

Personnel--General

SCREENING OF THE ARMY NATIONAL GUARD

Summary. This regulation establishes policies, responsibilities, and procedures for the premobilization screening of Army National Guard (ARNG) personnel. It has been completely revised to implement DoD Directive 1200.7, Screening the Ready Reserve, 6 April 1984, and AR 135-133, Ready Reserve Screening, Qualification Reports System, and Change of Address Reports, dated 1 August 1984. Major changes include: (1) elimination of the requirement for execution of service agreements; (2) elimination of the requirement for annual reports of screening; and (3) clarification of the responsibilities of State adjutants general, ARNG commanders, individual members of the ARNG, and employers of members of the ARNG.

Applicability. This regulation is applicable to the ARNG, to include the Inactive National Guard. Where in conflict

with AR 135-133, the provisions of this regulation will be followed.

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

Interim Changes. Interim changes are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration date unless sooner superseded or rescinded.

Supplementation. States may supplement this regulation, if desired, in order to establish more specific screening procedures. Two copies of any published supplement will be forwarded to NGB-ARP-P, 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) to NGB-ARP-P, Washington, DC 20310-2500.

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*This regulation supersedes NGR 600-2, 27 May 77, including all changes.

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Chapter 1
General

1-1. Purpose

This regulation prescribes policies and procedures for screening members of the ARNG, a component of the Ready Reserve of the United States, during peacetime. The purpose of such screening is to identify members of the ARNG who would not be available for immediate active duty upon mobilization and, if appropriate under applicable laws and regulations, to remove them from the ARNG prior to the completion of their statutory obligation or voluntary contract.

1-2. Authority

Title 10, United States Code, Section 271.

1-3. State authority for screening transfers

Title 10, United States Code, Section 269(g) prescribes that a member of the Army National Guard of the United States (ARNGUS) may be transferred to the Standby Reserve only with the consent of the governor or other appropriate authority of the several States, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, or the District of Columbia, whichever is concerned. It is, however, incumbent upon the several States to actively pursue the premobilization screening program prescribed herein in order to preclude having ineffective units upon mobilization.

1-4. Explanation of Terms

The terms used in this regulation are explained in the glossary.



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Chapter 2 Policies

2-1. ARNG screening requirement

The mission of the ARNG as an integral part of the first line defense of the nation requires that its units and members be continuously screened to ensure that there will be enough trained units and qualified personnel to achieve mobilization objectives. Therefore, ARNG personnel, to include the Inactive National Guard, shall be screened at least annually to provide a force composed of members who:

a. Meet military service wartime standards of mental, moral, professional, and physical fitness.

b. Possess the military qualifications required in the various ranks, grades, and specialties.

c. Are immediately available for active duty upon mobilization (or during a war or national emergency or in response to a Presidential order to augment the active forces for an operational mission).

2-2. Screening action after mobilization

All screening of the Ready Reserve, to include the ARNG, will cease upon mobilization. After a mobilization is ordered, no deferment, delay, or exemption from mobilization may be granted because of a

member's civilian employment.

2-3. Retention in the ARNG

a. Members shall be retained in the ARNG for the entire period of their statutory obligation or voluntary contract. Exceptions to this policy will only be made in accordance with this and other applicable regulations or as may be prescribed by the Secretary of the Army.

b. Members of the ARNG may not be transferred from the ARNG solely because they are students, interns, residents, or fellows in the health care professions. Upon mobilization, they either shall be deferred or shall be mobilized in a student, intern, resident, or fellow status until qualified in the appropriate military specialty as prescribed by the Secretary of the Army.

2-4. Removal from the ARNG after pre-mobilization screening

Members of the ARNG who would not be available for immediate active duty upon mobilization will be, if appropriate under applicable laws and regulations, removed from the ARNG. Table 2-1, AR 135-133 lists the requirements for removal from the Ready Reserve, to include the ARNG. The primary reasons for removal based on pre-mobilization screening are those listed in paragraph 4-1 of this regulation.



