

# **Ohio Army National Guard Active Guard / Reserve (AGR) Handbook**

**15 October 2018**

## **AGR Handbook**

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## **Section 1 – General Information**

The AGR Branch of the 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 Soldiers 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: Duty Hours**

AGR Soldiers normally work the same schedule as other full-time employees of the Ohio National Guard. In the event of a furlough of the technician and civilian workforce, AGR Soldiers 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.

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 UTA weekends. In those cases where compensatory time would have been appropriate, leave and passes are encouraged. Attendance and participation at weekend drills and other training events with the Soldier's unit of assignment are required. Additionally, AGR Soldiers will work duty hours as required when performing Annual Training or State Active Duty, in non-SAD status, with their assigned unit.

**References: NGR (AR) 600-5, AR 600-8-10, NGOH-HRO-Z Memorandum, Subject Ohio National Guard AGR and Technician Work Schedule Policy, HRO Policy Number (17-002)**

### **1-2: Telework**

Teleworking is an approved program for Full-time Military and Civilian employees of the Ohio Army National Guard; it is NOT an entitlement. 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 Soldiers to balance their professional and personal responsibilities.

Telework does not change employment terms and/or conditions. Duties, responsibilities and expectations should be clearly defined and documented with specific, measurable criteria to provide an accurate evaluation of 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 (to include medical), or other appropriate reasons. Situational telework schedules will include a start and end date. The employee will resume his/her normal schedule and reporting 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 SMSgt Tonya Camarata, HRO Force Development Superintendent, for final approval.

Reference: NGOH-HRO Memorandum, Subject Telework Policy dated 5OCT16

### **1-3: Identification Cards**

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

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

Dependents are eligible for a type of ID 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 the Defense Enrollment Eligibility Reporting System (DEERS). DEERS is the database that drives RAPIDS. In order to enroll dependents, Soldiers must bring **original** source documents 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](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>

### **1-4: Workplace Searches**

Supervisors have the right to search most areas within a workplace without obtaining a search warrant or the permission of the individual. Searches are required within those areas over which the government exercises control. These include such areas as offices, desks, toolboxes, and file cabinets.

Government offices provide employees a place to conduct official business. Courts ruled a search by a supervisor or security to retrieve work related materials or to

investigate possible violations do not to violate a Soldier's Fourth Amendment Right against unreasonable searches and seizure. Certain areas within the workplace have an expectation of privacy for individuals. This would include handbags, briefcases, backpacks and wall lockers secured by a personal lock. These items are not part of the workplace and are generally not subject to a search without a warrant or permission of the individual.

All AGR Soldiers assigned to secured bases are subject to having their vehicles randomly searched, as a condition of entry. Supervisors should always consult with the legal office prior to conducting a search of a work area, unless an emergency exists.

**References: Postal Workers vs. USPS, 871 F. 2d 556 (6<sup>th</sup> Cir. 1989)**

### **1-5: 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, Soldiers, 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

### **1-6: 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.

AGRs have to the right to register complaints of discrimination orally or in writing to their respective Brigade Equal Opportunity Advisor or the State Equal Employment Opportunity. 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 supervisory chain prior to filing the EO complaint. When filing EO complaints refer to the EO-SEEM IAW ONGR 600-2.

## **1-7: SHARP / SAPR**

The Sexual Assault Response Coordinator 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. Regardless of which option is chosen, 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 (SARC), Victim Advocate (VA) or healthcare personnel** so that he or she can receive medical treatment and SAPR services. If a Service Member files a Restricted Report, law enforcement and chain-of-command will not be notified, and there will not be an official investigation of the crime (the 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 want to make an Unrestricted Report may report the assault to a SARC, SAPR VA, healthcare personnel, a 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 SHARP office and Brigade SARC



## **Section 2 – Standards of Performance and Conduct**

The Army standard is applied equally to AGR Soldiers. All Soldiers 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, semi-annual fitness tests, maintain proper weight control, annual weapons 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 Soldiers must maintain a high standard of dress and military appearance. This standard consists of five elements: neatness, cleanliness, safety, accuracy and military image.

AGR Soldiers 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: AR 670-1**

### **2-2: Physical Fitness Program**

AGR Soldiers must pass the Army Physical Fitness Test (APFT) twice per year. To ensure that AGR Soldiers 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 its suspension or termination of workout periods during duty hours by the supervisor.

Failure to pass the APFT will have a negative impact on the individual. The SM will be “flagged” via DA 268, suspending favorable personnel actions such as promotion, awards, and attendance at schools. An AGR Soldier cannot extend their enlistment or renew their AGR tour if they do not pass the APFT. Two consecutive **record** APFT failures, may result in a bar to reenlistment or involuntarily separation from the AGR tour and the Ohio Army National Guard.

AGR Soldiers with documented medical conditions must report the issue and coordinate alternate fitness programs with their supervisor or Administrative Officer. Special fitness programs must be coordinated and monitored by the full-time supervisor for those personnel having trouble with the fitness test.

**References: AR 40-501, AR 135-18, TC 3-22.20,  
HRO Policy Letter, SUBJECT: Physical Fitness Program (PFP) dated 24 OCT 16**

### **2-3: Army Body Composition Program**

AGR Soldiers are required to keep their body composition within regulatory standards. Army Regulation 600-9 contains screening criteria tables. The purpose of the body composition program is to maintain the efficiency, health, and well-being of the individual and to present a proper military image.

Ultimately, body fat percentage is what determines if a Soldier is compliant with body composition standards. Once on the program, Soldiers must “tape” off of the program even if the screening table weight is met. The timelines for Army Body Composition Program compliance are different for traditional Soldiers (M-Day) and AGR Soldiers.

Supervisors must document a Soldier’s progress in the weight control program by counseling and weigh-in results to support the appropriate action. Soldiers who fail to meet the standards or reenroll in the program within established timelines face adverse administrative actions, up to and including discharge. Additional requirements are found in AR 600-9.

**References: AR 600-9, AR 135-18**

### **2-4: Substance Abuse**

Drug and alcohol abuse is not tolerated in the Ohio National Guard. AGR Soldiers are subject to random urinalysis testing 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. AGR Soldiers are eligible for substance abuse treatment. Contact the Prevention Treatment Officer at the G1 for current guidance.

Urine samples obtained from AGR Soldiers are randomly tested at forensic laboratories for the presence of illegal and controlled substances. Samples testing positive could result in disciplinary or discharge action for the individual.

**Reference: NGR (AR) 600-85, 21 U.S.C. 812 Schedule IV (e)**

### **2-5: Equal Opportunity**

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. See paragraph 1-8 of this handbook for additional information.

## **2-6: Sexual Assault and Sexual Harassment**

Sexual assault and sexual harassment is not tolerated in the Ohio National Guard. AGR Soldiers have an **obligation to report all incidents** relating to, or that have the possibility to lead to sexual assault or sexual harassment. See Paragraph 1- 6 for more details about reporting options. The Ohio National Guard leadership is committed to ensure the individual dignity of its members by preventing all forms of sexual harassment in the workplace. Questions or concerns should be addressed to the SHARP office and Brigade SARC.

## **2-7: Family Care Plans**

Family Care Plans are not a legal document. These plans cannot change a court-mandated custodial arrangement, nor can it interfere with a parent's right to custody of his/her child. Its sole purpose is to document for Army purposes the plan by which Soldiers provide for the care of their Family members when military duties prevent the Soldier from doing so.

A Family care plan is required to be completed when any of the following apply:

- A pregnant Soldier who—
  - Has no spouse; or is residing without her spouse.
  - Is married to another Service member (any branch or component)
- A Soldier who has no spouse; is divorced, widowed, or separated, or is residing apart from his or her spouse; who has joint or full legal and physical custody of one or more Family members under the age of 19; or who has adult Family members incapable of self-care regardless of age.
- A Soldier who is divorced and not remarried, and who has liberal or extended visitation rights by court decree that allows Family members to be solely in the Soldier's care in excess of 30 consecutive days.
- A Soldier whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care or assistance.
- A Soldier married to another Service member (any branch or component) who has joint or full legal custody of one or more Family members under age 19 or who has adult Family members incapable of self-care regardless of age.

Soldiers who meet the above criteria unable to complete a required Family Care plan must be processed for separation from the AGR Program by their unit commander.

**References: AR 600-20, AR 135-91, NGR 635-101**

## **2-8: Fraternalization and Professional Relationships**

Inappropriate relationships are defined IAW AR 600-20.

Fraternalization is the term used to describe certain relationships which are prohibited and may be prosecuted under OCMJ in a court-martial proceeding. Prohibited behavior depends upon the circumstances of each case. Generally, a Soldier should not become involved in a close friendship or an on-going business or romantic relationship with an individual subject to the Soldier's supervisory control and authority.

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

**Reference: AR 600-20, Ohio Revised Code 5924.133**

## **2-9: Solicitation of Subordinates**

If an AGR Soldier 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. 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**

## **2-10: Gambling and Lotteries**

Current law prohibits all AGR Soldiers from participating in gambling activities while on duty or in Guard facilities. Gambling with a subordinate is a criminal violation of the Ohio Code of Military Justice. Prohibited activities include gambling, lotteries and raffles except when it is for a registered charitable organization. Address questions to the State Judge Advocate.

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

## **2-11: Gifts**

Gifts for supervisor/superior cannot exceed any more than \$10. If gift is given as a dinner, the dinner price is not to be considered as part of the \$10 limit, but the invitation should set out the amount.

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

All AGR Soldiers are limited in their ability to accept gifts in their official capacity from outside sources. This is particularly true in the case of personnel who hold positions of financial accountability or have input into how contracts for goods and services are awarded. Personnel employed by the USPFO should accept nothing from any vendor or would-be vendor. The unit's Judge Advocate should be consulted in most situations.

