldiers who were not selected on the day before the list is announced at large.

d. Although the promotion list will be published throughout the State, the State MPMO will maintain the official master list at the State HQ. This list, which must include the SSN to accurately identify each soldier, will show all deletions, changes, additions, promotions and other actions the State MPMO prescribes.

e. The promotion or CPMOS for soldiers selected for CSM and promotion to SGM is MOS OOO. List them by the type of organization or specific organization for which they were nominated and selected per chapter 9 of this regulation. In this case, the type of organization takes the place of the junior soldiers' MOS to determine the relative ranking for promotion and assignment.

f. The MPMO may, but is not required to, publish updated lists periodically. Individuals integrated into the list, and those whose positions change on the list for any reason, may be entered electronically or manually at the discretion of the State MPO.

Section IX

Select Soldiers from Promotion Lists

11-44. General

a. The State MPMO will, in concert with the State HRO, determine the methods to request, assign and promote soldiers, including those who are Military Technicians and AGR, to available vacancies throughout the State in promotion sequence using the guidance in this paragraph and in paragraph 11-45 below. NGB-ARZ-T performs this function for the Title 10 AGR Program.

b. When the promotion list is published, soldiers are eligible for immediate assignment to positions and, if qualified, promotion concurrent with the assignment. Assignment to a position from the promotion list as the first soldier in sequence eligible and available for the position assures the promotion. For soldiers already assigned to positions when the list is published, see paragraph 11-44g(2) below. NOTE: AGR soldiers will not be promoted to pay grade E8 or E9 without a controlled grade allocation.

c. Soldiers are immediately eligible for the NCOES training required for promotion per paragraph 11-28a of this regulation and assignment to positions authorized higher grades, but will not be promoted until they satisfy the NCOES requirement for the promotion grade listed in paragraph 11-28a. This is a statutory requirement that is not waivable as stated in the Army National Guard Combat Readiness Reform Act of 1992 (Title XI, section 1114, of the National Defense Authorization Act for Fiscal Year 1993). As soon as the list is released, soldiers in the selection objective who are not yet trained in the NCOES courses for their promotions must apply for the required course. States may establish specific times in which soldiers must apply for these courses and be listed in ATRRS or be removed from the promotion list.

d. Soldiers may be considered for assignment and promotion without regard to SQI, ASI and LIC required for their positions unless the qualification is indispensable to performance. States must use a consistent standard for each MOS, grade, functional area, and type of unit.

e. Soldiers in the selection objective of the MSG promotion list who are selected for First Sergeant positions are eligible for immediate promotion upon assignment, and appointment to the grade of 1SG. They should be identified early enough to attend the First Sergeant Course (FSC) (AC or RC) before assignment. However, states may set a policy to require these soldiers to complete the FSC before promotion if they set it as a state-wide standard. See paragraphs 5-30d, 11-33b.1, and 11-39b(3.1) of this regulation for further guidance on First Sergeants.

f. States should have current SGMS, and MSGs on the SGM promotion list, designated and approved for appointment to CSM for anticipated CSM vacancies using the procedures in chapter 9 of this regulation.

g. Commanders will assign currently eligible, available soldiers per chapter 5 of this regulation, including career development reassignments in grade, before requesting soldiers from promotion lists. Soldiers assigned to higher graded positions who:

(1) Are not eligible for promotion, were eligible for but declined consideration by the board, or ranked so low in the promotion list that they will not be trained or promoted, may be removed from their positions when there are one or more eligible soldiers on the list who can be assigned to and promoted in their positions.

(2) Are not immediately promotable due to their sequence number on the MOS promotion list may remain in their positions and be promoted when the eligible and available soldiers ranked ahead of them on the list in their MOSs have been promoted in their positions; selected and assigned, whether promoted or not (if awaiting training); removed from the list administratively; determined ineligible or not available for an assignment; or declined an assignment and promotion.

h. Military Technician and AGR soldiers will be selected, assigned, trained and promoted in a concerted effort between the States MPMO, HRO and POTO to assure equitable management. Although they may be assigned to positions identified only for members of these programs, their promotion sequence will be determined

per paragraph g(2) above and, if AGR SFC or MSG, a controlled grade allocation is available to promote the soldier.

i. Specialists who are in the selection objective of the promotion list for their CPMOSs and have completed PLDC, may be trained and then concurrently awarded SQI 4, assigned as described in paragraph 5-24a(4) of this regulation to AGR Recruiting and Retention NCO positions, and promoted to SGT against the R&R position authorization.

11-45. Selecting soldiers from promotion lists

Chapter 5 of this regulation covers the assignment of soldiers. Use that guidance and the following policies, procedures and options to fill positions.

a. Soldiers will be offered assignment to available vacancies for which they are eligible and available starting with the lowest promotion sequence number and continuing until the selection objective is exhausted, all vacancies are filled, or the list expires. If soldiers are eligible and available for the assignment, they will be assigned and promoted provided they have met all other requirements for the promotion. 1SGs and MSGs on the SGM Promotion List for CSM will be eligible and available for MOS 00Z assignments, and immediate promotion concurrent with assignments only after approval by the HQDA(NGB) ARNG CSM Selection Board per chapter 9 of this regulation. SFCs on the MSG Promotion List and the 1SG Selection List are eligible for immediate promotion concurrent with assignment to First Sergeant positions as discussed in paragraphs 5-30d and 11-44c. Soldiers who are flagged are not eligible for assignment, training or promotion until the SFPA is closed. These soldiers will not be contacted for assignment to higher graded positions while in a flagged status. States will establish procedures to contact and solicit individual responses (acceptance or declination) only from eligible and available soldiers who have selected an option to serve at a unit or location or within an area or distance, including allowable response times (and the consequences of failure to respond) Guidance on the options is in paragraphs 11-34a(2) and 11-46 below. State MPMOs will ensure that additional criteria or unauthorized screening criteria or procedures not specified in this chapter or chapter 5 are not added to this process.

b. Soldiers within the published commuting distance (50 miles from the soldier's residence unless another standard has been established by the State AG) must accept promotion and assignment to positions for which they are eligible (qualified) and available.

(1) The travel distance and time rules for involuntary assignment in AR 135-91, paragraph 5-5, are designed to ensure safe, reasonable requirements for soldiers. They ensure the even application of rules to all soldiers on that list. States should use them when setting the distances that apply to assignments for promotions under this chapter. For this chapter only, the same circumstances as an involuntary assignment occur when a soldier declines a promotion and is removed from a promotion list.

(2) No one other than the convening authority may add a requirement for the assignment or promotion that is not set in the MTOE/TDA. Standards published by the state will apply to all soldiers in the grade or grades for which the standards are set.

(3) AGR soldiers are not subject to the commuting distance standard. They are eligible for statewide reassignment and permanent change of station move per NGR 600-5 and the Joint Federal Travel Regulation when selected for promotion and reassignment.

(4) Soldiers serving in assignments that have a service requirement, such as an AGR who made a permanent change of station (PCS) move may not be eligible or available for many assignments due to the restriction on subsequent PCS moves although otherwise My qualified for promotion.

c. Soldiers selected for assignments when they are fully qualified will be promoted concurrently with the assignment. They may not be assigned to positions nor promoted in the positions until the incumbents are reassigned or separated. The only exception to this is the authority to have a promotion ceremony at the soldier's current unit immediately before reassignment per paragraph 11-15a of this regulation. Those who are assigned before they complete required NCOES courses, will be promoted with effective date and DOR as of the day after they complete the required training or the date on which the state receives a controlled grade allocation. Orders may be published in advance of the actual vacancy to allow planning and processing, but the effective date of the soldier's promotion and assignment to the position will not be earlier than the day after the incumbent leaves the position.

d. Once the soldiers in the selection objective are assigned to positions, they generally remain promotable based on the list from which selected.

(1) Soldiers selected from the list and assigned to positions, but who are not promoted because they have not yet completed their scheduled NCOES by the end of the list, will be listed on an extract. The extract list will ensure their promotions, without further board action, the day after they complete training.

(2) However, AGR SFC and MSG assigned, but for whom there are no controlled grade allocations against which to promote, will remain assigned to the positions and may be considered anew by the next boards (see paragraph 11-33b above.) State leadership decides which positions and soldiers are allocated to the limited number of controlled grades, and the method through which this is done.

11-46. Declining promotion and assignment

a. States may set procedures that allow categories of soldiers to decline consideration in advance when, although they may be eligible for assignments, the likelihood of acceptance win be small. For example, SPC and CPL may be allowed to decline consideration outside of their unit or city; SPC through SGT, and any other grade,

may elect advance declination of any assignment over the stated commuting distance; Military Technicians may be allowed to decline in advance any non-compatible position; etc.

b. AGR soldiers selected for higher priority units than those in which they currently serve may not decline assignment. Also, they may not decline any other management directed move under AGR program management policies. These are conditions of remaining on active duty status, and refusal is grounds for relief from active duty and from the promotion list.

c. Declinations will be made in the form prescribed by the State. However, declination of an assignment for which eligible and available, (including commuting distance), or refusal of training under this program should be in writing. Soldiers who decline assignments or require training for which they are fully eligible will be administratively removed from the promotion list. They will not be reinstated on the list under any circumstances but may be considered by future boards if they remain eligible.

