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National Guard Regulation 600-100  
Effective: 22 November 2022

Personnel - General

COMMISSIONED OFFICERS FEDERAL RECOGNITION  
AND RELATED PERSONNEL ACTIONS

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By order of the Secretary of the Army:

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Official:  
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**History.** This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

**Summary.** This regulation provides procedures for processing all applications for federal recognition, waivers, and requirements for appointment. The use of the term, "Commissioned officer" in this regulation does not apply to the Commissioned Warrant officer. Any reference to State(s) includes all Territories and the District of Columbia. This is a revision of the previous NGR 600-100 dated 6 July 2020. Updates have been made to various chapters; and amends appendix N, adds appendix O and appendix P. Recommend reading this publication in its entirety due to significant changes and updates.

**Applicability.** This regulation applies to the Army National Guard (ARNG).

**Army management control process.** This regulation is not subject to the requirements of Army Regulation (AR) 11-2 (Managers' Internal Control Program). It does not contain internal control provisions.

**Proponent and exception authority.** The proponent is the Chief, Personnel Policy Division (ARNG-HRH). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Supplementation is prohibited without prior approval from the Director, Army National Guard, ATTN: ARNG-HRH, 111 South George Mason Drive, Arlington, VA 22204-1373. Interim changes to this regulation are not official unless they are authenticated by the Chief, Personnel Policy Division (ARNG-HRH).

**Suggested improvements.** Users are invited to send comments and suggested improvements using DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to ARNG-HRH, Army National Guard, 111 South George Mason Drive, Arlington, Virginia, 22204-1373 or by electronic mail at [ng.ncr.arng.mbx.hrh@army.mil](mailto:ng.ncr.arng.mbx.hrh@army.mil).

**Distribution: A**

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\*This regulation supersedes NGR 600-100, 6 July 2020.

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation prescribes policies and procedures governing the appointment, assignment, temporary federal recognition, reassignment, transfers between States, Branch (BR) transfers, Area of Concentration (AOC) designation, utilization, BR detail, and attachment of commissioned officers of the ARNG. Exceptions to this regulation will be considered on an individual basis; they will neither be considered as a precedent for changes in policy, nor blanket approval for future requests.

#### **1-2. References**

Related references are listed in Appendix A.

#### **1-3. Explanation of abbreviations and terms**

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

#### **1-4. Responsibilities**

a. Chief, National Guard Bureau (CNGB). CNGB is responsible for the organization and operations of the NGB.

b. Director, Army National Guard (DARNG). The DARNG, under the authority of and at the direction of the CNGB, is responsible for the overall development and management of commissioned officers of the ARNG.

c. Personnel Policy Directorate ARNG-HRH. The Personnel Policy Directorate is the agent for the DARNG, providing technical guidance on the overall development and management of commissioned officers of the ARNG, approving modifications to the system, and authorizing changes made by the States. No changes to the system are authorized to be made by the States without prior written approval. All changes must be approved by NGB.

d. The State Adjutant General (TAG/ATAG). TAG will manage and develop commissioned officers at the State level consistent with this regulation.

e. State ARNG G1. The State G1 will serve as the manager of the officers at the State level on behalf of the TAG. The State G1 will maintain personnel records, assign, and utilize officers, and perform all actions required to support the personnel system.

#### **1-5. Policy**

The officer personnel management system (OPMS) and policies through which the ARNG manages the officer corps must result in officers who are dedicated, competent, and highly motivated leaders with high morals and integrity. The profession of arms requires a strong professional and ethical officer corps capable of making the decisions needed to sustain the excellence of the officer ranks.

#### **1-6. Appointment grade**

Federal recognition and initial Reserve of the Army appointment will be limited to the rank of 2LT except for those individuals who are entitled to service credit under 10 United States Code (USC) 12207. Service credit consists of the sum of any prior commissioned service credit awarded for advanced education, training, or special experience as authorized by Department of Defense Instruction (DoDI) 1312.03. Award of constructive service credit is limited to those commissioned officers seeking appointment in one of the specialty branches in accordance with AR 135-100 (Appointment of Commissioned officers and Warrant officers Other than General officers) for Judge Advocate Corps or Chaplain BR or AR 135-101 (Appointment of Reserve Commissioned officers for Assignment to AMEDD branches, and DoDI 6000.13 Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs).

#### **1-7. Guidance Regarding the DA Photo and Use of Race, Ethnicity, and Gender Identifying Data**

Apply this guidance as applicable to chapters 2, 3, 4, and 8.

a. DA Photos. DA Photos will not be used as part of the board file for all officer, warrant officer, and enlisted promotion and selection boards. Furthermore, the DA Photo will not be used for selection processes pertaining to assignments, training, education, and command.

b. Race, Ethnicity, and Gender Data.

(1) Race, ethnicity, and gender data on the officer Record Brief and the Enlisted Record Brief will



be redacted as a part of the board file for all officer, warrant officer, and enlisted promotion and selection boards. Furthermore, because it includes gender information, the Department of the Army Form 705, Army Physical Fitness Test, and now, Army Combat Fitness Test, shall not be included in promotion and selection board files.

(2) For assignment and slating processes that occur outside of a promotion or selection board, ARNG Components may use race, ethnicity, and gender data so that leaders can consider the information as they build their teams from the diverse talent seeking to serve in the ARNG, and from the diverse talent found in the ARNG. These processes will:

(a) Use the minimum amount of race, ethnicity and gender data needed.

(b) Use objectives that make race, ethnicity, and gender one of many factors to consider.

(c) Where practicable, incorporate the use of structured interviews and objective evaluation criteria for selection processes.

(d) Encourage transparency, invite open discussion, and provide sufficient time for decision making.

c. MILPOs/G1s, State AGR Managers and Human Capital Management Division will:

(1) Revise the processes for nominative assignment and slating to ensure candidate pools submitted to deciding officials are diverse in race, ethnicity, and gender.

(2) Determine if other forms currently included in board files contain direct race, ethnicity, and gender data, and within 90-days provide ARNG-HRP-R your recommendation for redacting or eliminating the forms from a board file.

(3) Continue to research and evaluate the effect of various data elements and information on promotion, selection, and assignment process outcomes.

d. The ARNG G1 will integrate modules into personnel systems that allow leaders and authorized users to query and conduct analysis on the diversity of ARNG units and command teams. The ARNG G1 will program for this permanent requirement in future years budget.

## **Chapter 2**

### **Appointments**

#### **2-1. Appointment**

Commissioned officers of the ARNG are appointed by the States under Article 1, Section 8, of the United States Constitution. These appointments may be federally recognized by the CNGB under such regulations as the Secretary of the Army (SA) may prescribe and under the provisions of this regulation. Upon being federally recognized, an officer of the Army National Guard shall be appointed as a Reserve for service as a member of the Army National Guard of the United States in the grade that he holds in the Army National Guard, as provided in 10 USC 12211. Non-prior service personnel appointed in the ARNG incur a military service obligation as set forth in AR 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures). Prior service personnel who are receiving service credit must have their Reserve of the Army grade determined per 10 USC 12206.

#### **2-2. Policy**

a. The appointment of officers in the ARNG is a function of the State concerned, as distinguished from the federal recognition of such appointment. Upon appointment in the ARNG of a State, and subscribing to an oath of office, an individual has a State and temporary federal status under which to function. Such individuals acquire a permanent federal status when they are federally recognized and appointed as a Reserve of the Army.

b. The grade entry date of federal recognition for original appointment is that date on which the commissioned officer executes the oath of office in the State and is federally recognized (10 USC 12211(b) and 32 USC 308).

c. Federal recognition will continue in effect if the commissioned officer continues to meet requirements of the grade and position or until recognition is withdrawn in accordance with regulations, or as otherwise provided by law.

#### **2-3. Exercise of command**

Policies prescribed in AR 600-20 (Army Command Policy) govern exercise of command. In addition, the following will apply:

a. Temporary federal recognition upon initial appointment, and permanent federal recognition in the case of promotion, establish the authorized grade to be used by all officers in their federally recognized status.

b. Official correspondence, when referring to an officer by grade, should indicate the grade in which

the officer is federally recognized, whether as a part of the signature block or in the body of the communication. If the grade shown is not federally recognized, but is a state appointment, it will be followed by the State abbreviation in parenthesis (for example: LTC (MI) ).

#### **2-4. Wearing of the uniform and insignia**

AR 670-1 (Wear and Appearance of Army Uniforms and Insignia) , sets policy for the wear of Army uniforms, insignia, and accouterments for ARNG Soldiers (10 USC 772(a) ).

a. Officers appointed to a higher grade by the States, but who have not been federally recognized in that grade, will not wear the uniform or insignia of the higher grade until federal recognition of their promotion has been extended in orders by CNGB. The practice of frocking is not authorized.

b. All newly appointed officers will wear the Army uniform with the insignia of grade in which appointed when granted temporary federal recognition by a federal recognition board (FRB).

c. Retired officers of any component of any military service who are employed as State or Federal civilian employees are not authorized to wear Army uniforms during periods of civilian employment with the following exceptions:

(1) Retired reserve officers who serve as TAG.

(2) Retired regular officers who serve as TAG or ATAG under separate Reserve of the Army appointments.

#### **2-5. Appointment of Chiefs of State Military Departments**

Appointment authority and federal recognition criteria for Chiefs of State military departments are prescribed in chapter 11.

#### **2-6. Appointment as a Reserve Commissioned officer of the Army**

a. Upon federal recognition, a commissioned officer who does not hold an appointment as a Reserve commissioned officer of the Army will be appointed a reserve officer of the Army in the same grade in which the officer holds a federally recognized appointment in the ARNG and concurrently will become a member of the ARNG. The term of a Reserve appointment is not contingent upon continued federal recognition (10 USC 12213(b)). Individuals receiving service credit must have their Reserve of the Army appointment grade determined per 10 USC 12207.

b. Officers who have attained status as Reserve commissioned officers of the Army with assignment to the ARNG may be transferred in grade to the U. S. Army Reserve (USAR) with the consent of the Governor or other appropriate authority of the State/Territory, or the District of Columbia National Guard under such regulations as the SA may prescribe. Unless an ARNG officer is discharged from the Reserve of the Army concurrent with withdrawal of federal recognition, the officer becomes a member of the USAR upon separation from the ARNG (10 USC 12213).

#### **2-7. Eligibility criteria**

Individuals possessing the qualifications outlined below may apply for initial appointment (or reappointment following a break in service) as ARNG commissioned officers. This paragraph is not applicable to applicants for promotion or change in BR.

a. Assignment. The applicant must apply for assignment to an authorized position in a federally recognized unit.

b. Age.

(1) Minimum age. No applicant will be examined for federal recognition that has not attained 18 years of age (age 21 for a 1LT). If a state law establishes a minimum age that is greater than 18-years of age, the applicant will not be considered for federal recognition until that State's minimum age requirement has been met.

(2) Maximum Age.

(a) Applicants for federal recognition in the basic Branches must not have attained the birthday shown below prior to appointment in the grade indicated. Age limits may be increased by an amount not to exceed length of previous service on AD in any Active Component of the Armed Forces or on AD and/ or in an active status in any Reserve Component of the Armed Forces.

<b>GRADE</b>	<b>AGE</b>
Second Lieutenant	41*
First Lieutenant	43
Captain	48
Major	52
Lieutenant Colonel	55

\*Must be appointed prior to reaching their 42d birthday.

(b) Maximum age limitations for AMEDD officers are set forth in AR 135-101.

(c) Maximum age limitations for Judge Advocate General Corps (JAGC) officer are set forth in AR 135-100.

(d) Maximum age limitations for chaplains and chaplain candidates are set forth in AR 135-100, and the current Office of Chief of Chaplains (OCCH) accession policy.

(e) OCS graduates are not authorized to be initially appointed once they reach age 42.

(3) Waiver of the maximum age limitation of basic BR commissioned officers first lieutenant (1LT) through COL may be considered if the applicant:

(a) Becomes over-age due to administrative processing.

(b) Possesses outstanding potential, military experience, leadership abilities, and/or educational qualifications that are clearly documented in the application.

(c) Appoints as a Second Lieutenant (2LT) prior to the soldier's 42nd birthday.

c. Citizenship. Applicants must be a citizen of the United States.

d. Mental. Applicants must attain the minimum test scores on tests required. Administration of these tests is not required for:

(1) Applicants for appointment in the AMEDD regardless of direct commission or OCS.

(2) Applicants for appointment in the Chaplains BR.

(3) Applicants for appointment in the JAGC.

(4) Former commissioned officers applying for initial appointment or reappointment.

(5) Reserve officer Training Corps (ROTC) applicants.

e. Education. Each applicant must:

(1) Have demonstrated understanding and proficiency in the English language.

(2) Meet the specific civilian education (CIVED) requirements for appointment, promotion, and retention of basic BR commissioned officers as prescribed in chapter 9.

(3) Medical Corps applicants that have received their medical degree in another country may apply only if they comply with the provisions of AR 135-101 and the current AMEDD officer Personnel Management (OPM) Guidance.

(4) AMEDD applicants must meet specific CIVED appointment requirements in AR 135-101 and DA PAM 611-21(Military Occupational Classification and Structure).

f. Character. Each applicant must be of good moral character.

g. Leadership. Applicants must possess qualifications as potential leaders per ADP 6-22. Such qualifications may be evaluated in terms of the applicant's age, education, background, and experience.

h. Medical.

(1) In accordance with DoDI 1310. 02 Enclosure 4, the following individuals require a DoDI 6130. 03, Volume 1 physical:

(a) An individual entering a Military Service for the first time through any military accession program;

(b) A former officer returning to service (any break in service) ;

(c) An enlisted member completing an officer program (i.e. OCS, USUHS, IPAP, etc. ) ;

(d) An officer transferring between Military Services;

(e) An individual, or enlisted member being appointed as a warrant officer;

(f) A warrant officer being appointed as a commissioned officer;

(g) An Army officer transferring from a basic branch to a special branch (AMEDD, CH, JAG) ;

(h) An Army officer transferring from a special branch to a basic branch;

(i) An Army officer transferring between special branches (i.e., JAG to AMEDD).

Applications for appointment above must be accompanied by a medical examination accomplished within the period described in 2-h.

(2) DoDI 6130. 03, Volume 1 medical examinations are valid for 24 months. Documents will be submitted as follows:

(a) If completed at a Title 10 (T10) medical treatment facility or Title 32 (T32) state medical facility:

1) DD Form 2808 (Report of Medical Examination)

2) DD 2807-1 (Report of Medical History)

Note: T32 facilities can only be used for a currently serving Service Member IAW PPOM 20-005.

(b) If completed at a Military Entrance Processing Station (MEPS)

1) DD Form 2808 (Report of Medical Examination) or electronic MEPS medical exam note or the MEPS accession medical note. (Note: The naming convention is not standardized. )

2) DD 2807-2 (Accession Medical History Report)

(c) If a Direct Commission and Accession (DCA) applicant completed through Department of Defense Medical Examination Review Board (DoDMERB)

1) DD Form 2808 (Report of Medical Examination)

2) DD 2807-2 (Accession Medical History Report)

3) MATS Results memo. Physicals will be submitted for review to ARNG-CSG in the Medical Action Tracking System (MATS) for approval and to acquire a PULHES. This will occur prior to submission to the U. S. Army Recruiting Command (USAREC) board.

(3) An AR 40-501, Chapter 4 initial entry physical that has been approved by the United States Army Aeromedical Center, Fort Rucker, AL is valid for 18 months. Flight physicals do not fulfill DoDI 6130. 03, Volume 1 medical accession standards. The additional requirements are found outlined in AR 40-501 and DA PAM 40-502. Applicants for special training programs, (e.g., Airborne, Ranger, Special Forces) will have additional qualifications under the appropriate sections of AR 40-501.

(4) For ROTC appointments:

(a) Stamp/Qualified/Initial ROTC DoDMERB1) DD 2808 or DD 2351

2) DD 2807-2 or DD 2492

Note: The DoDMERB should be within 5 years of the Advanced Camp physical or a new DoDI 6130. 03, Volume 1 physical is required.

(b) Advanced Camp physical

1) DD Form 2808 (Report of Medical Examination)

2) DD 2807-1 (Report of Medical History)

Note: The date on the DD 2808 should be within 2 years of the DA 71.

(c) ARNG Medical Waivers (if applicable). IAW AR 40-501, chapter 1, paragraph 1-6. i. all previously approved ROTC/DoDMERB medical waivers or medical determinations must be submitted, reviewed, and approved by ARNG-CSG prior to graduation/commission. The Cadet is not permitted to execute either the DA 71 or the NGB 377 until the waiver(s) are approved in MATS.

(5) Current commissioned officers from any Army component without a break in service who wish to continue to serve in the same branch/AOC will have a current Periodic Health Assessment (PHA) completed within the previous 12 months. Service members must also not have a current temporary profile or a P3 profile indicating a need for entrance into the Disability Evaluation System. Submit a MEDPROS Individual Medical Readiness (IMR) printout.

6. Security Clearance. Applicants must have a final secret clearance prior to appointment or reappointment as commissioned officers in the ARNG. Applicants that hold dual citizenship may be required to renounce their dual citizenship, as determined by the DoD Consolidated Adjudication Facility via processing by the local security office. As an exception, applicants for one of the specialty Branches may be commissioned prior to completion of Tier 1, 3 or 5 provided that:

(1) The Tier1, 3 or 5 is initiated at the time an application for appointment is submitted.

(2) The specialty BR applicant agrees in writing that, if the results of the investigation are unfavorable, they will be discharged. Waivers or exceptions of this requirement will not be granted.

## **2-8. Persons ineligible for Federal Recognition and persons for whom waivers are not authorized**

a. Subversive persons as per AR 135-100.

b. Persons against whom proceedings have been initiated under AR 380-67 (Personnel Security Program) and whose cases have not been concluded in their favor.

c. Applicants who refuse to completely answer any pertinent question during an official investigation, interrogation, or examination conducted, for the purpose of ascertaining the existence or extent, or both, of conduct described in AR 380-67.

d. Applicants who are serving a period of probation resulting from conviction by any type of military or civil court.

e. Persons who are presently conscientious objectors.

f. Persons dropped from the rolls/scrolls, released from active duty, or separated from any component of the U. S. Armed Forces for any of the following reasons:

(1) Under other than honorable conditions.

(2) For unsatisfactory service.

(3) Resignation in lieu of court martial, elimination for any form of corrective or disciplinary action, or for the good of the service.

(4) Reserve commissioned officers of the U. S. Armed Forces twice non-selected for promotion by a Reserve selection board convened by the Secretary concerned.

(5) As a security risk or for other than security reasons while undergoing a security investigation per AR 380-67.

(6) Any individual not retained through a selective/qualitative management program of U. S. military service to include Reserve Component Selective Retention Boards.

g. Persons on an active or retired list of the Armed Forces other than the U. S. Army (members on active or retired list of the Active Components of the Navy, Air Force, Marine Corps, and Coast Guard).

h. Individuals denied retired pay or annuities under the Hiss Act (5 USC 8312).

i. Applicants who are in the military service of a foreign government or who are employed by a foreign government.

j. Persons on the retired list of the U. S. Army.

(1) Regular Army officers unless appointed to general officer (GO) grade in the ARNG of a State with assignment as TAG or ATAG.

(2) Reserve officers who are members of the Retired Reserve and who are eligible for or have been retired under 10 USC 7311, unless prior approval has been granted by the SA per AR 140-10 (Assignments, Attachments, Details, and Transfers).

(3) Enlisted personnel retired under 10 USC 7314.

k. Except in the case of State Adjutants General, commissioned officers of the U. S. Armed Forces separated by reason of length of service, Time in Grade (TIG) , or age.

l. Commissioned officers separated from any component of the Armed Forces by elimination procedures of a derogatory nature like those contained in AR 600-8-24 (Officer Transfers and Discharges) or AR 635-200 (Active Duty Enlisted Administrative Separations).

m. Former Regular Army officers who have been denied appointment in the USAR per AR 135-100.

n. Persons convicted of a sex offense (as defined in 42 USC or considered a covered offense in AR 27-10(Military Justice) and Army Directive 2018-16).

## **2-9. Person's ineligible for Federal Recognition unless waiver is granted**

Except as stated below, waiver authority is CNGB. Requests for CNGB waiver will be forwarded to ARNG Personnel Policy Division (ARNG-HRH) , which exercises waiver authority and waiver processing on behalf of CNGB.

a. Former conscientious objectors. A former conscientious objector will be required to furnish an affidavit expressing abandonment of such beliefs so far as it pertains to an unwillingness to bear arms, and to give full and unqualified military service to the United States.

b. Conduct Waivers. All conduct waivers for appointment and reappointment will require decision by State, State TAG, NGB, or HQDA-DMPM and AR 601-210 (Regular Army and Reserve Components Enlistment Program). States will conduct a suitability review of all applicants with law violations to determine level of approving authority. States will refer to current Army Directives, Execution Orders, regulations and the ARNG Strength Maintenance Division Accessions Option Criteria (AOC) for specific guidance and processing requirements for all waivers. Conduct waivers that require NGB or DMPM approval will be routed through ARNG-HRR.

(1) All applicants must meet the criteria for both appointment and federal recognition.

(2) Conduct, administrative and medical waivers will be considered only on a case by-case basis for exceptional reasons.

(3) Applicants who require a civil conviction waiver, administrative waiver (RE code) , or a suitability review are not authorized to access until the waiver is approved.

(4) Waiver authorities and consideration for offenses identified as misconduct offenses are withheld to the State Adjutant General, unless otherwise noted on Table 4-1, ARNG AOC. Additionally, refer inquiries to ARNG-HRR.

c. Persons previously discharged for dependency or hardship. A person previously discharged from any of the Armed Forces of the United States for hardship or dependency shall not be accepted for appointment, unless it has been determined by investigation conducted by the unit commander that the reasons for discharge no longer exist. A copy of the applicant's affidavit, giving reasons for discharge, how they have been overcome, and that applicant will be available in the event of an emergency, will be included in the request for waiver. Waiver authority is delegated to TAG.

d. Applicants previously separated. Applicants who were previously separated from any component of the Army because of failure to complete any required military education (MILED) or required course within the time frame prescribed are ineligible for federal recognition. Waivers for the basic BR course may be considered only if the school commandant or faculty board authorizes the failure to be resolved by completion of nonresident courses or re-enrollment in a resident program.

e. Applicants unable to complete 20 years. Applicants unable to complete 20-years of creditable service for retirement or retired pay prior to mandatory removal from an active status as prescribed in NGR 635-100 (Termination of Appointment and Withdrawal of federal recognition) are ineligible for federal

recognition. Waiver may be considered upon demonstration that an applicant possesses truly outstanding qualifications. Waiver authority is delegated to TAG. Applicant must sign a statement, which becomes a permanent part of their record, stating that they understand that they will not be able to complete twenty years of creditable service for retirement prior to reaching their MRD (refer to MRD Handbook).

*f.* ROTC graduates who are required to complete two years or more of AD upon completion of baccalaureate or higher degree requirements shall not be appointed unless entry on AD is delayed for 12 months or more. Waiver authority is delegated to TAG.

*g.* Officers twice non-selected for promotion due to CIVED (e.g., did not earn baccalaureate degree from an accredited school) , and who have completed the required degree since their separation, may apply for reappointment.

*h.* Applications for appointment in one of the specialty branches will be processed per appendix J (Instructions for Processing Applications for Judge Advocate General Corps branches) , Appendix K (Instructions for processing applications for all Army Medical Department branches) and Appendix N (Instructions for Processing Chaplain Corps Applications and Appointments)

## **2-10. Waivers**

*a.* All requests for waivers that require a decision by the CNGB, or higher authority will be forwarded through TAG to the approving authority as indicated below. All requests for waivers must be submitted in a timely manner to ensure that the final disposition is obtained prior to the corresponding action. A copy of the approved CNGB waiver will be included as an enclosure to the appointment application.

*b.* Decisions on all personnel actions considered under this chapter will be made after a complete review of the entire record of each case. The unit commander's recommendation must include favorable evidence of individual's military and civilian education, character, and financial responsibility. Discriminators, such as a record of indebtedness, questionable character traits, non-judicial punishment, and lack of substantive support by the chain of command will lessen the chances for approval.

*c.* Applicants requiring waivers will not be permitted to appear before either an FRB or USAREC board prior to waiver approval.

*d.* Waiver of disqualifications other than those authorized in paragraph 2-9 and this paragraph may only be granted by the SA or SA designee. Waiver requests will, among other factors, be based on recommendation of the CNGB through Headquarters, Department of the Army (HQDA) , G-1. Requests for waiver will be submitted through command channels. The waiver must be justified fully as being in the best interest of the Army. The waiver request must also clearly state with supporting documentation that the experience or professional qualifications of the individual uniquely suit the position to which appointment is requested.

*e.* Waiver requests for prior convictions will be considered only if the applicant's conduct and character at present time are above reproach, and the potential value of the applicant's service as an officer is considered to be very high. Requests must be supported by NGB Form 62E (Application for federal recognition as an Army National Guard officer or Warrant officer and Appointment as a Reserve Commissioned officer or Warrant officer of the Army in the Army National Guard of the United States) , official court documents citing the offense, court action, and judgment rendered, applicant statement of circumstances, and recommendations from the applicants chain of command. If waiver is submitted for HRR approval or DMPM approval documents must be submitted IAW the HRR waiver checklist. Upon approval, the state must include the approved waiver documentation in the federal recognition packet and submit to ARNG-HRP.

*f.* Requests for medical waivers will be submitted with all supporting documents to ARNG-CSG for waiver determination in Medical Action Tracking System (MATS). When HQDA DMPM approval is required (for example, IAW Army Directive 2020-09 for certain psychiatric and behavioral health conditions or applicants previously separated or discharged for medical reasons) , ARNG-CSG will process requests and provide a recommendation. Required medical documents are based on where the physical exam was completed. Refer to 2-7. h for which documents are required,

*g.* Requests for age and TIG waivers will be submitted with all supporting documents to ARNG-HRH-O.

*h.* Requests for Specialty Branches (AMEDD, Chaplain and JAG) age and age-in-grade waivers will be submitted with all supporting documents to ARNG-HRR.

*i.* Requests for CIVED and MILED waivers will be submitted with supporting documentation to ARNG-HRH-O.

*j.* All requests for BR transfer predetermination will include documents as required by the proponent in appendix M (BR Transfer Predetermination Requests by Proponent).

*k.* All requests for waiver will contain documents as normally required by the FRB as outlined in

appendices C (Documents Required by National Guard Bureau for federal recognition (For Other Than general officers) and D (Documents Required for Consideration for federal recognition to and within the general officer ranks). In addition to those documents listed in the paragraphs above and appendices C and D, the application will contain records of prior military service. At a minimum, copies of enlisted and/or officer evaluation reports, performance qualification records (e.g., officer Record Brief (ORB) ), and academic evaluations from service schools must be included.

## **2-11. Procurement sources**

Individuals will be selected from the following sources:

a. Commissioned and former commissioned officers of any component of the U. S. Army and U. S. Marine Corps (USMC). USAR commissioned officers and former commissioned officers with previous honorable and creditable service in any component of the U. S. Army or USMC who have demonstrated their qualifications by service in the grade requested.

b. Commissioned officers and former commissioned officers other than U. S. Army or USMC. Commissioned officers and former commissioned officers with previous honorable and creditable service in a component of the Armed Forces, other than U. S. Army or USMC (e.g., USAF, USN, USCG, and Space Force) may be appointed. Appointees from other services require prior NGB approval. The request will be sent to ARNG-HRH-O for processing. Applicants who have demonstrated their qualifications by service in the grade requested may be extended federal recognition with assignment to:

(1) A combat support or combat service support branch provided the officer's duty or assignment in the other Armed Forces required similar qualifications to those of the requested grade and BR. Under certain circumstances, training and assignment of former U. S. Navy and USAF officers may qualify for assignment to combat arms positions. Review of application by FRB and State personnel managers should determine assignment restrictions. All requests for predetermination of BR and grade qualification will be submitted to ARNG-HRH-O.

(2) Any officer from other components may request predetermination from the aviation proponent provided they can meet the prerequisite for an Army aviation position. All requests for predetermination will be submitted to ARNG-HRH-O.

c. Graduates of Federal or State OCS. Graduates of any Federal or State OCS, including those of the other services (e.g., USMC, USAF, USN, USCG, and Space Force) may be appointed in the rank of 2LT. Appointees from other services require prior NGB approval. Send requests to ARNG-HRH-O for processing. Per AR 350-51 (United States Army Officer Candidate School, 11 June 2001) graduates who are not qualified for appointment at the time of graduation have five years from the date of the OCS completion certificate to become qualified and to receive federal recognition provided otherwise qualified. OCS is not a procurement source for AMEDD (except 70 series), JAG, or Chaplain Corps. Graduates from OCS desiring appointment to the Medical Service Corps (MSC) must have a bachelor's degree prior to graduation from the OCS program, and must work with the AMEDD Recruiting Point of Contact (POC) in their State for professional boarding action through ARNG-HRR to USAREC, Fort Knox, KY. It is recommended that this process be initiated at least 3 months prior to graduation from OCS to be able to appoint as MSC upon graduation.

d. Applicants for assignment to aviator positions. Applicants for aviator positions who were formerly rated military aviators with previous honorable and creditable service in any component of the Armed Forces may be extended recognition in the equivalent grade in which they previously served, provided their assignment is to fill Army aviator position vacancies, and they are otherwise qualified.

e. Specialty Branches. Eligibility of applicants for appointment will be determined by the HQDA Chief of each respective specialty BR and by the CNGB. Applications for appointment in one of the specialty branches will be processed per appropriate appendix (i.e., Appendix J, K, N or O)

f. Technical specialists. Prior to appointment, a predetermination of the applicant's eligibility will be requested through CNGB and made by the HQDA BR proponent. Requests for such predetermination will be documented by a completed copy of NGB Form 62E and all papers for appointment. Except as otherwise provided, no applicant for appointment under the provisions of this paragraph will be permitted to appear before an FRB prior to receiving a favorable predetermination from the CNGB. Requests should be forwarded to ARNG-HRH-O.

g. ROTC graduates. Officers commissioned from ROTC who:

(1) Have completed their obligated period of AD/ADT, or.

(2) Are selected to satisfy their service obligation by Guaranteed Reserve Forces Duty (GRFD) without an AD commitment of two or more years.

h. ROTC early commissions. Officers commissioned from the ROTC Early Commissioning Program (ECP) who meet the criteria established in chapter 12.

i. ROTC graduates accepting appointments in May and June. ROTC graduates who accept appointment in May or June of any year, will have their date of promotion service computed from the date of graduation of the cadets of the United States Military Academy (USMA) in that year, for promotion to 1LT (10 USC 2106).

j. Direct commissioning of prior service enlisted Soldiers or prior warrant officers into basic branches. The intent of the ARNG direct commissioning program is to offer an alternate commissioning source to exceptionally qualified individuals. The ARNG Direct Commissioning Program is not intended to replace or adversely affect OCS or other commissioning programs. An individual will not request a direct appointment; rather, an individual must be nominated and selected for consideration by the chain of command.

(1) Requests must include a completed NGB Form 62E with the allied documentation (Appendix O). Combine into a single PDF file. Do not include extraneous documentation unless specifically requested by ARNG-ARH. At a minimum, the MILPO must sign the cover memorandum requesting the action. "For" signatures will not be accepted unless authorized by the AG. Memorandum must be staffed "THRU" the Adjutant General "FOR" ARNG-ARH. Packets that do not adhere to the requirements stated herein will be returned for corrective action. Ensure all documentation remains current when resubmitting a request that was returned for correction.

(2) Education. A certified transcript must be included in the packet as proof of the applicant's completion of a baccalaureate degree from an accredited college or university.

(3) Service requirement. Applicant must have served at least 24 months as an active drilling member in any ARNG unit. Further, individual must be active and maintain good standing the 12 months preceding application.

(4) Army Record Physical Fitness Test. Applicants must pass a standard Army record Fitness Standard Test per AR 350-1 (Army Training and Leader Development), meeting the same standards required for OCS. A certified DA Form 705 must be dated within six months of application.

(5) Body weight/height. Applicants must meet the height/weight standards prescribed in AR 600-9 (The Army Body Composition Program), to include body composition limitations for enrollment and appointment. Certified height and weight statement must be dated within 90-days of application.

(6) Training requirement. Must be a graduate of the Warrior Leader Course (WLC). This does not apply to Specialty BR accessions.

(7) Age. Minimum age of 22-years. Maximum age for appointment is 41-years and 364-days. Waivers are not authorized.

(8) Citizenship. Applicant must be a U. S. citizen.

(9) Test scores. The applicant (excluding specialty BR applicants) must have an aptitude (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB). ACT/SAT test scores are not required.

(10) OCS enrollment history. Individual will sign a certified statement regarding former OCS enrollment and/or attendance (see Appendix L (OCS Enrollment and Attendance History)).

(11) Medical. Refer to 2-7h.

(12) Security status. Applicants must have a minimum of a final secret security clearance on file prior to appointment as verified by the State Security Manager.

(13) Vacancy Requirement. The applicant must have a valid position vacancy. Slotting in excess is not authorized. The NGB Form 62E must indicate paragraph, line number, and BR for which the appointment is requested. The vacancy position and intended BR must be compatible. Whenever possible, a soldier should fill a vacancy outside his/her current unit of assignment.

(14) Mentor. In keeping with the Director, Army National Guard's policy on mentoring, each direct commission applicant will be assigned a mentor. Mentors must be Officer Basic Course (OBC) qualified and should be assigned outside the chain of command of the individual's new assignment. The mentor assignment will be annotated on a separate memorandum and will include name, rank, unit of assignment, and military education level completed.

(15) Rank at Appointment. Enlisted Soldiers and warrant officers will not be direct appointed into the basic branches above the rank of second lieutenant.

(16) Attendance at OBC. Enlisted Soldiers and warrant officers accepting an initial appointment will not be granted constructive credit for OBC. Individuals are required to attend an OBC within 12 months of appointment. Individuals will be required to attend OBC within 18 months of appointment.

(17) Commissioned Service Time. Soldiers applying for initial appointment (through any commissioning source) are informed that they must complete a minimum of ten years commissioned service to retire as a commissioned officer, if they become qualified for a regular retirement.

(18) Unauthorized Waivers. Soldiers nominated for a direct appointment are not authorized waivers



or exceptions to policy for any of the provisions of NGR 600-100, paragraph 2-8, or subparagraphs 2-9 a, b and d.

(19) Authorized Waivers. All requests for authorized waivers and/or exceptions to policy, regardless of nature, are considered on a case-by-case basis only (see appendix B). Submittal does not constitute approval. Waivers may be provided on an individual basis and do not constitute precedence for all cases.

(20) Approvals. Approved direct appointment requests must be executed NLT 90 days after the date of NGB's endorsement. Afterward, the approval becomes invalid. Certificates of Eligibility are not authorized for individuals approved for direct appointment. Approvals are valid only for the vacancy and BR listed on the NGB Form 62E.

k. Graduates of commissioning programs from the U. S. Merchant Marine, USCG, the National Oceanic and Atmospheric Administration, and the Public Health Service.

l. Direct Appointment of Civilians and currently serving Service Members, up to the grade of Colonel.

(1) Authorizes the ARNG to appoint civilians into any BR or FA, except specialty branches (i.e., Chaplain, Medical, and Judge Advocate General) up to the grade of Colonel. The States will communicate and collaborate with the appropriate proponent and the ARNG when processing applicants. This policy is primarily applicable to the civilian community (prior or non-prior service). Current Service members are eligible to commission under this policy and will be considered on a case-by-case basis.

(2) Applicants should apply to participate in this program through the designated websites outlined in enclosure one, ARNG Direct Appointment Implementation Guidance. The appropriate proponent will determine the applicant's eligibility for program participation. A board will determine the applicant's initial appointment rank based on demonstrated experience and education following the eligibility verification. The Secretary of Defense (SECDEF) is the final approval authority for O-5 and below; appointments of O-6 are made by the President with the advice and consent of the Senate. Proponent appointment recommendations are contingent upon acceptance by State, Territory, or the District of Columbia.

a. Direct appointments will not be tendered to the applicant unless the State has a valid and vacant position, and TAG accepts and approves the proponent's recommended appointment rank.

b. Applicants considered for appointment to the rank of Major or above will appear before a second and separate board, as outlined by the Directorate of Military Personnel Management.

c. States are responsible for processing applicants through the required ARNG Personnel systems of record once selected and approved by the TAG.

(3) Service Obligation and Training.

a. The State must ensure the applicant is aware and acknowledges they incur an eight-year obligation; three years of which are in an active status.

b. It is the State's responsibility to enroll the applicants in the required BR qualifying courses and appropriate Professional Military Education as prescribed by the proponent.

c. Applicants are non-deployable until they receive required entry-level training directed by their Proponent, and they complete Phase I and Phase II of the appropriate OBC.

d. Applicants are non-deployable until granted permanent federal recognition from the ARNG Personnel Division (ARNG-HRP).

(4) Applicants who are currently serving in the military must be considered 'exceptional' to participate in this Direct Appointment program. Exceptional applicants must possess:

a. An advanced degree in their Direct Appointment field of interest.

b. Credentials or certifications in their Direct Appointment field of interest.

c. Five or more years of experience in the Direct Appointment field of interest.

d. Three of the last five performance evaluations reflect 'exceeds standards', 'most qualified,' or equivalent ratings.

e. The ability to pass the physical fitness test and meet the height and weight standards for their age and gender.

f. Current Service members must prove their experience, training, and education (that would otherwise warrant a higher-grade appointment) was not financed by any Department of Defense (military) funded programs (e.g., tuition assistance). All experience, training, and education must be funded with private resources, to be considered for this Direct Appointment program.

