

APPENDIX  
Internal Control Checklist

**TASK:** Personnel Activities

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**SUBTASK:** Enlisted Promotions and Reductions

**\*Remarks:**

**ORGANIZATION:**

**ACTION OFFICER:**

**REVIEWER:**

**DATE COMPLETED:**

2. Did the enlisted personnel manager know which of these commanders were/were not authorized to convene promotions boards?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

**ASSESSABLE UNIT:** The specific enlisted personnel managers responsible for using this checklist (e.g., at State AG, Brigades, Groups, Division, STARC, DISCOM, DIVARTY, Battalions, Field Depots, Hospitals, Rear Area Operations Centers, etc.) will be designated by State MILPO. The responsible principal and mandatory schedule for using the checklist will be shown in the annually updated Management Control Plan.

3. Were appropriate company, battery, troop and detachment commanders established as promotion authority for advancements up to SPC/CPL and reductions for SPC/CPL and below in accordance with NGR 600-200, table 6-3?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

**EVENT CYCLE 1:** Establishing Statewide Promotion, Convening and Reduction Authorities

**Step 1:** Identify promotion, reduction and convening authority to appropriate commanders.

Ensure compliance with NGR 600-200, table 6-3.

**Risk:** Commanders and soldiers are not certain what promotions, reductions and board actions can take place within their units. This mismanagement will cause erroneous and/or delayed promotions.

4. Were commanders of units authorized LTC or above established as promotion authority to SGT and SSG and reduction authority for SSG and SGT in accordance with NGR 600-200, table 6-3?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

**Control Technique:** Establish and/or reaffirm promotion, convening and reduction authorities at each level of command to include any restriction of that authority.

**Test Questions:**

1. Was the functional manager for enlisted promotions aware of the different command levels within the organization and the authorized grades of the commanders?

5. Were commanders of units authorized COL or above established as promotion authority for promotions to SFC and MSG in accordance with NGR 600-200, table 6-3?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

6. Was the State Adjutant General the sole promotion and convening authority for promotions to SGM in accordance with NGR 600-200, table 6-3?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

7. Were erroneous promotion orders to SFC through SGM being revoked IAW NGR 600-200 only by the State Adjutant General, i. e., when *de facto* promotions are found to exist.

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

**EVENT CYCLE 2: Orders, DA Form 4187 and SIDPERS automation**

**Step 1:** Evaluate documentation that effects advancements, promotions and reductions.

**Risk:** Improper use of orders, DA Form 4187 and SIDPERS automation cause enlisted personnel to be promoted and reduced with improper DOR and effective dates. These erroneous and untimely personnel actions cause improper payment and collection of funds, and low soldier morale.

**Control objective:** Drastically reduce, if not eliminate, untimely and erroneous advancements, promotions and reductions..

**Control Technique:** Correct shortcomings in promotion/reduction orders, DA Form 4187 and the use of SIDPERS reports. Prepare documentation in advance of effective promotion/advancement dates.

**Test Questions:**

1. If SIDPERS automated system is used to effect advancements to PV2 and PFC, were only normal advancements (i.e., without waiver and effective only on the first date of eligibility) being accomplished?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

2. Were advancements (promotion to PV2 and PFC) that had different DOR and effective dates accomplished exclusively via DA Forms 4187?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

3. Were promotions to SPC accomplished either on orders or on DA Form 4187 exclusively?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

4. Were commanders taking positive and prompt action to stop automated advancements to PV2 and PFC for soldiers considered not fully qualified or recommended for promotion?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

5. Except for special promotions, were promotions to SGT through SGM accomplished exclusively via publication of orders?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

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\*Remarks:

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

6. Were the correct paragraphs of NGR 600-200 cited in orders and on DA Forms 4187 for advancements and promotions (i.e., 6-15, 6-16, 6-20, 6-21, 6-22, 6-23, 6-24, 6-25), and were the effective dates established not earlier than the date of the authenticating officers' signature?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

7. Were additional instructions added to orders and DA Form 4187 indicating "Promotion is not valid and will not be effective if the soldier is not in a promotable status on the effective date of promotion"?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

8. For late promotions/advancements were additional instructions added to orders and DA Forms 4187 indicating why the promotions/advancements were not accomplished on time and that soldiers were therefore eligible to apply to ABCMR to correct the effective date of promotion/advancement?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

9. Were DOR on promotion orders adjusted to give credit for time served in a higher rank to which being promoted back after having been involuntarily reduced due to unit reorganization or inactivation?

10. Were First Sergeants being laterally appointed to Master Sergeant when transferred, or when assigned to temporary non-first sergeant duties for more than 30 days?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

11. Were promotion orders revoked prior to separation for soldiers promoted within 60 days of completing 20 years of qualifying service (AR 135-180) and who did or could not complete the required 1 year service obligation in Ready Reserve status?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

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### EVENT CYCLE 3: Promotion Activities and Board Actions

**Step 1:** Ensure compliance with promotion policy and criteria

**Risk:** Noncompliance causes erroneous promotions, lack of uniform application of the enlisted promotion system, lack of opportunity for soldiers who compete for promotion, other malfeasance not beneficial to the individual soldier.

