GEORGIA ARMY NATIONAL GUARD

NCO CORPS

G-1 EDITION

G-1
GEORGIA ARMY NATIONAL GUARD

HR Actions

HR Plans

HR Services

HR Systems

Medical Actions

MFHB/ CASOPS

MFSB

Deployable Soldiers
Ready Families

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Introduction

An ideal **Army leader** serves as a role model through strong intellect, physical presence, professional competence, and moral character. An Army leader is able and willing to act decisively, within superior leaders' intent and purpose, and in the organizations best interests. Army leaders recognize that organizations, built on mutual trust and confidence, accomplish missions. (ADP 6-22 Army Leadership and the Profession).

Be is the leaders' character and presence **(Attributes)**

Know is the leaders' intellect **(Attributes)**

Do is the leaders' Leadership style, Development style, and Achievements **(Competencies)**

Three consistent factors that account for the important factors affecting the **dynamics of leadership** are: **The Leader, The Led, and The Situation.**

Noncommissioned Officers are the backbone of the Army and are responsible for maintaining Army standards and discipline. NCOs are critical to training, educating, and developing individuals, crews, and small teams. NCOs are accountable for the care of their Soldiers and setting examples for them. The Army relies on NCOs capable of conducting daily operations, executing small unit tactical operations, and making commander's intent-driven decisions. Subordinates look to NCOs for solutions, guidance, and inspiration. They are expected to convey and provide day-to-day guidance to accomplish tactical and technical tasks.

NCOS ARE TRAINERS, MENTORS, COMMUNICATORS, AND ADVISORS.

Adelia R. Barnes

ADELIA R. BARNES
CSM, GAARNG
1-171st Aviation Battalion Command Sergeant Major
GAARNG G1 Sergeant Major
1000 Halsey Avenue, Building 447/Hangar 1
Marietta, Georgia 30060
adelia.r.barnes.mil@army.mil

History of the NCO Corps

The Backbone of the Army, the investment in NCO discipline and professional development began in 1778 when Baron Frederick Wilhelm Von Steuben, who became General George Washington's chief of staff, wrote and enforced Regulations for the Order and Discipline of the Troops of the United States, also known as "The Blue Book" (Hogan, Wright, & Arnold, 2007). The history of the U.S. Army noncommissioned officer dates back to 1775 with the birth of the Continental Army. Like the Army itself, the NCO Corps did not copy the fundamental roles of just the British Army; instead it blended traditions of the British, French and Prussian armies to create its own unique institution.

As the American political system progressed over the years, the NCO Corps continually distinguished itself from its European counterparts as well. In 1778, at Valley Forge, Inspector General Friedrich von Steuben, a Prussian-German Army Officer, standardized NCO duties and responsibilities for the Continental Army NCO Corps.

Before this, there was very little standardization in what the true role of the NCO was in the new Continental Army. In his publication, "Regulations for the Order and Discipline of the Troops of the United States," commonly called the "Blue Book," Von Steuben set forth the duties and responsibilities of the NCO ranks at that time.

There were five NCO ranks: Corporal, Sergeant, First Sergeant, Quartermaster Sergeant and Sergeant Major. When Von Steuben wrote his publication, which was printed in 1779, it became the primary regulation for the Army for the next 30 years. The development of the NCO Corps helped sustain the Continental Army through severe hardship towards finally achieving independence in 1783.

In the years following the American Revolution, many changes and additions were made to the NCO ranks leading up to the War of 1812 and the Mexican-American War in 1846.

The NCO CORPS is, and will always be

the **Backbone of the Army**

NCO Creed

No one is more professional than I. I am a noncommissioned officer, a leader of Soldiers. As a noncommissioned officer, I realize that I am in a time-honored corps, which is known as "The Backbone of the Army." I am proud of the Corps of noncommissioned officers and will always conduct myself to bring credit upon the Corps, the military service, and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind – accomplishment of my mission and the welfare of my Soldiers. I will always strive to remain technically and tactically proficient. I am aware of my role as a noncommissioned officer. I will fulfil my responsibility inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed, I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve, seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, noncommissioned officers, **LEADERS!**

NCO Competencies

Now and in the future, key competencies NCOs must exhibit remain consistent, as stated in DA Pamphlet 600-25:

1. Leads by example
2. Trains from experience
3. Enforces and maintains standards
4. Takes care of Soldiers
5. Adapts to a changing world

Noncommissioned Officer Professional Development (NCOPD)s will sequentially build the skills and competencies of NCOs across learning domains: institutional, self-development, and operational.

Enlisted Promotions

Consideration for promotion means placement on the EPS Order of Merit List (OML). In order to be considered for promotion during the EPS cycle, you must...

- Military Occupational Specialty Qualified (MOSQ)
- Recommended by your Commander for consideration
- Meet the following requirements by 31 December:
  - Minimum Time in Grade (TIG),
  - Minimum Time in Service (TIS),
  - And minimum Cumulative Enlisted Service (CES)

- In addition, you must have completed the following by 1 October:
  - The appropriate level of Professional Military Education (PME) for your current grade,
  - And the appropriate level of Distributed Leader Course (DLC) for your next higher grade.

Ensure your highest PME/DLC are updated and active in IPPS-A.

Selection for promotion means being selected for promotion to next higher grade. To be selected for promotion, you must be on the current cycle's EPS OML, and be in selectable status. On the day of EPS fill, you must…

- NOT be flagged for any reason,
- Have a current and passing Army Combat Fitness Test (ACFT) score input in DTMS,
- Have a current and passing Height/Weight record input in DTMS,
- Meet Security Clearance requirement required by your MOS,
- And NOT be an MRC 4

Promotion means being promoted to next higher grade. To be promoted, you must extend your enlistment contract as necessary, to meet Service Remaining Obligations (SRO) requirement for the grade to which you are being promoted. In addition, you may need to be enrolled for the first phase of the next required PME.

Declination means declining a selection/promotion. If choosing to decline, declinations suspense is fifteen days from the date of the Official Selection Roster was published. Soldiers who decline will be removed from the EPS OML for the rest of the EPS Cycle.

Enlisted Promotions

Consideration Requirements	**TIG** 12 months	**TIS** N/A	**CES** N/A	**PME** N/A	**DLC** DLC 1
Promotion Requirements	**SRO** N/A	**PME** BLC	*If promoted with PME waiver, BLC must be completed within 12 months of promotion effective date.*		

Consideration Requirements	**TIG** 18 months	**TIS** N/A	**CES** N/A	**PME** BLC	**DLC** DLC 2
Promotion Requirements	**SRO** N/A	**PME** ALC	*If promoted with PME waiver, ALC must be completed within 24 months of promotion effective date.*		

Consideration Requirements	**TIG** 36 months	**TIS** 8 years	**CES** 6 years	**PME** ALC	**DLC** DLC 3
Promotion Requirements	**SRO** 36 months	**PME** SLC	*If promoted with PME waiver, SLC must be completed within 24 months of promotion effective date.*		

Consideration Requirements	**TIG** 36 months	**TIS** 12 years	**CES** 8 years	**PME** SLC	**DLC** DLC 4
Promotion Requirements	**SRO** 36 months	**PME** MLC	*If promoted with PME waiver, MLC must be completed within 12 months of promotion effective date.*		

Consideration Requirements	**TIG** 36 months	**TIS** 16 years	**CES** 10 years	**PME** N/A	**DLC** N/A
Promotion Requirements	**SRO** 36 months	**PME** SGM-A	*If promoted with PME waiver, MLC must be completed within 12 months of promotion effective date.*		

Terminologies Explained

- **TIG**: Time in Grade. Calculated from Grade Entry Date, also referred to as Date of Rank (DOR)
- **TIS**: Time in Service. Calculated from Pay Entry Base Date (PEBD)
- **CES**: Cumulative Enlisted Service. Total time served as an Enlisted Member. Calculated from Basic Enlisted Service Date (BESD)
- **PME**: Professional Military Education
- **DLC**: Distributed Leader Course
- **SRO**: Service Remaining Obligation

Background

The Senior Noncommissioned Officer Assignment Board (SNAB) is the selection board for senior NCO leadership positions - Command Sergeants Major (CSM) or First Sergeants (1SG). Soldiers in the grade of E7 through E9 who have annotated on their Promotion Board Preferences or the Command Sergeant Major (CSM) and First Sergeant (1SG) Leadership Addendums that they wish to be considered for leadership positions, and are recommended for consideration by their chain of command, will be considered for assignment to those leadership positions.

For Consideration and Selection for 1SG/CSM Positions

- Must be on the Leadership List
- Must be on the current Cycle Enlisted Promotions List
- Meet the following requirements by 31 December of the following year:
  - Minimum Time in Grade (TIG),
  - Minimum Time in Service (TIS),
  - And minimum Cumulative Enlisted Service (CES)
  - Must **not be** MRC 4
  - Current assigned 1SGs and CSMs will not automatically be considered for the SNAB. They must apply for announced position they wish to be considered for.

Process

Positions are announced 15-30 days before the board convenes. The order of considerations is:

1. Qualified MSGs and SGMs
2. Former 1SGs and CSMs
3. Excess personnel
4. Lateral transfers
5. Selection of SFCs/MSGs from the EPS list for Promotion to 1SG/CSM

Any qualified Soldiers in grades E7 through E9 on the First Sergeant /Command Sergeant Major list may submit an application for selection board consideration as outlined in the announcement of the 1SG/CSM vacancy.