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Chapter 3 Responsibilities

3-1. State adjutants general

State adjutants general are responsible for:

a. Ensuring that procedures are established and followed to provide for the continuous premobilization screening of ARNG personnel. These procedures may be those outlined in this regulation, or they may be more specific procedures established locally. Continuous premobilization screening of ARNG personnel will determine each member's eligibility for:

(1) Retention in a unit of the ARNG.

(2) Separation from the ARNG of the State only, and reverting to the Standby, Inactive, or Retired Reserve.

(3) Concurrent discharge from the ARNG and as a Reserve of the Army.

b. Reviewing and making determinations on requests for removal submitted by employers of members of the ARNG under this regulation. Adjutants general shall make their determinations for mobilization availability on a case-by-case basis, consistent with this regulation, and not by a class or group determination. After making a determination on a request for removal action, promptly transmitting the results of that determination to the member and his or her employer.

c. Ensuring that persons charged with the administration of ARNG personnel are familiar with the provisions of this regulation.

d. Ensuring that members who have completed 20 or more years of qualifying service for retired pay and who are not selected for retention under the provisions of AR 135-205 or NGR 635-102 are removed from an active status.

3-2. ARNG commanders

ARNG commanders at all levels will:

a. Screen, at least annually, all members of the ARNG, to include the Inactive National Guard, under their jurisdiction to ensure their immediate availability for active duty upon mobilization.

b. Ensure that all members of the ARNG under their jurisdiction are informed of the criteria and procedures for requesting removal from the ARNG.

c. Ensure that all members of the ARNG under their jurisdiction have a favorably completed national agency check (NAC) or entrance national agency check (ENTNAC) on file.

d. Ensure that all members of the ARNG under their jurisdiction not on active duty are examined as to physical fitness in accordance with NGR 40-501.

e. Process all members of the ARNG under their jurisdiction who do not participate satisfactorily in accordance with AR 135-91 and NGR 600-200.

f. Transfer all members of the ARNG under their jurisdiction occupying key positions to the Standby, Inactive, or Retired Reserve, or discharge them, as appropriate.

g. Advising all members of the ARNG under their jurisdiction of their requirement for keeping their employers informed of their military obligation to train regularly.

3-3. Individual members of the ARNG

Individual members of the ARNG, to include the Inactive National Guard, are responsible for:

a. Informing their unit commander of any change of address, marital status, number of dependents, or civilian employment and any other change that might prevent the member's being immediately available for active duty upon mobilization.

b. Keeping their employer informed of their military obligation to train regularly, which includes inactive duty training, annual training, and going on active duty when so called or ordered.

c. Initiating requests for removal based on hardship, religion, or, if appropriate, other reasons (see chapter 4).

3-4. Employers of members of the ARNG

In addition to the screening responsibilities prescribed in this regulation to be taken by ARNG commanders, employers of members of the ARNG also have certain

screening responsibilities under the law.

a. Non-Federal employers. Non-Federal employers of all members of the ARNG, particularly in the fields of public health and safety and defense support industries, are encouraged to adopt personnel management procedures designed to preclude conflicts between the emergency manpower needs of civilian activities and the military during a mobilization. Employers are encouraged to use the Federal key position guidelines contained herein for making their own key position designations and, when applicable, for recommending key employees for removal from the ARNG.

b. Federal employers. Federal Preparedness Circular (FPC) 9 promulgated policy for Ready Reserve screening activities that shall be accomplished by Federal sector employers. To ensure that Federal employees essential to the continuity of the Federal Government are not retained as members of the Ready Reserve to include the ARNG, the following procedures shall apply:

(1) Key positions. Some Federal employees occupy positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function effectively. Because of the essential nature of these positions, the Federal agency head, or designee concerned, shall designate such positions as key

positions and shall require that they not be filled by members of the ARNG to preclude such positions from being vacated during a mobilization.

(2) Key position designation guidelines. In determining whether or not a position should be designated as a key position, the following questions should be considered by the Federal agency concerned:

(a) Can the position be filled in a reasonable time after mobilization?

(b) Does the position require technical or managerial skills that are possessed uniquely by the incumbent employee?

