



OHIO AIR NATIONAL GUARD AGR HANDBOOK

FOR REFERENCE ONLY

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INTEGRITY FIRST

**SERVICE BEFORE
SELF**

**EXCELLENCE IN
ALL WE DO**

AIM HIGH

FLY FIGHT WIN!

The Air National Guard's mission is to maintain well-trained, well-equipped units available for prompt mobilization during war and provide assistance during national emergencies

AGR Handbook

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Section 1 – General Information

The Active Guard Reserve (AGR) Manager of the Human Resources Office (HRO) manages the AGR program. The AGR Personnel Handbook is designed to promote a better understanding of the AGR program. It contains information of a continuing nature from various sources to include regulations, policies, standard practices, and other information sources that are not regulatory. This handbook should be used as the “first stop” by AGR Airmen and their supervisors as a source of information. The handbook is designed to provide essential information in easy to understand format to address major areas of concern. This guide will answer a majority of questions using legal and regulatory references.

1-1: Identification/Common Access Cards

The Real-time Automated Personnel Identification System (RAPIDS) is used to generate Common Access Cards (CAC). CACs are necessary to obtain physical access to installations and use facilities and systems. CACs also serve to identify eligibility to receive medical care.

New CACs should be obtained prior to the expiration of the current CAC. Cards expire at Expiration Term of Service (ETS) or after three years, whichever date comes first. New CACs can be obtained up to 90 days prior to expiration or with a change in pay grade for E5 and above. Once expired, CACs are subject to confiscation and cannot be used as a valid form of identification to obtain a new card. CACs will stop working with most systems once expired. When qualifying service ends, Airmen must surrender CAC and dependent cards, and if appropriate, obtain new CACs based on eligibility criteria.

Dependents are eligible for a type of Identification card known as a Uniformed Services Identification and Privilege Card. An essential task for individuals to complete during in-processing is to verify their eligible dependents are enrolled in the Defense Enrollment Eligibility Reporting System (DEERS). DEERS is the database that drives RAPIDS. In order to enroll dependents, Airmen must bring **original** source documents (i.e. marriage certificate, birth certificate) concerning each dependent. A comprehensive list of what you need to bring can be found at http://www.cac.mil/Portals/53/Documents/required_docs.pdf. Verification of eligibility for medical care and most other benefits is completed through DEERS. See Paragraph 4-16 for more information regarding DEERS.

ID card issuing facilities can be found via the RAPIDS Site Locator at the following: <https://www.dmdc.osd.mil/rsl/appj/site>

1-2: Duty Hours

AGR Airmen are required to comply with the work schedule established by the Unit Commander or designee. In the event of a furlough of the technician and civilian workforce, AGR Airmen are still required to report for duty. The actual work hours and

scheduled days off are a matter to be resolved between the individual and supervisor/Command chain.

Increased duty hours, on little or no notice, to complete missions or required tasks, may be directed by the Chain of Command, based on mission requirements.

Compensatory time off is not authorized, to include working on Regular Scheduled Drill (RSD). If an AGR member is off duty, during his or her unit's normal duty day (including RSDs) the AGR member's supervisor / command chain must ensure the member is in an authorized duty status: e.g. leave, pass, convalescent. Attendance and participation at RSD and other training events with the member's unit of assignment are required unless member is in a leave status. Additionally, AGR Airmen will work duty hours as required when performing Annual Training or State Active Duty (SAD), in non-SAD status, with their assigned unit.

References: NGOH-HRO-Z Memorandum, Subject Ohio National Guard AGR and Technician Work Schedule Policy, HRO Policy Number (17-002), AFI 36-3003 Military Leave Program

1-3: Telework

Teleworking is an approved program for Full-time Military and Civilian employees of the Ohio Air National Guard. Telework requires employees and supervisors to complete specific training. If used, it can be a valuable management tool to assist in continuity and contingency plans, as well as proving effective in improving quality of life, allowing Airmen to balance their professional and personal responsibilities.

Telework is not an entitlement and does not change employment terms and/or conditions. Duties, responsibilities and expectations should be clearly defined and documented with specific measurable criteria in order to provide an accurate evaluation of the AGR Airmen performance during telework periods. There are situations where telework is precluded or limited based on duties and responsibilities, performance or misconduct. The telework arrangements can be terminated, at will, by either the employee or supervisor(s).

Telework arrangements may be made on a regular basis or may be arranged for a particular situation that warrants such arrangement. Regular telework may be requested as an ongoing permanent schedule. Situational telework may be approved for employees who are working on a special project, have a short-term personal issue, or other appropriate reasons. Situational telework schedules will include a start and end date. The employee will resume his/her normal schedule and report-in location at the conclusion of the situational telework agreement.

Specific training requirements and request procedures for a regular or situational telework are defined in the Telework Policy Memo. Only if the supervisory chain agrees with the request, it will be forwarded to the HRO Force Development Superintendent, for final approval.

Reference: NGOH-HRO Memorandum, Subject Telework Policy dated 5 Oct 16

1-4: Inspector General

AGRs have a right to register complaints orally or in writing with the Inspector General (IG). All complaints will be acknowledged and handled to ensure that confidentiality will be preserved to the greatest extent possible. Individuals should attempt to resolve the perceived problem through the chain of command prior to filing the IG complaint; however, Airmen, including AGRs, may contact the IG directly. If the complaint is about an action, for which there is an established appeal process, they should use the established process prior to contacting the IG. Certain matters, such as appeals of military justice actions and requests for change of established military policy, are not appropriate for IG complaints. Records of IG investigations are confidential and release is limited to only those with an official need to know

1-5: Diversity and Inclusion / Equal Opportunity

All employees, military and civilian, have the right by law to have a respectful environment free of discrimination and harassment, as it relates to race, color, religion, national origin, gender, sexual orientation and gender identity. All members of the Ohio National Guard will promote and maintain an organizational culture of diversity and inclusion that respects, values, and celebrates the unique attributes, characteristics, and perspectives that define every Soldier, Airman, and civilian member. Hazing and bullying is not in line with military values and erodes mission readiness and will not be tolerated.

Discrimination, based on, race, color, national origin, religion, or gender and gender identity, is illegal and is not tolerated in the Ohio National Guard. All individual are entitled to fair treatments and participation in a work environment free from discriminatory practices. AGR members have the right to register complaints of discrimination, orally or in writing, to their respective Equal Opportunity Advisor or the State Equal Employment Manager's (SEEM) office. All complaints will be acknowledged and handled to ensure that confidentiality will be preserved to the greatest extent possible. Individuals should attempt to resolve perceived problems through their supervisory chain prior, to filing an EO complaint.

Reference: ANGI 36-7 ANG Military Equal Opportunity Program

1-6: Sexual Assault and Sexual Harassment /SAPR

Sexual assault and sexual harassment is not tolerated in the Ohio National Guard. AGR Airmen have an obligation to report all incidents relating to, or that have the possibility to lead to sexual assault or sexual harassment. The Sexual Assault Response Coordinator (SARC) is considered the center of gravity, when it comes to ensuring that victims of sexual harassment or sexual assault receive appropriate and responsive care.

There are two options for reporting sexual assault: restricted and unrestricted. Regardless of which is selected, medical, counseling, legal services are available.

(1) Restricted Report of Sexual Assault - This reporting option allows the Service Member to confidentially disclose the crime to a Sexual Assault Response Coordinator, Victim Advocate (VA), or healthcare personnel, so that he or she may receive medical

treatment and Sexual Assault Prevention and Response (SAPR) services. If a Service Member files a Restricted Report, neither law enforcement nor chain-of-command will be notified, and there will not be an official investigation of the crime (i.e. the alleged perpetrator will not be questioned or disciplined). To pursue criminal charges, a Service Member must file an Unrestricted Report.

(2) Unrestricted Report of Sexual Assault - This reporting option is for victims of sexual assault who desire medical treatment, SAPR services, and an official investigation of the crime. Service members who are sexually assaulted and decide to make an Unrestricted Report may report the assault to a SARC, SAPR VA, healthcare personnel, and member of the chain-of-command, law enforcement, legal personnel, or a chaplain. Details about the incident will be limited to only those personnel who have a legitimate need to know.

For additional information contact the SARC office. You can also call the 24/7 DoD Safe Helpline at 877-995-5247 if you would like to speak with a trained sexual assault professional during non-duty hours. Their website is:
<https://www.ong.ohio.gov/SAPR/SAPRhelp.html>

Section 2 – Standards of Performance and Conduct

The Air Force standard is applied equally to AGR Airmen. All Airmen must avoid conflicts and the appearance of conflicts between private interests and official duties. DOD 5500.7-R Joint Ethics Regulation (JER) covers standards of conduct. It is critical for AGRs to not only adhere to the standard, but strive to exceed the standard. This includes completing all administrative and readiness requirements such as annual dental exams, periodic health assessments, fitness tests, annual training qualifications, etc.

2-1: Dress and Appearance

One of the most important areas of military tradition is military bearing and the proper wearing of the prescribed uniform. The wearing of unearned badges, awards and appurtenances is prohibited and carries with it administrative and disciplinary sanctions. All AGR Airmen must maintain a high standard of dress and military appearance. This standard consists of five elements: neatness, cleanliness, safety, accuracy and military image.

AGR Airmen must have a working knowledge of grooming and uniform standards. Supervisory personnel must ensure that minor infractions are corrected immediately, and those which become a pattern or habit are addressed through disciplinary or administrative action.

References: AFI 36-2903 Dress and Personal Appearance

2-2: Physical Fitness Program

AGR Airmen must pass the Air Force Physical Fitness Test once a year by meeting the minimum requirement for each fitness component in addition to scoring an overall composite of 75 or higher.