**Reference: Ohio Revised Code Chapter 102, Joint Ethics Regulation DoD 5500.7-R**

## **2-12: Computer Network Accounts / Systems Access**

AGR Soldiers must have or be able to obtain a favorable background and security investigation to acquire an Ohio National Guard Computer Network User Account. AGR Soldiers are subject to separation from the AGR Program if they fail to obtain or lose access to their Ohio National Guard Computer Network User Account.

**References: AR 600-8-2, AR 135-18, AR 380-67, AR 600-8-19, AR 380-5, AR 635-18, AR 600-5, Executive Order 12968, AR 25-2**

## **2-13: Security Clearances**

All AGR Soldiers must have or be able to obtain a favorable result from a background investigation (e.g. NAC, NACLC or SSBI). AGR Soldiers must have or be able to obtain a Security Clearance. Security Clearance requirements are dictated by policy and regulation with respect to grade, MOS and AGR duty responsibilities. If a Soldier fails to obtain a required security clearance, that Soldier must be reassigned, reclassified or removed from the AGR Program. If the actions listed are not practical or possible, the Soldier must be released from the AGR Program without board action.

Commanders should suspend or revoke an AGR Soldier'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 Soldier's clearance must ensure any access to classified material is prevented. This includes updating access rosters and memos, seizure of badges, and recovery of classified documentation.

Commanders may consider the following factors when requesting suspension or revocation of a security clearance:

- Mental or emotional instability
- Substance abuse that impairs judgment and/or performance
- Falsification or deception related to official documents
- Declaration as Conscientious Objector
- Arrest for commission of serious offense
- Repeated statements of anti-government views
- Two or more security violations in past 12 months
- Indications of excessive indebtedness or financial irresponsibility

Security Managers can report incidents and processes security clearance suspension and revocation requests. All such actions involving AGR Soldiers **must** be reported to the AGR Office.

**Reference: AR 380-5, AR 604-5**

## **2-14: Government Credit Cards**

AGR Soldiers are required obtain and use a Government Travel Card (GTC) when on official travel. Initial application for the government credit card is submitted to NGOH-PF-CO, no later than four weeks before the card is needed. The application is submitted through the Comptroller's office or the application is unprocessed. Requests to activate/deactivate the credit cards are made through the MSC AOs/designee to the GTCC Agency Program Coordinator for actual activation/deactivation. The request for activation is no later than three business days if the Soldier is flying or one business day if the Soldier 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 it 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.

Soldiers are personally responsible to make full payment for charges made, regardless of reimbursement from the government. Failure to make the full payment within 31 days results in the credit card deactivated by the credit card company.

If the Soldier is delinquent in making payment on the card, the government may collect the debt owed directly from the Soldier's pay. See Official Travel in para 2-15 of this handbook for details regarding official travel.

**References: Government Travel Card Regulations Feb 2017, Travel and Transportation Reform Act of 1998, OH Government Travel Charge Card SOP dtd 30 May 2013**

## **2-15: Official Travel**

AGR travel is used for mission essential travel directly relating to AGR's fulltime duties and responsibilities'. AGR will input travel in their "non-G" accounts for proper routing and approval. PME courses to include NCOES and DMOSQ courses are funded by G3 Schools and are placed in the "G" account

Travel should be input in DTS and routed to the Approving Official at least 5 days before travel, or a LRFO must be submitted in the Authorization with the BDE AO's endorsement. GSA when available will be the primary means of travel when driving, for POV mileage to be reimbursed a request endorsed by the brigade administrative officer will be uploaded to the authorization stating no GSA available or tactical vehicle not suitable.

Upon completion of the temporary duty, the individual completes a DTS voucher for reimbursement of all expenses incurred within 5 days of travel.

**Reference: Joint Travel Regulations 3/01/17, DoD Financial Regulation and the Budget Execution Guidance and PBG.**

## **2-16: Assisting Recruiting & Retention Efforts**

AGR Soldiers 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 Soldiers can have a positive influence on recruiting efforts.

AGR Soldiers have a significant influence on the retention of Soldiers. 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 Soldiers. The full-time unit staff should welcome new Soldiers, 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 Soldiers is a unit, command and leadership responsibility.

## **2-17: Clothing, Equipment and Supply Accountability**

AGR Soldiers are responsible and accountable for military equipment and supplies assigned to them including but not limited to clothing, OCIE, and section equipment. Soldiers must maintain these items in good condition; loss or damage resulting from negligence may result in financial liability. Losses or shortages discovered during an inventory are subject to a Financial Liability Investigation of Property Loss (FLIPL). Any enlisted AGR Soldier can be assessed up to one-month total pay for losses attributable to their negligence. Accountable officers may be liable for the full amount of the Government's loss minus amounts charged to others.

AGR Supply Sergeants shall maintain supply accountability, ensure inventories are completed and initiate a FLIPL or Statement of Charges for lost or damaged equipment or property prior to the transfer of accountability from one Soldier to another.

## **2-18: Off-Duty Employment**

AGR Soldiers may obtain off-duty employment, which does not conflict with assigned duties. Prior to accepting outside employment, written notice of the proposed job, nature of duties, and hours of employment must be provided to their Administrative Officer (AO) and permission obtained. When evaluating these requests the AO should consider if the job could interfere with or create a conflict of interest with the individual's military duty. The AO may deny or revoke permission for the off-duty employment.

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

**Reference: DoD 1344.10, Joint Ethics Regulation DoD 5500.7-R**

## SAMPLE REQUEST FOR PART-TIME EMPLOYMENT

DATE \_\_\_\_\_

FOR Commander, \_\_\_\_\_

SUBJECT: Request for authorization to obtain part-time civilian employment

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

UNIT OF ASSIGNMENT: \_\_\_\_\_

NAME OF CIVILIAN EMPLOYER: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

TITLE OF POSITION TO BE HELD: \_\_\_\_\_

DESCRIPTION OF DUTIES: \_\_\_\_\_

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CIVILIAN  
EMPLOYERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SOLDIER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## **2-19: Unions**

A member of the National Guard, serving in an AGR status may not be a member of a military union or 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. Current law prohibits this because of concern that unions may impede the military mission of the Guard and present a danger to discipline, loyalty, and obedience to the lawful orders of the chain of command. There are a number of potential criminal penalties to include fines and jail time for any AGR Soldier who joins, recruits for, or organizes a union.

If seeking redress for a concern or to resolve an issue an AGR Soldier can:

- Present complaints or grievances concerning military issues through the military chain of command (Open-Door Policies)
- Seek redress through Inspector General channels
- Contact their legislator or Member of Congress
- Voice personal views or complaints through authorized advisory councils or similar committees

AGR Soldiers authorized off-duty employment are not prohibited from joining a union in connection with their civilian occupation.

**Reference: 10 U.S.C. 976, AR 600-20**

## **2-20: Political Activities**

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 Soldiers 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 AGRs may engage by virtue of their full-time military service. Refer to Department of Defense Directive 1344.10 dated 19 February 2008 for a comprehensive list permitted and prohibited political activities for military members.

**Reference: Joint Ethics Regulation DoD 5500.7-R, DoDD 1344.10**

## **2-21: Jury Duty**

Under Ohio law, AGR Soldiers are not exempt from serving as a juror simply because of their AGR status. AGR Soldiers 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 Soldier must complete a "jury duty" leave request in the FTSMCS Leave Log. Excused absence is not available for an AGR Soldier 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 Soldier 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 Soldier should submit documentation from the court reflecting the dates and hours of their attendance. Any fees received for jury duty or as a government witness (except for parking and transportation) should be turned in to the appropriate military payroll office.

**References: AR 27-40 Comptroller General Decision B-217845, Ohio Revised Code Chapter 2313**

## **2-22: Lawsuits involving AGR Soldiers**

Lawsuits are a fact of modern life, but AGR Soldiers 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 over 60 years ago, *Feres vs. United States* (1950), 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 Staff 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 (6<sup>th</sup> Cir. 1997); 28 U.S.C. 2671-2679, 32 U.S.C. 502, AR 27-40, NGR 27-40**

## **2-23: State Active Duty**

State Active Duty (SAD) status is not applicable for AGR Soldiers. When a declared emergency occurs, AGRs 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**

## **2-24: Absent Without Leave (AWOL)**

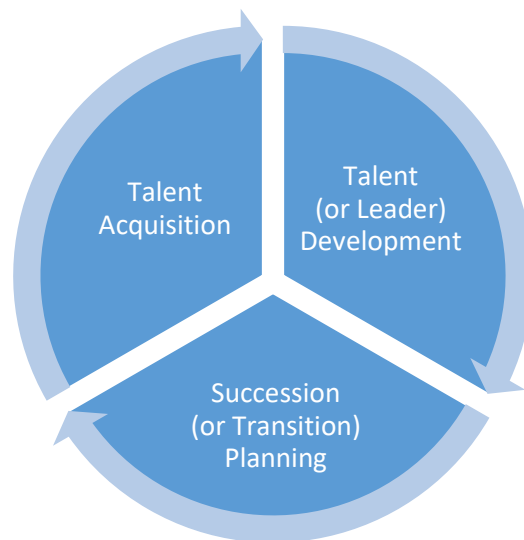
Absent Without Leave (AWOL) is any period of time an individual is absent from their duty station without their supervisor's knowledge or approval. An individual is considered AWOL when they have not reported for a period of 24 hours. AWOL time is counted as lost time and is measured in 24-hour increments. Pay and allowances are terminated during the AWOL period. AWOL status constitutes sufficient reason for separation from the AGR program.

When an individual fails to report for duty for a 24-hour period, the Officer in Charge (OIC) reports the AWOL status by telephone, to HRO-M. The OIC must submit a change of duty status report on DA Form 4187 to change status from duty to AWOL, effective the beginning of the AWOL period. The OIC must document all attempts to contact the AWOL Soldier.