Geographical Locations

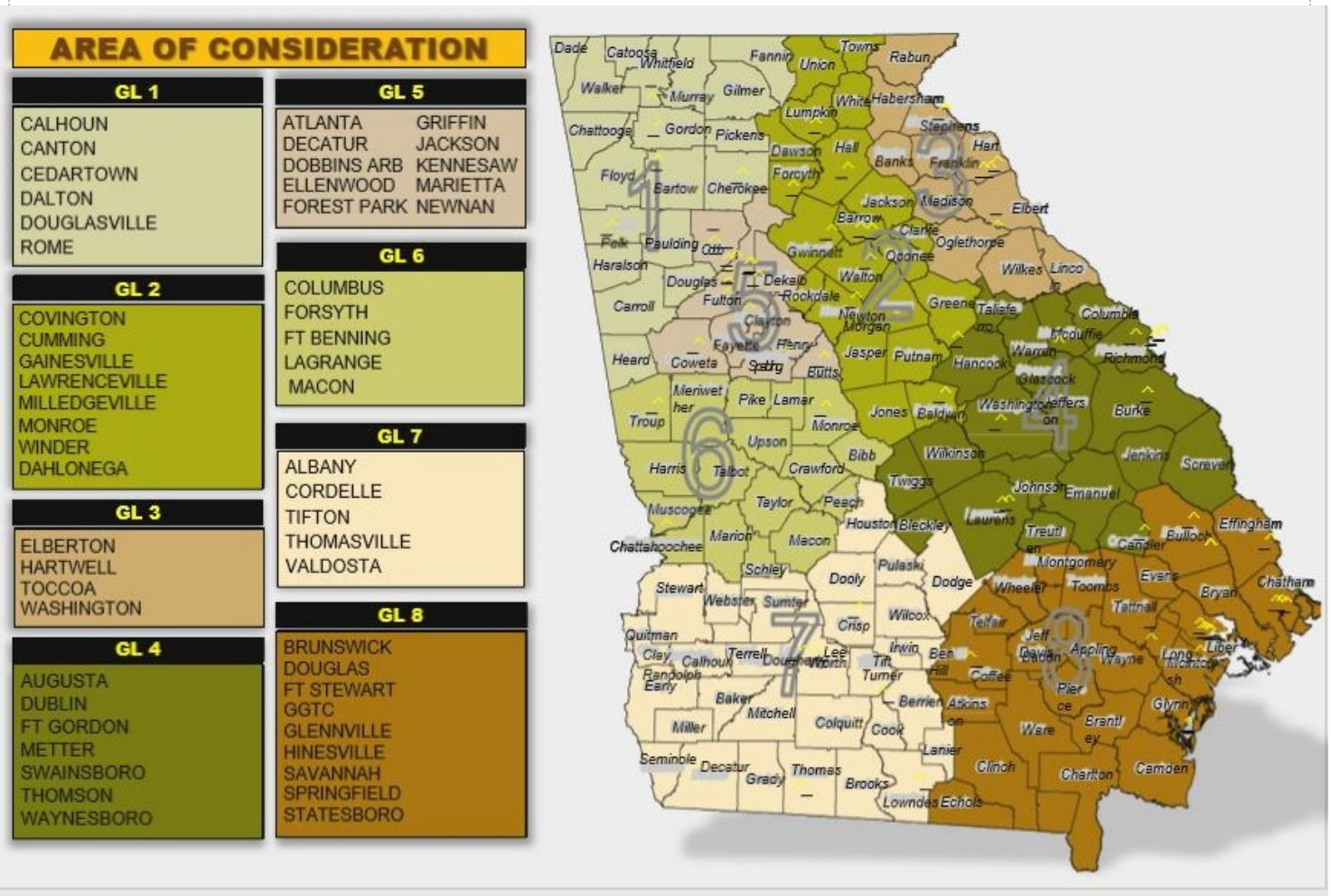
In career progression, understanding and making the right election for the Aera of Consideration (AOC) when completing the Promotion Preferences is just as important as understanding and meeting consideration and promotion requirements for the next higher grade. When making elections, Soldiers should consider the following:

Are positions for my MOS available in the area for which I would like to be considered for selection for promotion?

If the answer to above question is “NO,” then the following should be further considered:

Am I willing to travel outside of my AOC?
- If so, the election for AOC should be updated before 1 October.

Or would I rather consider reclassing to another MOS in order to stay in my AOC?
- If so, the leadership must be consulted for support in exploring viable options before 1 October.



Stay Fit

- Pass the Army Combat Fitness Test (ACFT) every six months.
- Pass and keep your height and weight up to date every six months.
- Have physical presence (SHOW UP!)
- Manage your time to keep your work and home life balanced.

Stay Disciplined

- Be accountable for your actions.
- Always give 100%
- DO what you say you will do.
- Respect others.

Stay Competent

- Complete Distance Learning Courses.
- Complete and stay current with your Primary Military Education.
- Complete relevant Certification Trainings and College Courses. Know and understand your occupation as well as the position you hold.

Take charge of your own CAREER!

Military Career Checklist

Current Rank/Date of Rank: _____ / _____ TIS: _____ TIG: _____

Unit: _____ First Sergeant: _____

Battalion: _____ Battalion CSM: _____

Potential Broadening Assignments: 1. _____ 2. _____

Potential Successive Assignments: 1. _____ 2. _____

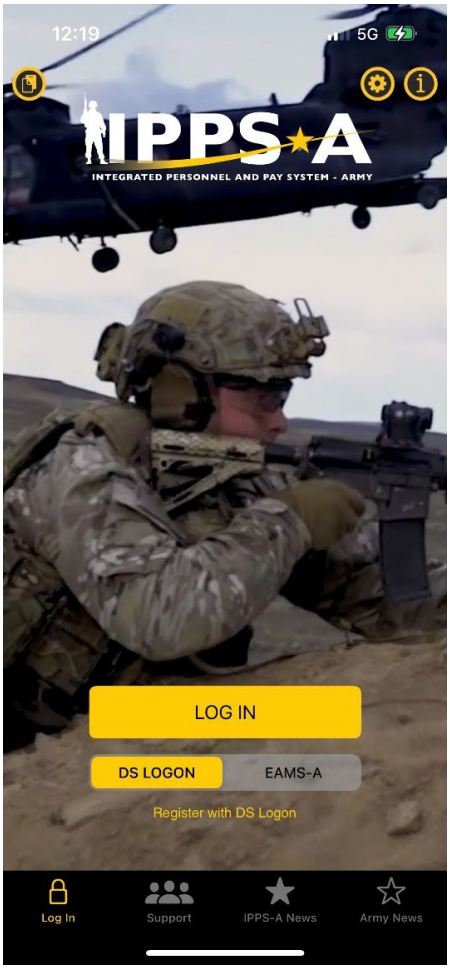
Mentor: _____ Contact Number: _____

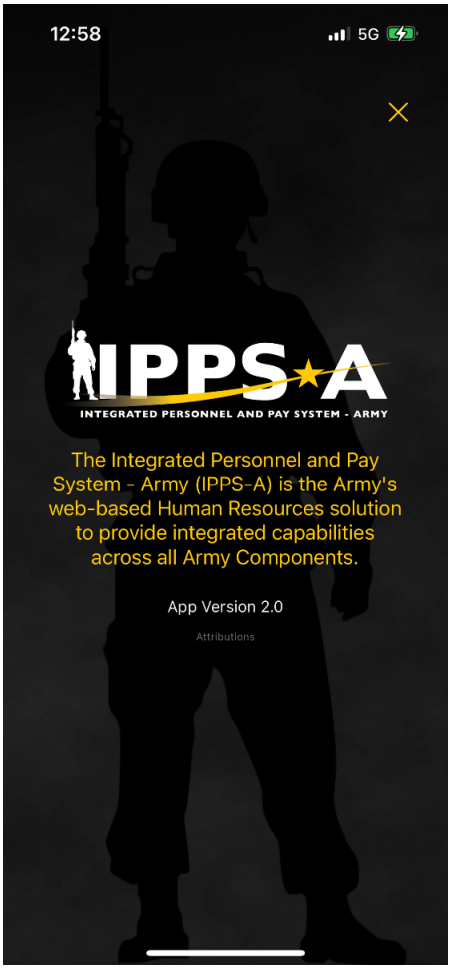
Tasks	Status	Remarks
ACFT date: _____ ACFT Status: _____ ACFT score: _____		Is my ACFT in the systems of records –DTMS? Is my ACFT current? Within 14 months if MDAY | 8 months if AGR/ADOS
Height: _____ Weight: _____ Date: _____		Is my Height and Weight in the system of records—DTMS? Is my Height and Weight current? Must be completed every 6 months.
Highest DLC in IPPS-A: _____ DLC Completion date: _____ Highest PME in IPPS-A: _____		Do I have my highest DLC in the system of records? IPPS-A (Example: SGT must have DLC 2 in order to be considered for selection to SSG). Current PME? Was my DLC and PME completed and transaction in system before the 1 October cut-off?
Security Clearance: _____ Effective date: _____		Do I have my security clearance based on the needs of my MOS? If not, did I contact my representative to complete the necessary steps to be awarded my clearance?
PHA Date: _____ MRC: ____ DRC: ____		Did I complete my SRP or is my SRP current within 14 months? Is my MRC and DRC status correct?
ETS: _____ Evaluation Thru date: _____ (Must be in iPERMS and transaction done in IPPS-A)		Do I need to extend in order to meet the requirements for promotion? If not, I will need to get with my S1 Is my evaluation in iPERMS and current? If not, I will need to get with my rater ASAP.
SRB Validations and Certification date: _____ iPERMS Records Review date: _____ EPS Administrative points: _____ • Awards • Civilian Education • Military Education		Did I validate my SRB? If not, I will need supporting documents to get my SRB updated. Did I complete my Records Review? If not, I will need to get with my S1 to ensure I review and validate my records. Did I validate my promotion points in IPPS-A? If I am missing documents I will need to get with my HR NCO to ensure all my information is correct.

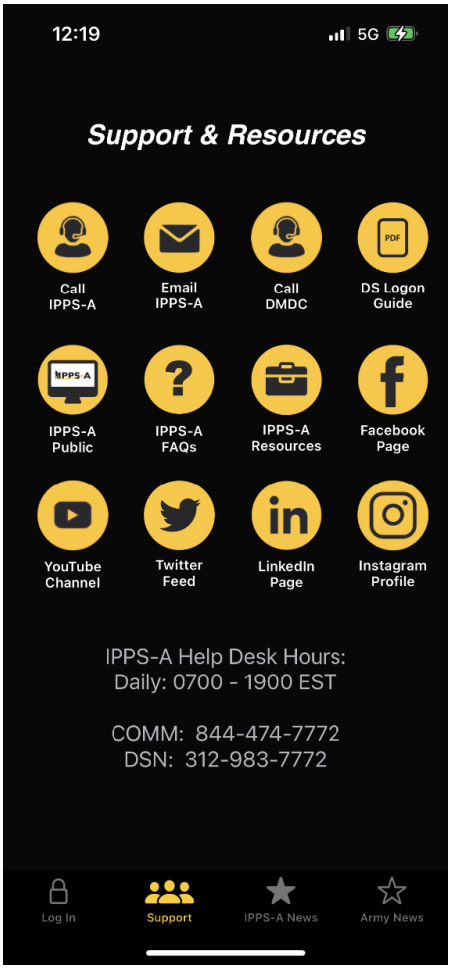
IPPS-A Mobile App

Integrated Personnel and Pay System - Army (IPPS-A) is a modern Human Resource system adapted by the Army. It integrates over 1.1 million Soldiers into a single multi-component (Active Army, Army National Guard, and U.S. Army Reserve) personnel and pay system, serving as the Authoritative Data Source for personnel data, and delivers Total Force visibility to support Readiness, Talent Management, and Auditability.