**Control Technique:** Be aware of and take corrective action to prevent errors in the enlisted promotion process which could result in unauthorized receipt of benefits in an erroneous pay grade.

**Test Questions:**

1. Were MSG being recommended for the CSM program selected as "best qualified" by State promotion board prior to being submitted to the ARNG CSM Selection Board?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

2. Were soldiers being promoted to SGT through SGM selected from approved unit promotion selection lists?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

3. Did AGR and technicians (under 27 years service) who were not Sergeants Major Course graduates have at least 3 years' remaining time in service upon accepting promotion to SGM?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

4. Did AGR and technicians complete the appropriate Professional Development Course *before* being boarded for promotion to SSG through SGM?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

5. Have commanders been encouraged via of command interest or official correspondence to counsel eligible soldiers who were not recommended for promotion, as well as those not selected as "best qualified" by a board?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

6. Was more than one waiver approved for any single promotion, and or was the same waiver approved for any successive promotion?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

7. Did promotion boards *only* consider "fully qualified" soldiers for selection as "best qualified"?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

8. Did promotion boards consider soldiers for selection as "best qualified" *only* for vacant or projected vacant MTOE/TDA positions? Not applicable if position vacancy waiver is approved IAW NGR 600-200, table 6-3.

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

9. Were soldiers requiring board action prejudged as "best qualified" prior to approval of board proceedings by the convening authority?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

10. Was the convening authority announcing by memorandum the date, time and place that selec-

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tion boards were held?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

11. Were selection boards for promotion to SGM centralized at State level and convened only by the State AG?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

12. Were statewide vacancies for Sergeants Major and Master Sergeant, that could *only* be filled by promotion, announced far enough in advance to allow all eligible candidates sufficient time to be recommended?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

13. Were recommendations for promotion carefully reviewed by the promotion authority prior to the convening of the board to ensure candidates were "fully qualified"?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

14. Did promotion selection boards consist of at least 3 voting members, including the President, and a qualified nonvoting recorder?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

15. Did all promotion selection boards consisting of all noncommissioned officers have a CSM serving as President?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

16. Were board members furnished with written instructions consisting of at least a copy of the memorandum of instruction from figure 6-1, NGR 600-200?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

17. Did the Recorder prepare the "Report of Enlisted Promotion Board" memorandum and a selection list?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

18. Were board proceedings filed in the central files area of the convening authority with at least two year retention period, and did each proceeding contain the enclosures required by NGR 600-200, paragraph 6-36?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

\*Remarks:

19. Did commanders include instructions in their memorandums of notification of reduction action that advised soldiers (SGT through SGM) of their right to a reduction board?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Remarks:**

unique environmental circumstances. The controls prescribed in this checklist, as amended, are in place and operational for my organization (except for the weaknesses described in the attached plan, which includes schedules for correcting the weaknesses).

20. Were soldiers reduced promptly who were in overgrade status at least 1 year due to reorganization or inactivation and had not been assigned to a proper position vacancy?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

OPERATING MANAGER (Signature)

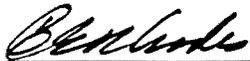
**\*Remarks:**

21. Were "Try One in The Guard" participants properly identified so that those who were still in overgrade status after 2 years could be promptly reduced or reassigned to an authorized position in which they can be properly utilized in accordance with NGR 600-200, chapter 5?

**Response:** YES \_\_\_ NO \_\_\_ NA \_\_\_

**\*Explain rationale for NO responses or provide cross-reference to where corrective action plans can be found. If response is NA, explain rationale.**

I attest that the above listed internal controls provide reasonable assurance that ARNG resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the internal controls for this subtask throughout the Army National Guard are adequate.



C. E. RHODES, Colonel, GS  
Chief, Army Personnel Division  
Functional Proponent

I have reviewed this subtask within my organization and have supplemented the prescribed internal control review checklist when warranted by

## GLOSSARY OF TERMS

\*The terms used in this Glossary are intended specifically for use with this regulation and do not provide absolute congruency with other regulations. AR 310-25 is the Official Dictionary of Army Terms.

**ARMY** -- The regular Army, Army of the United States, Army National Guard of the United States, and the Army Reserve.

**ACTIVE ARMY (AA)** -- Active Army refers specifically to the United States Army and consists of:

(1) Officers and Enlisted soldiers of the United States Army serving on active duty.

(2) Officers and enlisted members of the United States Army National Guard who serve on active duty (other than for training); [These members serve on active duty under the auspices of either/or Titles 10 USC or 32 USC and are not accessed to the strength of the United States Army].

(3) Officers and enlisted soldiers of the United States Army National Guard pursuant to call by either the Governor of the member's State or the President of the United States.

(4) All persons appointed, enlisted or inducted into the United States Army without a specified component.

