

National Guard Supplement 1 to AR 600-8-2

Personnel — General

Suspension of Favorable Personnel Actions (Flag)

**National Guard Bureau
Arlington, VA 22204-1373
9 December 2013**

UNCLASSIFIED

SUMMARY of CHANGE

NG Suppl 1 to AR 600-8-2
Suspension of Favorable Personnel Actions (Flag)
9 December 2013

o This is the first National Guard Supplement to AR 600-8-2. This supplement provides guidance and describes procedures to initiate, transfer, and remove a suspension of favorable personnel actions (Flag) for Army National Guard Soldiers who are not on active duty in the strength of the Regular Army.

Personnel — General

Suspension of Favorable Personnel Actions (Flag)

By Order of the Secretary of the Army:

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History. This is the first National Guard Supplement to AR 600-8-2. This supplement adds a Chapter 4 with guidance specific to the Army National Guard/Army National Guard of the United States (ARNG/ARNGUS).

Summary. This supplement provides guidance and prescribes procedures governing Suspension of Favorable Personnel Actions (SFPA), generally referred to as a Flag, for the members of the ARNG/ARNGUS. The purpose of the Flag is to prevent certain favorable actions for a Soldier who may be in an unfavorable status. It is also used to prevent movement of a Soldier when it is in the best interests of the ARNG/ARNGUS for the Soldier to remain at the current unit of assignment until the unfavorable status is resolved. A Flag is not punishment or restriction, but only an administrative tool to prevent actions that are not in the best interest of the ARNG/ARNGUS. The Flag is not the final disposition of an action. A Flag will remain in effect until disciplinary, administrative, or other action is concluded.

Applicability. This supplement applies to the ARNG/ARNGUS when not in active Federal service under a call to active duty.

Proponent and exception authority. The proponent of this supplement is the Chief, Personnel Division (ARNG-HRP). The proponent has the authority to approve exceptions to this supplement that are consistent with controlling law and regulations.

Managers' Internal Control Program. This supplement contains internal control provisions in accordance with AR 11-2 and identifies key internal controls that must be evaluated (appendix B).

Supplementation. Supplementation of this supplement is prohibited without prior approval from Chief, National Guard Bureau, ATTN: ARNG-HRP, 111 South George Mason Drive, Arlington, VA 22204-1373.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, ATTN: ARNG-HRP, 111 South George Mason Drive, Arlington, VA 22204-1373.

Distribution. B

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Chapter 4

Suspension of Favorable Personnel Actions for Army National Guard Soldiers

4-1. Applicability

The ARNG/ARNGUS will participate in the Army system to guard against the accidental execution of specified favorable personnel actions for Soldiers who are not in good standing using a Flag (DA Form 268).

a. The policies and procedures prescribed in AR 600-8-2, chapters 1 through 3 for the Regular Army and the Army Reserve, apply to ARNGUS Soldiers:

- (1) Serving on extended active duty.
- (2) Performing Active Duty for Operational Support (ADOS) (including temporary tours of active duty) for 181 days or more under 10 USC 12301(d).
- (3) Called or ordered to active duty for a full or total mobilization under 10 USC 12301(a).
- (4) Serving on active duty in the Active Guard and Reserve (AGR) Program under 10 USC 12301(d).
- (5) Serving on Active Duty for Training (ADT) for periods of 31 days or more under 10 USC 12301(d).

b. The policies and procedures prescribed by this supplement apply only to ARNGUS Soldiers serving in their Reserve of the Army status while performing any form of active duty, full-time National Guard duty, or inactive duty, whether paid or non-paid, under one of the following statuses:

- (1) Performing Inactive Duty, for either training (IDT) under 32 USC 502(a)(1) or funeral honors (IDFH) under 32 USC 115.
- (2) Performing Annual Training (AT) (within CONUS under 32 USC 502(a)(2) or OCONUS under 10 USC 12301(d)).
- (3) Ordered to active duty for a partial mobilization under 10 USC 12302.
- (4) Ordered to active duty for a presidential reserve call up under 10 USC 12304.
- (5) Called into Federal service for a domestic emergency under 10 USC 12406 or 10 USC 12306 or insurrection under 10 USC Chapter 15.
- (6) Serving on ADT for 30 days or less under 10 USC 12301(d).
- (7) Performing ADOS (including temporary tours of active duty) for 180 days or less under 10 USC 12301(d).
- (8) Performing Full-Time National Guard Duty (FTNGD) under 32 USC 502(f) in the AGR Program, for training (FTNGD-TNG), for Operational Support (FTNGD-OS), for Counter Drug (FTNGD-CD), and including operational missions for a purpose stated in 32 USC 904.

c. The SFPA program does not apply to ARNGUS Soldiers in their performance of State Active Duty (SAD).

4-2. Manpower resources

For the ARNG, the Flag function responsibility includes Full-Time Support (FTS) personnel efforts from unit through Joint Force Headquarters-State (JFHQ-State) (Military Personnel Management Officer/G-1 (MPMO/G-1)).

4-3. Levels of Work

In the ARNG, most human resource work is performed by FTS personnel at four primary levels; unit, battalion, brigade, and JFHQ-State (MPMO/G-1).

4-4. Procedural standards

a. Unless otherwise specified in this supplement, only commanding officers, commandants, an officer/civilian with specific authority to sign "For the Commander" (for example, Battalion or higher executive officer, deputy commander, or adjutant), or State Adjutants General (MPMO/G-1) or their designees may authenticate a Flag. Failure to counsel within prescribed times does not invalidate the Flag.

b. Only officers, or designees, authorized to direct initiation of a Flag may direct removal of a Flag unless otherwise directed by this regulation or the State Adjutant General (MPMO/G-1).

c. Initiate a Flag within three working days after a Soldier's status changes from favorable to unfavorable and enter the corresponding code into the HR system.

d. Initiate a separate Flag for each reason. A Soldier may have more than one Flag in effect at one time.

e. Enter as the effective date for a Flag, whether initial, transfer, or final, the date of the actual occurrence on which the Soldier's status changes as shown on the Flag. The actual date of the final action of the causative factor or event is the effective date and the date on which the Flag will be removed.

f. Treat each Flag separately. The initiation of a new Flag or the removal of another Flag will have no effect on any other current, valid Flag.

g. The flagging authority, unit commander, or designee will counsel all Soldiers in writing, upon initiation of any Flag. This counseling should take place before the conclusion of the first period of training or other duty following the date the Flag was initiated.

h. Review each active Flag case monthly.

i. Remove a Flag using a final report within three working days after a Soldier's status changes from unfavorable to favorable, the Soldier dies, is separated or discharged completely from military service, is enlisted or appointed in another uniformed Service, or when other final action is taken; and enter the corresponding code into the HR system. See paragraph 4-9 in this chapter.

j. Reassign or transfer Soldiers with active Flags only when directed by the Soldier's State Adjutant General or authorized by a provision of this regulation.

k. Maintain files of active and closed Flags at the unit or the battalion S-1 as follows:

(1) File DA Forms 268 and supporting documents on active Flags in unit files for all assigned Soldiers and Soldiers attached to their units for administration. Use record number 600-8-2a1 IAW AR 25-400-2, Army Records Information Management System (ARIMS).

(2) Verify current Flags periodically as required in paragraph 4-7c(2) of this supplement.

(3) Maintain files of closed Flags for one year at the unit or the battalion S-1.

(4) Retain the supporting documents on closed Flags for special interest programs such as APFT failure and AWCP in the AMHRR or in a central location at the unit or the battalion S-1.

4-5. Initiate a Flag

Procedural steps to initiate a Flag are in table 4-1. An example DA Form 268 to initiate a Flag is in figure 4-1. Flag reason codes and the report type codes with which each Flag reason code is used are in table 4-2. Report type codes are also discussed in paragraph 4-7. Circumstances that require the initiation of Flags include, but are not limited to:

a. *Adverse Actions (Flag code A)*. Commanders will Flag Soldiers for adverse actions including, but not limited to: (This does not include punishment phase (code H) or drug or alcohol related offense (code U or V).