To ensure that AGR Airmen maintain fitness levels, individuals are authorized up to one hour per day of official duty time during the work week, which includes shower and clean-up time. The scheduling and nature of this physical training must be coordinated with the supervisor. Abuse of this privilege can result in suspension or termination of workout periods during duty hours by the supervisor. It is every Airmen's responsibility to maintain the standard set forth 24/7, 365.

References: AFI 36-2905 Fitness Program, HRO Policy Letter, SUBJECT: Physical Fitness Program (PFP) dated 24 OCT 16

2-3: Substance Abuse

Drug and alcohol abuse is not tolerated in the Ohio National Guard. AGR Airmen are subject to random urinalysis testing in accordance with (IAW) current drug testing policies. Commanders must be vigilant for evidence of substance abuse due to the serious impact it may have upon safety and accomplishment of the mission. Drug cases must receive prompt evaluation and disposition and airmen may be discharged for misconduct.

Reference: AFI 36-3209 Separation and Retirement Procedures for ANG and Air Force Reserve Members

2-4: Fraternalization and Professional Relationships

Fraternalization is the term used to describe certain relationships which are prohibited and may be prosecuted under the Ohio Code of Military Justice (OCMJ) in a court-martial proceeding. Prohibited behavior depends upon the circumstances of each case. Generally, an Airmen should not become involved in a close friendship or an on-going business or romantic relationship with an individual subject to the Airmen's supervisory control and authority. Officers are prohibited from gambling with, lending or borrowing money, engaging in dating or sexual relations with, or entering into ongoing business enterprises with enlisted members.

AGR Airmen should avoid relationships that have the potential to create the appearance of partiality, preferential treatment, or compromising their integrity. These relationships erode command authority, adversely impact unit climate and morale, can create a perception of favoritism, and ultimately degrade unit readiness. Any AGR personnel with questions or concerns on this issue should contact their unit's servicing Judge Advocate for guidance.

Reference: Ohio Revised Code 5924.133, AFI 36-2909 Personal and Unprofessional Relationships

2-5: Solicitation of Subordinates

If an AGR Airman or their spouse has outside employment, they cannot solicit or make sales of their services or products to personnel who are subordinate in rank, grade, or position. This does not apply if the solicitation or sale is made in a retail establishment off-duty and the sale was neither solicited nor coerced. The posting of an advertisement on an approved bulletin board within the workplace does not constitute a solicitation.

Reference: Joint Ethics Regulation DoD 5500.7-R

2-6: Gambling and Lotteries

Current law prohibits all AGR Airmen from participating in gambling activities, while on duty or in Guard facilities. Gambling with a subordinate is a criminal violation of the OCMJ. Prohibited activities include, but are not limited to gambling, lotteries, and raffles, except when it is for a registered charitable organization. Address questions to the State Judge Advocate, prior to participating.

Reference: Charitable Fundraising Guidelines/Policy, Joint Ethics Regulation DoD 5500.7-R

2-7: Gifts

Gifts for supervisor/superior cannot exceed any more than \$10.

AGR Airmen may voluntarily contribute money for a farewell gift for a co-worker or superior to mark a special event. Restrictions have been placed upon this activity to protect individuals from being pressured to contribute. An AGR member cannot accept a gift or gifts that exceed a total value of \$300, when part or all of the contributions are from subordinate. The \$300 limit does not apply to gifts received after an official retirement date.

Reference: Ohio Revised Code Chapter 102, Joint Ethics Regulation DoD 5500.7-R, AFI 1-1 Air Force Culture

2-8: Security Clearances/ Computer Network Accounts / Systems Access

All AGR Airmen must have or be able to obtain a favorable result from a background investigation (e.g. NAC, NACLIC or SSBI). AGR Airmen must have or be able to obtain a Security Clearance if required. If an Airman fails to obtain or loses a required security clearance, that Airman must be reassigned, reclassified or removed from the AGR Program.

Commanders should suspend or revoke an AGR Airman's security clearance if they receive information that they have committed a serious offense, a breach of security,

or behaved in a manner that indicates a potential security risk. Commanders should document the basis for the suspension. Commanders who suspend an AGR Airmen's clearance must ensure any access to classified material is prevented.

AGR Airmen must have or be able to obtain a favorable background and security investigation to acquire an Ohio National Guard Computer Network User Account.

Reference: Executive Order 12968

2-9: Government Travel Cards

All AGR Airmen are required to obtain and use a Government Travel Card (GTC) when on official travel. The application is submitted through the Agency Program Coordinator (APC). The request for activation is no later than three business days if the Airmen is flying or one business day if the Airmen is driving to the TDY location. These credit cards are to be maintained and are required to be used for payment of transportation, fuel for rental car, meals, lodging, and other approved expenses related to the official travel. Government credit cards are issued for the sole purpose of using them for government travel; they are NOT for personal use. Use of these cards for other than authorized purposes could result in administrative or disciplinary action.

Airmen are personally responsible to make full payment for charges made, regardless of reimbursement from the government. Payment is made to the credit card company, in the full amount within 25 days of the billing date. Failure to make the full payment within 31 days results in the credit card deactivated by the credit card company. If the Airman is delinquent in making payment on the card, the government may collect the debt owed directly from the Airman's pay.

References: DoDI 5154.31 Vol 4, Travel and Transportation Reform Act of 1998, OH Government Travel Charge Card SOP dtd 30 May 2013

2-10: Official Travel

AGR travel is used for mission essential travel directly relating to AGR's fulltime duties and responsibilities.

Upon completion of the temporary duty, the individual completes a Defense Travel System (DTS) voucher for reimbursement of all expenses incurred, within 5 calendar days of travel.

Reference: Joint Travel Regulations

2-11: Assisting Recruiting & Retention Efforts

AGR Airmen are in the public eye throughout their communities and therefore have a greater impact on the image of the unit than their traditional counterparts. First impressions are lasting ones. By maintaining a professional image, and remaining knowledgeable on National Guard programs, AGR Airmen can have a positive influence on recruiting efforts.

AGR Airmen have a significant influence on the retention of Airmen. They have the ability and implied responsibility to support retention and recruiting efforts. The most basic responsibility is to provide professional, prompt and effective customer service to all Airmen. The full-time unit staff should welcome new Airmen, promote attendance, and obtain the maximum possible number of extensions. These responsibilities, when properly executed, have a positive influence unit effectiveness, readiness and climate. Retaining the enthusiasm of current Airmen is a unit, command and leadership responsibility.

2-12: Off-Duty Employment

AGR Airmen may obtain off-duty employment, which does not conflict with assigned duties. Commanders must ensure that off-duty employment of an AGR is in compliance with DoD 5500.7 Standard of Conduct. Prior to accepting outside employment, written notice of the proposed employment, nature of duties, and hours of employment must be provided to the commander for approval. When evaluating these requests the commander should consider if the job could interfere with or create a conflict of interest with the individual's military duty. Commanders and AGR manager must maintain a copy of the approved AF Form 3902, Application and Approval for Off-duty Employment. The commander may deny or revoke permission for the part-time employment at any time, if he or she believes that it interfered or has the potential to interfere with mission accomplishment, or appears to create a conflict or interest, or reflects poorly on or could reflect poorly on the image and reputation of the Ohio National Guard or the United States Armed Forces.

Outside employment must be accomplished during off-duty hours. The employment must not create risk of bringing discredit to the individual or the Ohio National Guard. The employment must not hamper the AGR Airmen's ability to perform his or her military duty. This would occur when the outside employment entails such hours and physical demands that the AGR airmen would continually report for work physically or mentally drained or create an undue risk of injury. Additional, consideration is given for police, firefighters, and other first-responders.

Reference: DoD 1344.10, Joint Ethics Regulation DoD 5500.7-R, ANGI 36-101

2-13: Unions

A member of the National Guard, serving in an AGR status, may not be a member of a union or other labor organization. Regardless of its name, this would be any organization that attempts to engage in representing military personnel in connection with any grievance, complaint, or changing the terms and condition of their military service. There are a number of potential criminal penalties to include fines and jail time for any AGR Airmen who joins, recruits for, or organizes a union.

Reference: 10 U.S.C. 976

2-14: Political Activities/ Voting

In the United States, there is a long tradition of the military being politically neutral, subject to civilian control and of no military influence on the political process. While AGR Airmen are encouraged to carry out their responsibilities as citizens, the Joint Ethics Regulation and the DOD Directive on Political Activities place a number of restrictions on the political activities in which AGR airmen may engage, by virtue of their full-time military service. Refer to Ohio National Guard Political Activities Policy, dated 30 September 2018, for a comprehensive list permitted and prohibited political activities for military members.

Active Guard Reserve (AGR) and Full-Time National Guard Duty (FTNGD). Members performing AGR or other FTNGD may be allotted a reasonable time of absence, away from their normally-scheduled duty, to vote. Supervisory and command chains may excuse these members from duty, without charge of leave, for the amount of time necessary to permit them to report to their duty locations up to three hours after polls open or to leave their duty locations up to three hours before polls close; whichever requires the least amount of time away from duty. Normally, where voting polls are open either three hours before or three hours after the member's regular duty hours, no time of absence is required or granted. Supervisors are encouraged to work closely with their subordinates and grant allotted time appropriately, on a case-by-case basis.

Reference: Joint Ethics Regulation DoD 5500.7-R, DoDD 1344.10, ONG Political Activities Policy, NGOH-HRZ Memorandum, Subject Excused Absence and Time Allotted for Voting in National, State, County, and Municipal/Local Elections (Full Time Support Employees/Members) dated 30 OCT 18, Ohio National Guard Political Activities Policy, dated 30 September 2018

2-15: Jury Duty

Under Ohio law, AGR Airmen are not exempt from serving as a juror simply because of their AGR status. AGR Airmen are excused from AGR duties for jury duty or for participating as a witness on behalf of the federal, state or local government. The AGR Airmen must complete a "jury duty" leave request. Excused absence is not available for an AGR Airmen attending as a witness in a private matter not involving a government agency. In those cases, use of annual leave is required.

