

Personnel - General

COMMISSIONED OFFICERS - FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIONS

Summary. This regulation provides procedures for processing all applications for Federal recognition, waivers, revises the list of documents required for appointment, gives new policy on the Early Commissioning Program, announces new policy dealing with civilian and military education requirements, changes special branch assignment policies, changes special branch promotion policies, changes general officer management policies, incorporates NGR 600-4 as it pertains to commissioned and general officers and adds **appendix H, appendix I, and appendix J.**

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

Internal control systems. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Chief, National Guard Bureau, ARNG Readiness Center, **ATTN: NGB-ARP-PO, 111 South George Mason Drive, Arlington, Virginia 22204-1382.**

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Chief, Administrative Services, National Guard Bureau. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB-ARP-P0.

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*This regulation supersedes NGR 600-100, 15 November 1985 and NGR 600-4, 15 May 1978

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Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policies and procedures governing the appointment, assignment, temporary Federal recognition, Federal recognition, reassignment, transfers between States, branch transfers, area of concentration designation, utilization, branch detail, attachment, and separation of commissioned officers of the Army National Guard (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** of this regulation.

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

a. National Guard Bureau (NGB).

(1) **Director, ARNG.** The Director, ARNG is responsible for the overall development and management of commissioned officers of the ARNG.

(2) **Personnel Directorate (NGB-ARP).** The Personnel Directorate is the agent for the Director, ARNG, 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 at NGB.

b. State Activities.

(1) **State Adjutant General (AG).** The State AG will manage and develop commissioned officers at the State level.

(2) **State Personnel Officer.** The State Personnel Officer will serve as the manager of the officers at the State level on behalf of the State AG. The State Personnel Officer 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 aggressive 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. Personnel actions prescribed here as a result of these policies will be made without regard to race, color, religion, gender, or national origin. Special exceptions for classification and assignment of female officers are contained in AR 611-101 and paragraph 4-4g of this regulation.

1-6. Relative rank

Commissioned officers of the ARNG, when not on active duty in a Federal status, rank among themselves according to the laws of the State in which appointed. When commissioned officers of the ARNG enter on active duty under any provision of the law, they will rank among commissioned officers of the same grade who are on active duty according to the provisions of AR 600-20.

1-7. Appointment grade

Federal recognition and initial Reserve of the Army appointment will be limited to the grade of second lieutenant except for those individuals who are entitled to three or more years of service credit under Title 10, USC, section 3353. Service credit consists of the sum of any prior commissioned service credit awarded for advanced education, training, or special experience. Award of constructive service credit is limited to those commissioned officers seeking appointment in one of the special branches.

Chapter 2 Appointments

2-1. Appointment

Commissioned Officers of the ARNG are appointed by the several States under Article 1, Section 8, of the United States Constitution. These appointments may be federally recognized by the Chief, National Guard Bureau under such regulations as the Secretary of the Army may prescribe and under the provisions of this regulation. Officers who are federally recognized in a particular grade and branch shall be tendered an appointment in the same grade as Reserve commissioned officers of the Army with assignment to the Army National Guard of the United States (ARNGUS), as provided in Title 10, USC, sections 3351(a) and 3359, if they have not already accepted such appointment. Nonprior service personnel appointed in the ARNG incur a military service obligation as set forth in AR 135-91. Prior service personnel who are receiving service credit under Title 10, USC, section 3353, must have their Reserve of the Army grade determined IAW Title 10, USC, section 3359.

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 status under which to function. Such individuals acquire a Federal status when they are federally recognized and appointed as a Reserve of the Army.

b. The effective date of Federal recognition for original appointment is that date on which the commissioned officer executes the oath of office in the State.

c. Federal recognition will continue in effect as long as 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

The polices prescribed in AR 600-20 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 he/she 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 (MA).

2-4. Wearing of the uniform and insignia

Pursuant to Title 10, USC, section 772(a), AR 670-1 prescribes the wear of Army uniforms, insignia, and accouterments for Army National Guard soldiers.

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 will not be used except as discussed in chapter 11 of this regulation.

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 FRB.

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

(1) Retired reserve officers who serve as adjutants general.

(2) Retired regular officers who serve as adjutants general or assistant adjutants general under separate Reserve of the Army appointments.

d. Retired members may, however, wear their uniforms as members of the State Defense Forces when correctly altered IAW NGR 10-4. Retired members are authorized to wear their Federal uniforms on appropriate occasions such as: military ceremonies, military balls, etc.

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 of this regulation.

2-6. Appointment as a Reserve commissioned officer of the Army

a. Upon being federally recognized, a commissioned officer who does not hold an appointment as a Reserve commissioned officer of the Army shall 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 shall become a member of the ARNGUS. (That term of a Reserve appointment is not contingent upon continued Federal recognition (Title 10, USC, section 3351)). Individuals receiving service credit under Title 10, USC, section 3353, must have their Reserve of the Army appointment grade determined IAW Title 10, USC, section 3359.

b. Officers who have attained status as Reserve commissioned officers of the Army with assignment to the ARNGUS may be transferred in grade to the Army Reserve with the consent of the Governor or other appropriate authority of the State, Puerto Rico, the Virgin Islands, Guam, or the District of Columbia National Guard under such regulations as the Secretary of the Army may prescribe. Unless an ARNGUS officer is discharged from the Reserve of the Army concurrent with withdrawal of Federal recognition, the officer becomes a member of the Army Reserve upon separation from the ARNG (Title 10, USC, section 3352).

2-7. Eligibility criteria

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

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 who is less than 18 years of age. 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 in the same or higher grade on active duty in any Active Component of the Armed Forces or on active duty and/or in an active status in any Reserve Component of the Armed Forces.

GRADE	AGE
Second lieutenant	30
First lieutenant	33
Captain	39
Major	48
Lieutenant Colonel	51
Colonel	55

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

(c) Maximum age limitations for JAGC officers are set forth in AR 135-100.

(d) Maximum age limitations for Chaplains are set forth in AR 135-100.

(e) Waiver of the maximum age limitation of basic branch commissioned officers may be considered if the applicant:

1/ Becomes over-age due to administrative processing.

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

3/ In exceptional cases, the State Adjutant General may waive the maximum age limitations to allow entry and participation in a Federal or State officer candidate school (OCS) program. Age at date of commission may not exceed 32 years, 6 months. Chief, NGB, ATTN: NGB-ARP-CO, is the waiver authority for individuals exceeding this limitation.

4/ An original appointment as a second lieutenant must be made prior to the individual's 35th birthday. The limitations described in Title 10, USC, section 532(a)(2) apply to Army National Guard officers.

(f) An applicant's age must be such that the officer can serve at least 20 years before Federal recognition will be terminated under mandatory removal requirements prescribed in NGR 635-100.

c. Citizenship. The applicant must be a citizen of the United States.

d. Mental. Applicants must attain the minimum test scores on tests required by NGR 351-5. Administration of these tests is not required for:

(1) Applicants for appointment in the Army Medical Department (except AOC 67J or MFA 70).

(2) Applicants for appointment in the Chaplains Branch or Chaplain Candidate/Staff Specialist.

(3) Applicants for appointment in the JAGC.

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

e. Education. Each applicant must:

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

(2) Meet the specific civilian education requirements for appointment, promotion, and retention of basic branch commissioned officers as prescribed in chapters 8 and 9 of this regulation.

(3) Medical Corps applicants who have received their medical degree in another country may apply only if they comply with the provisions of AR 135-101.

(4) Medical Service Corps applicants must meet specific civilian education appointment requirements in AR 135-101 and AR 611-101.

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

g. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's age, education, background, and experience.

h. Medical. Medical requirements are prescribed in AR 40-501. Applications for appointment must be accompanied by a medical examination accomplished within the time frame prescribed below.

(1) The following applications for Federal recognition will have the SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History) qualified under the physical standards for appointment of AR 40-501 (The physical examination must have been completed within the 24 months prior to appointment):

(a) Initial appointment or appointment from enlisted to commissioned officer status regardless of prior component or branch of service.

(b) Initial appointment or appointment of a civilian to commissioned officer status.

(c) Initial appointment or appointment of a commissioned officer from any service other than the U.S. Army to commissioned officer status.

(d) Initial appointment or appointment of a warrant officer from any service other than U.S. Army to commissioned officer status.

(2) The following applications for Federal recognition will have the SF 88 and SF 93 qualified under the medical fitness standards for retention specified in AR 40-501 (the physical must have been completed within the 60 months prior to appointment):

(a) Appointment of ROTC cadets initially appointed and commissioned in the USAR by Commander, ARPERCEN with no break in commissioned service

(b) Appointment of commissioned officers from a commissioned or warrant officer status from any component of the U.S. Army with no break in service.

(3) Applicants for aviation training, special training programs, (e.g., airborne, ranger, special forces) will be qualified under the appropriate sections of AR 40-501.

i. Security clearance. Applicants must have a final secret clearance prior to appointment or reappointment as commissioned officers in the ARNG. As an exception, applicants for one of the special branches may be commissioned prior to completion of a NAC/DNACI provided that:

(1) The NAC/DNACI is initiated at the time an application for appointment is submitted, and

(2) The special branch applicant agrees in writing that, if the results of the investigation are unfavorable, he or she will be subject to discharge if found to be ineligible to hold an appointment. Waivers of this requirement will not be granted.

2-8. Persons ineligible for Federal recognition and waivers not authorized

- a.** Subversive or disloyal persons;
- b.** Persons against whom proceedings have been initiated under AR 604-10 and whose cases have not been concluded in their favor;
- c.** Applicants who refuse to completely answer any pertinent question in the course of 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, released from AD, 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 or warrant officers of the U.S. Armed Forces twice nonselected 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 IAW AR 380-67 or AR 604-10; and
 - (6) Any individual regardless of prior U.S. military service component that was not retained through a qualitative management program 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 (Title 5, USC, section 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 grade in the ARNG of a State with assignment as State Adjutant General or Assistant Adjutant General.
 - (2) Reserve officers who are members of the Retired Reserve and who are eligible for or have been retired under Title 10 USC, section 1293, unless prior approval has been granted by the Secretary of the Army IAW AR 140-10.

(3) Enlisted personnel retired under Title 10, USC, section 3914;

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, or age from:

- (1) Active duty (members of Active Components).
- (2) Active status (members of Reserve Components).

l. Commissioned officers, warrant officers, and enlisted soldiers separated from any component of the Armed Forces by elimination procedures of a derogatory nature similar to those contained in AR 635-100 or AR 635-200; and

m. Former Regular Army officers who have been denied appointment in the U.S. Army Reserve IAW AR 135-100.

2-9. Persons ineligible for Federal recognition unless waiver is granted

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. Waiver authority is CNGB. Requests will be forwarded to NGB-ARP-CO.

b. Applicants with a record of prior convictions. Waiver authority is CNGB. Requests will be forwarded to NGB-ARP-CO.

(1) Individuals who have been adjudged youthful offenders or have a record of convictions of any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of \$300 or less;

(2) Conviction of a felony under local, Federal, or military law;

(3) Conviction that resulted in sentence to confinement in prison, stockade, or detention area or in sentence to hard labor; and

(4) Conviction involving moral turpitude.

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 may 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 State adjutants general.

d. Applicants previously separated. Applicants who were previously separated from any component of the Army because of failure to complete any required military education or course within the time frame prescribed. Waivers for the basic branch course may be considered only if the school commandant or

faculty board authorizes the failure to be resolved by completion of nonresident courses or reenrollment in a resident program. Waiver authority is CNGB. Requests will be forwarded to NGB-ARP-CO.

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. Waiver may be considered upon demonstration that an applicant possesses truly outstanding qualifications. Waiver authority is delegated to State adjutants general. Applicant must sign a statement, which becomes a permanent part of his/her record, stating that he/she understands that he/she will not be able to complete twenty years of creditable service for retirement prior to reaching his/her mandatory removal date.

f. ROTC graduates. ROTC graduates who are required to complete two years or more of active duty upon completion of baccalaureate or higher degree requirements may not be appointed unless entry on active duty is delayed for 12 months or more. Waiver authority is delegated to the State adjutants general.

2-10. Waiver

a. All requests for waiver which require a decision by the CNGB or higher authority will be forwarded through The Adjutant General to the approving authority as indicated below. A copy of the approved waiver, as determined by either the CNGB or The Adjutant General, 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 individual case. The unit commander's recommendation must include favorable evidence of individual's military and civilian education, character, civilian employment status, and financial responsibility. Discriminators, such as a record of indebtedness, questionable character traits, nonjudicial punishment, history of problems with civilian employment, 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 an FRB 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 Secretary of the Army or his designee. Waiver requests will, among other factors, be based on recommendation of the CNGB through HQDA, DCSPER. 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 62, official court documents citing the offense, court action, and judgment rendered and will include a statement of circumstances from the applicant and should be submitted to NGB-ARP-CO.

f. Requests for medical waivers should be submitted with all supporting documents to NGB-ARP-HS.

g. Requests for age waivers should be submitted with all supporting documents to NGB-ARP-CO.

h. Requests for civilian education and military education waivers will be submitted with supporting documentation to NGB-ARP-PO.

i. All requests for predetermination and all requests for waiver will contain documents normally provided to the FRB. In addition to those documents listed in the paragraphs above and appendix B of this regulation, the application will contain records of prior military service. As a minimum, copies of enlisted and/or officer evaluation reports, performance qualification records (e.g., DA Form 2-1), and academic evaluations from service schools must be included.

2-11. Procurement sources

Individuals will be selected from the following sources:

a. U.S. Army Reserve (USAR) commissioned officers and former commissioned officers of any component of the U.S. Army and U.S. Marine Corps (USMC). U.S. Army Reserve 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. Holders of Certificates of Eligibility. Individuals who have a Certificate of Eligibility (NGB Form 89a), as provided in paragraph 2-12 below, may be appointed to the grade and branch for which qualified as stated in the certificate, provided all current appointment criteria are met at the time of appointment.

c. Graduates of accredited officer candidate schools (OCS). Graduates of an accredited OCS, including those of the other services, may be appointed in the grade of second lieutenant. Graduates who are not qualified for appointment at the time of graduation have two years from the date of the OCS completion certificate to become qualified and receive Federal recognition or become ineligible for appointment.

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. 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, 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 branch. Under certain circumstances, training and assignment of former U.S. Navy and U.S. Air Force officers may qualify for assignment to combat arms positions. Review of application by FRB and State personnel managers should determine assignment restrictions.

(2) Any Army aviation position.

f. Special branches. Eligibility of applicants for appointment will be determined by the Chief of each respective special branch and the CNGB. Applications for appointment in one of the special branches will be processed IAW appendix I or J of this regulation.

g. Technical Specialists. Prior to appointment, a predetermination of the applicant's eligibility will be made by the CNGB. Requests for such predetermination will be documented by a completed copy of NGB Form 62 and allied 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 receipt of a favorable predetermination from the CNGB. Requests should be forwarded to NGB-ARP-PO.

h. ROTC graduates. Officers commissioned from ROTC who:

(1) Have completed their obligated period of active duty/ADT, or

(2) Are selected to satisfy their service obligation by Reserve Forces Duty (RFD) without an active duty commitment of two or more years.

i. ROTC Early Commissionees. Officers commissioned from the ROTC early commissioning program who meet the criteria established in chapter 12 of this regulation.

j. 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 first lieutenant (Title 10, USC, section 2106).

k. Prior service enlisted soldiers or prior warrant officers.

(1) Applicants having a minimum of two years of honorable active service in any Armed Force may apply for a direct appointment as a second lieutenant in the ARNG following a predetermination of their eligibility by NGB-ARP-PO. An applicant must meet the following eligibility criteria:

(a) Be a four-year college graduate with a bachelor degree from an accredited institution;

(b) Have a minimum of one year active status in an authorized position in a federally recognized unit in the ARNG;

(c) Have successfully completed the U.S. Army Precommissioning Correspondence Course; and

(d) Have successfully passed the Advanced Physical Fitness Test (APFT) IAW FM 21-20.

(2) The State must have a valid authorized position vacancy in the branch in which the applicant is requesting appointment.

(3) Once appointed, applicants must attend a full resident officer basic course.

(4) Applicants under this program are limited to the basic branches.

(5) Request for predetermination will be documented by submitting a completed copy of NGB Form 62 and allied papers for appointment. No applicant under the provisions of this paragraph will be permitted to appear before an FRB prior to receipt of a favorable predetermination from CNGB.

l. All requests for predetermination will be forwarded to NGB-ARP-PO.

2-12. Certificate of Eligibility

a. Purpose. In order that ARNG soldiers, for whom there are no position vacancies, may be examined to determine their fitness for future appointments or promotions, The Adjutant General may accept applicants for Certificates of Eligibility (NGB Form 89a).

b. Procedures. Each application will consist of the records and documents prescribed in chapter 3 or chapter 8, as applicable, except for the appointment order and oath of office. Applicants will not appear before an FRB until evidence of a favorable National Agency Check (NAC) has been received by The Adjutant General. If found qualified in all respects except for position vacancy for a particular grade and branch, the report of board proceedings and allied papers, to include evidence of a secret or higher security clearance based on a favorable NAC (or other investigation as prescribed by AR 380-67) in initial appointment cases, will be forwarded with appropriate endorsement by The Adjutant General to NGB-ARP-PO. In addition to the above listed required documents, cases pertaining to direct appointment based upon civilian education and experience will include the documents from the soldier's Military Personnel Records Jacket (MPRJ) such as qualification records, promotion and award orders, transcripts from school, course completion certificates, evaluation reports, and similar documents supporting the request. In the event the soldier has had prior service, the official records of the service will

be obtained by the State or applicant and forwarded with the action. The endorsement by the State should indicate if the soldier is participating in any type of tour and the location of that tour. If approved, NGB Form 89a will be issued to the soldier.

c. OCS graduates. NGB Form 89a, issued in the grade of second lieutenant to graduates of approved OCS programs, will indicate eligibility in "any basic branch." Accordingly, NGB Form 62 and Form 89a should reflect "any basic branch" in the appropriate spaces.

d. Validity period. NGB Form 89a is effective for two years, unless an earlier expiration date is specified on the certificate and provided the holder thereof remains otherwise qualified. If during this period, The Adjutant General should appoint the holder of the certificate to a position vacancy of the same grade and branch in which qualified, a request for Federal recognition will be forwarded, accompanied by an appointment order and an Oath of Office (NGB Form 337) to NGB-ARP-CO. Medical examinations submitted with these applications for Federal recognition must have been completed within the preceding 24 months. The CNGB will extend Federal recognition effective the date of appointment in the ARNG when each of the requirements contained herein has been fulfilled.

e. Reissue. Upon expiration, an NGB Form 89a may be reissued through the same procedure as provided in subparagraph 2-12a, above, except that the required records and documents may be limited to a current medical examination and the report of board proceedings. If the individual circumstances require a waiver for any disqualification for appointment, it must be requested formally as outlined in paragraph 2-10, above.

2-13. Temporary Federal recognition of ARNG appointments

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 an 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 six months after the effective date of State appointment (Title 32, USC, section 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 should be convened to consider the request again and grant another new period of temporary Federal recognition if warranted. Applicants for the JAGC or Chaplain Corps must be approved by the Army TJAG or Chief of Chaplains prior to holding a FRB. This paragraph is not applicable to the following:

a. Applicants for Federal recognition as general officers.

b. Applicants federally recognized as commissioned officers of the ARNG.

c. Officers of the U.S. Army Reserve seeking Federal recognition in the same grade and branch held.

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. Applications, initial appointment, Certificate of Eligibility, and transfer from the USAR will include the following documents:

(1) NGB Form 62 (Application for Federal Recognition). Complete in five copies. The first and second copies will be furnished to NGB-ARP-CO together with allied papers following appointment processing. The third copy will be retained by The Adjutant General; the fourth copy will be filed as pending until receipt of permanent Federal recognition and then filed as a permanent document in the MPRJ; the fifth copy will be retained by the applicant. Instructions for completion of the NGB Form 62 are printed on the reverse of the form. Required test scores will be entered in the remarks section of the form.

(2) Birth certificate. Each applicant not previously commissioned in the Armed Forces of the United States will provide a copy of his or her birth certificate or other documentary evidence that will satisfy the requirements of AR 600-2 to substantiate date of birth and name shown on application and allied papers.

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

(4) Security clearance. Verification of a security clearance being granted by the U.S. Army Central Personnel Clearance Facility indicating a final personnel security clearance of secret or higher must be submitted using the example provided in figure 3-5 of this regulation. Applications for appointment in the Military Intelligence Corps must also provide evidence that a Special Background Investigation (SBI) has been initiated.

(5) Medical examination, SF 88 and SF 93 (Report of Medical Examination and Report of Medical History). If the applicant for recognition has successfully undergone an appropriate medical examination within the time frame prescribed in chapter 2 of this regulation prior to appearance before the Federal recognition board (FRB), photocopy or certified true copy of such examination may be accepted in lieu of a new medical examination. Medical examinations for Aviation Branch applicants and aeromedical evacuation officers (AOC 67J) must be approved by

the U.S. Army Aeromedical Center, Ft. Rucker, AL, prior to appointment.

(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, IAW chapter 9, or the degree or advanced degree received. Transcripts will be documented as indicated in figure 3-4 of this regulation (para 9-5). The institution must be accredited by the American Council of Education.

(7) **NGB Form 89.** Copies of NGB Form 89, Record of the Federal Recognition Board.

(8) **Oath of Office (NGB Form 337/DA Form 71).** Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of officer's appointment in the ARNG of the State. The original will be provided with the application forwarded to NGB-ARP-CO.

(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 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. The Adjutant General is charged with furnishing the FRB with the evidence of any approved required waiver prior to the appearance of the applicant.

(11) **Aviation orders.** Aeronautical aviation orders if applicable.

(12) **Military service obligation.** A signed statement of military service obligation for nonprior service applicants will be furnished IAW AR 135-91.

(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, he or she 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 (para 3-1b (14) and (15) below).