(1) Soldiers against whom non-judicial punishment or court-martial proceedings (immediately upon preferral of charges or pretrial confinement) under State military codes, or civilian criminal charges, restraint, or confinement, have been initiated, and those who are the subjects of proceedings and have been notified of an order to active duty under 10 USC 802(d).

(2) Soldiers against whom disciplinary action is taken under the Uniform Code of Military Justice (UCMJ), comparable State law, reclassification board action for inefficiency or misconduct, or upon loss of qualifications, as prescribed in NGR 600-200, paragraph 2-12.

(3) Soldiers against whom proceedings for administrative reduction have been initiated for misconduct or inefficiency IAW AR 600-8-19, chapter 10.

(4) Soldiers who are declared unsatisfactory participants IAW AR 135-91, chapter 4.

(5) Soldiers who are barred from extension of enlistment or reenlistment or have been recommended for bars and are awaiting action by the approval authority. When a bar is approved, the Flag will remain in effect until the bar is removed, IAW NGR 600-200, chapter 6, or until the Soldier is discharged from the Army National Guard.

(6) Soldiers pending a flying evaluation board under the provisions of AR 600-105, chapter 6.

b. *Involuntary Separation or Discharge (field initiated) (Flag code B) or (HQDA or State initiated) (Flag code W)*. This includes all reasons for involuntary separations or discharges IAW AR 135-175, AR 135-178, AR 135-205, NGR 600-200, NGR 635-101, or NGR 635-102. The Flag will remain in effect until the Soldier is separated, discharged or retained.

c. *Removal from Selection List (field initiated) (Flag code C) or (HQDA or State initiated) (Flag code F)*. Involuntary removal from a selection list for promotion, command, command sergeant major, or school.

d. *Referred Officer Evaluation Report (OER) or Relief-for-Cause Noncommissioned Officer Evaluation Report (NCOER) (Flag code D)*. Initiate a Flag effective on the thru date of the referred OER or relief-for-cause NCOER is completed on the rated Soldier (AR 623-3 and DA Pam 623-3). The Flag will remain in effect until the OER or NCOER has been accepted as error-free by the MPMO/G-1 or NGB and entered into the Soldier's Army Military Human Resource Record (AMHRR) IAW AR 600-8-104, or when the Soldier is separated or discharged.

e. *Security Violation (Flag code E)*. Commanders will Flag Soldiers in all instances of adverse administrative personnel security actions as follows:

(1) Repetitive security violations. A Flag will only be imposed if there is a reasonable belief an individual's ability to protect classified information has been compromised as described in AR 380-5. The commander will coordinate with the command/State security manager and the U.S. Army Central Personnel Security Clearance

Facility prior to implementing a flagging action. Because these matters may also have counterintelligence implications, the commander or security manager should ensure that the local supporting counterintelligence office is notified IAW AR 381-12.

(2) Matters related to investigation of national security crimes. In a counterintelligence investigation in which a determination has been made that the subject was or is engaged in the national security crimes of espionage, subversion, sedition, treason, or terrorist activity and the UCMJ authority has decided to pursue investigation or prosecution under 10 USC 802(d). Flagging action will be accomplished only in coordination with the supporting Army counterintelligence organization and the appropriate staff judge advocate.

(3) Security clearance. Soldier will be flagged when the Commander, U.S. Army Central Personnel Security Clearance Facility, denies or revokes the Soldier's security clearance IAW AR 380-67.

f. Punishment Phase (Flag code H). Soldiers will be flagged when actions resulting from a court-martial or non-judicial punishment have moved into the punishment phase, or punishment imposed by a civilian court as a condition of parole, probation or suspended sentence, and punishment does not include confinement, restraint or geographical travel restriction. This action will apply to any ARNG Soldier in a Title 10 or Title 32 USC status.

g. Army Physical Fitness Test failure (Flag code J).

(1) Favorable personnel actions will be suspended when Soldiers fail the most recent APFT administered for record; or fail to take or pass an APFT within the period prescribed by regulation through their own fault as determined by the first commander in the chain of command who is senior to the Soldiers concerned. The effective date will be the date of failure, failure to test, or failure to complete the test successfully as scheduled by the Soldier's unit of assignment or attachment.

(2) Favorable personnel actions will not be suspended when Soldiers have permanent or temporary profiles and cannot be administered alternate APFTs, or are not able to undergo APFTs because of conditions beyond the Soldiers' control (determined by the first commander in the chain of command who is senior to the Soldier concerned), such as illness or injury on or before the date the Soldiers were scheduled to take the APFT.

(3) Flags initiated for APFT failures prior to pregnancy will remain in effect throughout the pregnancy, plus the time to prepare, and until the Soldiers pass record APFTs.

h. Army Weight Control Program (AWCP) (Flag code K). For failures to meet body composition standards, in AR 600-9 the effective dates of the Flags are the dates on which the commander signs the memorandum of notification of enrollment in the AWCP.

i. Commander Investigation (Flag code L) and Law Enforcement Investigation (Flag code M). Soldiers who are the subject of investigation by military, state, or civilian authorities concerning credible allegations or incidents that reflect unfavorably on the character or integrity of the Soldiers. Initiate a Flag when authorities start a formal or informal investigation. Initiate the Flag when it may result in administrative, punitive, or disciplinary action prescribed in State code for Soldiers serving under Title 32 USC.

(1) Commanders will initiate Flags (Flag code L) on Soldiers who are the subjects of investigations that may result in disciplinary action.

(2) Commanders will initiate Flags (Flag code M) on Soldiers identified as possible subjects by Criminal Investigation Command (CID), Military Police (MP), or civilian law enforcement during the course of investigations.

j. Not recommended for Automatic Promotions (Flag code P) and (Flag code T).

(1) Commanders will initiate Flags (Flag code P) for enlisted Soldiers not recommended for automatic promotion to PV2, PFC, or SPC IAW AR 600-8-19.

(2) Commanders will initiate Flags (Flag code T) for officers not recommended for automatic promotion to 1LT or CW2 IAW AR 135-155, NGR 600-100, and NGR 600-101.

k. Drug Abuse (Adverse Action) (Flag code U). Initiate a Flag following: initiation of proceedings under non-judicial punishment; court-martial proceedings (immediately upon preferral of charges or pretrial confinement); civilian criminal charges; restraint, or confinement; pending a non-punitive memorandum of reprimand, censure, or admonishment; or other disciplinary action for drug related offenses including, but not limited to, positive drug test IAW AR 600-85. The effective date of the Flag is the date of the offense. A Flag is initiated based on the adverse action resulting from the drug abuse-related incident. A Flag may not be initiated based on referral, screening, or enrollment into the Army Substance Abuse Program (ASAP).

l. Alcohol Abuse (Adverse Action) (Flag code V). Initiate a Flag following: initiation of proceedings under non-judicial punishment; court-martial proceedings (immediately upon preferral of charges or pretrial confinement); civilian criminal charges; restraint, or confinement; pending a non-punitive memorandum of reprimand, censure, or admonishment; or other disciplinary action for alcohol related offenses including, but not limited to, driving under the influence, on-duty impairment due to alcohol consumption IAW AR 600-85, or drunk and disorderly conduct.

The effective date of the Flag is the date of the offense. A Flag is initiated based on the adverse action resulting from the alcohol abuse-related incident. A Flag may not be initiated based on referral, screening, or enrollment into the ASAP.

m. Other Flags for the following reasons (Flag code X).

(1) *Lautenberg Amendment (Flag code X).* Commanders will initiate Flags on Soldiers with qualifying convictions under the Domestic Violence Amendment to the Gun Control Act of 1968 IAW AR 600-20, paragraph 4-23b(2).

(2) *Family Care Plan (Flag code X).* Commanders will initiate Flags on Soldiers who fail to establish or maintain an adequate Family Care Plan IAW AR 600-20, paragraph 5-5.

