NATIONAL GUARD BUREAU



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ARNG-HRH

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MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, GUAM, THE VIRGIN ISLANDS AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: Fiscal Years 2014 and 2015 (FY14 and 15) Officer and Warrant Officer Selective Retention Board (SRB) Implementation Guidance (ARNG-HRH PPOM #13-038)

1. References:

- a. NGR 635-102, Officers and Warrant Officers Selective Retention, 1 July 1988.
- b. NGR 600-100, Commissioned Officers Federal Recognition and Related Personnel Actions, 15 April 1994.
- c. NGR 600-101, Warrant Officers Federal Recognition and Related Personnel Actions, 1 October 1996.
- d. Memorandum, ARNG-HRH, subject: Calendar Year 2013 (CY13) Army National Guard (ARNG) Officer Active Guard Reserve (AGR) Release from Active Duty (REFRAD) Board/Active Service Management Board (ASMB) Announcement Memorandum.
- 2. Purpose: Provide guidance on the execution of the FY14 and 15 SRB processing. The SRB will be executed every fiscal year for all future cycles. This guidance supersedes ARNG-HRH PPOM #12-066, subject: Fiscal Year 2013 (FY13) Officer and Warrant Officer Selective Retention Board (SRB) Implementation Guidance. The SRB is designed to review and select for retention the best qualified officer personnel for further retention beyond 20 years of service. NGR 635-102 prescribes the policy for conducting the board.
- 3. Applicability: This guidance applies to all ARNG commissioned officers and warrant officers with the exception of those listed below.
 - a. General officers.
 - b. State Adjutants General and Assistant Adjutants General.
 - c. Warrant Officers One (WO1) with less than 36 months time in grade.

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- d. Commissioned and Warrant Officers serving in Title 10 AGR status.
- e. State Command Commissioned Warrant Officers.
- f. Title 32 AGR officers that have achieved or will have achieved 18 or more years active service based on Basic Active Service Date (BASD), as of the date the board convenes. The ASMB is the sole authorized career management process for these officers.
 - g. Mobilized officers:
 - (1) Officers mobilized under the provisions of (UP) 10 USC 12302.
- (2) Officers assigned to a unit identification code (UIC) or derivative identification code (DUIC) alerted for mobilization UP 10 USC 12302 with a projected mobilization day of 1 September or earlier.
- h. Officers who will reach MRD and are scheduled to separate or retire (via official orders) within 12 months of the board's convene date. Officers retained beyond MRD within the fiscal year will also not be considered by the board.
 - i. Officers considered by the FY13 SRB and retained for 2 years.
- j. Officers with an approved retirement date within 12 months of the board's convene date.
- k. T10 AGR officers serving on Active Duty or Full-Time National Guard Duty (FTNGD) of any kind outside the Title 10 AGR program, but who have been guaranteed reentry onto the Title 10 AGR program pursuant to PPOM 10-037, "Policy for T10 AGR Soldiers Returning after Completing External Assignment", dated 8 November 2010, shall not be considered by the SRB. These officers are managed by the T10 AGR ASMB.

4. Special Tours:

a. Officers serving on One Time Occasional Tours (OTOT) as Title 10 AGR officers will be considered by their respective State ASMB if they fall into the zone of consideration for the board. Should the officer be selected for release, they will be REFRAD at the specified

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separation date determined for all officers by the State AG or at the end of the OTOT, whichever is later