**ACTIVE DUTY (AD)** -- An authorized performance or execution of military duties while serving as a bona fide member of any branch or component of the United States Armed Forces. Active duty may be performed with or without pay for the purpose of training or in accordance with purpose of training or in accordance with Chapter 4, AR 135-200. Active Duty is performed in a Federal status and includes:

a. The initial period of training required by Title 10 USC 511(d) and 671 for enlisted members of the ARNG.

b. Training conducted outside the boundaries of the Continental United States while serving as a member of the United States Army National Guard.

c. Special tours of ADT authorized and conducted under the auspices of 10 USC 672(d). For example: A 3 year AGR tour at an active Army installation.

d. Special tours of ADT authorized and conducted under the auspices of Title 32 USC. For example: A 3 year AGR tour performed within a specific State.

**ACTIVE FEDERAL SERVICE** -- For the purposes of this regulation, this term applies to officer and enlisted members who perform duties authorized and authenticated by appropriate order(s) in the Armed Forces of the United States. It may include members of the AGR force at the State level serving under Title 32, USC, but does not include other members performing duties under State control.

**ACTIVE GUARD/RESERVE (AGR)** -- ARNG, ARNGUS, and USAR military personnel on full-time National Guard duty or on AD (other than for training or active duty in the AC) for 180 days or more in support of a Reserve Component or the National Guard. These personnel are paid from National Guard, Reserve or Army personnel appropriations. Exceptions are personnel ordered to AD as:

(1) General Officers

(2) United States Property and Fiscal Officers [Title 32 USC 708 and Title 10 USC 708]

(3) Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act [Title 50 USC App. 460(b)(2)]

(4) Members of the Reserve Forces Policy Board [Title 10 USC 175]

(5) Members of reserve components on active duty to pursue special work, [Title 10 USC 138(c)(1)(B)(vi) and 10 USC 641(1)(D)].

**ACTIVE NATIONAL GUARD** -- Those units and members of the Army and Air National Guard of the several States, Puerto Rico, the District of Columbia, the Virgin Islands and Guam, which are federally recognized in accordance with law, and which are authorized to have equipment and to engage in regularly scheduled training activities, other than active Federal service.

**ADDITIONAL MOS (AMOS)** -- Awarded MOS other than primary or secondary MOS.

**ADDITIONAL SKILL IDENTIFIER (ASI)** -- Normally a two digit alphanumeric code identifying specialized skills that are closely related to and in addition to those required to qualify in an MOS.

**ADMINISTRATIVE BOARD PROCEDURE** -- The process of an administrative separation action where the respondent will have a right to a hearing before a board of commissioned, warrant and noncommissioned officers. It is initiated in the same manner as the Notification Procedure.

**ADMINISTRATIVE SEPARATION BOARD** -- A board of commissioned, warrant and non-commissioned officers appointed to make findings, and to recommend service retention or separation. The board states the reason and recommends the type of separation or discharge certificate to be furnished.

**ALCOHOL AND DRUG ABUSE FAILURE** -- A soldier drug offender enrolled in a drug rehabilitation program who fails to provide appropriate commander with quarterly and final documentation of satisfactory participation and completion of the program. Included are those who refuse to participate in the Alcohol and Drug Abuse Prevention and Control Program. A declared failure requires an individual to be processed or for separation.

**APPLICANT** -- A person who applies voluntarily for enlistment in the Army National Guard and is found eligible for further processing after completing and signing the DD Form 1966-Series.

**APPOINTED COUNSEL FOR CONSULTATION** -- A qualified counsel, who is a commissioned officer of the Judge Advocate General Corps, appointed to consult with and advise, because of separation proceedings under AR 635-200, AR 135-178 or Chapter 8, NGR 600-200. The appointed counsels for representation and for consultation need not be the same person.

Appointed counsel for a reduction board may or may not be a lawyer.

**APPOINTED COUNSEL FOR REPRESENTATION** -- A counsel appointed to represent a member being processed for separation during the course of any hearing before a board of officers. Counsel will be a lawyer, unless:

a. The respondent expressly declines appointment of counsel and requests a specific non-lawyer.

b. The separation authority assigns a non-lawyer counsel as assistant counsel. The appointed counsel for representation and the appointed counsel for consultation need not be the same individual.

**ARMY OF THE UNITED STATES OR UNITED STATES ARMY** -- These terms mean the Army or Armies referred to in the Constitution of the United States, less that part established by law as the United States Air Force. The term "United States Army" will be used in preference to the term "Army of the United States." The United States Army includes the Regular Army, the National Guard of the United States, and the Army Reserve; all persons appointed, enlisted, or inducted in the Army without specification of component; and all persons serving in the Army under call or conscription under any provision of law, including members of the National Guard of the States, Territories, and the District of Columbia, when in the service of the United States pursuant to call as provided by law. In certain instances; however, "United States Army" has been used in statutes to mean the Regular Army. It will not be used except with specific reference to such statutes.

**ARMY NATIONAL GUARD** -- The Army portion of the organized militia of the several States, Commonwealth of Puerto Rico, Virgin Islands, Guam and the District of Columbia whose units and members are federally recognized.

**ARMY NATIONAL GUARD OF THE UNITED STATES** -- A Reserve component of the Army, all of whose members are members of the Army National Guard.