(3) *Professional licensing, certification and competency of Army Medical Department health care workers and veterinarians (Flag code X).* Only The Surgeon General of the Army (or designee) may impose Flags for Army Medical Department (AMEDD) health care personnel for reasons related to licensure, certification, clinical competency, or professional misconduct related to delivery of a health care item or service. The Army National Guard Surgeon will be involved in all of these matters pertaining to ARNG AMEDD personnel who are not on active duty. Applicable processes are governed by 10 USC 1102 and DOD 6025.13-R as prescribed in AR 40-68. This arrangement does not preclude commanders from imposing a Flags for reasons other than endorsement or credentialing.

(4) *Chaplains (Flag code X).* Only the Chief of Chaplains or designated representative may impose a Flag on a chaplain for reasons involving the chaplain's denominational endorsement or credentialing. If an endorsing agency notifies the Army Chief of Chaplains that the endorsement of an ARNG chaplain has been removed, the Office of the Chief of Chaplains (OCC) will notify the ARNG Staff Chaplain who will then notify the Senior Army Chaplain of the State and the ARNG G-1. The ARNG G-1 will inform the State MPMO/G-1. This arrangement does not preclude commanders from imposing a Flags when the issue relating to endorsement or credentialing is associated with a criminal act.

(5) *Professional licensing and certification of judge advocates, legal administrators, and military paralegals (Flag code X).* The Judge Advocate General (TJAG) (or designee) may request the imposition of a Flag for an ARNG judge advocate, military trial or appellate judge, legal administrator (warrant officer military occupational specialty (MOS) 270A), or military paralegal (enlisted MOS 27D) not in active federal service based on licensure, certification, or other concerns. TJAG will notify the NGB Chief Counsel (NGB-JA), who will inform the ARNG G-1. The ARNG G-1 will notify the JFHQ-State (MPMO/G-1) of the requested flagging action. This arrangement does not preclude a commander from initiating a Flag for reasons other than licensing or certification.

(6) *Non-compliance of RC Member: physical examinations (Flag code X).* Commanders will initiate Flags on Soldiers who fail to complete a comprehensive medical readiness health and dental assessment on an annual basis or when directed IAW AR 40-501 and 10 USC 10206.

Table 4-1 Procedures to Initiate a Flag		
Step	Work center	Required action
1	Unit	Prepare the DA Form 268 see sample at (figure 4-1), if the Flag is required.
2	Unit	Attach supporting documentation to the completed DA Form 268.
3	Unit	Commander will verify DA Form 268 for accuracy and sign.
4	Unit	Forward the Flag through chain of command as prescribed by the MPMO/G-1.
5	Unit	File the DA Form 268 and supporting documents in unit files using ARIMS record number 600-8-2a1.
6	MPMO/G-1	Designate by position the individual(s) authorized to add, delete or change the information required to support the Flag in the human resources system.
7	MPMO/G-1	Provide monthly reports to units.

Table 4-2 Flag Reason Codes and Report Type Codes for SIDPERS-ARNG (X under Report Type Codes shows the Report Type Codes that apply to that Flag Reason Code)							
Flag Reason Code Names	Flag Reason Codes	Report Type Codes (See note below)					
		A	B	C	D	E	Z
Adverse Action (except Reason Codes H, U, and V)	A	x		x	x		x
Involuntary Separation or Discharge (Field Initiated)	B	x		x	x		x
Removal from a Selection List (Field Initiated)	C	x		x	x		x
Referred OER or Relief for Cause NCOER	D	x		x	x		x
Security Violation	E	x		x	x		x
Removal from a Selection List (HQDA or State Initiated)	F	x		x	x		x
Punishment Phase (Adverse Action)	H	x	x	x	x		x
Army Physical Fitness Test Failure	J	x	x			x	x
Army Weight Control Program	K	x	x			x	x
Commander Investigation	L	x		x	x		x
Law Enforcement Investigation	M	x		x	x		x
Not Recommended for Automatic Promotion to PV2/PFC/SPC	P	x				x	x
Not Recommended for Automatic Promotion to 1LT/CW2	T	x				x	x
Drug Abuse (Adverse Action)	U	x		x	x		x
Alcohol Abuse (Adverse Action)	V	x		x	x		x
Involuntary Separation or Discharge (HQDA or State Initiated)	W	x		x	x		x
Other - Lautenberg Amendment	X	x		x	x		x
Other - No Family Care Plan	X	x				x	x
Other - Army Medical Department Failure to Obtain or Maintain a License, Certification, and/or Registration	X	x		x	x		x
Other - Chaplain - denominational endorsement or credential matters	X	x		x	x		x
Other - Professional licensing and certification of judge advocates, legal administrators, and military paralegals	X	x		x	x		x
Other - Non-compliance with 10 USC Section 10206, Members: Physical Examinations (ARNG and USAR)	X	x				x	x

Note: Report Type Codes are:

- A – Initial.** Prepare this report in every instance that requires a Flag.
- B – Transferable.** Prepare this report in every instance that requires a transferable Flag.
- C – Final Report – Favorable.** Prepare this report when an investigation results in no substantial findings, charges are dropped, Soldier is exonerated, or no disciplinary action is taken.
- D – Final Report – Unfavorable.** Prepare this report when –
 1. The investigation finds substantiated charges; or –
 2. The punishment is completed.
- E – Final Report – Other.** Prepare this report when –
 1. The Soldier with an active Flag for APFT failure passes a record APFT (Flag code J).
 2. The Soldier is not in compliance with the AWCP and the Soldier subsequently meets the Army body composition standard (Flag code K).
 3. The commander’s decision to block an automatic promotion (Flag codes P and T) is removed.
 4. The Soldier’s Family Care Plan (Flag code X) is certified.
 5. The Soldier completes a Periodic Health Assessment or physical examination to comply with 10 USC 10206 (Flag Code X).
 6. Death of a Soldier.

Note: Do not use Report Type Code E to close erroneous Flags.

Z – Erroneous Report. Use this report to close erroneous Flags.

4-6. Actions prohibited while favorable personnel actions are suspended

Once initiated, the Flag precludes the personnel actions listed below unless specifically authorized by this regulation:

- a.* Appointment, reappointment, extension, and immediate reenlistment.
- b.* Approval for extension of voluntary active service for any purpose to include:
 - (1) Extended active duty.
 - (2) AGR tour (Title 10 or Title 32, USC). This does not prohibit being re-ordered to an AGR tour upon release from mobilization.
 - (3) ADT, ADOS, FTNGD-TNG, FTNGD-OS, or FTNGD-CD.
 - (a)* For ARNGUS Soldiers with an active Flag, HQDA may direct involuntary AD or ADT, and State Adjutants General may direct involuntary FTNGD for Training or Operational Support.
 - (b)* When not precluded by other policies, State Adjutants General may approve: Initial Active Duty for Training (IADT); ADT or FTNGD-TNG for the purpose of qualifying for a MOS, a special qualification identifier, an additional skill identifier, or a language identification code; skill refresher courses; or other specialty skill training courses; and the performance of FTNGD-OS or FTNGD-TNG for mission-related duties including those in 32 USC 502(f) for a purpose stated in 32 USC 904.
- c.* Reassignment and transfers:
 - (1) Soldiers with an active Flag may not be reassigned (intrastate) or transferred (interstate). However, Soldiers enrolled in an alcohol or drug rehabilitation program may be reassigned if the program will be continued at the gaining unit. These Soldiers may only be transferred with the concurrence of State Surgeon(s).
 - (2) Soldiers may be reassigned when the suspension continues in effect for an action for which the Soldier is undergoing punishment (with no restraint) imposed by a civil court, a criminal court, a court-martial, or non-judicial punishment under State Code.
 - (3) Soldiers pending involuntary removal from promotion, command, command sergeant major, or school selection lists may be reassigned or transferred once the Soldier has been given the opportunity to submit a rebuttal and the action has been forwarded to the selection authority for final determination.
 - (4) Soldiers may be reassigned or transferred when the suspension is solely because the Soldier has failed an APFT or is in the AWCP.
 - (5) Soldiers may be reassigned or transferred upon the direction of State Adjutants General.
- d.* Promotion, promotion board action; lateral appointment to CPL, 1SG, or CSM, and officers with an active Flag.
 - (1) Enlisted Soldiers with an active Flag will not be promoted, advanced, laterally appointed to CPL, 1SG, or CSM, or frocked. However, Soldiers will be considered by promotion boards and after their Flags are removed may be integrated into promotion lists as prescribed in AR 600-8-19, chapter 7, section IX.
 - (2) Officers with active Flags are not eligible for extension of Federal recognition in higher grades. However, Federal recognition actions may continue to be processed, except that Federal recognition may not be granted while Flags are active. State Adjutants General (MPMO/G-1) will ensure promotion recommendations sent to the Chief, National Guard Bureau (CNGB) (ARNG-HRP or NGB GOMO) are assembled with a copy of each Flag as the first document(s) to preclude the inadvertent extension of Federal recognition.
- e.* Awards and decorations. The matter of personal Federal decorations and badges for flagged Soldiers are governed by AR 600-8-22, paragraph 1-17. State awards are not within the purview of this regulation and will be administered IAW each State's award regulation.
- f.* Attendance at professional military or civilian schools.
 - (1) This applies to professional military schools and resident individual training courses, whether in a paid or non-paid status. This does not include IADT and MOS qualification training, courses leading to the award of a special qualification identifier, an additional skill identifier, or a language identification code, skill refresher courses, or other specialty skill training courses. These are required to sustain individual training readiness including preparation for mobilization.
 - (a)* Enlisted personnel: IADT includes basic combat training, advanced individual training, one station unit training, and one station training.
 - (b)* Officers: IADT includes the Basic Officer Leaders Course (BOLC), or the Warrant Officer Basic Course (WOBC).
 - (2) Civilian schools are post-secondary and technical courses that are fully or partially funded by the Army in which individual Soldiers participate on a part- or full-time basis. Examples are undergraduate and graduate degree completion programs, and other professional development programs. These do not include off-duty education courses funded at personal expense or through Federal entitlement programs such as the Montgomery GI Bill.