(5) If an applicant is currently serving but does not meet the extraordinary requirements outlined in this memorandum, they are encouraged to apply for the alternate Direct Appointment program.

(6) Demand for science and technology professionals continues to grow exponentially. The ARNG's Direct Appointment policy now allows our enterprise to acquire the talent we need from the civilian workforce to fill critical shortages in current and emerging fields

m. All requests for predetermination will be forwarded to ARNG-HRH-O.

b. Soldiers meeting any one or more of the following conditions are not authorized direct appointment:

- (1) Soldiers currently enrolled in OCS.
- (2) Soldiers who were dis-enrolled, dropped, or resigned from OCS. This includes individuals who attended pre-Phase 1 orientation drills but dropped prior to the official start of Phase 1.
- (3) Soldiers who drop from OCS with the intention of applying for a direct appointment.
- (4) Soldiers meeting any of the conditions stated in NGR 600-100 paragraph 2-8 (all) and 2-9a, b, and d.

## **2-12. Reappointments**

a. Basic BR officers who desire to change BR to a specialty BR (AMEDD, JAG, CH) require a reappointment.

(1) Requires approval of the appropriate DA level BR proponenty (OCCH, OTSG, Office of The Judge Advocate General (OTJAG) ) as obtained by ARNG-HRH-O with the concurrence of the appropriate NGB proponent office. Applicants for the JAGC or Chaplain Corps must be approved by the Army TJAG or Chief of Chaplains, as evidenced by that proponent selection board results, recommend AMEDD officers be approved by a USAREC board prior to holding an FRB.

(2) Requires a new appointment packet must meet all the same appointment criteria as an initial appointment packet and must appear before an FRB.

(3) May receive an adjusted rank and/or DOR because of the constructive credit determination.

(4) The reappointment action will include withdrawal of any and/all basic BR AOCs.

b. Specialty BR officers (Direct and Non-Direct Appointments).

(1) Non-Direct Appointment specialty BR officers initially appointed with a source of commission (OCS, ROTC, and Military Academy) who desire to change BR to a different specialty BR or to a basic BR require a reappointment.

(2) Soldiers who desire to reappoint from specialty BR to basic BR must have a commissioning source such as ROTC/OCS.

(a) Requires approval of the appropriate DA level BR proponenty.

(b) Requires a new appointment packet must meet all the same appointment criteria as an initial appointment packet and must appear before an FRB.

(c) Specialty BR officers may incur an adjusted rank and/or DOR because of the grade determination.

(d) The reappointment action will include withdrawal of any/all specialty BR AOC.

(2) Direct appointment specialty BR officers who desire to change BR to a different specialty BR or to a basic BR require a reappointment (to include chaplain candidates).

(a) Requires approval of the appropriate DA level BR proponenty.

(b) Requires a new appointment packet and all the same appointment criteria as an initial appointment packet and must appear before an FRB.

(c) May receive an adjusted rank and/or DOR because of the grade determination that must be completed as part of the reappointment predetermination process.

(d) Must meet the selection criteria of and be selected/approved for the direct appointment process utilized by the State for direct appointment of a basic BR officer. The results of this selection process will be submitted as part of a request for Exception to Policy (ETP) to allow a direct appointment specialty BR officer to be reappointed as a basic BR officer.

(e) The reappointment action will include withdrawal of any/all specialty BR AOCs. All requests for predetermination for appointment to basic BR will be forwarded to ARNG-HRH-O. All requests for predetermination for appointment to specialty branches will be forwarded to ARNG-HRR.

## **2-13. Temporary Federal Recognition of Army National Guard appointments**

a. Temporary federal recognition may be extended to an officer who has been appointed in the ARNG of a State and found to be qualified by a FRB pending final determination of eligibility and appointment as a Reserve commissioned officer of the Army. Such recognition may be withdrawn at any time. If not sooner withdrawn or replaced by the granting of permanent federal recognition, temporary federal recognition will automatically terminate one year after the grade entry date of State appointment (per 32 USC 308). However, should the initial period of temporary federal recognition expire due to administrative processing delays, through no fault of the applicant, a subsequent FRB will be convened to consider the request again and grant another period of temporary federal recognition. If a subsequent FRB is required, the applicant must apply to the Army Board for Correction of Military Records (ABCMR) for restoration of the original DOR. This paragraph is not applicable to the following:

- (1) Applicants for federal recognition as GO.
  - (2) Applicants federally recognized as commissioned officers for the ARNG reappointing in the same grade.
  - (3) Officers of the USAR seeking federal recognition in the same grade and BR held.
- b. Officers extended temporary federal recognition have no limitations in the performance of their ARNG duties within the states. These officers shall only be mobilized upon completion of OBC, if permanent federal recognition has been granted.
  - c. Specialty BR officers will not be granted temporary federal recognition prior to selection by their professional BR board.

## **Chapter 3**

### **Processing applications for appointment and Federal Recognition**

#### **3-1. Actions required by individual**

The following actions will be taken to initiate appointment and federal recognition. Records and documents required are listed by type of action and are summarized in appendix B.

a. Initial appointment or Certificate of Eligibility (COE). Applications, initial appointment, COE, and transfer from the USAR will include the following documents:

- (1) NGB Form 62E (Application for Federal Recognition). Submit application as directed by ARNG-HRP-R together with allied papers following appointment processing.
- (2) Birth certificate. Each applicant not previously commissioned in the Armed Forces of the United States will provide a certified copy of their birth certificate or other official documentary evidence that will satisfy the requirements of AR 600-8-104 to substantiate date of birth and name shown on application and allied papers.
- (3) Documents. Copies of promotion memorandum, orders, or other documents which attest to commissioned officer status in another component or BR of service, if applicable.
- (4) Security clearance. Verification of a security clearance being granted by the Department of Defense Central Adjudication Facility (DoD CAF) indicating a final personnel security clearance of secret or higher must be submitted using the example provided in figure 3-4. Applications for appointment in the Military Intelligence (MI) Corps must also provide evidence that a Tier 5 has been initiated.
- (5) Medical examination. Refer to 2-7h
- (6) Civilian education. Evidence of the highest civilian schooling accomplished. A copy of the certified college transcripts documenting at least the minimum semester hours required from an accredited institution, per chapter 9, or the degree or advanced degree received. Transcripts will be documented as indicated in figure 3-4 (paragraph 9- 5). The institution must be accredited by an accrediting agency recognized by the U. S. Department of Education (DOE). DOE provides a listing of recognized accrediting agencies and publishes the Database of Accredited Postsecondary Institutions and Programs online at <https://ope.ed.gov/dapip/#/home>. Exception is granted for recent graduates of the Inter-service Physician Assistant Program at Fort Sam Houston whose graduating class date is prior to the normal publishing of official transcripts. An official memorandum from the school stating that the applicant has met all requirements.
- (7) NGB Form 89. Copies of NGB Form 89 (Record of the FRB) to be accompanied with the Appointment of officers to serve on the FRB memo.
- (8) Oath of Office (NGB Form 337/DA Form 71). Except for applications for Certificates of Eligibility, the oath will be administered and dated on the grade entry date of officer's appointment in the ARNG of the State.
- (9) Evidence of satisfactory completion of Army service school courses when applicable. A graduate of OCS applying for applying as a Second Lieutenant will provide evidence indicating satisfactory completion of the course.
- (10) Waivers of requirements. Waivers will be obtained prior to the appearance of the applicant before the FRB. TAG is charged with furnishing the FRB with the evidence of any approved required waiver prior to the appearance of the applicant.
- (11) Aeronautical aviation orders if applicable.
- (12) Military service obligation. A signed statement of military service obligation for applicants will be furnished per AR 135-91 (DA Form 3540).
- (13) Members of other Reserve Components or ARNG of another State. If the applicant is a member of any other Reserve Component or ARNG of another State in a commissioned, warrant, or enlisted status, they will provide a copy of conditional release from such membership. The release will be obtained

by the applicant in advance of appearance before the FRB when such appearance is required. The use of DD Form 368 is prescribed for non-unit members of the USAR.

(14) Certificate of service. An applicant with prior service in the Armed Forces of the United States will present copies of discharge certificates and/or certificates of service, to include, but not limited to, DD Form 214/215, NGB Form 22, or similar documents).

(15) Evidence of citizenship. An individual, not a citizen of the United States by birth, will submit evidence of citizenship such as a passport, certificate of citizenship, certificate of naturalization, an FS 240 (Consular Report of Birth Abroad) , an FS 545 (Certification of Birth Abroad of a Citizen of the United States of America) , or a DS 1350 (Certification of Birth Abroad to U. S. Citizen). Original or certified copy must be provided for verification and will be returned after verified by signed statement by an officer in accordance with figure 3-1 (which will be appended to NGB Form 62E). A certified copy is any document that has the seal or stamp of the official issuing authority.

(16) State appointment. Copy of the State appointment order.

(17) Chaplain BR applicants. Any Chaplain BR applicants seeking appointment in the ARNG requires board approval from the Office of Chief of Chaplains, proof of appropriate professional education (transcript) , and other documents as indicated in Appendix N.

(18) JAGC applicants. Each applicant for federal recognition as an ARNG JAGC officer will submit evidence of professional education, appropriate current authority to practice law in the State for which they are seeking federal recognition and OTJAG approval memorandum (see appendix J).

(19) AMEDD Applicants. Each applicant for federal recognition with assignment to the Medical Corps (MC) ,Dental Corps (DC) , Veterinary Corps (VC) , Army Nurse Corps (AN) , Army Medical Specialist Corps (SP) , and Medical Service Corps (MSC) will submit evidence of professional education, a current State license for which they are seeking federal recognition and USAREC Board approval memorandum (see appendix K).

(20) Verification of social security number (SSN). The social security card will be the primary document used to verify the SSN in accordance with figure 3-2. Note that the SSN will be recorded on the NGB Form 62-E (see Final Endorsement section). Original card/certified documents will be returned after verification.

(21) Awards and decorations. Provide copies of orders and other correspondence relating to decorations, citations, and commendations.

(22) Statement of understanding. If applicable, include a statement of understanding that the applicant will be unable to complete 20 years of creditable service for retirement prior to mandatory removal from an active status.

(23) Former conscientious objectors. Signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

b. Appointment or transfer from USAR in grade, but a new BR, excluding specialty branches. Applicants will include the following documents as applicable, prepared as prescribed for initial appointment:

(1) NGB Form 62E.

(2) Copies of RA appointment.

(3) Copies of RA promotion letters, orders, or other documents which attest to commissioned officer status in another component, if applicable.

(4) Verification of a security clearance granted by the DoD CAF indicating a final personnel security clearance of secret or higher must be submitted. See the example provided in figure 3-4 signed by the State G2 or Personnel Security manager.

(5) Medical examination. Refer to 2-7h

(6) Evidence of the highest civilian schooling accomplished. A copy of the certified college transcripts documenting at least the minimum semester hours required from an accredited institution (per Table 9-1) or the degree or advanced degree received. Transcripts will be documented as indicated in figure 3-3 (paragraph 9-5). The institution must be accredited by the American Council of Education. Exception is granted for recent graduates of the Inter-service Physician Assistant Program at Fort Sam Houston whose graduating class date is prior to the normal publishing of official transcripts. An official memorandum from the school stating that the applicant has met all the requirements for graduation will suffice until such time as the transcripts are available.

(7) Copies of NGB Form 89, Record of the FRB. See appendix B for instructions.

(8) Oath of Office.

(a) NGB Form 337. The oath should be administered and dated on the grade entry date of officer's

appointment in the ARNG of the State.

(b) Original DA Form 71.

(9) Evidence of satisfactory completion of Army service school courses when applicable. A graduate of OCS applying for commission as a Second Lieutenant will provide a copy of evidence indicating satisfactory completion of the course.

(10) Waivers of requirements. Waivers will be obtained prior to the appearance of the applicant before the FRB. TAG is charged with furnishing the FRB with the evidence of approval or any required waiver prior to the appearance of the applicant.

(11) Aeronautical aviation orders for Aviation Career Incentive Pay (ACIP) if applicable.

(12) A signed statement of military service obligation (DA Form 3540) if applicable for applicants will be furnished per AR 135-91.

(13) A Soldier assigned to a Troop Program Unit (TPU) will be required to obtain a conditional release from their USAR assignment prior to being appointed in the ARNG. After appointment, DD Form 368 will be prepared and endorsed back to the losing command with the appointment order. A copy of the form will be included with the application for federal recognition to facilitate the release of the Army Military Human Resource Record (AMHRR).

(14) An applicant assigned to a USAR control group, other than delayed categories, may be appointed in the ARNG pending receipt of final clearance from the Commander, HRC. After appointment, DD Form 368 will be prepared and endorsed to the Commander, HRC. A copy of the form will be included with the application for federal recognition.

(15) Certificate of service. An applicant with prior service in the Armed Forces of the United States will present copies of acceptable discharge certificates (i.e., DD 214, NGB 22, discharge orders, etc., that indicate separation code/reason and characterization of service).

(16) Evidence of required U. S citizenship. An individual, not a citizen of the United States by birth, will submit evidence of citizenship such as a passport, certificate of citizenship, certificate of naturalization, an FS 240 (Consular Report of Birth Abroad) , an FS 545 (Certification of Birth Abroad of a Citizen of the United States of America) , or a DS 1350 (Certification of Birth Abroad to U. S. Citizen). Original or certified copy must be provided for verification and will be returned after verified by signed statement by an officer in accordance with figure 3-1 (which will be appended to NGB Form 62E). A certified copy is any document that has the seal or stamp of the official issuing authority.

(17) Copy of the State appointment order.

(18) Verification of SSN. The social security card will be the primary document used to verify the SSN in accordance with figure 3-2. Note that the SSN will be recorded on the NGB Form 62-E (see Final Endorsement section). Original card/certified documents will be returned after verification.

(19) Copies of orders and correspondence relating to decorations, citations, and commendations.

(20) If applicable, a statement of understanding that the applicant will be unable to complete 20-years of creditable service for retirement prior to mandatory removal from an active status.

c. Appointment of USAR officers in a new BR (Specialty Branches Only). Applicants will include the following documents as applicable except those noted in (subparagraph b) above, prepared as prescribed for appointment:

(1) Chaplain BR applicants. Any Chaplain BR applicants seeking appointment in the ARNG requires board approval from the Office of Chief of Chaplains and proof of appropriate professional education (transcript) , and other documents as indicated in Appendix N.

(2) JAGC applicants. Each applicant for federal recognition as an ARNG JAGC officer will submit evidence of professional education, appropriate current authority to practice law in the State (if required by the particular State for which they are seeking federal recognition) and the TJAG approval memorandum (see appendix J).

(3) AMEDD Applicants. Each applicant for federal recognition with assignment to the Medical Corps (MC) ,Dental Corps (DC) , Veterinary Corps (VC) , Army Nurse Corps (AN) , Army Medical Specialist Corps (SP) , and Medical Service Corps (MS) will submit evidence of professional education, appropriate current license in the State for which they are seeking federal recognition and USAREC Board approval memorandum (see appendix K).

d. Appointment of USAR officers in grade and BR. USAR officers applying for federal recognition in the ARNG in their present grade and BR will submit:

(1) NGB Form 62E.

(2) Copies of Reserve of the Army appointment.

(3) Copies of Reserve of the Army promotion letters, orders, or other documents which attest to commissioned officer status in another component. Medical examination. Refer to 2-7h

(4) Evidence of the highest civilian schooling accomplished. A copy of the certified college transcripts or any electronic validation from the institution through a secure sight as obtained by the G1 representative documenting at least the minimum semester hours required per chapter 9 or the degree or advanced degree received. Transcripts will be documented as indicated in figure 3-3 (paragraph 9-5).

(5) Oath of Office (NGB Form 337). The oath will be administered and dated on the grade entry date of officer's appointment in the ARNG of the State. The original will be provided with the application forwarded to ARNG-HRP.

(6) Evidence of satisfactory completion of Army service school courses when applicable. The DA Form 1059 is the preferred documentation or a certificate of completion. A graduate of OCS applying for appointment as a Second Lieutenant will provide evidence indicating satisfactory completion of the course.

(7) Waivers of requirements. Waivers will be obtained prior to the appearance of the applicant before the FRB. TAG is charged with furnishing the FRB with the evidence of approval of any required waiver prior to the appearance of the applicant.

(8) Aeronautical aviation orders if applicable.

(9) A signed statement of military service obligation (DA Form 3540) will be furnished per AR 135-91.

(10) A Soldier assigned to a TPU will be required to obtain a conditional release from their USAR assignment prior to being appointed in the ARNG. After appointment, DD Form 368 will be prepared and endorsed to HRC, ATTN: AHRC-OPM-R to advise them that the officer's appointment in ARNG will result in USAR TPU vacancy. A copy of the form will be included with the application for federal recognition to facilitate the release from the USAR.

(11) A non-unit Soldier assigned to a USAR Control Group, other than delayed categories, may be appointed in the ARNG pending receipt of final clearance from HRC, ATTN: AHRC-OPM-R. A copy of the DD Form 368 will be included with the application for federal recognition.

(12) Certificate of service. An applicant with prior service in the Armed Forces of the United States will present copies of discharge certificates and/or certificates of service (DD Form 214 service copy 2 or member copy 4 and DD Form 215) if applicable or NGB Form 22/NGB Form 22a or a similar document from the USAR).

(13) Evidence of citizenship. An individual, not a citizen of the United States by birth, will submit evidence of citizenship such as a passport, certificate of citizenship, certificate of naturalization, an FS 240 (Consular Report of Birth Abroad), an FS 545 (Certification of Birth Abroad of a Citizen of the United States of America), or a DS 1350 (Certification of Birth Abroad to U. S. Citizen). Original or certified copy must be provided for verification and will be returned after verified by signed statement by an officer in accordance with figure 3-1 (which will be appended to NGB Form 62E). A certified copy is any document that has the seal or stamp of the official issuing authority.

(14) Copies of the State appointment order.

e. Interstate Transfer (IST) of ARNG officers.

(1) The individual officer will request conditional release from their State for the purpose of obtaining appointment/reappointment in another State via IST using DA Form 4187. Conditional releases will not be granted if the officer:

(a) Has a non-transferable flag in place as listed in AR 600-8-2 (Suspension of Favorable Personnel Actions(FLAG)).

(b) Has a transferable flag in place as listed in AR 600-8-2, unless pre-coordinated and acknowledges in writing by a gaining State that they are aware of the action and find the officer still acceptable.

(c) Is pending involuntary separation.

(d) Is within 120-days of MRD (refer to MRD Handbook).

(2) Losing Unit/State Actions:

(a) State G1 office will process the Conditional Release request.

(b) The State G1 office will prepare the transfer packet which includes:

1. The approved conditional release memo.

2. Personnel Qualification Record Brief (PQR-B).

3. ORB.

4. Current MEDPROS IMR printout reflecting a PHA was completed within the past 12 months and not on a temporary profile. Aviators must also provide a Ft. Rucker approved physical from Aeromedical Electronic Resource Office (AERO) within the past 12 months.

5. NGB Form 23B.

6. DA Form 4187 addressed in paragraph 3-1(e) (1).

7. Copy of initial appointment federal recognition order and a copy of latest promotion federal recog-

dition order.

8. Copy of the individual officer's latest completed officer evaluation report (OER).

9. Copies of licenses and credentials for Specialty BR officers (as required).

10. Upon receipt of the appointment order and newly accomplished NGB Form 337, provide a copy of the transfer order (order format 465).

11. Prepare a Change of Duty OER utilizing the day prior to appointment in the gaining State as the "THRU" date (or provide a memo to the gaining State explaining why an OER is not appropriate [e.g., lack of time since previous OER for anyone to meet rating qualifications]). NGB Form 22 is not required unless the officer fails to execute a reappointment in a new State.

(3) Failure to obtain assignment. If verification of reappointment in a gaining State is not received upon expiration of the conditional release, an attempt to locate the officer to determine transfer status will be initiated. Officers who cannot be located and who have not been appointed in another State will be processed for separation or transfer to the IRR by the losing State per the guidance contained in AR 135-91, NGR 635-100, AR 135-175 and applicable State laws as appropriate. An NGB Form 22 will be prepared and forwarded to the officer at the last known address.

(4) The gaining State will provide the losing State with a copy of the appointment order and a copy of the newly accomplished NGB Form 337.

(5) Federal recognition procedures. The gaining State will provide the following documents to ARNG-HRP:

(a) Copy of losing State separation/transfer order.

(b) Copy of gaining State appointment order. The date of this order is the date of the Oath of Office and the losing State transfer order.

(c) Copy of gaining State Oath of Office, NGB Form 337. The grade entry date for IST is the date when the Oath is administered to the officer. This action must not have any gaps between the losing and gaining command.

(d) Copy of completed DA Form 4187.

(6) FRB actions for AOC/MOS or BR changes (only applicable when being appointed into a new BR, refer to paragraph 3-5).

f. ROTC Graduates. Officers commissioned through ROTC for appointment in the ARNG are no longer initially appointed into the Individual Ready Reserve (IRR). They are appointed as a reserve commissioned officer and must be subsequently appointed in the ARNG, though without the requirement to transfer from the IRR. Until these officers are appointed in the ARNG they are Army Reserve officers and may be appointed by the State in the ARNG without a FRB.

### **3-2. Actions required by immediate commanders**

The commander initially receiving the application for any of the personnel actions described in paragraph 3-1, will:

a. Review the application for completeness and determine the applicant's administrative eligibility to apply for the desired personnel action.

b. Return the application if the applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection

c. Include the appropriate remarks in forwarding endorsement, regarding the position vacancy to be filled.

d. Forward the application with the appropriate recommendation, through any intermediate commanders to TAG.

### **3-3. Actions required by intermediate commanders**

Intermediate commanders will:

a. Review the application and allied papers, and endorse it through remaining intermediate commanders, if any, to TAG.

b. Indicate the availability of a position vacancy.

c. Return the application when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to the unit of assignment.

### **3-4. Actions required by TAG**

Upon receipt of applications for personnel actions, TAG will:

a. Review the application and allied papers for:

(1) Completeness and accuracy, including verification of prior National Guard service. Such verifica-

tions will be typed, written, or stamped on each copy of NGB Form 62E, when used.

(2) Determination that the applicant meets the qualifications and standards for the requested personnel action.

(3) Determination that appropriate position vacancy exists, and assignment policies prescribed in chapter 4 have been considered.

(4) Evidence that the security requirements of chapter 2 and AR 380-67 have been met.

(5) Evidence that the CIVED requirements of chapters 2 and 9 have been met. Transcripts will be documented as indicated in figure 3-3 (paragraphs 3-1a (6) and 9-5).

(1) Perform following additional actions when FRB examination is not required: If applicant is an ARNG Soldier of the State in which the personnel action is being considered, examine evaluation reports and other documents that describe the applicant's qualifications and past duty performance.

(2) Issue the appropriate orders announcing the personnel action. A copy of the order will be made a part of the application.

(3) Require the applicant to complete the oath of office.

(4) The application will be endorsed to ARNG-HRP, containing documentation prescribed by this chapter and appendix B.

b. Perform the following additional actions when FRB examination is required:

(1) Furnish the FRB copies of the applicant's evaluation reports and other documents which attest to their qualifications and past performance.

(2) Forward the application and allied papers to the FRB.

### **3-5. Categories requiring Federal Recognition Board action**

FRB action is required for the following:

a. Initial appointment.

b. Reappointment.

c. Appointment of USAR officers in the same grade but in new BR, except Second Lieutenants that have not completed a basic officer course or its equivalent.

d. Transfer of ARNG officers between States in a new BR, except 2LTs who have not completed a basic officer course or its equivalent.

e. Promotion.

f. BR Transfer.

g. Personal or electronic appearance is mandatory for the following:

(1) Direct.

(2) OCS.

(3) Non-recommendation by previous FRB.

### **3-6. Categories not requiring Federal Recognition Board action**

FRB actions are not required for the following:

a. Appointment of USAR officers in grade and branch.

b. Appointment of Regular Army Officers without a break in service.

c. Transfer of ARNG officers between States in the same grade and BR.

d. Basic BR officers previously federally recognized in the same grade and BR to which a transfer is being requested. AMEDD officer appointments between AMEDD branches, or to and from basic branches, will initiate substantial constructive credit changes for rank and constitute a requirement for another FRB upon each appointment.

e. Promotion of DA Select officers in the same BR as that in which selected by the DA selection board.

f. Second lieutenants who are promoted to the rank of first lieutenant; however, must be federally recognized in ARNG. State must request their federal recognition.

g. Initial AOC re-designation with resultant BR transfer of second lieutenants who have not completed a basic officer course (this item is applicable only to Basic BR officers).

### **3-7. Procedures for Federal Recognition Boards**

Actions required by FRB are prescribed in chapter 10.



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"I have this date seen the [identify original or certified copy of proof of citizenship] indicating that \_\_\_\_\_ obtained United States citizenship on (date).

**FIGURE 3-1. CITIZENSHIP VERIFICATION (OTHER THAN BY UNITED STATES BIRTH CERTIFICATE)**

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"I have this date verified that the following Social Security number \_\_\_\_\_ is identical to the number listed on the Social Security card issued to \_\_\_\_\_. Applicant has been provided NGB Form 62-E, which contains the Privacy Act Statement for collection of this information."

**FIGURE 3-2. SOCIAL SECURITY NUMBER VALIDATION**

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"I hereby certify that I have this date seen the original/official ("raised seal") transcripts issued by \_\_\_\_\_ stating \_\_\_\_\_ has acquired \_\_\_\_\_ college semester hours and/or a, BA, BS, MS, MA, PhD (or equivalent) degree. A photo static copy of these transcripts is attached immediately following this page.

(State MILPO) (Date) \_\_\_\_\_"

**FIGURE 3-3. CIVILIAN EDUCATION CERTIFICATION**

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I have seen the computer generated DA Form 873, Certificate of Clearance and/or Security Determination, issued by the DoD CAF on (Date) stating that (Full Name) has a security clearance at the (TOP SECRET SCI/SECRET) level based on a Tier 1/Tier 3/Tier 5/. The original DA Form 873 is on file in the Soldier/applicant's IPERMS.

Date Investigation Completed: \_\_\_\_\_ Date final clearance granted: \_\_\_\_\_

(State MILPO – State Security Manager) (Date)

**FIGURE 3-4. SECURITY CLEARANCE VERIFICATION**

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I understand that I may not be able to accrue enough creditable service for retirement purposes prior to reaching my mandatory removal date (MRD). Thus, I may not be able to receive any retirement benefits from my service in the Army National Guard.

(Signature of applicant) (Date)

**FIGURE 3-5. APPLICANT MAY NOT BE ABLE TO RETIRE**

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## Chapter 4 Assignments

### 4-1. General

The assignment, reassignment, and utilization of commissioned officers of the ARNG is a function of the State concerned. TAG and personnel managers should follow management principles of the OPMS, appropriate Army and NGB regulations, specialty BR assignment criteria, career patterns of the individual officer based on BR and AOC/FA development requirements, and the needs of the Army.

### 4-2. Active service

a. General. Officers of the ARNG may be ordered to AD under various provisions of law. This chapter provides guidance to the States on how to account for such officers.

b. Assignments. A commissioned officer of the ARNG will be transferred to an additional table of distribution and allowances (TDA) position in the Joint Forces Headquarters (JFHQ) for the period of such AD. Upon release from AD, the officer may continue to be assigned to an additional TDA position in the JFHQ for a period not to exceed six months. At the end of that six-month period, the officer must be assigned to a valid vacant military table of organization and equipment (MTOE) /TDA position. This policy does not pertain to officers who are retained beyond their MRD (refer to MRD Handbook) to serve as a United States Property and Fiscal Officer (USPFO).

c. Disposition of personnel. Upon termination of the six-month period after release from AD, those officers who have not been assigned to a valid MTOE or TDA position of the appropriate grade in accordance with the applicable policy and regulation by the expiration date of the additional TDA position will be involuntarily transferred to the IRR or otherwise separated in accordance with applicable policy and regulation. Requests for extension are limited to instances where assignment to an authorized position is imminent or when all other alternatives have been exhausted and the results would cause a severe injustice or extreme personal hardship.

d. Officer personnel managers (OPMs) must execute the revocation of T10 AGR orders followed by the revocation of T32 membership for officers who choose to transfer from the AGR program into the IRR program rather than remain in the ARNG.

### 4-3. Assignment policies

a. Officer Personnel Management System (OPMS) overview. OPMS encompasses all policies and procedures by which commissioned officers are trained, educated, developed, assigned, evaluated, promoted, and separated. OPMS enhances the warfighting capability of the Army; provides all officers with a reasonable opportunity for success; and fulfills Army requirements with an officer corps balanced with the right grade and skills. The overall philosophy is detailed in DA PAM 600-3 (Officer Professional Development and Career Management) and in DA PAM 600-4 (Army Medical Department Officer Professional Development and Career Management). This chapter applies to all officers unless otherwise stated.

b. The primary factor influencing an officer's assignment is the needs of the ARNG as dictated by the force structure of the State. Other factors influencing assignment considerations are:

- (1) Grade, AOC, BR/ FA, education, and experience of the officer,
- (2) Professional development needs of the officer,
- (3) Availability of officers with required qualifications,
- (4) Officer's potential for advancement.

c. Except as otherwise specified in this regulation, assignments will be made that result in an officer's selection to fill a position for which current individual qualifications, grade, AOC, and/or BR/FA match the position authorization vacant for fill. The ARNG officer inventory does not match total authorizations or requirements. Appendix G (Commissioned officer BR/FA Substitution Table) contains an AOC substitution table and additional guidelines for use in assignment decisions.

d. In certain positions, there is no single AOC, BR, or FA that will satisfy the position requirement. Aides-de- camp, inspectors general, and instructors are examples of such positions. Additionally, most of the positions in State Military Academies are filled by officers in all BR/FAs who bring individual talents to the training mission. These assignments will require individual management decisions.

e. Battalion and Brigade Command.

(1) IAW AR 350-1, ARNG Active Guard Reserve (both Title 10 and Title 32) battalion and brigade command selectees are required to complete either a three or four phase pre-command course prior to assumption of command. Traditional (M-Day) ARNG members are highly encouraged but not required to attend a PCC in order to be assigned to a battalion or brigade command position. The HQDA G-3/5/7 is

the authority for exceptions to policy for attendance at the Pre-Command Course. Requests for exceptions will be processed through ARNG-TR, Individual Training BR. All O-6 level command selectees must attend the Senior Officer Legal Orientation Course (SOLO) prior to assumption of command. Exceptions to policy regarding SOLO will be routed to the Director, Army National Guard, ATTN: ARNG-G3-TR prior to assumption of command. The Director, ARNG is required to submit a bi-annually report to the Vice Chief of Staff, United States Army listing all O6 Commanders currently waiting SOLO.

(2) ARNG Basic BR Lieutenant Colonels (LTCs) and below, must complete Command and General Staff Officer Course/Intermediate Level Education (CGSOC/ILE) (formerly ILE-CC & AOC) as described in AR 350-1 prior to assignment to battalion or higher-level command positions, and in brigade executive officer (XO) or brigade S-3 positions. Additionally, LTCs with three years TIG must complete CGSOC/ILE to qualify for assignment to any principal staff position at brigade or higher-level commands. This policy will not be waived.

f. The assignment of commanders, XOs, and operations officers at battalion and higher-level commands requires carefully planned personnel management decisions. The qualification of officers selected to fill these positions must be continuously monitored.

(1) Battalion and higher-level commanders, XOs, and operations officers (S3, G3) must be BR and military educationally (MILED) qualified per DA PAM 600-3, paragraph 4-3 above, and as mandated for the position. This policy requires that every reasonable effort is taken to assign officers to these critical positions that have previous assignments and training in the appropriate BR/AOC/FA designated for the position.

(2) No commander, XO, or operations officer position should ever be left vacant. The importance of these positions dictates that they be always filled with competent and qualified officers. Should no BR qualified officer be available for assignment to one of these positions, the TAG may, on a case-by-case basis, assign officers that are not BR qualified. The assignment will be for a specific, limited period or until a BR qualified officer can be assigned to the position.

g. Grade. All commissioned officers, unless specifically exempt, must be assigned to an authorized position. Grade becomes a dominant factor in commissioned officer assignments. The applicable MTOE or TDA position will determine the highest authorized grade in which a commissioned officer may be assigned, except as modified below:

(1) AMEDD officers. All AMEDD officers may be assigned to AMEDD Immaterial (AI) positions denoted as 05A in authorization documents.

(a) 70B AMEDD officers are authorized at the company grade only. OPMs will withdraw AOC 70B and award the appropriate Medical FA (MFA) upon MFA course completion.

(b) Only AMEDD officer are authorized to be assigned to and serve in AMEDD positions. All AMEDD officers may be assigned to AMEDD Immaterial (AI) O5A positions. Basic BR officers shall not be assigned to, nor are Basic BR officers authorized to perform, the duties of an AMEDD officer position. Only 70/67J series and 72D MSC officers who have completed all MSC 70/67J OBC may be assigned to 70 series AMEDD AOCs. 70 series TPU officers must become qualified in the AOC assigned to within 24 months; T32 AGRs must become qualified within 12 months, and T10 AGRs must become qualified within 6 months or upon reservation in the first available AOC course seat. MS officers must be qualified in the MFA assigned for unit vacancy promotion (UVP) to CPT and must have an MFA for promotion to MAJ regardless of DA selection. 70B are considered qualified for promotion at 18 months' Time in Service if they have completed all MSC 70/67J OBC. 70/67J series MSC officers may be assigned to non-AMEDD 01A, 90A, or 42H if qualified by a combination of MFA, secondary AOC award, and/or the ATTRS approved course. The 70/67J and 71 -72 series MS officers serving in Civil Support Team (CST) units may be assigned to a 01A position for a period of up to three years to complete a leadership developmental/broadening tour. The 70/67J series MS officers, having completed qualifications for award of 90A or completion of the 42H course may serve in these AOCs in addition to 05A and 01A positions.

(c) All other AMEDD officers, as medical professionals, must be assigned to AMEDD positions designated for their medical MFA, or an authorized substitution approved by the CSG. Medical Corps, Dental Corps, Physician Assistant (65D) , and MSC (MS 71-73 Series MFA and 67J AOC only) in the rank of LTC or below may be assigned to positions two grades above, same grade, or one grade below if they are BR-AOC/MFA qualified, to include the required (ASI) (i.e., a LTC may fill a MAJ through COL position; a MAJ may fill a CPT to COL position) , provided the officer is professionally qualified. When DA select for promotion to the higher grade than assigned, Medical and Dental Corps officers may remain assigned to O-4 or O-5 graded positions and promoted to the rank of O-5 or O-6. These officers do not count against the control-grade cap of the State but are to be counted for pay and allowances in terms of budgeting. AN, SP, 71MS, and 73 MS officers may be promoted one rank over the grade of the position held, up to

O-5, if selected for promotion by a mandatory Department of the Army (DA) promotion board. The 72 series officers must complete the Principles of Military Preventative Medicine Course prior to being eligible for promotion to MAJ. They must meet all other AOC professional requirements in DA PAM 611-21, with exception to licensing/certification requirements. The 70/67J series officers must not be over-graded for promotion even if DA Select.

(2) Chaplain Corps officers (56A) in the grade of LTC or below may be assigned to authorized CH positions one grade above, same grade, or one grade lower than the grade in which the officer is currently Federally recognized (e.g., a LTC may fill a MAJ through COL position; a MAJ may fill a LTC through CPT position). Chaplains assigned in violation of this policy must be reassigned within one year.

(3) JAG Corps officers in the grade of LTC or below may be assigned to authorized JA positions one grade above, same grade, or one grade lower than the grade in which the officer is currently federally recognized (e.g., a LTC may fill a MAJ through COL position; a MAJ may fill a LTC through CPT position).

(4) Aviation officers. Authorized MTOE or TDA LT aviator positions may be filled by rated Army aviators in the rank of CPT, provided qualified officers of the prescribed grade are not available and all other rated MTOE and TDA positions in the rank of CPT or above are filled. A CPT who is so assigned will be immediately reassigned upon availability of a CPT position (must be cross leveled prior to promotion of junior officers).

(a) Authorized warrant officer aviator positions may be filled by rated company grade officer aviators provided qualified warrant officers are not available and all other rated MTOE or TDA positions are filled. A commissioned officer so assigned will be immediately reassigned upon availability of a rated warrant officer. Subject to the command and staff limitations of DA MOS Smart Book, authorized company grade aviator positions in MTOE or TDA positions may be occupied by rated warrant officer aviators, provided qualified company grade officers are not available and all other rated MTOE or TDA warrant officers positions are filled. When a rated company grade officer becomes available for assignment, any warrant officer assigned under this policy will be immediately reassigned.

(b) Aviator positions will not be filled by aeromedical evacuation officers (67J) , nor will aviators fill 67J positions except when concurrent application for reappointment occurs.

(5) LTs may be assigned to warrant officer positions in operational Special Forces units. Officers must be qualified or scheduled to attend training for the award of AOC 18A.

(6) A qualified 1LT, after having delayed promotion as authorized under AR 135-155 (Promotion of Commissioned Officers and Warrant Officers Other Than General Officers) , may be promoted to the rank of CPT upon completion of the maximum delay period without change of assignment, provided qualified lieutenants are not available and all other positions in the unit in the rank of CPT or above are occupied.