Gone are the days when Soldiers had to rely on availability of the unit's Full-time personnel in order to access their own personnel record or data. In contrast to legacy systems, IPPS-A introduces mobile capabilities, contributing to transparency. Through the available mobile app, individual Soldiers can use DS Logon credential to access Self-Service capabilities (viewing one's own personnel data and personal profile, submitting certain Requests for Personnel Action, making promotion preferences, etc.,) and elevated users (those with Manager and/or HR Professional role) can review and approve, or process transactions (must have CAC certificate installed on the mobile device for elevated functions.) Soldiers are highly encouraged to download and utilize the IPPS-A mobile app to their advantage in managing their own military career. The IPPS-A Mobile App is available for download on both Apple App Store and Google Play Store.







What is iPERMS?

While IPPS-A serves the purpose of Authoritative Data Source for all personnel data of Army personnel, Interactive Personnel Electronic Records Management System (iPERMS) serves its purpose as a repository of personnel documents. It is the web-based record management application for the Army Military Human Resource Record (AMHRR) which contains military service-specific information related to a Soldier's career to include, but is not limited to, Official Military Personnel File (OMPF) which is also widely known as 201 file.

Documents uploaded to iPERMS record alone do not automatically change or update personnel data in IPPS-A. However, iPERMS serves a very important role in Soldiers' career in that all transactions processed to update or change Soldiers' personnel data as well as those related to determining Soldiers' pay entitlements must be supported by the documents in Soldier's iPERMS record. Also, this is the source of most of the documents reviewed by voting members of various boards such as EPS Promotion Boards and Qualitative Retention Boards.

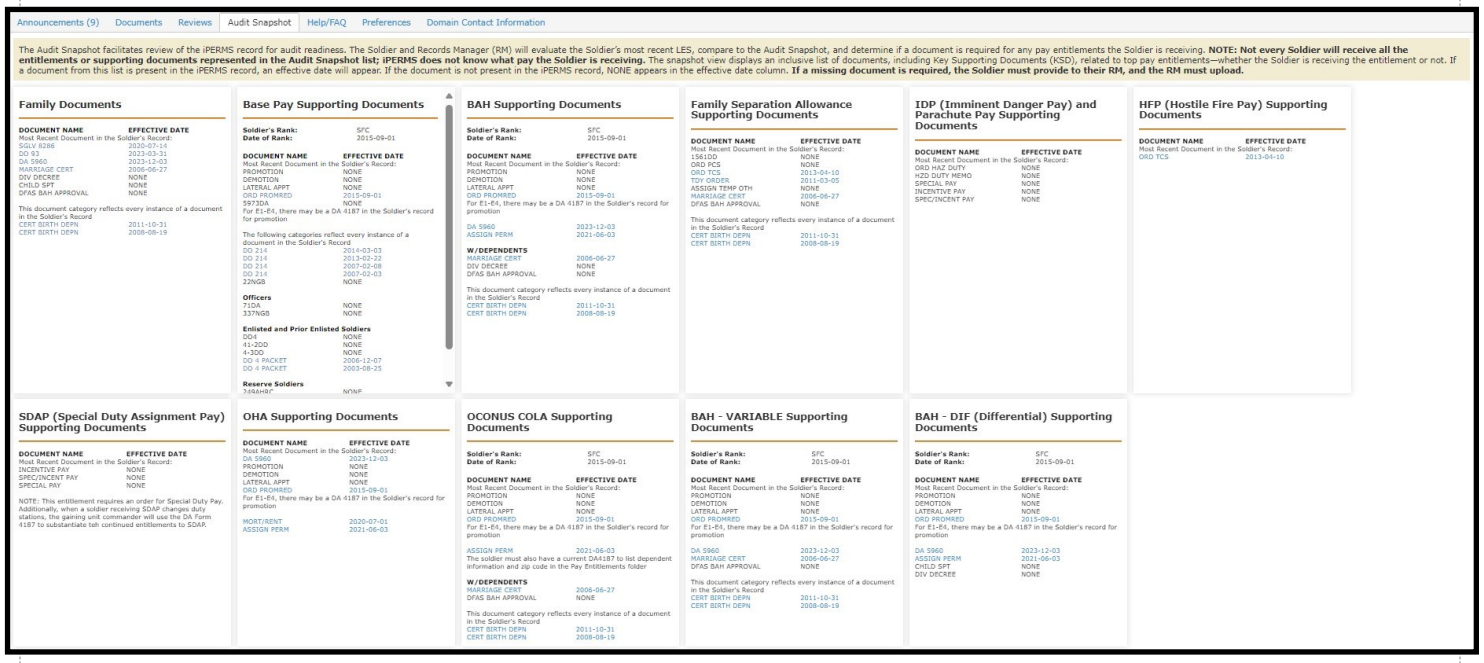
It is now easier than ever for Soldiers to access their own personnel files by making the system available for access from anywhere there is a computer with internet connection. Soldiers may use their DS Logon or CAC credential to access and review their own records. In their iPERMS records, Soldiers have capabilities to view and export each document in their records, or even download all documents of their entire records at once. With such an easy accessibility, Soldiers must understand that it is their own responsibility ensure that their records are accurate and up to date. It is highly advised that all Soldiers review their records regularly to identify and report any problems associated with their records (ie, missing or incorrectly filed documents) to their RMs, and provide them with the documents that need to be uploaded to their records.

Personnel Record Review

In accordance with AR 600-8-104, paragraph 3-8, all Soldiers must complete the Personnel Record Review with their Record Managers (RMs) during in-processing to a new unit and upon separation from the service. In the interim, the record review is also to be completed on annual basis.

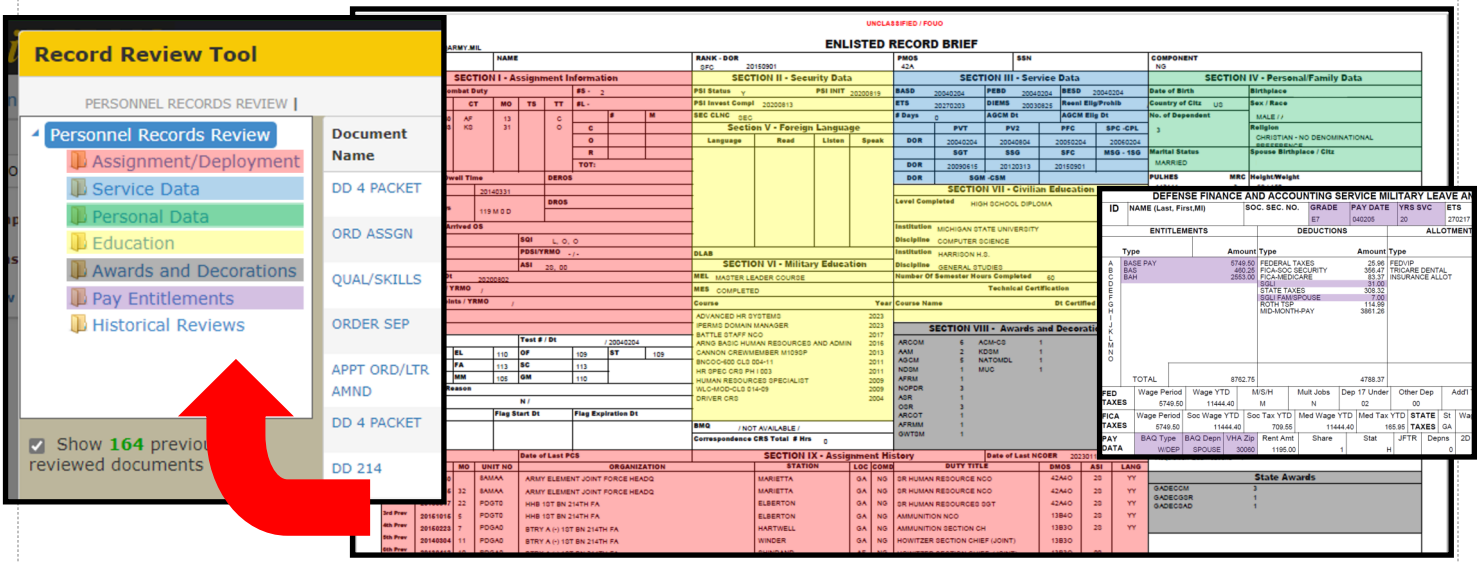
The purpose of the Personnel Record Review is to ensure that the Soldiers' iPERMS records contain all supporting documents for personnel data and pay entitlements. It starts with the RM initiating the Personnel Record Review for the Soldier. Once initiated, Soldier may access the review, and start the process. The first step is to upload most current copies of the end of month LES and Record Brief as pdf documents for validation. To make this process easier, iPERMS now offers Audit Snapshot tool that provides an overview of pay entitlements related documents that are

currently in Soldier's iPERMS record. Once the two required documents are uploaded and verified, Soldier will review all listed documents for accuracy, and identify problems, if any. The RM will also perform the same process as the Soldier. The Soldier and the RM may perform this process of reviewing individual documents sequentially or concurrently. Once all documents and associated problems were reviewed and identified, Soldier signs the review, followed by the RM.



<Audit Snapshot tool provides overview of current pay entitlements related documents>

When Soldier is not available for signature, the RM may choose to sign and complete the review without Soldier's signature. However, this option is NOT to be used for sole purpose of convenience; it should only be considered when Soldier is unavailable or without access to internet access for extended period of time due to extreme reasons - such as deployment in remote area, confinement or AWOL.