g. Unqualified resignation or discharge. A request will not be processed or approved for a Soldier who is flagged except when the suspension is solely because the Soldier has failed an APFT or is in the AWCP. An ARNGUS officer may submit a request for unqualified resignation or discharge for consideration by the State Adjutant General while flagged for any reason, but the request must be submitted and received prior to withdrawal of Federal recognition.

h. Voluntary retirement. A request will not be processed or approved for a Soldier with an active Flag except as follows:

(1) Soldiers with 20 or more years of qualifying service for non-regular retired pay may be either transferred to the USAR for assignment to Retired Reserve or concurrently separated or discharged from the Army National Guard and as a Reserve of the Army if the Flag is solely for APFT failure or enrollment in the AWCP.

(2) Officers with 20 or more years of qualifying service for non-regular retired pay who are being considered for involuntary separation may be either transferred to the Retired Reserve or concurrently separated or discharged from the Army National Guard and as a Reserve of the Army, unless their Federal recognition has been withdrawn.

(3) Both actions in (1) and (2) are open to individuals who are eligible for reduced retirement ages under NGR 680-2, paragraph 3-1 b.

i. Advance or excess leave. Commanders will not grant advance or excess leave to Soldiers on FTNGD, who are flagged, except for emergency or extraordinary circumstances IAW AR 600-8-10.

j. Assumption of command or appointment as CPL, 1SG or CSM.

4-7. Management of the SFPA (Flag) program

Procedural steps to manage Flags are in table 4-3. Flag reason codes and report types codes are in table 4-2.

a. State Adjutants General and commanders will ensure favorable personnel actions are suspended according to the criteria in this chapter for their Soldiers who are in a status other than those shown in paragraph 4-1a. They will establish controls to ensure that:

(1) DA Form 268 (Report for Suspension of Favorable Personnel Actions (Flag)) is prepared to initiate, transfer, and remove Flags.

(2) Only personnel with a need to know of Flags are informed.

b. The State MPMO/G-1 will:

(1) Use procedures, HR systems, and reports to guard against the accidental execution of favorable personnel actions for Soldiers not in good standing.

(2) Assign roles and permissions to those who are assigned to designated positions to administer the SFPA program.

(3) Create and send monthly Flag reports for commander verification of flagging actions.

c. Commanders will:

(1) Initiate Flags by completing DA Forms 268 IAW figure 4-1 and transmitting them through the chain of command.

(2) Verify Flags listed on the reports. If any Flag listed is no longer valid, the commander will immediately complete a DA Form 268 to remove the Flag and forward it the designated HR specialist to update the HR system with the change in status.

d. Soldiers with active Flags will participate in scheduled unit training periods, annual training, and any other types of duty or training to which ordered IAW NGR 350-1.

Step	Work center	Required action
1	S-1	Provides monthly reports to commanders.
2	Unit	Administrative Officer (AO/S1) monitors the report for the commander and determines if the reason for the Flag still exists and – a. If yes, AO/S-1 annotates report. b. If no, AO/S-1 immediately prepares and forwards a DA Form 268 to the authoritative system of record for removal action and annotates the report.
3	S-1	Reviews Flags for accuracy and completeness and orders entry of removal actions in the HR system.

4-8. Transfer a Flag

Procedural steps to transfer a Flag are in table 4-4. Flag reason codes and report type codes are in table 4-2.

a. Transfer a Flag under the following circumstances when a Soldier is reassigned:

(1) Punishment Phase (Flag code H). If action resulting from a court-martial, non-judicial punishment, or punishment from a civil court has moved into the punishment phase and punishment does not include confinement, restraint, geographical travel restrictions imposed by civilian courts as a condition of parole, probation, or suspended sentence, transfer the Flag.

(2) Army Physical Fitness Test Failure (Flag code J). If a Soldier has not passed the APFT at time of reassignment or been given a profile by an Army physician, transfer the Flag.

(3) Non-compliance with the Army Weight Control Program (Flag code K). If a Soldier is still on the AWCP at the time of reassignment, transfer the Flag.

b. The losing command will provide the gaining command with the current Flag(s) and supporting document(s) for Soldiers with transferrable Flags using ordinary mail or electronic means.

Table 4-4 Procedures to Transfer a Flag		
Step	Work Center	Required action
1	Losing Unit	Determine if the Soldier's Flag can be transferred (table 4-2).
2	Losing Unit	Review the DA Form 268 and supporting document(s), and prepare the file for transfer to the gaining unit.
3	Losing Unit	Send the Soldier's Flag and supporting document(s) to the gaining unit.
4	Gaining Unit	Receive the Flag, review it for accuracy, and place in unit file with ARIMS file record number 600-8-2a1.

4-9. Remove a Flag

Procedural steps to remove a Flag are in table 4-5. Flag reason codes and report type codes are in table 4-2.

Figure 4-3 is an example final report using DA Form 268 to remove a Flag. Only officers authorized to direct initiation of a Flag are authorized to direct the removal (see para 4-4b).

a. The commander will use DA Form 268 to complete a Final Report to remove the Flag when a Soldier's status changes from unfavorable to favorable or when other final action is take.

b. Reasons for removing a Flag, and the effective dates, are:

(1) Separation or discharge from the ARNG/ARNGUS and as a Reserve of the Army (concurrent separation or discharge). Remove any Flag on the effective date of separation or discharge.

(2) Separation or discharge from the ARNG/ARNGUS (discharge from the State only) upon transfer to the Army Reserve, for retirement. Remove any Flag on the effective date of separation or discharge.

(3) Death of a Soldier. Remove any Flag effective on the date of death.

(4) Drug Abuse. For first time drug offenses remove the Flag (*code U*) when the Soldier is separated. If the separation authority retains the Soldier, remove the Flag when punishment is complete, to include any period of suspension, probation, or parole. For multiple drug offenses, remove the Flag when the Soldier is separated or discharged. If a show-cause board, administrative separation board, or separation authority retains the Soldier, the Flag must be removed by the State Adjutant General (MPMO/G-1) when punishment is complete.