(7) U. S. Army Reserve commissioned officers and former commissioned officers with AD service for a minimum of two years in any component of the U. S. Army or USMC, who are eligible for appointment in the rank of CPT; and ARNG officers on conditional release from another State, may be assigned to authorized LT positions, provided all other positions in the unit that specify the rank of CPT or above are filled. Any CPT so assigned will be removed from the LT position immediately upon occurrence of an appropriate vacancy, or three years following appointment, whichever is earlier. There is no limit on assigning a commissioned officer to a position calling for a higher grade. However, as a guideline, due to the increased responsibility and authority, a commissioned officer should not be assigned to a position more than one grade higher than that of the officer, except in the most unusual circumstances.

*h.* BR, AOC, FA, and Additional Skill Identifiers (ASIs). The most important aspect of commissioned officer assignments involves matching the individual qualifications, which are expressed as BR, AOC, FA, and ASI with the requirements of the authorization document. Unless provided for below, all commissioned officers must be qualified and have been awarded the BR and/or AOC/FA or appear before a FRB for BR transfer prior to assignment. When a position must be filled to meet an immediate mission requirement and a fully qualified commissioned officer is not available, the assignment may be made utilizing Appendix E (Format for Promotion Recommendations Basic memorandum) , or IAW Appendix G (Commissioned officer BR/FA Substitution Table) for AMEDD officers.

*i.* AGR T10 and T32 Full-time officers will be assigned per AR 135-18 (The Active Guard Reserve (AGR) Program) and NGR 600-5 (The Active Guard Reserve (AGR) Program T32, Full Time National Guard Duty (FTNGD) Management) , as applicable.

#### **4-4. Limitation on assignments**

*a.* Specialty BR (AMEDD (less MFA 70) , JAG Corps, and Chaplain) officers will be assigned only to positions requiring their respective BR/AOC/FA/MFA. This limitation does not apply to specialty BR officers selected for general officer promotion and assignment. Requests for exception will be processed through the relevant BR proponent at NGB to ARNG-HRH. Only individuals who are professionally

qualified and appointed into one of these specialty branches will be assigned to a specialty BR position (except as authorized by the substitutability list at Appendix G).

b. Former members of the Peace Corps will not be assigned duties in the military intelligence field that would preclude their use in the event of mobilization.

c. Officers assigned to positions which require accreditation must be eligible for such accreditation (e.g., military police criminal investigators) per AR 195-3 (The Criminal Investigation Command Special Agent Program).

d. Unit commanders will not assign tasks requiring skills normally possessed by BR qualified officers to officers of other BRs if such assignment would endanger life, property, or health.

e. Commissioned officers should be rotated in their assignments to provide for varied experiences and career development opportunities. For command tenure of commander and deputy commander positions refer to AR 600-20 and DA PAM 600-3. Assignment to a primary staff position should be limited to four years. Further, this four-year assignment limitation should be extended by the State only under unique circumstances.

f. Officers shall only be assigned to XZ coded positions if a qualified warrant officer is not available. When a WO becomes available, the officer filling these positions under this policy, will be immediately reassigned. Assigning a WO to an officer position is not intended to replace the need for a rated company grade officer; the WO is filling a temporary need in the organization. These positions should be used for no longer than a three-year time frame. This guidance is also applicable when officers are filling WO positions. The Military Personnel Class (MPC) and MOS codes in the automated personnel system must reflect "WO" and "011A" to be approved and returned to "O" and "011A" upon the WO being re-assigned elsewhere. Once the officer is assigned to the position in the MPC will be changed back to AOC O1A or other AOC as required by the base authorization document (TDA). No additional positions will be created on the TDA; the officer will be assigned directly to the WO position on the TDA as listed. The officers PMOS will remain their PMOS during the duty assignment.

(1) W2 or W3 XZ coded positions may be filled by a O3 (CPT).

(2) W4 XZ coded positions may be filled by a O4 (MAJ).

(3) W5 XZ coded positions may be filled by a O5 (LTC).

#### **4-5. Assignment of commissioned officers to Army Aviation positions**

For assignment to aviation position vacancies, to remain so assigned, or to be promoted in aviation positions, the officer must be qualified as an Army aviator or, if not currently qualified, meet the following requirements:

a. Agree in writing to attend flight training within 18 months, provided training slots are available. Commissioned officers appointed under the ECP will be granted an additional 36 months to complete degree requirements prior to attending flight training.

b. Pass a class 1A flight medical examination annually until accepted for training.

c. LTs must have completed the OBC, and CPTs must have completed a Captain's Career Course (CCC) prior to entry into flight training. Aviation OBC and CCC are preferred.

d. Obtain a score of 40 or higher on the Selection Information for Flight Training, also called the SIFT, to qualify for further processing of aviation training applications. Soldiers who fail to make a minimum qualifying score of 40 may be retested one time only, but not sooner than six months after initial testing. The Commander may authorize the retest.

e. Commissioned officers not flight qualified must continue to meet all requirements for entry into the flight training program.

f. Except for applicants who will be assigned to positions coded with AOC 67J, commissioned officers selected for aviation training will be initially appointed or transferred to the aviation BR.

g. Commissioned officers awaiting training will be assigned to authorized position vacancies or in an authorized over-strength status.

#### **4-6. Interstate transfers**

The reassignment of an ARNG commissioned officer not involving a change in grade, initial AOC, or BR will be made subject to the following conditions:

a. There must be an authorized position vacancy in the same or higher grade unless otherwise authorized in this regulation.

b. The officer reassigned must meet all requirements of the new position. Exceptions will be authorized for those commissioned officers in the process of completing educational stipulations established by the FRB or Officer Personnel Classification Board (OPCB). Commissioned officers must complete educational stipulations set by the FRB or OPCB within the time frame established by chapter 6 of this publica-

tion.

c. Graduates of medical and dental schools requesting Interstate Transfers based on PGY1 contracts for residency will be assigned to fill valid MC or DC authorized BR vacancies.

#### **4-7. Over-strength and additional table of distribution and allowances assignment policies**

a. The policy statement on the management of commissioned officers assigned in over-strength status and to temporary additional TDA positions at JFHQ, is published in the ARNG Officer Strength Management Memorandum by ARNG-HRM and must be reviewed before making assignments in an over-strength status or requesting additional TDA positions.

(1) This policy applies to the force pools (urgent, rotational, and essential units) defined in the ARNG Annual Base Operational Guidance. Units are limited to the targeted manning levels authorized in the ARNG Annual Base Operational Guidance, Human Resources Support – Select Reserve (SELRES). Army Mobilization and Deployment Regulation (AMDR) (formerly the Department of the Army Personnel Policy Guidance (DA PPG) ) or Combatant Command manning guidance establishes the assignment policy for mobilized units.

(2) This policy does not authorize the States to exceed their overall End Strength (ES) limit as established by the ARNG Personnel Programs, Resources, and Manpower Division (ARNG-HRM). Any over-strength assignments executed under this policy must be within the cumulative ES cap of the States.

(3) This policy does not modify previously published regulations or policy governing eligibility or selection for promotion. Promotions will be executed only against valid vacancies, in accordance with applicable regulations and the ADMR.

(4) This policy does not modify bonus or incentive policy. The States must manage implementation and utilization of this policy to avoid adversely impacting Soldiers' eligibility for bonuses or other incentives. The ARNG-HRM publishes separate bonus and incentive policies.

(5) This policy is not applicable to AGR Soldiers, dual status military technicians, or the directed force pool. Those personnel are managed in accordance with applicable Full-Time Support statutes, policies, and regulations.

b. Policy:

(1) Units are authorized to exceed assigned company-grade commissioned officer in the grades of O-2 and O-3up to 125%.

(2) Simultaneous Membership Program (SMP) Cadets (MOS 09R) and OCS Candidates (MOS 09S) assigned against officer paragraph and line positions on the MTOE will not be counted as part of the excess officer strength of the unit. However, the number of SMP Cadets and OCS Candidates count against the overall strength limitations of the unit (see paragraph 8b).

(3) States may initially appoint officers (O-1 through O-3) into over-strength positions up to 125 percent. However, promotions shall only be executed against valid vacancies. Commanders must manage their excess officers in order to facilitate promotions to valid, vacant paragraph/line positions.

(4) Judge Advocate General (JAG). Commanders may fill JAG positions, below the grade of O6, up to 200percent JAG authorized strength.

(5) AMEDD. The maximum authorized over-strength manning level for Army Nurse Corps (66 series) and Medical Service Corps (67J, 70 series, and 72 series) is 125 percent. The maximum authorized over-strength manning level for Medical Corps, Dental Corps, Physician Assistant, Veterinary Corps, and 73 series Medical Service Corps officers is 200 percent.

(6) Chaplains. The maximum authorized over-strength manning level for Chaplains is 200 percent.

c. Control Measures. Use of over-strength authorities extended under this policy is at the discretion of The Adjutants General. However, use of this authority does not relieve the States of the responsibility to remain within the assigned ES limits.

(1) Positions in the grades of O-4 and above will not be manned above authorized MTOE/TDA levels.

(2) NGB may disapprove requests for exemption from conducting Selective Retention Boards (SRB) where the requestor has over-strength personnel in excess of the limitations provided in this policy. The States may be required to rectify such excesses by other means or conduct SRBs.

(3) Federal recognition. NGB may delay extension of federal recognition to officers in areas exceeding the authorized over-strength levels. This delay may impact the promotion of others to the affected grades. To rectify this, the States must eliminate the unauthorized excess or implement a viable plan to return to authorized levels within a fixed and reasonable period.

(4) Retention beyond Mandatory Removal Date (MRD). Personnel Policy Division (ARNG-HRH) may delay or disapprove requests to retain officers beyond their MRD in areas exceeding the authorized over-strength manning. To rectify this, the States must either eliminate the unauthorized excess or implement a

viable plan to return to authorized levels within a fixed and reasonable period of time.

d. Officers are authorized to be assigned in an over-strength status under the following conditions:

(1) Upon involuntary reassignment caused by a DA directed reorganization or unit conversion (no longer than one year).

(2) Upon return to the State following Active Army service with component of the ARNG (no longer than six months).

(3) Upon transfer between States (no longer than six months).

(4) Upon involuntary reassignment due to position being filled under the AGR Program (no longer than one year).

(5) Basic and specialty BR officers as authorized in the annual Officer Strength Management Memorandum. Length of assignment and retention in an over-strength status will be outlined in the policy statement.

e. The period of over-strength may be extended, normally not to exceed six months, by the CNGB. Requests should be sent by TAG to DARNG, ATTN: ARNG-HRH. Such exceptions are limited to instances where assignment to an authorized position is imminent.

f. Requests for exception to the limitation on assignment in over-strength status must contain at a minimum, the officer's name, grade, DoD ID number, current unit of assignment, AOC, and initial date of assignment in an over-strength status. Additionally, the request must provide justification for continued assignment in over-strength status as well as the anticipated date of assignment to a valid MTOE/MTDA position vacancy. To ensure timely processing, requests must arrive at ARNG-HRH NLT 60 days prior to the end of the authorized over-strength period.

g. Commissioned officers are authorized to be assigned in a temporary additional TDA status. The TTDA policy provides States flexibility in managing manpower in order to enhance unit readiness. This policy allows States to improve their readiness and provides them with a mechanism to manage personnel otherwise not available to their units of assignment, such as: borrowed military manpower, including personnel serving outside their State on contingency operations or related tours; personnel performing certain specified functions mandated by Headquarters Department of the Army (DA) or other authority, but for whom no force structure authorizations have been provided; personnel undergoing medical processing; and other categories. Use of TTDA is limited to one year or less, except schools for which the duration of the training is more than a year. Permissible uses for TTDA Positions. TTDA's are granted for Soldiers in the grades of W3- W5 and O4 - O6. The categories of personnel for which TTDA positions are authorized are as follows:

(1) Medically Non-Available Soldiers. States may request TTDA positions for qualifying medically non-available Soldiers. TTDA's are authorized for medically non-available Soldiers for whom final resolution is reasonably assured and defined, (i.e., a military medical professional has provided an estimated date by which the situation will be resolved). States shall not request TTDA positions for Soldiers for whom the State is unable to predict a reasonable date of resolution. Requests for TTDA positions for Soldiers in this category must include a memo from the State G1 and an estimated date provided by a military medical professional (physician or PA) , by which the situation will be resolved. Personnel Policy Division (ARNG-HRH) will not approve TTDA positions for medically non- available Soldiers without the concurrence of ARNG-CSG. Some examples of authorized categories are:

(a) Soldiers pending Integrated Disability Evaluation System (IDES) , but only after the Soldier is found unfit for further service (i.e., after the Soldier is entered into the Medical Evaluation Board-Internal Tracking Tool (MEB- ITT) , or after the State has received the DA Form 199.

(b) Soldiers not selected for retention by a SRB, who are retained beyond the normal separation date due to medical processing.

(2) Medically Non-Available Soldiers assigned/not assigned to the State, Medical Management Activity (MMA). TTDA positions may be requested for medically non-available M-day and Traditional Guard Soldiers who receive support, monitoring, and management from their State, MMA. Soldiers in this category are required to have an identified Medical Retention Decision Point of resolution for their medical condition to be granted a TTDA position; these TTDA positions are valid for one year from the date the authorization is approved. Additionally, this authorization encompasses all grades; however, only TTDA requests for personnel in the grades of 3-W5, and 04-06 must be submitted to ARNG-HRH for approval. Requests that must be approved by ARNG-HRH, the State, Territory, or District of Columbia may request a new authorization prior to 60 days of the position expiration date once it is determined the TTDA position will expire before Soldier is transferred from the MMA.

(3) Specialty BR officers (JAG candidates, Chaplain candidates or Medical and Dental school students and ARNG officers attending active-duty training in the Army's Inter-service Physician's Assistant

Program (IPAP) or the Army's Masters of Social Work Program (MSW) in preparation for service in Army Medical Department (AMEDD) ). All requests must have attached orders, school enrollment, and TTDA request from the State's Adjutant General (AG).

*h.* Non-Permissible uses for TTDA Positions:

(1) Contingency Operations. Soldiers ordered to active duty related to contingency operations with units or headquarters that do not belong to the Soldier's State will not be authorized a TTDA.

(2) Pending Retirements. Soldiers pending retirement may be placed into an excess position involuntarily, no TTDA is authorized.

(3) Resident Senior Service College (SSC) and Command and General Staff College (CGSC) formally Intermediate Level Education (ILE) Students.

(4) Recruiting and Retention Force (RRF) Personnel. Recruiting and Retention Force (RRF) Personnel will not be authorized a TTDA.

(5) Primary Military Specialty (PMOS) 09L (Linguist).

(6) Professors of Military Science/Assistant Professors of Military Science (PMS/APMS). An officer who is selected for participation in the PMS/APMS program will be removed from his or her current unit position and assigned to a temporary position in his or her State's Joint Force Headquarters. This memorandum grants the States authority to issue temporary positions by using the following additional instructions on the officer's orders: "Temporary (Rank) position to HQ JFHQ TOA (State) is continued for duration of tour". Soldiers will be coded within the ASCO guidelines 'W1' or 'W2'.

(7) Warrior Transition Unit/Community Care Unit (WTU/CCU) Cadre.

(8) Equal Opportunity Advisors.

(9) State MMA Cadre.

*j.* Counterdrug Personnel assigned to NGB or as an LNO to the Counterdrug Division. Soldiers will be coded within the ASCO guidelines of 'W5'.

*c.* Limitations. The use of TTDA positions can create administrative problems and, if improperly used, can degrade unit readiness. States should only request TTDA positions when necessary to maintain and enhance readiness of deploying or deployable units.

*a.* This policy does not authorize States to exceed their overall ES limit as established by Director, Army National Guard (DARNG). Any TTDA assignments executed under this policy must be within the State's, cumulative ES ceiling.

*b.* Soldiers will not be promoted in TTDA positions, except as explicitly stated in this policy.

*c.* This policy does not modify bonus or incentive policy. All Soldiers, assigned to TTDA positions are assigned as excess personnel. States must manage implementation and utilization of this policy to avoid adversely impacting Soldiers' eligibility for bonuses or other incentives. Bonus and incentive policy is published separately by ARNG-HRM.

*d.* This policy does not authorize temporary controlled grade allocations for Active Guard Reserve (AGR) personnel reassigned to TTDA positions. ARNG-HRM remains the approval authority for temporary controlled grade requests.

*e.* Authority. The ARNG-HRH is the authority for both approving TTDA positions and for issuing TTDA policies.

*f.* Soldiers may be involuntarily assigned to TTDA positions except for Soldiers assigned to the MMA. States will provide written notification to the Soldier when such a transfer is executed. Notification requires a signature from the Soldier acknowledging that he/she is being placed into a TTDA position. Assignment to a TTDA position carries the risk of involuntary separation, should a position in the appropriate grade not be available upon expiration of the approved position. Soldiers must be counseled on this risk and must acknowledge and accept that risk in writing prior to being assigned to a TTDA position. However, the State may make approval of a voluntary deployment or other voluntary duty contingent upon accepting assignment to a TTDA position.

*g.* All TTDA positions are created as excess positions in the State States may further attach these Soldiers to another unit within the State, Territory, or District of Columbia for pay, administration, and training.

*d.* Duration of TTDA Positions. All TTDA positions are approved by ARNG-HRH for a specified period, unless otherwise stated in this policy or its annexes. A TTDA position will remain valid for the duration of the mission or requirement for which it was requested, plus an additional 90 days. The expiration date will be stated in the approval letter. Soldiers not assigned to a valid MTOE or TTDA position of the appropriate grade, IAW applicable policy, and regulation, by the expiration date of the TTDA position are involuntarily transferred to the IRR or otherwise separated.

*e.* Promotions. ARNG promotions must be executed only against a valid vacancy in a federally rec-



ognized unit, IAW applicable regulations, and the AMDR. Soldiers shall not be promoted while assigned to a TTDA except, under the provisions of the following policies:

a. Officers who are selected by a DA Mandatory Promotion Selection Board and have reached maximum time in grade may be promoted.

b. Soldiers assigned to the MMA, whether voluntarily or involuntarily transferred into a TTDA position, will remain eligible for promotion. States should consider Soldiers assigned to the MMA for promotion in the same way they consider Warriors in Transition assigned to WTUs or CCUs.

c. Medical/Dental/IPAP/Clinical Psychology/Social Worker students (AMEDD) who meet all requirements for mandatory promotion, to include completion of their respective Specialty BR Basic Officer Leadership Course.

d. Chaplain candidates (56X) may be considered for promotion to 1LT without completion of the Chaplain Officer Basic Course (CHOBC) if otherwise qualified. Promotion beyond 1LT is not authorized while assigned as a chaplain candidate.

e. Procedure for Requesting TTDA Positions. States will submit all requests for TTDA authorizations through their G1 to ARNG-HRH. ARNG-HRH will staff with other staff principals or divisions within the ARNG Directorate as appropriate and will provide an approval or disapproval to the State. Requests will include:

(1) Endorsement from the State G1 or higher.

(2) Request letter.

(3) Copies of mobilization orders as applicable.

(4) DA Form 4856 Developmental Counseling Form).

(5) Supporting education documents that indicate enrollment or reservations for the appropriate schooling (for Specialty Branch TTDA request only).

f. Supporting documents as specified elsewhere in this policy or its annexes.

g. Get Well Plan. The State must provide a viable plan for returning the Soldier(s) to a valid authorized MTOE/TDA position in MOS/Grade of the Soldier upon expiration of the TTDA position.

h. Statement from the soldier assigned to a TTDA position acknowledging that, should the Soldier not be properly assigned to an authorized MTOE or TOA position of the appropriate grade by the expiration of the TTDA position, the Soldier may be transferred to the IRR or otherwise separated in accordance with applicable policy and regulation.

i. Any additional documentation that would support the justification for a TTDA request (if applicable).

f. Control Measures. The following control measures apply, in addition to those specified elsewhere in this policy:

a. ARNG will not automatically approve requests for exemption from conducting Qualitative Retention Boards (QRB) or SRBs where the requesting State fails to assign Soldiers properly upon expiration of TTDA positions or over-strength authorizations. States are required to rectify such excesses by other means, or they may be required to utilize the SRB.

b. States will properly assign officers upon expiration of TTDA positions. Improperly managed over-strength authorizations may delay the promotion of others to the affected grades in the State and may delay ARNG processing of federal recognition packets for additional officers in the affected grades until the States, develops an agreed upon and justifiable Get-Well Plan.

c. All units may fill 1-year projected approved retirement/separation vacancies (including those caused by reorganization actions) without regard to percentage of strength authorized. This should not be construed as authority to promote Soldiers over-grade pending loss of an assigned Soldier in the higher grade.

## **Chapter 5 Attachments**

### **5-1. General**

Commissioned officers normally will be expected to train with the unit to which assigned. If this is not practical, they may be authorized to train with other units in an attached status provided such training meets the training standards set forth in NGR 350-1 (Army National Guard Training). Attachments will be held to a minimum and will be of the shortest duration possible.

### **5-2. Attachment authority**

a. Per State law and under their jurisdiction as outlined below, Adjutants General are authorized to attach commissioned officers within their State, or with the agreement of another State Adjutant General,

may attach commissioned officers to the applicable State. This authority shall not be further delegated. Except for OCS cadre, specialty BR officers, and officers in special programs, periods of attachment will not exceed one year subject to the following limitations. Attachment of an officer who is senior to the commander of the contemplated unit of attachment is not authorized except for chaplains or medical personnel.

b. Unless otherwise stated in orders, officers will be relieved from attachment when the following circumstances occur:

(1) The officer's unit of attachment is ordered to AD under 10 USC 12301, 12302 or 12304, or other mobilization authority.

(2) Upon completion of the period of attachment as stated in published orders.

### **5-3. Administration and records**

a. The commander of the unit of attachment will be responsible for administration, pay, and training as indicated in the attachment order. Attachments for less than 30 days will not include attachment for pay. Attachments within the State for periods of 30 days or more will include attachment for pay. When agreed upon by both State's Adjutants General, attachment out of State for periods over 30 days may include attachment for pay. Out of State attachments that do not specify pay will be paid through the parent unit based on certificates of duty performance. Pay administration for all personnel will be as outlined in NGR 37-3 and in NGR 680-1.

b. Attachment orders will cite this chapter as authority and will state whether the attachment is for training, pay, and/or administration. Grade entry date of attachment must be at least one day later than date individual was assigned to a parent unit.

## **Chapter 6**

### **Branch transfers, Area of Concentration, Functional Area designation Re-designation**

#### **6-1. Authority and Definitions**

The statutory authority for this chapter is drawn from 32 USC 307.

a. BR: A grouping of officers that comprises an arm or service of the Army in which an officer is commissioned or transferred, trained, developed, and promoted. All officers hold a single BR designation and may serve repetitive and progressive assignments associated with that BR.

b. FA: A technical specialty or skill, which usually requires significant education, training and experience that is not affiliated to any BR. FAs are selected by the officer and approved/awarded by the Proponent, usually between the fifth and sixth years of service. All Functional Categories (Maneuver, Fires and Effects; Operations Support; and Force Sustainment) contain FAs. FAs are awarded via submission of a FA Predetermination Request via E-Tracker to ARNG-HRH-O and do not require federal recognition.

c. AOC: A requisite area of expertise (subdivision) within a BR or FA. AOCs are selected by the officer or required by the position and approved/awarded by the State after the officer submits the DA Form 1059 (Service School Academic Evaluation Report) or Training Certificate issued by the Proponent. AOCs are two-digit codes on the manning MTOE/TDA document that identify specific requirements of a position and the requisite qualifications for an officer to fill the position. To award an AOC, officers must submit an AOC Predetermination request via IPPS-A. These requests do not require federal recognition.

d. BR Qualification (BQ) : 2LTs and 1LTs are BR qualified upon completion of OBC. CPTs become BR qualified upon completion of the Captains Career Course (CCC) and, dependent on the BR, either successful company command or a designated key staff position. Majors become BR qualified upon completion of Command and Staff College and BR designated key staff positions with or without troops.

e. Caveats: An officer may possess and serve in one primary BR. However, officers can serve in more than one FA or AOC. Branches require federal recognition; FAs and AOCs do not require federal recognition.

f. Reappointment: A reappointment is an appointment following a break in service. As required by NGR 600-100, reappointments are also required between the Special Branches and between Basic and Special Branches.

#### **6-2. General policy and procedures for BR transfer**

a. BR transfer will be initiated by or with the consent of the officer concerned (except when required by paragraph 6-7).

(1) The action will be acknowledged by the officer, in letter form, through channels to TAG of their State, enclosing evidence of the officer's qualification for the new BR.

(2) A FRB will be conducted per this regulation. The FRB will require that an officer has completed

the appropriate specific MILED per DA PAM 600-3 prior to approval of a BR transfer, and if applicable, a proponent approval letter.

(3) BR transfer of specialty BR personnel (i.e., AMEDD, JAG, and Chaplain) is not authorized. To change BR to or from any of these branches requires a reappointment (refer to chapter 2 of this publication).

b. BR transfer will be accomplished with the authority of the TAG of the State, based on the recommendation of the State OPM.

c. BR transfer will be necessary and should be accomplished only when it is required to comply with assignment criteria and career progression.

d. BR transfer will normally occur when:

(1) An officer requests BR transfer to achieve greater compatibility with a civilian occupation or changes residence to an area where unit vacancies in the previously held BR are limited.

(2) A change in an officer's physical profile restricts performance in the current BR.

(3) The State OPM recommends a change to meet State needs and long-range career development of the commissioned officer.

(4) Unit reorganizations result in an inability of the State OPM to place a commissioned officer in a new duty position for which qualified within a one-year period.

e. AR 614-100 (Officer Assignment Policies, Details and Transfers) specifies BR transfers are accomplished in accordance with NGR 600-100. ARNG-HRH-O is the approval authority for ARNG officer BR transfer requests. ARNG-HRH-O will closely coordinate with the respective BR proponent prior to approval of BR transfer requests. Officers previously federally recognized in a BR without a change in grade are exempt from obtaining ARNG-HRH-O approval.

f. Specialty BR officers (except FA 70) are precluded from holding a basic BR AOC; likewise, basic BR officers are precluded from holding a specialty BR AOC.

### **6-3. General policy and procedures for AOC and FA designation/re-designation**

a. FA designation/re-designation.

(1) FAs can be designated for each basic BR officer between the fourth and seventh year of commissioned service.

(2) The officer personnel manager (OPM) of the State will initiate this action per Smart Book DA PAM 611-21

(3) MSC officers will have the appropriate initial MFA designated upon appointment and recorded in the Integrated Personnel Pay System (Army IPPS-A User's Manual) IAW IPPS-A User Manual or an equivalent action in IPPS-A, at the time of appointment.

b. Award of AOC.

(1) Each BR and FA, or MFA has associated areas of concentration. The AOC is shown as a three-character alpha-numeric code in authorization documents. All AOCs are described in Smart Book DA PAM 611-21 (electronic Smart Book).

(2) A commissioned officer may be assigned to any duty position authorized by the Commissioned officer BR/FA Substitution Table (appendix G) , and no BR transfer will be required. However, the

OPCB will determine duty position qualification. Commissioned officers may be awarded the appropriate AOC upon meeting position qualifications.

(3) ARNG commissioned officers may hold multiple AOC or specialties but should only be assigned to them for duty if the commissioned officer has maintained current qualifications through MILED, CIVED or experience.

(4) AMEDD officers (except FA 70) may only be assigned their primary or secondary skill specialty AOC as determined by the AMEDD Personnel Program Manager. Appropriately branched AMEDD officers may be assigned to position codes of 60A, 62B, 63R, 65Z, 65X, 66N, 67D, and O5A. However position codes will not be awarded as AOC-MFAs. All MC, DC, AN, VC, SP and 71-73 series MS officers require validation of professional credentials by the AMEDD Personnel Program Manager using DA Form 5074-R (Record of Award of Entry Grade Credit (Medical and Dental officers) ) or DA Form 5074-1-R (Record of Award of Entry Grade Credit (Health Service officers) ) or by ARNG-CSG AOC award memorandum. MC officers that obtain the 61N AOC through attending Fort Sam Houston or Fort Rucker Flight Medicine School are not authorized to be awarded 61N as a primary AOC. It will only be listed as a secondary AOC. MC officers will only be awarded the primary AOC of the medical residency or fellowship in which trained.

(5) Those 70B MS officers who qualify in AOC/MFA 70A, C, D, E, F, or K will have 70B withdrawn completely.

c. Initiating changes in BR/FA/AOC. At any time during ARNG service, the officer, the commander,

the OPM, or TAG of the State may determine that long term development and utilization of the commissioned officer requires a change in BR, FA, or AOC. Although the officer's personal desires will be considered, the needs of the ARNG will normally be the determining factor.

(6) Chaplain BR officers will be awarded AOC 56X (chaplain candidate) or AOC 56A (chaplain) only by the Army Chief of Chaplains Accession Board.

#### **6-4. Exemption from Federal Recognition Board action**

FRB examination is not required for:

a. Change in initial BR of 2LTs who have been extended federal recognition or temporary federal recognition and who have not yet completed an OBC. Officers initiating transfer into the AMEDD must first compete and be selected by a USAREC board prior to initiating a BR change.

b. BR transfer of a commissioned officer who served on AD or in an active drilling status in the same BR and grade.

c. Any action that is covered by paragraph 6-6 of this publication.

#### **6-5. The Officer Personnel Classification Board (OPCB)**

a. Adjutants General will establish a State OPCB to review changes in AOCs/FAs that do not require BR transfer of commissioned officers. The OPCB will also review assignments of commissioned officers to BR substitutable positions in other than their initial or additional AOC/FA as well as requests for the award of additional AOC/FA (formats found in appendix G and H). The OPCB is responsible for recommending to TAG of the State any educational requirements to be completed by commissioned officers in these categories. The OPCB recommendations will not result in an AOC change within or between specialty branches.

(1) As a minimum, the OPCB will be composed of the OPM and two other officers, one of whom will be senior in grade to any officer being considered.

(2) The OPCB will meet as often as required.

b. If the re-designation in initial specialty does not require BR transfer, or FRB review is not required, the OPCB will review the action and stipulate any educational requirements. These re-designations reflect a lesser change in the officer's additional qualification requirements than re-designations that require BR transfer. See appendix H to determine which re-designations do not require BR transfer.

c. When designating AOC and establishing educational stipulations, civilian experience of each officer must be evaluated by examining both educational background and employment history per the guidance in DA PAM 611-21, DA PAM 600-3 and DA PAM 600-4.

d. The OPCB will stipulate additional training requirements and impose a time limitation of 18 months, extendable to 24 months by TAG of the State.

(1) Not all commissioned officers assigned to positions with a given AOC are required to satisfy identical requirements such as completion of correspondence courses, schools, or independent study.

(2) In addition to evaluating each commissioned officer's MILED and experience, the OPCB should carefully consider qualifications for accomplishing specific tasks required of the position and not necessarily the full scope of the BR and AOC as described in AR 611-1 (Military Occupational Classification Structure Development and Implementation, 15 Jul 2019). The officer will be expected to become fully qualified in the AOC through assignment experience, unit training, and requirements which may be directed by the commander. This process may take longer than the formal education requirements imposed by the OPCB.

#### **6-6. Educational stipulations and award of AOC/FA designation/re-designation**

a. Educational stipulations may be imposed by either the FRB or OPCB. However, requirements imposed by the FRB and the OPCB should be comparable. Both boards should consult AR 611-1 which contains the qualifications required for commissioned officers to be awarded the various branches, FAs, and AOCs.

b. TAG of the State may review all educational requirements imposed and request reevaluation to ensure consistency and fairness.

c. Officers may appeal to their TAG, any educational requirements imposed by the FRB or OPCB that they feel excessive or inconsistent. Appeals should be based on the grounds that the board(s) failed to adequately consider complete civilian and military backgrounds.

d. Officers shall not be considered for award of FA or AOC until they have completed educational requirements stipulated by the FRB or OPCB, demonstrated appropriate knowledge, and satisfactorily performed required duties. MC, DC, AN, SP, VC and 71-73 series MS officers will be awarded their AOCs by the CSG's AMEDD Personnel Program Manager. 70 series MS officers may be awarded an AOC

based on a DA 1059 in an MFA acceptable to the CSG/The Surgeon General (TSG).

e. Commissioned officers assigned to a position who are not qualified must qualify for award of the required FA or AOC within 18 months (extendable to 24 months by TAG of the State).

f. Commissioned officers failing to become fully qualified in the FA/MFA/AOC within the prescribed period will be reassigned to a position for which they are qualified.

g. Award of FA, AOC, ASI, and language indicator code (LIC) after gaining the requisite testing score, will be accomplished by TAG of the Soldier's State and will not be delegated below State level.

h. Withdrawal of AOC/FA, ASI, and LIC (if the periodic testing is not completed) may be accomplished on the recommendation of the commander, the State OPM, or the request of the officer concerned. Review should be accomplished annually to determine whether AOC/FA, ASIs, or LIC are valid or should be withdrawn. Officers should only retain those AOC/FA, ASIs, and LIC in which currently qualified. For officers who have not been assigned to an appropriate position or received related training (either military or civilian) within five years, consideration should be given to withdraw the AOC/FA, ASI, or LIC.

## **6-7. Unit reorganization**

The reorganization of ARNG units is governed by NGR 10-1 (Organization and Federal Recognition of Army National Guard Units).

a. Commissioned officers whose duty positions are deleted or changed during unit reorganizations may be assigned without BR transfer in a duty position corresponding to their grade for up to 12 months. Such assignments are authorized without regard to AOC/FA qualifications. However, such action should be taken only if there are no other positions in the reorganized unit in which the officer may be properly assigned. Assignment policy for specialty BR officers will be addressed in the annual over strength policy memorandum.

b. At the end of the 12-month period, officers assigned per paragraph 6-8A of this regulation, will be processed by a FRB for BR transfer unless the assignment meets the requirements of the substitution table at appendix G. Specialty BR officers shall not BR transfer unless the request is processed by ARNG-HRH-O. When possible, the officer should initiate action to become qualified in the new BR prior to the reorganization and continue assignment without BR transfer during the 12-month exception period.

c. Reassignment orders will be issued prior to the effective reorganization date for all officers whose paragraph and line number or duty position title changes during a reorganization.

## **6-8. AOC/FA qualifications**

a. All officers must be qualified in the duty AOC/FA to which assigned.

b. Exceptions to the above rule may be made in the following cases:

(1) AOC/FA may be substituted as indicated in appendix G. Substitutions must be reviewed prior to assignment for determination of any educational stipulations. Educational stipulations should be based upon the requirements of the assignment, not upon overall AOC requirements.

(2) Initial AOC/FA changes necessary for long term career development resulting in a change of BR must be reviewed by an FRB prior to the officer's assignment to the position. The FRB will determine educational stipulations.

(3) AMEDD officers will be awarded AOCs based upon licensed skills validated through the CSG's AMEDD Personnel officer; 70 series officers are awarded AOCs based upon the DA Form 1059 for successful completion of training. 70 series officers are expected to hold multiple 70 series AOCs through their career. For AMEDD officers, after the initial AOC award, only a change in BR requires a new FRB. Authorized substitutions of medical professional officers are indicated in appendix G.

## **6-9. Personal appearance before the Federal Recognition Board or Officer Personnel Classification Board**

Personal appearance before the FRB or OPCB will be at the discretion of the board president.

## **Chapter 7 Duty Details**

### **7-1. General**

Generally, duty details are a command function per Chapter 3 of AR 614-100. However, their use must meet the prescribed regulations and accepted OPM practices. The authority to detail officers to duty in the categories General Staff with troops, IG, adjutants, or aide-de-camp is a function of TAG of the State and may be further delegated to general officer commands. A duty detail does not affect the BR in which a commissioned officer is assigned or appointed.

## **7-2. General Staff with troops**

- a. Positions for General Staff with troops will be designated in approved MTOEs and in approved TDAs.
- b. Positions that are purely administrative, technical, or instructional or do not involve more than a single BR are not authorized General Staff with troops.
- c. Commissioned officers below the rank of CPT may be detailed General Staff with troops when officers of the appropriate grade (according to MTOE or TDA) are not available for assignment.
- d. Chaplains will not be detailed to General Staff with troops.
- e. Officers of the AMEDD (other than MS with AOC 67J or MFA 70) and the JAGC will not be detailed without approval. Requests will be submitted through ARNG-HRH.

## **7-3. Inspector General**

- a. Under authority contained in 10 USC 7065(a) and AR 20-1 (Inspector General Activities and Procedures), commissioned officers may be detailed as Inspector General (IG) to fill IG positions.
- b. IG positions will be designated in approved MTOE and TDA.
- c. The following commissioned officers will not be detailed as IG unless otherwise indicated:
  - (1) Chaplains.
  - (2) AMEDD and JAGC officers, except as noted in paragraph 7-2e.
  - (3) Officers detailed as General Staff with troops.
  - (4) Aides-de-camp.
- d. The minimum standards for detail as an IG are contained in AR 614-100.

## **7-4. Adjutant appointments**

- a. Only officers (CW2 through Major General (MG)) currently holding a commission will be appointed as an adjutant, assistant adjutant, or acting assistant adjutant.
- b. Appointment to any of the positions listed above is not appropriate solely to delegate signature authority. Several duties which are authorized by the above titles may only be performed by officers currently holding a commission. Commanders may delegate signature authority to any of their subordinates per AR 25-50 (Preparing and Managing Correspondence).
- c. The following commissioned officers will not be detailed as an adjutant unless otherwise indicated:
  - (1) Chaplains.
  - (2) AMEDD and JAGC officers, except as noted in paragraph 7-2e.
  - (3) Officers detailed as IG.

## **7-5. Aide-de-Camp appointments**

- a. Each GO occupying a position in an approved MTOE may be assigned an aide-de-camp, if authorized.
- b. Each GO occupying the position of adjutant general or occupying a command position in an approved TDA may be assigned an aide-de-camp, if authorized.
- c. The following commissioned officers will not be detailed as an aide-de-camp unless otherwise indicated:
  - (1) Chaplains.
  - (2) AMEDD and JAGC officers, except as noted in paragraph 7-2e.
  - (3) Officers detailed as IG.