Present summons to appear in court or report to jury duty to supervisor. The supervisor may ask that the Airmen be excused from jury duty or that it be postponed consistent with the summons; but the final decision rests with the jury commission or the court. Upon returning to duty, the Airmen should submit documentation from the court reflecting the dates and hours of their attendance.

References: Ohio Revised Code Chapter 2313

2-16: Lawsuits involving AGR Airmen

Lawsuits are a fact of modern life, but AGR Airmen should take comfort in the fact they usually can receive a high level of legal protection if they are sued for their official actions. The Federal Tort Claims Act (FTCA) offers personal immunity from lawsuits as well as providing free legal representation. This protection extends to Title 32 personnel, if the act for which they are being sued was done in the course of their official duties. Certain acts such as intentional wrongdoing are not covered.

In a decision, *Feres vs. United States*, the U.S. Supreme Court ruled that a service member could not bring a lawsuit against the government or another service member for injuries that are “incident to service.” This ruling has come to be known as the “Feres Doctrine.” This prohibition against lawsuits extends not only to claims by individual service members, but also to their dependents, if their claims are based upon an injury to the service member. If a dependent has a claim for injury to him/herself or another dependent (i.e. minor child), they can still bring legal action.

Individuals should **IMMEDIATELY NOTIFY** the State Judge Advocate if they or their unit receives any indication that they will or are being sued based on acts allegedly committed during the performance of duty. Do not contact the other party or attempt to respond to the lawsuit on your own. Like most states, Ohio has stringent time deadlines for responding to legal actions. To protect your interests as well as those of the Ohio National Guard, do not let one day pass if you receive any indication or notice of a lawsuit against yourself or the Ohio National Guard.

Reference: *Feres vs. United States*, 340 U.S. 135 (1950), *Coffman vs. State of Michigan*, 120 F. 3rd 57 (6th Cir. 1997); 28 U.S.C. 2671-2679, 32 U.S.C. 502

2-17: State Active Duty

State Active Duty (SAD) status is not applicable for AGR Airmen. When a declared emergency occurs, AGR airmen may only support a SAD operation by performing their normal AGR functions, using specific skill sets for the response effort. During national emergency responses, AGRs may perform their normal AGR duties to support their unit while deployed in a forward CONUS location.

Reference: Utilization of the Full-Time Force for CONUS Disaster Response, 27 Apr 09

2-18: Absent Without Leave (AWOL)

Absent Without Leave (AWOL) is any period of time an individual is absent from their duty location, without their supervisor's knowledge or approval. Generally, an individual is considered AWOL when he or she has not reported for a period of 24 hours. AWOL time is counted as lost time and is measured in 24-hour increments. AWOL status constitutes sufficient reason for separation from the AGR program. Supervisors should consult with their command chain and/or their servicing Judge Advocate before placing an Airmen on AWOL status.

Reference: AFI 36-2911 Desertion and Unauthorized Absence

Section 3 – Career Lifecycle

This guidance is not intended to raise an individual AGR member's career expectations unrealistically. It will require careful planning by the individual AGR member, who has the PRIMARY responsibility for the management of his or her own career.

3-1: Entry into the AGR Program

For initial entry into the AGR program, an individual must meet qualifications. This includes meeting medical retention standards. Female Airmen, who are pregnant, may apply and be hired for AGR positions. Applicants must be able to meet any special requirements on the AGR advertisement. Application procedures and required forms are listed on the job announcement. Failure to satisfy one or more of these requirements may result in the rejection of any application.

Reference: ANGI 36-101 AGR Program

3-2: Uniformed Services Employment and Reemployment rights Act (USERRA)

Employees who separate from full-time civilian employment (to include military technicians) to enter into the AGR program, have restoration rights according to the provisions identified in the USERRA of 1994, 38 U.S.C., chapter 43. Employees have five years of cumulative restoration rights within an agency, providing it is not exempt time. For more information on USERRA, including determining whether periods of service are exempt, please visit: <https://www.esgr.mil/USERRAWhat-is-USERRA>.

3-3: Length of Tour/Period

Initial AGR tours are for a period of one (1) to six (6) years. By law, an initial tour shall not exceed six years. Follow on tours will not exceed six years and will not go past the member's ETS or Mandatory Separation Date (MSD). All AGR Airmen will be reviewed by the AGR Continuation Board (ACB) prior to the expiration of their initial, probationary tour. The ACB provides Wing, Group, Unit Commanders, supervisors and AGRs an opportunity to participate in retention decisions affecting assigned AGR

personnel. The ACB will review and recommend/not recommend selection for entry into the AGR career program.

The ACBs are conducted in a time frame to allow AGR Airmen to receive notification at least 180 days prior to end date of the tour. Airmen will be notified in writing of the ACB results NLT 30 days after The Adjutant General (TAG) approval of Board proceeding.

Reference: ANGI 36-101 AGR Program

3-4: In-processing and Orientation

Air Force personnel will work with their respective unit to determine a start date. HRO Remotes are required to give all new on board AGR Airmen an AGR orientation to start the new-hires in processing. New hires will require an ANG Form 336 to initiate the orders and AF Form 422 approved from the appropriate medical group. This Ohio Air AGR Handbook should be given to all new hires for reference use only.

3-5: Performance Evaluations

Officer Performance Reports (OPRs) and Enlisted Performance Reports (EPRs) are prepared IAW current Air Force regulations. Published rating schemes will include at least one full time supervisor in the AGR Airmen's supervisory chain. Timely completion and accuracy of assessment is paramount.

Reference: AFI 36-2406 Officer and Enlisted Evaluation System

3-6: Reduction in Force (RIF)

RIF is designed to manage those AGR Airmen who become excess to a State's AGR "allotment." HRO administers and manages placement programs for AGRs in the event of force reductions or requirements and/or mission changes. Note: This force management tool is used only in extreme circumstances and as a last result. Normally, reductions in full-time allocations can be managed through natural attrition.

3-7: Priority Placement Program (PPP)

The Priority Placement Program (PPP) is the first step to fill vacant AGR positions. The PPP manages Airman in excess or lower graded positions due to unit reorganization. An AGR Airmen, affected by changes in manning document requirements or end-strength and grade ceiling limitations, is retained in an excess or over-grade status for not more than 24 months. The AGR Manager notifies the Airmen in writing, of their placement on the PPP list. Additionally the Airmen will be notified 90 days prior to expiration of PPP. They will be priority over other Airmen in filling vacant authorized positions. The AGR Manager maintains a list of AGR Airmen on the PPP. Positions

offered to Airmen may not have a maximum military duty grade, which exceeds the Airman's current grade.

Over-grade AGR Airmen must accept or decline a position offered under the PPP within 10 workdays of the date of receipt of the written offer. An over-grade enlisted airmen, who declines a position, offered under the PPP, must be reduced in grade to maximum grade of UMD position not later than 30 workdays after the declination. Officers will be separated from their AGR status when they decline the position. However, if the officer is within the sanctuary zone, then the officer must be retained until eligible for a regular (active service) retirement.

Reference: ANGI 36-2503 Administrative Demotion of Airmen, 10 U.S.C. 8911, ANGI 36-101 AGR Program

3-8: Hiring Boards

Hiring Boards are used to select Airmen to fill AGR positions for several reasons. Selecting Officials must interview all qualified applicants. The Selecting Official will also ensure the interview board includes, at a minimum, one gender diverse member (one female and/or one male) and one minority. Individuals who self-identify with the following races/ethnicities may be considered minorities for interview board purposes: African American, Latino/Latina/Hispanic, Asian, Pacific Islander, and Native American. The gender diversity and minority board members may not be the same person, regardless of the gender, race, or ethnicity of the certified applicants. Requests for Exception to Policy to this requirement must attain the concurrence of the Director of Staff (DoS) (Air) and must be submitted to the HRO for approval with a clear justification, **prior** to conducting interviews. The Selecting Official may appoint a non-voting technical advisor to the interview board who can answer technical questions about a candidate's capabilities. This individual cannot be part of the selecting/recommending process. Interview dates must be identified with sufficient lead-time to coordinate the schedules of the interview board members, and will take place during normal duty hours. Every reasonable effort must be made to conduct in-person interviews with all applicants. If an in-person interview is not feasible, telephone interviews may be conducted. Reasonable efforts must be made to contact the applicants. If unable to contact an applicant after three (3) attempts, he/she may proceed with the interview process, excluding those applicants whom they could not contact.

Reference: ANGI 36-101 OH ANGSUP

3-9: Air Force Specialty Code (AFSC) Requirements

Air Force Specialty Code (AFSC) is a requirement for AGR tour. All AGR Airmen must remain qualified in the skill level for their position. If an Airmen is selected for a job and is not currently qualified for the position, the airmen may have to re-train. If the Airmen fails to successfully complete the required formal training or fails to attend the first available course without excusal from the commander or supervisor due to exceptional circumstances, the individual will be removed from the AGR status.

Reference: ANGI 36-101 AGR Program, AFI 36-2101 Classifying Military Personnel

3-10: Mobilization

AGR Airmen are subject to mobilization as designated based on the needs of the Ohio Air National Guard. AGRs ordered to Title 10 federal active duty (OCONUS/CONUS) supporting Active Duty requirements for operations/ missions/ exercises/ training (Title 10 U.S.C. 12301(d), 12302, 12304, or 10147) will not be terminated from their Title 32 U.S.C. Section 502(f) orders. AGRs performing Title 10 duty for 30 or more consecutive days in support of the active Air Force pursuant to Title 10 Sections 12301(d) , 12302 or 12304 for which reimbursement of AGR accounts may be required as set forth in paragraph 7.9.4, must have their AGR order amended to include in the remarks section the following information: Authority in which they are called to Title 10, inclusive dates of the Title 10 duty, named mission they are supporting, and active duty MAJCOM they are being tasked to support. An example is as follows: —AGR Airman will convert to Title 10 U.S.C. Section 12301(d) in support of OPERATION ENDURING FREEDOM from 15 January 2009 to 26 May 2009, GMAJCOM: ACC.II AGRs placed on Title 10 status for less than 30 consecutive days for which reimbursement of AGR accounts may be required as set forth in paragraph 7.9.4, will have their Title 10 time documented on AF IMT 1299, Officer's Certificate of Statement of Service.

