

National Guard Regulation 635-102

Personnel - Separations

**OFFICERS AND
WARRANT
OFFICERS
SELECTIVE
RETENTION**

**National Guard Bureau
Arlington, VA 22204
1 May 2015**

UNCLASSIFIED

SUMMARY of CHANGE

NGR 635-102
Officers and Warrant Officers Selective Retention
1 May 2015

This publication -

- o Institutes requirements to conduct a selective retention board each fiscal year. (para 1-1)
- o Clarifies a States responsibility to notify officers to be considered at a minimum of 90-days prior to the convening date of the board. (para 1-4b(6))
- o Clarifies the limitation that a Warrant Officer One with less than 36-months time-in-grade will not be considered. (para 1-8b(9))
- o Exempts Title 32 Active Guard Reserve Officers from the Selection Retention Board with the exception of those serving under a One Time Occasional Tour. (para (1-8b(9))
- o Exempts State Command Chief Warrant Officers from sitting on the Selective retention board. (para 1-8b(11))
- o Extends the separation period to 9-12 months and requires this period to be applied to the entire population, regardless of status. (para 2-3a)
- o Stipulates officers pending evaluation by a Medical Evaluation Board or Physical Evaluation Board action will not be separated until a final determination by the Integrated Disability Evaluation System; stipulates further that the Medical Evaluation Board and the Physical Evaluation Board must have been ordered prior to the convening date of the board. (para 2-3b(3))

Personnel - Separations

Officers and Warrant Officers Selective Retention

By Order of the Secretary of the Army:

TIMOTHY J. KADAVY
Lieutenant General, USA
Director, Army National Guard

Official:



Charles P. Baldwin
Deputy Chief of Staff

History. This printing publishes a completely revised version from the 1 July 1988 edition; therefore it must be thoroughly reviewed for numerous changes to policy. Please note that two very commonly used terms have changed from their defined usage. Previously “Commissioned Officer” meant a Soldier with the rank of Second Lieutenant to General and “Warrant Officer” meant a Soldier holding the rank of Warrant Officer One through Chief Warrant Officer Five. Since that time, Warrant Officers Two through Five are now also commissioned officers. Therefore, please refer to the definition, as defined by law, in the glossary, for the terms “officer,” “commissioned officer,” and warrant officer.”

Summary. This regulation provides guidance and procedures for conducting the Officer Selective Retention Board (SRB). It includes new information on the selection process for officers and warrant officers, clarification in the scheduling of the board, board recommendations, composition of the board, and formats for board results.

Applicability. This regulation applies to all traditional Army National Guard (ARNG) officers and warrant officers including military technicians. It is applicable to Soldiers serving under the authority of Title 32 United States Code (USC) Active Guard Reserve (AGR) serving for a One Time Occasional Tour (OTOT).

Army management control process. This regulation contains internal control provisions in accordance with Army Regulation (AR) 11-2, but it does not identify key internal controls that must be evaluated.

Proponent and exception authority. The proponent of this regulation is the ARNG Personnel Policy Division (ARNG-HRH). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Supplementation of this regulation is prohibited without prior approval from the ARNG-HRH, 111 South George Mason Drive, Arlington, VA 22204.

Suggested improvements. Users of this regulation are invited to send comments and suggested improvements using DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to ARNG-HRH, 111 South George Mason Drive, Arlington, VA 22204.

Distribution. A.

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*This regulation supersedes NGR 635-102, dated 1 July 1988.

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Glossary

Chapter 1 General

1-1. Purpose

This regulation prescribes policies for establishing and conducting selective retention boards. These boards are used to identify officers who have more than 20 years of qualifying service for non-regular retired pay validated by the receipt of a “20-year letter”, and who are subject to selective retention in the ARNG of the United States (ARNGUS). Each State will convene a selection board, known as a selective retention board, during each fiscal year to consider officers in the grades of colonel and below, and warrant officers in all grades, for continuation of their period of Federal recognition beyond 20-years of qualifying service for non-regular retired pay. States may submit a request to ARNG Personnel Policy Division (ARNG-HRH-O) to not conduct their annual board. Requests for exemption must be submitted within the first 90-days of the new fiscal year. Selective retention boards will be conducted independently from AGR tour continuation boards, which are explained in National Guard Regulation (NGR) 600-5 The Active Guard Reserve (AGR) Program Title 32 USC, Full Time National Guard Duty (FTNGD) Management. Officers not selected for retention will have their Federal recognition withdrawn.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