<Alignment of the Record Review Folders and the Enlisted Record Brief / LES>

Overview

Retirement Points Accounting Management (RPAM) is the record of retirement point credit for cumulative military service for Army National Guard Soldiers, and is available for download from Reserve Component Automation System (RCAS) at any time. It is a living document that is updated throughout Soldier's military career, and serves a very important role as it is directly connected to Soldier's retirement and earned benefits. It is highly recommended and imperative to conduct review of RPAM statement (NGB Form 23) on annual basis in order to ensure all performed military service for the year is properly accounted for retirement point credit. RPAM is designed to automatically update the Soldiers' record based on duty performance (in the form of types of entitlements paid to Soldiers for performed duty). However, if an error is identified, it is in Soldier's best interest to report the identified error and seek assistance in making necessary corrections as early as possible.

Reviewing RPAM Statement

Part 1 - Administrative Information

SFC SNUFFY JOE xxxx-xx-1234 W8AM GAARNG ELEMENT JF HQ 1000 HALSEY AVENUE SOUTHEAST MARIETTA, GA 30060-4277 8AMAA-711	Date Prepared: 2024/02/23 Output Reason: Request AYE: 08/24 BASD: 2005/12/03 Notice of Eligibility: YES Highest Grade Held: E07 RPED: 2044/01/01, 0 Pds.

<RPAM Statement - Administrative Information>

Left column of the two contains identification and current assignment information. Right column has several pieces of information that is related to Soldier's retirement:

- **Date Prepared** - is the date on which RPAM Statement is generated.
- **Output Reason** - is the reason for which RPAM Statement is generated.
- **AYE** (Anniversary Year End) - marks the completion of one full year for purpose of retirement points accounting; formerly known as Retirement Year End (RYE).
- **BASD** (Basic Active Service Date) - is used to calculate cumulative Active Federal Service (AFS); only applicable for Soldiers in Active Duty status.
- **Notice of Eligibility** - indicates whether or not a Notification of Eligibility for Retired Pay for Non-Regular Service (also known as 20-year letter) was issued.
- **Highest Grade Held** - shows the highest grade held in Soldier's military career provided the reduction (if any) was NOT for disciplinary reasons.
- **RPED** (Retirement Pay Eligibility Date) - is the date on which SM becomes eligible to start receiving retirement pay, and the number of qualifying periods (in 90-day increment).

Part 2 - Statement of Points Earned

Begin Date (yyyymmdd)	End Date (yyyymmdd)	MMSI	IDT	MEM	ACCP Misc Pts	FHD	AD Pts	VS	Total Career Points	Total Pts For Ret Pay	Creditable Svc For Ret Pay
2003/08/25	2004/02/03	E5	0	--	0	0	0	V	---	---	--/--/--
2004/02/04	2004/08/24	A1	0	7	0	0	203	V	210	210	01/00/00
2004/08/25	2005/08/24	A1	0	0	0	0	365	V	365	365	01/00/00

<RPAM Statement - Statement of Points Earned>

The statement of points earned displays a summary of earned points. The columns represent different types of duty performed, and rows represent retirement years ending on AYE of the year or different duty status.

- **Begin Date** - is the date on which each retirement year or current duty status begins.
- **End Date** - is the AYE of the given retirement year, or the last date of particular duty status.
- **MMSI** (Military Membership Status Identifier) - is the status of military membership for the represented period.
- **IDT** (Inactive Duty Training) - shows the number of points earned by performing IDT, such as ATP/RMP, AFTP, AUTA, etc.
- **MEM** - shows the points earned by maintaining membership in the Reserve Component; the maximum membership points that can be earned in any given retirement year is 15 points.
- **ACCP** (Army Correspondence Course Program) Misc Pts - shows the points earned by completing correspondence courses.
- **FHD** (Funeral Honor Detail) - shows the number of days served on IDT for Funeral Honor duty; the maximum number of retirement points per year for Soldiers in M-Day status is limited to a total of 130 points, but it does NOT impact FHD points earned.
- **AD** (Active Duty) Pts - shows the number of points earned for performing Active Duty (ADT, AT, ADOS, ADSW, AGR, or MOB)
- **VS** (Verification Status) - indicates whether or not valid document(s) has been presented and is on file for represented period; “V” indicates that the period is verified, and “B” indicates that it is not. Points earned during unverified period will NOT be credited towards retirement.
- **Total Career Points** - is the sum of all points from IDT, MEM, ACCP, FHD, and AD columns for the given period.
- **Total Pts For Ret Pay** - is the total number of points credited for Retirement Pay for the given period; maximum creditable points are 130 points per year for non-regular (M-Day) service, and 365 for regular (Active Duty) service.
- **Creditable Svc For Ret Pay** - is a total year/month(s)/day(s) of creditable service for retirement pay for given period; each retirement year, Soldiers must earn minimum of 50 points in order to receive credit for the year towards retirement pay.

Reduced Age Retirement

The eligibility age for Reserve Component Retirement Pay is 60. However, **the National Defense Authorization Act (NDAA) for 2008, section 647, USC Title 10, section 12731 (amended)** reduces the age eligible to start receiving retirement pay to as low as 50 (in 90-day increments) in appreciation for members who served in an authorized call to service.

The law was first implemented on 29 January 2008, and since first implementation, a few changes have been applied. To summarize the law and changes that have been implemented:

- The law is not retroactive; service performed prior to 29 January 2008 is not qualified.
- The reduced age retirement eligibility is strictly for retirement pay. Health care and other retirement benefits are not affected.
- Qualifying periods of service from 29 January 2008 to 30 September 2014 will be credited in 90-day increments, only when they occur in the same fiscal year. For example, if SPC Snuffy served on a qualifying tour for 280 days from 1 March 2008 to 7 December 2008, SPC Snuffy is not qualified for 270 days of reduction. Qualifying periods in this scenario are only 180 days, from 1 March 2008 to 29 August 2008, because he did not have full 90 days before the fiscal year ended on 30 September 2008.
- Starting 1 October 2014, qualifying periods of service will be credited in 90-day increments regardless of fiscal year change. This means that if SPC Snuffy served on a qualifying tour for 280 days from 1 March 2015 to 7 December 2015, he is qualified for 270 days of reduction.
- NDAA 2020 changes also recognize deployment under 12304(b), COVID-19 Mission, and Southwest Border Security Mission as qualifying services.

Soldiers with at least 18 years of service, over the age of 58, or considering retirement within next 12 months may submit a request to the NGB Form 23 (RPAM statement) update to reflect qualifying service(s) performed for reduced retirement age. As proofs of service, copies of both Individual Mobilization Orders (IMO) and DD Form 214 for the qualifying services must be submitted along with the request through their chain of command to the G-1 HR Systems Branch. Once updates have been made, NGB Form 23 will reflect the reduced RPED and number of qualifying periods.

Preparing for Mobilization

The G-1 supports mobilizing units throughout all four phases of the GAARNG Unit Mobilization Process by participating in G-Staff, MSC, and unit level planning meetings, conducting administrative and medical readiness events, managing mobilization-related IPPS-A transactions, publishing individual mobilization orders, requesting early TRICARE eligibility, and managing the Deployment Manning Document (DMD).

The four phases of the Unit Mobilization process are divided by event rather than a set time.

Phase I: Planning. The planning phase begins when the unit receives a Notification of Sourcing (NOS) and ends after completing the 1A Multi-Component Joint Assessment (1A MCJA). When the G-3 MRO receives the NOS from NGB, it initiates initial G-Staff, MSC, and unit level planning for the deployment.

Phase II: Alert. The alert phase begins upon completion of the 1A MCJA, and ends on the unit's T10 Home Station Active Duty (HSAD) date.

Phase III: Mobilization. The mobilization phase begins when the unit reaches its T10 HSAD date, and ends during the redeployment from the theater to the demobilization station.

Phase IV: Redeployment. The redeployment phase begins upon the unit's arrival to the DEMOB station, and ends with completion of the 60+ day Yellow Ribbon event.

MSCs are responsible for ensuring deploying Soldiers meet all medical, administrative, and DMD position requirements, and confirm primary residence prior to submitting the request for individual mobilization orders (IMO) to the G-1 HR Plans Branch.

1. **Medical Deployment criteria are outlined in AR 40-502 Medical Readiness.** MSCs must coordinate with the DSS to address all medical issues identified before, during, and after the Soldier Readiness Processing (SRP) events. The Deputy State Surgeon is the final authority on determining whether a Soldier is medically fit for deployment.
2. **Administrative deployment criteria are outlined in AR 600-8-101.** MSCs must ensure Soldiers' administrative/personnel readiness.
3. **DMD position requirements are defined in MARRS.** For directed DMD, each position has requirements for Rank, MOS, and Security Clearance. Soldiers must meet these requirements before an individual mobilization order can be published.
   a. **MOS**. Each Soldier must be qualified for the position's required MOS. It must be recorded as Soldier's PMOS , SMOS, or AMOS.
   b. **Rank**. Enlisted Soldier's pay grade must be no more than two grades higher or one

grade lower than the position's required grade. Officers and Warrant Officers must be no more than one grade above or below the position's required grade.

c. **Security Clearance**. Soldiers must meet the security clearance level required for the position.

d. **Primary Residence Confirmation**. IPPS-A's "Mailing Address" is what establishes the primary residence address published on the individual mobilization orders. The amount of the Basic Allowance for Housing (BAH) received during the mobilization is determined based on this address.

e. **Request for Orders.** MSCs are responsible for submitting formal request for orders to the G-1 HR Plans Branch when an individual Soldier has met all the requirements. After the G-1 HR Plans Branch verifies that a Soldier has met all medical, administrative, and DMD-based requirements, the requested individual mobilization orders will be published via DAMPS-OCOTCS. Once published, the MSC may access the orders using DAMPS-Orders.

Most common disqualifiers for publishing individual mobilization orders:

1. **ETS/MRD**. Soldiers must have at least 490 days remaining from the start of their T10 HSAD.
2. **Rank**. For enlisted Soldiers, MARRS will show a red flag when the Soldiers rank is more than two grades higher or more than one grade lower than the position requirement. For officers, MARRS will show a red flag when the Soldiers rank is more than one grade higher or lower than the position requirement.
3. **MOS**. MARRS will display a red flag when the Soldier does not have a PMOS, SMOS, or AMOS that matches the position requirement.
4. **Clearance**. MARRS will display a red flag when the Soldier does not have the minimum security clearance based on the position requirement.

Individual Mobilization orders amendments: G1 HR Plans can only amend orders to adjust the start date and end date of the individual mob order. All other amendment requests require approval and support from NGB and HQDA.