11-47. Hardship affecting promotion and assignment

a. Soldiers may decline an assignment for which they are otherwise fully eligible based on hardship that develops after they sign NGB Form 4100-1-R-E accepting consideration for promotion.

b. Soldiers with hardships approved by the State AG will stay on the list but are not eligible for an assignment or promotion until the hardship no longer exists.

c. Some examples of hardship are increased demands based on family or medical problems, civilian education, and civilian employment.

Section X

Removal of Soldiers from Promotion Lists

11-48. Administrative removal

Commanders will promptly advise the State AG (MPMO) in writing with supporting documents to remove from a promotion list the name of a soldier who:

a. Is reduced.

b. Is discharged from ARNGUS enlisted status other than for immediate reenlistment

c. Has a retirement approved before the board date set in the memorandum of instruction.

d. Is barred from immediate reenlistment or extension of enlistment, or non-selected for retention by a board before the date set in the MOI.

e. Was considered in error and selected.

(1) Soldiers erroneously considered and selected who are promoted before discovery of their ineligibility will have their promotions revoked.

(2) If warranted by commanders' explanations, State AGs may grant these soldiers de facto status for the period served in the erroneous grade per paragraph 11-11.

f. Has been considered by a reduction board whose recommendation was to remove the soldier from the list.

g. When notified of NCOES training required for promotion, declines, refuses or fails to apply for, enroll, be accepted into, or graduate due to an act, omission or failure of standards.

h. For soldiers whose MOS (in which the soldier is on the promotion list) has been eliminated by reorganization, who refuses or fails to complete training required for reclassification per paragraph 11-27e(2).

i. Declines an assignment within the published commuting distance for which fully qualified and eligible unless an exception to policy has been approved by the State AG.

j. Enrolls in a commissioned or warrant officer producing program.

11-49. Command initiated removal

a. Commanders may recommend that a soldier's name be removed from an approved list at any time.

b. When recommending a soldier for removal, the following must be considered:

(1) Punishment under UCMJ (or State code) or nonpunitive measures should not automatically be the sole basis to suggest that a soldier's name be removed from the list.

(2) The soldier's conduct before and after the punishment or nonpunitive measures and facts and circumstances leading to and surrounding the misconduct must be considered.

(3) To remove a soldier based solely on a minor or isolated incident of misconduct may be unfair to the soldier. Removal from a promotion list has far-reaching, long-lasting effect on the soldier. The probability of subsequent selection for promotion is extremely limited.

(4) Commanders should evaluate circumstances to ensure that all other appropriate actions have been taken (training, supervision, and formal counseling have not helped) or the basis for considering removal is serious enough to warrant denying the individual's promotion.

c. The commander must submit a recommendation for removal on a soldier who is not in compliance with the 6 or 12-month rule in AR 600-9, or consecutive failure of record APFTs.

d. The commander may submit a recommendation for removal for one or more of the following reasons:

(1) Punishment under Article 15, UCMJ or comparable State code, whether directed for filing in the performance or restricted portion of the soldier's OMPF, or for Title 10 AGR soldiers, in their CMIF at NGB.

(2) Any court-martial conviction.

- (3) A memorandum of reprimand, signed by a general officer, placed in the soldier's OMPF or NGB CMIF.
- (4) Adverse documentation directed for filing in the soldier's OMPF.
- (5) Other derogatory information received in official channels, but not filed in the soldier's official records, if it is substantiated, relevant and might reasonably and materially affect a promotion recommendation.
 - e. Recommendations for removal may be submitted for substandard performance. Definition: The commander determines over a reasonable period of time (at least three months) that the soldier's work:
 - (1) Is such that promotion to the next higher grade would not be in the best interest of the ARNGUS; or -
 - (2) Has declined to such a degree that the soldier no longer has the potential to perform in the higher grade.
 - f. Recommendations should not be submitted on isolated acts based on short-term supervision. To ensure a fair and impartial decision, each case must be investigated thoroughly.
 - g. Process removal actions as follows:
 - (1) Before sending a removal action to the State AG for consideration, the commander will deliver it in writing to the affected soldier. Include all documents that will be submitted to the State AG in the notification to the soldier. The soldier will be allowed 30 days, or until 5 days after the unit's next regularly scheduled training assembly or AT period, whichever is first to respond in writing to the proposed action after receipt of the written notice. The maximum period should be limited to 2 months to ensure that the soldier is notified and has the time to prepare, but that the process continues to move forward. The soldier may include the opinion and statements of third persons in the response. The commander may extend this time for reasons beyond the soldier's control.
 - (2) A soldier who elects not to respond will review the entire action, state the election not to respond in writing, sign the statement, and return the action to the commander.
 - (3) The commander will submit the action for review through command channels to the State AG. Include with the recommendation a copy of the soldier's DA Form 2-1 (in States without a central records center or Personnel Service Branch), SIDPERS Personnel Qualification Record, and DA Form 268, if flagged.
 - (4) A commander at any level may disapprove the recommendation, include the reason for disapproval, and return the action through command channels to the originator.
 - (5) On recommendations processed through the chain of command and not disapproved at a lower level, the State AG will make the final decision based on results and recommendations of the State level standby advisory board.

Section XI

Integrating Soldiers into Promotion Lists

11-50. General

- a. This section describes how to integrate soldiers into approved promotion lists.
- b. Individuals who enlist or reenlist into the ARNGUS from any other component of the Armed Forces of the U.S. may not be integrated into promotion lists. They may be considered by the next scheduled promotion board, provided they are eligible, or considered by a Standby Advisory Board (STAB) per paragraph 11-53, when directed by the State Adjutant General.

11-51. Interstate transfers and inservice recruiting

- a. Soldiers with promotion list status in one state who transfer to another may be integrated into the new state promotion list. The State MPMO may contact the losing state to obtain the soldier's official standing and related records.
- b. Integration will be in the soldier's promotion or CPMOS. When the new state does not have the soldier's CPMOS, reclassify the soldier and recompute the soldier's score. Integrate the soldier into the list in the new MOS.
- c. Soldiers with promotion list status in the active Army, a USAR Troop Program Unit, or USAR Control Group (IMA) who enlist or reenlist into the ARNGUS are not eligible for integration into ARNGUS lists based on their active Army or Reserve promotion list status; each component has a different system. However, State AGs may direct a STAB to consider this category of soldier for integration.
- d. Soldiers integrated into approved promotion lists will be administratively reviewed and placed on the list immediately after the individual with more points or the same number of points. Their places will be designated with decimals. For instance, between sequence numbers 60 and 61, one soldier would be numbered 60.1; a second would be 60.2; etc,

11-52. Soldiers reclassified while on promotion lists

Soldiers reclassified for other than loss of qualifications due to inefficiency or misconduct will compete for training, assignment and promotion in the new MOS. These soldiers will be removed from a promotion list, but State AGs may direct a STAB to consider soldiers' promotion status for integration into a list in the new MOS.

11-53. Standby Advisory Board

- a. The Standby Advisory Board (STAB) is used when a soldier meets the conditions listed in the remainder of this paragraph. If a board is in session, comprised essentially as was the original board by which the soldier was or should have been considered, they may be charged as a STAB to fully evaluate the soldier's record using the original board charge. When there is no board in session, assemble one using the rules in paragraph 11-39.

b. Generally it is not used when a board was not properly conducted for an entire class of soldiers such as everyone in one grade, one unit, one career management field, or one MOS. In that event, the MPMO will have to invalidate some or all of the original board, reconstruct the soldier's records and the board, and conduct the board essentially as of the date the proper action should have occurred.

c. The State AG (MPMO) may approve cases for referral to a STAB upon determining that a material error exists.

d. The State MPMO will determine if a material error existed in a soldier's official records when the file was reviewed, or should have been reviewed had the error not precluded review, by a promotion board.

e. Error is considered material when there is a reasonable chance that had the error not existed the soldier would have been selected.

f. STABs are convened to consider the records of soldiers -

(1) Not reviewed by a regular board.

(2) Whose records, due to material error, were not reviewed by the regular board.

(3) Whose records were reviewed by the regular board, were not selected for promotion, and whose records contained a material error which may have been a factor in nonselection.

(4) Enlisting or reenlisting directly into the ARNGUS from the active Army or USAR, when directed by the State Adjutant General, for addition to approved lists as described in paragraph 11-51c.

(5) On whom derogatory information has developed that may warrant removal from approved promotion lists.