(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 (DD Form 214 or similar document).

(15) **Evidence of citizenship.** An individual, not a citizen of the United States by birth, will submit a signed or notarized statement by a commissioned officer, warrant officer, or notary public, respectively as shown in figure 3-1 or figure 3-2 below. Facsimiles, photostatic copies, or other means of reproducing naturalization certificates are not authorized by law and will not be accepted. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

(16) **State appointment.** Copies of the State appointment order.

(17) **Chaplain applicants.** Except chaplains of the USAR seeking Federal recognition in the ARNG,

each applicant for Federal recognition as a chaplain will submit an ecclesiastical endorsement from the appropriate denominational endorsing agency and evidence of qualifying experience as prescribed in AR 135-100 and/or AR 611-101. (See app I of this regulation.) Applicants must also submit an interview statement as prescribed in AR 135-100 and AR 165-1.

(18) **The Judge Advocate General's Corps applicants.** Except for the JAGC officers of the USAR seeking Federal recognition in the ARNG, each applicant for Federal recognition as a JAGC officer will submit evidence of professional education, appropriate current authority to practice law, certificates, interviews, statements, letters, photographs, and evidence of qualifying experience as prescribed in AR 135-100 and/or AR 611-101.

(19) **Applicants for appointment in the health professions and related specialties.** Except for AMEDD officers of the USAR seeking Federal recognition in the ARNG, 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, and evidence of qualifying experience as prescribed in AR 135-101 and/or AR 611-101. Requests for appointment will include a request for award of AOC required by the position the officer will occupy.

(20) **Verification of social security number (SSN).** Each applicant will submit a facsimile of the personal social security card or a statement signed by a commissioned officer, warrant officer, or notary public. See figure 3-3 below.

(21) **Awards and decorations.** Copies of orders and correspondence relating to decorations, citations, and commendations.

(22) **Statement of understanding.** 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.

(23) **Former conscientious objectors.** A 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 branch. Applicants will include the following documents as applicable, prepared as prescribed for initial appointment:

(1) NGB Form 62.

(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, if applicable.

(4) Verification of a security clearance granted by the U.S. Army Central Personnel Clearance Facility indicating a final personnel security clearance of

secret or higher must be submitted using the example provided in figure 3-5 of this regulation. Applications for appointment in the Military Intelligence Corps must also provide evidence that a Special Background Investigation (SBI) has been initiated.

(5) Medical examination. SF 88 and SF 93 (Report of Medical Examination and Report of Medical History). If the applicant for recognition has successfully undergone an appropriate medical examination within the time frame prescribed in chapter 2 of this regulation prior to appearance before the FRB, photocopy or certified true copy of such examination may be accepted in lieu of a new medical examination. Medical examinations for Aviation Branch applicants must be approved by the U.S. Army Aeromedical Center, Ft. Rucker, AL, prior to appointment.

(6) Evidence of the highest civilian schooling accomplished. A copy of the certified college transcripts documenting at least the minimum semester hours earned (IAW Table 9-1 of this regulation) or the degree or advanced degree received. Transcripts will be documented as indicated in figure 3-4 of this regulation (para 9-5). The institution must be accredited by the American Council of Education.

(7) Copies of NGB Form 89, Record of the Federal Recognition Board.

(8) Oath of Office (NGB form 337/DA form 71). Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of officer's appointment in the ARNG of the State. The original will be provided with the application forwarded to NGB-ARP-CO.

(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. The Adjutant General 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 if applicable.

(12) A signed statement of military service obligation for nonprior service applicants will be furnished IAW AR 135-91.

(13) A soldier assigned to a troop program unit will be required to obtain a conditional release from his/her USAR assignment prior to being appointed in the ARNG. After appointment, DD Form 368 will be prepared and endorsed to Commanding General, U.S. Army Reserve Personnel Center (ARPERCEN), 9700 Page Blvd., St. Louis, MO 63132-5200, to advise ARPERCEN 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 of the OMPF from Commanding General, ARPERCEN.

(14) 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 the Commanding General, ARPERCEN. After appointment, DD Form 368 will be prepared and en-

dorsed to the Commanding General, ARPERCEN. 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 discharge certificates and/or certificates of service (DD Form 214 or similar document).

(16) Evidence of citizenship. An individual, not a citizen of the United States by birth, will submit a signed or notarized statement by a commissioned officer, warrant officer, or notary public, respectively as shown in figure 3-1 or figure 3-2 below. Facsimiles, photostatic copies, or other means of reproducing naturalization certificates are not authorized by law and will not be accepted. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

(17) Copies of the State appointment order.

(18) Chaplain applicants. Except chaplains of the USAR seeking Federal recognition in the ARNG, each applicant for Federal recognition as a chaplain will submit an ecclesiastical endorsement from the appropriate denominational endorsing agency and evidence of qualifying experience as prescribed in AR 135-100 and/or AR 611-101. (See app I of this regulation.) Applicants must also submit an interview statement as prescribed in AR 165-1.

(19) The Judge Advocate General's Corps applicants. Except for the JAGC officers of the USAR seeking Federal recognition in the ARNG, each applicant for Federal recognition as a JAGC officer will submit evidence of professional education, appropriate current authority to practice law, certificates, interviews, statements, letters, photographs, and evidence of qualifying experience as prescribed in AR 135-100 and/or AR 611-101.

(20) Applicants for appointment in the health professions and related specialties. Except for AMEDD officers of the USAR seeking Federal recognition in the ARNG, 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, and evidence of qualifying experience as prescribed in AR 135-101 and/or AR 611-101. Requests for appointment will include a request for award of AOC required by the position the officer will occupy.

(21) Verification of social security number (SSN). Each applicant will submit a facsimile of the personal social security card or a statement signed by a commissioned officer, warrant officer, or notary public. See figure 3-3 below.

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

(23) 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 grade and branch. USAR officers applying for Federal

recognition in the ARNG in their present grade and branch will submit:

- (1) NGB Form 62.
- (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, if applicable.
- (4) Medical examination. SF 88 and SF 93 (Report of Medical Examination and Report of Medical History). If the applicant for recognition has successfully undergone an appropriate medical examination within the time frame prescribed in chapter 2 of this regulation prior to appearance before the FRB, photocopy or certified true copy of such examination may be accepted in lieu of a new medical examination. Medical examinations for Aviation Branch applicants must be approved by the U.S. Army Aeromedical Center, Ft. Rucker, AL, prior to appointment.
- (5) Evidence of the highest civilian schooling accomplished. A copy of the certified college transcripts documenting at least the minimum semester hours required IAW chapter 9 of this regulation or the degree or advanced degree received. Transcripts will be documented as indicated in figure 3-4 of this regulation (para 9-5).
- (6) Oath of Office (NGB Form 337). Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of officer's appointment in the ARNG of the State. The original will be provided with the application forwarded to NGB-ARP-CO.
- (7) Evidence of satisfactory completion of Army service school courses when applicable. A graduate of OCS applying for commission as a second lieutenant will provide evidence indicating satisfactory completion of the course.
- (8) Waivers of requirements. Waivers will be obtained prior to the appearance of the applicant before the FRB. The Adjutant General is charged with furnishing the FRB with the evidence of approval or any required waiver prior to the appearance of the applicant.
- (9) Aeronautical aviation orders if applicable.
- (10) A signed statement of military service obligation for nonprior service applicants will be furnished IAW AR 135-91.
- (11) A soldier assigned to a troop program unit will be required to obtain a conditional release from his/her USAR assignment prior to being appointed in the ARNG. After appointment, DD Form 368 will be prepared and endorsed to the Commanding General, U.S. Army Reserve Personnel Center (ARPERCEN), 9700 Page Blvd., St. Louis, MO 63132-5200, to advise ARPERCEN 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 of the OMPF from the Commanding General, ARPERCEN.
- (12) 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 the Commanding General, ARPERCEN. After appointment, DD Form 368 will be prepared and en-

dorsed to the Commanding General, ARPERCEN. A copy of the form will be included with the application for Federal recognition.

(13) 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 or similar document).

(14) Evidence of citizenship. An individual, not a citizen of the United States by birth, will submit a signed or notarized statement by a commissioned officer, warrant officer, or notary public respectively as shown in figure 3-1 or figure 3-2 below. Facsimiles, photostatic copies, or other means of reproducing naturalization certificates are not authorized by law and will not be accepted. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

(15) Copies of the State appointment order.

d. Appointment of ARNG officer of another State. Federally recognized ARNG officers transferring between States in grade and branch will furnish the following information and documents:

- (1) Letter requesting appointment in new State that reflects current home address and requested assignment.
- (2) Copy of Reserve of the Army appointment.
- (3) Copy of the last Reserve of the Army promotion.
- (4) Civilian education. (Paras 3-1a(6) and 9-5 of this regulation).
- (5) Oath of Office (NGB Form 337/DA Form 71). Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of officer's appointment in the ARNG of the State. The original will be provided with the application forwarded to NGB-ARP-CO.
- (6) NGB aviation service orders which remain in effect IAW NGR (AR) 95-1 and NGR 600-105.
- (7) Conditional release. (NGB Form 61).
- (8) Copies of the new State appointment orders.

e. ROTC graduates. Officers commissioned from ROTC and applying for Federal recognition in the ARNG during the interim period between their appointment in the Army Reserve and the reporting date for initial active duty for training will include the documents required by paragraph 3-1b or 3-1c above, as appropriate, and the statement at figure 12-1 and figure 12-2.

3-2. Actions required by immediate commander

The commander initially receiving the application for any of the personnel actions described in paragraph 3-1 above, 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 The Adjutant General.

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 the State Adjutant General.

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 The Adjutant General

Upon receipt of applications for personnel actions, The Adjutant General will--

a. Review the application and allied papers for:

(1) Completeness and accuracy, including verification of prior National Guard service. Such verifications will be typed, written, or stamped on each copy of NGB Form 62, 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 of this regulation have been considered.

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

(5) Evidence that the civilian education requirements of chapters 2 and 9 of this regulation have been met. Transcripts will be documented as indicated in figure 3-4 (paras 3-1a(6) and 9-5 of this regulation).

b. Perform following additional actions when FRB examination is not required:

(1) 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) Attach a copy of the order that vacated the position to which the officer is being assigned, if the position was previously occupied.

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

(4) Require the applicant to complete the oath of office, if applicable.

(5) The application will be endorsed to NGB-ARP-CO, containing documentation prescribed by this chapter and appendix B.

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

(1) Attach a copy of the order that vacated the position to which the officer is being assigned if the position was previously occupied.

(2) Attach a copy of the order directing the applicant to appear before the FRB, if applicable.

(3) Furnish the FRB copies of the applicant's evaluation reports and other documents which attest to his or her qualifications and past performance.

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

3-5. Categories requiring FRB 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 branch, except second lieutenants who have not completed a basic officer course or its equivalent; and

d. Transfer of ARNG officers between States in a new branch, except second lieutenants who have not completed a basic officer course or its equivalent.

3-6. Categories not requiring FRB action

FRB actions are not required for the following:

a. Appointment of USAR officers in grade and branch;

b. Transfer of ARNG officers between States in the same grade and branch;

c. Officers previously federally recognized in the same grade and branch to which a transfer is being requested;

d. Officers of the Army Reserve in grades above second lieutenant and below colonel who are appointed in the next higher grade to fill an authorized position vacancy in a Federally recognized unit, provided they have been recommended for promotion to the higher grade by a Reserve component selection board convened by HQDA and remained in an active status since being recommended, and further provided that they are appointed in the same branch as that in which selected by the DA selection board;

e. Second lieutenants who are promoted to the grade of first lieutenant to fill authorized position vacancies on the date they complete three (3) years of promotion service; and

f. Initial specialty redesignation with resultant branch transfer of second lieutenants who have not completed a basic officer course or equivalent.

3-7. Procedures for FRB

Actions required by FRB are prescribed in chapter 10 of this regulation.

"I have this date seen the original certificate of citizenship, No. _____ (or certified copy of the court order establishing citizenship) stating that _____ was admitted to United States citizenship by the court of _____ at _____ (city and state) on _____ (date)."

Figure 3-1. Citizenship by Naturalization

"I have this date seen the original certificate of citizenship, No. _____ issued to _____ by the Immigration and Naturalization Service, Department of Justice, stating that _____ acquired citizenship on _____ (date)."

Figure 3-2. Citizenship Through Naturalization of Parent

"I have this date verified that the following Social Security number: _____ is identical to the number listed on the Social Security card issued to _____."

Figure 3-3. Social Security Number Verification

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

(State MILPO) _____ (Date)

Figure 3-4. Civilian Education Certification

I have seen the computer generated DA Form 873, Certificate of Clearance and/or Security Determination, issued by the US Army Central Personnel Clearance Facility on _____ (Date) stating that _____ (Name/SSN) has a security clearance at the TOP SECRET/SECRET/CONFIDENTIAL level based on a SBI/BI/NACI/NAC/ENTNAC. The original DA Form 873 is on file in the soldier/applicant's MPRJ.

Date Investigation Completed: _____

Date final clearance granted: _____

(State MILPO/State Security Manager) _____ (Date)

Figure 3-5. Security Clearance Verification

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

(Signature of applicant) _____ (Date)

Figure 3-6. Applicant May Not be Able to Retire

Chapter 4 Assignments

4-1. General

The assignment, reassignment, and utilization of commissioned officers of the ARNG not on the Federal active duty list (ADL) (Title, 10 USC) is a function of the State concerned. State Adjutants General and personnel managers should follow management principles of the Officer Personnel Management System (OPMS), appropriate Army and NGB regulations, special branch assignment criteria, career patterns of the individual officer based on branch and AOC development requirements, and the needs of the Army.

4-2. Active Service

a. General. Officers of the ARNG may be ordered to Federal active duty without being on the active duty list or under the strength accountability of the Active Army under various provisions of law. This paragraph provides guidance to the States on how to account for such officers.

b. Assignments. In time of peace, a commissioned officer of the ARNG, except the United States Property and Fiscal Officer (USPFO), who is ordered to Federal active duty, other than for training, for a period in excess of six months will be transferred to and carried as an additional officer of the Headquarters, State Area Command (STARC) for the period of such active duty. Upon release from active duty, the officer will continue to be carried as an additional active officer of the STARC headquarters for a period not to exceed six months.

c. Disposition of personnel. Upon termination of the six month period after relief from Federal active duty, such additional active officers as have not been assigned to an MTOE or TDA vacancy will be subject to termination of their Federal recognition by the CNGB and transferred to the USAR or the Inactive Army National Guard. Requests for extensions 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.

4-3. Assignment policies

a. Officer Personnel Management System (OPMS) overview. OPMS was instituted in the ARNG in 1976 to improve the effectiveness of the commissioned officer corps. OPMS covers all policies and procedures by which commissioned officers are procured, trained, developed, assigned, promoted, and separated. The overall philosophy is in DA Pam 600-3; the principles of OPMS for the ARNG are in NG Pam 600-3. Although special branch officers are not covered by OPMS, this chapter applies to all officers unless otherwise stated.

b. The primary factor influencing an officer's assignment is the needs of the ARNG. Other factors influencing assignment considerations are:

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

c. Except as otherwise specified in this regulation, assignments will be made that will result in an officer's being selected to fill a position for which current individual qualifications, grade, AOC, and branch match those of the position authorization to be filled. The ARNG officer inventory does not match total authorizations or requirements. **Appendix F** provides an AOC substitution table for assignments and additional guidelines to be followed in assignment decisions.

d. In certain positions, there is no single AOC that will satisfy the requirement. Aides-de-camp, inspectors general, and instructors are examples. Additionally, the vast majority of the positions in State military academies are filled by officers in all AOCs who bring individual talents to the training mission. These are examples of exceptions to assignment rules and will require individual management decisions.

e. Effective 1 April 1994, all battalion and brigade commanders in the Army National Guard will attend the appropriate branch specific Pre-Command Course (PCC) prior to assumption of command. The Fort Leavenworth PCC does not satisfy this requirement. If circumstances require that a waiver be requested, the request for waiver should be forwarded through the Adjutant General to the Chief, National Guard Bureau, **ATTN: NGB-ARP-PO.**

f. Grade. Because of the ARNG promotion system and requirement that 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) Medical Corps, Dental Corps, Veterinary Corps, Army Nurse Corps, Army Medical Specialist Corps, and Medical Service Corps officers (except 67J and medical functional area 70) may be assigned to MTOE or TDA positions regardless of the authorized grade, provided that the officer is professionally qualified.

(2) Chaplain Branch officers may be assigned to chaplain positions in any higher grade position and one lower grade position than the grade in which he/she is currently federally recognized. In other words, a captain can serve in any position from first lieutenant through colonel, a major can serve in any position from captain through colonel, a lieutenant colonel can serve in any position from major through colonel, and a colonel can serve in either a lieutenant colonel or a colonel position. Chaplains assigned in violation of this policy have one year from the

effective date of this regulation to be reassigned in accordance with this paragraph.

(3) The Judge Advocate General's Corps officers in the grade of colonel or below may be assigned to authorized positions one grade lower than the grade in which the officer is currently serving.

(4) Authorized MTOE or TDA lieutenant aviator positions may be filled by rated Army aviators in the rank of captain, provided qualified officers of the prescribed grade are not available and all other rated MTOE and TDA positions in the unit in the grade of captain or above are filled.

(5) 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 in the unit are filled. A commissioned officer so assigned will be immediately reassigned upon availability of a rated warrant officer.

(6) Subject to the command and staff limitations in paragraph 1-7, AR 611-112, authorized company grade aviator positions in MTOE or TDA applicable to the ARNG may be occupied by rated warrant officer aviators provided qualified company grade officers are not available and all other rated MTOE or TDA positions in the unit that specify warrant officer are filled. When a rated company grade officer becomes available for assignment, any warrant officer assigned under this policy will be immediately reassigned.

(7) Lieutenants 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.

(8) A qualified first lieutenant, after having declined promotion as authorized under AR 135-155, may be promoted to the grade of captain upon completion of the maximum declination period without change of assignment, provided qualified lieutenants are not available and all other positions in the unit in the grade of captain or above are occupied.

(9) USAR commissioned officers and former commissioned officers with active duty service for a minimum of two years in any component of the U.S. Army or USMC, who are eligible for appointment in the grade of captain and ARNG officers on conditional release from another State, may be assigned to authorized lieutenant positions, provided all other positions in the unit that specify the grade of captain or above are filled. Any captain so assigned will be removed from the lieutenant position immediately upon occurrence of an appropriate vacancy, or three years following appointment, whichever is earlier.

(10) 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.

g. Branch (BR), Area of Concentration (AOC), Functional Area (FA), and Skills. The most important aspect of commissioned officer assignments involves matching the individual qualifica-

tions, which are expressed as BR, AOC, FA, and skills with the requirements of the authorization document. Unless provided for below, all commissioned officers must be qualified and have been awarded the BR and AOC or appear before a FRB for branch transfer prior to assignment.

(1) A Medical Service Corps (AOC 67J or MFA 70) officer who is otherwise qualified to command pursuant to AR 600-20 may be assigned to command a MTOE/TDA unit that normally is commanded by a Medical Corps officer when the unit is in a training status, is not engaged in the care and treatment of patients, and is not under call or order to active duty.

(2) 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 within the guidelines of **appendix F**.

4-4. Limitation on assignments

a. Medical Corps, Dental Corps, Veterinary Corps, Army Nurse Corps, Army Medical Specialists Corps, Chaplains, Chaplain Candidates, and The Judge Advocate General's Corps officers will be assigned only to positions requiring their respective branch and area of concentration. Individuals not professionally qualified as MC, DC, VC, AN, SP, and JA officers will not be assigned to positions of these branches.

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. Chaplain vacancies may not be filled by other than officers commissioned as chaplains or chaplain candidates.

d. Soldiers assigned as military police criminal investigators and laboratory technicians must be eligible for accreditation as prescribed in AR 195-3.

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

f. Commissioned officers should be rotated in their assignments to provide for varied experience and career development opportunity. Command tenure for commander and deputy commander positions should be limited to three (3) years. Assignment to a primary staff position should be limited to four (4) years. Further, this three and four year assignment limitation will be extended by the State only under unique circumstances.

g. Female commissioned officers. The Direct Combat Probability Code (DCPC) is the only position assignment policy. Positions coded DCPC 1 are restricted to male only assignments. Many units contain a combination of DCPC codes. The restriction on classification and assignment of female commissioned officers specified in AR 611-101 and AR 600-13 are applicable to the classification and assignment of female ARNG commissioned officers.

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 Early Commissioning Program (ECP) will be granted additional time to complete degree requirements.

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

c. Lieutenants must have completed the officer basic course (OBC), and captains must have completed an officer advanced course (OAC) prior to entry into flight training. Aviation OBC and OAC are preferred.

d. Obtain a score of 90 or higher on the Flight Aptitude Selection Test (FAST) to qualify for further processing of aviation training applications. Soldiers who fail to make a minimum qualifying score of 90 may be retested one time only, but not sooner than six months after initial testing. The applicant's immediate commander may approve the retest. Under no circumstances may an individual be tested three times.

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 Branch. Commissioned officers awaiting training will be assigned to authorized position vacancies or in an overstrength status within the limits of the current ARNG Officer Strength Management memorandum.

4-6. Transfer of commissioned officers

The reassignment of an ARNG commissioned officer not involving a change in grade, initial AOC, or branch may 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 regulation.

c. The provisions of NGR 614-1 apply in the transfer of personnel to and from the Inactive Army National Guard (ING).

4-7. Overstrength and additional TDA assignment policies

a. The annual policy statement on the management of commissioned officers assigned in overstrength status and to temporary additional TDA positions at Headquarters, STARC, is the ARNG Officer Strength Management memorandum. This memorandum will be published annually by NGB-ARP-PO and must be reviewed before making assignments in an overstrength status or requesting additional TDA positions.

b. Officers are authorized to be assigned in an overstrength status under the following conditions:

(1) Upon involuntary reassignment caused by a DA directed reorganization or unit conversion (1 year).