**BASIC ENLISTED SERVICE DATE (BESD)** -- Date that reflects total of all periods of enlisted service, active and inactive, as a member of Regular and Reserve Components of the United States. Service not creditable for computation of base pay will not be counted. (Required for computation of enlisted service for promotion to grades E7, E8, and E9)

**BEST QUALIFIED FOR PROMOTION** -- A selection board classification awarded to soldiers

picked to be promoted into an authorized position vacancy.

**CAREER MANAGEMENT FIELD (CMF)** -- A manageable grouping of related MOS that provides visible and logical progression to grade E9.

**CHARACTER OF SERVICE FOR ADMINISTRATION SEPARATION** -- A determination indicative of a soldier's military behavior and performance of duty during a specific period of service. The three characters are (1) Honorable; (2) Under Honorable Conditions (General Discharge); (3) Under other than Honorable Conditions.

**CIVIL COURT CONVICTION** -- A judgment of guilty or accepted plea of nolo contendere entered in a court's records for persons tried as adults.

**CONTINUOUS ACTIVE DUTY** -- Active Federal Service in any of the Armed Forces of the United States of more than 90 days without a break in service.

**CONTRACTUAL TERM OF SERVICE** -- The military service obligation incurred by completion of the oath of enlistment on an enlistment or reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation which is to be served in a unit of the Selected Reserve. **Example:** the 3X3 enlistment option required that 3 years be served in a unit of the Selected Reserve and the remaining 3 years be served in the Individual Ready Reserve (IRR).

**CONTRACTUALLY OBLIGATED MEMBER** -- A soldier who is serving under an enlistment contract or extension, has completed or not acquired a statutory service obligation.

**CONVENING AUTHORITY (PERSONNEL SEPARATIONS)** --

- a. The separation authority, or
- b. A commanding officer who is authorized under AR 635-200, AR 135-178 or Chapter 8 to process the case except for final action, and who otherwise has the qualifications to act as a separation authority.

**CUMULATIVE ENLISTED SERVICE CREDITABLE IN COMPUTATION OF BASIC PAY** -- Deleted.

**DE FACTO STATUS** -- A status determination made by promotion authority (final approval given by USP&F0) that a soldier was erroneously promoted by competent authority not necessarily due to the fault of the soldier.

**DEFECTIVE ENLISTMENT** -- Defective enlistments include:

- a. Minority (under age).
- b. Erroneous enlistment, reenlistment, extension (see below).
- c. Fraudulent entry (see below).
- d. Unfulfilled or defective enlistment or reenlistment agreement specifically relates to:

(1) Unfulfilled agreement--soldier was qualified for enlistment and option, but the Army cannot fulfill. This includes failure to train the soldier within the IADT time frame established in this regulation.

(2) Defective agreement--Soldier was qualified for enlistment, reenlistment, or immediate reenlistment, but not for the specific option contracted.

**DEPENDENT** -- For enlistment purposes, "dependent" classifications provide clear rules that prevent enlistment of persons who have family financial responsibilities that would be difficult, if not impossible, to meet while members of military service. The definitions do not apply for purposes of pay and allowances, medical care, exchange privileges, and other benefits.

To determine applicant enlistment eligibility, dependent means:

(1) Spouse. Does not include common law spouse unless the marriage has been recognized by a civil court.

(2) Unmarried, natural, or adopted child. This applies to any unmarried, natural, or adopted child, or any illegitimate child determined to be the applicant's child by court order or as otherwise provided by State or Federal law. Applicant's natural or adopted child is not a dependent if--

(a) The child has been adopted by another person (final adoption court order or decree issued and effective).

(b) Custody has been transferred by court order (final court order issued and effective, or as provided by state law) and no monetary child support is required of the applicant.

(3) Stepchild. Stepchild under 18 years of age living with the applicant.

(4) Another supported person. Any other person who depends on applicant for over one half of his or her support.

~~---b.---This definition applies to applicant(s)---~~

~~---(1)---Who is unmarried, divorced, or legally separated---~~

~~---(2)---Whose spouse is deceased or incarcerated---~~

~~---(3)---Whose spouse has deserted the applicant---~~

~~---(4)---A husband and wife team undergoing simultaneous enlistment oaths---~~

**DEFENSE MANAGEMENT DATA CENTER (DMDC)**-- A centralized system set up and managed by DOD to give all branches of the Armed Services enlistment eligibility information on prior service personnel.

**DIRECT COMBAT PROBABILITY CODE (DCPC)**

(1) An ascending series of alpha-numerical codes that indicate the relative risks of engaging in direct combat for military members serving in TOE/TDA positions in the total Army. The code is based on MOS/SSI duties, mission of unit/activity, battlefield location and doctrine. It does not consider risk of injury or death.

(2) Female soldiers may not be assigned to P-1 positions identified on MTOE. Codes O, W and E on MTOE identify positions for males only.

(3) Codes V, L and A identify positions for females only, and codes K, P and I are interchangeable positions.

**DISCHARGE** -- Complete severance from State ARNG status. When reference is made to other than ARNG discharge, this term indicates complete severance from military status; however, discharge from the ARNG does not necessarily end status as a Reserve of the Army.