(6) Reclassified as described in paragraph 11-52.

g. Soldiers selected by a STAB will be integrated into approved promotion lists and promoted along with their peers in the sequence that would have occurred had they been originally selected.

h. Only soldiers who would have been eligible per the original memorandum of instruction as of the date of the board will be considered. Soldiers who did not meet or could not have met the criteria at the time of the original board will not be considered.

i. Reconsideration normally will be granted when one or more of the following conditions existed in the soldier's official records at the time they were reviewed by a promotion selection board: (Soldier's requesting reconsideration for reasons in (2) through (5) below will be granted reconsideration only for the most recent board before the soldier's request)

(1) An adverse NCOER or Academic Evaluation Report reviewed by a board was subsequently declared invalid in whole or in part, and a determination was made that there was a material error.

(2) An adverse document belonging to another soldier was filed in the nonselectee's records and was seen by the board.

(3) An Article 15 (or comparable State nonjudicial action) designated only for temporary filing in the soldier's record, or which was set aside and has not been removed from the soldier's record was seen by the board.

(4) Court-martial orders were filed in the soldier's record when the findings were 'not guilty.'

(5) A document was filed in the records reviewed by the board that erroneously identified the soldier as AWOL while on active duty, a deserter, or an unsatisfactory participant according to AR 135-91.

(6) A record of 30 or more college semester hours properly entered into official channels but was not seen by the board. College degree or transcript must have been submitted into channels within three months before the board to be recorded on qualification records, or submitted to the board president in hard copy with the soldier's memorandum to the president to warrant standby consideration.

(7) An award of a State or Federal Commendation Medal or higher award presented within three months before the date of the board was not recorded on official records, seen by the board in hard copy, or not presented to the board when provided in the soldier's memorandum to the president to warrant standby consideration.

(8) An annual or change of rater NCOER that was processed to the custodian of records in time to be filed before the date the board convened was not reviewed. NCOERs received on time but returned for administrative reasons may warrant standby consideration.

(9) Consideration in an MOS other than the soldier's PMOS or designated CPMOS.

j. The following reasons do not constitute material error and are not reasons for reconsideration.

(1) Omission of commendatory, congratulatory or service memoranda, certificates, letters or similar correspondence.

(2) Absence of documents written, prepared or computed after the date the board convened.

(3) Incorrect data on DA Form 2-1, NGB Form 4100-1-R-E, PQR and other records which the soldier reviewed prior to the date the board convened.

(4) Absence of official photograph or presence of an outdated one which the soldier did not update, when current photographs were required in the board MOI.

(5) Absence of an award lower than a commendation medal.

(6) Absence of documents not authorized for filing in records by AR 600-8-104.

(7) Absence of the completion document for an NCOES course, unless it was required for consideration and was completed before the date the board convened.

(8) A complete the record NCOER is an optional report and the absence of this report will not, under any circumstances, be a basis for reconsideration.

k. Correspondence such as letters and memoranda of commendation, appreciation, documents from third parties, and documents dated on or after the date the STAB convened will not be forwarded.

Section XII

Reductions in Grade

11-54. General

a. Sergeants and above are entitled to a board unless exempt per this section when being considered for reduction for inefficiency, misconduct, or due to civil conviction. They are not entitled to a board for administrative reduction or separation in a lower grade for failure to meet a condition or requirement for a promotion or assignment in this chapter such as NCOES training or a service remaining requirement for the promotion, or for loss of authorized grade due to reorganization or release from active duty. The reduction board will be convened unless the soldier waives the requirement in writing.

b. A commander who has the authority to advance or promote a soldier to a grade per paragraph 11-2 also has the authority to reduce a soldier from that grade.

c. The authority in this paragraph will not be used to reduce soldiers for actions of which they were acquitted as a result of courts-martial proceedings.

d. Revocation of illegal or erroneous promotion orders is not a reduction action in the meaning of this section. See paragraph 11-11 for revocation and related actions.

11-55. Voluntary reduction

If approved by the unit commander, a soldier may volunteer in writing on DA Form 4187 for reduction to any lower grade for reassignment to another position, another program, or to continue in service. The promotion authority may then administratively reduce the soldier without board action. Establish DOR as prescribed in paragraph 11-6j(1).

11-56. Failure to complete training

Reduce soldiers, without board action or appeal:

a. Who fail to complete OCS or Warrant Officer training to the grade held on the day before appointment to Candidate status as a SGT or SSG effective the date after they are no longer enrolled. Promotion authorities may reduce these soldiers to PFC or SPC only when they were appointed from grade PV2 and would have otherwise been eligible for advancement.

b. Who complete OCS or Warrant Officer training program, without accepting appointment or commission, to the grade held before entering candidate status effective the date after they complete the program.

c. SMP participants who withdraw or who are eliminated from the ROTC Advanced Course to the grade held on the day before appointment to Cadet status as Sergeant or the grade to which the soldier would be entitled if enlisting under the provisions of chapter 2, but not below PV2.

d. Who accept commission or appointment, to the grade held on the day before entering candidate or cadet status effective on the day before commission or appointment. Soldiers will not be separated in special pay grades E5 or E6.

e. Who fail to successfully complete an NCOES course that is a condition of a promotion due to their failure to apply for, enter, meet standards, or through misconduct or voluntary withdrawal. Reduce these soldiers automatically effective on the date the soldier fails to apply for, enroll or be enrolled in a class for which selected, fails a course, withdraws from the course, or on expiration of the time set for completion at promotion. This service does not require a de facto determination; the soldier will retain the higher pay and allowances through the day before the effective date of reduction in a de jure status (by right.) However, TIMIG in the higher grade is not satisfactory service for future adjusted DOR if promoted again to the grade nor is it creditable towards retired pay in the higher grade or any other determination dependent upon the higher grade. This includes soldiers whose training was delayed or deferred when ordered to active duty for service during combat or contingency operations such as the one year completion requirement for NCOES after release from the period of active duty.

f. Promoted in their former MOS under reorganization guidance but who have refused or failed to qualify in the MOS for the new position to which assigned per the guidance in chapter 5 of this regulation.

g. Who were promoted per the rules in paragraph 11-27e(2).

11-57. Reduction upon return from active duty.

a. Soldiers returning to their ARNG units after being released from active duty (IADT, TTAD and Title 10 AGR, etc.) in a higher grade than held at the time of entry into such service, other than authorized advancements to grades that would have been gained per this chapter, may be retained in their higher grade for 6 months. Upon termination of the 6 months, soldiers not assigned to MTOE or TDA vacancies commensurate with their grade are reduced, reclassified, transferred to the ING, IRR, Retired Reserve, or discharged in accordance with chapter 8.

b. Waivers. One waiver for an additional 6 months may be approved by the State AG for Title 32 AGR. One waiver for an additional 6 months may be approved by NGB for Title 10 AGR personnel.

c. Soldiers released from active duty in a higher grade than held at time of entry into active Federal service, who are transferred to the ING or the IRR, are transferred in the higher grade.

11-58. Other reasons for reduction

Reduce soldiers without board action or appeal:

- a. Who enlist or reenlist in a grade above those authorized by chapter 2, to the grade to which then entitled, effective the date of enlistment or reenlistment.
- b. Who, 2 years after date of enlistment or reenlistment into lower graded positions in the Try One in the Guard program, have not been reassigned to a grade vacancy position commensurate with their grade.
- c. Who involuntarily lose their positions due to unit reorganization, inactivation, full-time support utilization requirements or downgrading SPMD positions, and therefore cannot be properly utilized per chapter 5.
 - (1) If immediate reassignment is not appropriate, retain them in current grade for up to one year before involuntarily reducing or reclassifying them to fill valid positions.
 - (2) When it is not possible to properly assign these soldiers, transfer them to the ING or IRR. NOTE: Full-time soldiers not affected by force structure changes may not be involuntarily moved to lower graded AGR positions or reduced because of that assignment.
- d. Failure to meet the service remaining requirement in paragraph 11-10.
- e. To enter a training program that requires a lower entry grade to qualify for another position in the same or another unit.
- f. Reduction for failure to meet the criteria of a conditional promotion other than training, such as prior authority to use interim clearances for promotion, etc.

11-59. Enlistment in lower grade

Enlistment or reenlistment at a lower grade in the ARNGUS, Regular Army, the USAR, or any component of another U.S. Armed Force is a contractual agreement and is considered a voluntary reduction to gain a benefit. Subsequent reenlistment in the ARNGUS does not authorize restoration of grade or adjustment of DOR. Accepting a voluntary reduction does not entitle a soldier to an earlier adjusted DOR when promoted again to a formerly held grade. Grade and DOR of former officers will be in the grade determined from chapter 2 and paragraph 11-6m of this regulation.