(5) Charges, restraint, confinement, court-martial, and non-judicial punishment including alcohol-related incidents. Remove any pertinent Flag(s) effective on the date charges are dropped, the Soldier is released without charges, punishment is completed (to include any period of suspension or probation), or on the date the Soldier is separated, discharged, or transferred from the ARNGUS and as a Reserve of the Army. Remove any pertinent Flag(s) when the Soldier is acquitted at court-martial or civilian trial and no other adverse action arising from the incident or charges is contemplated; when court-martial action is closed or dropped without action; or when punishment from court-martial, or non-judicial punishment, or civilian trial is completed. If a court-martial has adjudged a punitive discharge, the individual will remain flagged until the conviction is final. If there is a suspension of punishment (for example, under non-judicial punishment) or the imposition of probation or parole (usually for civilian misconduct), that individual will remain flagged until the suspension, probationary, or parole period is completed. This does not include suspension of a driver's license. If the duration of punishment, suspension, probation or parole is more than one month, the commander should consider if the adverse action Flag should be converted to a transferable "Punishment Phase" Flag (*code H*), if appropriate. In this case, the "Adverse Action" Flag (*code A, H, U, or V*) is removed as of the same date the "Punishment Phase" Flag is initiated. If the Soldier receives punishment, and subsequently appeals, the Flag will be removed when punishment is complete.

The Soldier will only remain flagged if the appeal puts the punishment on hold or suspension until either the adverse action is revoked or the punishment is complete.

(6) Commander's investigation. Remove the Flag (*code L*) when one of the following conditions is met:

(a) The investigation results in no adverse findings against the Soldier.

(b) The adverse findings of the commander's investigation results in the Soldier being flagged for pending court-martial, non-judicial punishment, or administrative disciplinary action.

(c) The commander decides to take no action against the Soldier.

(7) Administrative reclassification or reduction for inefficiency. Remove the Flag (*code A*) effective on the date of reclassification or reduction or on the date the Soldier is separated, discharged, or transferred from the ARNGUS and as a Reserve of the Army.

(8) Unsatisfactory participant. Remove the Flag (*code A*) on the date the Soldier is separated or discharged from the ARNGUS and as a Reserve of the Army or transferred to the USAR, or on the date the Soldier is retained.

(9) Bar to extension or reenlistment. Remove the Flag (*code A*) on the date the bar is removed or on the date of discharge from the ARNGUS.

(10) AMEDD personnel. The Surgeon General (or designee) may remove a Flag (*code X*) for AMEDD personnel for reasons related to licensure, certification, clinical competency, or professional misconduct related to delivery of a health care item or service. The Army National Guard Chief Surgeon (ARNG-CSG) will be involved in all these matters pertaining to the ARNG AMEDD personnel not on active duty. This does not preclude a commander from removing Flags for reasons other than licensing or certification.

(11) Chaplains. Only the Chief of Chaplains or designated representative can remove a Flag (*code X*) on a chaplain for reasons involving the chaplain's denominational endorsement or credentialing. The Army National Guard Staff Chaplain (ARNG-CSO-CH) will be involved in all matters related to ARNG Chaplains who are not on active duty. This does not preclude a commander from removing Flags for reasons other than licensing or certification.

(12) Professional licensing and certification of judge advocates, legal administrators, and military paralegals. Only TJAG (or designee) may remove a Flag (*code X*) initiated through the process outlined in paragraph 4-5m(5) for ARNG judge advocates, military trial and appellate military judges, legal administrators, and military paralegals not in active federal service for reasons related to their professional licensing or certification of competency to act as counsel, their professional licensing or certification of qualification to act as a military trial or appellate military judge, their certification as a legal administrator or military paralegal, or for reasons related to the delivery of legal services. The JFHQ-State (MPMO/G-1) will submit a request to remove such a Flag to the ARNG G-1, who will coordinate with the NGB Chief Counsel (NGB-JA) and submit the request to TJAG for approval. This does not preclude a commander from removing Flags for reasons other than licensing or certification.

(13) Flying evaluation board. Remove the Flag (*code A*) on the date the aviator is restored to flying duty or is permanently disqualified from flying duty, or on the date of separation or discharge from the ARNGUS.

(14) Soldiers enrolled in an alcohol or drug rehabilitation program. Remove the Flag (*code U or V*) on the date the Soldier successfully completes the program, completes punishment if imposed, or is separated or discharged from the ARNGUS whichever occurs first.

(15) Elimination. Remove the Flag (*code B or W*) when the decision is made to retain the Soldier or on the date of separation or discharge from the ARNGUS.

(16) Removal from a promotion, command, command sergeant major, or school selection list. Remove the Flag (*code F*) effective on the date of the final decision by the approval authority to remove a Soldier's name from a list. However, if the Soldier is separated or discharged from the ARNGUS, before receipt of a final decision, remove the Flag effective on the date of separation or discharge.

(17) Referred OER or Relief for Cause NCOER. Remove the Flag (*code D*) effective on the date of the final decision by the approval authority. If the Soldier is separated or discharged from the ARNGUS, before receipt of a final decision, remove the Flag on the date of separation or discharge.

(18) Unfavorable personnel security actions.

(a) Remove the Flag (*code E*) upon favorable adjudication of a rebuttal or the appeal process, or when command authority has determined that a favorable security investigation is not required by MOS, duty position, or assignment, or upon separation or discharge.

(b) Remove the Flag (*code E*) when the Soldier’s security clearance is granted, reinstated, the Soldier is reclassified into an MOS that does not require a security clearance, or on the date the Soldier is discharged IAW AR 614-200 or NGR 600-200.

(19) Security violation.

(a) Local security violation. Remove the Flag (*code E*) upon favorable result of an investigation when command authority has determined corrective action has been appropriately administered, or on the date of separation or discharge from the ARNGUS.

(b) Violation of Title 18, USC concerning sabotage, treason, sedition, or criminal subversion. If the case is closed favorably, remove the Flag (*code E*) upon direction of the Commander, U.S. Army Central Clearance Facility (CCF). If the case is closed unfavorably, remove the Flag upon direction of the Secretary of the Army.

(c) Violation of UCMJ, Article 94, 104, 106, 106a, offenses equivalent to those listed in this paragraph, or violations of Article 133 or 134.

(20) APFT failure. Remove the Flag (*code J*) on the date the Soldier passes the APFT for record or on the date of separation or discharge from the ARNGUS whichever comes first.

(21) Army Weight Control Program (AWCP). Remove the Flag (*code K*) on the date the Soldier complies with the body composition standard in AR 600-9. Retain the DA Form 268 showing the removal of the Flag in the unit files IAW ARIMS record number 600-8-2a1. Retain supporting documents that show satisfactory completion of the AWCP in a central unit file (ARIMS records number 600-9a) for 36 months or until the date of separation or discharge from the ARNGUS, whichever comes first, IAW AR 600-9, paragraph 3-2k. If a primary care provider determines that a Soldier became pregnant before entry in the AWCP, the commander will close the Flag with a Report Type Code Z.

(22) Withdrawal of Federal recognition. Remove the Flag (*code A*) when the decision is made to not withdraw the officer's Federal recognition, or on the date of separation or discharge from the ARNGUS, whichever comes first.

(23) Lautenberg Amendment. Remove the Flag (*code X*) when the conviction is expunged or set aside, or the Soldier has been pardoned for the offense, or had civil rights restored unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms, or when the Soldier is separated or discharged, whichever comes first as stated in AR 600-20, paragraph 4-23b(2).

(24) Family Care Plan. Remove the Flag (*code X*) when the Family Care Plan is approved or recertified by the commander, or when the Soldier is separated or discharged, whichever comes first.

Table 4-5 Procedures to Remove a Flag		
Step	Work Center	Required action
1	Unit	Determine that: a. The Soldier’s status has changed from unfavorable to favorable; or b. The Soldier has died; or c. The Soldier is separated or discharged from military service.
2	Unit	Prepare DA Form 268 to remove the Flag (figure 4-3).
3	Unit	Forward to the individual(s) authorized to update the HR system.