It is important that the Soldier's address is correct in IPPS-A and DAMPS OCOTCS before IMOs are published. Amendments due to BAH change is not authorized.

Mobilization Checklist

Battalion: _____ Battalion CSM: _____

Current Rank/Date of Rank: _____ / _____ Mobilizing Unit: _____

T10 HS Start Date: _____ T10 MS Start Date: _____ Mob Station: _____

MOB SRP Type I would need: _____ Am I on the DMD? Yes | No

Do I need a Family Care Plan? (Single Parent | Dual Military only): Yes | No Date completed:_____
In IPERMS? Yes | No Did I inform my Family of my potential deployment? Yes | No

Is my DEERS updated? (Marital status / Number of Dependents) Yes | No
Supporting documents in iPERMS? Yes | No IPPS-A transactions Completed? Yes | No

Tasks	Status	Remarks
ACFT date: _____ ACFT Status: _____ Score: ____ HT/WT Date: _____ Height: _____ Weight: _____		Is my ACFT in the systems of records and current – DTMS? Twice a year AGR/ADOS/T10 | Once year MDAY Is my HT/WT current and in DTMS? Every 6 Months
MOB SRP Date: _____ MRC: ____ DRC: ____ Deployable? _____ Medical Waivers: _____		Did I complete my correct MOB SRP? Do I need medical waivers? If so, did I get the waiver? Am I deployable? If not, then I will need to get with my medical readiness and leadership. I must make sure I have a list of my prescriptions.
Promotion Eligibility verified: _____ Highest DLC and PME in IPPS-A: _____ Promotion Points Validated: _____ SRB validated and Certified: _____		I will need to validate my promotion eligibility by ensuring my DLC and PME are complete and in the system. I need to validate my points and certify my Soldier Records Brief (SRB). I need to ensure I am not flagged for any reason. If I am then I will need to get with my supervisor.
Security Clearance: _____ Effective date: _____ Finger prints: _____ Visa/Passport: _____		Do I have my security clearance based on the needs of my MOS and the needs of the DMD mobilization? If not, did I contact my representative to complete the necessary steps to be awarded my clearance?
ETS: _____ Bonus: _____ Evaluation Thru date: _____ (Must be in iPERMS and transaction done in IPPS-A)		Do I need to extend in order to meet the requirements for mobilization? If not, I will need to get with my S1 Is my evaluation in iPERMS and current? If not, I will need to get with my rater ASAP.
Early Tricare: _____ Tricare Registration: _____ I must be on the DMD and I must state I would like early Tri-care in order to receive it. DD 93: _____ SOES: _____ Mailing Address updated in IPPS-A: Yes/No Street address: _____ City: _____ State: _____ Zip Code: _____		I will receive early Tri-care 180 days before the start date of my T10 mobilization. Once activated I will need to ensure me and my family are registered. I need to ensure my mailing address is correct in IPPS -A before my mobilization order is published. I need to ensure I complete my BAH form and it is in iPERMS. I need to ensure my DD 93 and SOES has the correct dependents on the forms before I revalidate it.

What are DD Form 214 and DD Form 220?

The DD Form 214 is a Certificate of Release or Discharge from Active Duty. It is a very important document that provides an accurate and complete summation of active duty military service. It serves as an authoritative source of personnel information for administrative purposes, and for reenlistment eligibility determinations. The Army National Guard Soldiers will receive the DD Form 214 when: 1) they have completed active duty tour of 90 days or more, or 2) regardless of the length, they have returned from mobilization under Title 10 U.S.C. 12301(a), 12302, or 12304; called to Active Federal Service under Title 10 U.S.C. 15 or 12406. Soldiers who have reported to a mobilization station and are found unqualified for active duty within the first 30 days, and Soldiers on Split Training option, graduating from the AIT will also receive a DD Form 214. When errors are identified on the DD Form 214, the DD Form 215 (Correction to DD Form 214) is issued to correct the identified errors.

The DD Form 220 is an Active Duty Report, an essential document for Soldiers on active duty are transitioning back to National Guard or Reserve status. It ultimately serves the same purposes as the DD Form 214. Soldiers will receive the DD Form 220 when they have completed active duty tour of more than 30 days, but less than 90. Soldiers on Split Training option, graduating from the BCT will also receive a DD Form 220.

How to request DD Forms 214, 215, or 220?

Once Soldiers have completed their T32 active duty tour (T32 AGR, OTOT, or ADOS), the below described steps should be followed to submit the request. Those returning from a T10 tour should contact the HR NCO, and get in touch with a responsible DEMOB station or MFGI (Mobilization Force Generation Installation).

1. Soldier provides supporting documents to the HR NCO.
2. Unit submits a CRM case via IPPS-A, and route it to the MSC through the Battalion.
3. The MSC reviews provided documentation for accuracy, and route the case to the G-1 HR Services Branch Transitions Section provider group (NGGA G-1 TRANSITIONS).

Required supporting documents are:

- Copies of orders, and Master Military Pay Account (MMPA) report
- Dates entered into and separated from active duty tour
- If applicable, Federal Awards, DA Form 1059, and/or other documentation for 40 or more hours of training completed during the active duty tour

TRICARE

TRICARE is the uniformed services health care program for U.S. Armed Forces military personnel. TRICARE brings together the health care resources of the Military Health System such as military hospitals and clinics, with a wide network of civilian health care professionals, institution, pharmacies, and supplies to foster, protect, sustain, and restore health for those entrusted to their care.

TRICARE offers several different health care plans. Qualification criteria for each plan is different from one another, and is determined by the sponsor's status and/or relationship to the sponsor, which is provided by the Defense Enrollment Eligibility Reporting System (DEERS). Some of the plans that are available to the current or former Servicemembers of the National Guard and their eligible Family members are listed below.

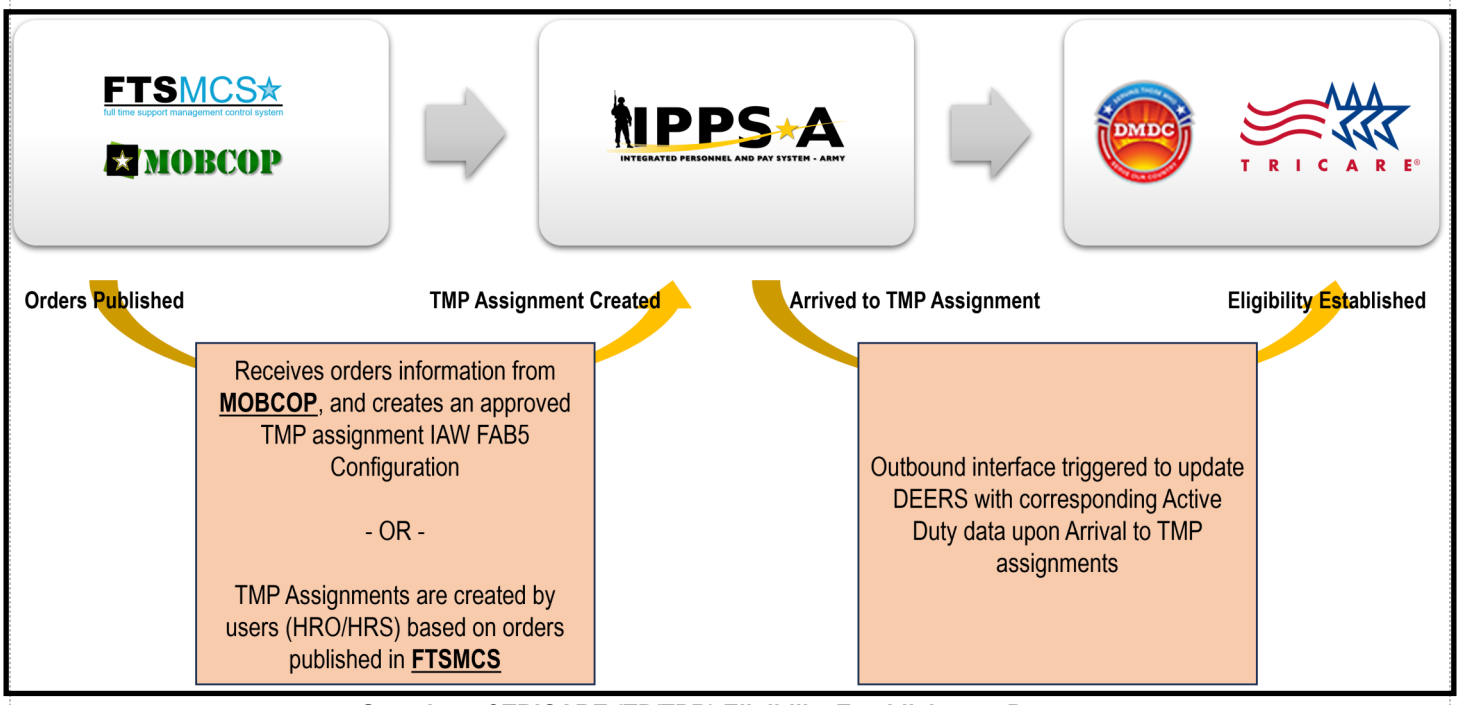
PLAN	QUALIFICATION CRITERIA
TRICARE Prime (TP)	• Guard members ordered to Active Duty for 31 days or more and their eligible Family members • Non-activate Guard members and eligible Family members who qualify for the Transitional Assistance Management Program (TAMP) *(see page 25)* • Retired Guard Members at age 60 and Families
TRICARE Prime Remote (TPR)	• Guard Members ordered to Active Duty for 31 days or more, whose home **AND** work addresses are more than 50 miles (or one hour of drive time) from the nearest military hospital or clinic • Eligible Family members who live with sponsor enrolled in TPR • Eligible Family members who live in a designated remote location while the sponsor is activated
TRICARE Reserve Select (TRS) *TRS is a premium-based plan*	• Guard members not on Active Duty orders for 31 days or more and their eligible Family members • NOT covered under the TAMP • NOT enrolled in the Federal Employees Health Benefits (FEHB) program • NOT eligible for the FEHB program as a sponsor
TRICARE Retired Reserve (TRR) *TRR is a premium-based plan*	• Members of the Retired Reserve, qualified for non-regular retirement under 10 U.S.C., Chapter 1223 • Under age 60 • Eligible Family members of qualified Retired Reserve members • NOT eligible for or enrolled in FEHB program
TRICARE Young Adult (TYA) *TYA is a premium-based plan*	• Unmarried, adult child of an eligible sponsor • At least age 21, but under 26 • NOT eligible to enroll in an employer-sponsored health plan • NOT eligible for any other TRICARE coverage

TRICARE Prime / TRICARE Prime Remote

Eligibility for TRICARE Prime (TP) or TRICARE Prime Remote (TPR) is an entitlement provided to Servicemembers who are ordered to Active Duty for 31 days or more (with an exception of Annual Training), and their eligible Family members. The eligibility is established automatically via means of data interface between the systems, with user intervention in some cases. The below shown diagram briefly explains the process from publishing of orders to establishment of eligibility.