11-60. Reduction for inefficiency

A soldier may be reduced one grade for inefficiency. Inefficiency is defined as technical incompetence or demonstrated pattern or one or more acts of conduct that show lack of abilities and qualities required and expected of a soldier in that grade. Inefficiency can include one or more acts of misconduct, poor performance, a record of unexcused absences or declaration as an unsatisfactory participant (AR 135-91), conviction by a civil or criminal court, long standing personal debts when there has been no reasonable attempt to pay them, and significant shortcomings in training performance. A single act may be so negligent or so substantially below the norm that it warrants a recommendation for reduction from the commander. However, an unexcused absence from scheduled training, whether one UTA or one MUTA, should not normally in itself be the sole basis to charge a soldier with inefficiency to the degree that reduction is warranted, nor is it intended as a substitute for judicial or nonjudicial punishment whether in state or Federal status. A reduction board is authorized for soldiers in grade SGT and higher, and the recommending commander must provide complete justification and documentation to support the reduction action. Some examples are:

- a. Statements of counseling or other documented attempts at rehabilitation by the chain of command or supervisors.
- b. NCOERs or counseling statements documenting inefficiency or poor performance.
- c. Record of misconduct during the period concerned.
- d. Correspondence from creditors attempting to collect debts.
- e. Adverse correspondence from civil authorities showing evidence of misconduct.
- f. Documentation proving that individual has unexcused absences, periods of unsatisfactory participation, or that the soldier has been declared an unsatisfactory participant per AR 135-91.
- g. Reduction based on lack of technical skill or ability requires reclassification to the corresponding skill level and MOS per chapter 5 of this regulation.

11-61. Reduction for misconduct or civil conviction

- a. Discharge. If a soldier is to be discharged with a discharge certificate under other than honorable conditions, the State AG will reduce the soldier immediately to PV1 without board action. If the discharge is suspended, the soldier is not reduced under this paragraph.
- b. Dropped from the rolls of the Army (DFR). When discharged per chapter 8 because of being DFR, a soldier is automatically reduced to PV1 without board action.
- c. Misconduct or civil conviction. A soldier can be reduced one or more grades for misconduct or civil conviction.
 - (1) If appropriate, Article 15, UCMJ (AR 27-10), Courts-Martial (MCM 1984), or provisions of State law may be used to effect reductions for misconduct in lieu of this regulation.
 - (2) Administrative reductions for misconduct may be based on one or more acts of misconduct.
 - (3) A soldier convicted by a civil court (domestic or foreign) or adjudicated as a juvenile offender by a civil court (domestic or foreign) is reduced or considered for reduction using the guidance below. "Juvenile offender" includes a person adjudicated as a juvenile delinquent, wayward minor, or youthful offender. Action is taken on receipt of documents establishing a sentence (imposed or vacation of a suspended sentence) or a finding of guilt

with sentence to be established at a later date. A soldier can be reduced even though an appeal is filed. If an appeal results in reversal of the civil conviction, take action per paragraph 11-66.

(4) If the civil authority's sentence includes death or confinement of 1 year or more that is not suspended, the soldier is reduced to PV1. If convicted, or a guilty plea is accepted by the court, and sentencing is delayed for at least 30 days, reduction can be accomplished immediately based on the maximum penalty. If reduced and if the actual imposed sentence is less severe and then further restoration and board actions are required.

(5) If the sentence is confinement for more than 30 days, but less than 1 year (not suspended), or 1 year or more suspended, SPC and below will be considered for a one or more grade reduction. SGT and above must be referred to a reduction board for possible reduction of one or more grades.

(6) If the sentence is less severe than in (4) above, and reduction authority considers it appropriate, the soldier may be considered for reduction of one or more grades. SGT and above will be processed for possible reduction board action.

11-62. Reduction notification procedures

a. The commander reducing the soldier informs the soldier in writing, delivered in person or dispatched by Certified Mail-Return Receipt Requested, of the action contemplated and reasons. The soldier acknowledges receipt of the memorandum in writing, and may submit any pertinent matters in rebuttal. Mail refused, unclaimed, not acknowledged, or otherwise undeliverable, is not used as defense against, or as a basis for an appeal of reduction, when notification was correctly addressed to the latest official mail address furnished to the unit by the member.

b. The commander's written notification must include instructions advising the soldier (SGT and above) of his or her right to request a reduction board and the date the board request must be received.

(1) SPC and below may be reduced without action by a board.

(2) Only SGT through SGM may request to appear before a reduction board. If the soldier waives board action, the waiver must be in writing. The soldier may submit any pertinent matters in rebuttal in writing. Failure to respond within 30 calendar days after the date of receipt of written notification constitutes a waiver of the right to a reduction board.

c. A soldier who requests a board will be given at least 30 days written notice before the date of the hearing. The reduction authority may approve an extension of the 30 days if requested by the soldier in writing.

d. The convening authority ensures that:

(1) The board is composed of unbiased soldiers senior in grade to the soldier being considered for reduction.

(2) At least one board member is thoroughly familiar with the soldier's field of specialization, especially for inefficiency or poor performance cases.

(3) The board consists of at least three voting members and a recorder without vote. A majority of the members of the board constitutes a voting quorum and must be present in order for the board to convene.

(4) The senior voting member serves as president of the board.

(5) If the soldier being considered for reduction is female or a minority, the board will include an officer or enlisted soldier who also is female or a minority member, if reasonably available. However, nonavailability of a female or a minority member does not preclude convening of the board. In the event of nonavailability, justification must be stated in the record of proceedings.

(6) No soldier with direct knowledge of the contents of the case will be appointed to the board.

(7) Alternate board members are appointed and will be available when required.

(8) Unbiased board members, if not available, are requested through higher headquarters.

11-63. Reduction board procedures

a. The soldier may request military counsel be appointed. If a specific judge advocate or other officer is requested and is reasonably available, the convening authority designates that officer as counsel. If the requested counsel is from another command, the convening authority will forward an official request to the appropriate headquarters. Determination by that headquarters is final regarding the availability of requested military counsel. If the specifically requested counsel is not available, the convening authority will appoint another judge advocate or experienced officer to serve as counsel.

b. Notice of a board hearing date is made only after counsel is available to the soldier, if requested.

c. The recorder, on request of the soldier or counsel, arranges for the presence before the board of any reasonably available witnesses.

d. Copies of all written affidavits and depositions of witnesses, who are unable to appear before the board, will be furnished to the soldier.

e. The president of the board ensures that enough testimony is presented to enable the board to:

(1) Fully and impartially evaluate the case.

(2) Be objective in their deliberations.

(3) Arrive at a proper recommendation.

(4) Consider those abilities and qualities required and expected of a soldier of that grade and experience. (A NCO is expected to maintain high standards of conduct). While prior years of faithful service are commendable, this alone does not override the best interests of the ARNGUS.

f. AR 15-6 may be used as a general guide for the board so far as it does not conflict with any provisions of this regulation.

- g.* The board may recommend a reduction of one or more grades (dependent on reason for reduction), retention of grade, reassignment or a combination of any of the above
- h.* The convening authority may approve or disapprove any portion of the board's recommendation so long as the action does not increase its severity.
- i.* When the board recommends a reduction and the convening authority approves it the soldier is reduced by the reduction authority as directed without regard to any action taken to appeal.
- j.* In case of reduction for inefficiency, the convening authority can suspend reduction up to six months. If the suspension is not vacated during this period, reduction may only be accomplished by convening a new reduction board.
- k.* If a civil conviction is reversed, or sentence is modified or reassessed, see paragraph 11-66.

11-64. Rights of the soldier

- a.* The rights of the soldier concerning the reduction board are:
 - (1) SGT through SGM may request a reduction board within 30 days of date of notification of the consideration for reduction.
 - (2) To decline in writing to appear before the board, or may appear in person with or without counsel at all open proceedings.
 - (3) To retain a private attorney at no expense to the Government If not represented by a private attorney, the convening authority designates military counsel who normally a lawyer judge advocate officer or Army civilian attorney-advisor) unless, in consultation with the servicing staff judge advocate and the U.S. Army Trial Defense Service, the convening authority determines that a lawyer is not reasonably available. Any such determination is final. If a soldier requests specific military counsel, follow the procedures of paragraph 11-63a above.
 - (4) To request any reasonably available witnesses whose testimony is believed to be pertinent. When requested, the soldier provides the nature of the information the witnesses are expected to provide.
 - (5) To submit to the board written affidavits and depositions of witnesses who do not appear.
 - (6) To elect to testify as a witness and submit to examination under oath, make or submit unsworn statements, or remain silent.
 - (7) To challenge or question any witness appearing before the board.
- b.* Failure of soldiers to exercise their rights is not a bar to the board's proceedings, findings and recommendations.
- c.* When a soldier appears before the board without representation, the president will fully counsel the soldier on:
 - (1) The action that is being contemplated.
 - (2) The impact such action may have on the outcome of the case.
 - (3) The right to request counsel and to challenge any member of the board for cause.
 - (4) The right to submit an appeal per paragraph 11-65.