- b. Officers serving tours of duty under 10 USC 12301(d) will be considered if they fall within the zone of consideration. Should the officer be selected for release, they will be separated at the specified separation date determined for all officers by the State AG or at the end of the tour of duty, whichever is later.
- 5. States and Territories will provide ARNG-HRH the convening dates for the SRB no later than thirty (30) days before the board convenes. All future board cycles will begin on 1 October and end on 31 August, leaving thirty (30) days to finalize and report to NGB by 30 September of each fiscal year. The final SRB results must be submitted through e-Tracker no later than 30 September of each fiscal year.
- 6. State may not ignore the requirement to conduct a SRB. Exemptions from conducting the SRB may be considered; however, they must contain strong justification. Requests for exemptions must be submitted to ARNG-HRH via the e-Tracker system. The final determination will be based upon the State's overall officer strength, promotion rates, Department of the Army mandatory selections, strength by senior grades (CW4-CW5, LTC-COL), time in grade (CW3, CW4, MAJ, LTC, COL) and current/projected mobilizations, losses, and etc. This statistical data must accompany all requests for exemptions.
- 7. Officers selected for non-retention must be separated no earlier than nine (9) months and no later than twelve (12) months after issuance of the non-selection letter (i.e., after the officer is notified of the results of the board). States should plan wisely and use extreme caution when determining separation dates. Consider adequate time for replacements, retirements, personnel and medical out-processing before establishing the separation date. States must use the same separation date for all non-selects, regardless of their status (i.e., if the State elects to separate at twelve (12) months this applies to all officers, including AGRs, military technicians and traditional officers). All requests for exceptions at NGB level will be reviewed on a case-by-case basis. Exception requests for additional separation time contingent upon the findings of medical evaluation boards must be submitted to ARNG-HRH. These officers will be retained until the medical case is adjudicated.
- 8. Officers released by the SRB are ineligible for reappointment in the Army National Guard to serve as commissioned or warrant officers. Specifically, officers may not transfer and be appointed to other States to continue to serve as officers in either capacity. If eligible for enlistment, they may be able to continue service as an enlisted Soldier.

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- 9. Under provisions of 10 USC 1370, National Guard officers involuntarily released from active duty for any reason, which qualify for a regular retirement, need to serve only six (6) months to qualify for retirement at that grade. LTCs and COLs qualifying for a non-regular retirement would have to transfer to the USAR to serve the full three (3) years before requesting transfer to the retired reserve to retire at the higher grade. MAJs and below who qualify for a non-regular retirement need only to serve six (6) months.
- 10. Submit SRB results through e-Tracker on the last day of the month following the month in which the board was conducted, but no later than 30 September of the fiscal year, using the format contained in the attached enclosures. Under the provisions of NGR 635-102, Appendices A, D & G, the results packet must include:
- a. Cover memorandum signed by the State Adjutant General approving the recommendations of the board (including his/her changes). NOTE: The established separation date for non-selected officers must be annotated on this approved memorandum.
 - b. Board proceedings signed by all board members.
 - c. List of officers recommended for selective retention.
 - d. List of officers not recommended for selective retention.
 - e. The selective retention board report signed by the board recorder.
- 11. For clarification, the following applies:
- a. The board composition should represent the demographics of the officers they consider. 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.
- b. Board membership will consist of Army personnel from any component. Service members from other services (e.g., Air National Guard) may not be used for board membership under any circumstances.
- c. AGR Title 10 and Title 32 officers (COLs) may be appointed as board members in place of Active Army officers after all reasonable efforts have been exhausted to fulfill the requirement as a request for an exception to policy. An annotation regarding this appointment must be submitted in the board report.

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- d. Board membership will not include the convening Adjutant General, Judge Advocate General, Equal Opportunity Officer, Inspector General, Chaplain, United States Property and Fiscal Officer or a non-selected officer from a previous board. We recommend you do not use the Assistant Adjutant General or the Chief of Staff as board members.
- e. States may solicit board members from outside of the State without requesting an exception to policy. Assistance from neighboring States, Army Installations and/or the National Guard Bureau is acceptable and strongly encouraged.
- 12. States should be fully aware of the available options prior to approving the final SRB results and plan accordingly before reporting to ARNG-HRH. Be cognizant that once the results have been approved and submitted to ARNG-HRH, it is considered final and officially reported to the Assistant Secretary of the Army (Manpower & Reserve Affairs) for that fiscal year. ARNG-HRH will review and verify the official report and provide a verification memorandum to close out the board cycle.
- 13. This memorandum will expire on 30 September 2015, unless sooner rescinded or superseded. This information will not be consolidated into the ARNG regulations.
- 14. Point of contact is Ms. Shirlene Zimmerman, Officer Policy Branch at 703-607-5822 or email at shirlene.l.zimmerman.civ@mail.mil.

Encl as SONJA M. LUCAS

LTC, AG

Chief, Personnel Policy Division