1. Active Duty Orders are published via FTSMCS for T-32 and T-10 AGR tours, and MOBCOP for all other type of Active Duty tours.
2. Temporary (TMP) assignments are created in IPPS-A based on published orders. Those for AGR orders are created by users (HRO for T-32, and G-1 HR Systems Branch for T10) while orders for all other Active Duty Tours are created via system interface.
3. Upon arrival to created TMP assignments in IPPS-A, another data interface is triggered to create an active duty segment with Defense Manpower Data Center (DMDC). This data is what appears in Defense Enrollment Eligibility Reporting System (DEERS), and determine TRICARE eligibility.

Once eligibility has been established, the sponsor (Servicemember) must contact TRICARE for enrollment in an appropriate TRICARE plan. It is important to understand that while establishment of eligibility is largely automatic, enrollment process requires action from the sponsor.



<Overview of TRICARE (TP/TPR) Eligibility Establishment Process>

Transitional Assistance Management Program

Also referred to as TA-180, Transitional Assistance Management Program (TAMP) is designed to provide continued health care benefits upon separation from qualifying Active Duty while Servicemembers seek coverage options from private health care plans or other TRICARE plans such as TRICARE Reserve Select (TRS).

Servicemembers and Family members are entitled to TAMP benefit when Servicemembers have served on Active Duty for a preplanned mission or in support of a contingency operation (typically MOB or CO-ADOS) for 31 days or more, and returned to M-Day status. Those who have served in a regular component and joins the National Guard immediately following separation (with no break between services) are also eligible. TAMP takes effect immediately following separation from a qualifying Active Duty service.

Pre-Activation Benefit

Servicemembers who are notified of activation for mobilization or a contingency operations may qualify for Pre-Activation Benefit (also known as EID or Early TRICARE). The benefit provides Servicemembers and eligible Family members with health care coverage for up to 180 days prior to activation.

In order to have eligibility established for qualified Servicemembers, the MSC S-1 Office must communicate with G-1, and provide precise information on who are to be activated and when. According to the provided information, the G-1 HR Plans Branch, in coordination with the G-1 HR Systems Branch, will submit transactions to DMDC in order to establish Pre-Activation Benefit for qualified Servicemembers.

When there are problems with TRICARE

Soldiers are advised against directly contacting DEERS office. First, contact the BN or MSC S-1 Office for assistance in identifying the problem. Often times, a denial of service from the doctor's office or medical facility is rather due to lack of enrollment than eligibility. While establishment of eligibility is automatic and the G-1 can assist if there are any problems, enrollment is NOT automatic, and is a sole responsibility of the qualified Servicemembers.

Servicemembers may verify their eligibility status on their own:

- by logging into milConnect (https://milconnect.dmdc.osd.mil/milconnect/)
- or via Humana Military app (available on Apple App Store or Google Play Store)

Overview

Soldier Readiness Processing (SRP) is the Army's program that is conducted to administratively and medically qualify Soldiers for pending deployments. SRP provides the continual administrative and medical readiness for Regular Army Soldiers and Reserve Component Soldiers for deployment processing, redeployment processing, post deployment processing, and unit readiness validation. SRP specifies the readiness requirements for all Reserve Component Soldiers when called to active duty - for example, mobilization or a temporary active duty tour. SRP correctly processes and ensures the deployability of all Soldiers departing the home station for transit to a mobilization station.

Types of Events

The Georgia Army National Guard conducts two types of SRP events throughout the year: Quarterly events and an annual event.

1. Quarterly Events
   - When: during the months of January, April, and October
   - Where: at Fort Stewart, GA (FSGA)
   - Who: Soldiers who will be mobilizing, those who are MRC 3 and 4, and those from RSP (Recruit Sustainment Program) who are up for Battle Hand-Off (BHO) to their units of assignments

2. Annual Event
   - When: during the month of June
   - Where: at Fort Stewart, GA (FSGA), and Clay National Guard Center, Marietta, GA (CNGC)
   - Who: every Soldier available regardless of current medical status or when the last PHA (Periodic Health Assessment) was completed

Event Details

The Georgia Army National Guard's SRP events are designed to ensure Soldiers' deployability and readiness, as well as the readiness of their Families. During an event, Soldiers will visit every station, and receive assistance from the medical and HR professionals to complete the following tasks.

1. **In and Out Processing**: Soldiers will check in and out of the SRP events.

2. **Medical**: Soldiers will undergo the below listed stations as necessary.
   - HT/WT and vital screening, and Dental exam
   - Urinalysis exam
   - Electrocardiogram (EKG) test
   - Optometry test
   - Immunizations and Labs
   - Hearing test
   - Interview with Non-credential and Medical Providers, Behavioral Health, and/or Case Management
   - Medical Actions to update the current medical status

3. **Administrative**: Soldiers will complete the following tasks as necessary.
   - Review current status of Security Clearance, and provide required information and consent for GCIC (Georgia Crime Information Center) Background screening
   - Correct errors on the RPAM statement, if any
   - Correct and update SRB
   - Update contact information to keep it current
   - Complete new DD Form 93 (Record of Emergency Data), if outdated
   - Make new SGLI (Service Group Life Insurance) election as desired
   - Review and update finance records for correct pay entitlements
   - Update Military Family Support Branch (MFSB) with Family information
   - Receive available employment information for Work for Warrior (WFW) team
   - Review retention options and available incentives, if within the extension window
   - Review existing incentive contract for any problems
   - Visit DEERS representative for a new CAC or dependent information update, if necessary

4. **Mobilization SRP:** As the name suggests, mobilization SRP is specifically designed for preparation for mobilizations, and the following stations and resources, in addition to the above listed tasks, will be available for Soldiers.
   - Chaplain will be available to speak to Soldiers
   - Soldiers will take digital photos
   - JAG (Judge Advocate General) will be available
   - HRO (Human Resource Office) will be available for Soldiers in AGR or Technician status

5. **Battle Hand-Off (BHO) SRP**: For new Soldiers who have recently graduated the Initial Active Duty Training (IADT), and are ready for the first duty assignments, the following additional items must be verified, updated, or completed as necessary.

- PMOS (Primary Military Occupational Specialty)
- Civilian education level
- Any outstanding temporary assignments for IADT
- Training status
- Current rank and pay grade, as well as Date of Rank (DOR)
- Unit of assignment

Preparation for SRP

Soldiers can prepare themselves for an upcoming SRP event, in order to make the process as quick and easy as possible. It is highly recommended that Soldiers prepare the following:

1. Log into MHA (Medical Health Assessments) and complete online PHA within 30 days prior to reporting for an SRP event. Soldiers may access MHA at: https://rc.mods.army.mil/MHA/
2. Soldiers over age 39 **MUST** fast for 12 hours prior to scheduled report time.
3. Examination results from the civilian dentist can be used to update dental records with the Army. Soldiers are highly advised to bring DD Form 2813s with their dentists' opinion and endorsement.
4. Avoid exposure to loud noises prior to event schedule.
5. Bring any medical documentation for Medical provider's review.
6. Command Access Card (CAC) is a must! If CAC is expired, near expiration, damaged, or misplaced, it must be immediately reported to leadership so that issuance of a new CAC may be arranged prior to reporting for SRP.
7. If any administrative updates are needed, bring the supporting documents.
   - A life event - such as marriage, divorce, or adaption or birth of a child, must be reported and updated in IPPS-A and iPERMS, as well as DEERS. with the following documents:
     - Marriage certificate (for marriage)
     - Final divorce decree (for divorce)
     - Birth certificate and Social Security card (for birth of a child)
   - Any other administrative updates - including but not limited to awards or completion of training (if in doubt, bring them!) may be brought to SRP event for review. A HR professional will gladly assist Soldiers in reviewing and updating their records as appropriate.
8. To be on time is to be early. Soldiers should report to SRP event 15 minutes prior to scheduled time.
9. Finally, the last piece of puzzle in making SRP event painless and successful is to pay attention to the initial briefing, and follow the guidance from the staff.

Overview

Expiration - Term of Service (ETS) is an expiration date of the enlistment contract. Enlisted Soldiers, at the end of their contracted term of service, have two options. Soldiers may choose to extend their contracted term (which establishes a new ETS date) and continue to serve, or they may choose to be separated from the service at their current ETS date regardless of eligibility for retirement, and transition back to civilian life.

Administrative Tasks

Throughout their military career, Soldiers have worked hard for what they have achieved. Likelihood is that they have earned some of the benefits available to veterans by having honorably served the country. It is not fair for them to experience difficulties trying access those earned benefits simply because administrative tasks were not completed. In order to avoid such disadvantages or inconvenience post separation, there are administrative tasks that Soldiers should complete. Prior to separation, Soldiers should:

- Review the RPAM statement and correct any discovered errors.
- Verify and update, if necessary, the contact information (address, phone number, and personal email) in IPPS-A.
- Complete iPERMS record review, and ensure no documents are missing from the record.
- Update, certify, and validate the SRB (Soldier Record Brief).
- Clear CIF - Turn in all issued OCIE, and receive the official CIF stamp on your OCIE clothing record. Provide a copy to the unit rep.
- Close out any Change of Rater NCOER, if applicable.
- If a FLIPL (Financial Liability Investigation of Property Loss) is required on any missing items, ensure the FLIPL is complete and signed by the Battalion commander. Retain the signed copy.
- Create DS Logon credential. This will allow Soldiers to access their iPERMS records after separation.
- Update MyPay with a current personal email address.

Planning for Retirement?