11-65. Appeals

- a.* Appeal of reductions per paragraphs 11-54d and 11-55 through 11-58 is not authorized. Appeal of reductions per paragraph 11-61 is authorized only to correct material errors such as a reduction that did not comply with this regulation and therefore was without sufficient basis.
- b.* In order to correct an erroneous action on equitable grounds, appeal is authorized of reduction for inefficiency per paragraph 11-60, misconduct or civil conviction other than per paragraph 11-61, and partial restoration under paragraph 11-66. It must be shown that the facts and circumstances of the case are such that partial or full restoration of grade will be in the best interests of the ARNGUS and the soldier.
- c.* An appeal must be submitted in writing within 30 days after the date of reduction or date of official written notification of restoration action. A complete copy of all correspondence is furnished to the authority taking final action of the appeal.
- d.* Appellate authority for reductions is:
 - (1) The next higher authority above the reduction authority for SSG and below.
 - (2) The first general officer in the chain of command above the reduction authority for SFC through SGM.If the reduction authority was the State AG, the appeal will be acted upon by the State AG as a request for reconsideration. The State AG's action is final.
- e.* If appeal results in a determination that the reduction under paragraph 11-61 was erroneous, the appellate authority directs restoration to the former grade. Restorations are effective as of the date of the order and DOR is the same as DOR prior to reduction. However, if it is determined that another provision may apply, the appellate authority directs action be taken in accordance with the appropriate provision of that paragraph.
- f.* If the appellate officer on an appeal determines that the reduction should be changed on equitable grounds, the soldier is restored to the former grade or to any intermediate grade. Restorations are effective as of the date of the order. DOR for soldiers restored to former grade are the same as DOR prior to reduction. DOR for soldiers restored to an intermediate grade are the same as the date of the order directing restoration.
- g.* If the appellate authority on an appeal determines that the reduction meets the requirements of this regulation and need not be changed on equitable grounds, the appeal is denied.
- h.* A soldier submitting an appeal will be informed in writing of the decision. A copy of the appeal and the final action is filed in the soldier's MPRJ.

- i.* Authority to take final action on appeals may not be delegated.

11-66. Restoration of grade

a. Restoration of grade is accomplished without regard to the criteria specified for advancement or promotion to the grade and rank, to include position vacancy and promotion board action. See paragraph 11-6 for DOR.

b. Grade and rank restoration may result from:

(1) Setting aside, mitigation, or suspension of punishment under UCMJ or comparable state code. The commander authorized to promote to the higher grade may restore the soldier's grade and rank.

(2) Reversal of conviction by civil court. If a conviction by a civil court for which a soldier was reduced is later reversed, the soldier is restored to the grade and rank from which reduced and regains incumbency to the former position held. If the commander having promotion authority for that grade determines that the soldier was denied promotion because of the conviction, the soldier may be promoted to the next higher grade and gains incumbency to that position.

c. A reversal of conviction is the annulling or voiding of a court judgment by the same or a higher court of competent jurisdiction because of error or irregularity in proceedings. It does not include instances where, under local law or procedure, a conviction is set aside in recognition of rehabilitation or as a result of parole. If a conviction is reversed and a new trial is ordered, the soldier's grade and rank are restored. The soldier may be reduced because of a later conviction resulting from a new trial.

d. If a sentence is modified or reassessed (by an appellate court or otherwise), or a sentence as imposed is less severe than the one under which a reduction was accomplished, the following action is required:

(1) Reduced from SGT or above: If reduction was under paragraph 11-61, reduced sentence no longer falls within the original category, the soldier is restored to the former grade and new board action is optional with the reduction authority. If the sentence, as modified, reassessed, or reduced falls within the same subparagraph of paragraph 11-61, no action is necessary.

(2) Reduced from SPC and below: soldier is restored to SPC or any intermediate grade, or directed to remain at PV1. The soldier is notified in writing of the decision.

11-67.Reduction and restoration orders and records

a. Grade restorations and reductions for misconduct and inefficiency (except for Articles 15, UCMJ, or comparable state code, and courts-martial) are announced in orders.

b. Cite in orders the reason for reduction, such as inefficiency, the authority, and the paragraph from this chapter under which reduced. When reduction is for misconduct for which proceedings under Article 15, UCMJ, or comparable state code, were conducted, prepare DA Form 2627 (Record of Proceedings under Article 15, UCMJ) per AR 27-10 or use prescribed forms under comparable state regulations.

c. The complete reduction action including any appeal is filed in unit records. The reduction order will be filed as a permanent document in the soldier's MPRJ and removed only if the soldier is promoted. Reduction actions that are wholly set aside are not filed in the MPRJ.

See the accompanying Adobe PDF File for current version

Figure 11-2, **Instructions for NGB Form 4100-1-R-E, Enlisted Promotion Point Worksheet**

TAG OR STARC LETTERHEAD

Office Symbol (MARKS)

(date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Instructions for 200x Sergeant First Class Promotion Board

1. The (state) Army National Guard Sergeant First Class Promotion board will convene on (date) at location).
2. The board will consist of (list who will evaluate).
3. Enclosure 1 is your unit's Promotion Eligibility Roster (PER) of eligible staff sergeants. Enclosure 2 is an NGB Form 4100-1-R-E for each soldier on the PER. The board will consider all eligible staff sergeants unless they decline consideration by this board in writing on NGB Form 4100-1-R-E. The eligibility criteria are in NGR 600-200, paragraph 11-27. To be eligible for consideration, staff sergeants must also meet the following times computed as of the last day of the month in which the board convenes:
 - a. Date of rank of 1 Mon 0x and earlier.
 - b. Pay entry basic date of 1 Mon 0x and earlier.
 - c. Basic enlisted service date of 1 Mon 0x and earlier.
4. The promotion list will help establish the priority of training for selectees who are not graduates to attend the Advanced NCO Course (and for those who require it, the RC-BNCOC Phase I as a prerequisite), to offer selectees assignment to higher graded positions, and to promote them to sergeant first class. Soldiers who decline consideration by this board are not eligible for NCOES courses or promotion consideration until the next board provided they remain eligible.
5. Complete the following actions by 1 Mon 0x:
 - a. Delete ineligible and add other eligible soldiers on the PER.
 - b. Use the information in NGR 600-200, figure 11-2, to add or correct information on NGB Form 4100-1-R-E with the soldier, verify the data including points, and attach source documents to support changes. The first line leader will review the form and data with the soldier, explain the options available to the soldier in section VI, and the consequences of the choices.
 - c. The soldier will accept or decline consideration for promotion, military education and assignment; initial optional blocks (choices set by the state), sign the form and date it.
 - d. Complete NGB Forms 4101-1-R as follows: (enter state process and procedures for completion, verification and safeguarding.)
6. The State Military Personnel Officer will:
 - a. Verify updated information, verify eligibility, compute the final points for each soldier, and enter information in the database.
 - b. Produce the promotion list in sequence (highest score is first ranked) for each MOS, assemble supporting documents, and approve the list for publication.

c. Coordinate the final list with the Human Resource Office, and the Plans, Operations and Training Office.

d. Publish the list to (the distribution scheme published for the state).

7. Based on this list, soldiers are eligible immediately:

a. If they are not already graduates or enrolled, to apply for the NCOES course or courses they need to qualify for promotion. (States insert their procedures.)

b. For assignment to higher graded positions for which they are eligible and available according to the standards set for this program in (state procedures).

c. For promotion concurrently with the assignment in b above if they are otherwise eligible. Soldiers currently assigned to higher graded positions will be promoted in sequence as they are contacted from the list or, if not yet trained, the day after they complete required NCOES courses.

8. Soldiers who are not listed in the selection objective of this list cannot expect to be assigned to higher graded positions, to attend NCOES during the (period), nor be promoted unless the state exceeds the number of promotions originally projected.

FOR THE ADJUTANT GENERAL:

Encls

(MPMO)

Figure 11-3. Sample Memorandum of Instructions (MOI)

See accompanying Adobe PDF for the current version

Figure 11-4. NGB Form 4100-1-R-E. Enlisted Promotion Point Worksheet

STATEMENTS OF AGREEMENT

1. I understand that I am required to serve at least 24 months after graduation.

Soldier initials _____

2. I have been counseled and understand that if I fail to complete this course, I may be Barred from Reenlistment or Extension of Enlistment, or recommended for separation from service. I further understand that, if I am a master sergeant or first sergeant, and I do not complete the course for reasons other than extreme hardship, I will be removed from the promotion list administratively and will not be eligible for future consideration for sergeant major or to attend the course.

Soldier initials _____

3. I understand that if I have been promoted to sergeant major conditioned upon my successful completion of the U.S. Sergeants Major Course that I will be reduced without board action or appeal if I fail to complete the course by not satisfying requirements, meeting standards, misconduct or withdrawal.

Soldier initials _____

4. I have read and understand the requirements and related actions for the United States Army Sergeants Major Course.

Soldier signature and date: _____

COORDINATION

1. State CSM: _____

2. State POTO: _____

3. I certify that the soldier has been selected by a promotion board for promotion into the actual vacancy or a vacancy projected within the next 12 months.