**Reference: AR 600-8-10**

## 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.



**Figure 1. Career Management Cycle**

### **Talent Acquisition**

#### **3-1: Entry into the AGR Program**

For initial entry into the AGR program, an individual must meet qualifications in AR 135-18 table 2-1 and not be disqualified as outlined in tables 2-2 and 2-3. This includes meeting medical retention standards as outlined in AR 40-501 Chapter 3. Female Soldiers, who are pregnant, may apply and be hired for AGR positions. AR 40-501 10-4a states that Pregnancy is not a disqualifying condition. Applicants must be able to meet any special requirements on the advertisement. Application procedures and required forms are listed on the job announcement. New hires are required to complete initial entry paperwork before a start date can be established. Individuals must have or be able to obtain a Security Clearance, when required. Individuals must have or be able to obtain a favorable National Agency Check (NAC) and an Ohio National Guard Computer Network User Account. Failure to satisfy one or more of these requirements may result in the rejection of any application.

**Reference: AR 40-501, AR 135-18, NGR (AR) 600-5**

### **3-2: Length of Tour/Period**

AGR tours are for a period of three (3) years initially and six (6) years thereafter for enlisted Soldiers or until MRD for Officers. Soldiers are stabilized during the first 18 months of the initial tour of duty, except for mobilization or when the needs of the service dictate. After the stabilization period Soldiers are subject to involuntary reassignment anywhere within the state based on mission requirements. AGRs may be extended at the current duty station or reassigned at any time during the tour.

### **3-3: In-processing and Orientation**

Army personnel are required to attend the New Employee Orientation (NEO) Brief. The mandatory NEO brief consists of several briefings and collection of required information and documentation necessary to build personnel, pay and medical files. This includes information necessary to ensure Soldiers and their dependents become eligible for medical care and other benefits. New AGR Soldiers should be scheduled for the orientation by HRO within 30 days of reporting on initial tour.

**Reference: NGR 600-5 para 2-5**

### **3-4: AGR Sponsorship Program**

Sponsorship of AGR Soldiers is an on-going process and is not solely for new AGR Soldiers. Whenever an AGR Soldier is reassigned, the gaining unit and command will complete the sponsorship program.

Sponsorship and Integration of newly assigned Soldiers is the first step in development of a career, as it sets the tone for a Soldier's tenure within an organization. The process of bringing on a new Soldier should not dramatically vary regardless of method in which the Soldier was assessed into the organization. The sponsorship program assists an AGR Soldier's family to become familiar with the military and the Ohio National Guard. It is important to recognize that some Soldiers and families may be dramatically impacted by the new assignment especially in the case of a PCS. Battalions and Brigades are encouraged to develop a process to welcome Soldiers and their families to the organization.

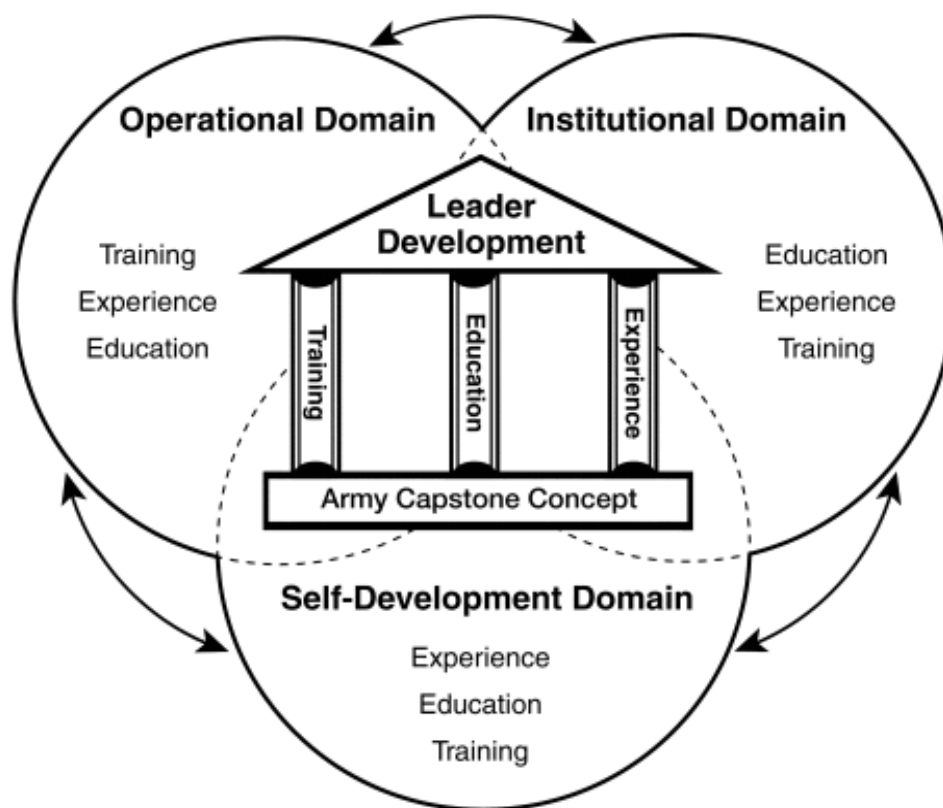
The sponsorship program is the best way to ensure quick and complete integration of new AGR Soldiers into the unit and AGR program. Ensure SM is enrolled in the appropriate Military Courses. Integration into a new position requires PEC completion within 12 months, as prescribed by NGR 600-5 and the annual list of NGB centrally funded schools.

**Reference: NGR 600-5**

## **Talent (Leader) Development**

Commanders and Supervisors need to be involved and proactive in management of Officer, Warrant Officer, and NCO careers to facilitate both Soldier development and mission accomplishment. Commanders and full-time supervisors provide critical input regarding reassignment decisions (NGR 600-5 para 1-4d). Additionally, they need to ensure that AGR positions have products that facilitate continuity of operations in the event that an institutionalized Soldier is reassigned.

The Army Leader Development Model has three pillars; Education, Experience, and Training. Education can be Professional Military Education (PME) which includes MOS training, NCOES and Professional Education Center (PEC) classes related to AGR duties; as well as Continuing Education which includes Civilian Colleges and other skills training. Experience directly correlates to duty assignments and responsibilities as well as supported missions. Training relates to mentorship, formal counseling, peer development during Staff Assistance Visits and even Sergeant's Time training activities. The Domains or highlighted below show that each of these pillars can be developed at any time, but the focus changes based on the environment.



**Figure 2. Army Leader Development Model**

## **Education**

### **3-5: Professional Military Education**

Professional Military Education (PME) is required at nearly every level for promotion consideration and advancement. PME includes OES, NCOES, SSD and DMOSQ. DMOSQ is required within 12 Months of assignment, and NCOES in most cases is required within 24 months of assignment (based on availability). Military Occupational Specialty Qualification (MOSQ) is a requirement for AGR tour continuation. All AGR Soldiers must remain qualified in the skill level commensurate with the grade in their AGR duty position. Additionally, Soldiers may be required to attend other SQI or ASI producing schools to meet MTOE requirements for their duty position. Scheduling of AGR Soldiers for required schools is the responsibility of the Soldier, commander, director, or supervisor.

Attendance at the National Guard Professional Education Center (NGPEC) for duty related position, is mandatory within 12 months of assignment (i.e., Readiness NCO/NCOIC, Training NCO, Supply NCO or Admin NCO). This training is designed to enhance capabilities to perform the day-to-day requirements of most AGR duty positions. First priority for the training goes to newly hired / transferred personnel.

Cross training in another MOS, when seats and funds are available, is another tool that can be used for career development and may be needed for advancement; however, all NCOES, Mandatory PEC schools and DMOSQ have priority. Reclassification to a non-duty MOS must be in the best interests of the government and the SM.

### **3-6: Continuing Education**

Civilian education is of significant value in the selection of personnel to fill leadership positions. DA PAM 600-25 prescribes recommended college education levels based on Career Management Field and Pay Grade. While not mandated for enlisted ranks, civilian education can prove to be a critical factor when determining succession plans, an Order of Merit Listing, Promotions and potential assignments.

AGR Soldiers are eligible for a variety of programs to attain college credits and help pay for schooling. For assistance and more information about the programs and services available Contact the Education Office at Beightler Armory in Columbus at (614) 336-7275.

## **Experience**

Experience is gained from a variety of sources. Predominantly, the most influential factors are duty assignments and missions. Missions are often in support of higher headquarters and are often less controllable than assignments. Supervisors cannot determine if their unit will deploy; however, they can determine who will be on the mission and who will not, based on assignment. There is no definitive sequence of assignments or mandatory career track that dictates career assignments. Subsequent assignment and position selection are based on performance and fit.

### **3-7: Balanced Experience Concept (DA PAM 600-25)**

Balanced development of the force will prove critical to managing the careers of Soldiers and providing the Ohio Army National Guard the diverse skills necessary to respond to the rapidly changing demands of our missions. Given the pace of change and the dynamics in some career fields, we need to ensure assignments prepare our Soldiers for the duties they are called on to perform. The Balanced Experience Concept is intended to provide the diverse assignments that keep skills fresh and allow the Soldier to develop a better perspective.

Diversity of assignments includes the following:

- Duty at multiple echelons
- MTOE and TDA organizations
- Leadership and Staff assignments
- Operational / Tactical and Administrative / Logistical Support
- Multiple MOS / ASI Skills
- Non-traditional or Broadening assignments

### **3-8: Assignments**

The goal of the personnel assignment system is to place the right Soldier in the right job at the right time. AGR Soldiers are a small subset of the total force, and due to limitations in training both in terms of funding and school seat allocation, assignment selection and training opportunities must be carefully managed. This policy provides guidance and prescribes general assignment procedures, programs and practices regarding personnel assignments and management of the AGR force within the Ohio Army National Guard.

AR 135-18 para 3-2 a (4) Reassignments or reattachments will be considered as the needs of the Army dictate. Priority may be given to voluntary requests for reassignments or reattachments that meet the needs of the Army.