- a. The Army National Guard, Officer Personnel Policy Division (ARNG-HRH-O) is responsible for:
 - (1) Publishing annual implementation guidance in the form of a Memorandum of Instruction (MOI) for the SRB.
 - (2) Reviewing board results to ensure compliance with published guidance.
- b. The Adjutant General (TAG) is responsible for:
 - (1) Maintaining necessary records to permit a determination of each officer's eligibility for consideration for selective retention.
 - (2) Ensuring that officers who have received a Notice of Eligibility (NOE) by 30 September of the preceding fiscal year and are otherwise qualified will be considered by the board.
 - (3) Announcing the time and place for the convening of the annual selective retention board.
 - (4) Requesting the services of an Active Army Officer to act in the capacity of board member. On occasion, the services of an Active Army Officer (frequently the Active Army Advisor to the State's ARNG) may be limited or restricted; under such circumstances, TAG may designate the services of an ARNG Title 10 or Title 32 USC officer (Colonel) to fill such board membership duties.
 - (5) Issuing Active Duty Operational Support orders for ARNG board members not in active service.
 - (6) Notifying officers to be considered of the purpose, time, and place of the board (appendix B) not later than 90-days prior to convening date of the board.
 - (7) Establishing controls to see that officer evaluation reports and other documents that have direct bearing on the retention value of an officer are submitted prior to the board close date.
 - (8) Providing documentation sufficient for the board to make informed decisions.
 - (9) Ensuring that each record has a Selective Retention Board Checklist (appendix C). States may develop their own checklist provided it is applied to the entire population.
 - (10) Approving or disapproving the board report within 30-days of the board's adjournment date.
 - (a) TAG may:
 - Approve the report in its entirety.
 - Remove an officer's name from the non-select list and place it on the select list for retention for one or two years.
 - Modify the select list to change an officer from a one-year retention to a two-year retention.
 - Disapprove the board report in its entirety and require the board to reconvene and reconsider all cases if the board report contains substantial administrative errors or procedural deficiencies. TAG will provide supplemental guidance to the board to correct the deficiencies.

(b) TAG may not:

- Remove an officer from the select list and place the Soldier on the non-select list.
- Change the retention period of a selected officer from two years to one year.

(11) Issuing selection (appendix D) or non-selection (appendix E and appendix F) memoranda within 30-days following approval of the board's report. These memoranda will be signed by TAG.

(12) Announcing the frequency of subsequent consideration for retained officers, either annually or biennially.

(13) Establishing the separation period. The separation period must be between 9 to 12 months from the date of the memorandum listing the officers who were not selected for retention is approved and published. The separation date will apply to the entire population equally regardless of status; however, officers may request an earlier separation date.

(14) Ensuring that all officers who are eligible have received a memorandum stating that they qualify for retired pay at age 60, commonly referred to as a "20-year letter", prior to the convening date of the board.

1-5. Statutory authority

A detailed listing of statutory authorities for specific issues is detailed in the references (appendix A).

1-6. Equal opportunity

All board actions will be consistent with the Army's policy on equal opportunity as set forth in NGR 600-21 (Equal Opportunity Program in the Army National Guard) and AR 600-20 (Army Command Policy). Selection consideration will be without regard to race, color, religion, gender, or national origin.

1-7. Applicability for review by selective retention board

a. To be considered by a selective retention board, an officer must have at least 20-years of qualifying service for non-regular retired pay, and have received a memorandum stating that they qualify for non-regular retired pay at age 60, a Notice of Eligibility for Retired Pay for Non-Regular Service (NOE), commonly referred to as a "20-year letter", including those officers who may:

- (1) Be in a Title 32 AGR status under One Time Occasional Tour (OTOT) or
- (2) Be ordered to active duty under 10 USC 12301d in Continental United States (CONUS); or
- (3) Be ordered to active duty under 10 USC 12301h; or
- (4) Be under suspension of favorable personnel actions for Army Physical Fitness Test (APFT) failure or for unsatisfactory participation under AR 600-9 (The Army Body Composition Program).

b. Officers not subject to selective retention:

- (1) Those in active Federal service in a Title 10 AGR status, excluding Title 10 officers on OTOT;
- (2) Officers pending withdrawal of Federal recognition for failing to be selected for promotion to the grade of lieutenant colonel or below twice, and who have not been approved for selective continuation;
- (3) Adjutants General or Assistant Adjutants General;
- (4) Those suspended from favorable personnel actions under AR 600-8-2 (Suspension of Favorable Personnel Actions (Flag)), or pursuant to NGR 635-101, (Efficiency and Physical Fitness Boards).
- (5) Those subject to mandatory withdrawal of Federal recognition within 12-months of the date the board is scheduled to convene for an approved resignation or retirement, or Mandatory Removal Date (MRD) for commissioned service or age, or where an officer was excluded from consideration because the officer had an approved retirement order, that order may not be revoked subsequent to the convening of the board. Resignations or requests for retirement submitted prior to the board convening by those in the zone of consideration will not be revoked, withdrawn, or rescinded.
- (6) Officers mobilized or ordered to active duty Outside Continental United States (OCONUS) under 10 USC 12302 or 12304. This includes officers who were released from active duty within 90-days of when the board convened.
- (7) Officers retained by the previous year's Selective Retention Board (SRB) for two years.
- (8) Warrant Officer One's (WO1s) with less than 36-months time in grade from when the board convened.
- (9) Title 32 AGR officers, except those officers serving under OTOT.
- (10) State nominative Command Chief Warrant Officers (CCWO).

Chapter 2

Selective Retention Board Guidance

2-1. Program goals

a. The goals of the ARNG selective retention program are to:

- (1) Manage officer grade imbalance or strength overage per Department of Defense Directive (DODI 1332.32).
- (2) Ensure that only the most capable officers are retained beyond 20-years of qualifying service for assignment to the comparatively few higher level command and staff positions.
- (3) Provide career incentive.
- (4) Ensure an opportunity for advancement to higher grades during the peak years of an officer's effectiveness.