State MPMO: _____

4. For soldiers are Military Technicians or Active Guard Reserve status:

State HRO: _____

**Figure 11-6 (continued). Statements of Agreement and Coordination
(Enclosure to DA Form 4187)**

1 March 1997

Appendix A
References

Section I
Required Publications

AR 40-3
Medical, Dental and Veterinary Care

AR 40-501
Standards of Medical Fitness

AR 50-5
Nuclear Surety Program

AR 50-6
Chemical Surety Program

AR 135-7
Incentive Programs

AR 135-18
The Active Guard/Reserve (AGR) Program

AR 135-32
Retention in an Active Status after Qualification for Retired Pay

AR 135-91
Service Obligations, Methods of Fulfillment, Participation Requirements

AR 135-178
Separation of Enlisted Personnel

AR 135-180
Qualifying Service for Retired Pay Nonregular Service

AR 135-200
Active Duty for Training, Annual Training and Full-Time Training Duty of Individual Members.

AR 135-205
Enlisted Personnel Management

AR 140-10
Assignments, Attachments, Details and Transfers

AR 220-90
Army Bands

AR 351-1
Individual Military Education and Training

AR 380-67
Personnel Security Program

AR 600-2
Name and Birth Data and Social Security Number

AR 600-9
The Army Weight Control Program

AR 600-8-1
Army Casualty System

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

AR 600-8-19
Enlisted Promotion and Reductions

AR 600-8-104
Military Personnel Information and Management/Records

AR 600-8-105
Military Orders

AR 600-13
Army Policy for the Assignment of Female Soldiers

AR 600-20
Army Command Policy and Procedures

AR 600-37
Unfavorable Information

AR 600-43
Conscientious Objection

AR 600-50
Standards of Conduct for Department of the Army Personnel

AR 600-85
Alcohol and Drug Abuse Prevention and Control Program

AR 600-200
Enlisted Personnel Management System

AR 601-210
Regular Army and Army Reserve Enlistment
Program

AR 601-270
Military Entrance Processing Stations (MEPS)

AR 601-280
Total Army Retention Program

AR 604-10
Military Security Program

AR 611-201
Enlisted Career Management Fields and Military Occupational Specialties

AR 635-40
Physical Evaluation for Retention, Retirement, or Separation

AR 635-200
Enlisted Personnel

NGR 40-501
Standards of Medical Fitness - Army National Guard

NGR 310-10
Military Orders

NGR 350-1
Army National Guard Training

NGR 351-1
Individual Training and Education

NGR 600-5
The Active Guard/Reserve (AGR) Program

NGR 600-10
ARNG Tour Program Management of Title 10, USC, Full-Time National Guard Personnel

NGR 601-1
Recruiting and Retention Resource Management

NGR 601-2
Army National Guard Strength Maintenance Program

NGR 614-1
Inactive National Guard

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 310-25
Dictionary of United States Army Terms (Short Title: AD)

AR 310-50
Authorized Abbreviations and Brevity Codes

AR 340-21
The Army Privacy Program

AR 340-21-1
The Army Privacy Program -- System Notices and Exemption Rules

AR 611-5
Army Personnel Selection and Classification Testing

DA Pam 37-166
Soldiers' and Sailors' Civil Relief Act

DA Pam 351-4
U.S. Army Formal School Catalog

DA Pam 351-20
Army Correspondence Course Program Catalog

DA Pam 360-525
Family Assistance Handbook for Mobilization

NGR 10-1
Organization and Federal Recognition of Army National Guard Units

NGP 25-10
Standard Installation/Division Personnel System-Army National Guard (SIDPERS-ARNG) Data Element
Dictionary

AISM-18-P19-HSD-SPY-UM
Standard Installation/Division Personnel System ARNG

1 March 1997
NGB (AR) 600-200

Appendix B
Internal Control Checklists

Not used.

All internal control checklist requirements are being reviewed.



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

8 FEB 2002

NGB-ARH

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, THE VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: Enlisted Promotion System

1. Reference All States Log Number P00-0082, Redistribution of Promotion Points in the Enlisted Promotion System, dated 26 January 2001.
2. Upon advice from NGB-JA, we have decided to keep National Guard Regulation (NGR) 600-200 as one regulation, and not subdivide it into three. Previously released draft versions dated in July 2001, sent out for staffing as NGRs 600-200, 600-201, 600-202, but never approved nor adopted, must be destroyed. Any state adopted changes or guidance, which were issued based on these three drafts, must be immediately rescinded.
3. Reference 1 above changed the enlisted promotion system found in Chapter 11, NGR 600-200 (March 1997) from a promotion point spread of 750/250 to 600/400. The attached Figure 11-2 (Instructions for NGB Form 4100-1-R-E) is your policy guidance for enlisted promotion boards beginning in 2002. This figure will be incorporated in the updated version of NGR 600-200.
4. The automated versions of NGB Forms 4100-1-R-E and 4101-1-E are under development by NGB-ARP-S in conjunction with contractor support. The fielding of these forms should take place by October 2002. In the interim, states may develop manual or automated systems to conduct 2002 enlisted promotion boards. States that are unable to conduct 2002 boards using the new criteria may submit a request for exception to policy to NGB-ARH-S for consideration.
5. All other regulatory guidance found in NGR 600-200 (March 1997), to include the enlistment criteria in Chapter 2 (Appendix A, ECM 2001), will remain in force until the updated 2002 NGR 600-200 is approved and published.
6. This memorandum will expire 30 September 2002, unless sooner superseded or rescinded.

NGB-ARH-E

SUBJECT: (All States Log Number P02-) Enlisted Promotion System

7. Point of contact for enlisted policy is SGM Frank Yoakum, DSN 327-3446, 703-607-3446, e-mail: Frank.Yoakum@ngb.army.mil. Point of contact for enlistment criteria and waivers is SFC Paul Grimes, DSN 327-3402, 703-607-3402, e-mail: Paul.Grimes@ngb.army.mil.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl
as


JULIA J. CLECKLEY
Colonel, GS
Chief, Human Resources
Army National Guard

CF:
NGB-IG
NGB-PL
NGB-ARZ-T
Cmdt, NG PEC (NGB-PEC-T)
Cmdt, NG PEC (SMTC)
Each State IG
Each State Command Sergeant Major
Each State Military Personnel Management Officer

Figure 11-2

Instructions for NGB Form 4100-1-R-E, Enlisted Promotion Point Worksheet

The field numbers in this table are keyed to the field numbers on NGB Form 4100-1-R-E. This will help complete the form manually and explain entries to soldiers.

Section I - Personnel Systems Data (maximum-150 points)

Field 1: Last and first names plus middle initial and any suffix.

Field 2: Social Security Number.

Field 3: Rank title (no pay grades).

Field 4: Unit name (may be short title, UIC, or payroll sequence code).

Field 5: Promotion MOS (primary or career progression MOS). If CPMOS is different from PMOS, enter CPMOS in handwriting.

Field 6: Physical profile (PULHES). (Enter date in YY/MM/DD sequence).

Field 7: DOB (date of birth). (Enter date in YY/MM/DD sequence).

Field 8: DOR (date of rank). Use DOR to compute TIMIG at 5 points for each full year up to 15 years in grade (75 points maximum). (Enter date in YY/MM/DD sequence).

Field 9: PEBD (pay entry basic date). Use PEBD to compute TIS at 3 points per full year up to 25 years of service (75 points maximum). (Enter date in YY/MM/DD sequence).

Field 10: BESD (basic enlisted service date - enter for SSG and above). Use BESD to determine cumulative enlisted service (CES) for eligibility for promotion to senior NCO ranks. (Enter date in YY/MM/DD sequence).

Field 11: ETS (expiration term of service). (Enter date in YY/MM/DD sequence).

Field 12: Active status program code that shows if the soldier is on any form of active duty or Full-Time National Guard Duty (FTNGD).

Field 13: Technician/Selective Service Code that shows if the soldier is a Military Technician.

Section II - Awards (maximum-75 points)

Fields 14-23: Enter each issue of each award, up to a total of 10 entries, in decreasing order, the points for each award, and the total points. This field includes only individual decorations, the POW Medal, and certain badges requiring some form of performance test except for the CIB and CMB. It does not include unit citations of any degree, the Good Conduct or comparable RC equivalent medals, nor Federal or state service or training medals and ribbons, and most badges. The campaign stars in g below are for the KSM, AFEM, VSM and SWASM to recognize service in designated Hostile Fire Pay areas. Determine sequence, point values, and relative value of comparable awards from other services and States. For example, for a soldier with three commendation medals, one from the Army, one Navy and one State, list them in descending order of precedence and award 20 points for each award from the following paragraphs. States may award credit for any or all State awards at equivalent levels as discussed here for other Armed Services' awards. For awards not included here, State MPMO will determine relative precedence, place them in sequence, and award credit to all soldiers in the state with that award. However, this will not include categories or types of awards not listed below (including credit for state awards that are not decorations), such as skill or identification badges, or any other type of service or training awards whether state, federal or foreign. See also section VI d at the end of this figure.