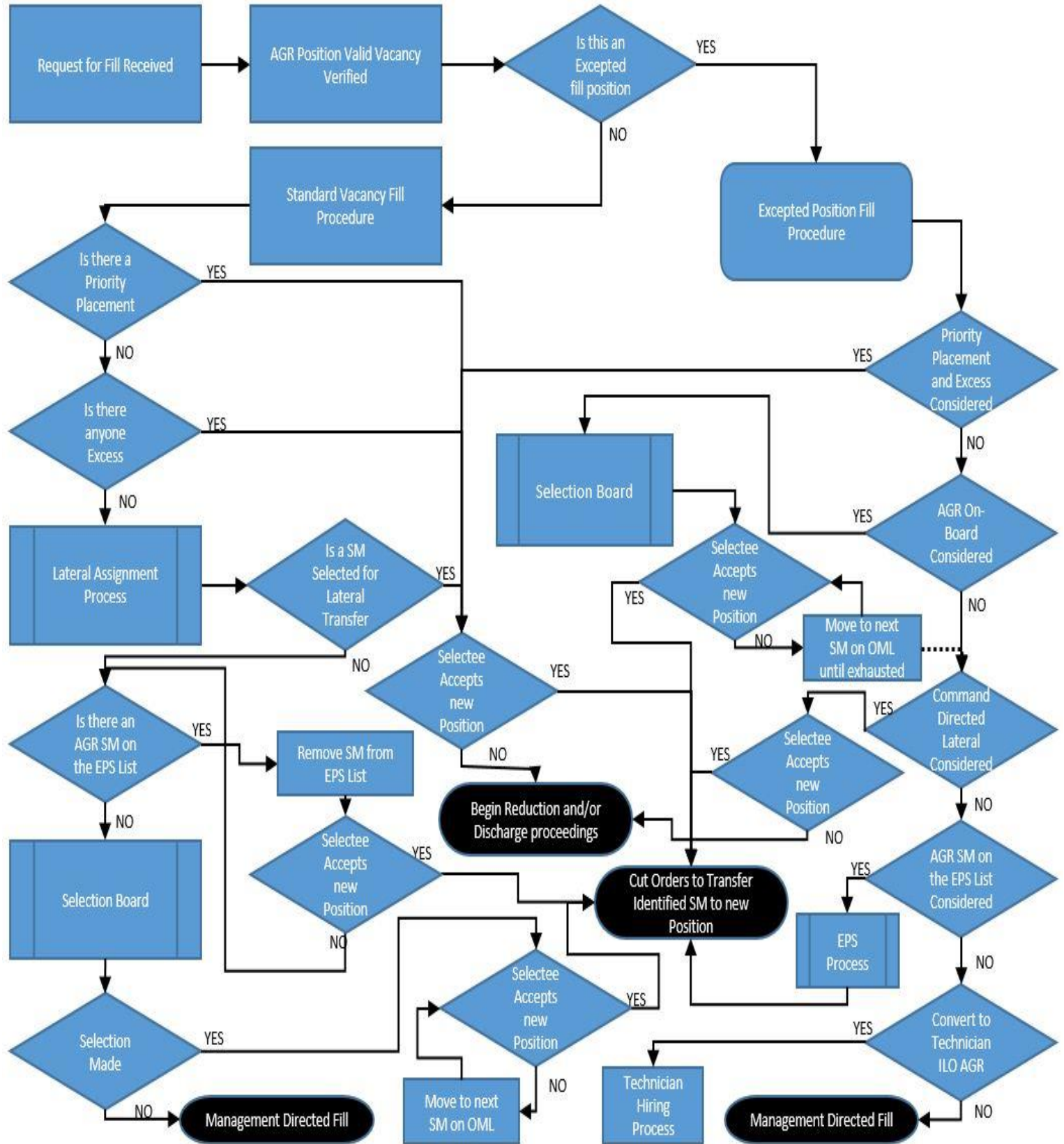
Most AGR assignments are filled IAW NGR 600-200 para 4-10; however there are several exceptions authorized to the priority of assignment allowed for by the regulation. emphasis is placed on following the process below process is followed to ensure a fair and equitable system to fill enlisted vacancies throughout the Army National Guard of the United States. Commanders will fill unit NCO vacancies utilizing the following sequence in order as they appear:

- Priority Placement
- Excess Personnel
- Lateral Assignment
- Enlisted Promotion System
- Position Announcement (selection panels)

**Reference: NGR (AR) 600-200, NGR 600-5, AR 135-18, DA PAM 600-25, AR 600-8-19**



## Vacancy Fill Process



### **3-9: Priority Placement Program (PPP)**

The Priority Placement Program (PPP) is the first step to fill vacant AGR positions. The PPP manages Soldiers in excess or lower graded positions due to unit reorganization. An AGR Soldier, 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 one year after the effective date. The AGR Office notifies the Soldiers, in writing, of their placement on the PPP. They will be priority over other Soldiers in filling vacant authorized positions. The HRO Manager maintains a list of AGR Soldiers on the PPP. .

Any AGR Soldier carried in an excess or over-grade are offered, in writing, the opportunity to fill vacant positions. If an enlisted Soldier refuses a valid offer, of a commensurate current grade and MOS, the Soldier is reduced effective the date of refusal. If an Officer refuses a valid offer, he or she is subject to release from the AGR Program. If the position is not commensurate with MOS, then the Soldier may accept the position and become MOSQ within 12 months or decline the offer for another potential position; however, if no other position becomes available within 12 months of initial enrollment in the PPP, the Soldier will be released from the AGR program.

**References: NGR 600-5, NGR 600-200**

### **3-10: Excess Personnel**

These AGR Soldiers may have been displaced by reorganization/deactivation. More frequently they are caused by changes or reductions in the authorized AGR end-strength. These Soldiers are moved to authorized positions as a primary slot-holder and may need to be reclassified. IAW NGR 600-200 para 3-13e, excess AGRs in the ranks of SFC, MSG and SGM will be assigned to the next vacant available position in the state. Individuals who decline assignment for which they are eligible and available, including those offered reassignment and reclassification training for vacant positions, may be separated from the ARNG within three months after refusal of the assignment.

### **3-11: Lateral Reassignment/Transfer**

This procedure is an optional means of filling positions within the AGR force. Commanders / AOs have the authority to lateral transfer duty MOS qualified AGR Soldiers within their command. This reassignment is to a position equal to the individual's current military grade (unless Soldier requests voluntary reduction).

The Chief of Staff is the approval authority to transfer a Soldier into a non-DMOSQ position. If approved, the AGR Soldier has an opportunity to obtain training to reach the necessary skill level compatible with their new assignment based on seat and funding availability. Members who fail to obtain the necessary qualification skills within a 12-month period, are reassigned or terminated from their AGR status.

AGR Soldiers are subject to reassignment, without consent and without geographical limitations within the boundaries of Ohio, to meet the needs of the service. If the AGR Soldier refuses a reassignment, the unit will initiate a separation of the

individual. A reassigned AGR Soldier may be eligible for reimbursement through permanent change of station (PCS) at the request of the command.

Lateral transfers are not selection boards, and interviews are not conducted to fill these positions. The use of the lateral transfer is not intended to circumvent EPS, but is to be used as part of a career development and succession planning to place the right Soldier in the right job at the right time.

Family members of AGR Soldiers will not be assigned to organizations where one family member holds or may hold a direct command or supervisory position over another full-time support family member. In addition, this restriction applies to an assignment in which the AGR member or military technician could influence the outcome of a personnel action regarding a family member.

**Reference: NGR (AR) 600-5, AR 600-14**

### **3-12: Enlisted Promotion System (EPS)**

The Enlisted Promotion System (EPS) provides for upward mobility in assignment, rank and eligibility to attend service schools. The HRO-M obtains the EPS list from the G1/MILPO and contacts AGR Soldiers (in sequence order) until an individual accepts the assignment. If a controlled grade is required, the AGR Soldier is transferred and placed on the controlled grade list. The promotion will not be effective until a controlled grade is available. AGR Soldiers that are in their 18-month stabilization period of their initial AGR tour are NOT offered EPS positions until all eligible Soldiers have been offered the position. Only if both the Soldiers current chain of command and the Soldier agree to waive stabilization will Soldiers be offered EPS positions. If the EPS list is exhausted, the position is filled by announcing the position to qualified AGR Soldiers.

AGR Soldiers will have the Primary MOS (PMOS) of their assigned duty position and compete on that promotion list, unless there is an approved ETP. The AGR office will publish MOS orders for AGR Soldiers upon reassignment or completion of the required training. IAW AR 600-8-19 and State Policy, the G1 will integrate Soldiers into the EPS list for the CPMOS of the new PMOS, unless there is an approved ETP. Soldiers who decline promotion will be removed from the promotion list for two full years.

**Reference: NGR 600-200, AR 600-8-19, OHARNG Personal Readiness Campaign Plan**

### **3-13: Hiring Boards/ Selection Panels**

Vacant, authorized AGR positions not selected for career management and entry level enlisted positions Sergeant (SGT) and below, Warrant Officer positions Chief Warrant Officer Two (CW2) and below, and Officer positions Captain (CPT) and below will be filled per selection procedures in NGR 600-5 paragraph 2-3. Additionally, selection panels can be used to fill vacant positions that are EPS List exhausted or TAG Excepted fills.

### **3-14: Excepted Position Fills**

(NGR 600-5 para 3-2 b (2) All excepted positions will be filled using an alternative selection process. The specific positions and the selection process used for each must be identified in writing in the selection and hiring guidance published by the HRO/AGR Manager. The Excepted fill process is outlined as a separate process within the AGR Fill Process flowchart.