**DUTY MOS** -- The MOS that identifies the duty position to which a soldier is assigned and performing duties. The MOS could be the same as PMOS, SMOS, AMOS or career progression MOS

(CPMOS), and may have up to nine alpha and numeric characters.

**EDUCATION** -- See NGR 600-200, chapter 2, Table 2-1, rule D, for definitions of the following educational categories and or terms:

a. High School Diploma Graduate; includes graduates via college credit (HSDG).

b. Alternate High School Credential Holder (AHSCH).

c. Non-high School Graduate (NHSC).

d. High School Senior (HSSR).

e. Currently in High School (CIHS).

f. Degree Credentials.

g. Specific Course Requirements.

h. Current Year School Withdrawals.

**ENLISTEE** -- An individual who voluntarily enrolls as a member of one of the Armed Forces for a period of enlistment by taking the Oath of Enlistment and signing the applicable portions of the DD Form 4-Series.

**ENLISTMENT** -- The voluntary enrollment in the Armed Forces as contrasted with induction. In the ARNG, an original or first voluntary term of military service in the ARNGUS consummated by subscription to the oath of enlistment (DD Form 4). Where eligible per applicable laws and regulations, persons authorized an enlistment are personnel with or without prior service or in any of the other U.S. Armed Forces except the Air National Guard (ANG).

**ENTRY LEVEL STATUS** -- The first 180 days of continuous active military service. For members of the Reserve Components, entry level status begins upon enlistment, and terminates:

a. For soldiers ordered to IADT for one continuous period, 180 days after the start of training.

b. For soldiers ordered to IADT for the split or alternate training option, 90 days after beginning Phase II (AIT). Personnel completing Phase I (BT/BCT) remain in entry level status until 90 days after beginning Phase II).

**ERRONEOUS ENLISTMENT, REENLISTMENT, OR EXTENSION** -- One that would not have happened if all relevant facts had been known or if applicable regulations had been followed. It

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cannot be the result of fraud (See Fraudulent Entry).

**EXPIRATION TERM OF SERVICE (ETS)** -- The scheduled date an individual's term of military service will end.

a. Prior to 1 June 1984

Option	ETS
(1) 6x0	At the end of 6 years
(2) 4x2	At the end of 4 years
(3) 3x3	At the end of 3 years
(4) Try One	At the end of 1 year
(5) Enlistment for remainder of MSO.	One year from the date of enlistment (if re- maining MSO is less than 1 year) or on the date expiration of MSO if MSO is greater than 1 year.

b. 1 June 1984 and later

<u>Option</u>	<u>ETS</u>
(1) 8x0	At the end of 8 years
(2) 6x2	At the end of 6 years
(3) 4x4	At the end of 4 years
(4) 3x5	At the end of 3 years
(5) Try One	At the end of 1 year
(6) Enlistment for remainder of MSO	One year from the date of enlistment (if remaining MSO is less than 1 year or on the date of expiration of MSO if MSO is greater than 1 year.

**EXTENSION** -- The continuation of active ARNG service with the ARNG of the same State, territory, or commonwealth, accomplished by administration of and subscription to the oath of enlistment DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

**FRAUDULENT ENTRY** -- An applicant knowingly conceals facts that would have caused ineligibility for enlistment or reenlistment.

~~**FULL-TIME-SUPPORT-PROGRAM** -- Program that provides Active Army and civilian personnel assigned on a full-time basis, responsible for organizing, administering, recruiting, instructing, and training the Army National Guard. The AGR Program is a component of this program.~~

~~**FULL-TIME-TRAINING-DUTY (FTTD)** -- Training or other duty, with or without pay, authorized for members of the Army National Guard under Title 32 USC sections 316, 502, 503, 564, or 505. This duty is performed in State status and includes annual training, attendance at Army service schools, Army area schools, air defense region schools, participation in small arms competition, attendance at military conferences, short tours for special projects, e.g., retention, ferrying of aircraft and participation in command post exercise maneuvers or other similar duty.~~

**GLOSSARY NON PRIOR SERVICE** -- Persons who have been previously separated from any US Armed Force, to include Reserve Components, are classified as Glossary NPS for enlistment purposes if they have served on active duty for less than 180 days and have not previously been awarded an MOS.

**IMMEDIATE REENLISTMENT** -- The second or subsequent voluntary enrollment in the Armed Forces within 24 hours from time of separation.

**IMPROPER RECRUITING PRACTICE** -- One or more intentional action(s), omission(s) or negligence in the performance of duty by a recruiter that:

- a. Violates law, regulation, directive, or policy.
- b. Occurs during the processing of a prospect or applicant for enlistment.
- c. Results in the enlistment or attempted enlistment of a person who does not meet all established prerequisites for either initial enlistment or specific option/military occupational specialty for which enlisted.

**INACTIVE NATIONAL GUARD (ING)** -- A continuing military status for those qualified officers, warrant officers, and enlisted persons prevented

temporarily from participating in National Guard training. ING personnel continue in the Ready Reserve and are subject to order to active duty in time of war or national emergency as members of the Army National Guard of the United States.