- a. Soldier's Medal and higher awards - 35 points each award.
- b. Bronze Star Medal and Purple Heart Medal -30 points each award.
- c. Meritorious Service Medals (DMSM, MSM, State MSM-equivalents - 25 points each award.
- d. Air Medal Commendation Medals (JSCOM, ARCOM, other services and State commendation-equivalent medals) - 20 points each award.

e. Achievement Medals (JAM, AAM, and other Services and State achievement-equivalent medals) - 15 points each award. Do not include award of the Army Reserve Components Achievement Medal (ARCAM).

f. POW Medal, CIB, EIB, CMB and EFMB - 10 points each award. Effective with the 1996 board cycle or the first board cycle the state implemented, Good Conduct Medals and RC and state equivalents were deleted from this field for promotion point credit.

g. Driver and Mechanic and Tomb Guard ID badges, and campaign stars to service medals - 5 points each award. For the KSM, VSM and SWASM the basic award includes a campaign star; for the AFEM award 5 points for the basic medal and 5 points for each campaign star.

Section III - Training and Education Data (maximum-375 points)

Field 24: Weapon qualification (maximum-75 points)

Enter the soldier's latest qualification level with individual weapon. Commanders of TDA units, and units with soldiers who must qualify with two or more weapons, may specify which weapon assigned and attached soldiers will use for qualification. For promotion purposes only, effective 1 January 1996, qualification is valid only for two training years. (For this purpose only, a training year is 1 October - 30 September). Use minimum score for Marksman for all re-fires, where the soldier makes an initial attempt at weapons qualification, does not achieve a minimum passing score, and then, after remedial training, re-fires to qualify and is successful on the second attempt.

Level	Points
Marksman	25
Sharpshooter	50
Expert	75

Field 25: Army Physical Fitness Test (APFT) (maximum-75 points)

a. Enter the soldier's latest total score on the most recent APFT current within the last 18 months (8 months for AGR).

b. For soldiers with permanent physical profiles for the pushup or sit-up events, grant 60 points for each strength event waived. Use the actual score for each strength event taken. The soldier must qualify on the 2-mile run or alternate aerobic event per FM 21-20 to receive any promotion points. Award soldiers who receive a GO on the alternate aerobic event an administrative score in the aerobic event that is the average of the other events. For example, for a soldier with a profile against pushups, who scores 80 on the sit-ups, and does the 2 1/2-mile walk, enter 60 for the pushups, 80 for the sit-ups, 70 for the aerobic event, and a total of 210, for 23 promotion points. Do not enter any of this administration information on the DA Form 705 under any circumstances per FM 21-20, chapter 14. Record it only on NGB Form 4100-1-R-E.

c. For soldiers with temporary physical profiles on DA Form 3349, use the soldier's current APFT score provided it is not more than 18/8 months old (a above). However, for soldiers whose profiles are extended by Army medical officers and signed by the soldier's commander on the DA Form 3349, award promotion points based on their latest APFT beyond these time lines.

d. Soldiers who fail to take or pass the latest APFT for other than valid physical profile on a completed DA Form 3349 will not be awarded promotion points in this field.

Table 11-2 APFT

		APFT			
SCORE	POINTS	SCORE	POINTS	SCORE	POINTS
0 - 179	0	220 - 222	36	262 - 264	62
180 - 183	5	223 - 225	39	265 - 267	63
184 - 186	6	226 - 228	42	268 - 270	64
187 - 189	8	229 - 231	44	271 - 273	65
190 - 192	10	232 - 234	46	274 - 276	66
193 - 195	12	235 - 237	48	277 - 279	67
196 - 198	14	238 - 240	50	280 - 282	68
199 - 201	16	241 - 243	52	283 - 285	69
202 - 204	18	244 - 246	54	286 - 288	70
205 - 207	20	247 - 249	56	289 - 291	71
208 - 210	23	250 - 252	58	292 - 294	72
211 - 213	27	253 - 255	59	295 - 297	73
214 - 216	30	256 - 258	60	298 - 299	74
217 - 219	33	259 - 261	61	300	75

Field 26: Other resident training (maximum 75 points)

a. Enter 5 points per full week for all other military resident courses, other than the required NCOES courses, or civilian equivalent funded by the Army or ARNG, recorded in DA Form 2-1, item 17. Courses must be successfully completed and be five days, one week or 40 or more hours to be recorded. When a course is listed only with the total academic hours, determine the actual number of days covered. For instance, if a soldier attended the Phase II of an MOS-producing course that contained 132 academic hours, and the DA Form 1059 stated the course was conducted 1-12 May 98, that is a two-week course. Do not divide the total hours by 40 or the total days by 5 to determine course length for promotion points purposes; you must determine the actual days that the course covered to determine promotion points. Do not include in any computation for promotion points purposes the remaining hours or days from basic computations, or one-day, two-day, three-day or four-day courses. These last courses are not authorized for entry on DA Form 2-1, item 17, per AR 600-8-104, table 2-2 and, thus, cannot be used to award promotion points.

b. Convert days, and RC courses conducted in IDT mode, into weeks: each day on which training is conducted in IDT mode equals one day. For instance, UTA and MUTA-2 = 1 day; MUTA-3 and MUTA-4 = 2 days; MUTA-5 and MUTA-6 = 3 days; etc. For courses conducted in IDT mode, divide the number of days by 5 for total number of weeks, and count only the full weeks in each course. Do not add the days "left over" from the courses. For example, for a 2-weeks, 4-days course, award 10 promotion points for the two weeks, Do not add the four remaining days to the days from any other course to award promotion points. Also, for promotion points purposes, a course that runs 14 or 17 straight days is a two-week course. One that runs 21 straight days is a three-week course.

c. Include MOS reclassification courses after the soldier's first AIT or comparable school in another Armed Service.

d. Do not include BT, the first AIT or OSUT, officer basic course, USMA Prep School, any service academy or officer course which earns equivalent credit for NCOES, and the required course for each of the four levels in the NCOES formula.

e. When a soldier has completed more than one NCOES course at a level, credit the soldier here with the weeks for the additional NCOES courses at each level. For example, an AGR soldier with a RC-BNCOC and an AC-BNCOC will count the RC course here. Include here other service NCO courses that are not creditable per the policies in paragraphs 11-28 through 11-31 of this regulation. Do not award promotion points for partially completed courses of any type unless that was the soldier's total training requirement at that level. Do not award promotion points for parts of courses from which soldiers are eliminated for any reason other than completion, such as a phase of a course when the soldier failed a required phase of that course.

f. When a soldier fails to complete an NCOES course within the prescribed time limits and must start over, do not award credit in any field of this figure for any portion of the incomplete course.

Field 27. Self-development courses (maximum 75 points)

a. Enter all Army Correspondence Course Program and other service subcourse program credits (including Federal Emergency Management Agency [FEMA] courses through the Emergency Management Institute [EMI]) which are documented in the MPRJ (on DA Form 21, item 17) or through individual course completion notices provided by the soldier, except subcourse hours that are part of AC- or RC-NCOES courses. For example, do not include credit for subcourses in Phase I-B of Army Band RC-BNCOC and RC-ANCOC, or the U.S. Army Sergeants Major Course (USASMC) Nonresident Course.

b. Award 1 promotion point for each 5 credit hours (or EMI study hours) completed. Award 5 extra points for each diploma, completion notice, or comparable document that show completion of a subcourse series designed for enlisted soldiers (and those which enlisted soldiers require for their positions), such as an Enlisted Professional Development Course or Basic Level Sustainment Training Technical Course. To be eligible for the extra 5 points, a subcourse series must have at least 5 subcourses or 25 credit hours and be entered in DA Form 2-1, item 17. Absent a diploma, soldiers may prove eligibility for the 5 points through letter or memorandum from the training institution, completion notices of all subcourses listed in a service catalog dated at the time the soldier took the courses showing all the subcourses, similar documents, or Academic Evaluation Report (DA Form 1059) or other service equivalent, including web based systems.

c. Do not award extra points for courses designed for officer programs that are closed to enlisted soldiers.

d. To determine promotion points when the only available record of subcourse credit hours is the NGB Form 23 from the Retirement Points Accounting System or Model (or comparable records from other Armed Services), multiply the sum of the retirement points for the subcourses by 3 and divide by 5. For example, 18 subcourse retirement points x 3 = 54 divided by 5 equals 10 promotion points. Do not round-up or carry remaining points to other courses, and do not award 5 bonus points for completion of a subcourse series unless the soldier has a document per *b* above.

Field 28: Post-secondary semester hours (civilian education) (maximum-75 points)

Enter the total number of creditable post-secondary hours from transcripts accepted by a college or university listed in the Accredited Institutions of Post-secondary Education, which is published annually by the American Council on Education (ACE). See AR 600-8-104, table 5-2, item 17.1.a(4) and NGP 25-10 to determine how to record civilian education.

a. Award points as follows:

(1) High school diploma, GED or alternate credential is the minimum essential for promotion. Do not award points for this level.

(2) For 1 to 60 semester hours, award one point per semester hour at a business or trade school, vocational or technical institute, or college. (The associate degree level, approximately 60 SH, is the Army and ARNG goal for noncommissioned officers.)