Title 10 activations (voluntary or involuntary mobilization) of AGRs are normally in support of AEF rotations for contingency operations. Title 10 activations of 365 days are beyond the intent and purpose of the AGR program.

Reference: ANGI 36-101 AGR Program, AFI 33-328, Administrative Orders, ANGI 36-101, ANG Special Orders, AFI 65-103, Temporary Duty Order and AFI 36-3802, Personnel Readiness Operations

3-11: Types of Separations (Voluntary and Involuntary)

Termination of AGR status does not affect the remaining Ohio Air National Guard military enlistment contract. Airmen will continue to perform Inactive Duty Training (IDT) drills with their unit of assignment after termination of AGR status.

Voluntary tour curtailment: AGRs may request early release from their AGR tour based on personal hardship or other valid reason. They must submit a fully justified curtailment request through their chain of command (including the HRO) to TAG, who is the final approval/disapproval authority. Airmen who voluntarily request separation from AGR status are not entitled to separation pay. AGR Airmen who have an approved tour curtailment application and who later request withdrawal of the curtailment action, must have approval to withdraw the curtailment from the final command signatory for the action.

Involuntary Tour Curtailment: Commanders considering involuntary curtailment must use all quality force tools available (e.g. referral OPRs/EPRs, LORs, Article 15 etc.),

prior to initiating an involuntary curtailment. Depending on the nature of the involuntary curtailment, commanders may consider discharge in lieu of involuntary curtailment. The commander will notify the Airman, in writing, of the proposed action after consulting with HRO. After acknowledging receipt of commander notification, the Airman may submit a written statement within 7 calendar days of notification. The written statement must be submitted with the commander's recommendation to TAG. The commander's recommendation for involuntary curtailment must be submitted through the appropriate chain of command, with a legal review, to the HRO. TAG will review recommendations for involuntary curtailment and will make the final determination. This authority may not be delegated. TAG may order a command directed investigation.

Reference: 10 U.S.C 1174, DoDFMR, ANGI 36-6 the Air National Guard Statutory Tour Program Policies and Procedures, AFI 90-301 Inspector General Complaints Resolution. AFI 36-2131, Administration of Sanctuary in the Air Reserve Components

3-12: Retirement

Personnel who accrue 20 years of creditable active service will retire under provisions of Title 10 U.S.C Section 8911 or 8914. Active federal service includes AGR duty, active duty operational support (ADOS), initial active duty for training (IADT), active duty for training (ADT), Full-Time National Guard Duty, and all other categories of active service under Title 10 USC or Title 32 USC.

AGR Airmen may apply for an Active Service retirement one (1) year prior to completion of at least 20 years of Total Active Federal Military Service (TAFMS). Application for retirement must be submitted no earlier than 12 months and not later than six months prior to the effective date of retirement. Application for reserve retirement is submitted via the MyPers website. ARPC will issue retirement orders and process actions to DFAS. If the Airman's expiration of their AGR order is later than the requested retirement date, AGRs must apply for and receive approval for curtailment of their AGR tour prior to submitting application for retirement. AGR officers with prior enlisted service must have at least 10 years of service as a commissioned officer to retire at the commissioned grade.

To calculate projected retirement pay CAC login to:
<https://w45.afpc.randolph.af.mil/retsepcalcnet40/RetirementCalculator.aspx>

Upon retiring with 20 years or more of TAFMS, personnel retire at the highest grade successfully held on active duty on the date of retirement, provided they satisfy the time in grade requirements for that rank.

Personnel also attend the Transition Assistance Program (TAP), at the Separation Transfer Point (STP) at Wright-Patterson Air Force Base, 12 to 24 months prior to retirement. Attendance by spouses during final out-processing is not mandatory, but strongly encouraged.

Airmen will receive a presidential certificate signed by the current president of the United States, to be presented at their retirement ceremony. However, if you would like a certificate of appreciation from a former U.S president you must request, at a minimum,

full name and rank of retiree, date of retirement, address, and name and phone number of contact person. Other information may be required. Members requesting former President Obama's signature on Presidential letter of Appreciation can be submitted online at <https://barackobama.com/greetings/>. A similar request of former President George W. Bush can be mailed to Office of the Honorable George W. Bush P.O. Box 259000 Dallas, TX 75225. Similarly for former President William J. Clinton can be mailed to Office of Honorable William Jefferson Clinton 55 west 125th Street New York, New York 10027. Lastly, requests of former President Jimmy Carter can be mailed to The Carter Center Attention Executive Office Atlanta, GA 30307.

Reference: AFI 36-3202 Service Retirements

3-13: Medical Separation

An AGR Airmen separated from active duty for service related injuries or diseases may be entitled to a monthly disability payment or a lump severance pay. Eligibility rules are very specific and detailed. Individuals will be fully advised of their rights or options, if they are potentially eligible for medical disability separation.

References: AFI 36-3212 Physical Evaluation for Retention, Retirement, and Separation

3-14: Out-Processing Procedures

Upon separation from the AGR program, final pay is made via Electronic Funds Transfer (EFT). This process takes 6-8 weeks to complete. Final pay at separation includes all pay and allowances due, and payment for up to 60 days of unused leave.

Air Reserve Personnel Center (ARPC) issues the DD Form 214 (Certificate of Release or Discharge from Active Duty) for voluntary and involuntary AGR separation.

The VA hospital offers a "one time" exam within 90 days of separation, as long as the DD Form 214 reflects that dental care treatment plan was not complete. The VA does not provide dental/eye care unless it is a result of a disability or service related injury. Long-term treatment for service related injury/illness is referred to the VA.

Section 4 – Pay and Benefits

4-1: Pay Process / Direct Deposit / Pay Inquiries

All Airmen should regularly review their Leave and Earnings Statement (LES) to ensure accuracy of Basic Allowance for Housing (BAH) location (based on Duty Location), Dependent Type, Entitlements, Leave, etc. It is the Airman's responsibility to inform their personnel office to have any issues addressed or changes in pay status.

Pay is distributed at mid-month and end-of-month. Documents received and input three days after the first of the month should take effect on mid-month pay. Documents received and input three days after mid-month should take effect on end-of-month pay.

Any individual entering the AGR Program must have direct deposit. The AGR Airman must complete Direct Deposit Form FMS 2231.

AGR Airmen are paid through Defense Joint Military Pay System (DJMS) of the Defense Finance and Accounting Office, Indianapolis, IN (DFAS-IN).

Reference: DFAS Regulation 37-1

4-2: Pay, Entitlements, Allowances and Special Incentive Pay

Base Pay depends on your grade and length of service. Allowances generally include, but are not limited to, Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS).

The amount of BAH received is based on grade, dependency status, and duty location zip code. BAH is a tax-free allowance and is for offsetting an Airmen's housing and utility expenses. An AGR is authorized to live in government quarters (if available); however, if used, BAH is not authorized.

BAS is a tax-free allowance designed to defray meal and food costs incurred by the member and is the same amount whether the member has dependents or not. BAS entitlement is a monthly rate. AGR Airmen are not entitled to BAS during annual training periods when meals are provided at no cost unless they pay for meals.

Family Separation Allowance (FSA) is an entitlement to receive a tax-free allowance for any period of TDY or mobilization that exceeds 30 consecutive days away from home station.

Some AGR Airmen are eligible for special or incentive pay based upon the types of jobs they perform or the areas in which they serve. Incentive pays are taxable and paid at monthly or prorated rates.

Reference: DFAS Regulation 37-1, DTS, AFI 36-3017 Assignment Incentive and Special Duty Assignment Pay

4-3: Clothing Issue/Allowance

AGR members entering the program are required to own a sufficient amount of uniforms. Uniforms damaged or ruined while performing official duties are eligible for turn-in exchange at unit supply. Approved uniform clothing items, that are not mandatory, are optional and any purchase must be at the individual's own expense.

The Defense Finance and Accounting Service and the State of Ohio will hold AGR Airmen, who have lost or misplaced equipment issued to them, financially liable for the cost of the lost items.

References: DoDFMR Volume 7A chapter 30, AFI 36-3014 Clothing Allowance for Air Force Personnel

4-4: Unemployment Compensation

Individuals who lose their full-time employment with the Ohio National Guard may apply for and receive state unemployment compensation. Benefits are paid under the guidelines established by Ohio law. A person must work for a minimum of 180 continuous days in order to establish eligibility. An AGR Airmen terminated due to misconduct or unsatisfactory performance might not meet eligibility for payment of these benefits. An AGR Airmen who voluntarily resigns their position is ineligible for benefits under Ohio law.

Time limits for applying for unemployment benefits are very short and strictly enforced. Certain appeal rights are available if your application is initially denied. Time limits on filing an appeal are also very short. The appeal procedures for unemployment compensation are completely separate from any appeal rights available through the Ohio National Guard for the loss of your position.

4-5: Separation Pay / Severance Pay

Personnel who are involuntarily separated from Active Service and have served six or more years of continuous Active Federal Service (AFS), immediately preceding their separation date, may be entitled to separation pay for specific reasons IAW the DOD Financial Management Regulations.

Airmen separated from AGR tours for cause, misconduct, or unsatisfactory performance, or voluntarily are not entitled to separation pay as set forth in DoD Directive 1332.14.