**INACTIVE DUTY TRAINING (IDT)** -- Authorized training performed by an ARNG soldier other than AT, FTTD (short tours), ADSW, IADT (IET), ADT, AGR, TTAD, EAD, and AD. The term includes:

- a. Regularly scheduled unit training assemblies.
- b. Additional unit training assemblies.
- c. Additional training assemblies.
- d. Multiple unit training assemblies.
- e. Attendance at USAR schools.
- f. Equivalent training, and any special additional duties authorized by an authority designated by the Secretary of the Army and performed by ARNG personnel in connection with the prescribed activities of the unit or organization.

**INDIVIDUAL READY RESERVE (IRR)** -- Members who are assigned to the following Ready Reserve USAR Control Groups: (AT)(Reinf)(OADO), and (IMA).

~~INSERVICE PERSONNEL -- Rescinded.~~

~~INSERVICE RECRUITING PROGRAM (ISRP) -- A recruiting program for AA soldiers who meet enlistment standards or desire to enlist in the ARNG immediately upon separation.~~

**INTERSTATE TRANSFER PROGRAM** -- The NGB policy and procedures for transferring ARNG soldiers from one State to another without separation.

**INSERVICE RECRUITING PROGRAM (ISRP)** -- A recruiting program for AA soldiers who meet enlistment standards or desire to enlist in the ARNG immediately upon separation.

~~INTERSTATE TRANSFER PROGRAM -- The NGB policy and procedures for transferring ARNG soldiers from State to another without separation.~~

**JUVENILE OFFENDER** -- A person initially adjudged guilty of an offense by a domestic court of the United States or its territorial possessions, or by a foreign court. It does not matter whether a sentence has been imposed or suspended, or there are any subsequent proceedings in the case. The law of the jurisdiction of the court will determine whether a given proceeding constitutes an adjudication of guilt. Adjudication as a juvenile offender also includes a juvenile delinquent, wayward minor, or youthful offender.

**LATERAL APPOINTMENT** -- Change from specialist to NCO within the same grade of rank.

**MEMBERSHIP** -- Membership in the ARNGUS is acquired by the concurrent voluntary enlistment, reenlistment, and extension as a Reserve of the Army in the same grade.

**MILITARY ENTRANCE PROCESSING STATION (MEPS)** -- A United States Armed Forces installation for administering physical and mental examinations of applicants to include completing administrative processing enlistment into the ARNG.

**MILITARY OCCUPATIONAL SPECIALTY (MOS)** -- A term used to identify a grouping of duty positions possessing such close occupational or functional relationship that an optimal degree of interchangeability among persons so classified exists at any given level of skill. MOS may have up to nine alpha and numeric characters.

**MILITARY OCCUPATIONAL SPECIALTY CODE (MOSC)** -- The nine character machine code used in automated management systems and reports to identify MOS, skill level, and special qualification. MOSC is used in authorization documents and as a guide for training, evaluation and promotion.

**MILITARY SERVICE OBLIGATION (MSO)** --

- a. A person who becomes a member of an armed force shall serve in the armed forces of the United States for a total of 6 years if the obligation was incurred prior to 1 June 1984 (Title 10 USC 651(a)), or 8 years if the obligation was incurred on or after 1 June 1984 (Public Law 98-94), unless sooner discharged because of personal hardship, or involuntarily, under regulations prescribed by the

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Secretary of Defense. Any part of such service that is not on active duty or active duty for training shall be performed in a Reserve Component.

b. Each person covered by (a) above who is not a Reserve, and who is qualified, shall upon release from active duty, be transferred to a Reserve Component of the Armed Force to complete the term of service required.

**MILITARY STATUS** -- Status as a member of the US Army Forces (includes all Reserve Components).

**NONCOMMISSIONED OFFICER EVALUATION REPORTING SYSTEM (NCOERS)** -- A system designed to provide an objective measurement of the individual's military and technical competence to perform duties of the military occupational specialty.

~~NPS APPLICANTS -- Rescinded.~~

**NON PRIOR SERVICE (NPS)** --

Classification of an applicant who has never been a member of the Armed Forces; had an enlistment voided; attended a Service academy but had no follow-on active service; was discharged from the DEP with no follow-on active service; or was discharged from a conditional enlistment because of a pre-accession positive drug test.

**NOTIFICATION PROCEDURE** -- A process whereby a soldier is notified in writing of pending action(s), types of possible discharges and the effects, rights and available courses of action.

**OBLIGOR** -- A soldier who has a statutory obligation.

**ON-THE-JOB TRAINING (OJT)** -- A training process whereby students or trainees acquire knowledge and skills through actual performance of duties under competent supervision, in accordance with an approved, planned program.

**ORIGINAL ENLISTMENT** -- The first voluntary period of service as an enlisted member of the ARNG. The entry of a prior service enlistee into the ARNG for the first time is considered to be an original enlistment.

**PREPONDERANCE OF THE EVIDENCE** -- Presented evidence that after a consideration, points to a certain conclusion as more creditable and probable than any other. Where the evidence is equally consistent with two or more opposing positions, it is insufficient.