- b.* Selective retention boards are not intended to be used per (DODI 1332.32) for:
 - (1) The sole purpose of enhancing promotion opportunities for other officers.
 - (2) The disposition of officers who otherwise would be processed for separation for cause or other involuntary separation actions.

2-2. Zones of consideration

- a.* All officers who have accrued 20-years, or more, of qualifying service for non-regular retired pay as of 30 September of the preceding fiscal year, and are otherwise qualified for consideration, will be considered by the current year's board,. For example, officers accruing 20-years qualifying service in Fiscal Year 2014 will be considered for the first time in Fiscal Year 2015).
- b.* States will conduct selective retention boards annually unless they receive an approved waiver from ARNG-HRH-O.

2-3. Separation period for safeguarding against premature removal from active status

- a.* The separation date may be at any time between 9 and 12-months after the memorandum listing the officers who were not selected for retention is approved and published.
- b.* All officers will have their Federal recognition withdrawn on the same date, except as provided below:
 - (1) Officers serving on active duty orders under 10 USC 12301(d) will be separated at the specified separation date determined for all officers by TAGs or at the conclusion of the current tour of active duty, whichever is later.
 - (2) Traditional or Title 32 AGR officers serving on a OTOT in the Title 10 AGR program will be separated at the specified separation date determined for all officers by TAG, or at the conclusion of the current tour of active duty, whichever is later.
 - (3) Officers pending evaluation by a Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB) as prescribed in AR 635-40 will not be separated until the final determination by the Integrated Disability Evaluation System (IDES). The separation date will be determined by IDES, or if retained by the IDES and non-selected for retention by the SRB, the separation date will be NLT 30-days following final determination by the IDES (see appendix F).
 - (4) Officers ordered to active duty under 10 USC 12301h (Medical Active Duty Operational Support (ADOS) Reserve Component Management care – i.e.: Mobilization & Training (RCMC-M/T), Warrior Transition Unit (WTU) or Community Based Warrior Transition Unit (CBWTU)) will not be separated until released from Title 10 orders.
- c.* States should ensure adequate time for replacements, retirements, personnel and medical out-processing when determining the date for withdrawal of Federal recognition.
- d.* When officers are not approved for retention and it is later determined that they have not completed 20-years of qualifying service, or do not otherwise qualify for separation the non-selection memorandum will be removed from all files and destroyed. In addition, the officer's name will be stricken from the board proceedings, and they will return to their previous status.

2-4. Status of Officers upon withdrawal of Federal recognition

- a.* When officers have their Federal recognition withdrawn under provisions of this chapter, they are processed in accordance with NGR 635-100 (Termination of Appointment and Withdrawal of Federal Recognition).
- b.* Officers qualifying for a non-regular retirement will be transferred to the Retired Reserve upon separation, unless the officer elects in writing to be assigned to the United States Army Reserve (USAR) Control Group.
- c.* Officers are not authorized to transfer to another State upon non-selection for retention by the SRB.
- d.* Officers who are not selected for retention by the SRB are not authorized to be accessed into the enlisted ranks to continue their military service.

2-5. Board composition

TAGs will appoint and convene one selection board composed of either three members, or nine members organized into three panels (generally, the number of officers being considered for selective retention determines the configuration of the board). Board members may be selected from within the State concerned and from other components of the Army, or from ARNG units in other States, with the concurrence of their TAG.

- a.* The three-member board will be composed of three commissioned officers. There must be at least one ARNG and one active component officer on the board. The third board member may be from any Army component. All three members must be present for all sessions of the board.
- b.* The nine-member board will be composed of nine commissioned officers, at least one of whom must be an Active Army officer.

2-6. Panels

The following apply to all panels:

- a. TAGs will request show-cause authority to designate an active component officer or officers to serve as members of the selection board. The appointment instrument should indicate the concurrence of the show-cause authority.
- b. No ARNG board member will be granted the opportunity to sit on two consecutive boards, which consider the same population of candidates. Therefore, no ARNG officer will serve on two consecutive boards of the same subject matter. (Example: If the board is held annually, that officer cannot be appointed a board member for two consecutive years). In addition, if the board is held biennially and officers are identified for consideration by the next board, the same ARNG members cannot serve on the next board. This provision is non-waivable. Non-voting board recorders may serve on consecutive boards.
- c. Board composition should, to the maximum extent possible, represent the demographics of the officers considered. This includes minority and gender representation. Every reasonable effort must be made to obtain the appropriate board membership. In cases where this cannot be accomplished, an annotation must be submitted in the board report.
- d. Service members from other services are not eligible to serve on boards.
- e. All members must be of equal or higher grade and, except for the active component member(s), must be senior in date of rank to each officer.
- f. If an active component officer is not available then a substitution can be made with an ARNG officer serving on Title 10 or Title 32 AGR orders; however, the AGR officer must be senior in rank to all officers considered by the board.
- g. An officer will be designated recorder by the appointing authority and will be without a vote.
- h. Board membership will not include the convening TAG, the State Judge Advocate General, Equal Opportunity Officer, Inspector General, Chaplain, U.S. Property and Fiscal Officer (USPFO), or any officer not selected for retention by a previous board. It is recommended that neither Assistant Adjutant General Army nor the Chief of Staff be empanelled as board members.
- i. States may solicit board members from outside of the geographical limits of their State. Seeking assistance from neighboring States, Army Installations, and/or the National Guard Bureau is an acceptable practice and is strongly encouraged.