(2) Upon return to the State following Active Army service with component of ARNGUS (6 months).

(3) Upon transfer between States (6 months).

(4) Upon involuntary reassignment due to position being filled under the AGR Program (1 year).

(5) Basic and special branch officers as authorized in the annual Strength Management memorandum. Length of assignment and retention in an overstrength status will be outlined in the policy statement.

c. The period of overstrength may be extended, normally not to exceed six months, by the CNGB, **ATTN:** NGB-ARP-PO, when requested by The Adjutant General. Such exceptions are limited to instances where assignment to an authorized position is imminent.

d. Requests for exception to the limitation on assignment in overstrength status must contain as a minimum, the officer's name, grade, SSN, current unit of assignment, AOC, and initial date of assignment in an overstrength status. Additionally, the request must provide justification for continued assignment in overstrength status as well as anticipated date of assignment to a valid MTOE/TDA position vacancy. Requests are to arrive at NGB-ARP-PO NLT 60 days prior to the end of the authorized overstrength period.

e. Commissioned officers are authorized to be assigned in a temporary additional TDA status under the following conditions:

(1) National Guard Bureau Long Tour Program. These are officers serving on Title 10 and Title 32 tours established by the National Guard Bureau. Temporary additional TDA positions will be authorized for the duration of the duty period plus six months for officers serving under either of these authorities.

(2) Resident senior service college selectees for a period of one year.

(3) Special branch officer (CH, DE, AN, VC, SP, MC officers and medical students) as authorized by the annual policy statement.

g. Requests for temporary additional TDA positions will be submitted to NGB-ARF-ID or as outlined in the ARNG Officer Strength Management Memorandum.

Chapter 5 Attachments

5-1. General

a. 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 FORSCOM/ARNGR 350-2. Attachments will be held to a minimum and will be of the shortest duration possible.

b. At the discretion of The Adjutant General, chaplains and officers in the AMEDD branches (less MS with medical functional area 70 or AOC 67J), may be attached to any unit which will provide maximum utilization of their AOC.

c. Commissioned officers will not be promoted or extended Federal recognition in a higher grade based on the position to which they are attached.

5-2. Attachment authority

a. Adjutants General are authorized IAW State law to attach within their State and, with the consent of the appropriate adjutant general, outside their State, commissioned officers under their jurisdiction as outlined below. This authority may not be further delegated. Except for OCS cadre, special branch officers, and officers in special programs, periods of attachment will not exceed one year subject to the following limitations:

(1) 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 as outlined in FORSCOM/ARNGR 350-2.

(2) Female officers will not be attached to units or positions coded P-1 under the Direct Combat Probability Code (DCPC) unless authorized under AR 600-13, paragraph 1-13.

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

(1) When the officer's unit of attachment is ordered to active duty under Title 10, USC, section 673, or mobilized.

(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 adjutants general, attachment out of state for periods over 30 days may include attach-

ment 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 (AR) 37-104-3 and in NG Pam (AR) 37-104-3 and NGB Pam 37-104-10.

b. Attachment orders will cite this chapter as authority and will state whether the attachment is for training, pay, and/or administration. The officer's MPRJ will be forwarded to the unit of attachment for maintenance whenever an officer is attached for administration. If the unit of attachment is managed by the same Personnel Services Company (PSC) then the MPRJ will be handled under that PSC's standard operating procedures. Effective date of attachment must be at least one day later than date individual was assigned to a parent unit.

Chapter 6 Branch Transfers, AOC, and Functional Area Designation/Redesignation

6-1. Authority

Title 32, USC, section 307.

6-2. Limitations

Branch transfers are not authorized to or between Chaplain, JAGC, and AMEDD branches. Provided they have a source of commission other than direct appointment, special branch officers who desire assignment to the basic branches must apply for a new appointment under the provision of chapter 2 of this regulation. Basic branch officers may apply for a new appointment as special branch officers under the provision of chapter 2 of this regulation provided they are educationally or professionally qualified.

6-3. General policy and procedures for branch transfer, AOC, and functional area designation/redesignation

a. Branch transfer will be initiated by or with the consent of the officer concerned.

(1) The action will be acknowledged by the officer in letter form through channels to The Adjutant General, enclosing evidence of the officer's qualification for the new branch. When branch transfer is requested in connection with reassignment to another unit, a statement (or endorsement) of acceptability from the gaining unit will be included.

(2) A FRB will be conducted IAW this regulation.

b. Functional area designation/redesignation.

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

(2) The officer personnel manager (OPM) will initiate this action IAW AR 611-101.

c. Award of Areas of Concentration (AOC).

(1) Each branch and functional area has associated areas of concentration. The AOC is shown as a

three character alpha-numeric code in authorization documents. All AOCs are described in AR 611-101.

(2) A commissioned officer may be assigned to any duty position authorized by the Commissioned Officer Branch/Functional Area Substitution Table (app F), and no branch transfer will be required. However, the Officer Personnel Classification Board (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 military or civilian education or experience.

d. Initiating changes in branch/functional area/AOC. At any time during ARNG service, the officer, the commander, the OPM, or The Adjutant General may determine that long term development and utilization of the commissioned officer requires a change in branch, functional area, or AOC. Although the officer's personal desires will be considered, the needs of the ARNG will normally be the determining factor.

6-4. Branch Transfer

a. Branch transfer will be accomplished with the authority of The Adjutant General, based on the recommendation of the State OPM.

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

c. Branch transfer will normally occur when--

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

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

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

(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.

(5) No other qualified commissioned officer is available for assignment to a unit vacancy.

6-5. Exemption from Federal Recognition Board (FRB) action

FRB examination is not required for--

a. Change in initial branch of second lieutenants who have been extended Federal recognition or temporary Federal recognition and who have not yet completed a commissioned officer basic course.

b. Transfer of a commissioned officer who served on active duty or in an active ARNG status in the same branch and grade, currently being requested.

c. Any action that is covered by paragraph 6-7, below.

6-6. The Officer Personnel Classification Board (OPCB)

a. Adjutants General will establish a State OPCB to review changes in AOC that do not require branch transfer of commissioned officers. The OPCB will also review assignments of commissioned officers to branch substitutable positions in other than their initial or additional AOC and requests for the award of additional AOC (app F). The OPCB is responsible for recommending to The Adjutant General any educational requirements to be completed by commissioned officers in these categories.

(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 redesignation in initial specialty does not require branch transfer or FRB review is not required, the OPCB will review the action and stipulate any educational requirements. These redesignations reflect a lesser change in the officer's additional qualification requirements than redesignations requiring branch transfer. See appendix G to determine which redesignations do not require branch 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.

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

(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 military education and experience, the OPCB should carefully consider qualifications for accomplishing specific tasks required of the position and not necessarily the full scope of the branch and AOC as described in AR 611-101. 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.

6-7. Educational stipulations and award of AOC/functional area Designation/Redesignation

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 611-101 which contains the qualifications required for commissioned officers to be awarded the various branches, functional areas, and areas of concentration.

b. The Adjutant General may review all educational requirements imposed and request reevaluation to ensure consistency and fairness.

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

d. Officers may not be considered for award of branch, functional area, or AOC until they have completed education requirements stipulated by the FRB or OPCB, demonstrated appropriate knowledge, and satisfactorily performed required duties. State OPM and commanders will follow State policy regarding procedures.

e. Commissioned officers assigned to a position who are not qualified must qualify for award of the required branch, functional area, or AOC within 18 months extendable to 24 months by The Adjutant General.

f. Commissioned officers failing to obtain performance qualification in the branch, functional area, or AOC by the end of the prescribed period must be re-assigned to a position for which qualified.

g. Award of branch, functional area, AOC, skill, and language indicator code (LIC) after the requisite testing, will be accomplished by The Adjutant General and will not be delegated below State level.

h. Withdrawal of branch, functional area, AOC, skill, and LIC (if the periodic testing is not completed) may be accomplished on the recommendation of the commander, State OPM, or the request of the officer concerned. Review should be accomplished on a yearly basis to determine whether old or outdated branch, functional areas, AOC, skills, or LIC should be withdrawn. Officers should only retain those branches, functional areas, AOC, skills, and LIC in which currently qualified. When an officer has not been assigned to an appropriate position or received related training (either military or civilian) within five years, consideration should be given to withdrawing the branch, functional area, AOC, skill, or LIC.

6-8. Unit reorganization

The reorganization of ARNG units is governed by NGR 10-1.

a. Commissioned officers whose duty positions are deleted or changed during unit reorganizations may be carried without branch transfer in a duty position corresponding to their grade for up to 12 months. Such assignments are authorized without regard to AOC 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. This assignment policy does not apply to special branch officers.

b. At the end of the 12-month period, officers assigned IAW paragraph 6-9a above, will be processed by an FRB for branch transfer unless the assignment meets the requirements of the substitution table at **appendix F** of this regulation. When possible, the officer should initiate action to become qualified in the new branch prior to the reorganization and continue during the 12-month exception period.

6-9. Area of concentration (AOC) qualifications

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

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

(1) Branches may be substituted as indicated in **appendix F** of this regulation. Substitutions must be reviewed prior to assignment for determination of any educational stipulations. Educational stipulations should be based upon the requirements of the particular assignment, not upon overall AOC requirements.

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

c. The assignment of commanders, executive officers, 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, executive officers, and operations officers (S3, G3) must be branch and military education qualified IAW DA Pam 600-3 and chapter 8 of this regulation for the branch the authorization document mandates for the position. This policy requires that every reasonable effort be taken to assign officers to these critical positions who have previous assignments and training in the branch and AOC designated for the position. Except as noted below, no branch substitutions are authorized for the commander, executive officer, or operations officer positions at battalion or brigade level. As an exception, in a brigade of combined infantry and armor battalions, the brigade commander, brigade executive officer, and/or brigade operations officer may be either armor or infantry branch only.

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

(3) No commissioned officer who requires a branch transfer in order to be assigned as a commander, executive officer, or operations officer may be

placed in such a position without first completing FRB action.

(4) Adjutants General must establish procedures and controls to ensure that the FRB is conducted prior to assignment and educational stipulations are completed at the specified time.

6-10. Personal appearance before the FRB or OPCB

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; however, their use must meet the prescribed regulations and accepted officer personnel management practices. The authority to detail officers to duty in the categories General Staff with troops, Inspector General, Adjutant, or Aide-de-camp is a function of State Adjutants General and may be further delegated to general officer commands. A duty detail does not affect the branch 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 modified tables of organization and equipment (MTOE) and in approved tables of distribution and allowances (TDA).

b. Positions that are purely administrative, technical, or instructional or do not involve more than a single branch are not authorized General Staff with troops.

c. Commissioned officers below the grade of captain 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 (less MS with AOC 67J or MFA 70) and the JAGC will not be detailed without approval of TSG or TJAG. Requests will be submitted through CNGB.

7-3. Inspector General

a. Under authority contained in Title 10, USC, section 3065(a), commissioned officers will be detailed as inspectors 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 above.

(3) Officers detailed as general staff with troops and 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 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 in accordance with AR 25-50.

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 above.
- (3) Officers detailed as inspectors general.

7-5. Aide-de-camp appointments

a. Each general officer occupying a position in an approved MTOE may be assigned an aide-de-camp, if authorized.

b. Each general officer 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 above.
- (3) Officers detailed as inspectors general.

7-6. Detail appointment notification

Detail of officers to any of the above listed duty details will be accomplished by command letter or memorandum. Relief from assignment to the unit or from the authorized position requires simultaneous relief from detail. Officers may qualify for award of an additional AOC or skill based upon duty detail performance. Appropriate entries on personnel qualification record are authorized.

Chapter 8 Promotion for Other Than General Officers

Section I General

8-1. Responsibility

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.

8-2. Promotion criteria

a. Promotion criteria will be based on efficiency, time in grade, time in commissioned service, demonstrated command and staff ability, military and civilian education, 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 his or her 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 an appropriate MTOE or TDA position vacancy in the grade exists in the unit.

c. Promotions will support equal opportunity goals and will be made without regard to race, color, religion, sex, or national origin.

d. All officers recommended for promotion must be fully qualified under the terms of this regulation.

e. When an officer is being considered for promotion to a grade above first lieutenant in a ROUNDUP/ROUNDOUT unit, a Contingency Force Package unit or a divisional or separate brigade unit, the recommended promotion will be reviewed by an active duty officer for concurrence/nonconcurrence with the promotion before the promotion is made. The Personnel Services Division (NGB-ARP-C) will publish annual guidance regarding promotion review policy and procedures.

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 Reserve of the Army with assignment to the ARNGUS.

8-4. Computation of promotion service

a. An ARNGUS officer's years of service for purposes of promotion and federal recognition will be computed IAW Title 10, USC, section 3350. Such service is generally computed by adding all service that the officer has or is credited by the Secretary of the Army with having, in grade in the Army, or at the dis-

cretion of the Secretary of the Army, any other armed force, while in an active status or as a regular officer on the active list of that service, or on the active duty list of the U.S. Army.

b. No service may be counted more than once.

c. For State adjutants general and assistant adjutants general, not federally recognized as a general officer, service in any armed force while in an active status or on the active duty list in their current grade may be counted as promotion service.

8-5. Personnel Security screening (AR 380-67)

8-6. Wearing of insignia

Wearing of insignia of the higher grade is not authorized until Federal recognition has been extended by the CNGB. For promotions to the grade of lieutenant colonel and above, the higher grade may not be worn until confirmation by the Senate has been received. All insignia of grade and branch will be worn as prescribed in AR 670-1.

Section II Promotion to fill unit vacancies

8-7. Eligibility for promotion

a. To be considered for Federal recognition and subsequent Reserve of the Army promotion following State promotion to fill a unit vacancy, an ARNG commissioned officer must--

(1) Be in an active status;

(2) Be medically fit in accordance with AR 40-501 and meet the height and weight standards prescribed in AR 600-9;

(3) Have completed the minimum years of promotion service indicated in paragraph 8-8, below;

(4) Have completed the minimum military education requirements prescribed in paragraph 8-9, below;

(5) Have completed the minimum civilian education requirements prescribed in chapter 9; and

(6) Have passed an APFT within the time frame prescribed. An officer who has failed the APFT or failed to take the APFT should be flagged in accordance with AR 600-8-2 and is not eligible for Federal recognition. As of 1 January 1989 over 40 physical screening is no longer a requirement for participation in the PT program.

b. An ARNG commissioned officer who has been in the ING or in an inactive status or a Reserve commissioned officer in the USAR who has been in an inactive status will not be considered for Federal recognition to the next higher grade until at least one year after the date of return to an active status.

c. States will not promote a commissioned officer who is being considered by a HQDA Selection Board from the time the board convenes until its recommendations are announced.

d. An officer in the grade of first lieutenant through major who was nonselected by a mandatory selection board convened under AR 135-155 will not be considered for promotion under this section unless selected on subsequent DA mandatory boards.

e. Except for officers assigned as MC, DC, VC, AN, SP, CH, and SS (LTC and below): officers retained beyond their mandatory removal date (MRD) and who are otherwise qualified for promotion to the next higher grade will not be promoted without prior approval of the Secretary of the Army or his designee. Action to promote officers in this category must be taken within two years of their original MRD. If the officer was not selected for promotion by the last Department of the Army mandatory selection board that considered the officer, the officer is not eligible for promotion and the recommendation will not be forwarded.

8-8. Minimum years of promotion service

a. A commissioned officer must complete the following minimum years of promotion service prior to being considered for promotion and Federal recognition in the higher grade:

<u>Grade</u>	<u>Minimum promotion service years in lower Grade</u>
2LT to 1LT	3
1LT to CPT	2
CPT to MAJ	4
MAJ to LTC	4
LTC to COL	3

b. An officer in the grade of second lieutenant or first lieutenant who has been assigned and served creditably for at least one year in a position for which the authorized MTOE or TDA grade is captain or higher may be examined by the FRB for promotion to the next higher grade. Further, that officer must have served for at least one year in the grade immediately preceding the rank to which he or she is being promoted. An officer may be promoted only once under this exception and must meet all other promotion eligibility criteria.

c. Except as provided in paragraph 8-8b above, a second lieutenant who is promoted to the grade of first lieutenant will be extended Federal recognition in the higher grade on the date he or she completes three years of promotion service. Before a second lieutenant is recommended for promotion, a careful evaluation must be made of the service as a commissioned officer to determine if continued service is warranted. Particular attention should be given to any possible grounds for elimination such as demonstrated substandard performance, inaptitude, unfitness, and unsuitability. A second lieutenant who is not promoted to first lieutenant on or before the date upon which three years of promotion service is completed must be separated from the ARNG IAW NGR 635-100. The officer shall either be discharged from his/her reserve ap-

pointment or transferred to the USAR (IRR) to complete any remaining military service obligation (MSO) (Title 10, USC, section 3820).

d. ROTC graduates who accept appointment in May or June of any year will have their promotion service computed from the date of graduation of the cadets of the United States Military Academy (USMA) in that year for promotion to first lieutenant (Title 10, USC, section 2106).

8-9. Military education requirements

a. The minimum military education requirements for promotion are as follows:

<u>For promotion to:</u>	<u>Military education requirements:</u>
1LT and CPT	Any officer basic course (OBC) equivalent Group III course listed in appendix E of this regulation.
MAJ	Any officer advanced course (i.e., AC or RC OAC) equivalent Group II course listed in appendix E of this regulation. Effective 1 Oct 94, AC or RC Combined Arms and Services Staff School (CAS3).
LTC	Completion of 50% of six-phase Command and General Staff Officer Course (CGSOC) or Phase I of new (Oct 93) CGSOC or equivalent Group I course listed in appendix E of this regulation.
COL	Completion of six-phase CGSOC or Phase II of new CGSOC (Oct 93) or equivalent Group I course listed in appendix E of this regulation.

b. Basic branch commissioned officers and AMEDD officers in AOC 67J or MFA 70, appointed in the ARNG after 1 May 1991 must attend an OBC in residence within 12 months of appointment in the ARNG. Adjutants General may waive this requirement for an additional six months if an officer cannot obtain an OBC seat within the 12 month period. Under exceptional circumstances TAGs may request an exception to policy from the CNGB for officers who have not completed OBC within the above time frames. Requests will be forwarded to NGB-ARP-PO. Exceptions to this policy

are Early Commissioning Program lieutenants as outlined in paragraph 8-9e, below and chapter 12 of this regulation.

c. Basic branch officers and AMEDD officers AOC 67J or MFA 70 appointed prior to 1 May 1991 must attend an OBC in residence within 18 months of appointment. TAGs may waive this requirement for an additional six months if an OBC seat cannot be obtained within the 18 month period. Under exceptional circumstances TAGs may request a waiver from the CNGB for officers who have not completed OBC within the above time frames. Requests will be forwarded to NGB-ARP-PO.

d. All other AMEDD officers including medical students will attend an appropriate AMEDD OBC within 24 months of appointment. JAGC officers appointed in grade of captain and below must complete the Judge Advocate OBC correspondence course within 12 months of date of appointment (AR 135-316 and AR 135-100). Chaplain OBC requirements are in AR 165-1. Resident officer basic course schooling for special branch officers (less AOC 67J or MFA 70) may be in lieu of AT.

e. Early commissionees will attend a resident OBC, scheduled by ARPERCEN, upon selection and transfer to Reserve Forces Duty (RFD) status or if selected for active duty, ECPs will be scheduled for OBC on orders by PERSCOM. Early commissionees with a year or less remaining until graduation will be scheduled for an Active Component resident OBC upon graduation, unless they volunteer to attend a resident OBC (Active or Reserve Component) when appointed.

f. Commissioned officers who attend a Reserve Component OBC may be required to complete a follow-on nonresident correspondence phase prior to being awarded a diploma by the proponent school. Enrollment in the correspondence phase of RC-OBC is initiated at the completion of the resident phase of RC-OBC. Officers must maintain satisfactory progress in accordance with Army Institute of Professional Development (IPD) and DA Pam 351-20, the Army Correspondence Program Catalog. Although awarded an AOC upon completion of the RC-OBC resident phase completion of all requirements is a prerequisite for promotion. The diploma will be issued upon completion of the required correspondence courses by the proponent school when notified by the IPD of completion of the correspondence phase of RC-OBC. The officer is responsible for ensuring that the diploma is properly placed in his/her records.

g. An officer delayed to obtain a graduate degree and assigned to the Obligated Active Duty Officer (OADO) control group or under administrative control of the OADO control group with concurrent assignment to an ARNG unit will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment.

h. Effective 1 Oct 93, ARNG lieutenant colonels must have completed CGSOC to be assigned to battalion or higher command positions and in brigade executive officer or S-3 positions. Additionally, lieutenant colonels with three (3) years time in grade must have completed CGSOC to qualify for assignment to any principal staff position at brigade or higher level commands. This policy will not be waived.

i. The only Group I course which may be taken in nonresidence to satisfy this requirement is the U.S. Army CGSOC. Effective 1 Oct 91, CPTs with a date of rank after 30 Sep 87 will be ineligible to enroll in CGSOC without successful completion of CAS3. Captains with a date of rank after 30 Sep 87 who were enrolled in or completed CGSOC prior to 1 Oct 91 will not be required to complete CAS3. To be promotion eligible, all captains must be graduates from CAS3 or CGSOC effective 1 Oct 94.

j. Completion of either the Logistics Executive Development Course (LEDC) or the Associate Logistics Executive Development Course (ALEDC) will satisfy the requirement to complete 50 percent of CGSOC, IAW AR 135-155. Officers will be required to complete CGSOC IAW paragraph *h* above to be eligible for promotion to colonel.

k. The minimum military educational requirements for promotion for AGR officers and military technicians are as follows:

(1) Military technicians in the military rank of captain and below who have not completed an advanced course before 1 August 1985 will complete a resident (AC or RC) advanced course prior to the promotion to major.