## **7-6. Duty detail qualification**

The OPCB may consider any qualification gained as a result of an officer's duty details when evaluating award of an FA/AOC and or ASI. AMEDD MFA/AOCs are awarded based on formal training courses.

## **Chapter 8**

### **Promotion for other than general officers**

#### **Section I**

#### **General**

#### **8-1. Responsibilities**

- a. The promotion of officers in the ARNG is a function of the State. As in original appointments, a commissioned officer promoted by State authorities has a state status in the higher grade under which to

function. However, to be extended federal recognition in the higher grade, the officer must have satisfied the requirements prescribed herein.

b. National Guard officers may be considered and found qualified for federal recognition of their state promotion using two distinct processes: State federal recognition Boards and DA Mandatory Boards. Under either process, the precedent for an actual promotion in the Army National Guard is State assignment and appointment to the next higher grade. Selection for promotion does not automatically constitute an approved promotion action. Those that are eligible for promotion must be recommended by Commanders and approved by TAG. The promotion packet should include TAG memo and the state promotion order.

(1) State FRB. Officers may be federally recognized through State FRB which are often referred to as "State vacancy promotion boards" or "unit vacancy boards" as part of the Unit Vacancy Promotion (UVP) process under 32 USC 307.

(2) DA Mandatory Boards. The second way to federally recognize the State promotion is through the DA Mandatory Promotion Selection Boards process. Mandatory promotion selection boards are convened by the SA pursuant to 10 USC 14101(a). Those National Guard officers selected ("DA Select") by a DA mandatory board who are then appointed by the State in that higher grade to fill a vacancy in the Army National Guard are extended federal recognition in that grade, without the examination prescribed by 32 USC 307 (see 10 USC 14316).

## **8-2. Promotion criteria**

a. Promotion criteria will be based on efficiency, time in grade (TIG) , time in commissioned service, demonstrated command and staff ability, MILED and CIVED, and potential for service in the next higher grade. Promotion will not be used solely as a reward for past performance. Neither a Soldier's marital status nor the employment, educational pursuits, or the volunteer service activities of their spouse may be considered when determining whether to recommend a soldier for federal recognition.

b. Except as provided in this chapter, promotion will be accomplished only when the officer is assigned to an appropriate MTOE or TDA higher graded position vacancy in the unit.

c. Promotions will be made without regard to race, color, religion, gender, sexual orientation, or national origin.

d. All officers recommended for promotion must be fully qualified under the terms of this chapter and AR 135-155.

e. When an officer is being considered for promotion to a grade above 1LT and is assigned to a unit that is subsequently assigned to a higher HQ from another component or State, the recommended promotion will be reviewed by the SAA to TAG of the State which has authority of the considered officer and will issue a concurrence/non-concurrence with the promotion before the promotion is made. The Personnel Actions Division (ARNG-HRP) will publish annual guidance regarding promotion review policy and procedures.

f. Promotion criteria and the effects of assignment into Integrated Disability Evaluation System (IDES) IAW 10USC 61 and AR 635-40.

(1) All officers remain eligible for consideration, potential selection, assignment, and acceptance of promotion.

(2) An officer who has been issued a P3 profile will remain eligible for promotion.

(3) Officers determined medically non-available can be promoted during the IDES process. They will not be promoted in a position within a unit that has received a notification of sourcing. However, they may be promoted in a position in another MTOE or TDA.

(4) Officers assigned to a Medical Management Processing System or Medical Management Activity (MMPS/MMA) remain eligible for promotion.

(5) As a function of the disability evaluation proceedings, 10 USC 1372 provides that an officer retired for physical disability, who is DA select or an officer who is already on an approved scroll for a unit vacancy promotion, will be placed on the retired list in the selected promotion grade, provided the reason for the physical disability is determined to be in the line of duty (LOD) (LOD approved per DoDI 1332. 18 (Disability Evaluation System) ) , and the officer is not serving under a suspension of favorable personnel action (AR 600-8-2) on the grade entry date of transfer. Promotion orders are not issued. The approval authority for this action is the SA.

g. Officers who are not selected by a DA Board but recommended by their Commander for a UVP must be assigned to a valid MTOE or TDA position to be eligible for promotion, with the following exceptions:

(1) Assignment to templet position as Army Recovery Care Program (ARCP) , Soldier Recovery Unit (SRU) cadre.

(2) Assignment to templet positions as medical, dental, Inter-service Physician Assistant Program

(IPAP), clinical psychologist, or social worker AMEDD students and chaplain candidates who meet all requirements for mandatory promotion, to include completion of their respective specialty BR OBC (as applicable). All Chaplain BR candidates are required to complete their respective specialty BR version of OBC regardless of any past training. AMEDD students that have previously completed OBC do not require completion of their respective specialty BR OBC.

### **8-3. Promotion as a Reserve Commissioned officer of the Army**

A commissioned officer who has been promoted by the State and extended federal recognition in the higher grade will be concurrently promoted to the higher grade in the Reserves of the Army with assignment to the ARNG.

a. An officer's grade entry date and rank entry date as a Reserve of the Army will be determined by their duty status, type of selection board that selected the officer, and delay status (if applicable), and will be as defined below, unless otherwise provided by law. CNGB will extend federal recognition in the higher grade to an ARNG commissioned officer using NGB Form 0122E series orders (NGB Special Federal Recognition Orders).

(1) The Grade entry date determines the officer federal pay and allowances in the next higher grade. The Grade entry date is determined when CNGB in conjunction with the SECDEF approval or the Senate confirmation date (COLs only). The Grade entry date is displayed as the "A" Date on the Promotion as a Reserve Commissioned officer of the Army Memorandum for Commissioned officers.

(2) The DOR is the date the officer actually or constructively was appointed or promoted to a specific grade. The DOR is used in calculating time in grade toward promotion consideration in the next higher grade. It is the date used to determine the relative seniority for officers holding the same grade. The DOR is displayed as the "B" Date on the Promotion as a Reserve Commissioned officer of the Army Memorandum for Commissioned officers. If the officer is recommended for promotion via the FRB/UVP process, the "B" Date will match the "A" Date.

b. Grade entry date and DOR Determinations:

(1) 1LT. Grade entry date and DOR are established based on eligibility dates (see paragraph 8-9). The following date determinations do not apply to 1LT:

(2) Unit Vacancy Promotion (UVP). Grade entry date and DOR are the same date and are established when the scroll is either approved by the SECDEF (LTCs and below) or the Senate confirmation date (COLs only).

(3) Department of the Army (DA) Select M-Day Commissioned officers. Grade entry date and DOR will be the DA Board approval (LTCs and below) or Senate confirmation date (COLs only) if the officer was assigned to a position in the next higher grade. If the officer was not assigned to a position in the next higher grade, the Grade entry date and DOR will be the date of assignment to the next higher-grade position. If a DA Select M-Day officer requests a voluntary delay, the Grade entry date and DOR will be established after the delay when federal recognition is extended after the officer is assigned to a position in the next higher grade.

(4) DA Select AGR Commissioned officers promoted upon DA Selection. If an AGR officer is recommended for promotion by a DA Board to the grade of LTC or below, is already assigned to the next higher-grade position on the day the board report is approved, and an AGR controlled grade is available, the officer's Grade entry date and DOR will be the date the board report is approved by the SECDEF. The Grade entry date and DOR of an officer in a COL position who is promoted to the rank of COL is the date of Senate confirmation.

(5) DA Select AGR Commissioned officers who are involuntarily delayed due to lack of controlled grade (10USC 14311). If a DA Select AGR Officer is involuntarily delayed and not assigned to the next higher-grade position, the DOR will be the date the officer is subsequently assigned to the position of higher grade or the Maximum Time in Grade per AR 135-155 (Table 2-1), whichever is earlier. The Grade entry date will be the date the controlled grade authorization is available per ARNG-HRA. Backdated Grade entry dates due to AGR controlled grade limitations in previous fiscal years are not authorized.

(6) Promotion Review Board (PRB). Grade entry date and DOR will be backdated to the DA Board approval date, or Senate confirmation date (for COLs only) for officers referred to a PRB and subsequently retained on the DA Board promotion list by the SECARMY, providing officers were assigned to the next higher-grade position and would have otherwise been promoted at the time.

(7) Maximum Time in Grade (TIG). Officers may attain maximum TIG as described in paragraph 8-15, however, the Department of the Army Promotion Selection Boards schedule and zones of consideration usually result in an officer being considered at approximately one year before attaining their Maximum TIG. If an officer selected by a DA mandatory promotion board has a maximum TIG date that is before the approval date of the board, the officer's promotion date and grade entry date will be no earlier



than the date of approval of the mandatory board or the date of Senate confirmation, as applicable.

(8) Inter-State Transfer (IST). Officers conducting an IST will maintain their DOR. The DOR will not reflect the accession date into the gaining State/Territory.

(9) Special Selection Board (SSB). The DOR and grade entry date of promotion of an ARNG commissioned officer who was selected by a DA SSB will be the same date(s) the officer would have had if the officer had been recommended for promotion to that grade by the selection board that should have considered or did consider the officer or the DOR and grade entry date of promotion will be the same date the officer meets all applicable promotion criteria as outlined in this chapter (10 USC 14502(e) (2) ).

c. Federal recognition orders erroneously promoting an ineligible officer must generally be revoked within six months of being extended federal recognition per AR 135-155. However, federal recognition orders erroneously promoting an officer who was not eligible by law for promotion (for example, failed to meet statutory minimum time in grade) may be revoked upon discovery.

#### **8-4. Computation of time in grade**

An ARNG officer's years of service for purposes of promotion and federal recognition will be computed from DOR per 10 USC 14006. Such service is generally computed by adding all service that the officer has or is credited with by the SA:

- a. In grade held in the Army.
- b. Or in any other armed force, while in an active status or as a regular officer on the active list of that service (at the discretion of the SA).
- c. No service may be counted more than once.
- d. TAGs and ATAGs who are not federally recognized as a GO, will continue to accrue time and grade at their federally recognized grade.

#### **8-5. Personnel security clearance**

All officers must hold a valid security clearance, per their assigned AOC and duty assignment requirements.

#### **8-6. Wearing of insignia**

For the purposes of promotion refer to paragraph 2-4a.

### **Section II**

#### **Promotion to fill unit vacancies**

#### **8-7. Eligibility for promotion**

a. To be considered for federal recognition following State promotion to fill a unit vacancy, an ARNG commissioned officer must:

- (1) Be in an active status; for a minimum of one consecutive year immediately preceding promotion consideration. This one-year period will be on the ADL, RASL, or combination of the two (10 USC 14301).
- (2) Be medically fit in accordance with AR 40-501 and meet the height and weight standards prescribed in AR600-9.

(3) Have completed the minimum years of TIG indicated in paragraph 8-8.

(4) Have completed the minimum MILED requirements prescribed in paragraph 8-10.

(5) Have completed the minimum CIVED requirements prescribed in chapter 9.

(6) Have passed a physical fitness test within the time frame dictated by AR 350-1. An officer who has failed the physical fitness test should be flagged in accordance with AR 600-8-2 and is not eligible for federal recognition.

(7) Chaplains do not have a DA Board for promotion from 1LT to CPT. In lieu of a DA board the chaplain proponent has a Chaplain CPT Certification Review (CCCR). Up to three times a year the ARNG Chaplain Personnel manager at NGB will review all Chaplain 1LT officers to determine eligibility based on HQDA guidance. Unit vacancy promotions for Chaplain 1LT officers are not authorized.

(8) Chaplains must submit a copy of their DD Form 2088 (Statement of Ecclesiastical Endorsement) before being considered for promotion to MAJ, LTC, or COL.

(9) AMEDD providers (MC, DC, AN, SP, MS (MFA 71-73) ) must provide a current credentialing memorandum from the current military credentialing system.

b. States will not promote a commissioned officer who is in the zone of consideration for a Headquarters, Department of the Army (HQDA) Selection Board if they are:

(1) Within 120 days of the convening date of the board for those officers in the grade of 1LT-MAJ.

(2) Within 180 days of the convening date of the board for those officers in the grade of LTC.

c. Any officer in the rank of 1LT through LTC who was non-selected by a mandatory selection board convened under AR 135-155 will not be considered for promotion under this section unless selected by a subsequent DA mandatory board.

d. An officer erroneously omitted from consideration by a DA mandatory selection board may request consideration by a DA SSB. These officers remain ineligible for a unit vacancy promotion.

e. Commissioned branch officers retained beyond MRD are not eligible for promotion, except certain special branch officers assigned as MC, DC, VC, AN, SP, MS, CH, and SS (LTC and below) and career-status AGR officers who are retained for retirement purposes. (Refer to MRD Handbook). Other officers who are otherwise qualified for promotion to the next higher grade will not be promoted without prior approval of the SA or designee. Action to promote officers in this category must be taken within two years of their original MRD (refer to MRD Handbook). If the officer was not selected for promotion by the last DA mandatory selection board that considered the officer, the officer is not eligible for promotion and the recommendation will not be forwarded. Officers retained beyond MRD (refer to MRD Handbook) under the provisions of 10 USC 14701 or similar provisions of law are retained in an active status on the RASL. Pursuant to 10 USC 14301, officers who are on the RASL and who are in or above the primary zone of consideration for promotion must be considered for promotion by a Mandatory DA Promotion Selection Board. States shall not remove officers properly continued beyond MRD (refer to MRD Handbook) from the list of officers to be considered for promotion IAW IPPS-A User Manual-ARNG or IPPS-A equivalent, when published. It is not applicable to retiree recalls, as officers in this category do not serve on the RASL, or to officers who will reach MRD (refer to MRD Handbook) within 90 days of the date on which a Mandatory DA Promotion Selection Board is scheduled to convene.

f. The following officers are eligible for promotion consideration and federal recognition to the higher grade while retained beyond their MRD:

(1) Officers who have reached sanctuary and are retained to qualify for a regular or non-regular retirement.

(2) USPFOS who are not in a technician status.

g. Mil-Techs retained beyond MRD for years of service are not eligible for promotion consideration by a mandatory board pursuant to 10 USC 14301(i). Retained Mil-Techs will not receive federal recognition to the higher grade.

h. Mobilized ARNG officers, regardless of the units to which they are assigned while mobilized, may be promoted against vacant positions within their respective States provided they meet the following requirements:

(1) The officer must be eligible and fully qualified.

(2) The position to which the officer will be assigned upon promotion must be a valid MTOE or TDA position. Additionally, this position must be vacant, and the officer must be the sole occupant (i.e., the position cannot be "double slotted").

(3) Federal recognition Process. A mobilized officer recommended for a unit vacancy promotion will be processed IAW current federal recognition Board procedures. Packets must include a memorandum endorsed by TAG, formatted in the same manner as TAG memorandum submitted for selected officers of a Department of the Army Mandatory Promotion Board. This memorandum's subject line must read "Unit Vacancy Promotion of Mobilized ARNG officer"

### **8-8. Minimum years of time in grade for promotion eligibility**

A commissioned officer must complete the following minimum Time in Grade (TIG) prior to being considered for promotion and federal recognition in the higher grade:

<b>Grade</b>	<b>Minimum Time in Grade in Lower Grade</b>
2LT to 1LT	18 months
1LT to CPT	2 years
CPT to MAJ	4 years
MAJ to LTC	4 years
LTC to COL	3 years

### **8-9. Promotion to 1LT**

This guidance applies to all ARNG 2LTs. IAW Tables 2-1 and 2-3 of reference c, OBC is the minimum military education requirement criteria for promotion from 2LT to 1LT. Department of the Army policy authorizes Reserve Component second lieutenants on the reserve active-status list to be promoted with a minimum of 18 months TIG and completion of OBC, if otherwise qualified. Commanders and State Adjutant Generals retain the authority to disapprove promotions.

a. The unit commander must submit a NGB Form 78 for 2LTs requesting TAG grant an extension to

24 months if an officer fails to complete OBC at 18 months.

(1) Waivers up to 36 months are granted only when an officer is enrolled in OBC through Army Training Requirements and Resources System (ATRRS). The start date must be prior to the first day of the 36th month and includes a statement which reflects separation proceedings-initiated NLT the end of the 36th month. The state will not separate officers who physically attend OBC at the 36th month.

(2) IAW USC 14503 no extensions beyond 36 months are authorized. Discharge is required regardless of the reason for the officer found not qualified for promotion. The state will initiate separation proceedings no later than completion of 36 months of commissioned service with a separation date no later than 42 months of commissioned service.

(3) Officers who are not fully qualified but are enrolled in the course at the 36-month mark, may be retained, but must be separated at 42 months (AR 135-175). There are no waivers for this policy.

b. Reserve Component (RC) Aviation 2LTs who have not graduated from an OBC may be promoted at 24 months of commissioned service if currently enrolled in Flight School XX1 OBC and not flagged. Completion of OBC remains a requirement for promotion selection to CPT.

c. 2LTs commissioned through the ECP are eligible for promotion to 1LT at 24 months TIG without OBC completion.

d. 2LTs who reached their maximum time in grade are eligible for promotion to 1LT without regards to vacancy/02 position or in an excess position and meet all state requirements for promotion.

e. Otherwise qualified Reserve Component (RC) chaplain candidates (56X) who have not graduated from the Chaplain Officer Basic Course (CHOBC) may be promoted to 1LT at 18 months of commissioned service if currently enrolled (full-time) in an Army approved civilian graduate degree program leading to appointment as a fully qualified chaplain (56A). Completion of CHOBC remains a requirement for promotion selection to CPT.

f. States must make every effort to assist 2LTs in obtaining school seats at the earliest window to avoid statutory qualification issues. TAGs have the authority to retain 2LTs for periods up to 36 months; but officers should be separated as early as possible when their options are limited in completing this requirement. Officers may be reappointed to continue their commissioned service time and meet the education requirement before reaching 42- months of commissioned service. Submit requests for reappointment as an exception to ARNG-HRH-O.

#### **8-10. Military education requirements for promotion**

a. The minimum MILED requirements for promotion are described in paragraph 8-10f. Basic BR commissioned officers and AMEDD officers in AOC 67J or MFA 70 will attend OBC within 24 months of appointment in the ARNG. The TAG of an officer who is not in attendance at OBC within the above stated time frame will process the required MILED waivers on behalf of the Soldier. If the officer has not completed OBC by 36 months of commissioned service, separation proceedings must be initiated (10 USC 14503). Exceptions to this policy are ECP LTs (as outlined in paragraph 8-10g and chapter 12).

b. All AMEDD officers (except for AOC 67J or MFA 70) will attend an appropriate AMEDD OBC within 24 months of appointment. JAGC officers must complete the same MILED requirements (refer to AR 27-1 and AR 135-155). OBC Resident officer basic course schooling for specialty BR officers (other than AOC 67J or MFA 70) may be in lieu of annual training (AT).

c. Chaplain BR officers (except for AOC 56X) will complete the CHOBC Course in accordance with 8-10, a. , as noted above.

d. ECP officers will attend OBC, scheduled by HRC, upon selection and transfer to Reserve Forces Duty (RFD) status or if selected for AD, ECPs will be scheduled for OBC on orders by HRC. ECP officers with a year or less remaining until graduation will be scheduled for OBC upon graduation unless they volunteer to attend OBC when appointed.

e. CGSOC/ILE may be attended by all Army officers CPT or MAJs who are CCC (or other Officer Advanced Course) graduates. Additionally, CGSOC/ILE must be completed by the 15th year of commissioned service.

f. All ARNG officers must be 100% CGSOC/ILE (or equivalent Group I course listed in Appendix F) complete to be assigned to battalion or higher command position or as brigade XO or S-3. Additionally, LTCs must have completed CGSOC/ILE (or equivalent Group I course listed in appendix F) to qualify for assignment to and promotion in any principal staff position, aside from specialty BR positions, at brigade or higher-level commands. ARNG officers should be 100% CGSOC/ILE complete prior to assignment to key developmental positions such as battalion XO or S-3 officer. This differs from MILED requirements for promotion.

g. MILED Requirements for Promotion to (applicable to all ARNG officers) :

**TABLE 8. 1**  
**MILED REQUIREMENTS FOR PROMOTION**

First Lieutenant and Captain	OBC
Major	Completion of Captains Career Course or any officer advanced course (i.e., Active Component (AC) or Reserve Component (RC) Officer Advanced Course (RC OAC)
Lieutenant Colonel	50% Completion of Command and General Staff Officer Course (CGSOC/ILE) , completion of the Theater Sustainment Planners Course, or equivalent Group I course listed in appendix F.
Colonel	Completion of CGSOC/ILE (or equivalent Group I course listed in Appendix F; AMEDD AOC-MFA and AMEDD AOCs are all considered Medical FA's. Per AR 350-1 these Medical FAs fulfill the FA requirement in lieu of the Advanced Operations Course). All AMEDD officers who complete ILE Common Core and have completed their area of concentration qualification and/or credentialing requirements for their health care specialty/discipline (per AR 40–68) are military education level (MEL) 4 complete (see AR 40–68). (DA PAM 600-4 30 March 2020)

*h.* The following alternate requirements or exceptions are authorized:

(1) AR 350-1 outlines the requirements for constructive, equivalent, or operational credit which is a separate process than the military MILED waiver process. This process requires submission through ARNG-HRH-O for coordination of final approval. Credit may be granted to individuals in lieu of course attendance based on previous experience and/or training. Officers awarded course credit will be considered for promotion, assignment, or other personnel actions on the same basis as graduates of the course concerned and no waiver is required. Approval of AMEDD MFA equivalent credit is not required. A DA 4187 requesting an IPPS-A change and a copy of the DA 1059 demonstrating completion of CGSOC/ILE for all AMEDD officers will grant equivalent credit for completion of Advance Operations Course based on AR 350-1 and are considered Military Education Level (MEL) qualified.

(2) Upon request, constructive credit for CGSOC/ILE may be awarded on an individual basis by HQDA by virtue of successful completion of an equivalent resident or higher-level resident course conducted by another school of the U. S. or foreign military service.

(3) Equivalent credit, if awarded, will be for promotion purposes only. Awarding of equivalent credit does not authorize appropriate MEL qualification. Attendance at the appropriate course (or approved constructive credit) is required for MEL qualification. Submit requests for equivalent credit to CNGB, ATTN: ARNG-HRH-O.

(4) Commissioned officers assigned to Selective Service Sections must meet the MILED requirements for promotion as listed in this paragraph.

(5) All ARNG chaplains (AOC 56A) are required to complete the following mandatory military education; CHOBC) , Chaplain Captain Career Course, CGSOC/ILE, and the Operational Religious Leader Course (functional area credentialing course). ARNG and USAR chaplain candidates (AOC 56X) are full-time graduate theology students (for up to 6 years) in an educational delay and are exempt from mandatory MILED requirements to include CHOBC) until no longer in a student status and appointed in AOC 56A as a chaplain as provided for in AR 165-1).

(6) MS officers are required to complete the following mandatory military education; OBC, OAC, MFA and CGSOC/ILE. All AMEDD officers may elect to attend Advance Operations Course. Mandatory MILED requirements for promotion (except for OBC as specified in paragraph 8-9 above) are waived for MC, DE, AN, SP, VC, and MSC officers with AOC 67E, 67F, 67G, or MFA 71, 72, 73. Officers who do not complete mandatory MILED will not be assigned to 70 series MSC duty positions. ARNG medical school and dental school student officers are exempt from mandatory MILED requirements to include OBC if provided for in AR 135-155.

*i.* The 70 series MSC officers may be assigned to any grade appropriate 70 series position. However, in order to be promoted in that position they must qualify for the AOC of that position. Exception: 1LT MSC officer may be promoted to CPT without appropriate AOC if they are DA Select.

*j.* The 70B CPTs who are not educationally qualified to hold any other 70 series AOC must complete appropriate AOC producing course prior to promotion to MAJ. 70H is the only AOC that requires CCC for award. 70B is limited to company grade officers per Smart Book DA PAM 611-21.

*k.* Aviation LTs may be promoted upon completion of OBC as verified by the Army Training Requirements and Resources System (ATRRS) but before completion of Initial Entry Rotary Wing (IERW). A DA Form 1059 will not be issued prior to completion of IERW.

*l.* MILED waivers are for consideration by DA Mandatory Board only.

(1) This section applies to all commissioned officers in the ARNG serving in an active status (M-Day, T32AGR, or T10 AGR). Exceptions contained in AR 135-155 pertaining to Chaplains and some AMEDD officers remain. HRC is the approval authority for MILED and CIVED waiver.

(2) Waiver requests must be submitted through ARNG-HRH-O per paragraph 2-10h of this publication. States must submit waiver requests NLT 60 days prior to the DA Board's scheduled convene date. ARNG-HRH will submit requests to HRC for further processing. HRC does not routinely issue memoranda approving or disapproving MILED waivers, therefore States should consider an officer's selection as an approval of the waiver.

(a) Military Education. MILED waivers are authorized for promotion to the grades of MAJ and LTC only. CPTs and MAJs may request a waiver if they are in or above the zone of consideration for the DA Board, served 12 or more cumulative months of documented OCONUS deployment within the 36 months preceding the convening date of their mandatory promotion board, and have completed the following:

(1) For promotion to MAJ, CPTs must have completed the nonresident portion of CCC.

(2) For promotion to LTC, MAJs must have completed Phases I and II of CGSOC/ILE.

(3) AMEDD officers must be fully qualified per Smart Book DA PAM 611-21 in the AOC of the position to which being promoted. Promotion to MAJ includes the completion of AMEDD CCC and completion of the AOC course to which the officer is being assigned and promoted in for 70 /67J series officers. For 70 /67J series, education is not waivable.

(4) Officers selected for promotion by a DA Board with an approved MILED waiver may be promoted prior to completing the education required for the higher grade. Selection notification memoranda will not include language further restricting the officer's promotion eligibility due to incomplete MILED requirements.

(b) Officers who are considered by the DA Board while enrolled in resident CGSOC/ILE or resident CGSOC/ILE Common Core satellite course will be considered by the board to have their educational requirement "complete" without requiring a waiver for the board. This is for consideration/selection purposes only. If selected, the officer may be promoted prior to completion of the course. Regardless of the "completed" status granted for board consideration, the officer must complete the remainder of the required course to be considered educationally qualified.

(c) The authority to promote a DA select officer remains a function of the State. Once a DA select officer is promoted by the State under the provisions of paragraph 8-16, they will be extended federal recognition without further examination per 10 USC 14316. Promotion packets for DA select officers will continue to be administratively processed by the federal recognition section.

(d) An officer who has an approved waiver, has been selected by the DA Board, or has been promoted to the higher grade must still complete regulatory or statutory MILED requirements. The officer must complete the required MILED prior to being seen by the next promotion board to be considered educationally qualified. None of the previously listed actions are considered equivalent or serve as constructive credit.

### **8-11. Civilian education requirements**

CIVED requirements are found in chapter 9 of this publication.

### **8-12. Federal recognition board procedures**

FRB is required for unit vacancy promotions.

### **8-13. Required documents**

The records and related documents indicated in appendix B for commissioned officers promoted to fill vacancies will be electronically submitted to the CNGB, ATTN: ARNG-HRP, 111 South George Mason Drive, Arlington, VA 22204-1373.

*a.* Memorandum of recommendation from the officer's immediate commander, properly endorsed by all commanders concerned and by the State's TAG. Format of memorandum and endorsements are contained in appendix E.

*b.* Copy of document appointing the FRB (applicable to unit vacancy promotions only).

- c. NGB Form 89 (Proceedings of an FRB) including required certifications and endorsement from the Senior Regular Army Advisor (applicable to unit vacancy promotions only).
- d. Copy of State promotion order.
- e. Evidence of completion of required MILED.
- f. Evidence of completion of required CIVED (transcripts).
- g. Copy of current Medical Protection System (MEDPROS) printout/IMR.
- h. DA Form 705(or replacement) , Army record Physical Fitness Test score card, including DA Form 3349, when applicable.
- i. Any other pertinent documents.
- j. AMEDD specific requirements:
  - (1) AN Corps officers must have Bachelor of Science in Nursing (BSN) degree (or higher) to be promoted to MAJ and above if appointed prior to 1 October 2009.
  - (2) AN Corps officers must have BSN degree (or higher) to be promoted to CPT if appointed after 30 September 2009.
  - (3) Officers must be assigned to a valid vacancy, with no other officer assigned to that position and must be assigned to a position requiring the specialty held by the officer or be an authorized substitution. MSC officers' (67A-67D AOC only) primary specialty will be shown in IPPS-A User Manual by their MFA AOC (70-73 series) , not BR AOC (67 A-D series).
  - (4) MC, AN, DC, SP and VC officers will have a confirmation memorandum verifying that the officer is credentialed in the official military credentialing system, and not just at State level. This includes AN Corps officers who hold 66F and 66P only.
  - (5) A 70B MFA is for company grade officers only. To be eligible for promotion to MAJ 70B MSC officers must have graduated from a MFA course (70A, 70C, 70D, 70E, 70H, 70K, 67J) per requirements of Smart Book DA PAM 611-21, or apply for and be awarded constructive credit by the AMEDD Center and School, and be assigned to the corresponding MFA or O5A position.
  - (6) MC officers will have their primary AOC shown in IPPS-A User Manual per the medical specialty training they received as denoted on their DA 5074-R and not the AOC of the duty position to which assigned.

**Section III.**

**Mandatory consideration for promotion**

**8-14. Consideration for promotion by a mandatory selection board**

a. A commissioned officer will be considered for promotion by a DA mandatory selection board, in their competitive category as a Reserve commissioned officer of the Army, when the officer meets minimum TIG requirements prescribed for the zone of consideration. Consideration for promotion by a DA mandatory selection board will occur during the year prior to the year the officer reaches maximum TIG. The provisions of AR 135-155 will apply.

b. An officer identified as erroneously omitted by a mandatory selection board or whose record contained a material error (as defined by AR 135-155) when reviewed by the mandatory selection board can request a SSB. Requests for SSB consideration will be forwarded through the officer's State/Territory OPM to NGB/DA Boards (ARNG-HRP) at ng.ncr.ngb-arng.mbx.arng-hrp-r-da@army.mil.

**8-15. Time in grade for mandatory consideration for promotion**

Maximum TIG in years for mandatory promotion consideration is:

<u>Grade</u>	<u>Maximum Time in Grade in Lower Grade</u>
2LT to 1LT	36 months
1LT to CPT	5 years
CPT to MAJ	7 years
MAJ to LTC	7 years
LTC to COL	6 years*

\*Announced annually. Normal time in grade is 6 years, subject to the needs of the Army.

**8-16. Federal recognition for promotion after Department of the Army Mandatory Board selection**

a. An ARNG commissioned officer selected for promotion as a Reserve commissioned officer of the Army resulting from mandatory consideration may be extended federal recognition in the higher grade, provided they meet the promotion criteria as outlined in this chapter.

b. An officer may be promoted and extended federal recognition in the higher grade prior to reaching the date of maximum time in grade provided they are otherwise qualified.

c. The following exceptions for vacancy requirements are authorized:

(1) MC, DC, VC, SP, CH, and JAGC officers who have been selected for promotion by a mandatory selection board may be promoted over-grade (extended federal recognition in the higher grade) , provided promotion is to the rank of LTC or below, and it is not more than one grade higher than that specified for the position in the MTOE or TDA. These officers may be extended federal recognition in the higher grade on or after the date of eligibility for promotion. MC and DC officers may be promoted in any AOC appropriate position, regardless of the grade of the position if selected by a DA mandatory board. AN and 70 series MSC officers (to include 67J) may be promoted one grade over the grade of the position (from 1LT to CPT only) on maximum TIG, and/or per ARNG G1 Over- grade Policy guidance.

(2) Professional ARNG commissioned officers (AMEDD students (Medical, Dental, IPAP, Clinical Psychology, and Social Worker) , JAGC and Chaplain Candidates) assigned to temporary (templet) positions. A copy of the templet approval memorandum must accompany the promotion packet.

(3) Chaplains do not have a DA Board for promotion from 1LT to CPT. In lieu of a DA board the chaplain proponent has a Chaplains CPT Certification Review (CCCR). Up to three times a year the ARNG Chaplain Personnel manager at NGB will review all Chaplain 1LT officers to determine eligibility based on HQDA guidance. Unit vacancy promotions for Chaplain 1LT officers are not authorized. A copy of the HQDA scroll produced by the CCCR must be included in the items listed in d. below.

(4) Policy for promotion of officers assigned in an over-strength status will be published by ARNG-HRH.

d. Upon notification of DA Board selection for promotion, the State will validate the officer meets all promotion criteria as listed in paragraphs 8-8, 8-10 and 8-15 of this publication, then submit the following documents to CNGB, ATTN: ARNG-HRP.

(1) Copy of Board results announcing selection.

(2) Copy of State promotion order.

(3) Personnel Qualification Record (DA Form 2B) reflecting required civilian and military education.

(4) Copy of MILED Waiver for DA Board selection (if required).

#### **8-17. Delay of promotion as a Reserve of the Army**

a. The State TAG or their designated representative is the approval authority for delay of promotion for officers in the rank of LTC and below per AR 135-155.

b. An officer below the rank of COL that has been selected to the next higher grade by a mandatory selection board may request to voluntarily delay the promotion. The one-time delay period may be granted by TAG or their designated representative in any increment up to a maximum of three years from the release date of the board or the date of eligibility for promotion, whichever is later. If the delay is approved, the officer will remain on the promotion list until the promotion is accepted, declined or the officer is separated, but no longer than three years from the authorized start date of delay. At the end of the approved delay period, if not yet promoted, the officer must either accept promotion, transfer to the USAR (IRR) and be promoted or decline the promotion. An officer who elects transfer to the USAR to accept promotion may be separated from the ARNG at any time but not later than the day after the expiration date of the delay. If the officer declines the promotion, they will be removed from the promotion list and considered to have failed selection for promotion, thus becoming a first time non-select. The officer will be considered again for promotion by the next mandatory selection board for their grade. An officer below the rank of Colonel who declines a promotion will be considered again for promotion by the next mandatory selection board for their grade. If selected, the officer can again request a delay. However, the period of delay will be for no longer than three years from the release date of the board. The same options are available to the officer during and at the end of the delay period as described above. Officers below the grade of LTC who again decline the promotion, will be removed from the promotion list, considered to have failed selection a second time and will be removed from active status, unless subsequently placed on a promotion list, selected for continuation, or retained under any other provision of law.

c. An officer (other than AGR) in the rank of LTC who twice declines a promotion will be considered again for promotion by the next mandatory selection board for their grade.

d. An officer who requests delay of promotion and is denied by the approval authority must either accept promotion or be removed from the promotion list and considered to have failed selection.

e. An officer who has been selected for promotion by a mandatory selection board who fails to make an election to be promoted, or declines a promotion on or before the end of the maximum allowable delay period will be transferred to the IRR.

f. An officer who elects transfer to the USAR (IRR) for purposes of promotion should notify HRC Office of Promotions, Reserve Components, Fort Knox, KY by memorandum to facilitate the action. The promotion will be processed in accordance with AR 135-155 after the officer has been accessed into the

USAR (IRR). Requests should be forwarded to HRC Office of Promotions, Reserve Components, Fort Knox, KY.

*g.* A qualified First Lieutenant, after having delayed promotion as authorized under AR 135-155, may be promoted to the rank of Captain upon completion of the maximum delay period without change of assignment, provided qualified Lieutenants are not available and all other positions in the unit in the rank of Captain or above are occupied.

#### **8-18. Delay of promotion for Active Guard Reserve officers**

*a.* An officer serving on an AGR tour, T10 or T32, who is selected for promotion by a mandatory selection board but cannot be promoted because of strength in grade limitations or because they are not in a position requiring the higher grade, is not required to decline promotion. The promotion of an AGR officer is delayed and the officer will remain on the promotion list per AR 135-155, until the officer is:

- (1) Removed from the promotion list.
- (2) Promoted to the higher-grade following grade authorization availability.
- (3) Promoted to the higher-grade following release from the AGR program.

*b.* An officer in a delay status who is released from the AGR program and remains in an ARNG unit will be subject to the provisions of paragraph 8-17, as appropriate. Approved delays, after release, will be from the date that would have otherwise been the officer's delay period start on the date had they not been in the AGR program.

#### **8-19. Promotion of critically ill officers**

*a.* There is no legal basis for accelerating an officer's promotion to occur before the promotion of those who are ahead of them on a promotion list. However, if any officer on a published promotion list becomes terminally ill, the commander of the Military Treatment Facility (MTF), or a senior medical officer who has detailed knowledge of medical fitness standards, will report the facts to TAG for further reporting to CNGB, ATTN: ARNG-HRP. The following facts must be included in the report:

- (1) The date of the DA Mandatory Selection Board results.
- (2) The date the officer was hospitalized.
- (3) Diagnosis and life expectancy.
- (4) LOD determination.

*b.* Based upon the facts provided, the CNGB, in conjunction with the G-1, will determine whether the officer maybe promoted before their death. Officers who are not promoted in the normal course of events may be promoted posthumously, if otherwise eligible, according to paragraph 8-20.

#### **8-20. Posthumous promotions**

*a.* An officer may be posthumously promoted if, at the time of death, the following conditions are met:

(1) Proper authority has approved the recommendation of the promotion selection board at the time of death. A posthumous promotion to 1LT must have been approved by proper authority prior to death. Officers on the permanent or temporary disability retired list (TDRL) must have been in a promotable status when added to the list.

- (2) The death was not due to the officer's own misconduct.
- (3) The officer was not on an unauthorized absence.