4-10. Retention of Soldiers beyond the expiration of their terms of service or mandatory removal dates

Soldiers will not be retained beyond their Expiration of Term of Service (ETS) dates or Mandatory Removal Dates (MRD) solely because favorable personnel actions have been suspended (10 USC Chapter 1407).

4-11. Procedures for Soldiers called or ordered to active Federal service

All Flag related actions for ARNG Soldiers called or ordered to active Federal service will be IAW AR 600-8-2 and this supplement. State MPMO/G-1s will maintain awareness of flagging actions through rear detachment commanders during the period of active Federal service to ensure prohibited actions are not allowed and that Flag related actions are timely. Personnel actions will be documented in the HR system. Copies of supporting documentation will be submitted to the designated HR specialists for Soldiers who have been called or ordered to active Federal service under Title 10, USC.

REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)		
For use of this form, see AR 600-8-2; the proponent agency is DCS, G-1.		
SECTION I - ADMINISTRATIVE DATA		
1. NAME (Last, First, MI) Brown, Robert	2. SSN 123-45-6789	3. RANK SPC
4. <input type="checkbox"/> On active duty <input checked="" type="checkbox"/> Not on active duty <input type="checkbox"/> On ADT	5. ETS/ESA/MRD 20140526	
6. UNIT ASSIGNED AND ARMY COMMAND Trp, D, 1st Sqdn, Cavalry Regt, 48th IBCT, GAARNG		7. STATION (Geographical location) Brownstone, GA
8. HR OFFICE CONTROLLING FLAGGING ACTION AND TELEPHONE NUMBER S-1, HHC 48th IBCT, 123-666-7777		
9. THIS ACTION IS TO: <input checked="" type="checkbox"/> Initiate a flag (Sections II and IV only) <input type="checkbox"/> Remove flag (Sections III and IV only)		
SECTION II - INITIATE A FLAG		
10. <input checked="" type="checkbox"/> A FLAG IS INITIATED, EFFECTIVE <u>20121101</u> FOR THE FOLLOWING REASON:		
NON-TRANSFERABLE <input type="checkbox"/> Adverse action (A) <input type="checkbox"/> Involuntary Separation - field initiated (B) <input type="checkbox"/> Removal from selection list - field initiated (C) <input type="checkbox"/> Referred OER/Relief for Cause Nooer (D) <input type="checkbox"/> Security violation (E) <input type="checkbox"/> HQDA use only - elimination or removal from selection list (F) <input type="checkbox"/> Commander's Investigation (L) <input type="checkbox"/> Law Enforcement Investigation (M) <input type="checkbox"/> Deny Auto Promotion (P) (T) <input type="checkbox"/> Drug Abuse Adverse Action (U) <input type="checkbox"/> Alcohol Abuse Adverse Action (V) <input type="checkbox"/> HQDA use only - Involuntar Separation (W) <input type="checkbox"/> Other (X) _____		TRANSFERABLE <input checked="" type="checkbox"/> APFT failure (J) <input type="checkbox"/> Weight control program (K) <input type="checkbox"/> Punishment Phase (H) _____ Date punishment completed
Reason _____		
SECTION III - REMOVE A FLAG		
11. <input type="checkbox"/> A FLAG (Code _____) IS REMOVED, EFFECTIVE _____, FOR THE FOLLOWING REASON:		
<input type="checkbox"/> Case closed favorably (C)	<input type="checkbox"/> Erroneous (2)	
<input type="checkbox"/> Case Closed Unfavorably (D)	<input type="checkbox"/> Other final action (E)	
SECTION IV - AUTHENTICATION		
DISTRIBUTION 1 - Unit Commander 1 - Soldier 1 - HRC (only if Soldier is on a HQDA selection list) 1 - S-1/MPD 1 - Commander, gaining unit (transfer flag only)		
NAME, RANK, TITLE, AND ORGANIZATION JAMES A. TROUP, CPT AR, GAARNG, CDR Trp D, 1st Sqdn, Cav Regt	SIGNATURE	DATE 20121101

DA FORM 268, OCT 2012

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Figure 4-1. Example DA Form 268, Initiate a Flag

REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)		
For use of this form, see AR 600-8-2; the proponent agency is DCS, G-1.		
SECTION I - ADMINISTRATIVE DATA		
1. NAME (Last, First, MI) Brown, James	2. SSN 123-45-6789	3. RANK SPC
4. <input type="checkbox"/> On active duty <input checked="" type="checkbox"/> Not on active duty <input type="checkbox"/> On ADT	5. ETS/ESA/MRD 20140526	
6. UNIT ASSIGNED AND ARMY COMMAND Trp, D, 1st Sqdn, Cavalry Regt, 48th IBCT, GAARNG		7. STATION (Geographical location) Brownstone, GA
8. HR OFFICE CONTROLLING FLAGGING ACTION AND TELEPHONE NUMBER S-1, HHC 48th IBCT, 123-666-7777		
9. THIS ACTION IS TO: <input checked="" type="checkbox"/> Initiate a flag (Sections II and IV only) <input type="checkbox"/> Remove flag (Sections III and IV only)		
SECTION II - INITIATE A FLAG		
10. <input checked="" type="checkbox"/> A FLAG IS INITIATED, EFFECTIVE <u>20121101</u> FOR THE FOLLOWING REASON:		
NON-TRANSFERABLE <input checked="" type="checkbox"/> Adverse action (A) <input type="checkbox"/> Involuntary Separation - field initiated (B) <input type="checkbox"/> Removal from selection list - field initiated (C) <input type="checkbox"/> Referred OER/Relief for Cause Nooer (D) <input type="checkbox"/> Security violation (E) <input type="checkbox"/> HQDA use only - elimination or removal from selection list (F) <input type="checkbox"/> Commander's Investigation (L) <input type="checkbox"/> Law Enforcement Investigation (M) <input type="checkbox"/> Deny Auto Promotion (P) (T) <input type="checkbox"/> Drug Abuse Adverse Action (U) <input type="checkbox"/> Alcohol Abuse Adverse Action (V) <input type="checkbox"/> HQDA use only - Involuntar Separation (W) <input type="checkbox"/> Other (X) _____		TRANSFERABLE <input type="checkbox"/> APFT failure (J) <input type="checkbox"/> Weight control program (K) <input type="checkbox"/> Punishment Phase (H) _____ Date punishment completed
Reason _____		
SECTION III - REMOVE A FLAG		
11. <input type="checkbox"/> A FLAG (Code _____) IS REMOVED, EFFECTIVE _____, FOR THE FOLLOWING REASON:		
<input type="checkbox"/> Case closed favorably (C)	<input type="checkbox"/> Erroneous (2)	
<input type="checkbox"/> Case Closed Unfavorably (D)	<input type="checkbox"/> Other final action (E)	
SECTION IV - AUTHENTICATION		
DISTRIBUTION 1 - Unit Commander 1 - Soldier 1 - HRC (only if Soldier is on a HQDA selection list) 1 - S-1/MPD 1 - Commander, gaining unit (transfer flag only)		
NAME, RANK, TITLE, AND ORGANIZATION JAMES A. TROUP, CPT AR, GAARNG, CDR Trp D, 1st Sqdn, Cav Regt	SIGNATURE	DATE 20121101

DA FORM 268, OCT 2012

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Figure 4-2. Example DA Form 268, Non-Transferable Flag

REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)		
For use of this form, see AR 600-8-2; the proponent agency is DCS, G-1.		
SECTION I - ADMINISTRATIVE DATA		
1. NAME (Last, First, MI) Brown, Robert	2. SSN 123-45-6789	3. RANK SPC
4. <input type="checkbox"/> On active duty <input checked="" type="checkbox"/> Not on active duty <input type="checkbox"/> On ADT	5. ETS/ESA/MRD 20140526	
6. UNIT ASSIGNED AND ARMY COMMAND Trp, D, 1st Sqdn, Cavalry Regt, 48th IBCT, GAARNG		7. STATION (Geographical location) Brownstone, GA
8. HR OFFICE CONTROLLING FLAGGING ACTION AND TELEPHONE NUMBER S-1, HHC 48th IBCT, 123-666-7777		
9. THIS ACTION IS TO: <input type="checkbox"/> Initiate a flag (Sections II and IV only) <input checked="" type="checkbox"/> Remove flag (Sections III and IV only)		
SECTION II - INITIATE A FLAG		
10. <input type="checkbox"/> A FLAG IS INITIATED, EFFECTIVE _____ FOR THE FOLLOWING REASON:		
NON-TRANSFERABLE <input type="checkbox"/> Adverse action (A) <input type="checkbox"/> Involuntary Separation - field initiated (B) <input type="checkbox"/> Removal from selection list - field initiated (C) <input type="checkbox"/> Referred OER/Relief for Cause Nooer (D) <input type="checkbox"/> Security violation (E) <input type="checkbox"/> HQDA use only - elimination or removal from selection list (F) <input type="checkbox"/> Commander's Investigation (L) <input type="checkbox"/> Law Enforcement Investigation (M) <input type="checkbox"/> Deny Auto Promotion (P) (T) <input type="checkbox"/> Drug Abuse Adverse Action (U) <input type="checkbox"/> Alcohol Abuse Adverse Action (V) <input type="checkbox"/> HQDA use only - Involuntar Separation (W) <input type="checkbox"/> Other (X) _____ Reason _____		TRANSFERABLE <input type="checkbox"/> APFT failure (J) <input type="checkbox"/> Weight control program (K) <input type="checkbox"/> Punishment Phase (H) _____ Date punishment completed
SECTION III - REMOVE A FLAG		
11. <input checked="" type="checkbox"/> A FLAG (Code <u>J</u>) IS REMOVED, EFFECTIVE <u>20121201</u> , FOR THE FOLLOWING REASON:		
<input checked="" type="checkbox"/> Case closed favorably (C)		<input type="checkbox"/> Erroneous (2)
<input type="checkbox"/> Case Closed Unfavorably (D)		<input type="checkbox"/> Other final action (E)
SECTION IV - AUTHENTICATION		
DISTRIBUTION 1 - Unit Commander 1 - Soldier 1 - HRC (only if Soldier is on a HQDA selection list) 1 - S-1/MPD 1 - Commander, gaining unit (transfer flag only)		
NAME, RANK, TITLE, AND ORGANIZATION JAMES A. TROUP, CPT AR, GAARNG, CDR Trp D, 1st Sqdn, Cav Regt	SIGNATURE	DATE 20121201

DA FORM 268, OCT 2012

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Figure 4-3. Example DA Form 268, Remove a Flag

Appendix A
References

Section I
Required Publications

AR 1-201

Army Inspection Policy (cited in para B-4(c)1)

AR 25-400-2

The Army Records Information Management System (ARIMS) (cited in para 4-4k(1), table 4-1 step 5, table 4-4 step 4, and para 4-9b(21))

AR 40-68

Clinical Quality Management (cited in paras 4-5m(3) and 4-9b(8))

AR 40-501

Standards of Medical Fitness (cited in para 4-5m(6))

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (cited in paras 4-5a(4) and 4-9b(6))

AR 135-155

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers (cited in para 4-5j(2))

AR 135-175

Separation of Officers (cited in paras 4-5b)

AR 135-178

Enlisted Administrative Separations (cited in paras 4-5b and 4-9b(6))

AR 135-205

Enlisted Personnel Management (cited in para 4-5b)

AR 380-5

Department of the Army Information Security Program (cited in para 4-5e(1))

AR 380-67

Personnel Security Program (cited in para 4-5e(3))

AR 381-12

Subversion and Espionage directed against the US Army (SEADA) (cited in para 4-5e(1))

AR 600-8-22

Military Awards (cited in para 4-6e)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flag) (cited in para 4-1a and 4-11)

AR 600-8-10

Leave and Passes (cited in para 4-6i)

AR 600-8-19

Enlisted Promotions and Reductions (cited in paras 4-5a(3)(a), 4-5a(3)(b), 4-5 a(3)(c), 4-5j(1), and 4-6d(1))

AR 600-8-22

Military Awards (cited in para 4-6e)

AR 600-8-104

Army Military Human Resource Records Management (cited in para 4-5d and B-4d(4)(b))

AR 600-9

The Army Weight Control Program (cited in paras 4-5h and 4-9b(21), and tables 4-2 and 4-4)

AR 600-14

Enlisted Assignments and Utilization Management (cited in para 4-5e(3))

AR 600-20

Army Command Policy (cited in paras 4-5m(1) and 4-5m(2))

AR 600-85

The Army Substance Abuse Program (cited in para 4-5k)

AR 600-105

Aviation Service of Rated Army Officers (cited in para 4-5a(6))

AR 623-3

Evaluation Reporting System (cited in para 4-5d)

DA Pam 623-3

Evaluation Reporting System (cited in para 4-5d)

NGR 350-1

Army National Guard Training (cited in para 4-7d)

NGR 600-100

Commissioned Officers - Federal Recognition and Related Personnel Actions (cited in 4-5j(2))

NGR 600-101

Warrant Officers - Federal Recognition and Personnel Actions (cited in 4-5j(2))

NGR 600-200

Enlisted Personnel Management (cited in paras 4-5a(2), 4-5a(5), and 4-5(b))

NGR 350-1

Army National Guard Training (cited in para 4-7d)

NGR 635-101

Efficiency and Physical Fitness Boards (cited in para 4-5(b))

NGR 635-102

Officers and Warrant Officers Selective Retention (cited in para 4-5(b))

NGR 680-2

Retirement Points Accounting Management (cited in para 4-6h(3))

10 USC 802(d)

Persons subject to this chapter (A member of a reserve component) (cited in paras 4-5a(1) and 4-5e(2))

10 USC 10206

Members: Physical Examinations (cited in para 4-5m(6) and table 4-2)

10 USC 12301(a)

Mobilization (cited in para 4-1a(3))

10 USC 12301(d)

Voluntary Order (cited in paras 4-1a(2), 4-1a(4), 4-1a(5), 4-1b(6), and 4-1b(7))

32 USC 115

Funeral honors duty performed as a Federal function (cited in para (4-1b(1))

32 USC 502

Required Drills and Field Exercises (cited in paras 4-1b(1), 4-1b(2), 4-1b(8), and 4-6b(3)(b))

32 USC 904

Homeland Defense Duty (cited in paras 4-1b(8) and 4-6(3)(b))

Manual for Courts-Martial United States, Part IV - Punitive Articles

Article 94 - Mutiny and sedition (cited in para 4-9b(19)c)

Manual for Courts-Martial United States, Part IV - Punitive Articles

Article 104 - Aiding the enemy (cited in para 4-9b(19)c))

Manual for Courts-Martial United States, Part IV - Punitive Articles

Article 106 - Spies (cited in para 4-9b(19)c))

Manual for Courts-Martial United States, Part IV - Punitive Articles

Article 106a - Espionage (cited in para 4-9b(19)c))

Manual for Courts-Martial United States, Part IV - Punitive Articles

Article 133 - Conduct unbecoming an officer and gentleman (cited in para 4-9b(19)c))

Manual for Courts-Martial United States, Part IV - Punitive Articles

Article 134 - General article (cited in para 4-9b(19)c))

Section II

Related Publications

AR 11-2

Managers' Internal Control Program

AR 15-6

Procedures for Officers and Boards of Officers

DOD 6025.13-R

Military Health System (MHS) Clinical Quality Assurance (CQA) Program Regulation

10 USC 1102

Confidentiality of medical quality assurance records: qualified immunity for participant

10 USC 12301

Reserve components generally

10 USC 12302

Ready Reserve

10 USC 12304

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

10 USC 12306

Standby Reserve

10 USC 12406

National Guard in Federal service

10 USC Chapter 15

Insurrection

10 USC Chapter 47

Uniform Code of Military Justice

10 USC Chapter 1407

Failure of Selection for Promotion and Involuntary Separation

18 USC

Crimes and Criminal Procedures

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 11-2

Internal control evaluation certification

DA Form 268

Report to Suspend Favorable Personnel Actions (Flag)

Appendix B Internal Control Evaluation Checklist

B-1. Function

The function covered by this evaluation is the management of Suspension of Favorable Personnel Actions (Flag).