Retirement after many years of faithful service can be a long drown process. Soldiers planning to retire should educate themselves on all available programs and resources, and allow themselves enough time to execute all required processes before the actual retirement in order to ensure that they and their Families are taken care of. In an effort to assist them in this overwhelming journey, the G-1 HR Services Branch hosts the Transition Seminar on quarterly basis to provide all necessary information and resources to Soldiers and their Families. It is highly recommended Soldiers with more than 14 years of service, whether or not they are actively planning for their retirements, attend the Transition Seminar, as they will find the available information and resources very valuable.

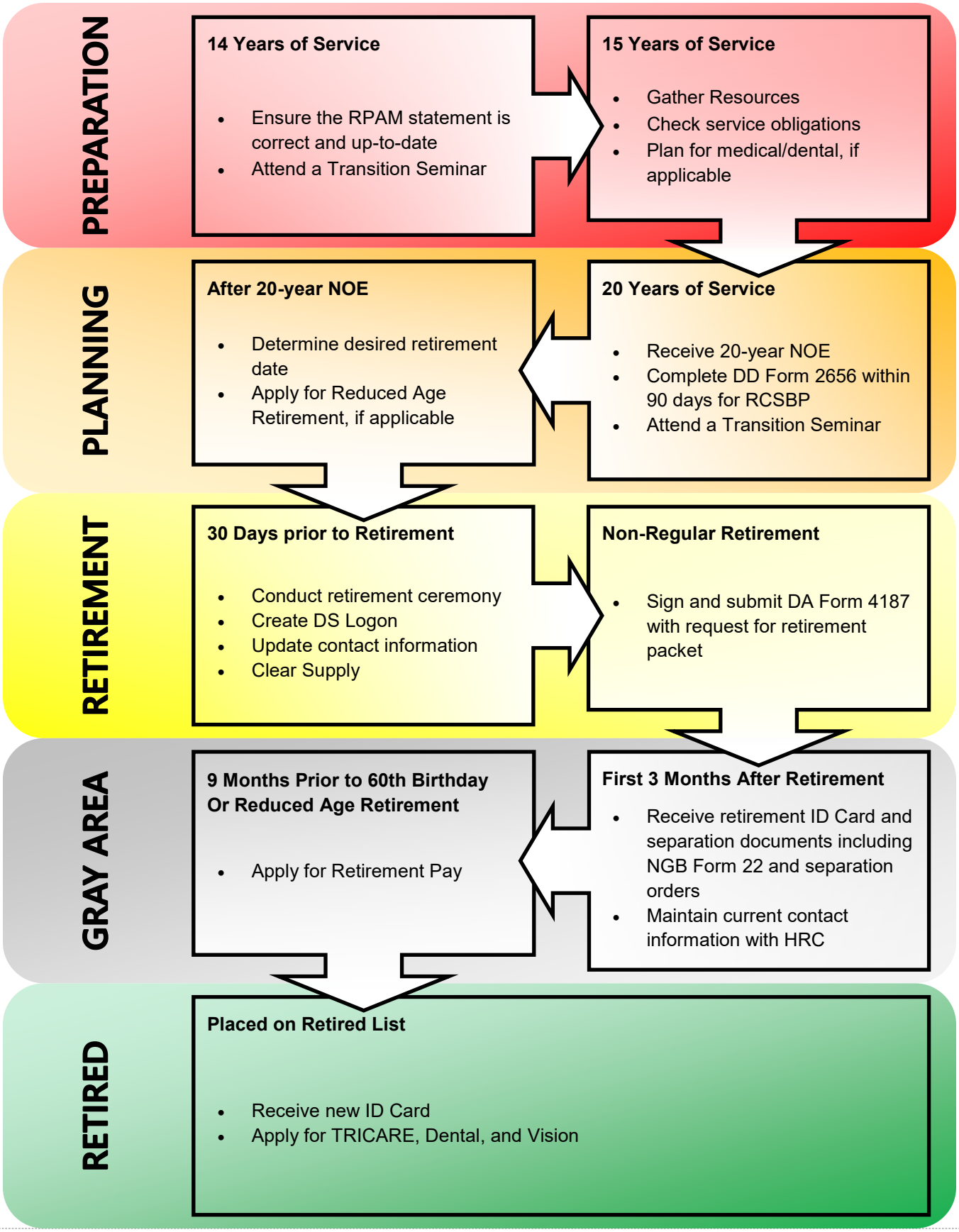
Items to Check

Soldiers who intend to retire should always keep the leadership aware of their intention for retirement. The below is a list of items to visit and check for smooth sailing to a retirement.

- First of all, attend the Transition Seminar, and obtain access to all the valuable resources.
- Double check the RPAM statement to ensure the retirement eligibility. It is a good idea to have a copy in the retirement packet.
- Ensure the receipt of the Notification of Eligibility for Retired Pay for Non-Regular Service (20-year Letter).
- Schedule for, and attend the retirement SRP event.
- Clear CIF – Turn in all issued OCIE (Organizational Clothing and Individual Equipment), and receive the official CIF stamp on your OCIE clothing record. Provide a copy to the unit rep.
- If a FLIPL (Financial Liability Investigation of Property Loss) is required on any missing items, ensure the FLIPL is complete and signed by the Battalion commander. This is another item to have in the retirement packet.
- Update, certify, and validate the SRB; have a copy in the retirement packet.
- Request your Retirement Services Initiatives; have a copy in the retirement packet.
- Verify and update, if necessary, the contact information (address, phone number, and personal email) in IPPS-A.
- Ensure the recommendation for retirement award is complete and submitted.
- Plan for the retirement ceremony; ensure to keep the unit aware and involved in the planning.
- Annotate the last pay date. Keep in mind that any pay entitlements received for duty performed AFTER the requested effective retirement date will become a debt.

See next page for overview of the non-regular retirement process.

Non-Regular Retirement



<Overview of Non-Regular Retirement Process>

Overview

The Qualitative Retention Board (QRB) is designed to review and select the best-qualified enlisted personnel for retention beyond 20 years of service, and provide the Adjutant General (TAG) with a force shaping tool to control enlisted personnel inventory and manage career progression. The QRB makes recommendation to TAG regarding which enlisted Soldiers should be either retained and reviewed for further retention in two years, retained but reviewed again following year, or non-retained and separated from the ARNGUS. TAG uses these recommendations to support future force management decisions.

The Process

The QRB will be convened each year, unless otherwise determined by TAG. See below for the general process flow:

1. The process starts with distribution of initial guidance and roster. The G-1 HR Actions Branch will prepare and distribute the Memorandum of Instruction (MOI) along with the initial roster of potentially eligible population to each MSC S1.
2. The information is then further disseminated through the BNs to the units for review. The eligible Soldiers are identified in accordance with the published MOI, and the roster is finalized by the units and the G-1.
3. Identified Soldiers (those who remain on the finalized roster) are notified by their leadership.
4. Soldiers may elect to be considered by the board for retention, or request to retire in lieu of board consideration. Those who wish to be considered for retention will, with assistance from the S-1 office and the command team, prepare the QRB packet for submission. Soldiers who elected to retire in lieu of board consideration will prepare retirement packets.
5. Once the QRB packets have been prepared, the commanders will review and make their recommendations BEFORE Soldiers' signatures. Soldiers will then sign the checklist acknowledging the recommendations. Completed packets will be submitted to the G-1 for board consideration.
6. The Board is conducted, and results are sent to MSCs. Soldiers will be non-retained, retained for one year, or retained for two years. The MSC Commanders will first notify all Soldiers in their command who are non-retained, then notify those who are retained.
7. For Soldiers who are non-retained, retirement packets and recommendation for retirement awards will be prepared and submitted to the G-1 HR Services Branch by the announced suspense date. See next page for any special circumstances.

Special Circumstances

While the previous page explains the general process flow, there are Soldiers with special circumstances. They are:

1. Soldiers selected for one-year retention by the previous year's QRB will be considered by the following year's QRB.

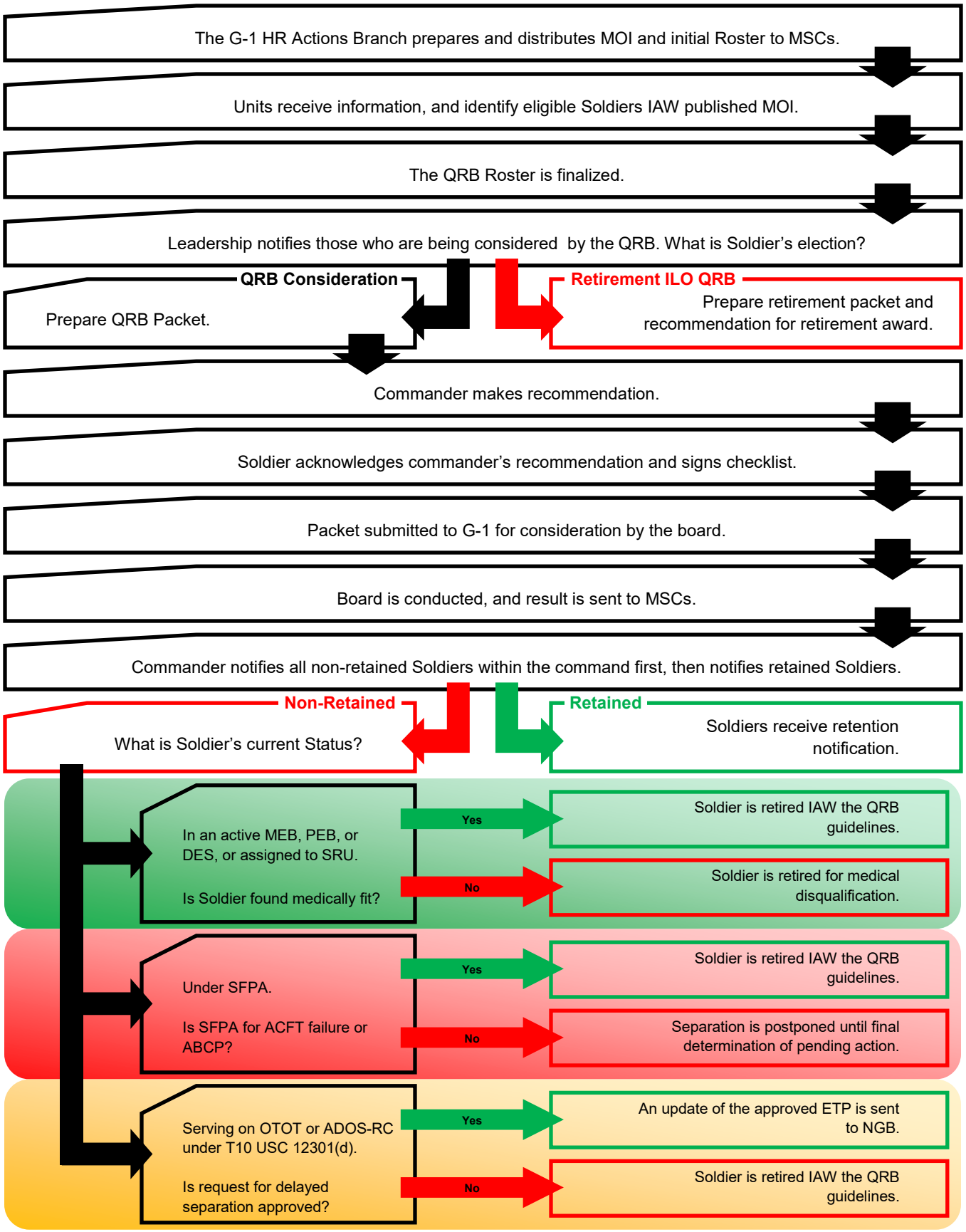
2. Soldiers selected for two-year retention in the previous board, but referred by the commanders for revalidation of their retained status will be considered by the QRB. For example, even if a Soldier was selected for two-year retention in 2021, the commander may recommend that the Soldier be considered again in 2022. The Commander's memo stating specific reasons for the recommendation for reconsideration will be prepared and submitted to the G1 for approval.