*b.* No persons will receive any bonus, gratuity pay, or allowance because of a posthumous promotion. However, the officer's name will be carried on military records in the higher grade and that grade may be included upon the burial marker in recognition of the officer's lifetime accomplishments and contribution to the nation.

*c.* The DD Form 1300 (Report of Casualty) is the official certificate of death issued by Army Human Resources Command, Casualty Operations Center. Posthumous promotions will normally be approved unless a recommendation to remove an officer from a promotion list or to deny promotion is addressed in the Casualty Report or is received under separate cover before a DA Form 3168 (Posthumous Promotion Certificate) is issued.

*d.* Army Human Resources Command will, upon effecting the posthumous promotion, issue a DA Form 3168 to be furnished to the primary next of kin along with the DD Form 1300.

#### **8-21. Promotion of Army National Guard of the United States officers on active duty during promotion consideration**

*a.* These actions will be accomplished per AR 135-155.

*b.* ARNG officers ordered to AD under a Presidential Reserve Call-up or partial mobilization will remain under the provisions of this chapter and processed for promotion as follows: An officer ordered to



AD in a vacancy requiring a higher grade may be promoted if selected by a FRB or mandatory selection board at any time before or after being ordered to AD.

c. Due to assignment and controlled grade restrictions in the AGR program, States will not be authorized additional controlled grades solely for the purpose of reassessing into the AGR program Soldiers who were promoted while mobilized.

## **Section IV**

### **Promotion of Army National Guard officers serving on T10 Active Guard Reserve tours**

#### **8-22. General**

This section provides the procedures for promotion and continuation on AD of ARNG commissioned officers serving on T10 AGR Tours.

#### **8-23. Procedures**

a. Upon selection for assignment and promotion to a position requiring a higher grade, the ARNG, Human Capital Management Division will forward correspondence inviting the State to promote the officer to the next higher grade effective on a specific date. If acceptable, the State will issue orders promoting the officer citing this regulation. The State will then forward a request for federal recognition of the officer to ARNG Personnel Division (ARNG-HRP), in accordance with such procedures as ARNG-HRP prescribes.

b. States are only authorized to promote T10 AGR officers and continue them on AD when the following conditions have been met:

(1) The officer is eligible and qualified for promotion in accordance with all other provisions of this regulation (FRB is required unless the officer has been selected for promotion by the DA Mandatory Selection Board).

(2) The officer is serving in a higher grade MTOE/TDA position, and an appropriate grade authorization has been provided to the respective State by the ARNG, Human Capital Management Division.

c. If the State does not desire to promote the officer, the ARNG, Human Capital Management Division will be notified, and the promotion procedure will be terminated.

## **Section V**

### **Promotable Status**

#### **8-24. Promotable status**

To be considered in a promotable status the officer must be (1) assigned to the higher graded position, (2) a State Promotion is published, and (3) the officer's federal recognition packet is assigned to a scroll.

*The (P)* designates that the officer is in a promotable status. This designator is only for use in the Officer Evaluation Report (OER).

## **Section VI**

### **Special consideration**

#### **8-25. De Facto status**

If an officer's promotion is declared void and if the authority who revokes the promotion memorandum determines that the officer had, before the declaration, accepted the promotion (for example, worn the insignia) in good faith and worked in the higher grade, then they will be deemed to have served in the higher grade in a de facto status. This period of de facto status will be from the date of the erroneous promotion until the date the officer received notice that it was void. This will allow the officer to keep any pay and allowances received at the higher grade. Service during the period of de facto status is not creditable for retirement purposes. However, officers may apply for such credit from the Army Board for Correction of Military Records (ABCMR). Such application, however, does not guarantee that relief will be granted. If it is proper to promote the officer at any time after the erroneous promotion, a memorandum will be issued announcing the promotion. For additional guidance refer to AR 135-155.

#### **8-26. Promotion selection screening for exemplary conduct**

All officers recommended for promotion selection, will be screened IAW 10 USC 3583, the requirement of exemplary conduct. This screening will include, but is not limited to, a review of information maintained

by the U. S. Army Criminal Investigation Division (CID) , The DA Inspector General (DAIG) , and the restricted portion of the AMHRR. If an individual is identified as having adverse information, they will be immediately removed from the vacancy promotion scroll for further review. Officers who are found to meet requirements of exemplary conduct will be continued for federal recognition. Upon approval or confirmation of a vacancy promotion scroll, NGB will publish a Special-Order announcing promotion and federal recognition within ten (10) days of receipt from DA.

## **Chapter 9**

### **Civilian education**

#### **9-1. General**

a. As a reflection of the total Army, the demand for ARNG officers with advanced degrees has escalated sharply in recent years.

b. For appointment and/or promotion to a grade above First Lieutenant, an officer must have a baccalaureate degree from a qualifying educational institution. Qualifying educational institutions are as follows:

(1) An accredited institution recognized by the SA, or  
(2) An unaccredited institution provided that, as of the year of the applicant's graduation, it meets the requirements of 10 USC 12205(c).

c. The Education Services officer, or an officer designated by the Directorate of Military Personnel Management(DMPM) /G-1 office will verify accreditation of colleges and universities.

#### **9-2. Civilian education requirements**

a. ARNG basic BR commissioned officers require a baccalaureate degree for initial appointment and promotion to CPT (see chapter 14 of this publication for OCS Exceptions). CIVED requirements for specialty BR officers are contained in AR 135-100, AR 135-101, AR 351-3, and Smart Book DA Pam 611-21.

b. Waivers are not authorized for CIVED requirements for appointments (see chapter 14 of this publication for OCS exceptions).

c. The CIVED requirement for promotion from 1LT to CPT is a baccalaureate degree. CIVED waivers are authorized only for officers who are commissioned through OCS. Officers who have received a CIVED waiver cannot be promoted until the CIVED requirement is met. A selection based on a CIVED waiver is only valid for two years per 10 USC 12205(d) (3). Officers who have not earned a baccalaureate degree by the end of the period in which the waiver was granted must be discharged. This process requires submission through ARNG-HRH-O for coordination of final approval.

#### **9-3. Civilian education goals**

Officers who have obtained a baccalaureate degree are encouraged to pursue a graduate program or specialized education related to one of their military specialties.

#### **9-4. Civilian education documentation (fig 3-4)**

a. College semester hours and degree may be earned by any method but must be documented on an official transcript issued from a qualifying educational institution and signed by the registrar.

b. Official transcripts will be issued from the qualifying educational institution directly to the office of the State TAG, ATTN: OPM.

c. Official transcripts need not be included in appointment/promotion packets. However, the State MPMO/G1 will certify photo static copies of transcripts for inclusion in appointment/promotion packets as indicated in figure 3-4.

d. Transcripts marked: "Student Copy", "Issued to Student" (or words to that effect) , will not be accepted by CNGB in appointment or promotion actions.

#### **9-5. Civilian education requirements for direct appointment applicants**

a. Applicants for direct appointment in all the specialty branches must meet the educational requirements per AR 27-1, AR 165-1, AR 351-3, Smart Book DA PAM 611-21, AR 135-100, and/or AR 135-101, as appropriate.

b. Applicants for direct appointment in the basic branches must have a baccalaureate degree from a qualifying educational institution.

#### **9-6. Civilian education requirements for promotion of basic BR officers**

a. Officers shall not be promoted to or federally recognized in a grade above 1LT unless that officer has been awarded a baccalaureate degree from a qualifying educational institution recognized by the SA.

b. Both the statutory requirement, 10 USC 12205, and the regulatory requirement, AR 135-155, requiring commissioned officers to possess a baccalaureate degree for promotion to the next higher grade contain "legacy clauses" for officers promoted to CPT before 1 October 1995 and officers appointed prior to 1 October 1987. Officers from the legacy statutory requirements must meet the requirements as applicable.

## **Chapter 10**

### **Federal recognition boards for other than general officers**

#### **10-1. General**

Commissioned officers of the ARNG are appointed and promoted by the States under Article 1, Section 8 of the U. S. Constitution. For an officer to be concurrently appointed, promoted, or receive a BR transfer as a Reserve commissioned officer of the Army, the State action must be federally recognized. Federal recognition action is the acknowledgment by the Federal government that an officer appointed, promoted, or transferred to an authorized grade and position vacancy in the ARNG meets the prescribed laws and regulations. This chapter outlines the personnel actions requiring examination for federal recognition and for the conduct of an FRB. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

#### **10-2. Authority**

Under 32 USC 307, a board of officers will be convened to determine whether applicants for federal recognition meet the medical, moral, and professional qualifications to perform the duties of the grade and position for which examined. A commissioned officer who is federally recognized is tendered an appointment as a Reserve commissioned officer of the Army with assignment to the ARNG (10 USC 12211).

#### **10-3. Appointment**

FRBs are appointed by the area commander having jurisdiction. Appointments are made for the SAA. This authority may be further delegated. The SAA is the delegated authority to appoint FRBs and sign the appointment order for the area commander.

#### **10-4. Composition**

FRBs will consist of a total of three commissioned officers of the Regular Army and the ARNG. In the selection of officers from the ARNG, State TAG may be requested to nominate officers for membership.

a. All officers on an FRB must be at least a CPT and at least one grade senior to the applicant who is to be examined for promotion. For other actions (such as appointment and BR transfers), all officers on an FRB must be at least a CPT and senior in rank entry date to the applicant who is to be examined.

b. At least one of the three officers of the board will be from the Regular Army. The remaining officer(s) will be from the ARNG. The Regular Army officers must be either Active Component (AC), or ARNG serving on AD or Full Time National Guard Duty (FTNGD) status authorized by 32 USC. ARNG officers must be serving on the FRB in an active ARNG status. When it is determined by the Army commander that Regular Army officers are not available, ARNG officers may be detailed in their place. Each ARNG officer must be federally recognized in grade and BR. The assignment of ARNG officers in place of Regular Army officers should be used as a last resort.

c. The senior officer on the FRB will serve as president of the FRB.

d. Whenever possible a minimum of one officer on the FRB, and preferably two, should be federally recognized in the same BR or be qualified in the same specialty for which the applicant is to be examined.

e. When available, a commissioned Army aviator will be included as a member of the board when considering applicants for appointment with assignment to an aviation position.

f. Whenever possible, board membership should include a minority group. Females shall not be used to meet both the gender and minority requirement, unless the female also identifies themselves with one of the minority groups.

g. The SAA will, whenever possible, convene the board using internal assets. In cases where this is not possible, the SAA is authorized to coordinate directly with other Army activities, and adjoining States.

#### **10-5. Board site**

The FRB should be established at the State level to provide a uniform basis for selection and to ensure that only candidates possessing full qualifications and high potential for success as commissioned officers

are appointed or promoted.

a. When geographical considerations warrant the designation of multiple board sites, their number should be strictly limited, and each board will be given identical guidance.

b. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

#### **10-6. Procedure**

a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows:

(1) The recorder will read the order appointing the board.

(2) Challenges will be received. If challenges are received, follow procedures prescribed in 10-6c of this publication.

(3) The recorder will administer the oath to all other members of the board and then the President of the board will administer the oath to the recorder.

(4) The president of the board will brief the members of the board as to their responsibilities.

(5) The president of the board will discuss with the other members of the board the Memorandum of Instructions.

(6) If required, interview applicant(s).

(7) It will be the responsibility of the board to determine, from the records submitted, whether or not the applicant(s) meets all requirements for federal recognition in the grade and position for which being considered.

(8) The president of the board will advise the applicant(s) that all statements made to the board and all forms submitted in connection with the application for federal recognition will be verified against available records, and the disclosure of any false or incomplete statement may be cause for denial of federal recognition by the CNGB.

(9) The board will proceed with the examination of the applicant(s) as specified in the following paragraphs. If at any time during the examination it is determined that the applicant(s) is not qualified, the examination will cease, and the applicant(s) will be excused.

(10) The findings and recommendations of the board will be indicated on NGB Form 89 (see appendix B).

b. Attendance.

(1) Members. Full membership of a board constitutes a quorum. If all members are not physically or electronically present, the board will adjourn until such time as the attendance of all members can be obtained. If all members cannot be assembled within a reasonable time, the president of the board will report that fact to the appointing authority.

(2) Applicants. All applicants, except as indicated below, will be required to appear before the FRB.

(a) Applicants being considered for promotion need not appear, unless the president of the FRB desires.

(b) Applicants being considered for BR transfer need not appear, unless the president of the FRB desires.

(c) Graduates of approved OCS applying for initial appointment as second lieutenants need not appear. The OCS selection process and the evaluation procedures for successful course completion are considered sufficient for that purpose.

(d) TAG may grant a waiver for an applicant for initial appointment to not have to appear, if a scheduling conflict arises that cannot be overcome. This should only be used in extreme cases. (e.g., a doctor has been called away for a medical emergency).

c. Challenges. Each applicant will be given an opportunity to challenge any member or members for causes as follows:

(1) Only one challenge will be made at a time.

(2) The applicant will declare cause on which each challenge is based.

(3) The board, exclusive of the challenged member, will determine the validity of the challenge.

(4) When a challenge is sustained, the board will suspend proceedings and transmit the record of proceedings to the appointing authority.

(5) The appointing authority may:

(a) Approve the action of the board and replace the challenged member, or

(b) Disapprove the action and direct the board to proceed.

d. Oaths. Oaths will be administered to the board to proceed.

(1) By the recorder to the other members of the board: "Each of you and state your name, , do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof except as may be directed by proper authority. "

(2) By the President to the recorder: "I, state your name, , do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or non-selection of individual officers except to proper authority. "

#### **10-7. Examination**

a. General qualifications. The board will determine the general qualifications of each applicant to evaluate suitability for military service in the grade and BR for which federal recognition is being applied for by considering:

(1) MILED and CIVED, age, mental aptitude, citizenship, personal character and leadership traits, and motivation.

(2) Military, business, and professional experience.

(3) Efficiency of military unit under applicant's command, if applicable.

(4) Responsibilities that will devolve upon the applicant.

(5) Review of officer's evaluation report file.

(6) Security requirements and evidence that proper screening has been initiated or completed.

b. Medical qualifications. The board will validate medical qualifications of an applicant utilizing, a memorandum provided by the State Surgeon that declares medical qualification. The State Surgeon is responsible for reviewing all accession medical examinations, regardless of where they were completed, to ensure completeness and accuracy. The forms for the accession physical exam should also be submitted. Refer to 2-7. h.

c. Physical fitness standards.

(1) Weight/body fat standards in AR 600-9 apply for all commissioned officers to include initial appointment.

(2) Officers who have failed the most recently administered test or have not taken the Standard Army Fitness Test within the time frame prescribed in AR 350-1 will be flagged per AR 600-8-2 and be in a non-promotable status.

(3) Medical profiles are applicable to items 1 and 2 above.

d. Integrity and character. Throughout the selection process, consideration must be given to an officer's integrity and moral character. These constitute the real foundation of successful leadership. Officers who have sacrificed their integrity have forfeited the respect and trust of those with whom they serve. Absolute integrity of word, deed, and signature is a matter that permits no compromise. Thus, the individual officer bears great responsibility for the establishment and observance of scrupulous ethical and moral standards. Non-selection may be based on a major action, relief for cause, demonstrated cowardice and lack of integrity, moral turpitude, or professional ineptitude. The board will inquire into the moral character of the applicant, is authorized to seek verification in writing of the statements made by the applicant and may seek additional information from reliable sources to clarify any unfavorable situations. The applicant will be informed of any unfavorable statements of facts relative to moral character and will be given an opportunity to refute or explain such statements.

e. Professional qualifications. It is within the prerogative of the board to prescribe such professional examinations, either written or by practical test, as it deems necessary to determine the professional qualifications of the individuals if the records indicate that such is desirable.

#### **10-8. Determination of qualifications of United States Army Reserve officers**

A USAR officer applying for federal recognition in the same grade and BR as that held as a Reserve commissioned officer of the Army is exempt from examination by an FRB. Additionally, a 2LT who has not completed an officer basic course or equivalent applying for federal recognition in a BR other than that held as a Reserve commissioned officer of the Army is exempt from examination by an FRB, provided the 2LT has previously been awarded federal recognition or has a RA commission. Other officers of the USAR seeking appointments in the ARNG in branches other than those held as Reserve commissioned officers of the Army must appear before an FRB for a determination of their qualifications for the new BR and position involved.

#### **10-9. Appraisal of experience**

a. Applicants without prior commissioned officer service or who are not graduates of an OCS course

(direct appointments) will be examined in the following manner. After reviewing the application and allied papers, the board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. Technical competence will be inferred from the applicant's record of training and experience and the impression made on the board during the interview or review of records.

*b.* Applicants with prior commissioned officer service. The board will examine the application and allied papers and question the applicant regarding experience. Matters which are listed in paragraph 2-6 of this publication, but which were waived by the CNGB prior to the applicant's appointment, will not be the sole basis for finding the applicant unqualified for federal recognition. The board will review the applicant's evaluation reports and other supporting documentation that cite the officer's manner of performance to determine general fitness.

*c.* Applicants with OCS course credit. The board will examine the application and allied papers. Matters that are listed in paragraph 2-7 but were waived by the CNGB or other waiver authority prior to the applicant's appointment, will not be the sole basis for finding the applicant unqualified for federal recognition. The board will review the applicant's evaluation reports and other supporting documentation that cite the applicant's manner of performance to determine general fitness.

#### **10-10. Appraisal of promotion qualifications**

Applicants for promotion will be examined per the current Memorandum of Instruction providing SA guidance to FRB members regarding standards for promotion of ARNG officers as Reserve commissioned officers of the Army.

#### **10-11. Findings**

*a.* The findings and recommendations of the board will be reported on NGB Form 89. This form will be regarded as privileged information, marked "FOR OFFICIAL USE ONLY," and forwarded to TAG through the SAA. If the applicant is found "not qualified," the reasons will be indicated on NGB Form 89.

*b.* After adjournment, members are encouraged to familiarize other officers with FRB procedures in general. However, specific analysis or details of the board's proceedings pertaining to selection or non-selection of individual officers, whether recorded or unrecorded, will not be disclosed, except as directed by appropriate authority.

*c.* Board membership will not be revealed until the board adjourns. The board will not adjourn until authorized to do so by TAG or their designated representative.

#### **10-12. Unanimity of recommendations**

To receive a favorable recommendation for federal recognition, the board must vote unanimously otherwise the result will be an unfavorable recommendation.

#### **10-13. Reconsideration for federal recognition**

An applicant who is not recommended for federal recognition upon consideration by the FRB may be authorized by TAG to be considered by a subsequent FRB when evidence indicates that a material error existed in the record or that the deficiency for which the individual was initially rejected no longer exists and the individual meets all other requirements specified for initial consideration. Reconsideration requires personal appearance before the FRB.

#### **10-14. Procedures for completion of examination by the board**

*a.* Preparation of NGB Form 89. Upon completion of the examination of each applicant, the examining board will prepare a written record of the proceedings (NGB Form 89) including as exhibits any documents they deem pertinent to their findings and recommendations and as such are required to become a part of the record of proceedings.

*b.* Granting of temporary federal recognition.

(1) Temporary federal recognition may be granted by the FRB to those eligible, as indicated in paragraph 2-12 of this publication, when the board finds that the applicant:

(a) Has successfully passed the examination prescribed herein.

(b) Has subscribed to the oath of office (NGB Form 337) (see appendix B).

(c) Has been appointed by a State order for assignment to a valid position in a federally recognized unit of the ARNG.

(2) Temporary federal recognition will be effective on the date that final action prescribed by subparagraph (1) above was accomplished.

(3) In the case of an applicant's being considered for federal recognition contingent upon successful completion of an officer candidate course, NGR 351-5 will apply. In all other cases, the date of adjourn-

ment of the board shall not be earlier than the date of successful completion of the qualifying course and evidencing of all other requirements for federal recognition.

#### **10-15. Disposition of records**

- a. All records of the board are subject to review and approval by the CNGB, acting for the SA.
- b. The board will forward the following papers to TAG through the SAA for completion of action(s) indicated in paragraph 10-18 of this publication:
  - (1) NGB Form 89.
  - (2) All copies of application and supporting documents.
- c. A statement as follows will be included in the board report when applicable: "This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibits through. When these exhibits are removed, protective markings will be canceled. "

#### **10-16. Actions required by SAA**

Upon receipt of the board proceedings, the SAA, acting for the appointing authority, will review the board proceedings to ensure administrative accuracy and completeness. If the proceedings are found to be in error, they will be returned to the board with instructions to correct. If found in order, the SAA will forward the proceedings to TAG by endorsement indicating the board was conducted per this regulation and the current SA Memorandum of Instruction to the FRB.

#### **10-17. Actions required by the State Adjutant General**

TAG will take the following action when:

- a. The applicant is favorably recommended by the board:
  - (1) Examine application for completeness of NGB Form 89, NGB Form 337, and other documents entered into the record of the board.
  - (2) Endorses application to ARNG-HRP-R.
- b. The applicant is not favorably recommended by the board. Notify rejected applicants through channels used for submission of application furnishing reason for disqualification. If the reason for rejection does not act as a permanent bar to federal recognition, advise applicant of procedure and requirements for resubmission of application.

#### **10-18. Actions by the Chief, National Guard Bureau**

- a. Reviews the record of board proceedings and the recommendations of the TAG to determine if the application meets the qualifications and requirements for federal recognition.
- b. Extends permanent federal recognition to the applicant in the grade and BR in which the individual is qualified.
- c. Concurrently, requests HRC appoint applicant as a Reserve commissioned officer of the Army in the grade in which federally recognized.
- d. Grants temporary federal recognition, for a period not to exceed 12 months from date of State order, for commissioned officers whose application and credentials require further review.
- e. If upon review of all records, an applicant is not granted federal recognition, TAG will be notified. Temporary federal recognition, if in effect, will be withdrawn.

### **Chapter 11**

#### **General officers**

##### **11-1. Appointment and promotion authority**

The appointment and promotion of ARNG officers to and within general officer grades are functions of the State concerned, as distinguished from the federal recognition of such appointment or promotion.

##### **11-2. Appointment of Chiefs of State military departments**

- a. Of one of the 50 States. The appointment of an individual as the Chief of the State military department, their authorized assistant, and their tenure of office are governed by the laws of the State. Normally, these positions are titled "Adjutant General" and "Assistant Adjutant General," but the exact titles are governed by the laws of the State.
- b. Of a Territory or Commonwealth. Governors of the Territories of Guam and the Virgin Islands and the Commonwealth of Puerto Rico, respectively, appoint their Adjutants General.
- c. Of the District of Columbia. The President appoints the Commanding General of the District of Columbia National Guard and prescribes the grade and qualifications for the position.

### **11-3. Federal recognition criteria for Chiefs of State military departments**

#### **a. State TAG.**

(1) A TAG may be appointed and serve in that capacity without federal recognition if authorized in State law.

(2) No officer will be federally recognized to serve in the position authorized for a TAG other than the officer who is appointed as and performing the duties of the State TAG.

(3) A TAG may be federally recognized in the grade authorized by the respective State code, but not to exceed the rank of MG, subject to the following:

(a) Commissioned officers or former commissioned officers of the Armed Forces who have served in the rank of BG for a minimum of one year and are otherwise qualified may, as TAG, be considered for federal recognition in the rank of MG.

(b) Commissioned officers or former commissioned officers of the Armed Forces who have served in the grade of COL for a minimum of one year and are otherwise qualified may, as TAG, be considered for federal recognition in the grade of BG.

(c) To be considered for federal recognition in general officer grades, a TAG must meet the requirements for the grade sought as prescribed by paragraph 11-5.

(d) Upon termination of appointment as a TAG, an officer will be processed in accordance with 10 USC 14314 and AR 135-156.

**b. State Assistant Adjutants General (AAG).** Officers assigned as a State AAG may be considered for federal recognition in the grade of MG or BG when the AAG position has a corresponding ARNG strength authorization and the State code provides specifically for one or more Army AAG in the grade of MG or BG.

**c.** Commissioned officers holding a certificate of eligibility (COE) for federal recognition in the grade of BG or MG may be extended federal recognition in that grade if appointed as a TAG or AAG.

### **11-4. General officer Federal Recognition Boards**

**a. Authority.** Under the provisions of 32 U. S. C. 307 and AR 135-156, a general officer federal recognition Board (GOFRB) will be convened by the SA to determine the physical, moral, and professional fitness of candidates for federal recognition in the general officer grade and BR for which examined.

**b. Appointment.** Boards for examination of candidates for federal recognition in general officer grades will be appointed by the SA. These GOFRBs will ordinarily be convened semiannually by the SA, typically in April and October, with supplemental boards convened as needed.

**c. Composition.** The board will consist of three general officers, two of whom will be from the Regular Army and one from the ARNG. Additional nonvoting members, (e.g., medical officer, JAG, chaplain, recorder) may be appointed by the SA.

**d. Board Memorandum of Instructions (MOI).** For every GOFRB convened by the SA, the SA will provide a MOI prescribing approved board procedures that must be followed by the board members.

### **11-5. Prerequisites for GOFRB consideration for Federal Recognition in General Officer Grades**

There is one GOFRB process, which is used to consider all National Guard officers for federal recognition in general officer grades, to include COE candidates. Candidates must satisfy the following prerequisites to be considered by a GOFRB for federal recognition to a general officer grade:

**a.** Hold an appointment in the ARNG of a State, the Commonwealth of Puerto Rico, the Territories of Guam or the Virgin Islands, or the District of Columbia in the grade for which being considered. This prerequisite is not applicable to COE candidates.

**b.** Be assigned to a general officer position in a federally recognized ARNG unit. This prerequisite is also not applicable to COE candidates.

**c.** Have satisfied the following time-in-grade requirement for consideration to the next higher grade:

(1) COL to BG: 1 year

(2) BG to MG: 1 year

**d.** Be in an active status at the time the GOFRB is convened. This prerequisite is not applicable to a TAG or AAG.

**e.** Have served continuously for five years in an active status immediately preceding consideration by a GOFRB. This prerequisite is not applicable to a TAG or AAG, and for all other officers the requirement may be waived by the CNGB if an officer has been in an inactive status for no more than two years during the preceding five-year period.

**f.** Beginning on the first day of the month in which the GOFRB convenes, officers must have sufficient time remaining to serve in an active status before their MRD (refer to MRD Handbook) for maximum age.



(1) Officers other than a TAG or AAG must have at least four years remaining to serve in an active status in the higher grade before reaching maximum age for that grade (BG – age 62; MG – age 64).

(2) A TAG or AAG must have at least two years remaining to serve in an active status in the higher grade before reaching maximum age (BG AAG – age 62; MG AAG – age 64; TAG – age 66).

(3) Officers assigned to special branches (CH, JAGC, and AMEDD) must have at least two years remaining to serve in an active status in the higher grade before reaching maximum age for that grade (BG – age 62; MG – age 64). If retained under 10 USC 14703, CH and AMEDD officers must have at least four years remaining to serve in an active status in the higher grade before reaching age 68, which is the maximum age under that retention authority.

(4) Officers retained under 10 USC 14702 must have at least two years remaining to serve in an active status in the higher grade before reaching the last day of their retention period.

(5) The CNGB may approve exceptions on a case-by-case basis. Such requests must contain full justification citing the extraordinary circumstances involved, and they must be signed by the officer's Adjutant General or Governor and be submitted to the CNGB, ATTN: NGB-GO.

g. Have successfully completed the Army War College, another resident Senior Service College, or a Military Education Level – 1 (MEL-1) producing fellowship program, as described in AR 350-1, prior to GOFRB consideration for federal recognition to BG. Completion of this requirement may be waived by the CNGB only for those officers who will complete this requirement within 60 days after the convene date of the GOFRB. Officers who are granted a waiver will be conditionally considered by a GOFRB, but their names will be administratively removed from the GOFRB recommended list if they fail to complete the requisite military education requirement within 60 days after the convene date of the GOFRB.

h. Be medically qualified. All officers must meet the medical standards for retention prescribed by AR 40-501, Chapter 3 or have been processed through the appropriate board(s) with a retain recommendation.

i. All candidates must meet the weight and/or body fat standards of AR 600-9.

j. Reserve Component officers receiving retired pay may be transferred from the Retired Reserve and returned to an active status in the Ready Reserve if the SA makes a special finding of indispensability under 10 USC 10145 and AR 135-156. These officers are eligible for GOFRB consideration if they otherwise satisfy the prerequisites of this paragraph.

k. Have evidence of a favorable investigative files check and be in possession of a Defense Information System for Security (DISS) indicating a security clearance of Top-Secret SCI based on a favorable Background Investigation (BI) or Tier 5, or Single Scope Background Investigation. For those individuals who do not possess a TS SCI clearance, a BI must be initiated prior to the convening date of the GOFRB. Must possess a baccalaureate degree or higher from a school whose accreditation is recognized by US Department of Education at the time the degree was awarded.

#### **11-6. Limitations of Certificates of Eligibility**

a. Officers confirmed by the Senate for appointment in a general officer grade, but who are not assigned to a general officer position, may be issued a COE for federal recognition in that grade. A COE is valid for two years from the date it is issued. Officers assigned to a general officer position within two years after the date the COE was issued may be granted federal recognition for that grade without further examination, except as to physical condition, provided they remain otherwise qualified for federal recognition. A COE becomes invalid when an officer is removed from an active status for any reason, to include transfer to the Standby Reserve (Inactive Status List) or reaching a MRD unless otherwise retained (refer to MRD Handbook). A COE expires if an officer has not been assigned to a general officer position within two years from the date the COE was issued.

b. COEs cannot be extended under any circumstances. If officers are still qualified, they must be re-examined by a subsequent GOFRB IAW paragraph 11-10e to attain another COE.

c. An officer's COE will not be invalidated solely because the officer is retained beyond MRD (refer to MRD Handbook), for any reason, by competent authority.

#### **11-7. Nomination procedure and documentation**

Upon announcement by the CNGB that the SA will convene a GOFRB, the responsible State will submit documents for each officer being nominated for GOFRB consideration IAW the current ARNG GOFRB Handbook published by NGB-GO. The following must be submitted, in addition to any supplemental documents required in the ARNG GOFRB Handbook:

a. Nomination memorandum prepared IAW the current ARNG GOFRB Handbook. The nomination memorandum must specify if the officer is being nominated as a candidate for federal recognition or as a candidate for a COE. For candidates for federal recognition, the memorandum must state the specific rea-

sons the individual was selected for assignment to a general officer position. For candidates for a COE, the memorandum must specify the projected general officer assignment, identify the incumbent, and provide the projected date and reason the incumbent will vacate the position.

*b.* A nomination memorandum must be submitted for all officers, to include officers previously confirmed by the Senate and issued a COE that expired and Adjutant Generals Corps officers requesting consideration for general Officer of the Line (GOL) qualification.

*c.* Official military photograph (8x10 for general officers, 4x6 for COLs) taken within six months of the GOFRB convene date. The photograph will meet the specifications of AR 640-30.

*d.* Biography that includes a separate addendum describing the nature of the officer's civilian occupation and the scope and extent of responsibilities. Biography and addendums will be prepared as prescribed in the current ARNG GOFRB Handbook.

*e.* For a TAG or AAG, an extract of the pertinent portion of the State code governing appointment and grade. Executive orders or other directives (which implement a state code but are not specific in nature) are not sufficient evidence for federal recognition purposes.

*f.* Copy of State orders appointing and assigning the officer to general officer grade and position in the ARNG. ATAG position is BR immaterial. Candidates for a COE do not require a copy of State orders.

*g.* Copy of State order reassigning incumbent of the general officer position unless the position is a new authorization. This requirement is not applicable to candidates for a COE.

*h.* Current Retirement Points Accounting Management System (RPAM) printout covering the past five years, or a statement of retirement points accumulated during each of the past five years, categorized as inactive duty membership, extension course, and AD points.

*i.* Medical standards:

(1) Memorandum from the State Surgeon attesting that the nominee meets medical standards for retention prescribed by AR 40-501 or a printout of the MEDPROS IMR indicating a PHA was completed within the last 12 months and the Soldier is not on a temporary profile.

(2) A height/weight statement verified and signed by the SAA or by a doctor at a MTF within 180 days of the GOFRB.

(3) For an officer whose weight exceeds the screening table weight in AR 600-9, DA Form 5500/5501 must be completed by a medical officer indicating that an evaluation of body fat content has been made and the percent of body fat is within the limit set by AR 600-9 for the officer's age and gender.

(4) Permanent Profiles –

*j.* Officers must meet physical fitness standard requirements IAW AR 350-1 and FM 21-20. T32 M-day officers must have a valid physical fitness test within one year of the first day of the month of the GOFRB convene date. T32 Active Guard Reserve officers and all T10 officers must have a valid physical fitness test within six months of the first day of the month of the GOFRB convene date.

*k.* Mandatory or optional OER/Academic Reports (AE) must be received and entered in the officers' records IAW the ARNG GOFRB Handbook.

*l.* Waiver request, if applicable.

*m.* Memorandum verifying a favorable investigative files check.

*n.* The nomination memorandum must be signed by the appropriate State nominating official. Nominations for the position of The Adjutant General must be signed by the Governor, and all other nominations must be signed by The Adjutant General.

#### **11-8. Granting of Federal Recognition**

*a.* Federal recognition will be granted by the CNGB IAW 10 USC 10503 to those officers found qualified by the GOFRB, approved by the SA, confirmed by the Senate, and assigned to a general officer position of the requisite grade. The grade entry date of federal recognition will be the date of Senate confirmation, provided strength-in-grade authorizations exist within the statutory limitation prescribed by 10 USC 12004, or if no authorizations exist at that time, on the date such authorizations become available.

*b.* The SA or the CNGB may withhold federal recognition for officers who are under investigation for potential adverse information or who have substantiated adverse information that was not presented to the GOFRB which recommended the officer for federal recognition.

*c.* The responsible State will submit a completed federal recognition packet to NGB-GO for processing and publishing of federal recognition orders.

#### **11-9. Date considered recommended for promotion**

*a.* An ARNG officer is considered to be recommended for promotion to the grade of BG or MG in the Reserve of the Army on the date when the SA receives the GOFRB recommendation for such officer.

*b.* An ARNG officer who is granted a COE for federal recognition in the grade of BG or MG is consid-

ered to be recommended for promotion on the date the officer is assigned to an authorized general officer position of the requisite grade.

#### **11-10. Reconsideration for Federal Recognition in the same grade**

a. A candidate for federal recognition in a general officer grade who is not recommended for federal recognition upon initial consideration by a GOFRB for any reason, other than medical disqualification, may be authorized to be considered by a subsequent board. The SA will only authorize such reconsideration for federal recognition in the same grade if the previous board recommended reconsideration and evidence clearly indicates that the deficiency for which the officer was initially not recommended no longer exists.

b. A candidate for federal recognition in a general officer grade who is not recommended for federal recognition upon initial consideration by a GOFRB due to medical disqualification may be authorized to be considered by a subsequent board when the medical qualifications specified in paragraph 11-5h are satisfied.

c. Except for TAG or AAG, candidates being considered for federal recognition as Adjutants General Corps officers, no officer may be reconsidered for federal recognition in the same grade after previous GOFRBs have twice considered, but not recommended, the officer for federal recognition in that general officer grade.

d. A TAG or AAG, previously federally recognized as an Adjutants General Corps officer, who meets the eligibility criteria for GOL qualification may be reconsidered for federal recognition as a GOL-qualified officer in their current grade while serving in their TAG or AAG position. A nomination packet must be submitted to NGB-GO IAW paragraph 11-7 for such GOL consideration. If recommended by the GOFRB, the SA is the approval authority for GOL qualification because Senate confirmation to the same grade is not required.

e. An officer previously recommended by a GOFRB, who was issued a COE that expired because the officer was not assigned to a federally recognized general officer position within two years, may be reconsidered by subsequent GOFRBs for federal recognition in the same grade. If recommended by a subsequent GOFRB, the SA is the approval authority because Senate confirmation to the same grade is not required.

#### **11-11. Reassignment eligibility.**

a. State MILPOs will provide copies of reassignment orders to NGB-GO when officers are moved into, or between, general officer positions. In addition, MRDs (refer to MRD Handbook) must be reviewed and recalculated in all personnel systems when a general officer is promoted, or moved between, GOL and Adjutant Generals Corps positions.

b. Reassignment of GOL-qualified general officers to GOL positions must be approved by the CNGB so as not to exceed statutory general officer strength limitations.

c. A TAG or AAG who is federally recognized as a GOL-qualified officer is eligible for reassignment to GOL positions in grade, provided CNGB determines that statutory general officer strength limitations will not be exceeded.

d. A TAG or AAG who is not GOL-qualified may not be reassigned to a GOL position.

e. General officers assigned to GOL positions may be reassigned to TAG or AAG positions in grade.

#### **11-12. TAG wear of the uniform.**

a. Pursuant to authority delegated from the SA in AR 135-156, in exceptional cases the CNGB may authorize a TAG to wear one grade over the officer's federally recognized grade, not to exceed the grade of MG, when authorized by State law.

b. Such requests must be submitted in writing to the CNGB, ATTN: NGB-GO. The requests must be signed by the State's Governor and articulate a sufficient basis for the request.

c. If approved by the CNGB, a TAG is subject to the following restrictions concerning the higher-grade insignia:

- (1) Officers must wear their federally recognized grade while serving in a T10 duty status.
- (2) Officers may use the higher grade for correspondence within the State.
- (3) Officers may use the higher grade for protocol stationary.
- (4) Officers will not receive pay in the higher grade.
- (5) Officers will not accrue seniority in the higher grade.
- (6) Officers will not be issued an identification card in the higher grade.
- (7) Officers will not earn retirement credit in the higher grade.
- (8) Officers will not receive benefits for survivors based on the higher grade.
- (9) Officers will not assume any legal authority associated with the higher grade.