2-7. Panel Phases

There will be three panels consisting of three members. The board process contains two distinct phases. During Phase I, each panel operates independently from the others as three separate “mini-boards” and considers each file. In Phase II the panels are combined into a single nine-member board to concentrate on analyzing those files that require closer consideration.

- a. Phase I: Three panel phase.
 - (1) Each panel operates separately. Three separate vote sheets are used for each file. Vote sheets are not transferred between panels with files.
 - (2) Files are rotated through each panel. Panel members vote on each file.
 - (3) All three members must be present during all sessions of the panel.
- b. Phase II: Consideration by nine-member board.
 - (1) Panels are combined into a single nine-member board.
 - (2) Officers who have not been recommended by any of the three panels are withdrawn from further Phase II consideration and not recommended for retention.
 - (3) Officers recommended for retention by all three panels are recommended for retention.
 - (4) The combined board examines the remaining officers.
 - (5) Seven members, to include an active component member, must be present at all sessions of the board.

2-8. Board procedures

- a. TAGs will issue MOI in the format prescribed in appendix G and brief all boards as appropriate, or boards will be briefed by their designated representative. This briefing will amplify the important features of the memorandum of instruction and give board members an opportunity to ask questions. TAG cannot specify elimination of individuals by name, only elimination of populations for example, branch, overstrength, or grades.
- b. Board oath.
 - (1) The following oath will be administered by the recorder to the members of the board: “You (*identify each member by grade and name*) do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of individuals and the efficiency of the Army National Guard, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results of this board except to proper authority.” (*Each member of the board will respond, “I do.”*)
 - (2) The president of the board will administer the following oath to the recorder: “You (*identify member by grade and name*), as a recorder of this board, do solemnly swear (or affirm) that you will perform duties imposed upon you by the president of this board, and further, that you will not divulge the proceedings or results of this board except to proper authority.” (*The recorder of the board will respond, “I do.”*)

2-9. Individual communications with boards

- a.* Officers being selected for selective retention are not authorized to appear before a board in person or their own behalf or representing the interest of another officer.
- b.* Officers being considered for selective retention may submit memoranda to the president of the board on any matter.
- c.* It is inappropriate for an officer to request non-selection.
- d.* Unsolicited communications to include third party communications that contain criticism or reflect on the character, conduct, or motives of any officer will not be made available to the board.

2-10. Conduct of the board

- a.* Boards will consider the potential benefit that can be expected from the continued service of each officer before the board. The board should consider the following in arriving at its decision:
 - (1)* Availability of qualified replacements.
 - (2)* Appropriate civilian and military education required for performance of duties associated with higher-level command and staff assignments.
 - (3)* An officer's demonstrated performance (evaluation reports, academic reports, and results of inspections and evaluations that cite the manner of performance of the officer).
 - (4)* An officer's medical and physical fitness and the impact of same on future assignments.
- b.* The board may recommend one of the following for each officer:
 - (1)* Select and be reconsidered in two years.
 - (2)* Select and be reconsidered in one year.
 - (3)* Non-select.
- c.* If the vote is not unanimous, any dissenting board member may prepare a minority (dissenting) report to support their position. A copy of the minority report will be enclosed with each copy of the board report.
- d.* Before adjournment the board will prepare a preliminary report (appendix H) indicating the number of officers and warrant officers considered by grade, gender, and racial and ethnic category. The final report will be approved by TAG and becomes an enclosure to the Report of the Board for Selective Retention (appendix I).
- e.* Reports will be prepared in the format prescribed in appendix H to include the cover memorandum signed by TAG. All copies of the report will be forwarded to TAG. After TAG approves the board proceedings and signs the report, States will forward a copy of the board report with all enclosures to ARNG-HRH-O within 30-days of TAG approval.
- f.* The States will maintain a copy of each board report for five-years.
- g.* Protective markings. To ensure against premature disclosure of board recommendations all copies of the board report will be marked "FOR OFFICIAL USE ONLY." TAG will remove these markings on receipt.

2-11. Material errors and omissions

- a.* TAGs may, prior to submitting final report to ARNG-HRH, reconvene boards to:
 - (1)* Reconsider cases in which they determine material error was made in the record.
 - (2)* Reconsider the cases of officers who should have been considered by a previous board but were omitted from consideration.
- b.* Officers may request reconsideration:
 - (1)* When their records contain a material error (through no fault of their own) or are incomplete or inaccurate.
 - (2)* Within 30-days of receipt of the notice of non-selection.
 - (3)* With the understanding that reconsideration will not change the established date for withdrawal of Federal recognition.
- c.* After submitting final report to ARNG-HRH, TAG must request an exception to policy to convene a new selective retention board from ARNG-HRH-O.

Appendix A References

Section I Required Publications

AR 40-501

Standards of Medical Fitness (Cited in appendix G)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flag) (Cited in para 1-8*b(4)*).