### **3-15: Officer Promotions**

NGR 600-100 and AGOH 600-100 govern officer promotions. Level 3A (O4 and below) and Level 3B (O5 and above) selection groups are conducted to determine Controlled Grade allocations for promotions and assignments for AGR Officers within the Ohio Army National Guard.

### **3-16: Command Leadership and Staff Assignment Policy (CLASP)**

The goal of the CLASP is to enhance and professionally develop FTS Soldiers. CLASP assignments will not be at the expense of a traditional Soldier's career progression. CLASP assignments are limited to three years and less than 10% of the total number of leadership assignments within the state.

AGR Soldiers may not serve in assignments where the authorized grade exceeds their FTS authorized grade. CLASP assignments require an AGR Soldier to be assigned to an equal graded position at a higher echelon in the chain of command. AGR Soldiers must not have had similar leadership assignments at the same level regardless of duty status.

Soldiers assigned to WMD CST, GMD units, Chemical, Biological, Radiological, Nuclear and High Yield Explosive (CBRNE) Enhanced Response Force Package (CERF-P) positions, and Recruiting and Retention Command are **NOT** authorized to perform CLASP assignments. Soldiers assigned to these units must be reassigned to other AGR positions in another unit in order to become eligible for CLASP assignments.

### **NGR 600-5 para 4-6.**

### **3-17: Mobilization**

AGR Soldiers are subject to mobilization based on the needs of the Ohio Army National Guard. At times, AGR Soldiers are the only Soldiers who possess the required MOS and skill level to meet mission needs. AGRs are able to be cross-leveled to fill vacancies; however, due to the critical role they fill for their assigned units on a regular basis, additional consideration is warranted.

To mitigate the impact of cross-leveling, the first course of action is to consider a transfer of AGR Soldiers or "swap" duty positions to ensure no other organization is disenfranchised by the loss of full time manning. This practice will also serve to provide broadening opportunities to Soldiers that may face limited upward mobility or assignment diversity based on MOS or skill level. Deployment provides benefits to AGR Soldiers in

terms of overall career development; however, this benefit is marginalized in the event that they serve in a rear detachment capacity.

## **Training**

### **3-18: Evaluations, Mentorship and Counseling**

Leader development requires engagement of at all levels. This may at times involve a substantial time commitment from full-time Supervisors, Commanders and those within the NCO support channel. Dedicated time should be set aside as needed (perhaps monthly), but no less than quarterly for the purpose of coaching, mentoring and evaluating AGR subordinates. This time should be spent focusing on Total Soldier Care. This includes matters impacting resiliency, finances, family matters, training and education, transition preparation, as well as career aspirations and performance.

Formal performance evaluations are governed by AR 623-3 and DA PAM 623-3. Initial Counseling must be conducted on the appropriate support form within the first 30 days of assignment and quarterly thereafter. These evaluations are the only mandatory forum for NCOs to receive feedback.

Counseling may be formal or informal and should NOT be used exclusively for negative incidents. Counseling can be verbal or written, but its occurrence and the nature of the session should be documented and filed to track performance and issues as they arise. The DA Form 4856 can be used to document professional development needs, address negative behaviors, or recognize and capture positive performance.

The Army recognized the value of mentorship with the release of the Army Mentorship Handbook 1 January 2005. It outlined information on the mentoring process to potential mentors and mentees. It describes the roles and responsibilities of mentors and mentees so that both parties will know what is expected of the other in a mentor/mentee relationship. It also provided a mentor/mentee agreement and Individual Development Action Plan (IDAP). The Army Career Tracker (ACT), can also be used to assist in the creation of individual development programs. This site provides an opportunity to designate mentors that can view and provide input to Soldiers.  
<https://actnow.army.mil>

## **Succession or Transition Planning**

Adopting a more dynamic and proactive Soldier career management model, and the limitations on the length of a Soldier's career due to the changes in retention control points dictates a need for active Succession Planning.

### **3-19: Retention Control Points**

NGB established new RCPs for all enlisted Soldiers serving on Active Duty in the Title 32 AGR program on 8 September 2016 by issuing PPOM 16-028 - Retaining a Quality Noncommissioned Officer Corps Serving in the ARNG Active Guard Reserve (AGR) Program (Title 10 and 32). Accordingly, Title 32 AGR Soldier may serve on Active Service up to the following RCPs (Table 1) or age 60, whichever occurs first.

<b>Rank</b>	<b>Years</b>
Specialist	8
Sergeant	14
Staff Sergeant	20
Sergeant First Class	24
First Sergeant/Master Sergeant	26
Command Sergeant Major/Sergeant Major	30

**Table 1-ARNG RCPs**

### **3-20: Succession Planning Process**

Succession Planning is intended to identify potential Soldiers who will replace the incumbent and fill positions as they are vacated. Succession Planning is a process that looks at future personnel decisions from two perspectives. The first is to consider the position and organizational needs to assist in the identification of appropriate and ideal skills that replacements of incumbent personnel should possess. The second is to prepare Soldiers that can meet future needs of the organization through diverse and appropriate growth opportunities that will lead to long-term organizational success and maximization of individual potential. The benefits of succession planning include but are not limited to the following:

- Soldiers are provided the opportunity to train for position prior to assignment
- Contingency planning and continuity of operations improvements across the organization
- Additional flexibility and control regarding directed assignments and timelines
- Larger training window, allows unit to project accurate seats for the training needed

This plan requires commanders and supervisors at all levels to anticipate turnover in each of their positions. The plan should be long-range to assist in developing career tracks for Soldiers and enroll Soldiers in appropriate schools. Soldier's desires should be taken into account when making these plans. Once assigned to a duty position, the Soldier must be DMOSQ within one year or face separation / reassignment IAW NGR 600-200 para 3-14e. If the Soldier is not already DMOSQ for the position, a plan, specifying how and in what time frame the Soldier will become qualified, will be prepared by the Soldier's administrative officer and full-time supervisor. This plan will be part of a standard transfer request; however, there are cases when conditions warrant expedited transfers of Soldiers. In these cases, the plan will be forwarded to the HRO/AGR Manager within 60 days of assignment with a copy maintained at unit level.

### **3-21: Stabilization**

Stabilization is important in the predictability of personnel, execution of operations and future planning. This is critical both to the Organization and its personnel as well as their families. Predictability promotes morale and allows for stewardship of resources without degradation in organizational capabilities and Soldier support. Stabilization provides notable benefits to units, missions, Soldiers, their Families and the Army. It is important that there is predictability in the assignment timelines for Soldiers. Stabilization when taken too far holds the danger of stagnancy and complacency.

There are several stabilization aspects that need to be considered when establishing succession and individual development plans. Stabilization has five components:

- Time on Station (TOS) how much time is spent at a single duty location. Time on Station concerns can be mitigated with a diversity of assignments. However, if there are a limited number of units or a limit to the diversity of the positions offered at a particular location, a Permanent change of station may be needed.
- Time in position – the amount of time spent in the same role in the same unit. Organizational stability is important, but the benefits are eventually outweighed by the risk of comfort and complacency that can result when in the same position for too long.
- Time in unit – the amount of time spent in the same command hierarchy - While a Soldier's loyalty is important, the Soldier could experience a diminishing return regarding his or her professional development. Movement between echelons is critical to career development.
- Dwell Time – How long has it been since the Soldier Mobilized. Dwell time is the time a Soldier spends at home before the next Mobilization. Dwell time can be waived, and ultimately Soldiers are subject to the needs of the Army; however, every effort should be made to maximize the time between deployments.
- Time in a Role - How long has the Soldier been doing the same job (i.e. Supply Sergeant) limited diversity of AGR roles may cause a Soldier to perform the same duties multiple times at the same grade for different units throughout his or her career. Commanders and supervisors need to be cognizant of Soldier development and provide Soldiers opportunities to learn and develop new skills. By requiring individuals to take on

new roles, the organization has provides opportunities to more accurately assess capabilities of a Soldier. Additionally, moving a Soldier out of a role for a period of time may assist in preventing burn-out, or stagnant development

Initial AGR tours are subject to the provisions of NGR 600-5 para 3-5c. which specifically states AGR Soldiers will not be reassigned during the first 18 months of their initial tour except in the event of mobilization, force structure changes, or command directed reassignments. Enlisted AGR Soldiers in their initial 18 months will not be eligible for promotion selection due to being unavailable for positions other than the position they were selected for per AR 600-8-19 (Enlisted Promotions and Reductions).

NGR 600-200 para 3-9c provides States the latitude to establish minimum required periods of service in positions after reclassification, promotion and assignment that the Soldiers must serve before they may request voluntary reassignment. Soldiers promoted into an organization are stabilized for 12 months. This 12 month period also applies to Soldiers selected for job announcements that are a higher graded position than the grade that the SM currently holds. Once reassigned, the SM may not be promoted out of the organization or duty position. This can be waived by the TAG and for assignment to excepted positions. Accordingly, Voluntary reassignment requests (other than Compassionate) will not be entertained for 1 year following an EPS promotion or PCS. Applications for job announcements will be returned without action if, on the closing date, the SM is more than 30 days from the end of his or her stabilization period.

### **3-22: Release from AGR Program**

Termination of AGR status does not affect the remaining Ohio Army National Guard military enlistment contract. Soldiers will continue to perform IDT drills with their unit of assignment after termination of AGR status. Once separated from an AGR tour, an individual is ineligible for another AGR tour for a period of no less than one year.

### **3-23: Types of Separations (Voluntary and Involuntary)**

Regulatory guidance pertaining to separation from the AGR program, voluntary or involuntary, can be found in AR 135-178, AR 135-175, AR 135-18, NGR 600-5, NGR 600-100, NGR 600-101, NGR 600-200, and NGR 635-100.

Personnel may request separation from the AGR program by submitting a written request to resign through full time channels to NGOH-HRO-M, at least **45 days in advance of start of transitional leave** or separation date (when no transitional leave is taken). The request must state the individual's intentions towards their M-day status with assigned unit. Under no circumstances will the request itself constitute termination. If approved, the AGR office will amend the AGR tour orders and issue DD Form 214.