(c) Is the position associated directly with defense mobilization?

(d) Does the position include a mobilization or relocation assignment in an agency having emergency functions as designated by Executive Order 11490?

(e) Is the position directly associated with industrial or manpower mobilization as designated in Executive Orders 11490 and 10480?

(f) Are there other factors related to national defense, health, or safety that would make the incumbent of the position unavailable for mobilization?

Chapter 4 Procedures

4-1. ARNG premobilization screening activities

ARNG commanders will screen all personnel under their jurisdiction at least once each year to ensure their availability for mobilization.

a. Such screening should include a review of personnel records and interviews with any members identified through a records review as potentially not being available for immediate mobilization for any of the following reasons:

(1) Civilian is employed as a key Federal employee or a key non-Federal employee in a critical, defense support industry.

(2) Member's immediate recall to active duty would create an extreme personal or community hardship.

(3) Member is preparing for the ministry in an accredited theological or divinity school.

b. All members should be informed of the criteria and procedures for requesting removal from the ARNG if the member believes that he or she is not available for immediate mobilization. Members should be specifically informed that requests for removal from the ARNG based on premobilization screening must be initiated by the member or the member's employer, as appropriate.

c. In most units, this requirement for annual screening will be fully satisfied through a combination of required annual personnel records reviews, annual unit mobilization briefings, and orientation briefings for new unit personnel (see paragraph 4-6).

4-2. Removal based on key civilian employment

Removal from the ARNG based on key civilian employment is authorized upon written request of the ARNG member's employer.

a. Removal recommendations. An employer who determines that a member of the ARNG is a key employee in accordance with the guidelines contained in this regulation, should promptly report that

determination to the appropriate State Adjutant General, requesting that the employee be removed from the ARNG. The letter format shown at figure 4-1 should be used for making such recommendations. All the information shown in the letter format should be provided so that the Adjutant General may properly assess the matter and take appropriate action.

b. Resolution of conflicting manpower needs. The Federal Emergency Management Agency (FEMA) has the authority to adjudicate, before mobilization, conflicts between the mobilization manpower needs of the civilian sector and the military that the Ready Reserve screening process has identified but has not resolved.

4-3. Removal for hardship or religious reasons

Removal from the ARNG for hardship or for religious reasons is authorized on written request from the member to his or her unit commander.

a. Hardship reasons.

(1) Members requesting removal for extreme personal hardship must furnish documentary evidence as prescribed in AR 135-178, chapter 4, section VI, or AR 601-25.

(2) For extreme community hardship, members must furnish documentary evidence. The evidence must clearly document that withdrawal of that specific individual from the community in a national emergency would create a real and extreme hardship adversely affecting the health, safety, or welfare of the community. It must also document that such hardship could only be alleviated by that specific individual is not being mobilized.

b. Religious reasons. Members requesting removal for religious reasons must furnish documentary evidence from the appropriate school or church official.

c. When an initial review of information furnished by the member indicates that removal action may be appropriate, the unit commander will take the following actions:

(1) If necessary, contact the member and request that the member fur-

nish any additional information which may be required in order to make a final determination.

(2) Promptly inform the member of the final determination.

(3) Remove the individual from the ARNG, if eligible under applicable regulations.

4-4. Removal for other reasons

Removal from the ARNG for reasons other than hardship, religious reasons, or key civilian employment may be authorized based on other applicable regulations. In making such requests, members should follow the instructions contained in the appropriate regulation.