## Chapter 12

### Reserve officers Training Corps Early Commissioning Program

#### 12-1. Purpose

The purpose of this chapter is to provide the policies and procedures to be used in the commissioning, assignment, control, and administration of Reserve Officers Training Corps (ROTC) cadets who are appointed under the ECP. These procedures apply only to personnel accepted for the assignment to ARNG units.

#### 12-2. General

AR 145-1, Senior ROTC (SROTC) Program, Organization, Administration, and Training, authorizes the early commissioning of ROTC cadets who have completed all ROTC requirements except that of obtaining a baccalaureate degree. Waivers or exceptions are not considered by ARNG-HRH. They are reviewed and considered on a case by cases basis by HRC or Cadet Command.

#### 12-3. Eligibility for appointment

- a. The ECP is restricted to Military Junior College (MJC) cadets who contract into the ROTC Advanced Course. The ECP LT must be assigned to a valid MTOE/TDA position.
- b. MJC graduates are normally commissioned with a minimum of 60 college credit hours.
- c. MJC ECP LTs must obtain a baccalaureate degree in not more than 24 months from date of commission. An extension of up to 12 months can be approved by the Commander, HRC, Fort Knox.

*NOTE:* ROTC Cadets who are commissioned as a RA under ECP are eligible for appointment as commissioned officers only in the basic branches.

#### 12-4. Commissioning of cadets

A cadet is first commissioned in the USAR Control Group (OADO) per AR 601-25, Chapter 2-2, and under normal ROTC procedures. The following procedures are applicable for appointment in the ARNG:

- a. Have enrolled in the SROTC program.
- b. A memorandum of acceptance from the ARNG for a valid vacancy verified by TAG (figure 12-1) and a memorandum of understanding signed by the cadet (figure 12-2) are required prior to commissioning. A copy of these memoranda will accompany the application for federal recognition.

#### 12-5. Applying for Federal Recognition

LTs seeking ARNG appointments from the ECP will apply for federal recognition per the procedures for transfer from the USAR established in chapter 3.

#### 12-6. Control of officer pending call to active duty or initial training

- a. CDR, HRC-AR PERSCOM is the administrative agency for ECP LTs and all coordination should be made through their office. The 36-month delay is specific in that the ECP LT must be concentrating on the completion of the baccalaureate degree; CDR, HRC-AR PERSCOM may extend the 36-month delay period. When an extension is granted the ECP LT may not complete the OBC requirement within 42 months. In these cases, the OPM should coordinate with the Special officer Team at CDR, HRC-AR PERSCOM to ensure that the ECP LT is scheduled to attend OBC immediately upon completion of the baccalaureate degree requirement.
- b. Per Smart Book DA PAM 611-21, the reporting classification code for all ROTC commissionees awaiting training in the appropriate resident OBC will be designated as 00D.
- c. Officers who fail to complete OBC within 36 months, fail to enroll in a baccalaureate degree program, dis-enroll from college or fail to obtain a baccalaureate degree within 36 months will be released to the control of the ARNG, are dis-enrolled from ROTC, and processed for separation.
- d. Officers who fail to complete baccalaureate degree requirements in 36 months continue to serve in the Selected Reserve, provided they have an educational waiver out to 42 months.
- e. If the officer has not been promoted to 1LT prior to disenrollment from college, they are not eligible for promotion until they meet the same promotion eligibility criteria as other 2LTs as outlined in chapter 8.

#### 12-7. Basic officer Leaders Course training for officers commissioned under the Early Commissioning Program

- a. Resident attendance at OBC is the only method for a newly appointed basic BR officer to become BR qualified and eligible for the award of the appropriate AOC.
- b. ECP officers will be scheduled to attend a resident OBC as soon as possible following graduation

from the baccalaureate degree program by the CDR, HRC-AR PERSCOM

c. During the 36 months they are allowed to complete the baccalaureate degree, ECP 2LTs may be promoted to 1LTs without first attending OBC, at 24 months of commissioned service, but may not be promoted to CPT until successfully completing OBC and baccalaureate degree requirements.

d. Early commissionees may volunteer to attend OBC prior to receiving a baccalaureate degree. However, scheduling and paying for the officer to complete OBC prior to obtaining their baccalaureate degree, requires approval by CDR, HRC-AR PERSCOM.

e. Upon degree completion the officer should be scheduled for OBC if remaining in the ARNG. If the officer is assessed to the active component, upon receipt of orders from HRC-AR PERSCOM, the officer must be separated from the ARNG.

#### **12-8. Mobilization policy**

Mobilization procedures for ECP are the same as those for Simultaneous Membership Program (SMP) cadets. See chapter 13 of this publication for guidance pertaining to mobilization constraints for ECP or SMP.

#### **12-9. Assignment**

Cadet commissioned under the ROTC ECP must compete for officer position vacancies. Selection will be based upon individual qualification and demonstrated potential and the needs of the unit.

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM THRU The Adjutant General THRU Professor of Military Science

FOR ROTC Region Commander

SUBJECT: Acceptability of Assignment to an ARNG Unit under the provisions of the Early Commissioning Program

1. Second Lieutenant (*first name MI last name.* ) (*SSN*) has requested consideration for assignment to the Army National Guard on or about (*date*) as a commissioned officer under the provisions of AR 145-1. I certify that a unit vacancy exists and that Second Lieutenant (*name*) is acceptable for assignment upon commissioning to the(*unit designation, location, para/line*).
2. I understand that Second Lieutenant (*name*) is obligated by law to serve on active duty for a period established by their contract and depending upon Second Lieutenant (*name's*) desires and the needs of the Army. By accepting Second Lieutenant (*name*) for assignment to the unit listed in paragraph 1 above, I agree to release them for active duty at the appropriate time.
3. I further understand that in the event the unit to which Second Lieutenant (*name*) is assigned is mobilized, they will be ordered to active duty with the unit; however, they cannot be deployed overseas until they have completed their initial active duty for training (IADT).
4. I also understand that Second Lieutenant (*name*) will be commissioned in the United States Army Reserve(USAR) and initially assigned to the USAR Control Group (OADO) and that they will be transferred to the (*State*) Army National Guard upon receipt by the Commanding General, HRC, ATTN: AHRC-OPM-R of a properly executed DD Form 368, which I agree to initiate.

(AUTHORITY LINE - IF USED)

ARNG Unit S1 or Commander  
(signature block)

FIGURE 12-1. LETTER OF ACCEPTANCE BY ARNG OF A LIEUTENANT FOR ECP

LETTERHEAD

(Office symbol)

(Date)

THRU Professor of Military Science FOR ROTC Region Commander

SUBJECT: Cadet Statement of Understanding Concerning Appointment as an officer Under the Provisions of the Early Commissioning Program

1. I understand that if commissioned early under the provisions of AR 145-1, I am still obligated by law to serve on active duty until completion of my Initial Entry Training (IET) the terms of my contractual service obligation are completed, or the needs of the Army are met. Any time that may be spent in the Reserve Components, prior to that tour of active duty, will not be credited toward completion of my active-duty obligation.

2. I further understand that if commissioned early, I will be given up to 36 months to complete a baccalaureate degree and if at any time before the 36-month period has expired, I do not enroll or am dis-enrolled from college I will be released to the control of the Army National Guard and processed for separation. At the present time, it is my intent to obtain a baccalaureate degree on (date).

3. I also understand that I must attend resident officer basic course (OBC) upon graduation from college. At the end of 42 months after appointment, I am aware that I will be separated from the Army National Guard if I have not completed OBC.

4. I agree to comply with all orders or instructions issued by the Commanding General, HRC, ATTN: AHRC-OPM-R I will keep HRC, ATTN: AHRC-OPM-R informed of my status in school by providing copies of my grades after each semester or term, any change in address, and any other pertinent data. Should I be dis-enrolled from school for any reason, I will immediately notify HRC, ATTN: AHRC-OPM-R.

5. Under the provisions AR 145-1, I understand that I will receive a RA appointment, if:

a. I am otherwise qualified.

b. I am enrolled in a Baccalaureate degree program during the school year in which I am applying.

6. If I am not eligible or become ineligible to apply for active duty, I will automatically be selected for Reserve Forces Duty (RFD).

7. I understand that scholarship and subsistence benefits terminate at the time I accept this commission.

Lieutenant's Signature Block

FIGURE 12-2. SAMPLE OF CADET STATEMENT OF UNDERSTANDING

## **Chapter 13**

### **ARNG Simultaneous Membership Program**

#### **Section I**

##### **Introduction**

##### **13-1. Scope**

a. The Simultaneous Membership Program (SMP) is a voluntary officer training program. The program allows simultaneous participation in both Army SROTC and as an ARNG Enlisted member. It exposes cadets to increased leadership opportunities and ARNG unit experience. All Army ROTC cadets are required to serve as an SMP cadet when participating in one of the following:

- (1) Guard member/Non-Scholarship SROTC cadets.
- (2) MJC scholarship cadets.
- (3) Non-Scholarship Guaranteed Reserve Forces Duty (GRFD) contracted cadets.
- (4) Guaranteed Reserve Forces Duty (GRFD-NG) scholarship cadet.
- (5) Dedicated ARNG scholarship cadets.
- (6) Participants in subparagraphs (3) , (4) and (5) above can be prior service or non-prior service.

b. Comprehensive policy and guidance concerning ROTC is contained in AR 145-1 Senior Reserve Officers' Training Corps Program: Organization, Administration, & Training).

c. SMP eligibility requirements for enlistment, as contained in Current AOC PPOM, and are also included in AR601-210.

d. SMP advancement and reduction guidance is included in AR 600-8-19 (Enlistment Promotions and Reductions).

e. Guidance for SMP discharge from the ARNG is addressed in AR 135-178 (Enlisted Administrative Separations) and NGR 600-200 (Enlisted Personnel Management).

#### **Section II**

##### **Army Reserve Officer Training Corps college scholarships for Army National Guard cadets participating in the Simultaneous Membership Program**

##### **13-2. Army Reserve Officer Training Corps scholarship programs**

a. ARNG SMP Cadets may apply for one of the following scholarships:

- (1) Guaranteed Reserve Forces Duty Scholarship (10 USC 2107a).
- (2) Dedicated ARNG Scholarship (10 USC 2107).

b. Financial assistance is the same for either scholarship program. Qualified ARNG Cadets who are awarded an Army ROTC Scholarship may receive financial assistance as one of the following:

- (1) Full Tuition and Fees, plus book stipend and cadet stipend.
- (2) Room and Board, plus book stipend and cadet stipend.

c. ARNG SMP Cadets who receive the Room/Board option may concurrently receive Federal tuition assistance program benefits. For information related to the use of Federal tuition assistance refer to the current policy guidance located at GoArmyEd.com.

d. GRFD Scholarship Cadets may concurrently receive Montgomery GI Bill Selective Reserve (MGIB-SR) benefits with either the tuition scholarship or the Room/Board scholarship.

e. Administrative guidance and application procedures can be obtained from any college or university sponsoring an Army ROTC Program. Applications are accepted throughout the year.

f. Scholarship applications are input at the college Army ROTC program office. Applications are sent digitally to the ARNG Program Manager at HQ, US Army Cadet Command.

g. All Army ROTC cadets who are recipients of a GRFD Scholarship or Dedicated ARNG Scholarship are required to participate in the SMP.

h. GRFD Scholarship Cadets are not authorized revocation of GRFD status and are prohibited from requesting Regular Army AD service.

- (1) GRFD Scholarship Cadets may serve in either the ARNG or USAR upon commissioning.
- (2) Dedicated ARNG Scholarship Cadets must serve in the ARNG upon commissioning.



## **Section III Policy**

### **13-3. Policies applicable to enlisted personnel that take part in the Simultaneous Membership Program who are contracted Reserve Officer Training Corps cadets (MSIII, MSIV)**

- a. The information in Current AOC PPOM applies. Additionally, potential SMP participants will:
  - (1) Serve and be paid in pay grade E5 or higher enlisted grade currently held.
  - (2) Be coded in IPPS-A or IPPS-A equivalent.
  - (3) Be trained as a cadet. In the absence of training, they will be used in an appropriate supervisory capacity as determined by the commander of the unit to which assigned or attached.
  - (4) Be subject to the same standards for satisfactory performance applicable to other enlisted personnel assigned to the unit.
- b. GRFD. Prior to contracting into the ROTC Advanced Course, potential SMP participants may initiate a GRFD addendum with their ROTC Battalion which allows the potential SMP participant to elect the RFD option as a means to fulfill their military obligation.
- c. To apply for SMP contract enrollment, the applicant must be at least an academic sophomore; or be an academic freshman on a four-year Dedicated ARNG ROTC Scholarship.
- d. Unless the needs of the Army prohibit, a contracted SMP cadet may request a GRFD addendum to their ROTC contract. SMP Cadets without a GRFD contract may be considered for regular Army AD during the accessions process, but their preference will not be guaranteed. Their preference and needs of the Army will be considered during the branching process. Potential SMP participants and contracted SMP cadets should be advised to request a GRFD contract if they wish to remain in the ARNG after graduation.

### **13-4. Policies applicable to persons enrolled in the Reserve Officer Training Corps Advanced and Policies applicable o ARNG Cadets enrolled in ROTC**

- a. Participants in the ROTC Advanced Course may, if otherwise qualified, be enlisted in the ARNG as cadets (reporting code 09R20), and if serving in a pay grade lower than E-5, such participants shall be promoted to Sergeant E-5 per NGR 600-200.
- b. Current AOC PPOM applies.
- c. Commander's interview. Prior to acceptance, the unit commander will:
  - (1) Personally interview potential SMP applicants to ascertain evidence of eligibility.
  - (2) Discuss the applicant's qualifications with the Professor of Military Science (PMS) concerned.

### **13-5. Policies applicable to participants in the Simultaneous Membership Program**

- a. Reporting code 09R20 will be assigned when all provisions for acceptance into the SMP are fulfilled. This will be effective on the date that the SROTC Advanced Course contract, DA Form 597 and DD Form 4, is signed or the date of enlistment, whichever is later.
- b. Cadets will be promoted/advanced to Sergeant E-5 if not already serving in pay grade E-5, per NGR 600-200. Cadets who hold a pay grade higher than E5 will retain their current pay grade. They are not eligible for further promotion or advancement while a member of the SMP. The grade entry date for promotion/advancement and pay as an E5 for cadets will be the date the member is fully contracted in both the ARNG and the ROTC Advanced Course as an SMP participant and assigned the reporting code 09R20.
- c. Cadets will be paid at the rate applicable to the grade and longevity attained, but not less than the grade of E5. Adjustments to pay during the period of enrollment in the ROTC Advanced Course until commissioning will include basic pay table annual increases, adjustments to Basic Allowance for Subsistence (BAS) and Basic Allowance for Housing (BAH), and adjustment to drill pay for years of service and longevity for all service creditable for computation of basic pay. The advanced ROTC subsistence allowance is not affected by membership in the Selected Reserve in a paid drill status.
- d. A cadet granted a leave of absence by the PMS under the provisions of AR 145-1 will not be deleted from the SMP. The cadet who is granted a leave of absence or who otherwise extends the period of enrollment beyond the period of enlistment must voluntarily extend the enlistment by an amount equal to the period of the extended enrollment (AR 145-1).
- e. The period spent as a participant in SMP is creditable for purposes of longevity or retirement as an officer. If an individual is not commissioned, then the time spent as an SMP participant may be creditable for longevity and retirement purposes per 37 USC 205.
- f. SMP standards and policy can be found in Current AOC PPOM.

### **13-6. Policies applicable to Army National Guard members who conditionally contract into the Reserve Officer Training Corps Advanced Course**

a. ARNG enlisted members may conditionally contract in the ROTC Advanced Course while awaiting the final determination of their conditional status. The conditional period of participation is limited to one academic year. The conditional status must be favorably resolved within the specified period or the SMP cadet must be released from the SMP.

b. ARNG members who wish to conditionally participate as SMP non-scholarship cadets must sign a written agreement (fig 13-4) stating that they agree to the following:

(1) Promotion to Sergeant E-5 (MOS 09R20) in the ARNG will be effective the day that the cadet is fully contracted and no longer in a conditional status. Any reenlistment or extension bonuses due to the cadet during the conditional period will be paid and will not be subject to recoupment.

(2) The conditional status must be resolved within one academic year, or such status will be terminated. Further, they will not be allowed to continue in the ROTC Advanced program until the disqualifying condition is resolved and the cadet becomes fully eligible to reenter under current enrollment criteria.

(3) The cadet understands that the time spent in the ROTC Advanced program as a conditional participant is creditable towards meeting Military Science requirements for commissioning but will not be credited for either length of service (10 USC 2106 and 2107) or for pay purposes (37 USC 205) as a commissioned officer.

(4) The cadet understands that the promotion to Sergeant E-5, if awarded as a result of becoming a SMP participant, is effective only so long as they continue to be a SMP participant. Should a cadet cease to be a SMP participant or be dis-enrolled for any reason from SROTC, the cadet will revert to the grade held immediately prior to promotion to E-5 as a SMP participant, unless the provisions of AR 145-1 dictate a higher grade.

### **13-7. Policies applicable to cadets who have completed the Reserve Officer Training Corps Advanced Course**

a. Commissioning.

(1) Cadets who have a baccalaureate degree at the time they complete the ROTC Advanced Course and those persons scheduled to receive a baccalaureate degree within eight months after completion of ROTC Advanced Course may be commissioned per AR 145-1 and may be subsequently appointed in the ARNG.

(2) Cadets commissioned under the ROTC ECP must compete for officer position vacancies. Unit membership as an SMP participant does not guarantee a position within the unit under ECP. Selection will be based upon individual qualification and demonstrated potential and the needs of the unit.

(3) Cadets with GRFD contracts will receive priority consideration for ARNG unit assignments.

(4) Cadets unqualified for appointment under this regulation but qualified for commission under other provisions of AR 145-1 will be granted a conditional release from the ARNG to accept appointment in another component.

(5) Cadets with a remaining Mandatory Service Obligation (MSO) who are dis-enrolled from ROTC Advanced Course, fail to complete the ROTC Advanced Course, fail to be tendered a commission, fail to volunteer for ECP, or fail to accept a commission will be retained in their enlisted status if otherwise qualified, for the completion of their MSO (see Current AOC PPOM and processing procedures in paragraph 13-20).

(6) Cadets not qualified for retention in an enlisted status will be discharged in accordance with NGR 600-200.

b. SMP completion cadets. SMP cadets who are not commissioned after completing all ROTC Advanced course requirements except graduation may continue their SMP status with their ARNG unit for a maximum of 24 additional months. All SMP's must remain satisfactory participants in their ARNG Troop Program Unit (TPU). Per 10 USC 2107, the SA has the authority to revoke the GRFD status when in the interest of the Army.

c. Cadets granted a commissioning delay due to academic deficiencies are subject to reevaluation by their unit commander as to whether they should be discharged, retained in a cadet status, or transferred to USAR Control Group, (ROTC). The unit commander will consult with the PMS before taking action. If transferred to USAR Control Group (ROTC), the individual's records will be forwarded to the PMS.

## **Section IV Assignment**

### **13-8. Assignments**

a. An SMP participant will be assigned as a cadet in a unit based on current or projected commissioned officer vacancies. This includes authorized over strength positions when authorized. Once the person is assigned to a position as a cadet, that position will not be used to justify additional cadets until the person originally assigned has been commissioned or disqualified from participating in the SMP. The unit may fill this position with a commissioned officer at any time, and the cadet may continue participating in an over strength status until either commissioned or disqualified from participating in SMP.

b. An SMP will not be assigned to a specialty BR position (AMEDD, JAG, Chaplain) without specific written approval from NGB prior to assignment.

c. The total number of SMP participants will be limited by the commander to the number which can be effectively supervised and properly trained.

d. The total number of SMPs per State will not exceed 4% of wartime required aggregate (officer and enlisted) strength without prior approval of CNGB. All requests for waiver to exceed the authorized number of SMPs in the State will be forwarded through TAG to ARNG-HRH-O.

e. SMP participants may be attached to other units. However, the total number attached must be controlled by the State OPM.

f. When the number of SMP participants exceeds the capability for effective supervision and quality training, only the best qualified should be selected under a State managed system. Priorities for selection by category will be (in order of priority) :

(1) Current ARNG enlisted Soldiers who are participating in State funded scholarship programs or recipients of a Reserve Forces Duty (RFD) , dedicated ARNG or a two-year MJC scholarship.

(2) SMP cadets who are contracted by a GRFD agreement.

(3) Other applicants who are enrolled in the ROTC Advanced Course.

g. SMP cadets may only be assigned to basic BR positions, they will not be assigned to specialty BR positions(CH, JA, MS, MC, AN, DC, SP, etc. ).

h. The cadet's Primary Military Occupational Specialty (PMOS) and Duty Military Occupational Specialty(DMOS) (not the position MOS/SSI) will be 09R and their qualification code will be "S" until they complete the ROTC program or are released from the program. Graduates of ROTC are required to accept commission immediately upon graduation.

## **Section V Training and utilization**

### **13-9. Training**

a. Cadets are required to attend ARNG AT as long as training does not interfere with academic achievement,scheduled ROTC training or the Army ROTC LDAC (formerly known as National Leaders Advanced Camp (NLAC) or ROTC Advanced Camp). The priority will be given to the Army ROTC LDAC, and AT will be rescheduled in accordance with NGR (AR) 350-1 when possible. Otherwise, AT has a priority over USACC ROTC training. Commanders will interview all their cadets to determine the best time for scheduling their AT. The scheduling of AT will not conflict with the college classes or course work. Attendance at ROTC airborne or air assault school is encouraged and authorized. Constructive credit will be used to report these members on the DA Form 1379 for Inactive Duty for Training (IDT) or AT.

b. The commander will ensure that an appropriate training plan is prepared, and proper supervision given to assist in the development of the cadet.

c. Commanders will provide a copy of the unit training schedule to the PMS to assist in preventing training conflicts.

d. Commanders should be aware of the cadet's academic workload and field instruction being received by the cadet, and when possible, training given by the unit to the cadet should complement the training received from ROTC participation.

e. When a conflict occurs between an ROTC field training exercise (FTX) , dining in, or military ball and weekend drill, the following applies:

(1) When the ROTC event is part of the required program of instruction in Military Science (MS) II or MS IV,attendance is mandatory for the cadet and the ROTC training will have priority. However, the cadet must notify the unit of the conflict in advance and provide a training attendance certificate.

(2) If the ROTC training is not part of the required program of instruction and is voluntary, the ARNG

weekend drill will have priority.

(3) When a weekend drill is missed, the commander has the option to grant an excused absence (no pay involved).

f. A cadet who has completed Initial Active Duty for Training (IADT) is eligible for AT with a unit deploying for Overseas Deployment Training (ODT). ROTC Leadership Training Course (LTC) (formerly known as ROTC Basic Camp) and/or any combination of MS I, MS II, MS III, and MS IV do not equate to IDT and do not qualify the individual for ODT (10 USC 671).

### **13-10. Officer Candidates**

a. Cadets will be assigned duties commensurate with the rank of 2LT. Commanders should ensure that cadets are given the respect and courtesy (except saluting) normally reserved for commissioned officers of the United States Armed Forces. Cadets will be expected to salute all officers.

b. As part of their training, cadets should be exposed to duties (in a supervisory capacity) normally accomplished by lower grade enlisted personnel (e.g., guard duty, Kitchen Police (K. P) , motor stables, etc. ). Commanders will provide the cadet with continuous counseling on the officer's leadership role. The commander must always be aware of the cadet's future role as a commissioned officer and provide regular feedback on how the cadet is executing leadership functions.

c. Cadets will not be placed in any position requiring them to act directly for the commander (e.g.: duty officer, member of a court-martial, officer solely responsible for the conduct of live fire training, handling of public monies or records pertaining to same, or to any position requiring an officer's certification). Cadets may serve as officer of the guard or officer of the day, but such duties must be performed under the supervision of the staff duty officer.

d. Cadets will be referred to as "Mister" or "Miss/Misses. " Terms such as "Sir", "Ma'am", or sergeant will not be used as a form of military courtesy.

## **Section VI**

### **Uniform, subsistence, and billeting**

#### **13-11. Uniform**

a. The specific uniform worn by the cadet at ARNG unit activities will be determined by the State. Cadets will receive the normal unit issue authorized by Common Table of Allowance (CTA) 50-900 (clothing bag). The ROTC unit will not issue clothing items furnished by the ARNG according to CTA 50-900.

b. The following are not appropriate for wear while participating in ARNG training activities:

(1) ROTC cadet rank, ribbon, and fourragere.

(2) Officer or enlisted military rank insignia.

(3) Unit insignia (crest) on headgear.

c. ROTC insignia is authorized for wear while in ARNG status.

#### **13-12. Subsistence**

During IDT and AT, cadets will not be charged for meals but will be required to sign for meals on the unit signature headcount sheet (DA Form 3032).

#### **13-13. Billeting**

Cadets should be billeted with junior officers during periods of training which require overnight billeting.

## **Section VII**

### **Processing**

#### **13-14. General**

Cadets must be reported at time of accession under the ARNG IPPS-A or IPPS-A systems. States are encouraged to coordinate with the PMS to ensure accurate reporting and to resolve any discrepancies between the ARNG IPPS-A User Manual and the U. S. Army ROTC Cadet Command Management Information System (MIS).

#### **13-15. Enlistment procedures**

a. Soldiers currently enlisted in the ARNG who volunteer and meet the requirements for the SMP must execute the SMP Agreement Annex (NGB Form 594-1R).

b. When an extension of enlistment is required to comply with Current AOC PPOM the provisions of NGR 600-200 apply. The Soldier will execute the DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

c. When an individual is enlisting in the ARNG for the SMP, the provisions of NGR 600-200 apply except as follows:

(1) In DD Form 1966, Item 39, enter "Enl for ARNG ROTC/SMP Program NGR 600-100 as a (SMP participant) (potential SMP participant).

(2) In item 43a, enter "ARNG ROTC/SMP, chapter 13, NGR 600-100 (SMP participant) (potential SMP participant).

d. NGB Form 594-1 will be prepared in original and four copies and disposed of as follows:

(1) One copy in each enlistment packet.

(2) One copy will be given to the PMS.

e. One copy of each form (DD Form 1966, DD Form 4, NGB Form 594-1, etc. ) will be sent to the PMS.

f. Copies of the PMS Certification (see figure 13-1) will be included in each enlistment packet.

### **13-16. Processing Soldiers dropped from potential Simultaneous Membership Program participation**

a. A Soldier who has been dropped from potential SMP status will remain as a member of the unit unless the purpose of enlistment was directly related to SMP participation (see Soldier's SMP agreement). The unit commander will complete the Notice of Removal from SMP (see figure 13-3) and forward copies as shown below:

(1) The original will be maintained in the Soldier's Army Military Human Resources Record

(2) A copy will be forwarded to the TAG.

(3) A copy will be provided to the Soldier.

b. TAG or designated representative will obtain an IET training reservation for the Soldier.

### **13-17. Processing cadets who are dis-enrolled from or fail to complete the Reserve Officer Training Corps**

Advanced Course, fail to volunteer for ECP, fail to accept a commission, or fail to be tendered a commission

a. Cadets in any of the above categories will be dropped from the SMP and, if otherwise qualified, retained in the ARNG in an enlisted status until completion of their obligation (statutory or contractual).

b. A Soldier retained in the ARNG under subparagraph a. above, must complete basic training (BT) and advanced individual training (AIT) , if not previously completed. The individual must enter training within 90-days of disenrollment from ROTC when discontinuing higher education. Special consideration should be given to full time students; individual training should be scheduled so as not to interfere with regularly scheduled semester sessions (scheduling for the summer months would be advantageous).

c. The unit commander will complete the Notice of Removal memorandum from SMP (fig 13-3).

d. The Soldier's grade will be adjusted, if required, to the grade attained prior to becoming a cadet (NGR 600-200).

e. The Soldier will be assigned to an appropriate enlisted position.

f. The Soldier will be briefed on the other opportunities available to qualify for appointment as an officer in the ARNG.

g. The PMS will forward the Soldier's Army ROTC records to the commander of the unit to which the Soldier is assigned.

h. Enlisted service for those who did not complete the ROTC program is creditable as follows:

(1) Any ARNG/USAR service concurrent with the ROTC Advanced Course is creditable for longevity and retirement purposes.

(2) Any uniformed service prior to signing the ROTC Advanced Course contract is creditable enlisted service for all purposes.

(3) No service credit is awarded solely for participation in the ROTC Advanced program.

### **13-18. Processing cadets for Army National Guard discharge and reassignment to United States Army Reserve Control Group**

a. A cadet having no remaining statutory MSO may request discharge from the ARNG and transfer to the USAR Control Group (ROTC). Such transfer will require the approval of the State Adjutants General.

b. A cadet who has incurred an MSO will be discharged from the ARNG and assigned to USAR Control Group(ROTC) when they:

(1) Accept an Army ROTC scholarship other than a Guaranteed Reserve Forces Duty – National Guard (GRFD- NG) scholarship or two-year MJC scholarship (see Current AOC PPOM).

(2) Request a transfer because of a change of residence which results in the individual living beyond

a reasonable distance from the unit. The Adjutants General will certify that no units are within commuting distance of the individual's residence and school of attendance.

(3) Request a transfer to the USAR Control Group (ROTC). The PMS, in coordination with the unit commander, certifies in writing that taking part in unit training is seriously hindering the cadet's ability to train with the ROTC and to successfully graduate.

(4) Has been declared an unsatisfactory participant in the ARNG in accordance with AR 135-91 and is not pending disenrollment from the ROTC Advanced Course.

(a) Cadets are subject to the same standards and regulations for satisfactory performance that apply to enlisted personnel assigned to the unit.

(b) States will provide written notice to the PMS at the school concerned of cadets who are not participating satisfactorily in unit level training.

(c) Notification of reason(s) for discharge will be made to the PMS. The PMS will determine if the cadet should continue in or be eliminated from ROTC.

c. Cadets will not be transferred to the USAR Control Group (ROTC) solely to be discharged from the ARNG and thereby avoid their statutory or contractual MSO.

d. Discharge from the ARNG and transfer to USAR Control Group (ROTC) will be processed as follows:

(1) Unit commander will submit a written request through command channels to The Adjutants General. This letter must contain justification for ARNG discharge and transfer and will be accompanied by the cadet's IPERMS. The Adjutants General has final approval/disapproval authority. Should TAG disapprove the transfer, the letter of request and IPERMS will be returned to the sender without further action.

(2) Upon approval of transfer, the following actions will be taken:

(a) Orders will be issued discharging the cadet from the ARNG and transferring them to USAR Control Group (ROTC) per NGR 600-200.

(b) Prepare NGB Form 22 (or NGB Form 22A), NGB Form 23C, and discharge certificate, if applicable.

(c) Forward the cadet's IPERMS and copies of the discharge orders to the PMS.

(d) Forward a copy of the order to CDR HRC, ATTN: AHRC-OPM-R.

### **13-19. Integrated Personnel Pay System - Army User Manual and Integrated Personnel Pay System - Army**

a. Reporting code will be entered as 09R10 or 09R20 (paragraph 13-5a) as appropriate.

b. Training pay retirement category: see Data Element Dictionary, NGB Pam (AR) 25-10.

c. Changes will be made to update IPPS-A User Manual as follows:

(1) If disqualified/dis-enrolled from the SMP but retained in the ARNG, delete the SMP reporting code and enter an enlisted PMOS/SMOS.

(2) If disqualified/dis-enrolled from the SMP and discharged from the ARNG, delete from the system.

(3) If currently enlisted and appointed as an officer in the ARNG, Soldier must be discharged and reloaded in as an officer.

(4) If discharged from the ARNG for the purpose of accepting a commission in another component, delete from the system.

d. IPPS-A supporting documentation is yet to be published.

### **13-20. Processing procedures for commissioning**

a. Cadets who receive an early commission will be monitored by ROTC Directorate under the administrative control of the USAR Control Group (OADO), see chapter 12.

b. Cadets must be discharged in the grade held prior to enrollment in SMP per NGR 600-200 from the ARNG before being appointed as a commissioned officer. Grade entry date of discharge will be the day preceding commissioning in the RA with assignment to the USAR. The authority to issue discharges for this purpose is TAG. A conditional release will be given to the PMS upon request in order that the individual may be appointed upon completion of Army ROTC requirements. A separate order will then be prepared using the Oath of Office (DA Form 71) to discharge the individual from enlisted status. State/unit personnel should be present for the commissioning ceremony if possible. The officer being appointed in the ARNG must first be commissioned as a RA officer but may be appointed ARNG on the same day as the RA commissioning.

### **13-21. Commissioned status**

Once commissioned, the officer will be managed under the provisions of AR 135-100, AR 135-101, and all other current related regulations.

LETTERHEAD  
(ROTC Institution)

(Office Symbol)

(Date)

MEMORANDUM FOR State G1

SUBJECT: PMS Certification

1. According to Chapter 13, NGR 600-100, officials of the Army National Guard must have certificates from a PMS, ROTC, that an applicant for the ROTC/SMP will be enrolled in the ROTC Advanced Course, before the ARNG enlistment can be completed.

2. As a result of an interview with       (NAME)       on       DATE      , I hereby certify that he/she will be accepted for enrollment in the ROTC Advanced Course. The applicant appears to have those qualifications necessary for becoming an effective Army officer.

(Signature Block of PMS)

FIGURE 13-1 SAMPLE PMS (ROTC) CERTIFICATION

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM FOR

SUBJECT: Notice of Removal from Participation in Simultaneous Membership Program (SMP) with Continuing Membership in the Unit of Assignment

1. Effective this date, Cadet, \_\_\_\_\_ SSN: \_\_\_\_\_ SMP as a result of \_\_\_\_\_, is hereby removed from the Simultaneous Membership Program (SMP).

a Not having enrolled in the ROTC Advanced Course within one year of entry into the SMP;

b. Not having been accepted for enrollment in the ROTC Advanced Course;

c. Having been dis-enrolled from the ROTC Advanced Course;

d. Refusing to accept a commission when tendered;

e. Not having been tendered a commission.

2. Soldier has a remaining military service obligation, either statutory or contractual. They are thereby retained as a member of the ARNG, currently assigned to this unit, until the date of expiration of term of service (ETS) , which is-

3. The following additional information is provided:

a. Per NGR 600-200, enlisted pay grade reverts from Cadet to.

b. Reporting code is changed from 09R10/09R20 to (PMOS/DMOS)

c. Entry on IADT to complete basic training or advanced individual training, or both, (is) (is not) required. A training reservation (has) (has not) been obtained through the REQUEST system. The member will enter on IADT \_\_\_\_\_ at to \_\_\_\_\_ undergo training in MOS \_\_\_\_\_.

FOR THE COMMANDER:

(Signature Block)

FIGURE 13-2. NOTICE OF REMOVAL FROM PARTICIPATION IN SMP



LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM FOR

SUBJECT: Statement of Understanding of Conditional Enrollment - Simultaneous Membership Program (SMP)

I, \_\_\_\_\_, have been briefed and understand that while conditionally enrolled in the ROTC Simultaneous Membership Program I am subject to the following:

- a. I can only be conditionally enrolled in the ROTC Advanced Course for a maximum of one academic year.
- b. I will receive commissioning credit for the time spent as a conditional cadet provided I meet all eligibility requirements and become fully contracted within one academic year.
- c. I will be eligible for any reenlistment or extension bonuses due as an actively participating enlisted member of the ARNG while in a conditional status.
- d. If not already in a pay status equivalent to E-5 or above, I will be eligible for an administrative advancement to Cadet/E-5 (MOS 09R20) in the ARNG effective on the day that I am fully contracted into the ROTC Advanced Course.
- e. I will not receive credit for my reserve time for either length of service (10 USC 2106 or pay purposes (37 USC 205) once I am commissioned.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of PMS or Enrollment officer)

FIGURE 13-3. STATEMENT OF UNDERSTANDING OF CONDITIONAL ENROLLMENT - SIMULTANEOUS MEMBERSHIP PROGRAM

## **Chapter 14**

### **OCS enrollment and commissioning criteria**

#### **14-1. Purpose**

The purpose of this policy is to outline the criteria for enrollment into OCS and subsequent commissioning in the ARNG.

#### **14-2. Definitions**

a. State OCS Traditional (referred to herein as State). The course is held at the State's Regional Training Institute (RTI). Duration is one weekend per month for 16 to 18 months and two (2) two-week AT periods.

b. National Guard Bureau Accelerated OCS (referred to herein as Accelerated). School locations vary by season and State (duration: eight consecutive weeks, seven-days-per-week, winter or summer session).

c. Federal OCS. The course is held at Fort Benning, Georgia with courses offered year round (duration: 12 weeks).

#### **14-3. Applicability**

This policy is applicable to applicants for all OCS programs. Additional and specific guidance for Federal OCS is contained in AR 601-210, Accessions Options Criteria (AOC), and Military Personnel (MILPER) message published annually by HRC.

#### **14-4. Civilian education requirements for State Officer Candidate School**

a. Applicants for State OCS or an accelerated OCS program must have completed 90 college semester hours toward an approved degree program from a qualifying educational institution. Appointments under these educational criteria are limited to the basic branches.

b. All newly commissioned officers who do not possess a baccalaureate degree will present their degree completion plan to their gaining command within 30 days of reporting. The officer's chain of command is responsible for monitoring the officer's progress towards degree completion. Officer must complete a baccalaureate degree for eligibility for promotion to CPT.

c. Applicants have demonstrated understanding and proficiency in the English language.

#### **14-5. Eligibility criteria**

##### **a. Age.**

(1) Minimum age for enrollment into any OCS program is 18 years (if appointment as a commissioned officer at this age is permitted by State law).