Full-time military supervisors, at any level, may initiate a recommendation for involuntary separation IAW paragraph 6-5 of NGR 600-5. Attach a chronological record of all corrective action attempts to the request, to include evaluations, counseling, and supporting documentation. Send recommendation and rebuttal through command channels to NGOH-HRO-M. NGOH-HRO-M will staff the recommendation and rebuttal through to The Adjutant General for a final decision.



It is highly recommended to seek guidance from HRO-M and the JAG office when considering involuntary separation from the AGR program.

**Reference: AR 135-18, AR 135-178, NGR 600-5, NGR 600-200, AGOH Retirement and Resignation Policy**

### **3-24: Tour Continuation and Active Service Management Boards**

The OHARNG conducts the annual Tour Continuation Process (TCP) in accordance with NGR 600-5 and AR 135-18 to review the records of AGR Soldiers for continuation in the AGR Program. Initial Tour AGR Soldiers are in their “probationary” three year tour. These Soldiers require chain of command endorsement to obtain subsequent orders and achieve career status. Continuation in the OHARNG AGR program beyond the initial tour is a privilege earned by strong performance and potential for increased responsibility.

The **Tour Continuation Board (TCB)** considers AGR Soldiers in the third year of their initial tour, when not recommended for continuation by the chain of command. The TCB reviews the Soldier’s record and makes a recommendation for or against continuation. The TCB notes and recommendations along with all supporting documentation are forwarded to the TAG for final determination when Soldiers are recommended for non-continuation.

Career AGR Soldiers are evaluated during the fifth year of their tour to ensure they are still eligible for continued service. AGR Soldiers must possess the qualifications prescribed in table 2-4 and not be disqualified under tables 2-5 or 2-6 of AR 135-18 in order to be continued in the OHARNG AGR Program.

The OHARNG conducts **Active Service Management Boards (ASMB)** to shape and retain the highest quality AGR force, ensure only the most capable AGR Soldiers serve in the OHARNG AGR Program beyond 20-years of active service, ensure opportunity for AGR advancement and ensure compliance with controlled grade limitations. The ASMB guidance is published annually by NGB and typically allows for consideration of AGR Soldiers with 18 or more years of active service or 20 or more years of service for non-regular retirement. The ASMB does not consider Soldiers with an approved retirement, Mandatory Removal Date (MRD) or Retention Control Point (RCP) within 12-months of the ASMB. The ASMB is a quantitative board. The Adjutant General determines numerical selection objectives for the ASMB to meet. The OHARNG releases AGR Soldiers not selected for continuation at 20-years of active service or 9-12 months after approval of board proceedings, whichever is later.

The HRO notifies Soldiers and their chain of command detailed information regarding procedures and timelines for TCBs and ASMBs. AGR Soldiers are ultimately responsible for reviewing and updating their records. Commanders and supervisors certify TCB and ASMB packet checklists as directed.

**References: AR 135-18, NGR 600-5, Annual ASMB Guidance from NGB, OHARNG Tour Continuation Board Policy**

### **3-25: Medical Separation**

An AGR Soldier 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 are fully advised of their rights or options, if they are potentially eligible for medical disability separation.

**References: AR 635-40**

### **3-26: Mandatory Separation**

Mandatory separation from the AGR Program will occur without board action for the reasons listed below, regardless of the expiration date of current tour. Involuntary Separation procedures will not be used. Individuals should be given as much advance notice as practical.

- At Mandatory Removal Date (Officers) or Retention Control Point (Enlisted)
- At age 60 and are qualified for regular retirement
- Failure to obtain, or loss of, required security clearance
- Twice non-selected for promotion by mandatory consideration board or by a Reserve officer promotion board
- Loss of Federal Recognition (Officers)
- Loss of MOS, AOC or other qualification required for AGR position when reassignment is not possible or practical.
- Removal from Active Reserve status (i.e. transferred to Inactive Ready Reserve or does not maintain OHARNG membership)
- Failure to complete Mandatory Professional Military Education as specified IAW regulations

**Reference: NGR 600-5, NGR 600-100, NGR 600-101, NGR 600-200, NGR 635-100, AR 380-67, AR 135-175**

### **3-27: Retirement**

Personnel are eligible for retirement from Active Guard/Reserve (AGR) duty upon completion of 20 years accumulated active federal service (AFS). When retiring with at least 20 years of AFS, an individual is entitled to receive an immediate annuity with all rights and privileges of Regular Retired Military. Active federal service includes AGR, active duty special work (ADOS), annual training (AT), initial active duty for training (IADT), active duty for training (ADT), and all other categories of active service under Title 10 USC or Title 32 USC 502-505.

There are four categories of active duty retirements. The first is the Final Basic Pay Retirement for Soldiers with an initial entry into the Military before 8 Sep 1980. The second is the High-3 Retirement for Soldiers with an initial entry into the Military between 8 Sep 1980 and 31 Jul 1986. The third is the High-3 CSB/REDUX Retirement for Soldiers eligible with an initial entry into the Military after 31 Jul 86. The fourth is the Blended Retirement System for Soldiers who join on or after 1 January 2018 or have elected to Opt-in. All Ohio National Guard Soldiers (regardless of AGR status) with less

than 4,320 retirement points are required to make an election to either stay with the current legacy retirement system. Soldiers are only entitled to one type of retirement payment.

To calculate projected retirement benefits CAC login to:  
<https://myarmybenefits.us.army.mil/benefit-calculators/retirement>

Personnel retire at the highest grade held on active duty on the date of retirement, provided they satisfy the time in grade requirements for that rank. Soldiers reduced for misconduct and hold that grade at retirement will receive retired pay as final grade pay.

The AGR office will notify the Soldier to schedule retirement physical examinations at Fort Knox, no earlier than six months before a Soldier's retirement date. A retirement physical is a two-phase examination that must be completed within six months of the retirement date.

Personnel are required to attend the Transition Assistance Program (TAP) once they have an approved separation date, 12 to 24 months prior to retirement. Attendance by spouses during final out-processing at Fort Knox is not mandatory but strongly encouraged.

**Reference: AR 135-32, NGR 600-5, Retirement Services Handbook**

### **3-28: 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.

The HRO-M office issues the DD Form 214 (Certificate of Release or Discharge from Active Duty) for voluntary and involuntary AGR separation. If separation is due to a medical disability, or voluntary retirement, the transition point prepares the DD Form 214.

A Release from Active Duty (REFRAD) physical examination is not a mandatory requirement for terminating AGR status. If the Soldier has sustained major medical problems or undergone treatment during their AGR tour, they should ensure they have an approved LOD for any accident, injury or disease.

If dental care is not obtainable, personnel must notify HRO-M, as soon as possible, so the appropriate remarks are on the DD Form 214.

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.

Personnel may also attend the Transition Assistance Program (TAP), at the Separation Transfer Point (STP) at Wright-Patterson Air Force Base. Soldiers must call WPAFB to schedule Family Support Center receptionist, at (937) 257-3592. Once scheduled, they must notify their command for orders completion and accurate funding via DTS.

**References: AR 135-178, AR 635-5, AR 635-5-1**

## **TEMPLATE FOR AGR RETIREMENT REQUEST**

### UNIT LETTERHEAD

NGOH-(Office Symbol)

DATE

MEMORANDUM THRU (CHAIN OF COMMAND, must be lined thru before submitting to HRO)

FOR Human Resources Office AGR Branch (NGOH-HRO-M), 2825 West Dublin  
Granville Road, Columbus, Ohio, 43235-2789

SUBJECT: Application for Retirement

1. I request to retire with an effective date of (First day of the month). Additional information and requests follow:

- a. Name:
- b. Home Address:
- c. Unit of Assignment:
- d. MRD or Last Day of Military Service: (Always the last day of the month)
- e. Retirement Effective Date: (Always the first day of the month, after the date above)
- f. Current Leave Balance:
- g. Leave to Accumulate:
- h. Total Leave Days:
- i. Approximate Transition Leave Date:
- j. PCS Requested? (Yes or No):
- k. Benefits Delivered at Discharge (BDD) Program Requested? (Yes or No):

2. Point of contact for this correspondence is the undersigned at email address: (your .mil email)

(SIGNATURE BLOCK)

## TEMPLATE FOR AGR RESIGNATION REQUEST

### UNIT LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

XXXXXXX (Unit/Battalion/Directorate)

XXXXXXX (MSC/Brigade)

FOR Human Resources Office AGR Branch (NGOH-HRO-M), 2825 West Dublin  
Granville Road, Columbus, Ohio, 43235-2789

SUBJECT: Request to be released from the Active Guard Reserve (AGR) Program

1. I, (Soldier's Rank and Full Name), request to be released from the AGR Program effective (YYYYMMDD).
2. I have verified my current leave balance is correct and enclosed a plan to execute all leave that I currently have and will accrue upon my effective release date stated above.
3. I have coordinated with my chain of command to determine my last actual working day. My last working day will be (YYYYMMDD).
4. Point of contact for this correspondence is the undersigned at (Phone and Email).

Encl  
Leave Plan  
Counseling Form

(Requesting Soldier Signature Block)

## **Section 4 – Pay and Benefits**

### **Pay**

All Soldiers should regularly look over their LES (Leave and Earnings Statement) to ensure correctness such as BAH Location, which is based off Duty Location, BAH Type, Entitlements, Leave, Etc. It is the Soldier's responsibility to inform their personnel office to have any issues addressed or changes in pay status.

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

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. It is the option of AGR Soldiers to be paid twice a month (on the 1st and 15th depending on holidays), or once a month (on the 1st.)