**PRIMARY MOS (PMOS)** -- Awarded MOS that is most important to the Army in terms of training, experience, demonstrated qualifications, and Army needs. It is usually the MOS in which the soldier is most proficient. It may have up to nine alpha and numeric characters.

**PRIOR ENLISTMENT OR PERIOD OF SERVICE** -- Service in any component of the Armed Forces that ends with the issuance of a discharge certificate or certificate of service.

**PRIOR SERVICE (PS)** -- For enlistment purposes, an applicant who has been awarded an MOS or an applicant who has served 180 days or more on active duty as a member of the armed forces.

**PROMOTION AUTHORITY** -- A commander who has the authority to promote enlisted members in accordance with NGR 600-200.

**RC OVERSTRENGTH** -- A policy intended to afford the RC unit commander an additional strength maintenance tool to fulfill the needs of mobilization readiness. It provides flexibility to maintain sufficient strength to deploy with 100 percent of wartime required strength.

**READY RESERVE** -- Selected Reserve and Individual Ready Reserve (IRR) liable for active duty as prescribed by law (10 USC 269, 672, and 673). Members of the ARNGUS, including the ING, remain members of the Ready Reserve throughout their period of service as provided by AR 135-91.

**RECRUIT QUOTA SYSTEM (REQUEST)** -- A "real-time" automatic data processing system. This system:

- a. Matches a potential enlistee's qualifications to the Army's MOS requirements.
- b. Provides quotas and reservations for training school seats for enlistees.

**RECRUITING OFFICIAL** -- Includes recruiter, guidance counselor, reenlistment NCO, and any other personnel that process individuals for enlistment, reenlistment, or immediate reenlistment in a component of the U. S. Armed Forces.

**REDUCTION AUTHORITY** -- A commander who has the authority to reduce enlisted members in accordance with NGR 600-200.

**REENLISTMENT** -- The reentry of an individual who:

- a. Has had a break in ARNG service.
- b. Has been discharged from one State to join the ARNG of another State, regardless of break in service.
- c. Is joining the ARNG from the ANG.
- d. Other than original enlistment in the National Guard.

**REENLISTMENT ELIGIBILITY CODES (RE CODES)** -- Codes assigned to soldiers who do not immediately reenlist at their last duty station for the purpose of informing the Recruiter of a soldier's eligibility to reenter a component of the United States Armed Forces. They may also be referred to as "reentry codes." A listing of these codes is in Table 2-7, chapter 2.

**REGULAR ARMY (RA)** -- A permanent major component of the US Army. The term is used to distinguish the RA from the other major components of the US Army.

**RESERVE COMPONENTS (RC)** -- The U. S. Army National Guard, the Army Reserve; the Marine Corps Reserve; the U. S. Air National Guard; the Air Force Reserve; the Coast Guard Reserve; and the Naval Reserve. The term "force" is sometimes substituted for the term "component."

**RESERVE ENLISTMENT PROGRAM OF 1963 (REP-63)** -- A program for a NPS male under age 26 and qualified for induction, enlisted in the ARNG for a term of 6 years prior to 1 June 1984 or 8 years on or after 1 June 1984. The initial period of ADT is specified by law [10 U.S.C 511 (d) and 10 U.S.C 671].

**RESERVE OF THE ARMY** -- Both the Army National Guard of the U. S. and the Army Reserve.

**RESPONDENT** -- A soldier who is notified that separation action is being initiated under this regulation.

**SECONDARY MOS (SMOS)** -- A MOS in a specialty different from the PMOS and does not progress to the PMOS (E7 and below). It is second in importance to the Army when evaluated in training, experience, demonstrated qualifications, and the Army's needs.

**SELECTED RESERVE** -- The Selected Reserve is defined as follows:

- a. Part of the Ready Reserve of each Reserve Component consisting of units and individuals that participate in paid training periods and serve on paid active duty for training.
- b. ARNG and USAR Selected Reserve units and individuals that comprise all TPUs, IMAs, and full-time AD support personnel. This term should not be confused with Selected Reserve Forces(s) in JCS Pub 1.
- c. Members assigned to USAR TPUs or USAR Control Group (IMA).

**SEPARATION** -- An inclusive term used in personnel actions to describe release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, or transfer from unit status to the IRR.

**SEPARATION AUTHORITY** -- An officer authorized by regulation to take final action on specified separations.

**SIMULTANEOUS MEMBERSHIP PROGRAM (SMP) ARNG** -- A voluntary officer training program that allows members to simultaneously serve in Advanced (MS III and MS IV) ROTC and in ARNG units as officer trainees (NGR 600-100, chapter 13, and NGR 600:200, Table 2-1.1).

**SKILL LEVEL** -- A type and degree of skill representing the extent of qualification within the total MOS. Under EPMS, it reflects the skills typically

required for successful performance at the grade the skill level is associated.

**SKILL LEVEL ZERO** -- The lowest skill level used with any MOS to designate NPS and PS who are undergoing training for award of initial Army MOS.

**SOLDIER** -- An enlisted person of the U. S. Army. This includes all personnel enlisted in any component of the Army, in active Federal service, or active duty for training, unless otherwise indicated or obviously inappropriate.