(2) Maximum age. No individual is authorized to be initially appointed in the ARNG after they reach age 42. This requirement is not waivable.

(a) Applicants for Federal OCS must submit their application, be able to graduate and receive their commission prior to their 34th birthday.

(b) Current members of the ARNG seeking enrollment in State or Accelerated OCS must graduate and be commissioned prior to their 42nd birthday.

(c) Those seeking to enlist under the 09S OCS option to attend either State or Accelerated OCS must not have reached their 35th birthday at the time of enlistment.

##### **b. Citizenship.**

(1) Applicants for Federal OCS must be current U. S. citizens. Applicants may enroll in and complete State or Accelerated OCS without citizenship. However, they must possess or attain United States citizenship prior to appointment.

(2) Applicants that hold dual citizenship with a foreign nation may be required to renounce their foreign citizenship prior to their appointment. Dual citizens shall be processed for a security clearance in accordance with AR 380-67 and the DoD Consolidated Adjudications Facility will render the security clearance eligibility determination.

(3) Non-US citizens are not eligible for 09S OCS enlistment option.

c. Test Scores. Applicants must achieve a General Technical Aptitude Area (GT) score of 110 or higher on the ASVAB or the Armed Forces Classification Test (AFCT) (does not apply to Specialty branches). No waivers are authorized for this requirement.

##### **d. Education.**

(1) Applicants must possess a high school diploma or General Education Development (GED) diploma or certificate.

(2) Applicants for State or Accelerated OCS must have earned a minimum of 90 semester hours toward an accredited degree. All applicants must provide a copy of the most current certified transcript from a qualifying educational institution documenting the credits prior to enrollment in OCS. Additionally, those without a baccalaureate degree must submit an approved degree completion plan prior to enrollment.

(3) Applicants for the State or Accelerated OCS program desiring appointment to the Medical Service (MS) Corps must have a baccalaureate degree prior to graduation.

(4) Applicants for Federal OCS must have earned a baccalaureate degree or higher prior to the start of the OCS class.

*e. Medical.*

(1) IAW AR 140-50, 2-9. a. to enter OCS applicants must meet all medical accession standards as outlined in DoDI 6130. 03, Vol 1. and receive all necessary medical waivers from the Office of the Chief Surgeon, ARNG-CSG. Refer to in 2-7. h and 2-10.

(2) If the accession medical examination, refer to 2-7. h., is more than one year old at the time of submission, the Soldier must complete a Periodic Health Assessment (PHA). The State Surgeon or appointed medical officer must screen and approve the PHA. A copy of the Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record print out must accompany the DoDI 6130. 03, Volume 1 physical in the applicant's OCS enrollment packet.

(3) IAW AR 350-51, 5-7 accession medical examinations taken within the preceding 2 years will serve for appointment purposes; however, graduates who become seriously ill or sustains an injury after their accession medical examination must be obtain a new DoDI 6130. 03, Vol 1 physical, refer to 2-7. h.

*f. Height/Weight.* Applicants must meet required height and weight/Army Body Composition standards as outlined in AR 600-9.

*g. Physical Fitness Test.*

(1) Applicants must take and pass the standard all event Physical Fitness Test as prescribed in FM 7-22 within 60 days prior to reporting to Phase I training. A certified DA Form 705 must accompany the applicant's State OCS enrollment packet. The OCS company commander will administer the physical fitness test to officer candidates. If the candidate fails to meet the minimum Army Record Physical Fitness Test standards, they must be removed from Pre-OCS and are not eligible for Phase I training. DA Form 705 must be completed per FM 7-22 indicating a passing score "For Record. "

(2) Officer candidates must pass a second standard, all event Army record Physical Fitness Test during Phase II training, prior to moving on to Phase III and subsequently graduating OCS. This second Army Record Physical Fitness Test is administered by the OCS company commander. This second Army Record Physical Fitness Test must be completed within 60 days prior to the start of Phase III training. During Phase II Accelerated OCS training, the second Army Record Physical Fitness Test is conducted within 20 days prior to the start of Phase III training.

(3) Applicants for the Federal OCS must adhere to the requirements set forth in the DA MILPER message

*h. Security Clearance.*

(1) All applicants for the Federal OCS program will possess a final secret clearance prior to attendance.

(2) Candidates for the State or Accelerated OCS program may enroll in the program with an interim clearance at the discretion of the State security manager. Applicants for federal recognition must possess a final secret security clearance prior to appointment.

(3) Waivers are not authorized for this requirement.

*i. Prior Training.* Current members of the ARNG and other services seeking enrollment into the State OCS program must have completed an Army or Marine Corps BT and AIT. Exceptions are outlined in the ARNG AOC.

*j.* The OCS enlistment option is a separate program addressed in the AOC. Requests for Exceptions to Policy (ETP), along with all pertinent documentation, must be submitted to ARNG-HRH-O.

*k. Federal recognition.* Applicants must meet the requirements for appointment as outlined in this regulation.

#### **14-6. Personnel management**

*a.* Applicants and candidates should be counseled that completion of an accredited baccalaureate degree is required to be eligible for promotion to the rank of CPT, and they should complete the appropriate BR OBC within 18 months of commissioning.

*b. Obligation.* For enrollment, applicants must have sufficient time remaining on their current enlistment contract to extend their contract sufficiently to complete the course (not waiverable). For commissioning, applicants must be able to complete 20 years of creditable service (not waiverable). Prior service

Soldiers must be able to complete 10 years of commissioned service to be able to retire as a commissioned officer 10 USC 7311.

c. Promotion. Soldiers who fail OCS will be administratively returned to their previously held grade upon release from their OCS program.

(1) Soldiers will be promoted to SGT (with a title of candidate) 1 day before they enter the RA OCS or the Inter- service Physician's Assistant Program.

(2) Soldiers will be promoted to SGT/E5 (with a title of candidate) effective the day they report for phase 1 of the OCS program. However, the maximum full-time Support Employment Authorization Document position grade for AGR Soldiers will not be exceeded, per NGR 600-5 and AR 135-18.

(3) Soldiers will be promoted to cadet (SGT/(E5) ) effective the date the Soldier is contracted in both the ARNG and the ROTC Advanced Course and assigned reporting code 09R20. Soldiers enlisting into the ARNG as a cadet will be advanced the following day to SGT and the enlisted paygrade on the DD Form 4 will be IAW AR 601-210 and ARNG Accessions Options Criteria.

d. Branching. Graduates from OCS desiring an appointment to the Medical Service (MS) Corps must coordinate with the AMEDD Recruiting point of contact in their State for professional boarding action at United States Army Recruiting Command, Fort Knox. It is recommended that this process be initiated at least three months prior to graduation from OCS to be able to appoint as MS upon graduation.

e. Vacancy requirement. A position vacancy is not required to enroll in the OCS Program. However, assignment to a valid MTOE/TDA position is required for appointment.

f. Candidates attending Federal OCS should be examined by a FRB prior to attending the course to ensure eligibility for commissioning.

g State and Accelerated OCS candidates should not be examined by a FRB prior to completion of the course.

States may do paper or in-person boards to accommodate the situation as needed. This is consistent with the guidance contained in para 10-6(b) (2) (c) and para 10-14b(3) of this regulation. However, this specific choice of verbiage will allow states that board early to continue to do so.

#### **14-7. Waivers**

All waivers must be obtained prior to enrollment in State or Accelerated OCS.

a. No waivers (medical, judicial, or administrative) for the Federal OCS standards are authorized.

b. Waivers and exceptions to policy for State and Accelerated OCS will be considered on a case-by-case basis by the appropriate offices as indicated below. Approved waivers must be included with the OCS enrollment packet as well as included in the federal recognition application packet.

c. For medical waivers refer 2-7h and 2-10f,

d. All other requests for Exceptions to Policy and Waiver Requests which are not specifically outlined within this regulation will be sent to ARNG-HRH-O.

#### **14-8. Assignments**

a. Federal OCS candidates, once awarded the MOS of 09S and advanced to Sergeant, will be assigned to either a valid officer position (if no qualified officer is available) or excess to an officer position. The Soldier will be carried 9993 if they are excess to an officer position. The Soldiers PMOS and DMOS (not the position MOS/SSI) will be 09R and their qualification code will be "S" until they are commissioned and complete the OBC. NGR 351-5 directs that personnel will not attend the Federal OCS program to obtain a COE; they must be appointed upon graduation.

b. State OCS candidates may remain assigned to an enlisted position as the primary slot holder, carried 9993, if they are excess to that enlisted position, assigned to a valid officer position (if no qualified officer is available) , or carried 9993 if they are excess to an officer position. The Soldiers PMOS and DMOS (not the position MOS/SSI) will be 09S and their qualification code will be "S" until they complete the OCS program or are released from the program. Graduates of the State OCS are not required to accept commission immediately upon graduation.

(1) If the Soldier elects not to commission at the completion of the State OCS program, validation of their completion of OCS must be added to their OMPF. Per AR 600-8-19, completion of OCS is authorized constructive credit for Warrior Leader course (WLC). Per NGR 600-101, it is also authorized constructive credit for Warrant Officer Candidate School (WOCS) for up to five years after completion of OCS. Additionally, per paragraph 2-11 of this regulation, Soldiers in this category have up to five years to accept appointment as a commissioned officer. No AMEDD officer will carry a primary AOC of 00A, 00D, 01A, 05A, blank or a duty position AOC such as 62B, 65X, 67A, 678, 67C or 67D.

(2) If the Soldier elects to accept a commission at the completion of the State OCS program, their qualification code will be "S" until they complete OBC.

## **Appendix A References**

### **Section I References**

#### **The United States Constitution**

Article 1, Section 8

#### **5 USC**

Government Organization and Employees

#### **10 USC**

U. S. Code governing Armed Forces

#### **32 USC**

U. S. Code governing National Guard

#### **37 USC**

Pay and Allowances of the Uniformed Services

#### **42 USC**

The Public Health and Welfare

#### **AD 2020-09**

Appointment and Enlistment Waivers

#### **AR 11-2**

Managers Internal Control Program

#### **AR 20-1**

Inspector General Activities and Procedures

#### **AR 25-50**

Preparing and Managing Correspondence

#### **AR 27-10**

Military Justice

#### **AR 40-68**

Clinical Quality Management

#### **AR 40-501**

Standards of Medical Fitness

#### **AR 135-18**

The Active Guard Reserve Program (AGR)

#### **AR 135-178**

Enlisted Administrative Separations

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

#### **AR 135-100**

Appointment of Commissioned and Warrant Officer of the Army

#### **AR 135-101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

#### **AR 135-155**

Promotion of Commissioned Officers and Warrant Officers Other than General Officers

## **References (Cont.)**

### **AR 140-10**

Assignments, Attachments, Details, and Transfers

### **AR 145-1**

Senior Reserve Officers' Training Corps Program: Organization, Administration, & Training

### **AR 165-1**

Army Chaplain Corps Activities

### **AR 195-3**

The Criminal Investigation Command Special Agent Program (previously titled Acceptance, Accreditation, and Release of United States Army Criminal Investigation Command Personnel)

### **AR 350-1**

Army Training and Leader Development

### **AR 380-67**

Personnel Security Program

### **AR 600-8-2**

Suspension of Favorable Personnel Actions (FLAG)

### **AR 600-8-19**

Enlisted Promotions and Reductions

### **AR 600-8-24**

Officer Transfers and Discharges

### **AR 600-9**

The Army Body Composition Program

### **AR 600-20**

Army Command Policy

### **AR 601-210**

Regular Army and Reserve Components Enlistment Program

### **AR 611-1**

Military Occupational Classification and Structure Development and Implementation

### **AR 614-100**

Officer Assignment Policies, Details and Transfers

### **AR 635-200**

Active Duty Enlisted Administrative Separations

### **AR 670-1**

Wear and Appearance of Army Uniforms and Insignia

Appendix A (Continued)

### **CTA 50-900**

Common Table of Allowances – Clothing and Individual Equipment

### **DA PAM 600-3**

Officer Professional Development and Career Management

### **DA PAM 600-4**

Army Medical Department Officer Professional Development and Career Management

### **DA PAM 611-21 (Smartbook)**

Military Occupational Classification and Structure

## **References (Cont.)**

### **DoDI 6130. 03, Volume 1**

Medical Standards for Military Service, Appointment, Enlistment, or Induction

### **NGR 10-1**

Organization and Federal Recognition of Army National Guard Units

### **NGR 350-1**

Army National Guard Training

### **NGR 600-5**

The Active Guard Reserve (AGR) Program T32, Full Time National Guard Duty (FTNGD) Management

### **NGR 600-100**

Commissioned Officers Federal Recognition and Related Personnel Actions

### **NGR 600-200**

Enlisted Personnel Management

### **NGR 635-100**

Termination of Appointment and Withdrawal of Federal Recognition

### **NGR 680-1**

Personnel Assets Attendance and Accounting

### **NGB Pam (AR) 25-10**

Integrated Personnel Pay System - Army -Army National Guard Data Element Dictionary

## **Section II**

### **Related Publications**

**NONE**

## **Section III**

### **Prescribed Forms**

#### **DD Form 2808**

Report of Medical Examination

#### **NGB Form 22**

Report of Separation and Record of Service

#### **NGB Form 22A**

Correction to NGB Form 22

#### **NGB Form 23B**

Army National Guard Retirement Points History Statement

#### **NGB Form 23C**

Army National Guard Retirement Points Statement Application for Retired Pay

#### **NGB Form 62E**

Application for federal recognition as an Army National Guard officer or warrant officer and Appointment as a Reserve Commissioned officer or Warrant officer of the Army in the Army National Guard of the United States

#### **NGB Form 78**

Recommendation for Promotion to 1LT/CW2

#### **NGB Form 89**

Proceedings of a Federal Recognition Examining Board (ARNG)

#### **NGB Form 337**

Oaths of Office

**Prescribed Forms (Cont.)**

**NGB Form 594-1**

Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement

**NGB Form 0122E**

Special Order, Announcement of Federal Recognition (ARNG)

**Section IV**

**Referenced Forms**

**DA Form 2-1**

Personnel Qualification Record

**DA Form 71**

Oath of Office - Military Personnel

**DA Form 597**

Army Senior Reserve Officers' Training Corps (ROTC) Non-scholarship Cadet Contract

**DA Form 705**

Army Combat Fitness Test Scorecard

**DA Form 873**

Certificate of Clearance and/or Security Determination

**DA Form 3349**

Physical Profile

**DA Form 3032**

Signature Headcount Sheet

**DA Form 4836**

Oath of Extension of Enlistment or Reenlistment

**DA Form 5500/5501**

Body Fat Content Worksheet – Male/Female

**DD Form 4**

Enlistment/Reenlistment Document Armed Forces of the United States

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 215**

Correction to DD Form 214

**DD Form 368**

Request for Conditional Release

**DD Form 1966**

Record of Military Processing - Armed Forces of the United States



## **Appendix B Proponent Forms**

### **B-1. Function.**

**The function of this appendix is to create a quick reference of all the forms needed to establish written agreements between the ARNG and the officers entering the ARNG.**

**B-2. Purpose.** This Regulation is the proponent for the following NGB Forms:

**B-3. NGB Form 62E.** Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States.

- a. As referenced in paragraph 2-9e.
- b. Intended use: This form is used to apply for federal recognition as an ARNG officer, and appointment as a Reserve commissioned officer of the Army in the ARNG of the United States. The original will be maintained if the Soldier's Official Military Personnel File or electronically filed in a DoD approved system. A copy will be maintained by the Military Personnel Officer for State records. Disclosure is voluntary, however, if individual does not provide the information requested by the Board, federal recognition may be denied.
- c. Form Cataloging Information: This form is an approved NGB Form and is cataloged by the NGB Publications and Forms Library.
- d. Preparation Instructions: Self-explanatory.

### **B-4. NGB Form 78. Recommendation for Promotion to 1LT/CW2**

- a. As referenced in paragraph 8-8a.
- b. Intended use: This form is used to provide for automatic promotion from 2LT to 1LT or W1 to CW2 based on time in grade. Disclosure is voluntary, however failure to do so will limit promotion capabilities.
- c. Form Cataloging Information: This form is an approved NGB Form and is cataloged by the NGB Publications and Forms Library.
- d. Preparation Instructions: Self-explanatory.

### **B-5. NGB Form 89. Proceedings of a Federal Recognition Board (ARNG)**

- a. As referenced in paragraph 3-1a(7).
- b. Intended use: This form is used to record the proceedings of the federal recognition Examining Board. Disclosure is voluntary, however, if individual does not provide the information requested by the Board, federal recognition may be denied.
- c. Form Cataloging Information: This form is an approved NGB Form and is cataloged by the NGB Publications and Forms Library.
- d. Preparation Instructions: Self-explanatory.

### **B-6. NGB Form 337. Oaths of Office**

- a. As referenced in paragraph 3-1a(8) , as the first reference.
- b. Intended use: This form is used to swear in an officer into the ARNG and acknowledge temporary federal recognition.
- c. Form Cataloging Information: This form is an approved NGB Form and is cataloged by the NGB Publications and Forms Library.
- d. Preparation Instructions: Self-explanatory.

### **B-7. NGB Form 594-1. Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement**

- a. As referenced in paragraph 13-15a as the first reference.
- b. Intended use: This form is used when recruiting an individual into the ARNG's Simultaneous Membership Program (SMP) to acknowledge requirements for attending ROTC classes and also participating in Unit Training Assemblies. Requires authentication by enlistee, PMS, ROTC Command, and unit commander.
- c. Form Cataloging Information: This form is available online at the NGB Publications and Forms Library.
- d. Preparation Instructions: Self-explanatory.

**Appendix C**  
**Documents Required by National Guard Bureau for federal recognition**  
**(for other than general officers)**

Document	Initial Appointment	Reappointment/New Appointment	Appointment from USAR in grade and branch	Appointment from USAR in grade but in new branch	Branch Transfer	Interstate Transfer in branch	Interstate Transfer in new branch	Unit Promotion	Certificate of Eligibility Appointment	Certificate of Eligibility Promotion
1 NGB Form 22 and/or NGB Form 22A	•	•	•	•					•	
2 Birth Certificate	•								•	
3 Copy of Reserve of the Army appointment		•	•	•		•	•		•	
4 Copy of the Reserve of the Army promotion letters/orders	•	•	•	•		•	•	•	•	•
5 Verification of Security Clearance (see fig 3-5 )	•	•		•					•	
6 Refer to 2-7h for a list of medical documents required.	•	•	•	•				•	•	•
7 Evidence of highest civilian education (copy of certified transcripts)	•	•	•	•		•	•	•	•	•
8 NGB Form 89 (Proceeding of FRB)	•	•		•	•		•	•	•	•
9 NGB Form 337/DA Form 71 (Oath of Office)	•	•	•	•		•	•			
10 Diploma from OCS/required MEL course	•	•	•	•	•			•	•	•
11 Waivers granted by TAG, CNGB, or SA	•	•	•	•				•	•	•
12 Aeronautical aviation orders	•	•	•	•		•	•			
13 Statement of MSO	•	•	•	•						
14. Conditional Release from other Components/State (DD Form 368)	•	•	•	•		•	•			
15 DD Form 214 or similar documents to substantiate prior service	•	•	•	•					•	
16 Evidence of citizenship	•	•	•	•					•	
17 Orders announcing personnel action	•	•	•	•	•	•	•	•		
18 Documents required by AR 135-100 and NGR 600-100, Appendix N (Chaplain Corps officer applicants)	•	•		•					•	
19 Highest State Court/US District Court Certificate, interviews, statements, and photographs required by AR 135-100 (JAGC applicants)	•	•		•					•	
20 Documents required by AR 135-101 and NGR 600-100 Appendix K, (AMEDD applicants)	•	•		•					•	
21 Verification of applicant's SSN	•			•					•	
22 Copies of orders relating to awards, decorations, and citations	•	•	•	•					•	
23 State Surgeon Medical Qualification memo	•	•	•	•	•	•	•			
24 Statement of understanding if unable to complete 20 years retirement service	•	•	•	•					•	

## Appendix D

### Documents Required for Consideration for federal recognition to and within the general officer Ranks

DOCUMENT	# COPIES
1. Letter of recommendation format is prescribed in appendix E , individual's BR, AOC and FA are those they hold as a federally recognized Colonel; reasons why individual is well qualified for federal recognition as general officer should be included.	1
2. State order appointing individual as Brigadier or Major General, Adjutants General's Corps, line or specialty BR.	1
3. State order assigning individual to a position authorized for a Brigadier or Major General. See Note 1	1
4. State order reassigning former incumbent of the position (unless position is newly authorized). See Note 1	1
5. Memorandum from the State Surgeon attesting that the nominee meets medical standards for retention prescribed by AR 40-501 or a printout of the MEDPROS IMR indicating a PHA was completed within the last 12 months and the Soldier is not on a temporary profile. Refer to 11-7.i (1).	1
. Extract (readable copy) of the pertinent portion of the State code which provides that the position to which the individual is assigned requires (or stipulates) the rank of Brigadier or Major General for TAG or ATAG.	1
7. Current Retirement Points Accounting System (RPAS) printout.	1
8. Biographical summary that includes a separate addendum describing the nature of the officer's civilian occupation and the scope and extent of responsibilities (format is prescribed in appendix I). If individual is a candidate for Certificate of Eligibility, assignment should be proposed. Enlisted military education and duty assignments should be included. Only Federal decorations and badges should be listed. Each entry on the biographical summary must be documented on the officer's Official Military Personnel File (OMPF). If an entry is not documented on the OMPF, the substantiating document(s) must be provided in hardcopy. DA Form 2-1 is not a substantiating document.	1
9. Full-length, color, glossy, official military photograph (4x10 or 8x10 inches) taken within the past two-years and showing the officer in an Army Service Uniform (less headgear) with name tag, current insignia of grade, all authorized awards and decorations, and basic BR insignia. Officer's signature must be on the reverse of the photograph, along with their name, grade, SSN, height, weight, and the date of the photograph.	2
10. Color, glossy, portrait photograph (4x5 inches) taken in Army Service Uniform (less headgear).	2
11. H end date of current OER to submission suspense date of promotion packet to NGB is greater than 120-days, prepare a special OER covering the time period and submit original in promotion packet.	1
12. Statement verifying current security clearance	1
13. Biographical sketch (IAW narrative format of the "general officers of the Army and Air National Guard" publication).	1

*NOTE 1: Not required for Certificate of Eligibility.*

**Appendix E**  
**Format for Promotion Recommendation Basic Memorandum**

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM THRU (Intermediate commanders)

FOR (State Adjutants General)

SUBJECT: Recommendation for Promotion of officer

1. Under the provisions of chapter 8, NGR 600-100, recommend that the following named officer be promoted in the Army National Guard:

- a. Name:
- b. SSN:
- c. Branch:
- d. AOC and/or FA
- e. Present grade:
- f. Present assignment and unit (include paragraph and line number) :
- g. Grade, assignment and unit for which recommended (include MTOE/TDA paragraph and line number) :
- h. Mailing addresses: Home and Unit

2. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade and BR for which recommended.

a. The following periods of service are creditable for promotion to the higher grade:

- b. The officer meets the minimum military and civilian educational requirements. See enclosed evidence.
- c. Individual meets the height and weight standards of AR 600-9: Yes/No  
HeightWeight.

Encl  
as

SIGNATURE BLOCK  
(The Immediate Commander)

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM FOR: President, Federal Recognition Board, (address)

SUBJECT: Recommendation for Promotion of officer

1. Concur with recommendation contained in basic communication.
2. Request records examination to determine officer's qualification for federal recognition in the  
Army National Guard in the BR and higher grade.
3. Promotion in the Army National Guard of the State will be accomplished if recommended by the board.
4. Entries listed in the basic communication have been verified from the official records in this office.

(Authority line, when used)

Encls  
Order appointing board  
Personnel records

SIGNATURE BLOCK  
(The Adjutant General or Representative)

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM THRU Office of the Senior Army Advisor (address and date)

FOR: The Adjutant General, (State and address)

SUBJECT: Recommendation for Promotion of officer

The examination of the officer has been completed. The recommendations of the board are enclosed.

]

Encl  
NGB Form 89

SIGNATURE BLOCK  
(President of the Board)

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM FOR The Adjutant General, (State and address)

SUBJECT: Recommendation for Promotion officer

As provided in chapter 10, NGR 600-100, the federal recognition Board proceedings have been reviewed and the following action is recommended:

Encl

SIGNATURE BLOCK  
(Senior Regular Army Advisor)

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM FOR Chief, National Guard Bureau, Personnel Services Division, ARNG Readiness Center, 111 South George Mason Drive, Arlington, VA, 22204-1384

SUBJECT: Recommendation for Promotion of officer

Request that federal recognition to date from (grade entry date) be extended to (first middle-last name) (grade) , (branch) with assignment to (MTOE/TDA position) , (Unit designation).

(Authority line, when used)

Encl

State promotion order

Documents required by Appendix C (if not previously part of promotion action)

SIGNATURE BLOCK

(TAG or Representative)



## Appendix F

### List of Qualifying Courses for Military Educational Requirements for Promotion

#### Group I Courses

Successful resident completion of the following courses results in equivalent credit for CGSOC/ILE for promotion purposes only (per AR 135-155). (Notes 1, 2 and 5)

- (a) U. S. Army, Command and General Staff College (Notes 3 and 4).
- (b) U. S. Air Command and Staff College.
- (c) U. S. Marine Corps Command and Staff College.
- (d) U. S. College of Naval Command and Staff.
- (e) Western Hemisphere Institute for Security Cooperation (WHINSEC) , (formerly the U. S. Army School of the Americas).
- (f) Foreign equivalent schools approved by the CJCS.

#### Group II Courses

Captains Career Course. (Note 6)

#### Group III Courses

Basic Officer Leader Course a. and b. (Note 7)

#### Notes:

1. ILE: Effective in August 2014 the name for ILE changed back to the CGSOC/ILE. ILE consists of a commoncore (CC) curriculum that includes Joint Professional Military Education (JPME) Phase 1 requirements and therequired BR and/or FA specialized education or qualification course. In order to be considered ILE complete(JPME-1 or MEL4) an officer needs both the common core and either AOC or an approved alternative credentialingcourse identified by a FA or meet specialty BR requirements (for example, JAGC is considered 100% ILE completeupon graduation from CGSOC common core).
2. Completion of the Theater Sustainment Planners Course will satisfy the requirement for 50% completion ofCGSOC/ILE for promotion to LTC. Officers must complete 100% of CGSOC/ILE for promotion to COL.
3. CGSC: The U. S. Army Command and General Staff College (CGSC) executes Professional Military Education(PME) programs to military and civilian leaders through three educational institutions: Command and General StaffSchool (CGSS) , School of Advanced Military Studies (SAMS) , and School for Command Preparation (SCP).
4. CGSS: The Command and General Staff School (CGSS) educates selected senior CPTs and field grade officersattending the CGSOC/ILE and trains BR officers attending the CGSOC/ILE credentialing course, AdvancedOperations Course (AOC).
5. Officers must be 100% CGSOC/ILE complete to be assigned to battalion or higher command positions and inbrigade XO or S-3 positions. ARNG officers should be 100% CGSOC/ILE complete to be assigned to keydevelopmental positions such as battalion XO or S-3 officer.
6. RC CCC: RC officers should attempt to attend and complete their BR CCC before or immediately followingtheir promotion to the grade of CPT. The course combines the instruction formerly taught in the BR officerAdvanced Course (OAC) and the Combined Arms and Services Staff School (CAS3). If the CCC does not includethe Combined Arms Exercise (CAX) (formerly CAS3) , then the officer must also attend CAX to be eligible forfurther education opportunities. Officers who completed CAS3 resident course prior to 1 Nov 84 or CAS/RC-CAS3after 1 Nov 84 but prior to 1 Sep 89 are considered to have met the educational requirement for promotion to LTC.
7. OBC. A is officer pre-commissioning/pre-appointment training. OBC B is officer initial entry and BRqualification training. There is no equivalent level of attainment for OBC A and B where resident participation isrequired.

**Appendix G**  
**Commissioned officer BR/FA Substitution Table**

If MTOE/TDA position description is:	It may be filled by substituting officers who have the following BR or FA code (see notes 1, 2, and 3):
1. Commander ( <i>all levels</i> )	No substitution authorized. Officers selected to command must be qualified per the requirements of the MTOE/TDA position. (See chapter 6.)
2. Executive officer, deputy commander (all levels)	No substitution authorized. Officers selected to command must be qualified per the requirements of the position. (See chapter 6.)
3. Adjutants; personnel staff officer (G1, S1); ACofS G1	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 41, 42, 70, 90, 88, 91, and 92
4. Assistant adjutant; assistant personnel staff officer (G1, 51); Deputy ACofS G1	Same as item 3 above.
5. Division, brigade, and battalion level operations officer (G3, 53)	Same as item 2 above.
6. Operations, plans, training, TAC, or force development officer not at brigade or battalion level	54 or AOC designated on authorization document. Substitution to be determined based on individual qualifications and position requirements.
7. Supply staff officer (G4, 54)	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 70, 90, 88, 91, 92, 97
8. Assistant supply staff officer (G4, 54), logistics officer	Same as item 7 above.
9. Supply and service officer; assistant supply and service officer	21, 25, 70, 90, 88,91,92,97
10. Supply management officer	Same as item 9 above.
11. Maintenance staff officer, unit maintenance officer	Same as item 9 above.
12. ACofS G5	Same as item 3 above.
13. ACofS G2, S2, security officer (See notes 4, 5, and 6.)	11, 12, 13, 14, 15, 18, 21, 25, 31, 70, 90, 88, 91, 92
14. Military intelligence officer (See notes 4, 5, and 6.)	All other positions coded 35 may be filled with codes in item 13 above.
15. Human relations officer	BR immaterial. Officer must have skill 5T.
16. Motor officer	BR immaterial.

**Appendix G (Continued)**  
**Commissioned officer BR/FA Substitution Table**

17. Communications and electronics	No substitution authorized in signal units. All other positions coded 25 may be filled with the codes in item 3 above.
18. Chemical officer	No substitution authorized in chemical units. All other positions coded 74 may be filled with the codes in item 3 above.
19. Headquarters commandant	Same as item 3 above.
20. Rotary wing and fixed wing aviators	15. Officer must meet skill requirements of the position.
21. Aeromedical evacuation officer	67J (MSC BR required).
22. Aide-de-camp	Same as item 3 above.
23. Recruiting and induction officer	Same as item 3 above.
24. Selective service officer	BR immaterial.
25. Civil affairs officer	38
26. Psychological operations officer	37

**Notes:**

1. This table is intended to be used as a guide in making assignments which do not meet full management and utilization criteria found in the regulations. It allows for BR and FA substitution pending training of the incumbent officer or future assignment of a fully qualified officer.
2. Officers assigned under the substitutability criteria of this table will immediately be given educational stipulations to qualify for award of the AOC required by the authorization document. An exception to this requirement is authorized for MS officers assigned in lieu of MC officer under the provisions of paragraph 4-3g.
3. The substitution of non-branch-qualified officers in CMF 35, Military Intelligence Corps, positions in Maneuver and Maneuver Support units (to include battalion and brigade S2 sections) is permitted provided that:
  - a. A qualified CMF 35 MI officer is not available.
  - b. Prior to being assigned to or appointed in the intelligence duty position, the prospective officer possesses:
    - (1) Top Secret SCI security clearance and eligibility for access to sensitive compartmented information (SCI).
    - (2) A completion certificate from the correspondence phase of the Reserve Component MI officer Transition Course unless the officer has completed other MI courses leading to BR qualification per AR 611-1.
  - c. Within one year of assignment to the position, the officer has completed the correspondence and resident phases of the Reserve Component MI officer Transition Course of any course in AR 611-1 that supports BR qualification.
4. An officer assigned to a non-CMF 35 52 position at Brigade level or higher (primarily accounts for artillery brigades) will complete the Reserve Component MI officer Transition Course of any MI course in AR 611-1 that would normally support MI BR qualification within one year.
5. Branch qualification will require that each of the stipulations of AR 611-1 and DA PAM 600-3 is met to consider personnel "qualified" in Military Intelligence or the Military Intelligence position. Unit Commanders and the State officer Personnel Classification Board may not waive these prerequisites.

**Appendix H**  
**Branch and Functional Area Code Table**

H-1. Re-designation of an initial AOC to another AOC associated in the same basic BR. Re-designation of an initial AOC to another AOC associated in the same basic BR does not require FRB action. Review by OPCB is required to ensure officer's qualifications match those in appropriate classification guidance.

H-2. All re-designations of AOCs to or within specialty branches. All re-designations of AOCs to or within specialty branches will be in accordance with guidance and limitations set forth in AR 611-1.

H-3. If found qualified by OPCB. If found qualified by OPCB, officers may be awarded and assigned duties in AOCs listed in Section II of this appendix without BR re-designation or FRB action.

Section I • The Basic and Specialty Branches of the Army and their associated BR Code

(\*Denotes Specialty BR)

<u>Branch</u>	<u>Associated Code</u>
Infantry	11 – Infantry
Armor	19 – Armor
Field Artillery	13-Field Artillery
Air Defense Artillery	14-Air Defense Artillery
Aviation	15 - Aviation
Special Forces	18 - Special Forces
Corps of Engineer	12 - Corps of Engineer
Signal Corps	25 - Signal Corps
Military Police Corps	31 - Military Police Corps
Military Intelligence	35 - Military Intelligence
Adjutants General's Corps	42 - Adjutants General's Corps
Finance Corps	36-Finance Corps
*Judge Advocate General's Corps	27-Legal
*Chaplain's BR	56 - Chaplain
*Medical Corps	60-62 - Medical Corps
*Dental Corps	63 - Dental Corps
*Veterinary Corps	64 - Veterinary Corps
*Army Medical Specialist Corps	65 - Army Medical Specialist Corps
*Army Nurse Corps	66 - Army Nurse Corps
*Medical Service Corps	67, 70, 71, 72, & 73- Medical
Psychological Operations	37 – PSYOPS
Civil Affairs	38 – Civil Affairs
Cyber BR	17 – Cyber
Acquisition	51 - Acquisition
Chemical	74 – Chemical
Logistician	90 – Logistics Corps
Transportation Corps	88 - Transportation Corps
Ordnance	91 - Ordnance Corps
Quartermaster Corps	92 - Quartermaster Corps

## Appendix H (continued)

### Section II - FAs not associated with a specific BR and their associated code

#### Associated Codes:

- 30 – Information Operations
- 40 – Space Operations
- 45 - Comptroller
- 46 - Public Affairs
- 47 – Academy Professor
- 48 - Foreign Area officer
- 49 - Operations Research/Systems Analysis
- 50 - Force Development
- 51 -Research/Development
- 52 - Nuclear Weapons
- 53 - Systems Automation officer
- 54 - Operations, Plans, and Training 57 – Simulation Operations
- 59 - Strategist
- 97 - Contracting and Industrial Management

### Section III – FAs associated with a specific BR and their associated code

#### Associated BR and codes:

- Signal - FA 24 Telecom Systems Engineer and FA 53 Info Systems Management
- Military Intelligence – FA 34 Strategic Intel

#### **Note:**

While AMEDD officers may not be awarded these FAs, they may be awarded the correlating Skill Identifier (SI) and serve in those positions for a period of up to 3 years. Longer periods of service place the AMEDD officer at risk of non-selection unless working specifically on AMEDD associated FA tasks in each of these FAs.