(2) AGR officers in the rank of captain and below who have completed an advanced course before 1 April 1987 will complete a resident (AC or RC) advanced course prior to promotion to major.

l. The following alternate requirements or exceptions are authorized:

(1) Officers who completed the Combined Arms Services Staff School (CAS3) resident course prior to 1 November 1984 or CAS/RC CAS3 after 1 November 1984 but prior to 1 September 1989 are considered to have met the educational requirement for promotion to lieutenant colonel.

(2) Upon request, equivalent credit for CGSOC 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. Equivalent credit, if awarded, will be for promotion purposes only.

(3) Commissioned officers assigned to Selective Service Sections must meet the military education requirements for promotion prescribed in NGR 600-102.

(4) Exceptions for Chaplains and Chaplain Candidates (Staff Specialists) are contained in AR 165-1.

(5) Mandatory military education requirements for promotion are waived for Medical Corps, Dental

Corps, Army Nurse Corps, Army Medical Specialists Corps and Medical Service Corps officers with AOC 67E, 67F, 67G or MFA 71, 72, 73 (except as specified in paragraph 8-9d above). Medical Service Corps officers participating in the Army Medical Student Commissioning Program are also exempt from mandatory military education requirements to qualify for promotion.

8-10. Civilian education requirements

Civilian education requirements are in chapter 9.

8-11. Federal recognition board (FRB) procedures

a. The FRB will review the records of commissioned officers recommended for promotion. Commissioned officers under consideration will not be required to personally appear before the board unless so desired by the president of the FRB. The FRB will consider documentary evidence submitted by the officer's commander together with appropriate official files, including medical records, performance evaluation reports, training certificates and academic reports, evidence of civilian education, and other pertinent documents that cite the officer's manner of performance. Such records will be made available by The Adjutant General.

b. FRBs will review each recommendation under guidance provided by the Secretary of the Army regarding standards for promotion of ARNG commissioned officers as Reserve commissioned officers of the Army.

c. If a commissioned officer has been selected for promotion by a HQDA board convened under mandatory selection criteria, the State may promote the officer under unit vacancy criteria prior to the mandatory promotion eligibility date. The requirement to conduct an FRB is waived if the unit vacancy promotion is in the same branch and AOC as that for which the officer received mandatory promotion selection.

8-12. Required documents

The following records and allied documents will be forwarded to the CNGB, in the case of commissioned officers promoted to fill unit vacancies:

a. Memorandum of recommendation from the applicant's immediate commander, properly endorsed by all commanders concerned and by The Adjutant General in sufficient copies so as to reach the NGB in original and one copy. Format of memorandum and endorsements are contained in **appendix D** of this regulation.

b. Copy of document appointing the FRB.

c. NGB Form 89, Record of Proceedings of Examining Board.

d. Copy of State promotion order.

e. Copy of the State order that created the vacancy, unless the officer is being promoted vice himself, or original vacancy.

f. Evidence of completion of required military education.

g. Evidence of completion of required civilian education.

h. Any other pertinent documents.

i. Current physical examination or statement in lieu thereof.

j. DA Form 705, APFT score card.

8-13. Certificate of eligibility for promotion

a. Qualified commissioned officers for whom there are no position vacancies may appear before an FRB to determine their eligibility for future promotion. Certificates will be issued only for promotion to the grades of lieutenant colonel and colonel.

b. Requests for certificates of eligibility for promotion, with all documents listed in **appendix B**, will be forwarded to NGB-ARP-CO.

c. Commissioned officers possessing a certificate of eligibility for promotion to a higher grade will be subject to HQDA Selection Board consideration if they are within the announced zone of consideration.

d. A certificate of eligibility is effective for two years from date of issue unless otherwise prohibited. The officer must remain otherwise qualified. The Certificate of Eligibility becomes invalid when:

(1) Officer reaches mandatory removal date unless administratively retained.

(2) If officer is selected by the HQDA Selection Board, the certificate is no longer necessary. The procedures for mandatory promotion will take precedence. Nonselection by HQDA Selection Board terminates a certificate of eligibility effective on the date the Board announces its decision for majors that are nonselected for promotion to lieutenant colonel, since nonselection is considered a passover for promotion. A nonselection for promotion to colonel does not constitute a passover for promotion. A Certificate of Eligibility for promotion to colonel will remain valid as originally issued with the original expiration date.

Section III

Mandatory Consideration for Promotion

8-14. Mandatory consideration for promotion as a Reserve of the Army

ARNG commissioned officers will be mandatorily considered for promotion as Reserve commissioned officers of the Army when they meet minimum promotion service requirements prescribed for the zone of consideration. The provisions of AR 135-155 will apply.

8-15. Federal recognition after selection for promotion as a Reserve of the Army

a. An ARNG commissioned officer, not on active duty, who is selected for promotion as a Reserve commissioned officer of the Army resulting from mandatory consideration may be extended Federal recognition in the higher grade, subject to the following conditions:

(1) The officer has reached promotion eligibility date (PED).

(2) The officer has remained in an active status since the date selected for promotion.

(3) The officer is medically qualified IAW AR 40-501 and meets the height and weight standards IAW AR 600-9.

(4) The officer has received Senate confirmation for promotion to the grade of lieutenant colonel or colonel.

(5) The officer is promoted in State status to fill an appropriate position vacancy in the higher grade. The following exceptions are authorized:

(a) Medical Service Corps officers assigned in lieu of Medical Corps officers as provided in chapter 4 of this regulation and selected for promotion upon mandatory consideration may be extended Federal recognition in a higher grade without change of assignment provided they occupy an authorized position equal to or higher than the grade to which promotion will be made.

(b) Medical, Dental, Veterinary, Army Nurse, and Army Medical Specialist Corps officers who have been selected for promotion as Reserve commissioned officers under AR 135-155 may be extended Federal recognition in the higher grade, provided promotion is to the grade of colonel 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 announced promotion eligibility date.

(c) Chaplains and Judge Advocate General's Corps officers who have been selected for promotion as a Reserve commissioned officer under AR 135-155 may be extended Federal recognition in the higher grade, provided promotion is to the grade lieutenant colonel 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 announced promotion eligibility date.

(d) Professional commissioned officers (AMEDD clinicians, chaplains, and the Judge Advocate General's corps) assigned to temporary additional TDA positions may be promoted to the next higher grade and remain assigned to the temporary additional TDA if selected upon mandatory consideration.

(e) Officers assigned in an overstrength status due to reorganization may be promoted to the next higher grade and remain in an excess or overstrength status if selected upon mandatory consideration. The period during which an officer may remain in this status following promotion is established by paragraph 9c(4), NGR 10-1 and chapter 4 of this regulation. The requirements of paragraph 4-7 of this regulation remain unchanged.

b. Upon notification from The Commanding General, ARPERCEN that an officer has been selected for promotion the following records will be forwarded to NGB-ARP-CO:

(1) Copy of ARPERCEN letter announcing promotion selection.

(2) Copy of State promotion order.

(3) Copy of the State order that created the vacancy, unless the officer is being promoted vice himself/herself or original vacancy.

(4) Evidence of completion of required civilian education (paras 3-1a(6) and 9-5).

(5) Medical examination or statement in lieu thereof.

8-16. Declination of promotion as a Reserve of the Army

a. Declination of a mandatory promotion will be accomplished IAW AR 135-155. The declination period may be granted by the governor or his designated representative in any increment up to a maximum of three years from the date the promotion board adjourned. Officers must transfer to USAR Control Group and accept promotion to the next higher grade effective the last day of the approved declination.

b. The Secretary of the Army may extend the declination period for a commissioned officer of the Alaska Scout Battalion. Requests for extension will be forwarded to CNGB, ATTN: NGB-ARP-CO.

c. An ARNG officer in the grade of major and below who is serving under a declination, if otherwise qualified and has remained in an active status since the date of selection for promotion, may be promoted to fill a unit vacancy at any time prior to the expiration date of the declination. Documents prescribed in paragraph 8-15b above will be forwarded to NGB-ARP-CO.

d. An officer who is selected for promotion to the grade of colonel will be removed from the promotion list if the officer declines the promotion. The officer will be considered by succeeding promotion boards.

e. Officers serving under a declination of promotion are ineligible for transfer to the ING. (See para 4-3, NGR 614-1.)

8-17. Delay of Promotion

a. Officers serving on AGR tours, Title 10 or Title 32, who are selected for promotion by the DA Mandatory Board but cannot be promoted because of grade authorizations or because they are not in a position calling for the higher grade are not required to decline promotion. The promotion of these officers is delayed and they remain on the promotion list until they are--

(1) Removed from the promotion list IAW AR 135-155, chapter 3.

(2) Promoted to the higher grade following grade authorization availability or reassignment to an AGR position calling for the higher grade.

(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 may decline promotion to the higher grade for any remaining period of time up to three years from the board adjournment date IAW AR 135-155, paragraph 4-22.

c. Upon notification that an AGR officer has been selected for promotion, the State will notify Personnel Services Division, NGB, of any AGR officers that will have their promotion delayed under this paragraph.

8-18. Promotion of ARNGUS officers entering active duty and posthumous promotion
Promotion of ARNGUS officers entering active duty during promotion consideration by the DA Mandatory Board and posthumous promotions of officers recommended for promotion by the DA Mandatory Board will be accomplished IAW AR 135-155, chapter 4.

Section IV **Promotion of ARNG officers serving on Title 10 AGR Tours**

8-19. General
This section provides the procedures for promotion and continuation on active duty of ARNGUS commissioned officers serving on Title 10 AGR Tours.

8-20. Procedures
a. Upon selection for assignment and promotion to a position requiring a higher grade, the AGR Management Branch 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. A copy of the State order will be forwarded immediately to the Personnel Services Division, **ATTN:** NGB-ARP-CO.

b. States are only authorized to promote Title 10 AGR officers and continue them on active duty 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 (Federal recognition board 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 National Guard Bureau, AGR Management Branch.

c. If the State does not desire to promote the officer, the National Guard Bureau, AGR Management Branch will be notified and the promotion procedure will be terminated.

Section V **Promotable Status**

8-21. Promotable Status

An officer promoted by the State is not authorized to use the (P) (to designate serving in a promotable status) after his or her rank in a signature block. When the CNGB Federally recognizes the State promotion, the officer is authorized to wear the rank.

Chapter 9 **Civilian Education**

9-1. General
As a reflection of the Total Army, the demand for higher educated officers within the ARNG has escalated sharply in recent years, and promises to continue to do so.

9-2. Civilian education requirements
a. **Table 9-1** sets forth the minimum educational requirements for ARNG basic branch commissioned officers. Civilian educational requirements for special branch officers are contained in AR 135-100, AR 135-101, and AR 611-101.

b. Waivers are not authorized for civilian educational requirements.

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/degree may be earned by any method, but must be documented on an original/official ("raised seal") transcript issued from an accredited college or university meeting the standards of AR 640-2-1, Table 3-1.

b. Original/official ("raised seal") transcripts will be issued from the college/university directly to the office of The Adjutant General.

c. Original/official ("raised seal") transcripts need not be included in appointment/promotion packets. However, the State MILPO will certify photostatic copies of transcripts, as indicated in **figure 3-4** of this regulation, for inclusion in appointment/promotion packets.

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

9-5. Civilian education requirements for State OCS graduates
Each applicant must:

a. Have demonstrated understanding and proficiency in the English language.

b. Have earned the appropriate amount of college semester hours (IAW table 9-1) from an accredited institution with the intent of obtaining a baccalaureate degree from an accredited college or university.

(1) Appointments under this educational criteria are limited to the basic branches.

(2) State OCS candidates failing to meet the minimum number of college semester hours required for appointment are ineligible for a certificate of eligibility upon satisfactory completion of OCS training. An OCS candidate failing to meet the civilian education requirement for appointment will be eligible to seek appointment within two years of completing OCS, provided he or she has earned credit for the appropriate amount of college semester hours. Waivers beyond this two year period are not authorized.

c. The standards for entrance into State OCS are stated in NGR 351-5.

9-6. Civilian education requirements for direct appointment applicants

a. Applicants for direct appointment in all of the special branches must meet the educational requirements IAW AR 611-101, 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 an accredited institution.

9-7. Promotion

a. All commissioned officers appointed after 30 September 1983, who did not have prior commissioned service, must have a baccalaureate degree from an accredited institution in order to meet the civilian educational prerequisites for promotion to the rank of major. This policy applies to both the unit vacancy and mandatory promotion selection procedures.

b. Officers who hold the rank of captain and above on 1 October 1995 have no statutory requirement for a baccalaureate degree. However, they are required to meet the regulatory educational requirements in table 9-1.

c. Effective 1 October 1995, no person may be Federally Recognized in a grade above first lieutenant unless that person has been awarded a baccalaureate degree from an accredited educational institution, except a person who is appointed in a health profession for which a baccalaureate degree is not a condition of original appointment.

d. The statutory requirement for commissioned officers to possess a baccalaureate degree for promotion to the next higher grade has a "grandfather clause" for officers promoted to captain before 1 October 1995. Officers grandfathered from the statutory requirements still must meet the requirements of this regulation as applicable.

e. First lieutenants without a baccalaureate degree who are boarded by a Department of the Army (DA) Mandatory Board prior to 1 October 1995 will be placed into one of the following categories:

(1) **Non-selected.** Officers who are non-selected the first time will require a baccalaureate degree for their second consideration if it occurs on or after 1 October 1995. If an officer does not have a baccalaureate degree for his or her second consideration, the record will be labeled "NOT CIVILIAN EDUCATIONALLY QUALIFIED" which is an automatic non-selection.

(2) **Selected.** First lieutenants who are selected for promotion prior to 1 October 1995 have the following options:

(a) Accept the promotion in the State/Territory prior to 1 October 1995.

(b) Transfer to the Individual Ready Reserve (IRR) to accept the promotion prior to 1 October 1995.

(c) Decline the promotion. If the promotion is later accepted, a baccalaureate degree will be required if the date of promotion is on or after 1 October 1995.

f. Officers who hold the rank of captain and above on 1 October 1995 have no statutory requirement for a baccalaureate degree. However, they fall under one of the following regulatory requirements:

(1) Officers who were initially appointed prior to 1 October 1983 must have an associate degree or 60 semester hours.

(2) Officers who were initially appointed on or after 1 October 1983 must have a baccalaureate degree to qualify for promotion to the rank of major.

g. First lieutenants promoted under unit vacancy criteria must have a date of rank prior to 1 October 1995 to avoid the statutory baccalaureate degree requirement. Captains and above promoted under unit vacancy criteria must still meet the regulatory educational requirements as stated in this regulation.

9-8. Transition period requirements

a. ARNG officers must satisfy civilian educational requirements established in table 9-1.

b. All officers who do not meet the educational requirement of table 9-1, Rule 2, will be ineligible for Federal recognition for promotion to the next higher grade until they satisfy the educational requirement.

9-9. Montgomery GI Bill requirements

The prerequisites and criteria for use of the Montgomery GI Bill are prescribed in AR 135-7.

**Table 9-1
Civilian Education Requirements**

Rule: If the individual is a(an): **then the educational requirement is to:**

REGULATORY

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Commissioned officer who was serving in an active ARNG status as of 30 Sep 83, or an applicant with prior commissioned service</p> | <p>Obtain an associate degree or 60 college semester hours prior to Federal recognition being granted for the next higher grade.</p> |
| <p>2. Commissioned officer who received initial appointment after 30 Sep 83 and who has no commissioned service prior to that date</p> | <p>Obtain a baccalaureate degree in order to qualify for promotion to the rank of major. After 30 Sep 95, must be awarded a baccalaureate degree from an accredited educational institution to be promoted above the rank of first lieutenant unless the officer held the rank of captain or above on 1 Oct 95.</p> |
| <p>3. Applicant for OCS</p> | |

<u>Effective</u>	<u>College Semester Hours Required to Enroll in OCS</u>	<u>College Semester Hours Required to Be Commissioned a Second Lieutenant</u>
1 Oct 92	40	70
1 Oct 93	50	80
1 Oct 94 and after	60	90

Rule: If the individual is a: **then the educational requirement is to:**

STATUTORY

<p>Commissioned officer who was in the grade of first lieutenant and below after 30 Sep 95.</p>	<p>Have a baccalaureate degree from an accredited educational institution to be appointed above the grade of first lieutenant.</p>
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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. In order for an officer to be concurrently appointed, promoted, or receive a branch 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.

10-2. Authority

Under Title 32, USC, section 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 ARNGUS (Title 10, USC, section 3351).

10-3. Appointment

FRBs are appointed by the numbered Continental US Army (CONUSA) commanders having jurisdiction. Appointments are made for the Secretary of the Army. This authority may be further delegated. The Senior Regular Army Adviser (SRAA) is the delegated authority to appoint FRBs and sign the appointment order for the CONUSA Commander.

10-4. Composition

FRBs shall consist of a total of three commissioned officers of the Active Army and the ARNG. In the selection of officers from the ARNG, State Adjutants General may be requested to nominate officers for membership.

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

b. One, and preferably two, of the three officers of the board will be from the Active Army. The remaining officer(s) will be from the ARNG. The Active Army officers may be from any of the three components; RA, ARNGUS, or USAR on the Active Duty List. USAR officers not serving on the Active Duty List are not eligible for membership. ARNG officers must be in an active ARNG status. When it is determined by the Army commander that Active Army officers are not available, ARNG officers may be detailed in their place. If no Active Army officers are members of the

board, at least one ARNG officer must be serving in an active duty or full time National Guard duty (FTNGD) status authorized by Title 10 or 32, USC. Each ARNG officer must be federally recognized in grade and branch. The assignment of ARNG officers in place of Active 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 in the same branch (federally recognized if ARNG officers) 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 or female officer when considering minority group or female applicants.

g. In selection of Active Army members, Readiness Groups may be requested to nominate officers for board membership. The SRAA will, whenever possible, convene the board using internal assets. In cases where this is not possible, the SRAA is authorized to coordinate directly with the Readiness Group supporting State training, other Active Army activities, and adjoining State Army National Guard headquarters.

10-5. Board site

The FRB should be established at State headquarters level to provide a uniform basis for selection and to assure that only candidates possessing full qualifications and high potential for success as commissioned officers are appointed or promoted. When geographical considerations warrant the designation of multiple board sites, their number should be strictly limited, and each board will be given identical guidance.

10-6. Notification to applicants

a. Upon receipt by the board of applications and allied papers required by the regulations under which individuals are applying for Federal recognition, the president of the board will notify the applicants of the time and place of appearance before the board.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than one day at the board site.

c. Whenever possible, applicants for the same branch will be scheduled in sequence so that the board member(s) of that branch may sit without interruption.

d. 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.

10-7. 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 shall be received. If challenges are received, follow procedures prescribed in 10-7c, below.

(3) The recorder shall administer the oath to all other members of the board.

(4) The recorder briefs 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.

(7) It shall be the responsibility of the board to determine from the records submitted whether or not the applicant 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 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 Chief, National Guard Bureau.

(9) The board shall proceed with the examination of the applicant as specified in the following paragraphs. If at any time during the examination it is determined that the applicant is not qualified, the examination will cease, and the applicant will be excused.

(10) The findings and recommendations of the board will be indicated on NGB Form 89.

b. Attendance.

(1) **Members.** Full membership of a board constitutes a quorum. If all members are not 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 in person before the FRB.

(a) Applicants being considered for promotion need not appear, unless the president of the FRB desires.

(b) Applicants being considered for branch transfer need not appear, unless the president of the FRB desires.

(c) Graduates of approved officer candidate schools 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) The State Adjutant General may grant a waiver for an applicant for initial appointment to not have to appear, if a scheduling conflict that cannot be overcome arises. This should only be used in extreme

cases. (Example: a doctor has been called away for a medical emergency.)

c. Challenges. Each applicant shall 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:

"You, _____, 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:

"You, _____, 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 nonselection of individual officers except to proper authority."

10-8. Examination

a. General qualifications. The board will determine the general qualifications of each applicant to evaluate suitability for military service in the grade and branch for which Federal recognition is being applied for by considering:

(1) Military and civilian education, 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. In determining the medical qualifications of an applicant, the board will not be limited to a review of the records submitted but may, if indicated, require additional medical evidence or examination. If all records and evidence indicate that the applicant is medically disqualified, the board

will conclude its examination and report the cause that produced the disqualification.

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, or have not taken the APFT within the time frame prescribed in AR 350-15 will be flagged IAW AR 600-8-2 and be in a nonpromotable status.

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. An officer who has sacrificed his or her integrity has forfeited the respect and trust of those with whom he or she serves. 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. Nonselection properly may be based on a major action, relief for cause, demonstrated cowardice, 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 prerogatives 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.

10-9. Determination of qualifications of U.S. Army Reserve officers

An USAR officer applying for Federal recognition in the same grade and branch as that held as a Reserve commissioned officer of the Army is exempt from examination by a FRB. Additionally, a second lieutenant who has not completed an officer basic course or equivalent applying for Federal recognition in a branch other than that held as a Reserve commissioned officer of the Army is exempt from examination by a FRB, providing the second lieutenant has previously been awarded Federal recognition or has a Reserve of the Army 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 a FRB for a determination of their qualifications for the new branch and position involved.

10-10. Appraisal of experience

a. Applicants without prior commissioned officer service or who are not graduates of an OCS course will be examined in the following manner. After re-

viewing 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 or OCS course credit. The board will examine the application and allied papers and question the applicant regarding experience. Matters which are listed in paragraph 2-7, but which were waived by the CNGB prior to the applicant's appointment, will not by themselves be the basis of finding the applicant unqualified for Federal recognition. Additionally, the applicant's evaluation reports, inspection reports, and AT evaluations that cite the officer's manner of performance will be thoroughly reviewed to determine general fitness.

10-11. Appraisal of promotion qualifications

Applicants for promotion or for a certificate of eligibility for promotion will be examined IAW the current Memorandum of Instruction providing Secretary of the Army guidance to FRB members regarding standards for promotion of ARNG officers as Reserve commissioned officers of the Army.