B-2. Purpose

The purpose of this evaluation is to assist commanders, S-1s, G-1s, and State Adjutants General in evaluating the key internal controls listed below. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, interviewing, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at the unit and battalion level at least once every two years and at the brigade, division, and ARNG State Adjutant General levels at least once every five years. Certify that the evaluation has been conducted on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

a. Unit Commanders.

- (1) Are procedures in place to ensure only those with a need to know of a Flag are informed?
- (2) Are procedures in place to ensure favorable actions are not granted when prohibited by this regulation?
- (3) Is a Flag initiated immediately when it is determined a Soldier is under investigation or when a Soldier's status changes from favorable to unfavorable?
- (4) Is a separate Flag being initiated for each incident or action against, or investigation, concerning a Soldier?
- (5) Are the DA Forms 268 being properly prepared and authenticated by the unit commander and forwarded with supporting documents to the designated HR specialist for:
 - (a) Coding in the HR system?
 - (b) Filing using ARIMS record number 600-8-2a1?
- (6) Are all flagged Soldiers being counseled on the reason for the Flag, requirements for transfer and removal of the Flag, and actions prohibited by the Flag?
- (7) Are unit commanders counseling flagged Soldiers immediately upon receipt of DA Forms 268 received from JFHQ-State or HRC, for State or HQDA initiated Flags?
- (8) Are each Flag and monthly Flag report being reviewed to ensure each Flag is valid?
- (9) After reviewing the Flag report, are commanders submitting updates with supporting documents to the designated HR specialist as required?
- (10) Are Flags being removed immediately with a final report on DA Form 268, when a Soldier's status changes from unfavorable to favorable?
- (11) Are closed DA Forms 268 being retained with supporting documents for one year on each final report, except Flags for weight control which will be retained for three years?

b. Battalion or equivalent commanders/S-1s.

- (1) Are procedures in place to ensure favorable actions are not granted when prohibited by this regulation?
- (2) Are S-1s providing Flag reports monthly to units for commanders' review and signature?
- (3) Are procedures in place to reconcile Flag reports with the following staff personnel?
 - (a) Judge Advocate or Paralegal NCO (investigations, adverse actions, separations, and discharges).
 - (b) Retention Noncommissioned Officer (bars to reenlistment and extension).
 - (c) Intelligence officer (S-2) (security violations, suspension of clearances).
 - (d) Unit Alcohol and Drug Coordinator (alcohol and substance abuse violations).
 - (e) S-1 (assignments, schools and training, evaluations, promotions, Family Care Plans).
- (4) Is the S-1 validating accuracy of DA Forms 268 with supporting documents?
- (5) Is the designated HR specialist entering and removing Flag codes from the HR system immediately upon receipt of DA Forms 268?
- (6) Are procedures in place to ensure units do not remove Flags on Soldiers who are on a promotion or other selection list without approval of MPMO/G-1?
- (7) Are procedures in place to ensure Soldiers are not reassigned to other units or separated with

non-transferable Flags?

(8) Are procedures in place to ensure transferable Flags and supporting documents are transferred to the Soldier's gaining unit or State?

(9) Are battalion or equivalent commanders reviewing and validating all Flags over six months old?

c. Brigade or equivalent commanders and G-1s/S-1s.

(1) Are procedures in place to provide oversight of Flag management IAW AR 1-201 paragraph 3-2

Organization Inspection Programs?

(2) Are procedures in place to ensure favorable actions are not granted when prohibited by this regulation?

(3) Are procedures in place to reconcile Flag reports with the following staff personnel?

(a) Judge Advocate or Paralegal NCO (investigations, adverse actions, separations, and discharges).

(b) Retention Noncommissioned Officer (bars to reenlistment and extension).

(c) Intelligence officer (S-2) (security violations, suspension of clearances).

(d) Unit Alcohol and Drug Coordinator (alcohol and substance abuse violations).

(e) S-1 (assignments, schools and training, evaluations, promotions, Family Care Plans).

(4) Is the S-1 validating accuracy of DA Forms 268 with supporting documents?

(5) Is the designated HR specialist entering and removing Flag codes from the HR system immediately upon receipt of DA Forms 268?

(6) Are procedures in place to ensure units do not remove Flags on Soldiers who are on a promotion or other selection list without approval of MPMO/G-1?

(7) Are procedures in place to ensure Soldiers are not reassigned to other units or separated with non-transferable Flags?

(8) Are procedures in place to ensure transferable Flags and supporting documents are transferred to the Soldier's gaining unit or State?

(9) Are brigade or equivalent commanders reviewing and validating all Flags over six months?

d. State Adjutants General and MPMO/G-1s.

(1) Are procedures in place to provide oversight of Flag management?

(2) Are procedures in place to reconcile Flag reports with the following staff personnel?

(a) Staff Judge Advocate (investigations, adverse actions, separations, and discharges).

(b) Recruiting and Retention Commander (bars to reenlistment and extension).

(c) G-1 (Selective Reserve Incentive Program, Tuition Assistance, and Education Incentives).

(d) G-2 (security violations, suspension of clearances).

(e) G-3 (training and education opportunities, deployability).

(f) State Alcohol and Drug Control Officer (alcohol and substance abuse violations).

(3) Are procedures in place to ensure Soldiers are not reassigned to other units, transferred to other States, or separated with non-transferable Flags?

(4) Is the designated HR specialist:

(a) Entering or removing Flag codes from the HR system immediately upon receipt of DA Forms 268?

(b) Ensuring that Flags are not filed in the AMHRR.

(5) Are procedures in place to ensure that supporting documents of closed Flags for special interest programs have been filed or retained for file as required?

(6) Are procedures in place to ensure units do not remove Flags on Soldiers who are on a promotion or other selection list without approval of MPMO/G-1?

(7) Are procedures in place to ensure Soldiers are not reassigned to other units or separated with non-transferable Flags?

(8) Are procedures in place to ensure transferable Flags and supporting documents are transferred to the Soldier's gaining State?

(9) Are MPMO/G-1s reviewing Flag reports?

B-5. Comments.

To improve this review tool, submit comments to Chief, National Guard Bureau, ATTN: ARNG-HRP, 111 South George Mason Drive, Arlington, VA 22204-1373.

Glossary
Abbreviations

AD
Active Duty

ADOS
Active Duty for Operational Support

ADT
Active Duty for Training

AGR
Active Guard/Reserve

AMHRR
Army Military Human Resource Record

APFT
Army Physical Fitness Test

ARNG
Army National Guard

ARNG G-1
Army National Guard G-1 (Army Directorate, National Guard Bureau)

ARNGUS
Army National Guard of the United States

ASAP
Army Substance Abuse Program

AT
Annual Training

CCF
Central Clearance Facility

CNGB
Chief, National Guard Bureau

CONUS
Continental United States

DA
Department of the Army

ETS
Expiration of Term of Service

FTNGD
Full-Time National Guard Duty

FTNGD-CD
Full-Time National Guard Duty-Counterdrug

FTNGD-OS

Full-Time National Guard Duty-Operational Support

FTNGD-TNG

Full-Time National Guard Duty-Training

HQDA

Headquarters, Department of the Army

IADT

Initial Active Duty for Training

IAW

In Accordance with

IDT

Inactive Duty Training

MOS

Military Occupational Specialty

MPMO/G-1

Military Personnel Management Officer/G-1

MRD

Mandatory Removal Date

NCOER

Noncommissioned Officer Evaluation Report

NGB

National Guard Bureau

OCONUS

Outside Continental United States

OER

Officer Evaluation Report

POC

Point of contact

SFPA

Suspension of Favorable Personnel Actions (Flag)

SIDPERS

Standard Installation/Division Personnel System-ARNG

TAG

The Adjutant General

UCMJ

Uniform Code of Military Justice

UPS

Unit Personnel System

USC

United States Code

USPFO

United States Property and Fiscal Officer

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.