4-5. Disposition of members screened from the ARNG

a. Members may be transferred either to the USAR Control Group (Standby or Inactive) or to the Retired Reserve. They must be eligible and must request it. Members may also be discharged per AR 135-175, AR 135-178, NGR 600-200, or NGR 635-100, as appropriate.

b. Eligible members transferred to the Standby or Inactive Reserve may be transferred back to the ARNG when the reason for the member's transfer to the Standby or Inactive Reserve no longer exists.

c. All members of the ARNG occupying key civilian positions (see paragraphs 3-4 and 4-2) will be transferred from the ARNG to the Standby Reserve, the Retired Reserve if eligible and so requested, or discharged. As an exception, officers with a remaining military service obligation at the time of their removal from

the ARNG may be transferred only to the USAR Control Group (Active Standby).

d. Personnel who are preparing for the ministry in an accredited theological or divinity school cannot be involuntarily called to active duty or required to participate in inactive duty training (Title 10, United States Code, Section 685). Accordingly, such personnel (other than those participating in a military Chaplain Candidate or Theological Student Program) shall be transferred to the USAR Control Group (Active Standby) for the duration of their ministerial studies at accredited theological or divinity schools. Personnel participating in a military Chaplain Candidate or Theological Student Program may continue their ARNG affiliation and engage in active duty and inactive duty training.

4-6. Unit record of screening activities

a. To document that premobilization screening activities are conducted, units should list premobilization screening as an action item on mobilization briefing, personnel records review, and unit in-processing checklists and, when appropriate, unit training schedules.

b. Units need not maintain an individual record of screening action on unit members determined during the screening process to be available for mobilization.

c. Copies of requests for removal from the ARNG under this regulation should be permanently filed in the individual's military personnel records jacket (DA Form 201) (see item 76, table 5-7, NGR 600-200).

1 December 1985

NGR 600-2

(date)

SUBJECT: Request for Employee to be Removed From the Army National Guard

FROM: (Employer-Agency or Company)

TO: (The Adjutant General of the State concerned)

This is to certify that the employee identified below is vital to the Nation's defense efforts in (his or her) civilian job and cannot be mobilized with the Military Services in an emergency for the following reasons:

(List Reasons)

Therefore, I request that (he or she) be removed from the Army National Guard and that you advise me accordingly when this action has been completed.

The employee is:

Name of employee (last, first, MI):

Military grade and Reserve component:

Social Security number:

Current home address (street, city, State, ZIP code):

Military unit to which assigned (location and unit number):

Title of employee's civilian position:

Grade or salary level of civilian position:

Date (YYMMDD) hired or assigned to position:

(Signature and title of agency or company official)

Figure 4-1. Letter format for requesting that employees be removed from the Army National Guard



GLOSSARY

1. **Defense support industry.** Any business or corporation so determined by the Federal Emergency Management Agency (FEMA).
2. **Extreme community hardship.** A situation that, because a member of the ARNG is mobilized, may have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the member concerned and must be supported by evidence clearly documenting that withdrawal of that specific individual from the community in a national emergency would create a real and extreme hardship on the community. It must also document that such hardship could only be alleviated by that specific individual's not being mobilized.
3. **Extreme personal hardship.** An adverse impact upon an ARNG member's dependents resulting from his or her mobilization. Any request for a determination of such hardship shall be made by the member concerned and must be supported by documentary evidence as prescribed in AR 135-178, chapter 4, section VI, or AR 601-25.
4. **Key employee.** Any Federal employee who occupies a key position.
5. **Key position.** A Federal position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively. There are three categories of Federal key positions. The first two categories are, by definition, key positions. Only the final category requires a case-by-case determination and designation:
 - a. The Vice President of the United States, or any official specified in the order of presidential succession under Title 3, United States Code, Section 19.
 - b. Members of Congress, heads of Federal agencies appointed by the President with the consent of the Senate, and the Federal judiciary (District, Circuit, and Supreme Court judges and justices only; all other positions within the Federal judiciary will be considered under the provisions of paragraph c below). For the purpose of the definition contained in this paragraph, the term "heads of Federal agencies" does not include any person appointed by the President with the consent of the Senate to a Federal agency as a member of a multimember board or commission. Positions occupied by such persons may be designated as key positions only by application of the criteria set forth in paragraph 3-4b(2).
 - c. Other Federal positions determined by Federal agency heads, or their designees, to be key positions in accordance with the guidelines specified in paragraph 3-4b(2).

By Order of the Secretary of the Army:

Official:

HAROLD R. DENMAN
Colonel, USAF
Executive, National Guard Bureau

EMMETT H. WALKER, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

Distribution: A