**SOLE PARENT** -- (for enlistment purposes only). Applicants (with dependents) who are:

- (1) Unmarried, divorced, or legally separated.
- (2) Widowers/widows.
- (3) Deserted by their spouse (for a period set by State law).
- (4) Whose spouse is incarcerated.
- (5) Married to another member of the Armed Services to include Reserve Components except IRR.
- (6) Married to applicant trying to enlist at same time.

**SOLE SURVIVING SON OR DAUGHTER** -- Only remaining son or daughter in a family where the father, or one or more sons or daughters, as a result of serving the US Army Forces:

- a. Was killed in action or died in the line-of-duty from wounds, accident, or disease.
- b. Is in a captured or missing in action status.
- c. Is permanently 100 percent disabled as determined by the VA or one of the military services.

**SPLIT TRAINING OPTION** -- An enlistment option for those who cannot complete BT and AIT in one IADT period because of school or seasonal employment (paragraph 2-25).

**STANDARDS OF GRADE AUTHORIZATION (SGA)** -- A prepared table associated with each MOS (AR 611-201) used as a equitable basis for determining grades for positions after the number of positions and the MOS classification have been established.

**STATUTORY OBLIGATION** -- A legal military service obligation of 8 years as required by Public

Law 98-94 on or after 1 June 1984, or 6 years as required by 10 USC 651(a) prior to 1 June 1984.

**STATUTORILY OBLIGATED MEMBER** -- A person who has a statutory service obligation.

**SUNSET RULE** -- See paragraph 2-45, NGR 600-200.

**TRY ONE IN THE GUARD** -- A recruiting program for any Reserve or Active Component member of the Armed Forces, including ARNG/ANG with at least a 6 month break in service, that allows a one year trial enlistment in grade E5 or below without regard to position vacancy (NGR 600-200, paragraph 2-27).

**UNITED STATES ARMY RESERVE (USAR)** -- A Federal force consisting of individual reinforcements and combat, combat support, combat service support, and training type units organized and maintained to provide military training in peacetime. Included is a reservoir of trained units and individual reservists to be ordered to active duty in the event of national emergency.

**UNSATISFACTORY PARTICIPANT** -- A member is an unsatisfactory participant when nine or more unexcused absences from scheduled drills occur during a 1-year period. For counting unexcused absences, the 1-year period will begin on the date of the absence. It will end 1 year later. Beginning dates will be set from each succeeding unexcused absence. When longer than 1-year elapses from the date of an absence, it no longer will be counted. The new 1-year period will begin on the date of the later absence, if any.

b. Members are also unsatisfactory participants, if without proper authority they fail to attend or complete the entire period of AT, and the absence is determined unexcused.

**REFERENCES**

**Army Regulations**

**AR 37-104-10**  
Military Pay and Allowances Procedures for Inactive Duty Training Joint Uniform Military Pay System -- Reserve Component (JUMPS - (RC) - Army)

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**AR 40-3**

Medical, Dental and Veterinary Care

**AR 40-501**

Standards of Medical Fitness

**AR 50-5**

Nuclear Surety

**AR 50-6**

Chemical Surety Program

**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, Parti-  
cipation Requirements, and Enforcement Procedures

**AR 135-178**

Separation of Enlisted Personnel

**AR 135-200**

Active Duty for Training, Annual Training and Full-  
Time Training Duty of Individual Members

**AR 135-180**

Qualifying Service for Retired Pay Non-regular  
Service

**AR 220-90**

Army Bands

**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**

**Glossary-10**

The Army Privacy Program -- System Notices and  
Exemption Rules

**AR 351-1**

Individual Military Education and Training

**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 600-20**

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 604-5**

Personnel Security Program

**AR 604-10**

Military Personnel Security Program

**AR 611-201**

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Enlisted Career Management Fields and Military Occupational Specialties

**AR 635-40**

Physical Evaluation for Retention, Retirement, or Separation

**AR 640-2-1**

**Personnel Qualification Records**

**AR 640-10**

**Individual Military Personnel Records**

#### **Army Pamphlets**

**DA Pam 27-166**

Soldiers' and Sailors' Civil Relief Act

**DA Pam 351-4**

US Army Formal School Catalog

**DA Pam 351-20**

Army Correspondence Course Program Catalog

**DA Pam 360-525**

Family Assistance Handbook for Mobilization

#### **National Guard Regulations**

**NGR 10-1**

Organization and Federal Recognition of Army National Guard Units

**NGR 310-10**

Military Orders

**NGR 350-1**

Army National Guard Training

**NGR 351-1**

Individual Education and Training

**NGR 351-15**

Schools, US Sergeants Major Academy Courses

**NGR 600-10**

ARNG Tour Program Management of Title 10, USC Full Time National Guard Personnel

**NGR 600-5**

The Active Guard/Reserve (AGR) Program

**NGR 601-280**

ARNG Retention Program

**NGR 614-1**

Assignments, Details, and Transfers Inactive National Guard

#### **National Guard Pamphlets**

**NGB Pam 600-15**

ARNG Incentive Program

**ADSM 18-P19-HSD-BUR-UM**

Standard Installation Division Personnel System  
ARNG