3. Soldiers in an active Medical or Physical Evaluation Board (MEB or PEB), pending a medical determination through the Disability Evaluation System (DES), or assigned to a Soldier Recovery Unit (SRU) under Title 10 U.S.C. 12301(h) are NOT exempt from the QRB consideration. However, those who are non-retained by the QRB will NOT be retired until the completion of the undergoing process. At the completion of the process, Soldiers found medically fit for retention will be subject to separation under the QRB guidelines. If found medically unfit for retention will be involuntarily retired for medical disqualification.

4. Soldiers under Suspension of Favorable Personnel Action (SFPA - flagged) are considered by the QRB. Those flagged for failure to meet body fat standards or failure to pass the Army Combat Fitness Test (ACFT), and non-retained by the QRB, will be separated according to the standard QRB guidelines. If flagged for other reasons, and non-retained by the QRB, separation will be postponed until the final determination is made for pending adverse action.

5. Soldiers serving on Active Duty for Operational Support Reserve Component (ADOS-RC) under Title 10 U.S.C. 12301(d) or One Time Occasional Tour (OTOT) will be considered by the QRB, provided they fall into the zone of consideration. However, if selected for non-retention, Soldiers may request delayed separation through their chain of command to the G-1 HR Actions Branch. If TAG concurs to allow Soldiers to complete their current Active Duty tour prior to separation, an update of the approved exception to policy will be sent to National Guard Bureau (NGB).

See next page for the overview of the QRB process.



<Overview of the QRB Process>

What is BRS?

The retirement system newly introduced to the Army is known as the “Blended Retirement System” or BRS. The “Blend” in the name comes from the blending of two major sources of retirement income: the existing annuity provision for those who retire after 20 or more years of service, with the Thrift Savings Plan (TSP) in addition. The TSP is a government run 401(k) retirement account that allows member’s to investment of their own money in either stocks or government securities. Under the BRS, Soldiers also gets a contribution to their TSP account from the government.

How Does it Work?

The BRS uses the retirement annuity formula that has been in place for years: the average of the Servicemember’s highest 36 months of basic pay multiplied by 2.5% of the total years of service — but the 2.5% is adjusted downward by half of a percentage point, from 2.5% to 2%. To make up for this reduction, the government will contribute to a member’s TSP.

After the initial 60 days in the military service, all Servicemembers are enrolled in TSP. The Servicemember’s TSP account then receives an automatic government contribution in the amount of 1% of the basic pay each month. This 1% contribution is automatic; Servicemembers do NOT have to invest any of their own money in order to receive this contribution. However, Servicemembers are automatically enrolled to contribute 3% of their basic pay out of pocket each month. Servicemembers may change or stop this contribution at any time.

After two years of service, the government will match the Servicemember’s contribution up to an additional 4%. This means, after two years of service, Servicemembers can receive up to a 5% government matching contribution (1% automatic contribution + additional 4%) each month on top of what they contribute on their own. This means when a Servicemember contributes 5% of their basic pay, the government will match that contribution, and as a result, Servicemember’s TSP account receives a total contribution of 10% (5% of member contribution + 5% of matching contribution) of the basic pay. If a Servicemember only contributes 3% of the basic pay to the TSP account, the government’s matching contribution will also be 3%, making the total contribution 6%. However, even if a Servicemember contributes 10%, government’s maximum matching contribution will still remain 5%.

This sums up to the following conclusion: For a SPC (E-4) with 4 years of service, contributing 5% of the basic pay, it is over $3,000 being contributed to the TSP account each year. Those contributions with compound interest earned over several years could result in serious savings — hundreds of thousands of dollars over a military career!

Years of Service	Scenario	Servicemember's Contribution	Government's Matching Contribution	Total Contribution
Greater than 60 day But less than 2 years	Contributing less than 5%	2%	1%	3%
	Contributing 5%	5%	1%	6%
	Contributing more than 5%	8%	1%	7%
Greater than 2 years	Contributing less than 5%	2%	2%	4%
	Contributing 5%	5%	5%	10%
	Contributing more than 5%	8%	5%	13%

<Different Contribution Scenarios under the BRS>

Why is Adding the TSP to Retirement a Good Idea?

The best part of having a TSP contribution really applies to those who don't stay in the military long enough to receive a retirement pay. The government's analytics show that 83% of those who join the military service do not stay long enough to retire. When Soldier separate after less than 20 years of service, they basically walk away with no monetary benefits towards their future retirement. The BRS completely changes this.

By contributing to the TSP account, military Servicemembers can leave the service at any time, and have an existing retirement fund that they can take with them anywhere. Even if they left the military before completing 20 years of service, they would keep the money they had in their TSP accounts. That money can be left in the TSP account, taken out, or moved to a different retirement fund for tax savings.

Lump-Sum Option

At retirement (or at age 60 for non-regular retirement), a Servicemember will have an option to receive monthly retirement pay checks, or to take a lump-sum payment of either 25% or 50% of the gross estimated retired pay with smaller monthly checks. For a retiree who took 25% lump-sum payment, the monthly retirement pay will be issued in the amount of 75% of a full retirement pay. On the same logic, for a retiree who took 50% lump-sum payment, the monthly pay will be issued in the amount of 50% of a full pay.

While the lump-sum option may sound good, it has its drawbacks. One important fact is that the lump-sum option reduces the retirement pay by an amount that changes every year. For 2023, this discount rate is 6.32%. This means that if the total amount of retirement pay were determined by the finance office to be $100,000, a retiree who opted for lump-sum option will only receive $93,680 ($100,000 discounted by 6.32%). Also, the lump-sum payment is considered a taxable income. The reduced retirement pay will then return to the full amount when a retiree reaches the age 67.

Blended Retirement vs Traditional (Legacy) Retirement

The key difference between the two systems is that the BRS includes a defined contribution plan, in addition to the traditional pension. This means that Servicemembers will have access to a personal investment account that they can manage and build throughout their career. While the legacy system provides retirement benefits to those who serve more than 20 years, the BRS provides retirement benefits to those who separate from the service before completing 20 years.

Continuation Pay

Continuation pay is a mid-career bonus payment offered to Servicemembers, regardless of their duty status, in exchange for agreements to serve at least three additional years.

Who is eligible? Any Servicemember who is enrolled in the BRS is eligible for continuation pay; both active and reserve components.

When can I receive continuation pay? Each branch determines its own timing of continuation pay, but it is offered between 8 and 12 years of service. A Servicemember must commit to at least three additional years of service to receive continuation pay. The timing is based on a Servicemember's Pay Entry Base Date (PEBD), which is used to calculate a cumulative time in service for Servicemembers.

How much is continuation pay? The amount of continuation pay is determined by the individual service, and most of the experienced military benefits folks expect that the exact amount will ebb and flow with retention needs. For Regular Army Servicemembers (and Reserve Component AGR), it is expected to be at least 2.5 times monthly base pay, but no more than 13 times monthly base pay at any given time. For Reserve Component Servicemembers, it will be at least 0.5 times monthly base pay, based on Active Duty pay chart for their grade and years of service, but no more than 6 times monthly base pay.

Can I receive continuation pay in addition to other bonuses? Yes. But just like any other bonuses, continuation pay is a taxable income.

Can I invest my continuation pay in my Thrift Savings Plan? Yes. However, the TSP's maximum contribution rule still applies. If the maximum contribution amount is reached before end of the calendar year, Servicemembers could lose out on matching contributions.

What happens if I take continuation pay, but do not complete my obligation? If a Servicemember does not complete the obligated service, some or all of the bonus payment may be recouped. There are certainly exceptions for special circumstances in which a Servicemember is unable to complete the obligated service. Many of these recoupment will be determined on a case-by-case basis.

The BRS Summary

Defined Benefit

- Retirement pay is defined as 2% times number of years of service. Amount for a retiree with 20 years of service is 40%, and one with 30 years is 60%.
- A retiree may receive the full retirement when eligible, or opt to receive a lump-sum payment of 25% or 50%. Lump-sum option will reduce monthly payment until age 67.

Defined Contribution

- The government will contribute 1% of the base pay regardless of member contribution.
- Member contribution automatically starts at 3%. It may be changed at any time.
- The government will match member contribution up to 5% after 2 years of service.
- A Servicemember may always stop contribution, take out a loan on the TSP balance, or withdraw money from the TSP account. Restrictions may apply.

Continuation Pay

- Between 8 to 12 years of service, with commitment to not less than 3 additional years of service, a Servicemember will be eligible for a cash incentive in the amount of 2.5 to 13 times the monthly base pay, if in Active Component (or AGR); or 0.5 to 6 times the base pay, if in Reserve Component.

Lump-Sum Option

- If a retiree opts for lump-sum option, it will be discounted to allow for inflation.
- Lump-Sum option will reduce monthly retirement pay and survivor benefits until age 67.

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