Any individual entering the AGR Program must have direct deposit of pay (SURE PAY). The AGR Soldier and the financial institution (bank, savings & loan, credit union, etc.) must complete SF 1199A (Direct Deposit Sign-up Form). The form must include signature, account number, the routing number of the financial institution, and the institution's "customer service" telephone number. The AGR Soldier and the Unit Admin NCO are responsible for sending the completed SF 1199A and DA Form 3685 (Jumps-ARMY Pay Election), to the AGR office prior to the tour starting date.

AGR Soldiers are paid through Defense Joint Military Pay System Active Component (DJMS-AC) of the Defense Finance and Accounting Office, Indianapolis, IN (DFAS-IN). The Active Component system does not interface with SIDPERS like the Reserve Component pay system. Due to this difference, changes to pay records require a manual input by the USPFO. Please work pay issues through the AGR Office (HRO-M) for documentation, tracking and guidance as necessary. Call the AGR Military Pay Examiner at 614-336-7268.

**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).

BAH is a tax-free allowance is for offsetting a Soldier's housing and utility expenses. An AGR is authorized to live in government quarters (if available); however, if used, BAH is not authorized. The amount of BAH received is based on grade, dependency status, and duty location zip code (except when deployed). AGR Soldiers serving on a CLASP waiver receive BAH based on the full-time duty assignment, not on the CLASP duty location. An AGR Soldier must submit a DA Form 5960 upon change of duty station or if there is a change in dependent status. This change may affect the

amount of money received for BAH. The BAH is retroactive to the effective date of personnel action. The Soldier is responsible for any difference owed, if the amount decreases. Documentation of a change in status or location needs to be sent to the AGR or MILPAY office in addition to normal personnel paperwork processing channels.

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. For enlisted personnel, BAS entitlement is a daily rate; for officers, BAS is one flat monthly rate for all commissioned grades. AGR Soldiers are not entitled to BAS during annual training periods when meals are provided. A DA 4187 for collection of meals should be submitted through the MSC to the AGR office at the conclusion of Annual Training. The form should identify the appropriate amount to collect on an individual basis for the period meals were provided, whether you choose to eat the rations or not, rather than a blanket amount for all AGRs who attended.

Family Separation Allowance (FSA) is an entitlement to receive a tax-free Family Separation Allowance (FSA) for any period of TDY or mobilization that exceeds 30 consecutive days. The current rate is \$250 per 30-day period. Partial months (after the first 30 days) are prorated by day. Individuals must submit a completed DA Form 1561, copy of TDY orders, DD Form 1351-2 and a copy of a PAID travel voucher to the AGR office to qualify for this payment.

Some AGR Soldiers 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 rates. Proficiency Pay, Special Duty Assignment Pay (SDAP), Aviation Career Incentive Pay (ACIP), Hazardous Duty Incentive Pay (HDIP), Flight pay and other types of Incentive Pay, and bonuses go to members who serve in critical skills or special assignments.

**Reference: DFAS Regulation 37-1, DTS, DOD FMR 7000.14-R, Volume 7A**

#### **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 during the first six months. Thereafter, uniform replacement is the individual's responsibility. Annually, enlisted personnel are provided a clothing allowance. The dollar amounts are at a reduced rate for the first three years. The quantity and nature of uniform and equipment issued to AGR Soldiers vary according to unit and mission assignment. Approved uniform clothing items that are not mandatory, must be at purchased at the individual's own expense.

Commissioned AGR officers are responsible for purchasing their standard uniform issue. A nominal uniform allowance request, using ARPC Form 838, within six months of entry into the AGR program is authorized as long as no other active duty uniform allowance has been received in the prior two years. Officers turn in organizational equipment and clothing items loaned by the unit of assignment on transfer date or release from the program.

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

**References: AR 700-84, AR 670-1**

#### **4-4: Allotments**

AGR Soldiers may make up to 6 monthly pay allotments that are indefinite through MyPay. The total allotments cannot exceed the amount of base pay and BAH after taxes and other authorized deductions. Voluntary allotments of military pay and allowances of service members in active military service are limited to discretionary and non-discretionary allotments. Allotments are made for indefinite periods.

DFAS only pays allotments by electronic funds transfer (EFT). All allotments to individuals and organizations, with the exception of **Child Support Enforcement Agencies**, must go to, or through, an institution with a routing number. You must submit a DD Form 2558 for the following:

- Insurance (Dental, Life)
- Deposits to a financial institution, mutual fund company or investment firm
- Payment of loans
- Payment of a loan to repay consumer credit

Non-Discretionary Allotments:

- Garnishments (Support Payments, debts to the government)
- Charities
- Thrift Savings

**Note:** Address all non-discretionary allotment questions or issues through DFAS-Cleveland Garnishment Operations Center (1-888-332-7411). Neither the State USFPO/MILPAY nor HRO-M has the ability to start, stop or change non-discretionary allotments.

**Reference: DFAS Regulation 37-1, DOD FMR 7000.14-R, Volume 7A**

#### **4-5: Garnishment of Pay / Collection of Debts to the Government**

Generally, debts owed by AGR Soldiers to the United States and its agencies may be collected involuntarily from the member's pay if voluntary methods fail. Prior to actual collection, the responsible Accounting & Finance office must provide the AGR written notice of the debt and give an opportunity to dispute the debt.

The government usually collects two thirds of base pay. Soldiers can request installment payments if he or she is unable to pay off the debt at one time. Interest and penalty payments may accrue once payment is first demanded.

AGR Soldiers can request a waiver or remission of a debt. Obtain specific guidance on this procedure from the AGR Soldier's commander. AGR Soldiers whose debt or erroneous overpayment was not caused by an act of the member and a collection of the money will result in a serious financial hardship can request a waiver.



Recent changes in the law now allow for the involuntary allotment (seizure) of pay for federal civilian and military personnel for debts owed to outside parties. This includes debts owed to banks, credit card companies, retail establishments, and child/spousal support obligations.

In order to "garnish" an AGR Soldier's pay, a court order establishing the debt must exist and then forwarded to DFAS. Under Ohio law, adequate prior written notice is given to the individual allowing them an opportunity to pay all or part of the debt prior to garnishment taking place. Additionally, no more than 25% of a person's monthly gross pay can be garnished each month. Any AGR Soldier facing possible collection action for private debts should consult with their units servicing Judge Advocate for a full explanation of their rights and responsibilities.

**References: 42 U.S.C. 659, 5 U.S.C. 5520, AFI 36-2906, Ohio Revised Code 2716.03  
5 CFR Part 581, 32 CFR Parts 112, 113, 513, DOD FMR 7000.14-R, Volume 7A; Ohio  
Revised Code 5923.10, AR 37-1**

#### **4-6: Travel Pay / CLASP AGR Travel Entitlements**

Soldiers serving in a CLASP assignment outside the normal commuting area of their assigned AGR duty locations are entitled to applicable temporary duty travel, per diem, and transportation allowances. Use AGR Travel funding for CLASP TDY travel. No additional travel funding is authorized. Lodging will not be paid as Government quarters are available IAW Appendix A of the JTR, and state policy.

Travel Allowances go to AGR Soldiers per the Joint Travel Regulations. Under certain conditions authorized per diem and travel reimbursement go to AGR Soldiers when ordered to TDY away from their normal duty station. Specific amounts are determined using the Defense Travel System (DTS) program. Submit vouchers no later than five days after completion of travel.

AGR Soldiers are not entitled to per diem when performing annual training (AT) with the unit. In this case the training location is the PDS, and no per diem is payable.

Advance Travel Pay is no longer available, the GTC will be used in lieu of an advance.

**References: AR 135-18, NGR 600-5, Joint Travel Regulation (JTR)**

#### **4-7: Permanent Change of Station (PCS)**

Permanent Change of Station (PCS) assignments are a necessary function of effective career management. The NGOH-HRO-M will consider each Soldier who is eligible for a PCS on a case-by-case basis. Generally, to be eligible for a PCS the Soldier's household relocation must be Mission essential and in the Government's best interest, not primarily for the Soldier's convenience.

Before NGOH-HRO-M issues PCS orders, the AGR Soldier must complete a PCS Pre-Approval Checklist 45 DAYS IN ADVANCE of the move date. The checklist determines if a PCS will be authorized. When the AGR manager approves the PCS request, orders are published. AGR Soldiers can have only one authorized PCS in a fiscal year. Exceptions handled on a case-by-case basis (e.g. PCS to new duty station and then PCS to school).

When an AGR Soldier PCSs from a Primary Duty Station (PDS) to another they are eligible when in accordance with regulation for the following:

- Dislocation Allowance (DLA)
- Government Bill of Lading (GBL) or Do-It-Yourself (DITY) move
- Other basic entitlements may include temporary storage up to 90 days; mileage from old home of record (HOR) to the new duty station; authorization of more than one car; per-diem en-route (one trip only), and ten days temporary lodging expense at new duty station

Dislocation Allowance (DLA) partially reimburses for expenses incurred while relocating your household. DLA is **NOT** authorized for a PCS move when AGR Soldier does not move dependents to the new duty station or when Soldier does not relocate household Government travel cards must be used PCS. AGR Soldiers can be paid only one dislocation allowance in a fiscal year.

Everything except DLA is taxable income. For guidelines on taxable income contact the IRS and ask for Publication 521, which outlines what benefits are taxable and the percentage taxed. The NGOH-HRO-M office does not carry this publication.