If the individual subsequently becomes eligible for VA Disability compensation or retirement pay, any separation pay received must be repaid. Deduction for repayment will be automatically taken from their retired pay. Personnel involuntarily separated from active duty for any reason are entitled to Transition Counseling and Benefits.

Reference: 10 U.S.C. 1174, DoD FMR Volume 7A Chapter 35 Section 350202, DoD Directive 1332.14, DoD FMR Volume 7B Chapter 4

4-6: Leave Administration / Chargeable Leave / Leave Accrual

Leave and pass management (vacation/time-off) is an important function of full-time supervision. Supervisors should make every reasonable effort to grant leave during holiday periods, during significant family events, after major training periods, and other times as appropriate. Pre-planned and scheduled leave provides maximum benefits to the individual and the organization. The full-time supervisor of an AGR Airmen has the responsibility to ensure the Airmen performs assigned duties, is present for duty when required, and is afforded fair and reasonable treatment (to include reasonable time-off consistent with responsibilities to the mission of the organization).

Leave is an individual entitlement that accrues at a rate of two and a half days per month. Leave cannot be taken in half day or hourly increments. AGR Airmen can carry over up to **60** days of accrued leave at the start of a new fiscal year (1 October). Any

leave exceeding **60** days may be forfeited. Leave may be chargeable or non-chargeable. Chargeable leave includes emergency, leave in conjunction with TDY or PCS, ordinary, and transition. Non-Chargeable leave includes sick-in-quarters, sick-in-hospital, convalescent, jury, maternity, paternity, adoption, and mental incapacity.

Supervisors will not break up consecutive leave periods between non-duty days. (e.g. Airmen takes leave on Friday and the following Monday then Saturday and Sunday are also charged days of leave). When a holiday falls within an individual's leave dates, the holiday is charged as leave.

Reference: AFI 36-3003 Military Leave Program

4-7: Maternity Leave/ Primary/ Secondary Caregiver Leave

Commanders will authorize 6-weeks of non-chargeable convalescent maternity leave for eligible AGR Airmen. Commanders may not disapprove maternity leave. The 6-week period of maternity leave will start immediately following a birth event or the mother's release from hospitalization following a birth event, whichever is later.

Primary Caregiver Leave is limited to no more than 42 days of non-chargeable leave and must be taken within one year of a qualifying birth event or adoption. A designated secondary caregiver may elect to receive a period of Secondary Caregiver Leave that is less than 42 days.

Secondary Caregiver Leave is limited to no more than 21 days of non-chargeable leave and must be taken within one year of a qualifying birth event or adoption. A designated secondary caregiver may elect to receive a period of Secondary Caregiver Leave that is less than 21 days.

References: AFI 36-3003 Military Leave Program

4-8: Convalescent Leave

Convalescent leave is authorized for Airmen to recuperate from serious injuries that prohibit them from performing their duties. The unit commander normally approves convalescent leave, to include any associated and cleared travel, up to 30 days based on the recommendations by either the Medical Treatment Facility (MTF) authority or the attending physician most familiar with the member's medical condition. The commander may not approve more than 30 days initial convalescent leave. If convalescent leave is disapproved, Airmen must report to duty within their temporary profile or take ordinary leave.

Reference: AFI 36-3003 Military Leave Program

4-9: Passes

A short, non-chargeable, authorized absence from base or place of duty is a pass. Unit commanders may award 3 or 4 day special pass for special occasions or circumstances, such some type of special recognition. They may delegate approval to a

level no lower than squadron section commander, deputies, or equivalents. Special passes start after normal working hours on a given day. They stop at the beginning of normal working hours on either the 4th day for a 3-day special pass or the 5th day for a 4-day special pass. A 3-day special pass can be Friday through Sunday, Saturday through Monday, or Tuesday through Thursday. A 4-day special pass can be Thursday through Sunday or Saturday through Tuesday or Friday through Monday. This applies to a normal Monday through Friday workweek. Passes are coordinated between the HR Remote and the Supervisor and must be tracked.

Reference: AFI 36-3003 Military Leave Program

4-10: Temporary Duty (TDY) and Permissive TDY

Any AGR Airmen on travel orders is authorized temporary duty (TDY) allowances for travel performed away from their duty station. The Joint Travel Regulation (JTR) determines allowance amounts based on the availability of government quarters and meals at the TDY station and the cost of living for that area.

Permissive TDY performed is at no expense to the government and is not chargeable leave. Voluntary AGR tour resignations are not eligible for Permissive TDY.

Reference: AFI 36-3003 Military Leave Program

4-11: Defense Enrollment Eligibility Reporting System (DEERS)

The Defense Enrollment Eligibility Reporting System (DEERS) is a worldwide database of military sponsors, families and others who are covered by TRICARE. The Defense Department uses DEERS to check those who are eligible for TRICARE health care benefits. The DEERS computer database helps service families by protecting the health benefits for those who are actually entitled to care. AGR Airmen are automatically enrolled when a CAC card is issued. AGR Airmen must provide all supporting documents to correctly enroll their family members into TRICARE.

4-12: TRICARE

TRICARE is the health care program serving Uniformed Service members, retirees, and their families worldwide. Coverage is automatic for AGR Airmen, as long as information is current in the Defense Enrollment Eligibility Reporting System (DEERS).

TRICARE Prime Remote offers the most affordable and comprehensive coverage, and requires enrollment. Active duty service members and their families pay no enrollment fees and no out-of-pocket costs for any type of care, as long as care is from the Primary Care Manager (PCM) or with a referral. Care received without a referral is subject to point-of-service fees (50% of the cost after deductible).

Active duty service members, who qualify, must enroll in TRICARE Prime Remote. Family members have the option to enroll or use TRICARE Standard and Extra.

TRICARE Standard and Extra is a fee-for-service plan available to all non-active duty beneficiaries throughout the United States. The type of provider determines which option is used and how much is paid out-of-pocket. If a non-network provider is used, the

AGR Airmen is using the TRICARE Standard option. If they visit a network provider, they are using the Extra option. If using the Extra option, they will pay less out-of-pocket and the provider will file the claim. Enrollment is not required.

More detailed information on any of these programs can be found at the TRICARE Website: <http://www.tricare.mil/>

4-13: Active Duty Dental Program (ADDP)

TRICARE administers the Department of Defense's Active Duty Dental Program (ADDP) to all eligible active duty uniformed service members. The ADDP provides private sector dental care to ensure dental health and deployment readiness for active duty service members (ADSMs). TRICARE will assign an appointment control number (ACN) to authorize payment for routine dental care (e.g., examinations, cleanings, and fillings). The ACN must be obtained *prior* to appointment or treatment. Additional coordination must be made based on cost.

For more information or to obtain an ACN call 1-866-984-2337 or visit: <http://www.tricare.mil/CoveredServices/Dental/ADDental>

4-14: TRICARE Dental Program (TDP)

The TRICARE Dental Program (TDP) is available to family members of service members. To be eligible for the TDP, the sponsor must have at least 12 months remaining on his or her service commitment at the time of enrollment.

Family members of active duty service members (ADSMs), including spouses and unmarried children (including stepchildren, adopted children, and wards) under the age of 21 are eligible for enrollment in the TDP.

Dependents may be eligible until age 23 if they are a full-time student, enrolled full-time at an accredited college or university, and the sponsor provides more than 50 percent financial support. Dependents eligibility are terminated when dependent withdraws.

For more information visit <https://www.tricare.mil/CoveredServices/Dental/TDP>

4-15: Federal Employees Dental and Vision Insurance Program (FEDVIP)

Effective January 1, 2019 retired members of the uniformed services and their families, and family members of active service men and women, will be eligible for the Federal Employees Dental and Vision Insurance Program (FEDVIP). For more information about this new opportunity to join FEDVIP, please visit www.tricare.benefeds.com

With four vision carriers to choose from, and both high and standard vision plan options, FEDVIP offers great flexibility when selecting the right coverage for your family. Although your family members may have some vision coverage through your TRICARE health plan, FEDVIP vision plans offer additional, more comprehensive coverage than what your health plan offers, should they need it.

Your family members are not eligible for FEDVIP dental coverage. They are still eligible to enroll in the TRICARE Dental Program (TDP). To figure out the cost you must go to www.tricare.benefeds.com and put in your zip code and you can compare plans.

4-16: Mental Health Evaluations and Medical Requirements for AGR Airmen

Commanders can request a mental health evaluation of an AGR Airmen. Emergency mental health evaluations for military members are available. An Air Force Director of Physiological Health (DPH) is available for every Airmen. The DPH functions as the wing/installations Commanders primary mental health consultant and advocate for psychological health.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. Reserve Component Preventative Health Assessment / Preventative Health Assessment (RCPHA/PHA) and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.

When beginning an AGR order, you must have no active DD Form 469, Duty Limiting Condition Report. Otherwise, an initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

AGR Airmen are authorized medical care IAW AFI 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services System and AFI 41-101, Obtaining Alternative Medical and Dental Care. AGR Airmen receiving care through an Active Duty Medical Treatment Facility (ADMTF) will have their medical records checked out to that ADMTF for the duration of that assignment.

It is important to note that the Airman or supervisor must inform the servicing ANG medical facility of any changes in the Airman's medical status.

References: 10 U.S.C. 1034, AFI 44-172 Mental Health, AFI 48-123, Medical Examination and Standards

4-17: Life Insurance and Dependent Indemnity Compensation (DIC)

All AGR Airmen are covered under the Servicemen's Group Life Insurance (SGLI) program for up to \$400,000 with a \$100,000 death gratuity, unless an election is made to participate for a lesser amount or decline insurance. Upon retirement, the SGLI may be converted to Veteran's Group Life Insurance (VGLI) within 120 days of release from active duty. If the amount of SGLVI coverage is changed by law, and the individual elects less coverage or not to participate, a new VA Form SGLV 8286 must be completed.