10-12. Findings

a. The findings and recommendations of the board will be reported on NGB Form 89. This form shall be regarded as privileged information, marked "*FOR OFFICIAL USE ONLY*," and forwarded to The Adjutant General through the Senior Army Adviser. 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 Federal recognition board procedures in general. However, specific analysis or details of the board's proceedings pertaining to selection or nonselection 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 The Adjutant General or his designated representative.

10-13. Unanimity of recommendations

To receive a favorable recommendation for Federal recognition, the board must recommend in unanimity. Less than a unanimous recommendation by the board will be regarded as an unfavorable recommendation.

10-14. Reconsideration for Federal recognition

An applicant who is not recommended for Federal recognition upon consideration by the FRB may be authorized by The Adjutant General 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.

10-15. Procedures upon 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) in duplicate, 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 2-13, 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).

(c) Has been appointed by a State order for assignment to a position vacancy in a federally recognized unit of the ARNG.

(2) When temporary Federal recognition is granted, NGB Form 89 will contain a statement as follows: "Applicant extended temporary Federal recognition as provided by NGR (AR) 600-100, to be effective (Date) ."

(3) Temporary Federal recognition shall be effective on the date that final action prescribed by (1) above, was accomplished.

(4) 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 adjournment of the board may not be earlier than the date of successful completion of the qualifying course and evidencing of all other requirements for Federal recognition.

10-16. Disposition of records

a. All records of the board are subject to review and approval by the CNGB, acting for the Secretary of the Army.

b. The board will forward the following papers to The Adjutant General through the SRAA for completion of action(s) indicated in paragraph 10-18:

(1) NGB Form 89 in duplicate.

(2) All copies of application and allied papers.

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."

10-17. Actions required by Senior Army Advisor (SRAA)

Upon receipt of the board proceedings, the SRAA, 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 SRAA will forward the proceedings to The Adjutant General by endorsement indicating the board was conducted IAW this regulation and the current memorandum of instruction to the Army National Guard Federal Recognition Board by the Secretary of the Army.

10-18. Actions required by The State Adjutant General

The Adjutant General 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 NGB-ARP-CO.

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.

10-19. Actions by the Chief, National Guard Bureau

a. Review the record of board proceedings and the recommendations of the State Adjutant General 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 branch in which the individual is qualified.

c. Concurrently requests Commanding General, ARPERCEN to appoint applicant as a Reserve commissioned officer of the Army in the grade in which federally recognized.

d. Grant temporary Federal recognition, for a period not to exceed six months from date of State order, for commissioned officers whose application and credentials require further review.

e. Issue Certificates of Eligibility to applicants who have applied under the provisions of paragraph 2-12.

f. If upon review of all records, an applicant is not granted Federal recognition, The Adjutant General 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 a State. The appointment of an individual as the Chief of the State Military department, his or her authorized assistant, and his or her tenure of office are governed by the laws of the State. (Normally, these positions are entitled State Adjutant General and State Assistant Adjutant General, but the exact titles are governed by the laws of the State).

b. Of a Territory, the District of Columbia and the Commonwealth of Puerto Rico. The Commanding General of the District of Columbia National Guard is appointed by the President with such grade and qualifications as he/she may prescribe. The Adjutants General, Puerto Rico and Guam are appointed by the Governor of the Commonwealth of Puerto Rico and the Governor of Guam, respectively.

11-3. Federal recognition criteria for Chiefs of State Military Departments

a. State Adjutants General.

(1) A State Adjutant General may be appointed and serve in that capacity without Federal recognition.

(2) No officer will be federally recognized to serve in the position authorized for the State Adjutant General other than the officer who is appointed as the State Adjutant General and performs the duties of that position.

(3) State Adjutants General may be federally recognized in the grade authorized by the respective State code, but not to exceed the grade of major general, subject to the following:

(a) Commissioned officers or former commissioned officers of the Armed Forces who have served in the grade of brigadier general for a minimum of one year and are otherwise qualified may, as State Adjutants General, be considered for Federal recognition in the grade of major general.

(b) Commissioned officers or former commissioned officers of the Armed Forces who have served in the grade of colonel for a minimum of one year and are otherwise qualified may, as State Adjutants General, be considered for Federal recognition in the grade of brigadier general.

(c) Commissioned officers or former commissioned officers of the Armed Forces who have attained the grade of lieutenant colonel or below may, upon appointment as State Adjutants General, be considered for Federal recognition in the highest federally recognized grade previously held.

(d) To be considered for Federal recognition in general officer grades, State Adjutants General, including officers noted in paragraph 11-3a, must meet

the requirements for the grade sought as prescribed by paragraph 11-4.

(e) Upon termination of appointment as a State Adjutant General, an officer who has so served will be eligible for Federal recognition in the highest grade and in the branch for which he/she is otherwise qualified.

b. State assistant Adjutants General. Officers assigned as State Assistant Adjutants General may be considered for Federal recognition in the grade of brigadier general only, subject to the provisions of chapter 8 and when one or more of the following conditions exists:

(1) The State Adjutant General is federally recognized as an Air officer by the Department of the Air Force;

(2) The State Military Department is organized into separate departments for Army and Air, under the State code, with a general officer as the head of each department;

(3) The State code provides specifically for a State Assistant Adjutant General for Army in the grade of brigadier general; or

(4) The State code provides specifically for a State Assistant Adjutant General in the grade of brigadier general who could be either Army or Air.

c. Commissioned officers holding a certificate of eligibility for Federal recognition in the grade of brigadier general may be extended Federal recognition in that grade if appointed as State Adjutants General or State Assistant Adjutants General. Commissioned officers holding a certificate of eligibility for Federal recognition in the grade of major general may be extended Federal recognition in that grade if appointed as State Adjutant General.

11-4. Prerequisites for consideration for Federal recognition in general officer grades

To be considered for Federal recognition in a general officer grade, the candidate must meet the following requirements:

a. Hold an appointment in the ARNG of a State, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, or the District of Columbia in the grade for which being considered.

b. Be assigned to a federally recognized general officer position.

c. Have completed the following minimum promotion service computed under paragraph 8-5:

(1) Other than as a State Adjutant General:

COL to BG	2 years
BG to MG	2 years

(2) A State Adjutant General for Federal recognition:

COL to BG	1 year
BG to MG	1 year

(3) For State Adjutants General and State assistant Adjutants General, service in any of the Armed forces while in an active status or on the active duty list in their current grade may be counted as promotion service.

d. Be in an active status at the time a FRB is convened. This requirement is not applicable to State Adjutants General or retired Regular Army officers appointed to general officer grade as State Assistant Adjutants General.

e. Have served continuously for five years in an active status immediately preceding consideration by a FRB. When recommended by the board, this requirement may be waived by the Secretary of the Army if an officer has been in an inactive status for no more than two years during the five year period. A commissioned officer who has been in inactive status may not be considered for promotion until at least one year after the date on which he/she is returned to active status (Title 10, USC, section 3364(e)). This requirement is not applicable to State Adjutants General or retired Regular Army commissioned officers appointed to general officer grade as State Assistant Adjutants General.

f. Have sufficient time remaining in an active status as of the first day of the month in which a FRB is scheduled to be convened to meet the following promotion eligibility requirements:

(1) State Adjutants General must have at least two years remaining to serve in an active status before reaching age 64.

(2) Officers assigned to special branches (Chaplains Branch, CH; the Judge Advocate General's Corps, JAGC; and Army Medical Department, AMEDD) positions must have at least two years remaining to serve in an active status before reaching age 60. This requirement may be waived by the Secretary of the Army in exceptional cases when recommended by a FRB.

(3) All other officers, including general officers whose branch, immediately preceding appointment in the grade of brigadier general, was other than a special branch, must have sufficient time remaining to serve in an active status before reaching age 60:

(a) Two years in the grade of major general.

(b) Five years in the grade of brigadier general.

(4) Prior service in an active status in the same grade as that sought or in a higher grade is creditable toward the remaining service requirement.

g. Have successfully completed or received constructive credit for one of the following: United States Army Command and General Staff College or equivalent course so designated in AR 351-1; the Judge Advocate General's Reserve Component General Staff Course; the Chaplain Reserve Component General Staff Course; the Army Medical Department Reserve Component General Staff Course; or a resident course of instruction at a senior service college as defined in AR 351-1. Effective 1 October 1996, colonels must

have completed Army War College or its MEL 1 equivalent prior to consideration for promotion to brigadier general.

h. Have one of the following:

(1) Command experience at battalion level or higher which totals two years for command in the Reserve Components or one year of such command while serving on active duty in the Active Component.

(2) A written description, submitted by the officer, of assignments such as an assistant division commander, chief of staff, NGB or USAR School Commandant (lieutenant colonel or higher), or a deputy of a command authorized a general officer which the officer feels should be considered as experience equivalent to command.

(3) A written explanation submitted by the officer identifying other key assignments for consideration as equivalent to command experience.

i. Be medically qualified as follows:

(1) Officers other than State Adjutants General, must meet the medical standards for retention prescribed by AR 40-501.

(2) State Adjutants General must meet the medical standards for retention prescribed by AR 40-501. Where an officer's Federal recognition in a lower grade has been authorized administratively under NGR 635-101 despite a medical disqualification or where a medical waiver for retention in an active status has been authorized previously, a FRB may recommend Federal recognition in the higher grade if it determines that the disqualification will not hamper performance of duty under mobilization conditions and recommends the officer for appointment with a waiver.

(3) All candidates must meet the weight and/or body fat standards of AR 600-9.

j. Candidates administratively retained past mandatory removal date are ineligible. This requirement may be waived by the Secretary of the Army for commissioned officers within two years following their mandatory removal date and who are otherwise qualified for consideration for Federal recognition in the higher grade. This requirement is not applicable to officers assigned to special branch positions.

k. Reserve Component officers receiving retired pay under the provisions of Title 10, USC are ineligible. However, a Reserve Component officer receiving retired pay under the provisions of Title 10, USC may be placed in an active status by the Secretary of the Army and federally recognized to serve as a State Adjutant General or Assistant State Adjutant General.

l. Have evidence of a favorable investigative files check and be in possession of a DA Form 873 (Certificate of Clearance and/or Security Determination) indicating a security clearance of Top Secret based on a favorable Background Investigation (BI) or Special Background Investigation (SBI), or Single Scope Background Investigation not older than four and one-half years. For those individuals who do not possess a Top Secret Clearance, a background

investigation must be initiated prior to the convening date of the Federal Recognition Board.

m. Must possess a baccalaureate degree or higher from an institution accredited by the American Council of Education. This requirement may be waived by the Secretary of the Army in exceptional cases.

11-5. Frocking

a. The practice of frocking as described in AR 135-156, can be used in exceptional cases. The frocking of an Adjutant General requires a written request from the governor. The frocking of a promotable colonel requires a written request with justification from the Adjutant General. The request in both cases must be approved by CNGB and the Chief of Staff, Army.

b. State Adjutants General may be authorized to wear the grade insignia of their State appointed general officer grade. This grade may not exceed one grade above their federally recognized grade or exceed the grade of major general.

c. A colonel awaiting promotion to brigadier general may be authorized to wear the grade insignia of brigadier general, if he/she holds Federal commissioned status in the Reserve of the Army as a Reserve of the Army, is assigned to a general officer position, and is confirmed by the Senate for promotion to brigadier general.

11-6. Prerequisites for consideration for certificate of eligibility for Federal recognition to or within general officer grades

A candidate for certificate of eligibility for Federal recognition in general officer grade must meet all requirements for consideration for Federal recognition in the grade and branch authorized for the position sought, as prescribed by paragraph 11-4 of this regulation, except for holding a State appointment in the new grade or branch and assignment to a general officer position.

11-7. Limitations of Certificates of Eligibility

a. A certificate of eligibility for general officers is effective for two years from the date of issue, unless otherwise prohibited. The officer must remain otherwise qualified. The Certificate of Eligibility becomes invalid when the officer reaches mandatory removal date and has not been assigned to a federally recognized general officer position.

b. Receipt of an extension to the mandatory removal date for essentiality or to qualify for a civil service retirement annuity will not invalidate an existing Certificate of Eligibility.

11-8. Recommendation procedure and documentation

a. Upon announcement by the CNGB that a General Officer FRB will be convened by the Secretary of the Army, the following documents will be submitted by the State to CNGB for each officer to be considered by the board.

(1) Letter of recommendation prepared in the format at appendix D. The letter must contain the specific reasons for selection of the individual for assignment to a general officer position. For candidates for a certificate of eligibility, the letter must specify the projected assignment, identify the incumbent, and provide the date and reason the incumbent will vacate the position. For State adjutants general, the letter must be signed by the Governor.

(2) Full-length, color, glossy, official military photograph (4x10 or 8x10 inches) taken within the past two years and showing the officer in an Army green uniform (less headgear) with name tag, current insignia of grade, all authorized awards and decorations, and basic branch insignia if appropriate. The photograph will meet the following specifications:

(a) Officer will be standing, with the body turned to the right about 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, with hands at sides.

(b) Retouching of negative or print is not permitted.

(c) Officer's signature must be on the back of the photograph with height and weight.

(3) Biographical summary that includes a separate addendum describing the nature of the officer's civilian occupation and the scope and extent of responsibilities. Format of the summary is prescribed in appendix H of this regulation. If individual is a candidate for certificate of eligibility, assignment should be "proposed." Enlisted military education and duty assignments should not 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 hard copy. DA Form 2-1 is not a substantiating document.

(4) For a State Adjutant General or State Assistant Adjutant General, an extract of the pertinent portion of the State code governing appointment and grade. For a State Assistant Adjutant General, the State code must provide specifically for such position in the grade of brigadier general. Executive orders or other directives which implement a State code, but are not specific, are not sufficient for Federal recognition purposes.

(5) Copy of State orders appointing and assigning the officer to general officer grade and position in the ARNG. State adjutants general and State assistant adjutants general are branch immaterial. Special branch officers will be federally recognized in their branch specialty only. Candidates for certificate of eligibility for Federal recognition in general officer grade do not need to have a copy of State orders.

(6) Copy of State order reassigning former incumbent of the position (unless the position is newly authorized). This requirement is not applicable to candidates for certificate of eligibility for Federal recognition in general officer grade.

(7) Current Retirement Points Accounting System (RPAS) 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 active duty points.

(8) Medical examination:

(a) Original copy of Standard Form 88 (Report of Medical Examination) with attachments and Standard Form 93 (Report of Medical History) executed at an Active military medical facility within one year immediately preceding the date the board is scheduled to be convened and prepared in accordance with AR 40-501.

(b) The medical exam must include the over 40 cardiovascular screening. DA Form 4970 (Medical Screening Summary Over 40 Physical Fitness Program) must accompany the physical examination results.

(c) If the date of the examination is less than one year, but more than 180 days, before the board is scheduled to be convened, a height/weight statement verified and signed by the Senior Army Adviser or by a doctor at a Federal facility within 180 days of the board must also be included.

(d) For an officer whose weight exceeds the screening table weight in AR 600-9, a DA Form 5500-R 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 sex. This form must be enclosed.

(9) Special officer evaluation report covering service immediately preceding transmittal of application. This requirement may not be applicable to State adjutants general.

(10) Two color, glossy, portrait photographs (4x5 inches) taken within the past two years in Army green uniform (less headgear).

(11) Justification for requests for waiver, if appropriate.

(12) If a candidate for general officer is a technician at the time of submission, both NGB-TN and NGB-GO will be notified.

(13) Statement of verification of the DA Form 873 indicating current security clearance. Provide date that latest periodic reinvestigation was completed, AR 380-67 applies.

(14) Copy of the official transcripts from the highest civilian education completed.

b. Records of candidates will be screened by CNGB or accuracy and completeness and to ensure that officers meet the requirements for consideration for Federal recognition or certificate of eligibility for Federal recognition in general officer grade.

c. The CNGB will forward to Headquarters, Department of the Army, a list of those officers to be examined by the General Officer Federal Recognition Board. Documentation prescribed by paragraph 11-6a of his regulation, results of an investigative files check, and a microfiche copy of the officer's OMPF will be enclosed for each candidate.

11-9. General Officer Federal Recognition Boards

a. Authority. Under the provisions of Title 32, USC, section 307, a board of officers will be convened by the Secretary of the Army to determine the physical, moral, and professional fitness of candidates for Federal recognition in the general officer grade and branch for which examined.

b. Appointment. Boards for examination of candidates for Federal recognition in general officer grades will be appointed by the Secretary of the Army. Such boards will be convened at Headquarters, Department of the Army, twice a year, normally in May and November. As an exception, a board to consider officers for positions of State Adjutants General will be convened at such time as appointments are made by the Governor of the State concerned, and applications are received.

c. Composition. The board will consist of three general officers, two of whom will be from the active component and one from the ARNGUS. Additional nonvoting members, such as a medical officer and recorder, may be appointed.

d. Organization. The organization of the board will be prescribed by its president.

e. Procedures.

(1) The procedure and extent of the examination will be prescribed by the president of the board.

(2) For each officer not recommended for Federal recognition, the board will specify the deficiency or deficiencies that form the basis for its recommendation and, if appropriate, the period of time, not to exceed one year, that the officer should remain assigned to the position before being reconsidered for Federal recognition.

(3) Candidates will not appear before the board. Records of candidates, as prescribed by paragraph 11-6 of this regulation, will be considered by the board.

11-10. Disposition of findings

Board reports will be forwarded through the Chief of Staff of the Army to the Secretary of the Army for action.

11-11. Granting of Federal recognition

Federal recognition will be extended by the CNGB to those officers found qualified by the board and approved by the Secretary of the Army after Senate confirmation of appointment. The effective date of Federal recognition will be the date of Senate confirmation if vacancies exist within the statutory limitation prescribed by Title 10, USC, section 3218, or, if no vacancies exist at that time, on the date such vacancies occur. Recess appointments will be effective on the date approved by the President or, if no vacancies exist at that time, on the date such vacancies occur.

11-12. Date considered recommended for promotion

ARNGUS officers who have been appointed to and within general officer grades in the ARNG are considered to be recommended for promotion within the context of Title 10, USC, section 3851 (b), as follows:

a. For an officer not holding a certificate of eligibility for Federal recognition in the higher grade, on the date the General Officer Federal Recognition Board adjourns.

b. For an officer holding a certificate of eligibility for Federal recognition in the higher grade, on the date of:

(1) Assignment to the position for which he/she was granted the certificate of eligibility or

(2) Promotion in the State if the officer is already assigned to the position.

11-13. Reconsideration for Federal recognition in the same grade

a. A candidate for Federal recognition in general officer grade who is not recommended for Federal recognition upon initial consideration by a board for any reason, other than medical disqualification, may be authorized to be considered by a subsequent board, provided evidence clearly indicates that the deficiency for which he or she was rejected initially no longer exists and the officer can meet all of the other requirements specified for initial consideration.

b. A candidate for Federal recognition in general officer grade who is not recommended for Federal recognition upon initial consideration by a board due to medical disqualification may be authorized to be considered by a subsequent board when circumstances specified in paragraph 11-4i of this regulation exist.

c. No candidate for Federal recognition in general officer grade, other than for the position of State Adjutant General, may be considered by a board more than twice for the same grade.

d. State Adjutants General and Assistant Adjutants General, previously federally recognized as general officers, Adjutant General Corps, who meet the eligibility criteria for line general officer may be reconsidered for Federal recognition as general officers of the line in their current grade while serving in their current position.

11-14. Reassignment Eligibility

a. State Adjutants General and State Assistant Adjutants General who are federally recognized in general officer grades, Adjutant General's Corps, are not eligible for reassignment to line positions in grade.

b. Federally recognized general officers of the line may be reassigned to State Adjutant General or State Assistant Adjutant General positions without change in grade or branch.

c. Reassignment of general officers serving in Adjutant General or Assistant Adjutant General positions, who are not federally recognized in the Adjutant General Corps, to a line position must be approved by the CNGB so as not to exceed statutory limitations. Mandatory removal dates must also be recalculated. No reassignments to line positions will be made without CNGB (ATTN: NGB-GO) approval.

11-15. AMEDD assignment limitations

An officer promoted to brigadier general or major general, ARNGUS, whose branch immediately prior to appointment as general officer was in AMEDD (other than Medical Service Corps) retains identity as an officer of the AMEDD and may not be assigned (except within the AMEDD) to a position that exercises command, including a position requiring assumption of command in the absence of the commander as an integral part of the position, such as deputy or assistant commander (Title 10, USC, section 3579(a)).

Chapter 12**ROTC Early Commissioning Program****12-1. General**

AR 145-1, Senior ROTC 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.

12-2. Eligibility for Appointment

a. The Early Commissioning Program (ECP) is restricted to Military Junior College (MJC) cadets who contract into the ROTC Advanced Course after 1 Dec 91. Other ROTC Cadets who contracted into the ROTC Advanced Course on or prior to 1 Dec 91, who have been accessed Reserve Forces Duty (RFD), and who have been accepted by The Adjutant General into a valid ARNG MTOE/TDA officer vacancy will also be eligible for the ECP.

b. MJC ECP cadets are allowed the full 24 months to complete a baccalaureate degree, no exceptions or extensions will be granted beyond this period.

12-3. Commissioning of cadets

A cadet is first commissioned in the USAR under normal ROTC procedures. A memorandum of acceptance from the ARNG unit for a valid unit vacancy verified by The Adjutant General (fig 12-1) and a memorandum of understanding signed by the cadet (fig 12-2) are required prior to commissioning. A copy of these memoranda will accompany the application for Federal recognition.

12-4. Applying for Federal recognition

Lieutenants seeking ARNG appointments from the ECP will apply for Federal recognition IAW the procedures for transfer from the USAR established in chapter 3 of this regulation.

12-5. Military personnel records jacket (MPRJ)

The PMS or ROTC camp commander will establish an MPRJ for each cadet commissioned under the ECP. Within 30 working days after commissioning, the PMS will forward the MPRJ to The Adjutant General for officers being assigned to ARNG units.