AR 600-9

The Army Body Composition Program (Cited in para 1-8 and appendix G)

AR 600-20

Army Command Policy (Cited in para 1-6)

AR 635-40

Physical Evaluation for Retention, Retirement, or Separation (Cited in para 2-3)

DODI 1205.18

Full-Time Support (FTS) to the Reserve Components (Cited in para 1-8*b(11)*).

DODI 1332.32

Selective Early Retirement or Removal of Officers on the Active Duty List, the Warrant Officer Active Duty List, or the Reserve Active Status List (Cited in paras 2-1*a(1)* and 2-1*b*)

NGR 600-5

The Active Guard/ Reserve (AGR) Title 32, Full-Time National Guard Duty (FTNGD) (Cited in para 1-1)

NGR 600-21

Equal Opportunity Program in the Army National Guard (Cited in para 1-6)

NGR 635-100

Termination of Appointment and Withdrawal of Federal Recognition (Cited in para 2-4)

NGR 635-101

Efficiency and Physical Fitness Boards (Cited in para 1-8)

Title 10, United States Code (Cited in paras 1-4, 1-7, 2-3 and 2-6)

10 USC 101 (Cited in glossary)

10 USC 12301 (Cited in para 2-3)

10 USC 12302 (Cited in para 1-7)

10 USC 12304 (Cited in para 1-7)

10 USC 14514 (Cited in appendices E and F)

Title 32, United States Code (Cited on authentication page and in paras 1-1, 1-4, 1-7, 2-3, and 2-6)

Section II Related Publications

AR 135-18

The Active Guard Reserve (AGR) Program

AR 135-32

Retention in an Active Status after Qualification for Retired Pay

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135-155

Promotion of Commissioned Officers and Warrant Officers other than General Officers

AR 135-175

Separation of Officers

AR 135-180

Qualifying Service for Retired Pay Non-regular Service

AR 140-10

Assignments, Attachments, Details, and Transfers

AR 600-8-24

Officer Transfers and Discharges

AR 623-3

Evaluation Reporting System

NGR 130-6

United States Property and Fiscal Officer Appointment, Duties, and Responsibilities

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 5500

Body Fat Content Worksheet (Males)

DA Form 5501

Body Fat Content Worksheet (Females)

Appendix B
Sample Notification of Consideration Memorandum

(State Adjutant General Letterhead)

(Office Symbol)

(____ date ____)

MEMORANDUM FOR: (Officer concerned)

SUBJECT: Consideration for Selective Retention

1. A Selection Board will convene at _____ hrs at _____ (place) _____ on _____ (date) _____ to consider officers (to include warrant officers) in the grade of colonel and below who have completed at least 20-years of qualifying service for non-regular retired pay.

2. The records of this headquarters indicate that you meet the criteria for consideration by the _____ (year) _____ selection board. The authority and purpose of the board are contained in NGR 635-102.

3. You are not permitted to appear in person before the selection board on your own behalf or in the interest of another officer. You may, however, write a memorandum to the selection board inviting attention to any matter of record concerning yourself that you feel important in the review of your records. Communications should be addressed as follows:

President, Selective Retention Board
(Mailing Address)

4. If you have not already done so, I recommend that you consult NGR 635-102, which contains an explanation of the Army National Guard program for selective retention.

Signature Block

Appendix C
Selective Retention Board Checklist

NAME _____ RANK _____

DOB _____ AGE _____ DOR _____ MRD _____

PRESENT DUTY ASSIGNMENT _____ UNIT _____

HEIGHT _____ WEIGHT _____ DATE _____ DATE OF LAST APFT PASSED _____

DATE OF LAST PHA _____ PROFILE _____ (P) (U) (L) (H) (E) (S)

MILITARY EDUCATION:
HIGHEST COURSE _____
DATE COMPLETED _____

CORRESPONDENCE COURSE(S) _____
DATE ENROLLED _____
HOURS COMPLETED _____
HOURS COMPLETED LAST 12-MONTHS _____

HIGHEST CIVILIAN EDUCATION _____ DEGREE _____
DATE LAST ENROLLED _____
CREDIT HOURS COMPLETED _____
CREDIT HOURS COMPLETED LAST 12-MONTHS _____

ADDITIONAL REMARKS _____

Appendix D
Sample Retention Memorandum

(Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM THRU: (Command channels)

FOR: (Officer concerned)

SUBJECT: Selection for Retention Under the Provisions of NGR 635-102

1. The (year) Selective Retention Board has adjourned and forwarded its recommendations to me. I am pleased to inform you that you have been selected for retention.
2. As required by NGR 635-102, you will be considered again in FY .
3. You should take particular pride in the confidence that has been evidenced by your selection. I urge you to continue your education and enhance your effectiveness at every opportunity.
4. The (State) Army National Guard will continue to rely on you in meeting its objectives.

/S/
(Signature Block)

Appendix E
Sample Non-Retention Memorandum

(Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM THRU: (Command Channels)

FOR: (Officer Concerned)

SUBJECT: Withdrawal of Federal Recognition pursuant to the findings of a Selective Retention Board.