**Appendix I  
Biographical Summary Format**

DOE, JOHN D. , 123-45-6789  
Spouse Name: Jane  
Colonel, Adjutant General Corps, ARNG

**Date and Place of Birth:** 30 September 1967, Choctaw, Oklahoma

**Mandatory Removal Date (MRD) :** 31 July 2021

**Home Address:** 111 Main Street, Hometown, Virginia 22025

**Home Telephone:** (703) 555-1234

**Present Assignment:** Chief, Personnel Policy Division, Army National Guard Directorate, National Guard Bureau, Arlington, Virginia 22025

**Unit Telephone:** (703) 555-4321

**Civilian Occupation:** Sales Manager, Sprint PCS, Atlanta, Georgia

**Business Telephone:** (678) 867-5309

**Enlisted Service:** 4 years

**Source and Date of Commission:** Officer Candidate School, (Distinguished Honor Graduate) , 27 July 1991

**Years of Active Commissioned Service:** 24 years

**Total Years of Service:** 28 years

**Military Schools Attended**

**Year Completed**

Infantry One Station Unit Training	1987
Officer Candidate School	1991
Air Assault School	1992
Infantry Officer Basic Course	1992
Infantry Officer Advanced Course	1997
Combined Arms and Staff Services School	2001
Command and General Staff College	2007
United States Army War College	2012

**Civilian Education**

**Degrees Received**

High School, Yukon, Oklahoma	Graduated 1985
University of Oklahoma, Norman, Oklahoma	BBA (Management)
Touro University International, Cypress, California (Summa Cum Laude)	MBA (Management)
United States Army War College, Carlisle, Pennsylvania	MSS (Strategic Studies)

**U. S. Decorations/Badges**

Defense Superior Service Medal  
Bronze Star Medal  
Meritorious Service Medal  
Joint Service Commendation Medal Army Commendation Medal  
Army Achievement Medal Army Good Conduct Medal  
Army Reserve Component Achievement Medal National Defense Service Medal  
Afghanistan Campaign Medal

**Appendix I (Continued)**

Iraq Campaign Medal  
 Global War on Terrorism Service Medal  
 Armed Forces Reserve Medal  
 Army Service Ribbon Overseas Service Ribbon  
 Joint Meritorious Unit Award  
 Army Superior Unit Award  
 Combat Infantry Badge  
 Air Assault Badge  
 Office of the SECDEF Identification Badge  
 Army Staff Identification Badge

**Chronological List of Appointments**

Second Lieutenant	ARNG	27 Jul 91
First Lieutenant	ARNG	27 Jul 94
Captain	ARNG	06 Jun 97
Major	ARNG	03 Sep 03
Lieutenant Colonel	ARNG	12 May 08
Colonel	ARNG	21 Sep 12

**Chronological Record of Duty Assignments:**

	<b>From</b>	<b>To</b>
USAR – Not on Active Duty		
USAR – Delayed Entry	May 87	Aug 87
Student Enlisted, Infantry School, Fort Benning, Georgia	Aug 87	Nov 87
Indirect Fire Infantryman, 3-37th Armor Battalion, 1st Infantry Division, Fort Riley, Kansas	Nov 87	Aug 89
Cadet, HHC 45th Infantry Brigade, Oklahoma Army National Guard	Aug 89	May 90
Officer Candidate, Distinguished Honor Graduate, 45th Infantry Brigade (Separate) , Oklahoma Army National Guard	May 90	Jul 91
Rifle Platoon Leader, Company B, 1-180th Infantry Battalion, Oklahoma Army National Guard	Jul 91	Feb 92
Student, Air Assault School, Camp Gruber, Oklahoma	Feb 92	Feb 92
Student Officer, Infantry School, Fort Benning, Georgia	Feb 92	Jun 92
Rifle Platoon Leader, Company B, 1-189th Infantry Battalion, Oklahoma Army National Guard	Jun 92	Feb 93
Liaison Officer, 1-155th Infantry Battalion, Mississippi ARNG	Feb 93	Jul 93
Bradley Platoon Leader, Company B, 1-155th Infantry Battalion, Mississippi Army National Guard	Jul 93	Jul 94
Detachment Commander/Mortar Platoon Leader, 1-155th Infantry Battalion, Mississippi Army National Guard	Jul 94	Aug 96
Commander, Company A, 1-155th Infantry Battalion, Mississippi Army National Guard	Aug 96	Oct 97
S3 Air, 2-156th Infantry Battalion, Louisiana Army National Guard	Oct 97	Feb 98
Commander, Company A, 2-156th Infantry Battalion, Louisiana Army National Guard	Feb 98	Jun 99
S3 Air, 2-156th Infantry Battalion, Louisiana Army National Guard	Jun 99	Jan 00
Assistant Plans Officer, 39th Infantry Brigade, Arkansas Army National Guard	Jan 00	Aug 01
Assistant S3, 1-99th Troop Command, Nevada Army National Guard	Aug 01	Jan 02
Logistics Officer, 1/221st Cavalry Squadron, Nevada Army National Guard	Jan 02	Jul 03
Force Integration Readiness Officer, State Area Command, Nevada Army National Guard	Jul 03	Dec 03

**Appendix I (Continued)**

Plans and Operations Specialist, Joint Forces Headquarters, Directorate of Military Support, Alabama Army National Guard	Dec 03	Oct 04
Liaison Officer, National Guard Affairs, Combined Joint Task Force 76, Bagram, Afghanistan	Oct 04	Mar 05
Retention Section Chief, Strength Maintenance Division, National Guard Bureau, Arlington, Virginia	Apr 05	Dec 05
Recruit Sustainment Section Chief, Strength Maintenance Division, National Guard Bureau, Arlington, Virginia	Dec 05	Feb 07
Readiness Action Officer, Readiness and Mobilization Division, National Guard Bureau, Arlington, Virginia	Feb 07	Feb 08
Current Operations BR Chief, Headquarters, Department of the Army, G-3/5/7, Readiness Division, Washington, District of Columbia	Feb 08	Jun 09
Chief, G1 Mobilizations and Readiness BR, National Guard Bureau, Arlington, Virginia	Jun 09	May10
Student, Combat Advisor Academy, Fort Polk, Louisiana	May 10	Jul 10
Deputy, Military Transition Team, United States Forces – South, Basra, Iraq	Jul 10	Jul 11
Student, United States Army War College, Carlisle, Pennsylvania	Jul 11	Jun 12
Director, Military Personnel Policy, Office of the Assistant SECDEF for Reserve Affairs, Washington, District of Columbia	Jun 12	Jun 15
Chief, Personnel Policy Division, National Guard Bureau, Arlington, Virginia	Jun 15	Present



## **Appendix J**

### **Instructions for Processing Applications for Judge Advocate General Corps Branches**

#### **J-1. Application Processing**

Application processing is divided into three distinct actions.

- a. Medical – Refer to 2-7h.
- b. Professional certification/predetermination.
- c. Granting of permanent federal recognition.

#### **J-2. Appointment in the Judge Advocate General's Corps BR**

Applicants for initial appointment in the Judge Advocate General's Corps BR will not be extended temporary federal recognition prior to completion of a predetermination of eligibility by, as appropriate, the DA The Judge Advocate General (TJAG).

- a. Utilize AR 135-100 and this regulation to determine if the applicant meets all the prerequisites for the BR being sought and the documentation necessary for submitting the appointment packet for a pre-determination
- b. Applicants may be considered for a predetermination of eligibility prior to completion of a Tier 1, 3 or 5.
- c. Temporary federal recognition may be extended in their eligible grade after the predetermination is completed and prior to completion of a Tier 1, 3 or 5 provided that:
  - (1) The Tier 1, 3 or 5 is initiated at the time an application for a commission is submitted.
  - (2) The applicant agrees, in writing, if the results of the investigation are unfavorable and if found to be ineligible to hold a commission, they will be subject to discharge.
  - (3) Commissions in the Army National Guard may not be tendered to immigrant alien applicants.
  - (4) Waivers of the above requirements will not be granted.

#### **J-3. Professional Certification and Predetermination of the Application**

a. All requests for waiver (i.e., age, etc. ) will be included in the predetermination packet prepared by the State. Waivers will only be granted by the CNGB or TJAG, as determined by appropriate regulation, in conjunction with approval of professional qualifications and the needs of the service.

b. Applicants for direct accessions from AD and USAR transfers in grade and BR: JAG officer applicants do not require predetermination by TJAG and therefore these packets will be sent directly to ARNG-HRP-R for federal recognition upon effecting appointment in the State.

c. Applications for predetermination, with all associated documents, will be forwarded to the NGB Liaison Office: TO: The Office of The Judge Advocate General through NGB-GC

d. States will ensure a photocopy of entire packet is maintained for future action as indicated below.

e. Once the liaison officer identified above obtains a favorable predetermination of the applicant's eligibility and all waivers are granted, the appropriate liaison office will notify the State by email of such approval that will include the following:

- (1) Grade eligible for initial appointment, as determined after the professional BR accessions board.
- (2) Years commissioned service credit.
- (3) Type waivers granted.

#### **J-4. Permanent federal recognition of the applicant**

a. Upon receipt by the State MILPO of a favorable predetermination, the applicant will be scheduled for consideration by a FRB in order to effect the appointment. The FRB will be provided a copy of the case being maintained by the State as well as the copy from NGB reflecting approval of predetermination.

b. States will forward by cover letter NGB Form 89 (Proceedings of a federal recognition Board) , NGB Form 337 (Oath of Office) , one copy of appointment order and a completed NGB Form 62 to ARNG-HRP-R requesting issuance of federal recognition. In addition, if final security clearance (Tier 1, 3 or 5) was not included in original predetermination packet, evidence of such clearance must be transmitted.

c. States will notify NGB liaison officer of those applicants not accepting their appointment within 90-days of a favorable predetermination. Such cases will then be returned to the State for normal processing.

## **Appendix K**

### **Instructions for processing applications for all Army Medical Department branches**

#### **K-1. General**

All appointments and reappointments to an AMEDD branch require boarding action. State AMEDD Recruiters will complete and submit the DCA packet to United States Army Recruiting Command (USAREC) for approval. Applicants pending board results from USAREC may be screened by a Federal Recognition Board (FRB) prior to publication of the USAREC board results. A conditional Statement "pending USAREC selection board" will be added to the comments on the NGB Form 89. The individuals will not receive their Oath of Office prior to publication of the USAREC board results. Individuals not requiring USAREC Board: initial AMEDD appointments through ROTC and US Military Academy, current AMEDD officers coming from active component, USAR, and IRR without a break in service.

#### **K-2. References**

All States will use, as a minimum, AR 40-68, AR 135-100, AR 135-101, AR 611-1, NGR 600-100, and this appendix to determine the required documentation and format for submitting AMEDD initial appointments, AMEDD USAR transfers, and appointment packets of basic BR officers to an AMEDD BR.

#### **K-3. Application process**

It is important that an appropriate standardized checklist be used for each packet. The checklist will be placed as the cover document for all applications. The only documents which have precedence over the checklist are memoranda and endorsements used to forward the packet through appropriate channels.

#### **K-4. Application checklist**

Certain items on the application checklist (i.e., license(s), diploma(s), certificate(s)), must be prime source verified. Prime source verification will be accomplished by the State AMEDD Recruiter or designated AMEDD recruiting point of contact (POC) in States that are not authorized an AMEDD Recruiter.

#### **K-5. Medical Requirements: Refer to 2-7h**

#### **K-6. Waiver requests**

All waiver requests must be favorably acted upon by the appropriate authority prior to granting temporary federal recognition.

#### **K-7. Temporary federal recognition termination**

Temporary federal recognition automatically terminates one year after the grade entry date of the State appointment (32 USC 308).

#### **K-8. Army Medical Department appointment packet submission procedures**

a. After the State MILPO officer section has completed all required actions, the appointment packet will be returned to the State AMEDD Recruiter or AMEDD POC for a final Quality Assurance (QA) review. After this review is completed, the packet will be forwarded to ARNG Readiness Center, ATTN: ARNG-HRR-AC-O, 111 South George Mason Drive, Arlington, Virginia 22204-1373.

b. All requests from ARNG-HRR-AC-O for additional documentation to complete the packet will be sent through the State MILPO and Recruiting and Retention Manager (RRM) to the AMEDD Recruiter. States must respond and/or comply with requests for documentation within 15 working days or the entire packet will be returned without action to the State.

#### **K-9. Forwarding packets to Headquarters, Department of the Army.**

Forwarding packets to HQDA. ARNG-HRR ensures that all packets are administratively correct before forwarding to USAREC Health Services Directorate (HSD) on behalf of Office of The Surgeon General (OTSG) for boarding and final approval.

a. After USAREC HSD publishes results of the board, if approved, the state submits the entire packet to ARNG-HRP-R for permanent Federal Recognition.

b. If not approved, no further processing is authorized.

#### **K-10. Direct accessions from Regular Army and U. S. Army Reserves**

Direct accessions from Regular Army and USAR officers transferring in grade and BR do not require board action by OTSG. However, these packets must be sent directly to ARNG-HRP-R to award permanent federal recognition.

**Appendix L**  
**OCS Enrollment and Attendance History**

\_\_\_\_ I have never been enrolled or attended OCS in the past.

\_\_\_\_ I was previously enrolled and/or attended OCS:

\_\_\_\_ a. Date(s) of Attendance: Start: \_\_\_\_\_ End: \_\_\_\_\_

\_\_\_\_ b. I did not complete the course due to (check all that apply and explain circumstances for release:

\_\_\_\_ Cadre Request

\_\_\_\_ Failure to pass FRB

\_\_\_\_ Honor Code Violation

\_\_\_\_ Law Violation

\_\_\_\_ Medical Injury/Illness

\_\_\_\_ Involuntarily dis-enrolled

\_\_\_\_ Did not desire to complete program

\_\_\_\_ Personal Reasons

\_\_\_\_ Civilian Employment

\_\_\_\_ Other: \_\_\_\_\_

Individual Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authenticator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix M**  
**BR Transfer Predetermination Requests by Proponent**

**All FAs require Memo from HRH.**

**Adjutants General - The HRMQC-RC is not a substitute for any BR CCC. In order to attend the HRMQC-RC, CCC must be complete. No memo required from HRH.**

Air Defense Artillery - Memo required from HRH.

AMEDD - Memo required from HRH.

Armor - Memo required from HRH.

Army Acquisition Corps - Memo required from HRH.

Aviation - Memo required from HRH.

Chaplain Corps – Memo required from HRH

Chemical - Memo required from HRH.

Civil Affairs - Memo required from HRH.

Cyber Warfare – No Memo required from HRH.

Electronic Warfare - Memo required from HRH.

Engineer - No memo required from HRH.

Field Artillery - Memo required from HRH.

Financial Management - Memo required from HRH.

Infantry - Memo required from HRH.

Judge Advocate General's Corps - Memo required from HRH.

Non-Logistics to Logistics Corps - Memo required from HRH.

Ordnance, Quartermaster, and Transportation AOCs to Logistics Corps - No memo required from HRH.

Military Intelligence - Memo required from HRH.

Military Police - Memo required from HRH.

Psychological Operations - Memo required from HRH.

Space Operations - Memo required from HRH.

Special Forces – No memo required from HRH.

Signal Corps – No memo required from HRH.

## Appendix N

### Additional Instructions for Processing Chaplain Corp Applications and Appointments

#### N-1. General Background and Process

a. ARNG-HRR (Specialty BR Accessions) is the primary POC for Chaplain Corps officer accession support.

b. The Direct Commission and Accession (DCA) electronic predetermination application platform is noted as the primary means by which applications are forwarded from the State to NGB and then on to the Army proponent. If another platform emerges ARNG-HRR (Specialty BR Accessions) will provide applicable guidance.

c. All States will use, at a minimum, AR 135-100, NGR 600-100, AR 165-1, the Army chaplain proponent SOP, the Army chaplain proponent Waiver Standards Requirements, the electronic (DCA) application checklist, and this appendix to determine applicant qualifications, required documentation, and format for submitting Chaplain Corps officer predetermination applications (regardless of source).

d. The Army chaplain proponent publishes an accessions board schedule, an Accessions SOP, and Waiver Standards Requirements each fiscal year. The SOP (and any associated proponent guidance) details the DCA electronic application criteria, ETP and waiver criteria, etc. The accession board schedule and Accessions SOP are distributed to the ARNG-HRR (Specialty BR Accessions) who then distributes the products to Officer Strength Manager (OSM) counterparts throughout the States.

e. Prior to beginning the predetermination application for Chaplain (56A) in the ARNG the applicant is required by AR 135-100 to secure an Accession Interview (AI) with an ARNG Senior Chaplain. ARNG Chaplain applicants must conduct face-to-face interview with their State Senior Army Chaplain or an appropriate ARNG Chaplain in accordance with the instructions provided in the annual Chaplain Accessions SOP. The applicant will list the date and place of the interview and the identity of the interviewing chaplain in the remarks section of NGB Form 62 (Application for federal recognition as an Army National Guard officer or warrant officer and Appointment as a Reserve Commissioned officer or warrant officer of the Army in the Army National Guard of the United States. ) or DA Form 61. In certain cases, an ARNG Senior Chaplain may accept an AI from another SR Chaplain in the ARNG, USAR, or AC at their discretion. ARNG chaplain candidate applicants are exempt from this interview requirement.

f. Senior ARNG Chaplains conducting interviews will forward the interview statement directly to the Office of the Army Chief of Chaplains via the DCA electronic predetermination application. ARNG Specialty BR Accessions at National Guard Bureau (NGB) will ensure that the interview is uploaded in DCA. The same confidentiality for RA interviews applies to ARNG interviews.

g. Predetermination applications, regardless of source, for chaplains (56A) and chaplain candidates (56X) originate at the State and are then forwarded to ARNG-HRR (Specialty BR Accessions) via DCA. Applications must be complete with all applicable ETPs, waivers (if applicable). The applications are screened for accuracy and if there are discrepancies the application is returned to the State for correction. Once the application is complete it is then forwarded to the Army Chief of Chaplains Accessions officer via DCA for the next available accessions board.

h. Completed ARNG chaplain (56A) and chaplain candidate (56X) predetermination applications are then reviewed at the Army chaplain proponent accessions board. The findings of the accessions board are indicated in the electronic board results (within DCA) and the official Army proponent (signed) board results. Senior ARNG Chaplains and their respective applicants are to be notified of the board results within twenty four hours.

#### N-2. Waivers and Exceptions to Policy

In addition to guidance in this NGR (2-7, 2-8, 2-9, 2-10) the Army chaplain proponent issues Waiver Standards Guidance each FY to provide additional clarification and proponent specific parameters. Some waivers and exceptions to policy (ETPs) require Army Chief of Chaplain approval in addition to other Army, NGB, or State approvals. ARNG-HRR (Specialty BR Accessions) and ARNG-HRH-O (Officer Policy) can provide guidance on routing these requests so as not to cost the applicant additional time.

a. The Army Chief of Chaplains provides specific guidance for the following waiver categories:

(1) Age. The Army proponent may adjust the parameters on existing regulatory standards for the needs of the Army.

(2) Moral Statements (written explanations as to background on bankruptcy, financial delinquency, any drug use, arrest or detention by law enforcement, any Uniform Code of Military Justice actions to include Article 15, other moral issues determined on a case-by-case basis by the proponent.

(3) Professional Work Experience (PWE). The reserve components are currently exempt from any

PWE requirements.

(4) Prior Service Separation. This includes having over 10 years of active enlisted service and separation code(RE code) waivers.

(5) Grade Point Average. Chaplain Corps applicants are to have a 2.5 GPA.

(6) Prior Current Enlisted or Commissioned Service. Officers in the grade of CPT and MAJ have specific grade and time in grade criteria.

b. Each Chaplain Corps officer has a DoD approved faith group or denominational entity referred to as an“Ecclesiastical Endorser” (per DoDI 1304. 28). The applicant is to advise their Ecclesiastical endorser of any waiver or ETP that is going to be part of the predetermination application. The Army chaplain proponent requires that the Ecclesiastical Endorser have visibility on these matters and acknowledge the issue(s) in writing as part of the related waiver documentation.

c. Certain waivers involve issues that can impact a Tier 1, 3 or 5 so it's important to note how these outcomes may impact an applicant.

(1) Applicants may be considered for a predetermination of eligibility prior to completion of a Tier 1, 3 or 5.

(2) The applicant will agree, in writing, if the results of the investigation are unfavorable and if found to be ineligible to hold a commission, they will be subject to discharge.

d. Medical waivers: Refer to 2-7h and 2-10f.

### **N-3. Temporary and Permanent and Federal Recognition and Required Documents for Appointment**

Please reference Appendix C, item 20 on the document list. This section details additional documents that capture information required by both this NGR and AR135-100 as well as general information related to both temporary federal recognition and permanent federal recognition.

a. Temporary federal recognition automatically terminates one year after the effective date of the State appointment (32 USC 308).

b. Temporary federal recognition may be extended in an applicant's eligible grade after the predetermination is completed and prior to completion of a Tier 1, 3 or 5 provided that:

(1) The Tier 1, 3 or 5 is initiated at the time an application for a commission is submitted.

(2) The applicant agrees, in writing, if the results of the investigation are unfavorable and if found to be ineligible to hold a commission, they will be subject to discharge.

c. Permanent federal recognition process and required documents for federal recognition appointment actions(see chapter 2 of this NGR).

(1) Upon receipt by the State MILPO of a favorable predetermination by the Army proponent chaplain board,the applicant will be scheduled for consideration by a FRB in order to effect the appointment.

(2) The FRB will be provided a copy of the case being maintained by the State to include documents as specified in d. , (1) , (2) , (3) , (4) , (5) of this section reflecting approval of predetermination.

(3) States will forward by cover letter NGB Form 89 (Proceedings of a federal recognition Board) , NGB Form337 (Oath of Office) , one copy of appointment order, a completed NGB Form 62, and documents as specified in d. , (1) , (2) , (3) , (4) , (5) of this section to ARNG-HRP-R requesting issuance of federal recognition.

(4) If a final security clearance (Tier 1, 3 or 5) was not included in original predetermination packet, evidence of such clearance must be transmitted.

d. Due to the complexities of specialty BR appointments/federal recognition actions it is required that coordinating documents be included in each action.

(1) The Constructive Credit Worksheet is completed at the State level IAW AR 135-100, digitally signed, and made part of the predetermination packet. This document, provided by the Army chaplain proponent, is reviewed by the ARNG-HRR Specialty BR Accessions team for accuracy before forwarding the application to the Army proponent accession board. The Constructive Credit Worksheet captures the information detailed in AR 135-100 chapters 3-7 and 3-12 as well as the intent of DoDI 1310. 02. ARNG Officer Strength Managers and accessions personnel must work closely with ARNG-HRR Specialty BR Accessions to make certain the document is accurate. The Constructive Credit Worksheet is required for any appointment/federal recognition actions involving 56A or 56X officers.

(2) The electronic board results (generated internally by DCA) can be obtained by the Officer Strength Manager or any accessions personnel with DCA access. The electronic board results clearly denote the appointment grade recommended by the accession board. The electronic board results should match the Constructive Credit Worksheet. The electronic board results (generated within DCA) are required for any appointment/federal recognition actions involving 56A or 56X officers.

(3) The Army chaplain proponent (signed) accession board results are a source document provided

as official record of the accessions board outcome and are required for any appointment/federal recognition actions involving 56A or 56X officers.

(4) The DD Form 2088, Certificate of Ecclesiastical Endorsement, indicates endorsement/approval for appointment to the ARNG. The applicant will request the Ecclesiastical Endorsing Agent to provide the original document directly to the Office of the Army Chief of Chaplains. The applicant will provide a copy of this document for the electronic predetermination application and for the appointment/federal recognition action. The DD Form 2088, Certificate of Ecclesiastical Endorsement, is required for any appointment/federal recognition actions involving 56A or 56X officers.

f. At no time will a State conduct a FRB prior to receiving the electronic accession board results (generated within DCA) , the signed accession board results distributed by the Army chaplain proponent, a signed Constructive Credit Worksheet, and a valid DD Form 2088 (Certificate of Ecclesiastical Endorsement). These items must be reviewed by the FRB to verify correct grade and EGC.

g. The Direct Commission and Accession (DCA) electronic predetermination packet platform may be replaced in the future. Any electronic board produces board results internal to the application. Regardless of the application or platform the electronic proceedings of the accession board will always be required.

#### **N-4. Transfers or Direct Accessions from Other Army Components and Services**

The Army Chaplain Corps is spread across 3 components, but the community is small and movement within the Corps is encouraged and welcome in many situations.

a. Regular Army chaplains (56A) separating from AD and seeking an appointment in the ARNG must complete a predetermination application through an ARNG Officer Strength Manager. There is not a pathway for a Regular Army chaplain to “transfer” to the ARNG. Such an officer will be treated as an initial accession for the ARNG.

b. USAR chaplains (56A) and chaplain candidates (56X) seeking to transfer to the ARNG can accomplish this in one of three ways:

(1) Work with the State Officer Strength Manager to execute a DD Form 368, Conditional Release, through the Office of the Chief, USAR (OCAR). The OCAR has delegated approval of Chaplain Corps officer conditional releases to the OCAR Command Chaplain.

(2) If the Chaplain Corps personnel are in the USAR IRR (and have no flags or fiscal obligations to the USAR) they can request transfer to the ARNG. The State MILPO can affect the transaction to remove the officer from the IRR and to an assignment in the ARNG.

(3) Separate from the USAR and manage transition to the ARNG with their respective personnel manager in the separation process. If there is a “break” in service then the officer must complete a predetermination application through an ARNG Officer Strength Manager. Such an officer will be treated as an initial accession for the ARNG and will require an appointment action.

c. Inter-service transfers for chaplains who have been appointed in other services are not typically possible for the ARNG. Due to appointment and federal recognition requirements found in AR 135-100 these officers typically must separate.

## **Appendix O**

### **Request For Direct Appointment Supporting Documentation Required**

**Cover:** Memorandum requesting the action. Must be staffed through the AG and signed by the state MIL-PO (at a minimum). "For" signatures are not authorized.

**TAB A:** NGB Form 62E. Must include BR and valid vacancy information. Signatures must appear on all endorsement blocks on page 3. The vacancy and BR the applicant intends to fill must be compatible.

**TAB B:** Letters of Recommendation. Must include letters from company and battalion commander. Must contain specific and objective details regarding individual's exceptional qualities for direct appointment.

**TAB C:** Birth certificate and proof of citizenship. **TAB D:** Medical: Refer to 2-7h and 2-10f

**TAB E:** Certified proof of final security clearance, or proof of initiation of security clearance investigation. **TAB F:** Original certified college transcripts.

**TAB G:** OCS Enrollment and Attendance Statement. **TAB H:** Current certified copy of soldier's ORB.

**TAB I:** Non-Commissioned Officer Evaluation Reports (NCOER's) and Academic Evaluation Reports (AER's).

**TAB J:** Certified DA Form 705, dated within six months of application to ensure validity through entire federal recognition process.

**TAB K:** Certified verification of height/weight, dated within 90 days of application to ensure validity through entire federal process.

**TAB L:** Mentor Assignment.

**TAB M:** Copies of DD Form(s) 214

**TAB N:** Copies of awards, certificates, or letters documenting leadership achievement **TAB O:** Any authorized and approved waivers (less medical waivers).



## **Appendix P**

### **ARNG Direct Appointment Implementation Guidance**

a. The Basic BR and FA Proponent Office will:

- (1) Review applications submitted on one of the following application platforms:
  - (a) <https://goarmy.com>
  - (b) <https://talent.army.mil/direct-commissioning>
  - (c) <https://www.linkedin.com/home> (Army Direct Commission)
- (2) Input completed packet into the Direct Commissioning and Accessions (DCA) system.
- (3) Complete a crosswalk to determine the applicant's grade eligibility.
- (4) Conduct a board for all qualified applicants.
- (5) Send board results to HQDA G1 for entry grade approval.
- (6) Schedule a medical examination for all civilian applicants. Refer to 2-7h
- (7) Process a security packet for all civilian applicants.
- (8) Forward the applicant's packet along with the HQDA G1 grade approval memo to the State or Territory Officer Strength Manager and the Officer of Personnel Management to which the applicant is applying for.

b. The State or Territory Officer Strength Manager and the Officer Personnel Manager will:

- (1) Receive the applicant's packet along with the HQDA G1 grade approval memo from the Basic BR and/or FA Proponent Office.
- (2) For currently serving Service Members. Ensure the applicant has a completed commissioning physical.
- (3) For currently serving Service Members. Ensure the applicant has the appropriate security clearance required for their requested BR or FA.
- (4) For currently serving Service Members. Ensure all experience, training, and education was funded with private resources. No DoD.
- (5) Validate that the State has a vacant position for the applicant.
- (6) Receive TAG approval to direct appoint the applicant at the recommended entry grade.
- (7) Process the completed packet through the State Recruiting team. Ensure the applicant is aware of and agrees to the eight (8) year obligation with the first three (3) years in an active status.
- (8) Process all waivers and exceptions to policy if required.
- (9) Conduct a State federal recognition Board and submit the results to the ARNG Personnel Division (ARNG-HRP) through IPPSA-A.
- (10) Schedule the applicant for OBC Phase I and Phase II.
- (11) Provide the basic BR or the FA proponent with an update once the packet is complete.

c. The ARNG Recruiting and Retention Division (ARNG-HRR) will:

- (1) Provide guidance and support to the State's recruiting team throughout the Direct Commissioning process.
- (2) Receive and process waivers and exceptions to policy requests through IPPSA-A.

d. The ARNG Personnel Policy Division (ARNG-HRH) will:

- (1) Provide guidance and support to the States on regulation and policy interpretation.
- (2) Receive and process waivers and exceptions to policy requests through IPPS-A.

e. The ARNG Personnel Division (ARNG-HRP) will:

- (1) Receive and process the State's request for federal recognition.
- (2) Issue orders for submitted packets.

## **Glossary**

### **Section I Abbreviations**

**ADL**

Active-Duty list

**ADT**

Active Duty for Training

**AFCT**

Armed Forces Classification Test

**AIT**

Advanced Individual Training

**AMEDD**

Army Medical Department

**AN**

Army Nurse Corps

**AOC**

Area of Concentration Advanced Operations Course Accessions Options Criteria

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ASVAB**

Armed Services Vocational Aptitude Battery

**AT**

Annual Training

**BA**

Bachelor of Arts

**BAH**

Basic Allowance for Housing

**BAS**

Basic Allowance for Subsistence

**BG**

Brigadier General

**BI**

Background Investigation

**OBC**

Officer Basic Course

**BR**

Branch

**BR/FA**

Branch/Functional Assignment

**BS**

Bachelor of Science

## **Glossary (Continued)**

### **CAX**

Combined Arms Exercise

### **CC**

Common Core

### **CTA**

Common Table of Allowance

### **CCC**

Captains Career Course

### **CGSC**

Command and General Staff College

### **CGSOC/ILE**

Command and General Staff Officers Course

### **CGSS**

Command and General Staff School

### **CH**

Chaplain

### **CNGB**

Chief, National Guard Bureau

### **CPT**

Captain

### **COL**

Colonel

### **CW2**

Chief Warrant Officer Two

### **DACH**

Department of Army's Chief of Chaplains

### **DC**

Dental Corps

### **DCS, G1**

Deputy Chief of Staff, G1

### **DNACI**

Department of Defense National Agency Check with Inquiry

### **ECP**

Early Commissioning Program

### **ENTNAC**

Entrance National Agency Check

### **FA**

Functional Area

### **FEDREC**

Federal Recognition

### **FRB**

Federal Recognition Board

## **Glossary (Continued)**

### **GED**

General Education Development

### **GRFD**

Guaranteed Reserve Forces Duty

### **GT**

General Technical Aptitude Area

### **HQDA**

Headquarters, Department of the Army

### **ILE**

Intermediate Level Education

### **IMR**

Individual Medical Readiness

### **IPPS-A**

Integrated Personnel and Pay System - Army

### **JAGC**

Judge Advocate General's Corps

### **JPME**

Joint Professional Military Education

### **IADT**

Initial Active Duty for Training

### **IG**

Inspector General

### **JFHQ**

Joint Force Headquarters

### **LIC**

Language Indicator Code

### **LT (1LT & 2LT)**

Lieutenant (First & Second)

### **LTC**

Lieutenant Colonel

### **MA**

Master of Arts

### **MAJ**

Major

### **MC**

Medical Corps

### **MEL**

Military Education Level

### **MFA**

Medical FA

### **MG**

Major General

## **Glossary (Continued)**

### **MEPS**

Military Entrance Processing Station

### **MI**

Military Intelligence

### **MILPO**

Military personnel office/officer

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### **MJC**

Military Junior College

### **IPERMS**

Interactive Personnel Electronic Records Management System

### **MS**

Medical Service Corps

### **MS I, MS II, MS III & MS IV**

Military Service I, II, III, or IV (denotes class levels in ROTC)

### **MSO**

Military Service Obligation

### **MTF**

Medical Treatment Facility

### **MTOE**

Modified Table of Organization and Equipment

### **NAC**

National Agency Check

### **NGB**

National Guard Bureau

### **OADO**

Officer Active-Duty Obligation

### **OCS**

Officer Candidate School

### **OER**

Officer Evaluation Report

### **OMPF**

Officer Management Personnel file

### **OPCB**

Officer Personnel Classification Board

### **OPMS**

Officer Personnel Management System

### **OSB**

Officer Selection Battery

### **OTSG**

Office of The Surgeon General

## **Glossary (Continued)**

### **PCC**

Pre-Command Course

### **PHA**

Periodic Health Assessment

### **PhD**

Doctor of Philosophy

### **PME**

Professional Military Education

### **PMS**

Professor of Military Science

### **POC**

Point of Contact

### **PSC**

Personnel Services Company

### **QA**

Quality Assurance

### **REFRAD**

Release from Active Duty

### **RFD**

Reserve Forces Duty

### **ROTC**

Reserve Officers Training Corps

### **RRM**

Recruiting and Retention Manager

### **RPAS**

Retirement Points Accounting System

### **RTI**

Regional Training Institute

### **SAT**

Scholastic Aptitude Test

### **SCI**

Sensitive Compartmented Information

### **SCP**

School for Command Preparation

### **SMP**

Simultaneous Training Program

### **SAA**

Senior Army Advisor

### **SP**

Army Medical Specialist Corps

### **SSN**

Social Security Number

## **Glossary (Continued)**

### **TDA**

Table of Distribution and Allowances

### **TJAG**

Department of Army - The Judge Advocate General

### **TSG**

The Surgeon General

### **TSPC**

Theater Sustainment Planners Course

### **USAR**

United States Army Reserve

### **USC**

United States Code

### **USMA**

United States Military Academy

### **USMC**

United States Marine Corps

### **USPFO**

United States Property and Fiscal Officer

### **VC**

Veterinary Corps

### **WLC**

Warrior Leader Course

### **WOCS**

Warrant Officer Candidate School

## **Section II Terms**

### **Active Army**

The Active Army consists of

- a. Active Component Soldiers on AD,
- b. Army National Guard of the United States (ARNGUS) and Army Reserve (USAR) Soldiers on AD (other than for training or in an AGR status) ,
- c. ARNG Soldiers in the service of the United States pursuant to a call, and
- d. All persons appointed, enlisted, or inducted into the Army without component.

### **Active Duty**

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all ARNG and USAR Soldiers ordered to duty under 10 USC for other than for training. It does not include AGR personnel in a full-time National Guard duty status under 32 USC (see AR 135-18).

### **Active Guard and Reserve (AGR)**

AD performed by a member of a Reserve component of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard, pursuant to an order to AD or full-time.

National Guard duty for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components. (See 10 USC 101(d) (6) (A) ).



## **Terms (Continued)**

### **Active status**

The status of an ARNG or USAR commissioned officer, other than a commissioned warrant officer, who is not in the ING, in the Standby Reserve (Inactive List) , or in the Retired Reserve.

### **Active service**

Service on AD or full time National Guard duty (AR 135-18).

### **Adjutant(s) General [The] (TAG)**

Refers to the Adjutants General of the 50 States, the Commonwealth of Puerto Rico, the Territories of Guam and the Virgin Islands, as well as the Commanding General of the District of Columbia National Guard.

### **Army National Guard (ARNG)**

A land force that is part of the organized militia of the several States, Territories, Puerto Rico, and the District of Columbia that is federally recognized and that is wholly or in part funded at Federal expense.

### **Army National Guard of the United States (ARNGUS)**

Reserve component of the Army all whose members are members of the Army National Guard.

### **Applicant**

A member of the RA, ARNG, ARNG, or USAR who applies voluntarily for order to AD or full time National Guard duty in the Active Guard Reserve Program (see AR 135-18). A person who voluntarily applies for entrance into the State or Federal OCS program.

### **Associates Degree**

A certificate conferred on completion of a two-year program at a junior college, university, or degree producing technical institute.

### **Baccalaureate Degree**

A certificate conferred on completion of a four-year college program other than a First Professional Degree (i.e.: DDS, DMD, MD, etc. ).

### **Candidate**

An approved applicant who is actually attending an OCS (see AR 140-50).

### **Commissioned Officer**

Officers in the grades/ranks of O-1/2LT through O-10/General

### **Officer**

A person holding a commission or warrant in one of the Armed Forces.

### **Over-strength**

Assigned strength which exceeds that authorized by the TOE, MTOE and TDA. Assignment of an officer as over- strength may be the result of unit reorganization, inactivation, or relocation. It may also be because of an assignment error, or as an authorized exception to policy to correct an injustice (see AR 135-155).

### **Simultaneous Membership Program (SMP)**

A volunteer officer training program that allows Army National Guard enlisted members to also participate in the Advanced ROTC Program.

### **Standard Installation and Division Personnel Reporting System (Integrated Personnel Pay System - Army User Manual)**

The database of record for all Army National Guard Soldiers. It provides information retrieval capabilities for Commissioned officers, warrant officers, and enlisted personnel. It is designed to support the FAs of strength accounting and personnel management. IPPS-A User Manual has the capability of interfacing (sharing data between systems) with other systems such as those within the Military Pay BR, Retirement Points Accounting Management (RPAM) System, iMARC and GIMS. In addition, IPPS-A generates outputs for external interfaces and data transfers. The primary policy document for IPPS-A is IPPS-A User Manual.

## **Terms (Continued)**

### **State(s)**

As referred to in this regulation, the term State or States refers to either singularly or collectively as the 50 States of the United States, the Commonwealth of Puerto Rico, the U. S. Virgin Islands, the Territory of Guam, and the District of Columbia.

### **Total Army Personnel Data Base Guard (TAPDB-G)**

The ARNG's standardized data base containing military personnel data to fully support all personnel manning and sustainment functions during peacetime and while deployed. The system is responsible for pushing information fed by IPPS-A transactions to the Integrated Total Army Personnel Database (ITAPDB) and over 30 other interfacing systems.

# ***SUMMARY of CHANGE***

NGR 600-100

Commissioned Officers Federal Recognition and Related Personnel Actions

This regulation provides procedures for processing all applications for federal recognition, waivers, and requirements for appointment. The use of the term, "Commissioned officer" in this regulation does not apply to the Commissioned Warrant officer. Any reference to State(s) includes all Territories and the District of Columbia. This is a revision of the previous NGR 600-100 dated 6 July 2020. The changes are too extensive to capture in a summary.

○ **Establishes:**

- Update to Chapter 1  
Guidance Regarding the DA Photo and Use of Race, Ethnicity, and Gender Identifying Data
- Updates to Chapter 2  
Civil Convictions  
Over-strength  
AMEDD guidance
- Updates to Chapter 6  
Added definitions for Branch, Functional Area and Area of Concentration
- Updates to Chapter 7
- Updates to Chapter 8  
Promotions
- Updates to Chapter 9

○ **Adds:**

- Appendix N  
Chaplain Guidance
- Appendix O  
Direct Commission Documents
- Appendix P  
ARNG Direct Appointment Implementation Guidance