12-6. Establishment and transfer of OMPF and accessions into ARNGUS

a. The Commanding General, ARPERCEN, will establish the OMPF and notify each officer by letter of the obligation to report changes in status (e.g., address, college enrollment status, physical) promptly to ARPERCEN.

b. After administering the State oath to an officer commissioned under this program, the State will prepare an DD Form 368, Request for Clearance from USAR for enlistment/appointment in the ARNG, and forward to Commanding General, ARPERCEN, ATTN: DARP-OPL-A. The DD Form 368 will be annotated "Early Commissioning Program."

c. Upon receipt of a DD Form 368 from The Adjutant General, the Commanding General, ARPERCEN, will forward the officer's OMPF to NGB-ARP-CO.

12-7. Control of officer pending call to AD or initial active duty training (IADT)

a. The Commanding General, ARPERCEN, will establish controls over all officers commissioned under this program to ensure that they are processed for RA, AD, RFD, or graduate delay status upon graduation. Failure to enroll in a baccalaureate program, disenrollment from college, or failure to obtain a baccalaureate degree within 24 months will cause control of the officer to transfer to ARNG.

b. IAW AR 611-101, the reporting classification code for all ROTC commissionees awaiting initial active duty for training in the appropriate resident officer basic course will be designated as 00D.

12-8. OBC training for officers commissioned under ECP

a. Early commissionees will attend an Active Component resident OBC upon graduation from college or they may volunteer to attend an Active or Reserve Component resident OBC upon appointment.

b. Resident attendance at OBC is the only method for a newly appointed basic branch officer to become branch qualified and eligible for the award of the appropriate AOC.

c. Officers selected for RFD will be scheduled to attend a resident OBC as soon as practical following graduation, unless required to attend prior to that time IAW the policy in this paragraph. The ARNG policy is that all newly appointed officers complete OBC within 12 months of commissioning. Waivers may be granted to 18 months by The Adjutant General. At the end of

24 months after appointment, if the officer has not completed OBC, that officer will be discharged.

d. The Reserve Component versions of OBC currently offered by the Infantry, Armor, Engineer, and Signal Schools were designed for officers commissioned from OCS through the State military academies and ROTC-ECP commissionees required to attend prior to graduation. If not accomplished prior to graduation, all ROTC graduates attending OBC following completion of degree requirements must attend the full length OBC in the appropriate branch.

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM THRU The Adjutant General
Professor of Military Science

FOR ROTC Region Commander

SUBJECT: Acceptability of ROTC Cadet for Assignment to an ARNG Unit Under the Provisions of the Early Commissioning Program

1. ROTC Cadet (first name MI last name) (SSN) has requested consideration for assignment to the (State) 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 Cadet (name) is acceptable for assignment upon commissioning to the (unit designation), (unit location), (UIC), (PARA/LN NO.), (TOE/TDA NO.), (AOC), (grade).
2. I understand that Cadet (name) is obligated by law to serve on active duty for a period established by his/her contract and depending upon Cadet (name)'s desires and the needs of the Army. By accepting Cadet (name) for assignment to the unit listed in paragraph 1 above, I agree to release him/her for active duty at the appropriate time.
3. I further understand that in the event the unit to which Cadet (name) is assigned is mobilized, he/she will be ordered to active duty with the unit; however, he/she cannot be deployed overseas until he/she has completed his/her initial active duty training (IADT).
4. I also understand that Cadet (name) will be commissioned in the United States Army Reserve (USAR) and initially assigned to the USAR Control Group (OADO) and that he/she will be transferred to the (State) Army National Guard upon receipt by the Commanding General, U.S. Army Reserve Personnel Center (ARPERCEN) of a properly executed NGB Form 60 which I agree to initiate.

(AUTHORITY LINE - IF USED)

ARNG Unit Adjutant or Commander
(signature block)

Figure 12-1. Letter of Acceptance by ARNG of a Cadet 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 active duty training (IADT), 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 24 months to complete a baccalaureate degree (without being called to active duty). If upon expiration of the 24 month period I have not obtained a baccalaureate degree, or if at any time before the 24 month period has expired, I do not enroll or am disenrolled 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--

a. If the Army National Guard unit to which I am assigned is mobilized, my delay of 24 months to obtain a baccalaureate degree will automatically terminate and I will be ordered to active duty with the unit. I also understand that this delay in baccalaureate degree completion does not negate my requirement to complete OBC within 24 months after appointment. At the end of 24 months after appointment, I am aware that I will be discharged from the Army National Guard if I have not completed OBC.

b. I must attend a resident officer basic course (OBC) upon graduation from college, or if I have one year or more remaining until graduation I will be scheduled to attend an OBC NLT 12 months from my appointment date.

4. I agree to comply with any and all orders or instructions issued by the Commanding General, U.S. Army Reserve Personnel Center (ARPERCEN). I will keep ARPERCEN 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 disenrolled from school for any reason, I will immediately notify Commanding General, ARPERCEN, ATTN: DARP-OPL-E, 9700 Page Boulevard, St. Louis, MO 63132-5000.

5. Under the provisions AR 145-1, I understand that I am eligible to apply for a Regular Army (RA) appointment or active duty if I--

a. Am otherwise qualified.

b. Have not been previously selected by the Department of the Army for Reserve Forces Duty (RFD).

c. Am scheduled to receive a baccalaureate degree during the school year in which I am applying.

6. If I am not eligible or become ineligible to apply for RA or AD or if I have a Guaranteed Reserve Forces Duty (GRFD) contract, I will automatically be selected for RFD.

7. I understand that scholarship and subsistence benefits terminate at the time I accept this commission.

Cadet's Signature Block

Figure 12-2. Sample of Cadet Statement of Understanding

Chapter 13
ARNG Simultaneous Membership Program
(SMP)

Section I
Introduction

13-1. Scope

a. The SMP is a voluntary officer training program that requires Reserve Component (RC) enlisted status for eligibility. The SMP permits:

(1) Soldiers assigned to an ARNG unit to enter the Advanced Course (MS III and MS IV) of the Reserve Officer's Training Corps (ROTC) Program and serve as officer trainees.

(2) Eligible ROTC Advanced Course cadets to enlist in an ARNG unit and serve as officer trainees.

(3) Enlistment of eligible individuals into the ARNG as a potential SMP participant.

b. Comprehensive policy and guidance concerning ROTC is contained in AR 145-1.

c. SMP eligibility requirements for enlistment, as contained in table 13-1 of this regulation, are also included in NGR 600-200.

d. SMP advancement and reduction guidance is included in NGR 600-200.

e. Guidance for SMP discharge from the ARNG or concurrent discharge from Reserve of the Army status is included in chapter 8, NGR 600-200.

Section II
SMP Eligibility Requirements and Policy

13-2. SMP eligibility, requirements, and policy
 SMP eligibility, requirements, and policy are outlined in table 13-1 of this regulation.

Section III
Policy

13-3. Policies applicable to enlisted personnel that take part in the SMP who are not enrolled in the ROTC Advanced Course

a. The information in table 13-1 of this regulation applies. Additionally, potential SMP participants will:

(1) Serve in the enlisted grade currently held;

(2) Be coded in SIDPERS using reporting code 09R10 if applying for SMP and 09R20 when contracted as an MS III and accepted as an SMP participant;

(3) Be paid in the grade and years of service attained;

(4) Be used in the enlisted MOS for which they have been trained. In the absence of training they will be used in an appropriate enlisted MOS as determined by the commander of the unit to which assigned or attached.

(5) Be subject to the same standards for satisfactory performance applicable to other enlisted personnel assigned to the unit.

b. Guaranteed Reserve Forces Duty (GRFD). Prior to enrollment in the ROTC Advanced Course, potential SMP participants may initiate a GRFD contract with their ROTC Institution which allows the potential SMP participant to elect the RFD option as a means to fulfill his or her military obligation. Once enrolled in the ROTC Advanced Course, cadets without a GRFD contract may opt for extended active duty or Reserve Forces Duty (RFD) during the branching cycle, but their preference will not be guaranteed. They will be assigned according to the needs of the service after they obtain a baccalaureate degree. Potential SMP participants should be advised to request a GRFD if they wish to remain in the ARNG after college graduation.

c. Apply for enrollment in ROTC Advanced Course within one year. To apply for enrollment, the applicant must be at least an academic sophomore with a 2.0 cumulative grade point average (GPA) (on a 4.0 GPA scale).

13-4. Policies applicable to persons enrolled in the ROTC Advanced Course, but not members of the ARNG

a. Participants in the ROTC Advanced Course may, if otherwise qualified, be enlisted in the ARNGUS as officer trainees (reporting code 09R20), and if serving in a pay grade lower than E-5, such participants shall be promoted to Sergeant E-5 IAW NGR 600-200.

b. Table 13-1 of this regulation 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 SMP

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 ROTC Advanced Course contract, DA Form 597 and DD Form 4 (ROTC), is signed or the date of enlistment, whichever is later.

b. Officer trainees will be promoted to Sergeant E-5 if not already serving in pay grade E-5, IAW NGR 600-200. Officer trainees 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 effective date for promotion and pay as an E5 for officer trainees will be the date the member is contracted in both the ARNGUS and the ROTC Advanced Course as an SMP participant and assigned the reporting code 09R20.

c. Officer trainees 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 Quarters (BAQ), 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. An officer trainee granted a leave of absence by the PMS under the provisions of AR 145-1 will not be deleted from the SMP. The officer trainee 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 of time spent as a participant in SMP is not credited 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 (Title 10, USC, sections 2106 and 2107; and Title 37, USC, section 205).

f. Table 13-1 of this regulation applies.

13-6. Policies applicable to ARNG members who conditionally contract into the ROTC Advanced Course

a. ARNGUS 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 nonscholarship 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 ARNGUS will be effective the day that the cadet is fully contracted, 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 (Title 10 USC, sections

2106 and 2107) or for pay purposes (Title 37, USC, section 205) as a commissioned officer.

(4) The cadet understands that his or her promotion to Sergeant E-5, if awarded as a result of becoming a SMP participant, is effective only so long as he or she continues to be a SMP participant. Should a cadet cease to be a SMP participant or be disenrolled 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 officer trainees who have completed the ROTC Advanced Course

a. Commissioning.

(1) Officer trainees 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 IAW AR 145-1 and may be subsequently appointed in the ARNG.

(2) Officer trainees commissioned under the ROTC Early Commissioning Program (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.

(3) Officer trainees with GRFD contracts will receive priority consideration for ARNG unit assignments.

(4) Officer trainees 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 ARNGUS to accept appointment in another component.

(5) Officer trainees with a remaining Military Service Obligation (MSO) who are disenrolled 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 table 13-1 and processing procedures in paragraph 13-20 of this regulation.

(6) Officer trainees not qualified for retention in an enlisted status will be discharged in accordance with NGR 600-200.

b. **SMP completion cadets:** SMP officer trainees (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).

c. Officer trainees 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 an officer trainee 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 Evaluation and Assignment

13-8. Evaluation of officer trainees

a. Officer trainees will be evaluated on their performance. At the unit level, the officer trainee should be given maximum exposure to commissioned officers' duties and then given progressive leadership responsibilities. Utilization should be IAW paragraph 13-13 below.

b. The commander's evaluation of the officer trainee's performance and development will be provided to the PMS. The evaluation for the first year of unit performance and the two weeks annual training should be forwarded to the PMS not later 1 August. A second evaluation should be completed 90 days prior to the projected commissioning date and will include a recommendation to commission or not to commission. An evaluation is required in any case of unsatisfactory performance and may be submitted at any time.

c. The commander is encouraged to provide informal evaluations to aid in the development of the officer trainee. Ongoing communication between the PMS and the unit commander is essential to provide optimum training and assistance to the officer trainee as well as to preclude possible problems at the time of commissioning.

d. An enlisted evaluation report will not be prepared while the individual is an SMP participant. If the individual is removed from the SMP, the performance evaluation will be maintained in the Military Personnel Records Jacket (MPRJ).

13-9. Assignment

a. An SMP participant will be assigned as an officer trainee in a unit based on current or projected commissioned officer vacancies. This includes authorized overstrength positions. Once the person is assigned to a position as an officer trainee, that position will not be used to justify additional officer trainees until the person originally assigned has been commissioned or disqualified from participating in SMP. The unit may fill this position with a commissioned officer at any time, and the officer trainee may continue participating in an overstrength status until either commissioned or disqualified from participating in SMP.

b. The total number of SMP participants will be limited by the commander to the number which can be effectively supervised and properly trained.

c. The total number of SMP per State will not exceed 4 percent of wartime required Aggregate (Officer and Enlisted) without prior approval of CNGB. All requests for waiver to exceed the authorized number of

SMP in the State will be forwarded through The Adjutant General to NGB-ARP-PO.

d. SMP participants may be attached to other units. However, the total number attached must be controlled by the State Officer Personnel Manager (OPM).

e. Priorities for acceptance into the SMP. 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 an ARNG-RFD-ROTC or two year Military Junior College (MJC) scholarship.

(2) Other applicants who are enrolled in the ROTC Advanced Course.

Section V Training and Utilization

13-10. Training

a. Officer trainees are required to attend ARNG Annual Training (AT) and ROTC advanced camp. When AT and ROTC advanced camp dates overlap, the priority will be given to the ROTC advanced camp and AT will be rescheduled in accordance with NGR (AR) 350-1. Commanders will interview all of their officer trainees 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 officer trainee.

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 ROTC classroom and field instruction being received by the officer trainee, and when possible, training given by the unit to the officer trainee should complement the training received from ROTC participation.

e. If a conflict occurs between an ROTC field training exercise (FTX), Dining In, or military ball and weekend drill, the following applies:

(1) If the ROTC event is part of the required program of instruction in Military Science (MS) III or MS IV, attendance is mandatory for the officer trainee and the ROTC training will have priority. However, the officer trainee 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 a split unit training assembly (SUTA) which authorizes normal drill pay, authorize an excused absence (no pay involved), or authorize equivalent training (for pay). A SUTA or equivalent training may be authorized for duties performed with ROTC.

f. A cadet who has completed Initial Active Duty for Training (IADT) is eligible for AT with a unit deploying for overseas deployment for training (ODT). ROTC Basic Camp and/or any combination of MS I, MS II, MS III, and MS IV do not equate to IADT and do not qualify the individual for ODT deployment (Title 10, USC, section 671).

13-11. Policy, utilization of officer trainees

a. Officer trainees will be assigned duties commensurate with the grade of second lieutenant. Commanders should ensure that officer trainees are given the respect and courtesy (except saluting) normally reserved for commissioned officers of the United States Armed Forces. Officer trainees will be expected to salute all officers and warrant officers.

b. As part of their training, officer trainees should be exposed to duties (in a supervisory capacity) normally accomplished by lower grade enlisted personnel (e.g., guard duty, K.P., motor stables, etc.).

c. Commanders will provide the officer trainee with continuous counseling on the officer's leadership role. The commander must always be aware of the officer trainee's future role as a commissioned officer and provide regular feedback on how the officer trainee is executing leadership functions.

d. Officer trainees will not be placed in any position requiring them to act directly for the commander, e.g., duty officer, member of a courts 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. Officer trainees 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.

e. Officer trainees will be referred to as "Mister" or "Ms." Terms such as "sir," "ma'am," or sergeant will not be used as a form of military courtesy.

Section VI

Uniform, Subsistence, and Billeting

13-12. Uniform

a. The specific uniform worn by the officer trainee at ARNG unit activities will be determined by the State. Officer trainees will receive the normal unit issue authorized by 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; and
- (3) Unit insignia (crest) on utility or garrison caps.

c. ROTC insignia is authorized for wear while in ARNG status.

13-13. Subsistence

During IDT and AT, officer trainees will not be charged for meals but will be required to sign for meals on the unit signature headcount sheet (DA Form 3351).

13-14. Billeting

Officer trainees should be billeted with junior officers during periods of training which require overnight billeting.

Section VII

Processing

13-15. General

Officer trainees must be reported at time of accession under the ARNG SIDPERS system. States are encouraged to coordinate with the PMS to ensure accurate reporting and to resolve any discrepancies between the ARNG SIDPERS and the U.S. Army ROTC Cadet Command Management Information System (MIS).

13-16. 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 table 13-1 of this regulation, 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 (AR) 600-100 as a (SMP participant) (potential SMP participant)."

(2) In Item 43a, enter "ARNG ROTC/SMP, chapter 13, NGR (AR) 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 (fig 13-1) will be included in each enlistment packet.

13-17. Processing soldiers dropped from potential SMP participation

a. A soldier who has been dropped from potential SMP status will remain as a member of the unit. The unit commander will complete the Notice of Removal from SMP (fig 13-3) and forward copies as shown below:

- (1) The original will be maintained in the soldier's MPRJ;
- (2) A copy will be forwarded to the State Adjutant General; and
- (3) A copy will be provided the soldier.

b. The Adjutant General, or designated representative will obtain an IADT training reservation for the soldier.

13-18. Processing officer trainees who are disenrolled from or fail to complete the ROTC Advanced Course, fail to volunteer for ECP, fail to accept a commission, or fail to be tendered a commission

a. Officer trainees 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 a., above, must complete BT and AIT, if not previously completed. Individual must enter training within 90 days of disenrollment from ROTC.

c. The unit commander will complete the Notice of Removal from SMP (fig 13-3).

d. The soldier's grade will be adjusted, if required, to the grade attained prior to becoming an officer trainee (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 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.

13-19. Processing officer trainees for ARNG discharge and reassignment to USAR Control Group (ROTC)

a. An officer trainee 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 Adjutant General.

b. An officer trainee who has incurred an MSO will be discharged from the ARNG and assigned to USAR Control Group (ROTC) when he or she--

(1) Accepts an ROTC scholarship other than an ARNG-RFD-ROTC scholarship or two year MJC scholarship (table 13-1 of this regulation).

(2) Requests a transfer because of a change of residence which results in the individual living beyond a reasonable distance from the unit. The Adjutant General will certify that no units are within commuting distance of the individual's residence and school of attendance.

(3) Requests 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 officer trainee'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) Officer trainees are subject to the same standards and regulations for satisfactory performance that apply to enlisted personnel assigned to the unit.

(b) States will notify the PMS at the school concerned of officer trainees who are not participating satisfactorily in writing.

(c) Notification of reason(s) for discharge will be made to the PMS. The PMS will determine if the officer trainee should continue in or be eliminated from ROTC.

c. Officer trainees 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 Adjutant General. This letter must contain justification for ARNG discharge and transfer and will be accompanied by the officer trainee's MPRJ. The Adjutant General has final approval/disapproval authority.

(2) Should The Adjutant General disapprove the transfer, the letter of request and MPRJ will be returned to the sender without further action.

(3) Upon approval of transfer, the following actions will be taken:

(a) Orders will be issued discharging the officer trainee from the ARNG and transferring him or her to USAR Control Group (ROTC) IAW NGR 600-200.

(b) Prepare NGB Form 22, NGB Form 23C, and discharge certificate, if applicable.

(c) Forward the officer trainee's MPRJ and copies of the discharge orders to the PMS.

(d) Forward a copy of the order to Commanding General, ARPERCEN ATTN: DARP-PAT-R, 9700 Page Boulevard, St Louis, MO 63132-5200.

13-20. SIDPERS ARNG

a. Reporting code will be entered as 09R10 or 09R20 (para 13-5a, above) as appropriate.

b. Training pay retirement category: see Data Element Dictionary, NGB Pam (AR) 25-10.

c. Changes will be made to update SIDPERS as follows:

(1) If disqualified/disenrolled from the SMP but retained in the ARNG, delete the SMP reporting code and enter an enlisted PMOS/DMOS.

(2) If disqualified/disenrolled from the SMP and discharged from the ARNG, delete from the system.

(3) If appointed as an officer in the ARNG, change to appropriate officer status code.

(4) If discharged from the ARNG for the purpose of accepting a commission in another component, delete from the system.

13-21. Processing procedures for commissioning

a. Officer trainees who receive an early commission will be monitored by ROTC Directorate under the administrative control of the USAR Control Group (OADO).

b. Officer trainees must be discharged in the grade held prior to enrollment in SMP IAW NGR 600-200 from the ARNG before being appointed as a commissioned officer. Effective date of discharge will be the day preceding commissioning in the Reserve of the Army with assignment to the USAR. The authority to issue discharges for this purpose is The Adjutant General. A conditional release will be given to the PMS upon request in order that the individual may be appointed upon completion of 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 will be appointed effective the date following the USAR assignment.

13-22. Commissioned Status

Once commissioned, the officer will be managed under the provisions of this regulation.

LETTERHEAD

(ROTC Institution)

(Office symbol)

(Date)

MEMORANDUM FOR

SUBJECT: PMS Certification

1. According to Chapter 13, NGR (AR) 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

ANNEX _____ DD FORM 4/DA FORM 4836
SIMULTANEOUS MEMBERSHIP PROGRAM AGREEMENT ARMY NATIONAL GUARD
[TO BE TYPED ON NGB FORM 594-1]

A. AGREEMENTS

1. I hereby agree to amendment of my previous Agreement as follows and understand that --
 - a. I (am)(am not) required to complete basic training prior to enrollment in the Advanced ROTC Course.
 - b. I am required to apply for enrollment in the Advanced ROTC Course, if not already enrolled, within one year from the date of this Amendment.
 - c. Should I be a member of the USAR Control Group (ROTC), I will be discharged from the USAR Control Group (ROTC) and transferred for enlistment/reenlistment in the ARNG.
 - d. Should I later be awarded an Army ROTC scholarship, which does not provide for Reserve Forces Duty (RFD), or is not a two year Junior Military College Scholarship, I will be discharged from the ARNG and transferred for assignment to the USAR Control Group (ROTC) prior to acceptance of such scholarship.
 - e. I may not, when a commissioned officer, apply credits which stem from enlisted service performed concurrently with Advanced ROTC Course training toward computation of length of service for any purpose.
 - f. I will volunteer for commissioning under the ROTC Early Commissioning Program if upon completion of the ROTC Advanced Course I am not scheduled to receive, within 8 months, a baccalaureate degree.
 - g. Upon becoming a SMP participant, I must have four years remaining on my original or extended enlistment/reenlistment contract in the Selected Reserve from date of enrollment in the SMP.
 - h. Unless I obtain a Guaranteed Reserve Forces Duty (GRFD) contract prior to enrollment in Advanced ROTC, I will serve with the ARNG after commissioning until I obtain a baccalaureate degree. Upon obtaining the degree, I will then be selected for either Reserve Forces Duty or Extended Active Duty according to the needs of the service.
2. Additional details of my participation in the SMP are in Section ____.