1. NGR 635-102 provides that an officer who is considered for retention and fails to be selected will be processed for withdrawal of Federal recognition.
2. You have been considered for retention in accordance with the above procedures and have not been selected. Accordingly, your Federal recognition will be withdrawn and you will be separated from the Army National Guard by (date) .
3. Upon discharge from the Army National Guard of the United States you will become a member of the Ready Reserves by operation of law. Your default assignment will be to the Retired Reserve per 10 USC 14514, as you are eligible for either regular or non-regular retirement. Should you wish to transfer otherwise than to the Retired Reserve (for example, to the IRR), you must apply in writing to this office within 30-days of receipt of this notification.
4. In determining your eligibility for retention, I can assure you that the selection board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable, and your records will reflect that.
5. All of us have the opportunity to serve only for a limited time. Your many personal sacrifices to the (State) Army National Guard during your period of service are sincerely appreciated. You may take just pride in having contributed to the success of the Army National Guard. Thank you for your service.

/S/

(Signature Block)

Appendix F
Sample Non-Retention Memorandum for Officers under the Integrated Disability Evaluation System Process

(Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM THRU: (Command Channels)

FOR: (Officer Concerned)

SUBJECT: Withdrawal of Federal Recognition pursuant to the findings of a Selective Retention Board for officers under Integrated Disability Evaluation System (IDES) process.

1. NGR 635-102 provides that an officer who is considered for retention and fails to be selected will be processed for withdrawal of Federal recognition.
2. You have been considered for retention in accordance with the above procedures and have not been selected. Accordingly, your Federal recognition will be withdrawn and you will be separated from the Army National Guard by (date) . Officers currently in the medical board process under the Integrated Disability Evaluation System (IDES) will have their separation delayed until receiving a final medical disposition. If you are retained by the medical board, your separation will be effective NLT 30-days after the medical disposition.
3. Upon discharge from the Army National Guard of the United States you will become a member of the Ready Reserves by operation of law. Your default assignment will be to the Retired Reserve per 10 USC 14514, as you are eligible for either regular or non-regular retirement. Should you wish to transfer otherwise than to the Retired Reserve (for example, to the IRR), you must apply in writing to this office within 30-days of receipt of this notification.
4. In determining your eligibility for retention, I can assure you that the selection board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable, and your records will reflect that.
5. All of us have the opportunity to serve only for a limited time. Your many personal sacrifices to the (State) Army National Guard during your period of service are sincerely appreciated. You may take just pride in having contributed to the success of the Army National Guard. Thank you for your service.

/S/
(Signature Block)

Appendix G

Instructions to Selection Boards - Officers and Warrant Officers

G-1. General

- a.* The program for selective retention is designed to:
 - (1) Provide maximum career incentive.
 - (2) Give recognition for sustained excellent or better performance.
 - (3) Provide a highly motivated officer corps and a high retention rate among the top quality officers.
- b.* No evaluation of demonstrated performance or potential for future service can be complete or objective without a review of the entire record. The “whole person” concept should govern. An isolated example of excellence or mediocrity should not be a determinant for selection or nonselection. The analysis of individual records should include a careful review of all of the following:
 - (1) The degree of efficiency demonstrated in the assignment held; the degree of responsibility and the magnitude of the functions involved; and the type of assignments and the leadership and managerial ability required.
 - (2) Status of the officer regarding meeting the general physical condition and medical fitness standards for retention as prescribed in AR 40-501 chapter 3, meeting satisfactory height and weight standards as prescribed in AR 600-9; and if the officer passed the Army Physical Fitness Test within prescribed timeframes.
 - (3) Demonstrated performance as attested to by evaluation report, academic reports, and results of inspections and annual field training evaluations.

G-2. Evaluation reports

- a.* The evaluation report is the most important document in the individual's record. The performance and potential section in each report must be closely examined. Look for patterns of strengths and weaknesses. These reports should be weighed in light of--
 - (1) Whether or not the report is based on daily contact, infrequent observation, indirect observation, etc.
 - (2) Length of time in assignment.
 - (3) Length of time covered by each report.
 - (4) Continuity of raters or senior raters.
 - (5) Trend in efficiency as experience is gained.
- b.* Rater and senior rater comments should be given equal weight.
- c.* Scores on evaluation reports should not be converted to an overall index or average score. The score of each evaluation report must be considered in conjunction with the narrative portion of the report. While a numerical score is a consideration, it alone should not be considered conclusive.

G-3. Derogatory information

The weight to be given derogatory or disciplinary information is a matter for the collective judgment of the board. The board should give greatest weight to the most recent years of service and the significance of the information reflecting that service. Undue weight should not be given to unfavorable comments of a derogatory nature that are followed by continuous excellent or outstanding performance of duty.

OFFICERS (NOT INCLUDING WARRANT OFFICERS): The factors in the following paragraphs pertain only to officers under consideration for selective retention.

G-4. General

- a.* Ensure uniform advancement to the higher grade during the peak years of an officer's effectiveness.
- b.* Ensure that only the most capable officers are retained beyond 20-years of service for future assignment to higher-level command and staff positions.
- c.* Ensure appropriate civilian and military education required for performance of duties associated with higher-level command and staff assignments. Officers must demonstrate continued military educational advancement and refresher training, as appropriate. Attendance at resident courses, satisfactory progress in appropriate correspondence courses, or attendance at USAR schools is all evidence of efforts to improve military educational status.