Dependent children are covered automatically at no cost in the amount of \$10,000 and spousal coverage may also be purchased, not to exceed the amount of coverage the

service member has, up to \$100,000 under the Family Group Life Insurance (FGLI) program.

If an AGR Airmen passes away in an AGR status, survivors will receive Dependent Indemnity Compensation (DIC) benefits. DIC is an annuity paid to survivors of AGR Airmen if they die in the line of duty, active duty for training (ADT), or while traveling to or from ADT. If the individual has qualified for (and elected) the Survivor Benefit Plan (SBP), survivors are paid the greater of DIC or SBP. The DIC is paid to eligible survivors of totally disabled veterans. Surviving spouses, who have not remarried, with additional amounts for children under 18 will be authorized payments. There is also a provision for payments to low income parents of deceased veterans. Payments are made monthly at an equal rate for all ranks. Benefits are subject to possible offset by social security benefits.

For more information please visit:

<http://www.insurance.va.gov/miscellaneous/index.htm>

4-18: Legal Assistance

AGR Airmen and their dependents are entitled to receive legal assistance and advice. This service may be obtained from either the Airmen's servicing Wing Judge Advocate's Office or from the legal assistance offices at Wright-Patterson AFB. Advice on a full range of civil legal problems such as wills, domestic relations, bankruptcy, contracts and landlord-tenant is available. The extent of the legal assistance provided is left to the professional discretion and resourcing of the Judge Advocate office providing the service. Generally, Judge Advocates may not appear in civilian court or have their names appear on documents submitted to a civilian court. While they are licensed attorneys, they are prohibited from making such an appearance except in unusual circumstances.

4-19: Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is an Ohio Guard sponsored program that provides assistance for AGR Airmen who are employees of the Ohio National Guard. This referral program provides confidential, professional assistance to help employees and their families resolve personal problems that may affect their well-being and/or job performance. The program addresses human problems such as marital difficulties, domestic violence, financial or legal problems, emotional difficulties, or problems caused by alcohol or other drug abuse.

AGR Airmen can use the Confidential Referral Program. Any AGR Airmen or their supervisor can initiate a request for assistance.

If a National Guard member with a personal problem initiates a request for assistance, discussion of the problem is strictly confidential between the member, coordinator, and the member's supervisor/commander. When dealing with an AGR Airmen, it is important to understand that confidentiality is still a critical part of this program, however, a commander needs to know the deployment status of all their employees. There is a limited exception where confidentiality cannot be enforced. When

a life-threatening situation has occurred, their supervisor is informed of the individual's request for assistance.

A commander can refer an AGR Airmen to EAP when personal problems may be significantly affecting an employee's behavior or performance at work. Commander referrals can be difficult when an employee refuses to seek treatment; this is when the commander must use the firm choice referral. A firm choice referral is simply when a commander directs an AGR Airmen or traditional member to EAP. The commander must document that the poor work performance may be based upon personal problems. It is important that the commander/supervisor does not attempt to diagnose or counsel the employee, but to refer the individual to an EAP Coordinator or chaplain. Firm choice referrals must be supported with documentation to show a work-related pattern.

4-20: Thrift Savings Plan (TSP)

Members of the uniformed services have the opportunity to participate in this group retirement plan which operates like a 401K. The TSP has a selection of individual and lifecycle funds that offer broad market diversification. Individuals can choose to have retirement dollars invested in everything from a short-term U.S. Treasury security to index funds comprised of domestic and international stocks. Election can be made to contribute to the TSP via MyPay website; however, movement of current funds breakdown and contribution allocation changes must be completed by logging into the TSP website.

The TSP is a major component of the new Blended Retirement System (BRS). All Airmen enrolled in BRS will have a TSP account as the government will contribute towards this account regardless if the Airmen is electing to do so. Additionally, Airmen may receive additional matching up to 5 percent.

For more and the latest information about TSP visit the website at:
<https://www.tsp.gov/index.html>.

4-21: Morale, Welfare and Recreation (MWR)

The mission of MWR is to enhance the lives of Families, Active-Duty, Reservists, National Guard members, DoD Civilians, and Retirees. MWR provides free and discounted recreation to military personnel and their families. Although the facilities provided vary from base to base, the types of services, facilities and programs provided can include fitness centers, pools, marinas, bowling centers, golf courses, restaurants, conference centers, catering, and access to internet, movies and video games. The MWR also offers accredited family child care and youth and school aged services at many installations.

For more detailed and up to date information visit the following websites:
<https://www.defensemwr.com/>

4-22: Tuition Assistance (TA)

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of an Airmen's professional and personal self-development goals. The Department of Defense (DoD) has directed a uniform amount per semester hour cap of \$250 for tuition assistance (TA) and an annual ceiling of \$4,500.

Reference: The Air Force Virtual Education Center

4-23: GI Bill Benefits

AGR Airmen may be eligible for several types of VA education and training benefits, but there are many things to consider before one applies for a GI Bill program. There are several comparison tools on the Veteran's Administration website that can assist in selecting the best option.

The President signed into law the Harry W. Colmery Veterans Educational Assistance Act also known as the "Forever GI Bill," which will bring significant changes to Veterans education benefits. The majority of the changes enhance or expand education benefits for Veterans, Service members, Families and Survivors.

4-24: Credentialing Opportunities On-Line Program (COOL)

The Community College of the Air Force launched the Air Force Credentialing Opportunities On-Line Program. This allows Airmen to look at all credentials for all enlisted AFSCs. While airmen can only receive tuition assistance on approved credentials, airmen can view other occupations they may have an interest in for future planning. The AF COOL is a Total Force Enlisted program. Funding will be provided for members currently on Title 10 or Title 32 (502F) active duty orders. Funding will not exceed a maximum of \$4,500 per lifetime per Airman.

For more information please visit the website at:
<https://afvec.us.af.mil/afvec/Public/COOL/HowDoIApply.aspx>

4-25: Ohio National Guard Scholarship Program

AGR Airmen may be entitled to the Ohio National Guard Scholarship Program (ONGSP). AGR Airmen are awarded a lifetime maximum of 96 Educational Units, of tuition assistance toward an undergraduate degree at a participating Ohio school during their enlistment. The deadlines for applications are as follows: Fall Semester/Quarter is July 1st, Spring Semester/ Winter Quarter is November 1st, Spring Quarter is February 1st, and Summer Semester/ Quarter is April 1st.

For more information about how to apply or to submit your application you can visit: https://www.ong.ohio.gov/scholarship_index.html

4-26: Survivor Benefit Plan

The Survivor Benefit Plan provides a monthly annuity of up to 55 percent of an Airmen's gross retirement pay to his or her family in the event of the Airmen's death. Guard members with over 20 years of service, retired guard members and reservists who have not reached age 60 by retirement are eligible for this plan under Public Law 95-397.

4-27: Space Available Flights

Space-Available (Space-A) Travel is a privilege that may offer substantial savings for leisure travel plans. There are tools, resources, and information provided on the website below that will assist in travel planning. Airmen with questions or concerns should contact the AMC Passenger Terminal closest to the departure location for assistance.

For more information please visit <http://www.amc.af.mil/Home/AMC-Travel-Site/>

4-28: Tax Information

If you are an AGR Airmen you must pay state taxes. Ohio individual income tax applies to all military service members of the Active and National Guard or Reserve Components who are residents of Ohio and are stationed inside the state. School district income tax also applies if the service member's domicile is within a school district that imposes the tax, even if the service member did not reside in the school district at any time during the taxable year.

This means, whether Title 10 or Title 32, if you are a resident of Ohio, you must pay Ohio taxes as long as you are in Ohio. You are not exempt unless you fall under specific military exemptions such as deployments to a combat zone. For purposes of Ohio income taxes, if you are a member of the military and if Ohio is indicated in your military personnel record as your state of legal residence, then you are domiciled in Ohio.

This statute does not change unless a service member takes action to change it by submitting Department of Defense form DD-2058, and this change is approved by the military. The approved DD-2058 is then placed in the service member's military personnel record.

For more information please email military-info@tax.state.oh.us or call (800) 282-1780

4-29: Veterans Preference

To receive preference, a veteran must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e., with an honorable or general discharge). As defined in 5 U.S.C. 2101(2), "Armed Forces" means the Army, Navy, Air Force, Marine Corps and Coast Guard. The veteran must also be eligible under

one of the preference categories below (also shown on the Standard Form (SF) 50, *Notification of Personnel Action*).

Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans.

For non-disabled users, active duty for training by National Guard or Reserve Airmen does not qualify as "active duty" for preference. For disabled veterans, active duty includes training service in the Reserves or National Guard, per the Merit Systems Protection Board decision in *Hesse v. Department of the Army*, 104 M.S.P.R.647 (2007).

Standard Five points are added to the **passing** examination score or rating of a veteran who served:

- During a war; **or**
- During the period April 28, 1952 through July 1, 1955; **or**
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **or**
- During the Gulf War from August 2, 1990, through January 2, 1992; **or**
- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010, the last day of Operation Iraqi Freedom; **or**
- In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.

"War" usually means only those armed conflicts declared by Congress as war and includes World War II, which covers the period from December 7, 1941, to April 28, 1952.

For more information on Veterans Preference and point preference please visit <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

4-30: Burial Entitlements

Burial in a VA national cemetery is available for eligible Veterans, spouses and dependents at no cost and includes the gravesite, grave-liner, opening and closing of the grave, a headstone or marker, and perpetual care as part of a national shrine. For Veterans, benefits may also include a burial flag and military funeral honors.

With certain exceptions, active duty service beginning after Sept 7, 1980, as an enlisted person, and after Oct 16, 1981, as an officer, must be for a minimum of 24 consecutive months or the full period of active duty (as in the case of reservists or National Guard members called to active duty for a limited duration). Active duty for training, by itself, while serving in the reserves or National Guard, is not sufficient to confer eligibility. Reservists and National Guard members, as well as their spouses and

dependent children, are eligible if they were entitled to retired pay at the time of death, or would have been upon reaching requisite age.