B. FOR ALL DIRECT SMP ENLISTMENTS/REENLISTMENTS

3. My enlistment/reenlistment in the ARNG is for the purpose of directly participating in the Simultaneous Membership Program. As a participant in the SMP, I understand that --
 - a. If I fail to apply for enrollment in the Advanced ROTC Course, as required, I will--
 - (1) Be deleted from the SMP,
 - (2) Be retained in the enlisted grade held prior to participation in the SMP,
 - (3) Be required to execute the terms of my enlistment/reenlistment agreement excluding this amendment, and
 - (4) Complete Basic Training (BT) and Advanced Individual Training (AIT) if not previously completed.
 - b. If I apply for enrollment in the Advanced ROTC Course, but fail to be accepted, then I may--
 - (1) Elect deletion from the SMP in order to continue in an enlisted status as if I had failed to apply for enrollment (para 3a, above), or
 - (2) Elect discharge as a Reserve of the Army and as a member of the ARNG.
 - c. If I am enrolled in the Advanced ROTC Course and fail to volunteer for ECP, and as required, fail to accept a commission or fail to be tendered a commission, then I will be deleted from the SMP and be required to continue in an enlisted status as if I had failed to apply for enrollment (para 3a, above).

Figure 13-2

C. FOR CURRENT ARNG MEMBERS ELECTING PARTICIPATION IN SMP

4. As a current ARNG member, my original enlistment/reenlistment agreement is to be held in abeyance in order that I may participate in the SMP. As a participant in the SMP, I understand that --

a. Upon acceptance into the SMP, I am not eligible to continue in the ARNG Incentive Program. I will not be entitled to further incentive payments. Acceptance into the SMP does not constitute a condition where recoupment of incentive payments is required.

b. If I am disenrolled from or I fail to complete the Advanced ROTC Course, or fail to be tendered a commission or accept a commission, or fail to volunteer for the ROTC Early Commissioning Program, then provisions of para 3a, above, apply.

D. CONFIRMATION OF SMP AGREEMENT

5. My acceptance into the SMP is based on my desire to volunteer for the program which requires enlisted status for eligibility.

6. I certify that I have carefully read this document. Any questions I had were explained to my satisfaction. I fully understand that "ONLY THOSE AGREEMENTS IN SECTION A AND ___ OF THIS DOCUMENT OR THOSE RECORDED AND ACKNOWLEDGED BY ME, WILL BE HONORED. ANY OTHER PROMISES OR GUARANTEES MADE TO ME BY ANYONE ARE WRITTEN BELOW." (Include brief description of any recorded document other than this agreement, if NONE, check "NONE" and initial.

() _____
Initials of Applicant

E. AUTHENTICATION

(Signature of Unit Commander)

(Signature of Applicant)

(Date)

(Typed Name of Unit Commander)

(Grade)

(SSN)

Unit for which Enlisted: _____
(Unit Address)

(Officer Trainee Position)

(Paragraph and Line Number)

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM FOR

SUBJECT: Notice of Removal from Participation in SMP with Continuing Membership in the Unit of Assignment

1. Effective this date, Officer Trainee _____, SSN: _____, is hereby removed from the SMP as a result of--

- 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 disenrolled from the ROTC Advanced Course;
- d. Refusing to accept a commission when tendered; or,
- e. Not having been tendered a commission.

2. _____ has a remaining military service obligation, either statutory or contractual. He/she is 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. IAW NGR 600-200, enlisted pay grade reverts from Officer Trainee 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 13-3. 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 (Title 10 USC, section 2106(c)) or pay purposes (Title 37 USC, section 205(d)) once I am commissioned.

(Signature of Applicant)

(Signature of PMS or Enrollment Officer)

Figure 13-4. Statement of Understanding of Conditional Enrollment - Simultaneous Membership Program (SMP)

Table 13-1
SMP Standards and Policy

Applicable to nonprior service and prior service applicants qualified for enlistment in the ARNG who can meet criteria for enrollment in MS III, ROTC.

Part 1. Prerequisites that must be met before enlistment

a. Meet basic eligibility standards for enlistment as prescribed by NGR 600-200, to include full Military Entrance Processing Station (MEPS) processing, unless fully contracted as an MS III or MS IV.

b. Meet additional requirements below for enrollment in ROTC.

- (1) Agree to apply for enrollment in ROTC Advanced Course within one year after enlistment in ARNG.
- (2) Be of good moral character.
- (3) Be a citizen of the United States.
- (4) Be at least 18 years of age and under 30 years of age at the time of appointment as a commissioned officer in the Reserve of the Army. HQDA (DAPC-OPP-P) will consider requests for waiver in exceptional cases when approval is recommended by the unit commander concerned, The Adjutant General, and the Commanding General, U.S. Army ROTC Cadet Command. An approved waiver of maximum age will constitute a waiver for enrollment in the ROTC Advanced Course and for appointment as a Reserve commissioned officer of the Army.
- (5) Meet medical fitness standards prescribed in AR 145-1 for enrollment in ROTC Advanced Course.
- (6) Have qualifications for becoming an effective Army officer as evidenced by appearance, record, personality, scholarship, extracurricular activities, and aptitude for military training. See AR 145-1 for personnel ineligible for enrollment in the ROTC Advanced Course.
- (7) Achieve a satisfactory score on the Officer Selection Battery (OSB), the mental screen for enrollment in MS III, and have a minimum grade point average of 2.0 (on a 4.0 scale).
- (8) Be enrolled or intend to enroll with a minimum of two years remaining in a full-time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting or having a Cross-enrollment Agreement or Extension Center Agreement with another institution hosting an Army ROTC program. This requirement does not apply to individuals contracted and enrolled in MS III or MS IV at time of enlistment. Questions on enrollment status are to be resolved through coordination with the PMS concerned (AR 145-1).
- (9) Cannot currently be a ROTC scholarship recipient.

c. Prior service applicants must agree to a minimum contractual service obligation of four years on enlistment. Nonprior service applicants must enlist for an eight year MSO (minimum 4x4 Enlistment option). ARNG soldiers with less than four years remaining on their enlistment must reenlist or extend their enlistment to a period of four years IAW NGR 600-200.

d. Have completed PMS Certification (fig 13-1) which shows that the applicant will be enrolled in the ROTC Advanced Course.

e. Complete the SMP agreement (NGB Form 594-1) (fig 13-2).

Part 2. Prerequisites that must be met after enlistment/enrollment

a. Satisfactory participation with the unit at all scheduled training assemblies and AT periods. A discharge from the ARNG for unsatisfactory participation may result in disenrollment from the ROTC program.

b. If soldier has no prior military service, he or she must enter on IADT within 270 days after enlistment and successfully complete the IADT requirement. This requirement is deferred for individuals contracted in MS III or MS IV at the time of enlistment. No part of the ROTC program, to include ROTC Basic or Advanced Camp, satisfies the IADT requirement.

c. Maintain height and weight standards of AR 600-9.

Part 3. Policy

Applicant will be informed of the requirements in Part 2 a, b, and c above and the following:

a. SMP is a voluntary officer training program that requires ARNG/USAR enlisted status for eligibility.

b. In computing length of service for any purpose, an SMP member subsequently commissioned will not be credited with enlisted service for the period covered by MS III and IV (Title 10 USC, section 2106). Service may be used in computing basic pay if soldier reverts to enlisted or warrant officer status without accepting a commission.

Table 13-1--CONTINUED
SMP Standards and Policy

Part 3. Policy--Continued

c. Participants in the RFD Scholarship Program will participate in the SMP upon enrollment as a RFD scholarship cadet. Recipients of a two year MJC scholarship have an option to join the SMP. SMP participants may apply for Army ROTC scholarships other than RFD scholarships or two year MJC scholarships. However, they will be discharged from the ARNG and transferred to USAR Control Group (ROTC) before they accept such a scholarship. Acceptance of a RFD scholarship or a two year MJC scholarship will not require discharge from the ARNG and transfer to the USAR Control Group (ROTC).

d. Should any of the following occur, the soldier will be retained in the unit in an enlisted status, if otherwise qualified, until completion of his or her statutory or contractual obligation and will be required to undergo any IADT not previously completed to include AIT for MOS qualification. The terms of the original enlistment, reenlistment or extension agreement, if enlisted prior to contracting as an MS III, will apply.

(1) Potential SMP participants who fail to apply for enrollment in ROTC Advanced Course within one year after enlistment, reenlistment, or extension for the SMP.

(2) Officer trainee who is disenrolled from ROTC Advanced Course.

(3) Officer trainee who fails to complete ROTC Advanced Course.

(4) Officer trainee who fails to volunteer for the ECP, if applicable.

(5) Officer trainee who fails to accept a commission.

(6) Officer trainee who fails to be tendered a commission.

e. An SMP participant who was contracted in the ROTC Advanced Course prior to enlistment in the ARNG and subsequently disenrolled from the ROTC Advanced Course may request:

(1) Discharge from the current enlistment agreement.

(2) Retention in the unit in an enlisted status with same requirements as Part 3d above.

f. If required, the unit commander will reduce the soldier IAW policy in NGR 600-200 (figure 13-3).

g. Incentive Programs. SMP participants are not eligible to participate in the enlistment bonus, education assistance, affiliation bonus, or retention bonus programs. Upon acceptance into the SMP, participants in these incentive programs will not be entitled to further incentive payments. Acceptance into the SMP does not require recoupment of incentive payments (See AR 135-7).

h. Refer to AR 135-7 for eligibility for the Montgomery GI Bill.

i. If the participant is separated from the ARNG and still enrolled in ROTC, he/she will be transferred to USAR Control Group (ROTC) (paragraph 13-22).

j. The PMS will establish the MPRJ which will contain the documents as specified in AR 145-1 and will forward it to the appropriate State Adjutant General when the officer trainee is commissioned or disenrolled/disqualified from the ROTC Advanced Course.

k. The Officer Personnel Management File (OPMF) will be established by ARPERCEN and will be forwarded to the Personnel Services Division upon receipt of the NGB Form 60. The State will annotate that the person was appointed from the ROTC SMP program.

Part 4. Individuals who are already contracted in the ROTC Advanced Course

a. Nonprior service individuals who are already enrolled in the ROTC Advanced Course and who are enlisting under the SMP are required to undergo the ASVAB. An enlistment physical is not required provided the ROTC Advanced Course physical is not more than four years old, and there have been no medical problems since the date of the last physical to be fully MEPS processed.

b. Individual must have a remaining obligation (statutory or contractual) of four or more years at time of enlistment.

c. Individual must complete NGB Form 594-1.

Appendix A References

Title 5, United States Code

Government Organization and Employees

Title 10, United States Code

Armed Forces

Title 32, United States Code

National Guard

AR 25-50

Preparing and Managing Correspondence

AR 40-68

Quality Assurance Administration

AR 40-501

Standards of Medical Fitness

AR 135-91

Service Obligations, Methods of Fulfilment, 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 (Other than general officers) and Warrant Officers of the Army

AR 140-10

Assignments, Attachments, Details, and Transfers

AR 165-1

Chaplain Activities in the US Army

AR 380-67

The Department of the Army Personnel Security Program

AR 600-2

Name and Birth Data and Social Security Number

AR 600-8-2

Suspension of Favorable Personnel Actions (FLAGS)

AR 600-9

Army Weight Control Program

AR 600-20

Army Command Policy

AR 604-10

Military Personnel Security Program

AR 611-101

Personnel Selection and Classification, Commissioned Officers Classification System

AR 611-112

Personnel Selection and Classification, Manual of Warrant Officer Military Occupational Specialties

AR 614-100

Officer Assignment Policies, Details and Transfers

AR 635-100

Officer Personnel

AR 635-200

Enlisted Personnel

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

DA Pam 600-3

Commissioned Officers Professional Development and Utilization

DA Pam 600-4

AMEDD Officer Development and Career Management

FORSCOM/ARNGR 350-2

Reserve Component Training

NGR 10-1

Organization and Federal Recognition of Army National Guard Units

NGR (AR) 37-104-3

Military Pay and Allowances - Army National Guard

NGR (AR) 95-1

Army National Guard Aviation: Flight Regulations

NGR 351-5

State Military Academies

NGR 600-105

Aviation Service of Rated Army Officers

NGR 614-1

Inactive Army National Guard

NGR 635-100

Termination of Appointment and Withdrawal of Federal Recognition

NGB Pam (AR) 37-104-3

Unit Level Military Pay Procedures, Army National Guard

NGB Pam 37-104-10

State Level Military Pay and Allowance Procedures, Army National Guard

NGB Pam 600-3

Professional Development and Utilization of Commissioned Officers in the Army National Guard

Appendix B
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 62	X	X	X	X				X	X	
2	Birth certificate	X									
3	Copy of Reserve of the Army appointment		X	X	X		X	X		X	
4	Copy of Reserve of the Army promotion letters/orders	X	X	X	X		X	X		X	X
5	Verification of Security Clearance (see fig 3-5 of this regulation)	X	X		X					X	
6	SF 88 and SF 93	X	X	X	X					X	X
7	Evidence of highest civilian education (copy of certified transcript)	X	X	X	X		X	X		X	X
8	NGB Form 89 (Proceeding of FFB)	X	X	X	X		X	X		X	X
9	NGB Form 337/DA Form 71 (Oath of Office)	X	X	X	X		X	X		X	X
10	Diploma from OCS/required MEL course	X	X	X	X		X	X		X	X
11	Waivers granted by TAG, CNGR, or SA	X	X	X	X					X	X
12	Aeronautical aviation orders	X	X	X	X		X	X			
13	Statement of MSO IAW AR 135-91	X	X	X	X						
14	Conditional release from another component/State (NGB Form 61 or DD Form 368)	X	X	X	X		X	X			
15	DD Form 214 or similar documents to substantiate prior service	X	X	X	X					X	
16	Evidence of citizenship	X	X	X	X					X	
17	Orders announcing personnel action	X	X	X	X		X	X			
18	Current ecclesiastical endorsement and documents required by AR 135-100 and appendix I, NGR (AR) 600-100 (Chaplain applicant)	X	X		X					X	
19	Highest State Court/US District Court Certificate, interviews, statements, and photographs required by AR 135-100 (JAGC applicants)	X	X		X					X	
20	Documents required by AR 135-101 and appendix J, NGR (AR) 600-100 (AMEDD applicant)	X	X		X					X	
21	Verification of applicant's SSN	X			X					X	
22	Copies of orders relating to awards, decorations, and citations	X	X	X	X					X	
23	Statement of understanding if unable to complete 20 years retirement service	X	X	X	X					X	

Appendix C

Documents Required for Consideration for Federal Recognition
to and Within the Grades of General

DOCUMENT	NUMBER OF COPIES
1. Letter of recommendation (format is prescribed in appendix D of this regulation, individual's branch, AOC and functional area are those he or she holds as a federally recognized colonel; reasons why individual is well qualified for Federal recognition as a general officer should be included).	1
2. State order appointing individual as brigadier or major general, Adjutant General's Corps, line or special branch. ¹	1
3. State order assigning individual to a position authorized for a brigadier or major general. ¹	1
4. State order reassigning former incumbent of the position (unless position is newly authorized). ¹	1
5. Original of Standard Form 88 (Report of Medical Examination) with attachments and Standard Form 93 (Report of Medical History) executed at an Active military medical facility within 1 year immediately preceding the date the board is convened and prepared in accordance with AR 40-501 (must be signed by Medical Corps officer).	1
6. 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 grade of brigadier or major general for Adjutant General or Assistant Adjutant General.	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 H of this regulation). 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 2 years and showing the officer in an Army green uniform (less headgear) with name tag, current insignia of grade, all authorized awards and decorations, and basic branch insignia. Officer's signature must be on the reverse of the photograph, along with his name, grade, SSN, height, weight, and the date of the photograph.	2
10. Color, glossy, portrait photograph (4x5 inches) taken in Army green uniform (less headgear).	2

NOTE:

¹ Not required for Certificate of Eligibility.

Appendix C

Documents Required for Consideration for Federal Recognition
to and Within the Grades of General--Continued

DOCUMENT	NUMBER OF COPIES
11. If 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 (narrative format is that used in "General Officers of the Army and Air National Guard").	1

Appendix D
Format for Promotion Recommendations

Basic memorandum

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM THRU (Intermediate commanders)

FOR (State Adjutant General)

SUBJECT: Recommendation for Promotion of Officer

1. Under the provisions of chapter 8, NGR (AR) 600-100, recommend that the following named officer be promoted in the Army National Guard:

- a. Name:
- b. SSN:
- c. Branch:
- d. Area of concentration and/or functional area
- 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 address: Home and Unit

2. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade and branch 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) Height _____ Weight _____.

Encl
as

SIGNATURE BLOCK
(the Immediate Commander)

Appendix D

Format for Promotion Recommendations--Continued

Endorsement by State Adjutant General

(Endorsement heading)

SUBJECT: Recommendation for Promotion of Officer

(State Adjutant General, address and date)

FOR: President, Federal Recognition Board, *(address)*

1. Concur with recommendation contained in basic communication.
2. Request records be examined to determine officer's qualification for Federal recognition in the Army National Guard in the branch 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)

Encl
 Added ___ Encls
 Added ___ Encls
 ___ Order appointing board Personnel records

SIGNATURE BLOCK
(the Adjutant General or Representative)

Appendix D

Format for Promotion Recommendations--Continued

Endorsement by Federal Recognition Board

(Endorsement heading)

SUBJECT: Recommendation for Promotion of Officer

President, Federal Recognition Board, (address and date)

THRU Senior Regular Army Advisor, (address)

TO The Adjutant General, (State and address)

The examination of the officer has been completed with the results in the proceedings of the board.

___ Encl
Added ___ Encl
___ NGB Form 89

SIGNATURE BLOCK
(President of the Board)



Endorsement by Senior Regular Army Advisor

(Endorsement Heading)

SUBJECT: Recommendation for Promotion of Officer

Office of the Senior Army Advisor, (address and date)

FOR The Adjutant General, (State and address)

As provided in Chapter 10, NGR (AR) 600-100, the Federal Recognition Board proceedings have been reviewed and the following action is recommended:

Encl

SIGNATURE BLOCK
(Senior Regular Army Advisor)

Appendix D

Format for Promotion Recommendations--Continued

Endorsement by State Adjutant General to Chief, National Guard Bureau

(Endorsement heading)

SUBJECT: Recommendation for Promotion of Officer

State Adjutant General, *(address and date)*

FOR Chief, National Guard Bureau, Personnel Services Division, ARNG Readiness Center,
111 South George Mason Drive, Arlington, VA 22204-1384

Request that Federal recognition to date from *(effective date)* be extended to *(first, middle, and last name)*,
(SSN), *(grade)*, *(branch)*, with assignment to *(MTOE/TDA position)*, *(unit designation)*.

(Authority line, when used)

- Encl
- wd personnel records
- Added Encl
- State promotion order
- Documents required by Appendix A if not previously part of action

SIGNATURE BLOCK
(State Adjutant General or Representative)

Appendix E**List of Qualifying Courses for Military Educational Requirements for Promotion****GROUP I COURSES**

US Army Command and General Staff Officer Courses (*Notes 1, 2, 3, 4, and 5*):

Command and General Staff Officer - Active Component
Command and General Staff Officer - Reserve Component
USAR School (*resident/nonresident program*)
Nonresident program - ACCP
Chaplain's Reserve Component General Staff Course
JAGC Reserve Component General Staff Course
AMEDD Reserve Component General Staff Course
Air Command and Staff College Course (*resident course*)
Marine Command and Staff College Course (*resident course*)
Naval College of Command and Staff (*resident course*)
Armed Forces Staff College (*resident course*)
School of the Americas Course (*resident course*)

Any other course for which the Army awards military education level (MEL) 4 (DA Pam 351-4) that is taken completely in residence.

GROUP II COURSES

Branch School Courses:

Officer Advanced Course - Active Component
Officer Advanced Course - Reserve Component (*resident*)
Officer Advanced Course - USARF School (*resident/non-resident*)
Officer Advanced Course - Army Correspondence Course Program (ACCP) (*resident/non-resident*)

GROUP III COURSES

Branch School Courses:

Officer Basic Course - Active Component
Officer Basic Course - Reserve Component (*resident*)

Appendix E**List of Qualifying Courses for Military Educational Requirements for Promotion--Continued****NOTES:**

1. The Combined Arms and Services Staff School (CAS3) consists of 140 hours of nonresident correspondence instruction and 9 weeks resident training. IAW AR 135-155, officers who completed CAS3 resident course prior to 1 Nov 84 or CAS/RC-CAS3 after 1 Nov 84 but prior to 1 Sep 89 are considered to have met the educational requirement for promotion to LTC. RC-CAS3 may be completed through USARF School attendance. Phase I is the same 140 hour correspondence instruction that must be completed prior to enrollment into Phase II. Phase II is completed through participation in one Annual Training period and eight MUTA 5 training periods.
2. Effective 1 Oct 91, captains with a date of rank after 30 Sep 87 will be ineligible to enroll in CGSOC without CAS3.
3. Effective 1 Oct 94, completion of CAS3 is a requirement for promotion to major and enrollment into CGSOC.
4. Completion of either the Logistics Executive Development Course (LEDC) or the Associate Logistics Executive Development Course (ALEDC) will satisfy the requirement for 50% completion of Command and General Staff Officers Course for promotion to LTC. Officers must complete 100% of the Command and General Staff Officer Course for promotion to colonel.
5. Effective 1 Oct 93, ARNG policy will require lieutenant colonels to have completed CGSOC to be assigned in battalion or higher command positions and in brigade executive officer or S-3 positions. Additionally, lieutenant colonels with three years time in grade must have completed CGSOC to qualify for assignment to any principal staff positions at brigade or higher level commands.