G-5. Command and Staff

- a.* There is no substitute for command. At the same time, it must be recognized that the number of command positions is limited and that being placed in such a position is primarily a matter of assignment over which an officer has little control. The opportunity for command for officers in the technical and administrative services is even more limited. Therefore, for officers not afforded the opportunity to command, the board must carefully weigh the degree of responsibility, managerial skill, and personal leadership required of these officers in their non-command assignments against that of their peers.

b. Proper development of an officer also requires assignment to staff positions throughout their career at various grade levels. Officers with good performance records in both command and staff assignments have high retention value.

G-6. Specialization

The ARNG requires officers who can provide continuing leadership in specialized career fields, just as it does in command and staff positions. Assignment and education pattern followed by a specialist usually develop that officer's strength and potential in one or more functions and are indicative of that officer's commitment and dedication. Moreover, in many specialty areas, specialized education and repetitive assignments are required to achieve a high level of professional proficiency. All of these factors are consideration for the board.

WARRANT OFFICERS: The factors in the following paragraphs pertain only to warrant officers.

G-7. General

a. Ensure that only the most capable warrant officers are retained beyond 20-years of service.

b. Examine the extent to which the warrant officer has taken advantage of available means to maintain and improve professional qualifications. Warrant officers will be required to demonstrate continued military educational advancement and refresher training, as appropriate. Attendance at resident specialty courses, satisfactory progress in appropriate correspondence courses, or enrollment in vocational or other appropriate civilian educational institutions are evidence of efforts to improve military educational status.

G-8. Specialization

A warrant officer should have a continuing series of assignments in the same specialized or technical field. Continuous experience in a single or directly related Military Occupational Specialty (MOS) is desirable. Given the specialized nature of warrant officer service, the board should not consider a variety of assignments as a prerequisite for retention.

Appendix H
Sample Cover Memorandum and Report Format

Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM FOR Chief, National Guard Bureau, (ARNG-HRH), 111 South George Mason Drive, Arlington, VA 22204-1373

SUBJECT: Report of Board for Selective Retention, Fiscal Year (FY) (year)

1. Recommendations of the board are approved and the appropriate memoranda to the affected officers will be issued.
2. The established separation date for all officers who were not selected for retention is (day/month/year).
3. The board results are amended as follows:
 - a. COL John A. Doe – Changed from not retained to retained for two years.
 - b. COL Cindy C. Brown – Changed from not retained to retained for one year.
 - c. LTC Sara J. Smith – Changed from not retained to retained for one year.
 - d. CPT Eli O. Doe – Changed from not retained to retained for one year.
 - e. CW2 Kenneth R. Jones – Changed from not retained to retained for one year.
4. All efforts were made to obtain the appropriate board membership demographic per NGR 635-102; however, the G-1 office was unable to locate a minority member to fulfill the requirement of this board.
5. Point of contact is LTC Sherri X. Dombrowski, Deputy Chief of Staff, G-1, (555) 222-3333 or via email at *someemailaddress@mail.mil*.

JOHN A. SMITH
Major General, VAARNG
Adjutant General

Appendix H (cont)
Sample Cover Memorandum and Report Format

Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM FOR Chief, National Guard Bureau, (ARNG-HRH), 111 South George Mason Drive, Arlington, VA 22204-1373

SUBJECT: Results of (year) Selective Retention Board

The approved results of the (year) Selective Retention Board are reflected below:

Grade	Totals Overall				Females				Racial & Ethnic Minorities (see para 2-9d)			
	Con	Non Sel	% Sel	Sel	Con	Non Sel	% Sel	Sel	Con	Non Sel	% Sel	Sel
COL												
LTC												
MAJ												
CPT												
LT												
WO												
TOTAL												

JOHN A. SMITH
Major General, VAARNG
Adjutant General

Appendix I
Selective Retention Board Proceedings Format – Selection Board Heading with Lists 1 and 2

(State Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM FOR: Adjutant General

SUBJECT: Report of Board for Selective Retention, CY _____

1. Pursuant to instructions contained in reference 6a, the Selection Board appointed therein convened at _____ (hours) _____ (date) _____ at _____ (place) _____.
2. The purpose of the Board is to recommend ARNG officers to include warrant officers in the grades of colonel and below for selective retention in accordance with NGR 635-102.
3. The Board, acting under oath and having in view the special fitness of officers and the efficiency of the Army National Guard, has carefully reviewed the case of every officer submitted to it for consideration. The individuals named on enclosure 2 are recommended for retention. The individuals named on enclosure 3 are not recommended for retention in the Army National Guard.
4. A review of the records of the individuals selected for retention reveals that they can be expected to make significant contributions to the Army National Guard.
5. The Board adjourned at _____ (hours), _____ (date) _____.
6. References:
 - a. Memorandum, Subject: Appointment of 20XX Officer Selective Retention Board, AGO _____, dated _____. (encl 1)
 - b. NGR 635-102, dated _____.