Veterans, active duty service members, and retired Reservists and National Guard service members, are eligible for an inscribed headstone or marker for their unmarked grave at any cemetery — national, state veterans, tribal, or private. VA will deliver a headstone or marker at no cost, anywhere in the world.

For eligible Veterans or service members buried in a private cemetery whose deaths occurred on or after Nov. 1, 1990, VA may furnish a government headstone or marker (even if the grave is already marked with a private one); or VA may furnish a medallion to affix to an already existing privately-purchased headstone or marker.

Flat markers are available in bronze, granite or marble. Upright headstones come in granite or marble. The style provided will be consistent with existing monuments at the place of burial. Niche markers are available to mark columbaria used for inurnment of cremated remains. Medallions are made of bronze and are available in three sizes: 5-inch, 3-inch, and 1 1/2 inches. Headstones, markers and medallions previously furnished by the government may be replaced at the government's expense if badly deteriorated, illegible, vandalized or stolen.

Headstones or markers for VA national cemeteries will be ordered by the cemetery director using information provided by the next of kin or authorized representative. Headstones or Markers for private cemeteries: Before ordering, the next of kin or authorized representative should check with the cemetery to ensure that the Government-furnished headstone or marker will be accepted. All installation fees at private cemeteries are the responsibility of the applicant.

Upon request, DoD will provide military funeral honors consisting of folding and the presentation of the United States flag and the playing of "Taps." A funeral honors detail consists of two or more uniformed members of the armed forces, with at least one member from the deceased's branch of service.

For more information please call 1800-827-100, or visit www.cem.va.gov

Section 5 – Awards and Discipline

5-1: Awards

Title 32 AGR Airmen are eligible for the full range of Air Force awards and decorations. The criteria for awards of any decoration are contained within the cited references.

In addition to federally recognized awards and decorations, the State of Ohio has a number of awards and decorations. AGR Airmen are authorized to receive and wear these awards while in a Title 32 status.

References: AFI 36-2803 the Air Force Military Awards and Decoration Program, AGOR 600-8-22, AGOR 900-1, AGOR 600-8-22

5-2: Military Justice

All AGR Airmen are under the jurisdiction of the Ohio Code of Military Justice (OCMJ) when they are in a Title 32 AGR status. This jurisdiction can change to the Uniform Code of Military Justice (UCMJ) when the Airmen is in a Title 10 duty status for deployment, initial training, or active federal service.

All AGR Airmen are subject to action by their military chain of command and subject to civilian criminal laws. Some offenses are violations of both civil and military laws and either authority can take action. Typically, there is already an agreement with local law enforcement agencies concerning most jurisdictional matters beforehand. There are some offenses, which are uniquely military (AWOL, insubordination, disobeying orders, etc.) in which the chain of command will have exclusive jurisdiction.

If an AGR Airmen is convicted of an offense by civilian authorities, the chain of command is not prohibited from taking adverse administrative action. This could include bars to re-enlistment; termination of tour, administrative reduction and/or administrative discharge. The level of action is dictated by the seriousness and nature of the underlying civilian offense, member's record and matters in aggravation (past misconduct). If the Airmen receives a significant sentence of imprisonment or confinement, whether civil or militarily, action to involuntarily separate will commence immediately.

References: Ohio Revised Code 5924.03, Manual for Courts-Martial United States

5-3: Counseling, Admonishment, Reprimand and Non-Judicial Punishment (NJP) (Art 15)

Counseling, admonishments, or reprimands are suggested methods for dealing with minor disciplinary infractions. These not only serve to document misconduct, but are corrective in nature. A Non-Judicial Punishment (NJP) (Article 15), on the other hand is appropriate for disposing of instances of minor misconduct that is of a punitive nature (articles 77-134).

A Letter of Counseling (LOC) is a formal way of describing an expected standard of conduct, how the individual has deviated from it and essentially a warning of what may come from as a result of further misconduct. A formal counseling communicates that the behavior was unacceptable and explains possible consequences.

A Letter of Admonishment (LOA) is more severe than counseling and used to document clear violations of military standards, policies or regulations. It advises the Airmen that if there are repeats of the misconduct serious consequences will occur. A delivered letter of admonishment in person or in the form of a letter is included in the Airmen's local file.

A Letter of Reprimand (LOR) is more severe than an admonishment, and used to document clear violations of military standards, policies or regulations. Used for serious

offenses and when other, less severe measures have failed to correct the behavior. The reprimand is documented in writing and potentially made part of the Airmen's Unfavorable Information File (UIF).

References: UCMJ, AFI 36-2907 Unfavorable Information File (UIF) Program

5-4: Non-Judicial Punishment (Article 15)

One of the most important disciplinary tools available to commanders to maintain good order and discipline within their respective units is non-judicial punishment, also known as an Article 15. All AGR Airmen are subject to a commander's non-judicial punishment jurisdiction. It is designed to handle minor disciplinary infractions in an expeditious, but fair manner without the stigma of a court-martial conviction. Once administered, the Article 15 may become a part of the individual's UIF.

Article 15 actions are in written form on the AF 3070. They put the individual on notice of the OCMJ offense with which they are charged and the facts of the alleged misconduct. Upon receipt, an individual has a number of rights. They must be given a time period in which to consult with an Area Defense Counsel (ADC) attorney. They have a right to an informal hearing with the commander prior to his or her final decision; the right to call witnesses and present evidence in their behalf at the hearing; and to appeal the Article 15 to the next higher level commander if they disagree with the decision. It is also the right of an AGR Airmen to refuse the Article 15 process and demand a trial by court-martial, but an AGR Airman should be aware that if convicted by a summary, special or general court-martial, this disqualifies them from further AGR service depending upon the level of court-martial. A court martial conviction by a general or special court-martial qualifies as a criminal conviction on a criminal background check.

The type of punishments which are imposed by an Article 15 are: reprimand, reduction in grade (depending upon the Airmen's pay grade and the pay grade of the imposing commander) loss of pay, extra duty, withholding of privileges, and in limited circumstances, correctional custody. Airmen who receive Non-Judicial Punishment are ineligible for tour continuation in the AGR program.

References: Ohio Revised Code 5924.15, AFI 51-202 Non Judicial Punishment

5-5: Administrative Discharge

An involuntary separation from the AGR program does not automatically result in a loss of military membership and position as a National Guard Airmen. An administrative discharge action must be initiated. Grounds for initiating an administrative discharge action include those cited as a basis for involuntary separation from AGR tour (e.g., unsatisfactory performance, pattern of misconduct, etc). The discharge authority is the Adjutant General. Airmen with between 18 and 20 years of total military service require approval by the Secretary of the Air Force before a discharge is approved.

Reference: ANGI 36-101 AGR Program

5-6: Court Martial

The most severe form of disciplinary action that may be initiated against an AGR Airmen is to have charges drafted and referred to a court-martial. This is the military equivalent of a criminal trial and can result in loss of pay, reduction in rank, and confinement.

There are three types of court-martial: Summary, Special, and General. A Summary Court-Martial is for minor offenses and can impose only minor punishments. A Special Court-Martial is generally used for misdemeanor level offenses and can impose more severe sentences. A General Court-Martial is reserved for the most serious offenses and can impose the maximum punishments authorized by Ohio law. A conviction by any court-martial will disqualify an individual from further AGR service.

The decision on the level of court-martial to which a case should be referred, belongs to the convening authority. There are a considerable number of legal protections for an accused facing a court-martial, to include the appointment of an area defense counsel (ADC), to represent the Airmen at no cost.

As a general rule, only exclusive military offenses are punished by a court-martial: These are Articles 77 through 134.

A court-martial is serious, expensive, and time consuming. Commanders should consult with their servicing Judge Advocate before initiating a court-martial action.

Reference: 32 U.S.C. 326, Ohio Revised Code 5924.16

5-7: Restraint/Confinement

Under limited circumstances, a commander may authorize an AGR Airmen to be placed in pre-trial confinement. This is only used when an individual is pending serious court-martial charges or if apprehended after an extended AWOL. This measure should only be taken after consulting with the State Judge Advocate or the Deputy State Judge Advocate.

Since most Ohio National Guard facilities do not possess brig or confinement facilities, confinement is carried out in a state confinement facility made available by the Ohio Department of Rehabilitation & Corrections for housing military prisoners nearest the Airmen's residence. Coordination is made with the Office of the State Judge Advocate. If an AGR is confined, every attempt must be made to have his or her case reviewed by a military judge at the earliest possible time.

Reference: Ohio Revised Code 5924.10

Appendix A – Other Resources

A-1: Veterans Benefits

The United States has a long and honorable history of providing monetary and other benefits to veterans of military service and to their dependents and survivors. These benefits include medical treatment, hospital and nursing home care, disability benefits, job training assistance, vocational rehabilitation, re-employment assistance, education benefits, life insurance programs, home loan mortgage guaranties, death benefits for survivors, and burial assistance.

The laws and regulations governing eligibility and level of benefit are complex. Generally, a person must have served on active duty for a continuous period of 180 days in order to qualify for most benefits. Benefits rely on the Airmen's characterization of discharge.

In addition to federal benefits administered by the VA, the State of Ohio has enacted a number of statutes providing various benefits and protections to those on active duty and veterans. These include civilian employment preferences, tax exemptions and distinctive automobile tags. Ohio law also provides that municipalities may not impose a tax upon the pay of military personnel.