Appendix F

Commissioned Officer Branch/Functional Area Substitution Table

If MTOE/TDA position description is:	It may be filled by substituting officers who have the following branch or functional area code (see notes 1, 2, and 3):
1. Commander (all levels)	No substitution authorized. Officers selected to command must be qualified IAW the requirements of the MTOE/TDA position. (See chapter 6 of this regulation.)
2. Executive officer, deputy commander (all levels)	No substitution authorized. Officers selected to command must be qualified IAW the requirements of the position. (See chapter 6 of this regulation.)
3. Adjutant; personnel staff officer (G1, S1); ACofS G1	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 41, 42, 70, 88, 91, and 92
4. Assistant adjutant; assistant personnel staff officer (G1, S1); Deputy ACofS G1	Same as item 3 above.
5. Division, brigade, and battalion level operations officer (G3, S3)	Same as item 2 above.
6. Operations, plans, training; TAC, or force development officer not at brigade or battalion level	54 or Area of Concentration(AOC) designated on authorization document. Substitution to be determined based on individual qualifications and position requirements.
7. Supply staff officer (G4, S4)	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 70, 88, 91, 92, 97
8. Assistant supply staff officer (G4, S4), logistics officer	Same as item 7 above.
9. Supply and service officer; assistant supply and service officer	21, 25, 70, 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, 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	Branch immaterial. Officer must have skill 5T.
16. Motor officer	Branch immaterial.
17. Communications and electronics officer	No substitution authorized in signal units. All other positions coded 25 may be filled with the codes in item 3 above.

Appendix F

Commissioned Officer Branch/Functional Area Substitution Table--Continued

If MTOE/TDA position description is:	It may be filled by substituting officers who have the following branch or functional area code (see notes 1, 2, and 3):
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 Branch required).
22. Aide-de-camp	Same as item 3 above.
23. Recruiting and induction officer	Same as item 3 above.
24. Selective service officer	Branch immaterial.
25. Civil affairs officer	48.
26. Psychological operations officer	48.

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 branch and functional area 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 4-3f(2) of this regulation.
3. The staff specialist branch is a branch of the Army to which personnel of the ARNG and the USAR may be appointed and serve. The three categories of personnel who are appointed and assigned to the staff specialist branch are chaplain candidates or seminarians, officers assigned to Selective Service positions, and selected instructors.
4. The substitution of non-branch-qualified officers in CMF 35, Military Intelligence Corps, positions in Combat Arms and Combat Support Arms 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) A TOP SECRET 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 branch qualification IAW AR 611-101.
 - 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 611-101 that supports branch qualification.

Appendix F**Commissioned Officer Branch/Functional Area Substitution Table--Continued****NOTES:**

5. An officer assigned to a non-CMF 35 S2 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 611-101 that would normally support MI branch qualification within one year.
6. Branch qualification will require that each of the stipulations of AR 611-101 and DA PAM 600-3 is met in order 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 G
Branch and Functional Area Code Table**

G-1. Redesignation of an initial AOC to another AOC associated in the same basic branch does not require FRB action. Review by OPCB is required to ensure officer's qualifications match those in appropriate classification guidance.

G-2. All redesignations of AOCs to or within special branches will be in accordance with guidance and limitations set forth in AR 611-101.

G-3. If found qualified by OPCB, officers may be awarded and assigned duties in AOCs listed in Section II of this appendix without branch redesignation or FRB action.

**Section I - The Basic and Special Branches of the Army and their associated Branch Code
(*Denotes Special Branch)**

<u>Branch</u>	<u>Associated Code</u>
Infantry	11 - Infantry
Armor	12 - Armor
Field Artillery	13 - Field Artillery
Air Defense Artillery	14 - Air Defense Artillery
Aviation	15 - Aviation
Special Forces	18 - Special Forces
Corps of Engineers	21 - Corps of Engineer
Signal Corps	25 - Signal Corps
Military Police Corps	31 - Military Police Corps
Military Intelligence	35 - Military Intelligence
Adjutant General's Corps	42 - Adjutant General's Corps
Finance Corps	44 - Finance Corps
*Judge Advocate General's Corps	55 - Legal
*Chaplains Branch	56 - Chaplain
*Medical Corps	60-62 - Medical Corps
*Dental Corps	63 - Dental Corps
*Veterinary Corps	64 & 75 - 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 Service Corps
Chemical	74 - Chemical
Transportation Corps	88 - Transportation Corps
Ordnance	91 - Ordnance Corps
Quartermaster Corps	92 - Quartermaster Corps
Staff Specialist Branch	00 - See ¹

Appendix G**Branch and Functional Area Code Table--Continued*****Section II - Functional areas not associated with a specific branch and their associated code*****Associated Code**

41 - Personnel Programs Management

45 - Comptroller

46 - Public Affairs

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

97 - Contracting and Industrial Management

NOTE:

¹ The staff specialist branch is a branch of the Army to which personnel of the ARNG and the USAR may be appointed and serve. The three categories of personnel who are appointed and assigned to the staff specialist branch are chaplain candidates or seminarians, officers assigned to Selective Service positions, and selected instructors.

Appendix H
Biographical Summary Format

BIOGRAPHICAL SUMMARY

2 September 1990

DOE, JOHN J., 123-45-6789 (Jack)
Spouse Name: Mary
Colonel, Field Artillery, ARNGUS

Date and Place of Birth: 2 September 1939, Seattle, Washington

Mandatory Removal Date: 31 May 1992

Home Address: 1615 Gentry Blvd, Gering, Nebraska 69341

Home Telephone: (999) 555-1234

Present Assignment: Commander, 1-168th Field Artillery, Nebraska Army National Guard, Scottsbluff, Nebraska 69361

Unit Telephone: (999) 554-5678 AV 222-9999

Civilian Occupation: Human Resources Director, Winchell Enterprises, Scottsbluff, Nebraska

Business Telephone: (999) 555-9876

Enlisted Service: Over 4 years

Source and Date of Commission: ROTC (Distinguished Graduate), 21 May 1965

Years of Active Commissioned Service: Over 27 years

Total Years of Service: Over 31 years

Military Schools Attended

	Year Completed
Field Artillery School, Officer Basic Course	1965
Field Artillery School, Officer Advanced Course	1970
Command and General Staff College (Commandant's List)	1975
Field Artillery School, FA Update Course	1981
Army War College	1983
National Defense University, Reserve Components National Security Course	1985

Civilian Education

High School, Ayer, Massachusetts
Chaminade University, Honolulu, Hawaii
La Verne University, La Verne, California
Georgetown University, Washington, DC

Degrees Received

Graduated 1957
BA (Biology)
MA (Management)
PhD (Human Resources)

Appendix H

Biographical Summary Format--Continued

BIOGRAPHICAL SUMMARY

U.S. Decorations/Badges

Legion of Merit
 Meritorious Service Medal
 Army Commendation Medal
 Army Achievement Medal
 Army Reserve Components Achievement Medal
 National Defense Service Medal
 Armed Forces Reserve Medal
 Army Service Ribbon

Chronological List of Appointments

Second Lieutenant	USAR	2 Nov 60
Second Lieutenant	AUS	10 Jun 61
First Lieutenant	AUS	12 Jul 62
First Lieutenant	ARNG	21 Dec 63
Captain	ARNG	23 Aug 66
Major	ARNG	20 Feb 74
Lieutenant Colonel	ARNG	8 Nov 79
Colonel	ARNG	1 Sep 83

Chronological Record of Duty Assignments

USAR - Not on Active Duty
 USAR Control Group

From	To
Nov 60	Jun 61

ACTIVE DUTY

Student, FA School, Fort Sill, OK
 Casual, Fort Sill, OK
 Plt Ldr, 29th USAFAD, 559th USAAG, Italy
 Det Cdr, 12th USAFAD, 559th USAAG, Italy

Jun 61	Dec 61
Dec 61	Feb 62
Feb 62	Jul 62
Jul 62	Dec 63

ARNG - Not on Active Duty

Executive Officer, Battery A, 1-168th FA Battalion, Nebraska Army
 National Guard

Dec 63	Aug 66
--------	--------

Commander, Battery A, 1-168th FA Battalion, Nebraska Army
 National Guard

Sep 66	Sep 69
--------	--------

S-1, 1-168th FA Battalion, Nebraska Army National Guard

Sep 69	Dec 70
--------	--------

Bn FSO, TF 1-195, 67th Inf Brigade, Nebraska Army National Guard

Jan 70	Jun 72
--------	--------

Bde FSO, 67th Inf Brigade, Nebraska Army National Guard

Jul 72	Jul 74
--------	--------

S-3, 1-168th FA Battalion, Nebraska Army National Guard

Jul 74	Sep 77
--------	--------

Executive Officer, 1-168th FA, Nebraska Army National Guard

Sep 77	Sep 80
--------	--------

Commander, 1-168th FA, Nebraska Army National Guard

Sep 80	Jul 83
--------	--------

Appendix H
Biographical Summary Format--Continued

BIOGRAPHICAL SUMMARY

	From	To
ACTIVE DUTY		
Student, Army War College	Aug 83	Jun 84
ARNG - Not on Active Duty		
Executive Officer, 35th Division Artillery, Kansas Army National Guard	Jun 84	Dec 87
Commander, 35th Division Artillery, Kansas Army National Guard	Dec 87	
ACTIVE DUTY		
Student, Army War College	Aug 82	Jun 83
ARNG - Not on Active Duty		
Deputy Commander, 45th Infantry Brigade (Separate) Oklahoma Army National Guard	Jun 83	Dec 87
Commander, 45th Infantry Brigade (Separate), Oklahoma Army National Guard	Dec 87	

Appendix I

Instructions for processing applications for Chaplain and Judge Advocate General Corps Branches

I-1. Application processing

Application processing is divided into three distinct actions.

- a. Medical review.
- b. Professional certification/predetermination.
- c. Granting of permanent Federal recognition.

I-2. Appointment in the Chaplain or Judge Advocate General's Corps Branch

Applicants for initial appointment in the Chaplain or Judge Advocate General's Corps Branch will not be extended temporary Federal recognition prior to completion of a predetermination of eligibility by the DA Chief of Chaplains (DACH) or DA The Judge Advocate General (TJAG) as appropriate.

a. Utilize AR 135-100 and this regulation to determine if the applicant meets all the prerequisites for the branch being sought and the documentation necessary for submitting the appointment packet for a predetermination.

b. Applicants may be considered for a predetermination of eligibility prior to completion of a NAC/DNACI.

c. Temporary Federal recognition may be extended in their eligible grade after the predetermination is completed and prior to completion of a NAC/DNACI provided that:

(1) The NAC/DNACI is initiated at the time an application for a commission is submitted.

(2) The applicant agrees in writing that, if the results of the investigation are unfavorable, he or she will be subject to discharge if found to be ineligible to hold a commission. Commissions in the Army National Guard may not be tendered to immigrant alien applicants.

(3) Waivers of the above requirements will not be granted.

I-3. Medical review of the application

a. If an applicant requires a medical waiver, prior to sending the initial appointment packets, the State will electronically transmit the applicant's physical (SF-88 and SF-93, to include any consultations and requests for waiver) through NGB-ARP-R to NGB-ARP-H via facsimile as soon as the physical has been completed and reviewed at the State level. Each physical so transmitted requires an endorsement which will include the applicant's special branch to which appointment is desired and the sender's name, duty phone number, and facsimile phone number, for reply purposes.

b. Once the physical has been reviewed, NGB-ARP-R will send the approved/disapproved physical back to the State MILPO. When the completed appointment packet is subsequently sent to NGB-ARP-CO, the approved facsimile copy of SF-88 and SF-93 must be included. If the physical is not included, the packet will be returned to the State without action.

I-4. Professional certification and predetermination of the application

a. All requests for waivers; i.e., age, etc., will be requested and included by the State upon submission of the packet for predetermination. Waivers will be granted by the Chief, NGB, DACH, 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 active duty and USAR transfers in grade and branch:

(1) JAG officer applicants do not require predetermination by TJAG and therefore these packets will be sent directly to NGB-ARP-CO for Federal recognition upon effecting appointment in the State.

(2) Chaplain and Chaplain Candidate transfers require an updated DD 2208 (Ecclesiastical Endorsing Agent Certification) on which the applicant's endorser indicates endorsement/approval for appointment to the Army National Guard. Applicant will request the endorser to provide update DD 2208 to the Office of the Chief of Chaplains. Appointment packets will be directed to the Army National Guard Bureau, Office of the Chaplain, ATTN: NGB-ARZ-CH, The Pentagon, Rm 2E420, Washington, DC 20310-2500.

c. All packets must be complete when submitted. Chaplain packets will include a verification that the ecclesiastical endorsement has been granted by the respective denominational endorsing agent and the original has been sent to the Office, Chief of Chaplains. The interview statement, as required by AR 135-100, will also be sent directly to the Chief of Chaplains; however, the applicant should ensure that the remarks section of the NGB Form 62 list the date and place of interview and the identity of the interviewing chaplain.

d. Applications for predetermination, with all allied documents, will be forwarded to the NGB Liaison Office:

(1) **THRU:** Army National Guard Bureau
Office of the Chaplain
ATTN: NGB-ARZ-CH
The Pentagon, Rm 2E420
Washington, DC 20310-2500

(2) **TO:** (Either)
Office of the Chief of Chaplains
ATTN: DACH-PER
The Pentagon, Rm. 1E421
Washington, DC 20310-2700

(or)
The Judge Advocate General's School
ATTN: JAGS-GRA
Charlottesville, VA 22903-1781

e. States will ensure a photocopy of entire packet is maintained for future action as indicated below.

f. Once the liaison officer identified above obtains a favorable predetermination of the applicant's eligibility and all waivers are granted, NGB-ARZ-CH will notify the State by facsimile of such approval that will include the following:

- (1) Grade eligible for initial appointment.
- (2) Years commissioned service credit.
- (3) Type waivers granted.

I-5. Permanent Federal recognition of the application

a. Upon receipt by the State MILPO of a favorable predetermination, the applicant will be scheduled for consideration by a Federal Recognition Board (FRB) in order to effect the appointment. The FRB will be provided the photocopy of the case being maintained by the State and the facsimile from NGB reflecting approval of predetermination.

b. States will forward by cover letter NGB Form 89 (Proceedings of a Federal Recognition Examining Board), NGB Form 337 (Oath of Office), one copy of appointment order and a completed NGB Form 62 to NGB-ARP-CO requesting issuance of Federal recognition. In addition, if final security clearance (NAC/DNAC) 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 J

Instructions for processing applications for all Army Medical Department (AMEDD) Branches

AMEDD appointment packet processing is divided into two distinct actions, credentialing and permanent Federal recognition. All States will utilize the procedures outlined in the NGB AMEDD Appointments SOP.

J-1. All States will use, as a minimum, AR 40-68, AR 135-100, AR 135-101, AR 611-101, NGR (AR) 600-100, the National Guard Bureau (NGB) AMEDD Appointments SOP, and this appendix to determine the required documentation and format for submitting AMEDD initial appointments, AMEDD USAR transfers, and appointment packets of basic branch officers to an AMEDD branch.

J-2. It is important that the appropriate application checklist in the SOP 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 indorsements used to forward the packet through appropriate channels. All documents required by the

application checklist must be placed in the correct order. Checklists are found at the beginning of each corps/branch section of the NGB AMEDD Appointments SOP.

J-3. 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 not authorized an AMEDD Recruiter. Verification statements are annotated on the document IAW NGB AMEDD Appointments SOP (See "Verification Statement" section in the SOP).

J-4. SF 88 and 93 Requirements

a. All AMEDD initial appointment application packets must contain a current Chapter 2 physical exam IAW AR 40-501, to include current Army enlisted soldiers, warrant officers, and basic branch officers.

b. Army officers on active duty and USAR officers transferring to the ARNG in grade and branch require a current Chapter 3 physical exam IAW AR 40-501.

c. Appointment physicals taken at MEPS or an Active Army Medical Treatment Facility (MTF), where the individual was found qualified IAW appointment standards of AR 40-501, do not require approval by Health Services Division, Medical Care/Physical Standards Branch (NGB-ARP-HS) prior to granting temporary Federal recognition. Exceptions are listed in paragraph 4d below.

d. States may request a NGB waiver for individuals who are disqualified by MEPS. All physicals not performed at a MEPS or an Active Army MTF will be sent by facsimile to NGB-ARP-HS as soon as the physical has been completed and reviewed by the State. All physicals in these categories must be approved by NGB-ARP-HS prior to granting temporary Federal recognition. A photocopy of the approved physical exam must accompany the application packet.

J-5. Waiver Requests

All waiver requests must be favorably acted upon by the appropriate authority prior to granting temporary Federal recognition.

J-6. Temporary Federal recognition automatically terminates six months after the effective date of the State appointment (Title 32, USC, Section 308).

J-7. AMEDD 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 QA review is completed, the packet will be forwarded to the following address:

Army National Guard Readiness Center
ATTN: NGB-ARP-HN (Medical Procurement
 Section)
 111 South George Mason Drive
 Arlington, Virginia 22204-1382

b. All requests from NGB-ARP-HN 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 to the State without action.

J-8. All packets that are administratively correct will be forwarded to Headquarters, Department of the Army, Office of The Surgeon General (HQDA, OTSG) for boarding and final approval.

a. After OTSG publishes results of the board, the entire packet, if approved, will be endorsed through NGB-ARP-HN to NGB-ARP-CO for processing of the permanent Federal Recognition action.

b. Once NGB-ARP-CO receives the packet from NGB-ARP-HN, it will be reviewed to insure that it is administratively correct IAW this regulation. If the packet is complete, permanent Federal recognition orders are published.

c. Packets not approved by OTSG will be returned to NGB-ARP-HN. NGB-ARP-HN will then notify the State to withdraw the officer's temporary Federal recognition.

J-9. Direct accessions from active duty Army and USAR officers transferring in grade and branch do not require board action by OTSG. However, these packets must be sent directly to NGB-ARP-HN. Upon completion of a QA review, packets will be forwarded to NGB-ARP-CO to award permanent Federal recognition.

Glossary

Section I Abbreviations

AA
associate degree

ADL
active duty list

ADT
Active Duty for Training

AMEDD
Army Medical Department

AN
Army Nurse Corps

APFT
Army Physical Fitness Test

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ARPERCEN
Army Reserve Personnel Center

BA
bachelor of arts

BI
background investigation

BR
branch

BS
bachelor of science

CH
Chaplain

CNGB
Chief, National Guard Bureau

CPT
captain

COL
colonel

CW2
Chief Warrant Officer Two

DC
Dental Corps

DCPC
Direct Combat Probability Code

DCSPER
Deputy Chief of Staff for Personnel

DNACI
Department of Defense National Agency Check with Inquiry

DOPMA
Defense Officer Personnel Management Act

ECP
Early Commissioning Program

ENTNAC
Entrance National Agency Check

FA
Field Artillery

FAST
Flight Aptitude Selection Test

FORSCOM
United States Army Forces Command

FRB
Federal Recognition Board

HQDA
Headquarters, Department of the Army

ING
Inactive National Guard

JAGC
Judge Advocate General's Corps

IG
Inspector General

LIC
Language Indicator Code

LT
lieutenant

LTC
lieutenant colonel

MA
master of arts

MC
Medical Corps

MG
major general

MEPS
military entrance processing station

MILPO
military personnel officer

MPRJ
Military Personnel Records Jacket

MS
Medical Service Corps

MTOE
Modified Table of Organization and Equipment

NAC
National Agency Check

NGB
National Guard Bureau

OAC
officer advanced course

OBC
officer basic course

OCS
officer candidate school

OMPF
Officer Management Personnel File

OPCB
Officer Personnel Classification Board

OPMS
Officer Personnel Management System

PhD
Doctor of Philosophy

PSC
personnel services company

RFD
Reserve Forces Duty

ROTC
Reserve Officers Training Corps

SBI
special background investigation

SP
Army Medical Specialist Corps

SSN
Social Security Number

STARC
State Area Command

TDA
Table of Distribution and Allowances

TJAG
The Judge Advocate General

TSG
The Surgeon General

UCMJ
Uniform Code of Military Justice

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

Section II**Terms****Active Army**

The Active Army consists of (1) Regular Army soldiers on active duty, (2) Army National Guard of the United States and Army Reserve soldiers on active duty (other than for training or in an Active Guard Reserve status), (3) Army National Guard soldiers in the service of the United States pursuant to a call, and (4) 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 Army National Guard of the United States and US Army Reserve soldiers ordered to duty under Title 10 USC, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32 USC (AR 135-18).

Active status

The status of an Army National Guard of the United States or US Army Reserve commissioned officer, other than a commissioned warrant officer, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retire Reserve.

Active service

Service on active duty or full time National Guard duty (AR 135-18).

By Order of the Secretary to the Army:

Official:

E. DARDEN BAINES
Chief
Administrative Services

Distribution: B

Applicant

A member of the RA, ARNG, ARNGUS, or USAR who applies voluntarily for order to active duty or full time National Guard duty in the Active Guard Reserve Program (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.

Candidate

An approved applicant who is actually attending an officer candidate school (AR 140-50).

Officer

A person holding a commission or warrant in one of the armed forces.

Overstrength

Assigned strength which exceeds that authorized by the TOE and TDA. Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation. It may also be as a result of an assignment error, or as an authorized exception to policy to correct an injustice (AR 135-155).

RAYMOND F. REES
Major General, USA
Acting Chief, National Guard Bureau