[signature block]
President of Board

[signature block]
Member of Board

[signature block]
Member of Board

5 Encls

1. Memo _____, AGO _____, dtd _____
2. List of officers recommended for selective retention (List Number 1)
3. List of officers not recommended for selective retention (List Number 2)
4. Minority reports
5. Results of SRB

FOR OFFICIAL USE ONLY
(sample marking)

(Protective markings will be canceled when enclosures 2 and 3 are removed or upon receipt by the Adjutant General)

Appendix I (cont)
List Number 1

OFFICERS RECOMMENDED FOR SELECTIVE RETENTION

<u>Number</u>	<u>**Name</u>	<u>Rank</u>	<u>Branch</u>
1.	*Jones, Thomas A.	COL	FA
2.	Smith, William A.	LTC	IN

**List alphabetically by rank

JAMES D. ORME
COL, FA
Recorder

*Officer is recommended for one-year retention and will be considered again by the next year's board Selective Retention Board.

Appendix I (cont)
List Number 2

OFFICERS NOT RECOMMENDED FOR SELECTIVE RETENTION

<u>Number</u>	<u>*Name</u>	Rank	<u>Branch</u>
1.	Jones, Shirlene	LTC	IN
2.	Smith, Terry	MAJ	LG

*List alphabetically by rank.

JAMES D. ORME
COL, FA
Recorder

Glossary

Section I Abbreviations

ADOS

Active Duty Operational Support

AGR

Active Guard Reserve

APFT

Army Physical Fitness Test

AR

Army Regulation

ARNG

Army National Guard

ARNG-HRH

Personnel, Policy Division

ARNG-HRH-O

Officer Policy Branch

ARNGUS

Army National Guard of the United States

CBWTU

Community Based Warrior Transition Unit

CCWO

Command Chief Warrant Officer

CONUS

Continental United States

IDES

Integrated Disability Evaluation System

IRR

Individual Ready Reserve

MEB

Medical Evaluation Board

MOI

Memorandum of Instruction

MOS

Military Occupational Specialty

MRD

Mandatory Removal Date

NLT

no later than

NOE
Notice of Eligibility (of Retired Pay at age 60)

PEB
Physical Evaluation Board

OCONUS
Outside Continental United States

OTOT
One Time Occasional Tour

RCMC-M/T
Reserve Component Management care – Mobilization & Training

SRB
Selective Retention Board

TAG
The Adjutant General

USAR
United States Army Reserve

USC
United States Code

USPFO
United States Property and Fiscal Officer

WTU
Warrior Transition Unit

Section II **Terms**

Active Duty
Full-time duty in active military service. Includes Active Duty Operational Support-Active Component, annual training duty, and attendance at a service school while in active military service. This term does not include full-time National Guard duty or Full Time National Guard Duty Operational Support.

Active-duty List
A single list that contains the names of all officers of the Army who are serving in the active Army.

Active Guard Reserve (AGR)
Active duty or full-time National Guard duty for a period of at least 180 consecutive days for the purpose of organizing, administering, recruiting, instructing, or training the reserve components under 10 USC.

Active Service
Service on active duty, full-time National Guard duty and Fulltime National Guard Duty Operational Support.

Army National Guard (ARNG)
A land force that is part of the organized militia of the several States, Territories, Puerto Rico, and the District of Columbia that is Federally recognized and that is wholly or in part funded at Federal expense.

Army National Guard of the United States (ARNGUS)
Reserve component of the Army whose members are members of the Army National Guard.

Career Status
Officers selected by a Tour Continuation Board for a subsequent tour.

Commissioned Officer

Includes commissioned warrant officers (above WO1) per 10 USC 101.

Constructive Service The years of service, as defined in 10 USC 12207, credited upon appointment as a reserve commissioned officer of the Army to reflect the officer's combined years of advanced education or training or special experience. If appointed with assignment to the Medical Corps, Dental Corps, Judge Advocate General's Corps, or Chaplain Branch, the officer will, for the purpose of this regulation, is credited with such service in an active status to which they are entitled according to AR 135-100 or AR 135-101, as applicable.

Counsel for Representation

An individual who counsels an individual being processed for separation during the course of any hearing before a board of officers; such counsel can be appointed and, if reasonably available, should be a lawyer; be a military counsel of the individual's own choosing; or, can be a civilian counsel retained at no expense to the government. Counsel for representation does not have to be the same individual as the counsel for consultation.

Full-time National Guard Duty (FTNGD)

Training or other duty, other than inactive duty, as a member of the Army National Guard performed under 32 USC 502f for which the member is entitled to or has waived entitlement to pay from the United States.

Officer

A commissioned or warrant officer per 10 USC 101.

State(s)

As used in this regulation, the term "State" or "States" refers to, either singularly or collectively, the 50 States of the United States, the Commonwealth of Puerto Rico, the territories of Guam and the U.S. Virgin Islands, and the District of Columbia.

The Adjutant General (TAG)

This term refers to The Adjutant General of the 54 authorized National Guard organizations existing in the States, the Commonwealth of Puerto Rico, Territories of Guam and the U.S. Virgin Islands, and the Commanding General of the District of Columbia.

Warrant Officer

A person who holds a commission or warrant in a warrant officer grade per 10 USC 101.