A-2: Points of Contact

Military OneSource: 1-800-342-9647

<http://www.militaryonesource.mil/>

TRICARE: 1-877-874-2273

<http://www.tricare.mil/>

DEERS: 1-800-538-9552

TRICARE Pharmacy Program: 1-877-363-1303

<http://www.tricare.mil/mybenefit/home/Prescriptions/PharmacyProgram>

TRICARE ACTIVE DUTY PROGRAM (AGR Airmen): 1-866-984-2337

<https://secure.addp-ucc.com/ddpddw/adsm/care-remote.xhtml>

TRICARE DENTAL PROGRAM (AGR FAMILY MEMBERS ONLY): 1-855-638-8371

<https://www.tricare.mil/CoveredServices/Dental/TDP>

Appendix B – How To Read an LES

This is a guide to help you understand your Leave and Earnings Statement (LES). The LES is a comprehensive statement of a member's leave and earnings showing your entitlements, deductions, allotments, leave information, tax withholding information, and Thrift Savings Plan (TSP) information. Your most recent LES can be found 24 hours a day on **myPay**.

Your pay is your responsibility. Review, verify and retain your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult with the finance office.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																					
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED									
	1				2	3	4	5	6	7	8	9									
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY									
TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		+ AMT FWD		13							
A B C D E F G H I J K L M N O	10				11				12				- TOT ENT		14						
													- TOT DED		15						
													- TOT ALMT		16						
													= NET AMT		17						
													- CR FWD		18						
													= EOM PAY		19						
													DIEMS		23						
													RET PLAN		24						
	TOTAL		20		21		22														
	LEAVE		BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES		WAGE PERIOD	WAGE YTD	M/S	EX	ADD L TAX	TAX YTD			
		25	26	27	28	29	30	31	32	33		34	35	36	37	38					
FICA TAXES		WAGE PERIOD		SOC WAGE YTD		SOC TAX YTD		MED WAGE YTD		MED TAX YTD		STATE TAXES		ST	WAGE PERIOD		WAGE YTD	M/S	EX	TAX YTD	
		39		40		41		42		43		44		45	46		47	48	49		
PAY DATA		BAQ TYPE		BAQ DEPN		VHA ZIP		RENT AMT		SHARE	STAT	JFTR	DEPN	2D JFTR	BAS TYPE		CHARITY YTD		TPC	PACIDN	
		50		51		52		53		54	55	56	57	58	59		60		61	62	
Thrift Savings Plan (TSP)		BASE PAY RATE		BASE PAY CURRENT		SPEC PAY RATE		SPEC PAY CURRENT		INC PAY RATE		INC PAY CURRENT		BONUS PAY RATE		BONUS PAY CURRENT					
		63		64		65		66		67		68		69		70					
		CURRENTLY NOT USED				TSP YTD DEDUCTIONS				DEFERRED				EXEMPT				CURRENTLY NOT USED			
		71				72				73				74				75			
REMARKS		YTD ENTITLE				YTD DEDUCT															
		76				77				78											

www.dfas.mil

Fields 1 - 9 contain the identification portion of the LES.

- **1 NAME:** The member's name in last, first, middle initial format.
- **2 SOC. SEC. NO.:** The member's Social Security Number.
- **3 GRADE:** The member's current pay grade.
- **4 PAY DATE:** The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).
- **5 YRS SVC:** In two digits, the actual years of creditable service.
- **6 ETS:** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- **7 BRANCH:** The branch of service, i.e., Navy, Army, Air Force.
- **8 ADSN/DSSN:** The Disbursing Station Symbol Number used to identify each disbursing/finance office.
- **9 PERIOD COVERED:** This is the period covered by the individual LES. Normally it will be for one calendar month. If this is a separation LES, the separation date will appear in this field.

Fields 10 through 24 contain the entitlements, deductions, allotments, their respective totals, a mathematical summary portion, date initially entered military service, and retirement plan.

- **10 ENTITLEMENTS:** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.
- **11 DEDUCTIONS:** The description of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- **12 ALLOTMENTS:** In columnar style the type of the actual allotments being deducted. This includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen allotments. If a member has more than one of the same type of allotment, the only differentiation may be that of the dollar amount.
- **13 +AMT FWD:** The amount of unpaid pay and allowances due from the prior LES.
- **14 + TOT ENT:** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- **15 -TOT DED:** The figure from Field 21 that is the total of all deductions.
- **16 -TOT ALMT:** The figure from Field 22 that is the total of all allotments.
- **17 = NET AMT:** The dollar value of all unpaid pay and allowances, plus entitlements and/or allowances, minus deductions and allotments due on the current LES.

- **18 - CR FWD:** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.
- **19 = EOM PAY:** The actual amount of the payment to be paid to the member on End-of-Month payday.
- **20 - 22 TOTAL:** The total amounts for the entitlements and/or allowances, deductions and allotments respectively.
- **23 DIEMS:** Date initially entered military service: This date is used SOLELY to indicate which retirement plan a member is under. For those members with a DIEMS date prior to September 8, 1980, they are under the FINAL PAY retirement plan. For those members with a DIEMS date of September 8, 1980 through July 31, 1986, they are under the HIGH-3 retirement plan. For those members with a DIEMS date of August 1, 1986 or later, they were initially under the REDUX retirement plan. This was changed by law in October 2000, when they were placed under the HIGH-3 plan, with the OPTION to return to the REDUX plan. In consideration of making this election, they become entitled to a \$30,000 Career Service Bonus. The data in this block comes from PERSCOM. DFAS is not responsible for the accuracy of this data. If a member feels that the DIEMS date shown in this block is erroneous, they must see their local servicing Personnel Office for corrective action.
- **24 RET PLAN:** Type of retirement plan, i.e. Final Pay, High 3, REDUX; or CHOICE (CHOICE reflects members who have less than 15 years service and have not elected to go with REDUX or stay with their current retirement plan).

Fields 25 through 32 contain leave information.

- **25 BF BAL:** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).
- **26 ERND:** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.
- **27 USED:** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.
- **28 CR BAL:** The current leave balance at the end of the period covered by the LES.
- **29 ETS BAL:** The projected leave balance to the member's Expiration Term of Service (ETS).
- **30 LV LOST:** The number of days of leave that has been lost.
- **31 LV PAID:** The number of days of leave paid to date.
- **32 USE/LOSE:** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

Fields 33 through 38 contain Federal Tax withholding information.

- **33 WAGE PERIOD:** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- **34 WAGE YTD:** The money earned year-to-date that is subject to FITW. Field 35 M/S. The marital status used to compute the FITW.
- **36 EX:** The number of exemptions used to compute the FITW.
- **37 ADD'L TAX:** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.
- **38 TAX YTD:** The cumulative total of FITW withheld throughout the calendar year.

Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.

- **39 WAGE PERIOD:** The amount earned this LES period that is subject to FICA.
- **40 SOC WAGE YTD:** The wages earned year-to-date that are subject to FICA.
- **41 SOC TAX YTD:** Cumulative total of FICA withheld during the calendar year.
- **42 MED WAGE YTD:** Wages earned year-to-date that are subject to Medicare.
- **43 MED TAX YTD:** Cumulative total of Medicare taxes paid year-to-date.

Fields 44 through 49 contain State Tax information.

- **44 ST:** The two digit postal abbreviation for the state the member elected.
- **45 WAGE PERIOD:** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
- **46 WAGE YTD:** The money earned year-to-date that is subject to SITW.
- **47 M/S:** The marital status used to compute the SITW.
- **48 EX:** The number of exemptions used to compute the SITW.
- **49 TAX YTD:** The cumulative total of SITW withheld throughout the calendar year.

Fields 50 through 62 contain additional Pay Data.

- **50 BAQ TYPE:** The type of Basic Allowance for Quarters being paid.
- **51 BAQ DEPN:** A code that indicates the type of dependent. A - Spouse C - Child D - Parent G - Grandfathered I -Member married to member/own right K - Ward of the court L - Parents in Law R - Own right S - Student (age 21-22) T - Handicapped child over age 21 W - Member married to member, child under 21
- **52 VHA ZIP:** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.
- **53 RENT AMT:** The amount of rent paid for housing if applicable.
- **54 SHARE:** The number of people with which the member shares housing costs.
- **55 STAT:** The VHA status; i.e., accompanied or unaccompanied.
- **56 JFTR:** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.
- **57 DEPNS:** The number of dependents the member has for VHA purposes.
- **58 2D JFTR:** The JFTR code based on the location of the member's dependents

for COLA purposes.

- **59 BAS TYPE:** An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers.
 - B - Separate Rations
 - C - TDY/PCS/Proceed Time
 - H - Rations-in-kind not available
 - K - Rations under emergency conditions
- **60 CHARITY YTD:** The cumulative charitable contributions for the calendar year.
- **61 TPC:** This field is not used by the active component of any branch of service.
- **62 PACIDN:** The activity Unit Identification Code (UIC). This field is currently used by Army only.

Fields 63 through 75 contain Thrift Savings Plan (TSP) information/data.

- **63 BASE PAY RATE:** The percentage of base pay elected for TSP contributions.
- **64 BASE PAY CURRENT:** Reserved for future use.
- **65 SPECIAL PAY RATE:** The percentage of Specialty Pay elected for TSP contribution
- **66 SPECIAL PAY CURRENT:** Reserved for future use.
- **67 INCENTIVE PAY RATE:** Percentage of Incentive Pay elected for TSP contribution.
- **68 INCENTIVE PAY CURRENT:** Reserved for future use.
- **69 BONUS PAY RATE:** The percentage of Bonus Pay elected towards TSP contribution.
- **70 BONUS PAY CURRENT:** Reserved for future use.
- **71** Reserved for future use.
- **72 TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.
- **73 DEFERRED:** Total dollar amount of TSP contributions that are deferred for tax purposes.
- **74 EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).
- **75** Reserved for future use
- **76 REMARKS:** This area is used to provide you with general notices from varying levels of command, as well as the literal explanation of starts, stops, and changes to pay items in the entries within the “ENTITLEMENTS”, “DEDUCTIONS”, and “ALLOTMENTS” fields.
- **77 YTD ENTITLE:** The cumulative total of all entitlements for the calendar year.