(3) Award 75 points for a baccalaureate or higher degree. For 61 or more semester hours, but less than a baccalaureate degree, no additional points will be awarded.

b. Basis for points:

(1) Use transcripts (including student copies), machine-produced grade slips or reports that include the school title or name, the number of hours (such as semester hours) creditable for the hours listed, and final grade. Soldiers who use the evaluation system to gain ACES credit for military education, training and experience may use only one college transcript that includes this credit. Transcripts will not include duplicate credit for any military education, training or experience to compute promotion points under this criterion. For example, the Evaluation Report given with DD Form 295 using the ARNG METEC or METEC-II program may show "O-3 (L) Note 1: This is a duplicate catalog item. Most schools award credit for only one item." Do not award promotion points for course recommendations based only on their listing on DD Form 295 or similar documents. These are recommendations for credit based on ACE evaluations, are not official transcripts, must be accepted by an accredited institution, and must be placed on an official transcript with raised seal before they may earn the soldier promotion points. See AR 600-8-104, table 5-2, item 17.1a(4) for entry of post-secondary education in DA Form 2-1, item 17.

(2) For business, trade or vocational schools, completion certificates may be used provided the number of course hours are listed.

(3) Hour conversions: to award promotion points, one semester hour equals one promotion point.

(a) Method 1: One and one-half (1.5) quarter hours equal one semester hour.

(b) Method 2: 16 classroom or clock hours equal one semester hour.

(4) Examination credits: Award points for any satisfactory examination results obtained under the Defense Activity for Nontraditional Education System (DANTES) sponsored examination program with credit recommendations (College Level Entrance Program [CLEP] general and subject examinations, DANTES Subject Standardized Tests [DSST], American College Test Proficiency Examination Program [ACTPEP], National Institute for Automotive Service Excellence [ASE], etc.) Soldiers who complete all five parts of the CLEP general exam (equivalent to one year of college or 30 semester hours) will be awarded 30 promotion points and considered to have earned the equivalent of 6 semester hours for each of the five parts satisfactorily completed. Soldiers who satisfactorily complete CLEP subject exams, DSSTS, or ACTPEPs will be awarded points based on the number of semester hours recommended by the ACE when put onto a transcript by a college or university listed in the Accredited Institutions of Post-secondary Education. State Education Services Officers and active installation education centers can help determine the number of hours or credits.

(5) Business and trade schools: award points for any type of post-secondary school (beyond 12th grade level) accredited by the ACE and listed in Accredited Institutions of Post Secondary Education.

c. Foreign schools: award points for credits earned at foreign schools provided their credentials have been evaluated and accepted by one of the following:

(1) A state university or recognized university or college listed in Accredited Institutions of Post-secondary Education.

(2) International Education Research Foundation, PO Box 66940, Los Angeles, CA 90066.

(3) World Education Services, Inc., Old Chelsea Station, PO Box 745, NY, NY 10011.

(4) International Consultants, Inc. of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

(5) Education Credentials Evaluation, Inc., PO Box 17499, Milwaukee, WI 53217.

(6) Educational Records Evaluation Service, Senator Hotel Office Building, 1121 L Street, Sacramento, CA 95814.

(7) Consulting Engineers/Education Specialist, International Transcript Evaluation Division, PO Box 19576, Houston, TX 77224-9576.

(8) Center for Educational Documentation, PO Box 325, Boston, MA 02130.

(9) Education Evaluators International, Inc., PO Box 5397, Los Alamitos, CA 90721.

d. The State MPMO may, at any time, require a soldier to obtain additional information when the validity or legibility of a form or transcript is in question. They also may establish a general rule requiring all soldiers to have an official transcript mailed directly to the State MPMO from the school registrar.

e. Do not award promotion points for Basic Skills Education Program (BSEP), Advanced Skills Education Program (ASEP), English as a Second Language (ESL), GT Improvement, or any similar course.

Section IV - Verification

The soldier will mark an X in one block in field 29 ("I do[]" or "I do not []") to verify accuracy of information in sections I through III and to accept or decline consideration for military education and promotion, and sign and date the form. States will include here, or on a supplemental form, the options they devise for their soldiers per paragraphs 11-34a(2) and 11-35c of this regulation. Soldiers who elect consideration for promotion and NCOES training will choose at this time the option or options that will determine their availability for vacancies that occur during the life of the promotion list. When a soldier is not

available to review the form, select or decline consideration, and choose options due to temporary duty or absence, whether military or civilian related, the commander (or delegate) may contact the soldier by telephone, facsimile transmission, or mail (including email), review the form, obtain the soldier's choice of consideration and option(s), and sign, date, and annotate the form on the soldier's behalf.

Section V - Appraisal

The Recorder (designated personnel technician, specialist, sergeant or officer) will enter scores from each evaluator's NGB Form 4101-1-R and attach the evaluations to the form. This may be done electronically or manually. Regardless of how it is done, each board member will have 400 points available for each soldier evaluated. Add the scores of all the voting board members' evaluations for each soldier. Divide this sum by the number of voting board or panel members to determine each soldier's board promotion points (0-400). Enter this in the soldier's NGB Form 4100-1-R-E, *field 30-34*. This scoring system will not be altered as is stated in paragraph 11-40a of this regulation.

Section VI - Total Score and Verification

- a.* The Recorder will verify field totals, ensure that documents that support changes to preprinted information are attached to the form, if allowed by the state, and sign and date the form.
- b.* The individual designated to verify the form will ensure that it is correct, complete, and will sign and date the form.
- c.* The average leader evaluation score and the total score will be computed at the State MPMO or, for Title 10 AGR soldiers, by NGB-ARZ-T. This may be done electronically and integrated to the NGB Form 4100-1-R-E.
- d.* The State MPMO (or NGB-ARZ-T for Title 10 AGR soldiers) will verify that all promotion points are computed per the instructions in this chapter and the policy document that announced the board. The only option allowed per this figure is to devise points for state decorations that are within the limits for the types of awards and individual award limits as well as the 75 points total for *fields 14-23*. There are no other options, and any other computations will void the board action.

ENLISTED PROMOTION POINT WORKSHEET

(For use of this form, see NGR 600-200. The proponent agency is NGB-ARH-E)

Section I – PERSONNEL SYSTEM DATA

- 1) Name: 2) SSN: 3) Rank:
- 4) Unit name: 5) PMOSD: 6) PULHES:
- 7) DOB: 8) DOR: [] 9) PEBD: [] 10) BESD:
- 11) ETS: 12) Active status program: 13) Tech/Selective Service code:

Section II – AWARDS

- 14) Award [] 15) Award []
- 16) Award [] 17) Award []
- 18) Award [] 19) Award []
- 20) Award [] 21) Award []
- 22) Award [] 23) Award []

Section III – TRAINING AND EDUCATION DATA

- 24) Weapons qualification [] 25) APFT score []
- 26) Other resident training weeks ... [] 27) Self-development course hours .. []
- 28) Post-secondary semester hours .. []

Section IV – VERIFICATION

- a. I have verified this information. 29) I do [] I do not [] want to be considered for military education and promotion.
- b. (For state use to insert advance declination of positions.)

Soldier's signature and date

Section V - APPRAISAL

- 30) Board Member [] 31) Board Member []
- 32) Board Member [] 33) Board Member []
- 34) Board Member []

Section VI - TOTAL SCORE AND VERIFICATION

- a. Field 8: Time in grade [] 75 points maximum
- b. Field 9: Time in service [] 75 points maximum
- c. Fields 14-23: Awards [] 75 points maximum
- d. Field 24: Weapons qualification [] 75 points maximum
- e. Field 25: APFT [] 75 points maximum
- f. Field 26: Other resident courses [] 75 points maximum
- g. Field 27: Self-development courses [] 75 points maximum
- h. Field 28: Post-secondary courses [] 75 points maximum
- i. Fields 30-34: Promotion Board Score [] 400 points maximum
- Total score** [] 1000 points maximum

Recorder: signature and date

Verifier: signature and date

ENLISTED PROMOTION APPRAISAL WORKSHEET
 (For use of this form, See NGR 600-200. The proponent agency is NGB-ARH-E)

SOLDIER IDENTIFICATION

Name _____ SSN _____ Rank _____
 PMOSD _____ Unit _____

APPRAISALS

Areas of Consideration	PERFORMANCE POINTS		POTENTIAL POINTS	
	Allowed	Awarded	Allowed	Awarded
Military appearance and Bearing	0 - 15	_____	NONE	NA
Responsibility and Accountability	0 - 25	_____	0 - 30	_____
Leadership	0 - 35	_____	0 - 70	_____
Communication skills	0 - 20	_____	0 - 30	_____
Professional attributes	0 - 20	_____	0 - 30	_____
Initiative	0 - 25	_____	0 - 30	_____
Technical and tactical proficiency	0 - 35	_____	0 - 35	_____
Totals	175	_____ _____	225	_____ _____

Rank and name

Signature and date