Once an AGR Soldier's PCS is complete, the Soldier must submit a claim within one year of the effective date of PCS thru NGOH-HRO-M for processing. The following is a list of forms needed:

- DD Form 1351-2
- DD Form 1351-4
- Five (5) copies of PCS orders
- DD Form 1155 - provided by active installation
- DD Form 1299 - provided by active installation transportation office
- DD Form 2278 - provided by active installation transportation office
- Certified weight tickets (FOR DITY MOVE ONLY) secured by AGR
- Lodging receipts
- Copy of PCS travel advance voucher
- All receipts incurred (DITY MOVE)

**References: AR 135-18, Joint Travel Regulation (JTR), Chap 5, 3/1/17**

## PCS REQUEST CHECKLIST

Name:  SSN:

Anticipated Move Date:

Old Duty Station Address:

New Duty Station Address:

Old Residence (Moving From) Address:

New Residence (Moving To) Address:

Date and Purpose of Previous PCS Move:

Is the Soldier Married to another AGR Soldier:

Is this move going to be a DITY move or a Govt Bill of Lading (GBL):

Is this move with or without dependents:

### **Completed by Soldier:**

☐ I understand that a PCS may be approved only if it is mission essential, in the Government's best interest and not primarily for my convenience per JFTR Chapter 5 U5355.

☐ I understand that a PCS move is authorized only after REQUESTED by my Administrative Officer (AO) or Director and approved by the AGR Manager.

☐ I request Advance Pay (Complete DD Form 2560 and attach to the request for PCS orders).

☐ I understand that if any advance funds are used and the move is canceled, I am liable to repay those funds.

☐ I understand that I have 12 months from the date of my PCS orders to move, or my orders may be revoked.

Signature

*Soldier Printed Name, Rank, Signature and Date*

### **Completed by Administrative Officer or Director (Must be O5/LTC or higher):**

☐ I certify that this PCS is mission essential, in the Government's best interest and not primarily for the Soldier's convenience per JFTR Chapter 5 U5355.

Signature

*AO / Director Printed Name, Rank, Signature and Date (O-5/LTC or higher)*

Signature

*AGR Manager (Approval / Disapproval)*



#### **4-8: Unemployment Compensation**

Individuals who lose full-time employment with the Ohio National Guard may apply for 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 Soldier terminated for misconduct or unsatisfactory performance may not meet eligibility for payment of benefits. An AGR Soldier 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.

#### **4-9: Separation Pay / Severance Pay**

Personnel who are involuntarily separated from Active Duty 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 Pay and Entitlements Manual.

Soldiers 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, AR 135-18, DoD FMR Volume 7A Chapter 35 Section 350202, DoD Directive 1332.14, DoD FMR Volume 7B Chapter 4**

## Leave

### **4-10: 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 Soldier has the responsibility to ensure the Soldier 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 Soldiers 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 is 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. Soldier 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. Leave is charged if it begins on a holiday. Leave is not charged when it terminates on a holiday.

All AGR Soldiers must initiate an automated leave request using the Full Time Support Management Control System (FTSMCS) Leave Log located at <https://ftsmcs.ngb.army.mil/LeaveLog/>. Each AGR Soldier initially sets up an account before submitting a leave request.

Any AGR Soldier traveling out of country must select the "OCONUS" leave block in FTSMCS and obtain a Leave Control Number (LCN). Obtain this LCN by submitting a digitally signed DA Form 31 through the FTSMCS site. The supervisors using the FTSMCS site will forward to NGOH-HRO-M for coordination and assignment of a control number. The leave form must include the following: (1) Date of birth/place of birth; (2) Visiting Country(s); (3) Date, point, and means of entry; (4) Purpose and length of visit; (5) Point of Contact address and telephone number; and (6) Date, point, and means of departure. Soldiers requesting OCONUS leave must contact the State G2 to obtain a country clearance briefing prior to obtaining the control number. The G2 will inform the Soldier of any special requirements (AT Level 1, SERE, etc) for the destination country.

**NOTE:** Space A flight dispatch, overseas military vacation and housing coordination, and some Airlines require an LCN on the leave form.

**Reference: NGR (AR) 600-5, DoDI 1327.06, AR 600-8-10, Full Time Support Management Control System Leave Log**

#### **4-11: Maternity/Paternity/ Adoption Leave**

Commanders will authorize up to 12 continuous weeks of non-chargeable maternity leave for eligible Active Guard Reserve (AGR) Soldiers and Full Time National Guard Duty (FTNGD) Soldiers serving on call or order to active service for a continuous period of at least 12 months. Commanders may not disapprove maternity leave. The 12-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.

Paternity leave is non-chargeable leave authorized for married AGR Soldiers for up to ten consecutive days after the birth of their child/children. This leave must be taken within 45 days after the birth of their child/children. Soldiers have 60 days after returning from deployment to utilize the ten days of paternity leave or lose it.

A Service member who adopts a child in a qualifying adoption shall receive up to 21 days of non-chargeable leave of absence to be used in connection with the adoption. This absence shall be taken within 12 months following the adoption and may be authorized in conjunction with ordinary leave. In the event that two Service members who are married to each other adopt a child in a qualifying child adoption, only one of the members shall be granted an adoption leave of absence. A qualifying adoption is defined as an adoption where the member is eligible for reimbursement of qualified adoption expenses under DODi 1341.09

**References: AR 600-8-10, Army Directive 2016-09, Ohio Maternity Leave Policy (16-003); MILPER Message Number 17-316, DoDI 1327.06 incl change 3**

#### **4-12: Convalescent Leave**

Convalescent leave is authorized for Soldiers to recuperate from serious injuries that prohibit them from performing their duties. Soldiers provide Administrative Officer (AO) a completed signed doctor's assessment on the SF 513 that addresses prognosis, diagnosis, limitations, and disposition of the Soldier's injury or illness as it pertains to daily duty requirements. The commander/AO must review the documentation and take into consideration operational requirements. Soldier's attendance history, limited duty, and the ability to perform telework (see para 1-3) must be considered before approving convalescent leave, especially if the anticipated recovery period may exceed 30 days. Soldiers may return to work in a limited duty or telework status before resuming full duty status depending on unit requirements. If convalescent leave is disapproved, Soldiers must report to duty within their temporary profile or take ordinary leave. AOs will provide a copy of approved convalescent leave forms and supporting documents to the AGR office. The MSC AO or director in the grade of O5 or higher may approve up to 30 days convalescent leave. Requests for more than 30 days of convalescent leave require prior approval from either National Guard Bureau Health Services (NGB-HS) or a military hospital commander. Supporting documentation that outlines a diagnoses, prognoses and detailed limitations must be submitted with the request for more than 30 days. Documentation from the chain of command must provide supporting information that explains that the limitations cannot be met by approving a temporary telework.

**Reference: AR 600-8-10**

#### **4-13: Passes**

A short, non-chargeable, authorized absence from post or place of duty is a pass. The standard for calculating the period of the pass is to count calendar days, not on the number of hours to be taken. There are two types of passes, regular pass and special pass. A regular pass is during normal off duty hours. A special pass can be a 3-day or 4-day pass and must include at least 1 duty day. A four day pass must include two consecutive non-duty days. A single day special pass may be awarded without including non-duty days, i.e. normal duty is Monday through Friday and a special pass is awarded for Wednesday. Passes are only granted if an individual's performance or arduous duty merits approval of additional time-off, and they are not in danger of losing leave. The FTSMCS Leave Log may be used to document all passes. A special pass begins and ends at the duty location, or at the location where the Soldier normally commutes to duty. The individual must physically be at one of these locations when departing to and returning from a special pass.

DOD published additional guidance annually to clarify that regular or special pass may be granted in conjunction with ordinary leave without a duty day in between. To clarify:

- a. Only one leave period may be granted in conjunction with pass (pass-leave or leave-pass).
- b. Only one leave period may be granted in conjunction with two passes (pass-leave-pass).
- c. Two periods of ordinary leave may NOT be granted without a duty day in between (leave-pass-leave and pass-leave-pass-leave are not authorized). If inadvertently granted, the entire absence must be charged as leave.
- d. Two passes may NOT be granted consecutively without a duty day or a leave day in between (e.g., pass Saturday thru Monday followed by pass Tuesday thru Thursday is not authorized).
- e. Non-duty periods of absence, other than the established or normal duty hours are considered as a pass period, to include official holidays.

**Reference: AR 600-8-10, DODI 1327.06, MILPER 17-316**

#### **4-14: Temporary Duty (TDY) and Permissive TDY**

Any AGR Soldier 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 rations 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. The activity must be semi-official in nature and beneficial for the service. The activity must not be a requirement of assigned military duties. An example is to go on a house-hunting trip because of PCS orders to a new location. Requests submitted for Permissive TDY go on the FTSMCS Leave Log. Voluntary AGR tour resignations are not eligible for Permissive TDY.

**Reference: AR 600-8-10**

#### **4-15: Transition Leave**

Transition leave is ordinary leave granted in conjunction with a transition (ETS, Resignation, Retirement). Transition leave (previously referred to as terminal leave) begins after all out-processing activities are complete. The amount of transition leave approved will not exceed the individual's leave balance. Leave is not granted if it interferes with timely out-processing or transition requirements. Transition leave is continuous and must end on the effective date of the Soldier's separation. Leave forms are submitted prior to the start date of the transition leave. Any leave not used may be turned in for pay, upon final separation, if the total leave paid within the individual's career does not exceed 60 days.

**Reference: AR 600-8-10**



## **Medical and Dental Care**

### **4-16: 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 Soldiers are automatically enrolled when a CAC card is issued. AGR Soldiers must provide all supporting documents to correctly enroll their family members into TRICARE.

### **4-17: TRICARE (Prime / Prime Remote / Standard / Extra)**

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

There are a variety of plans available for service members and their families. These plans are subject to proximity of an MTF and availability. Ohio falls under TRICARE East, administered by Humana Military. Soldiers and dependents receive their care from either a Military Treatment Facility (MTF) or from Civilian Providers.

TRICARE Prime / 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. The PCM will refer individuals to a specialist for care that he or she cannot provide and coordinate with the regional contractor for authorization, find a specialist in the network, and file claims on their behalf. Care received without a referral is subject to point-of-service fees (50% of the cost after deductible).

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 Soldier 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.

Dependent children are covered until 21 years-old unless they are a full-time student, then they are covered to age 23. They are eligible to pay for Tricare until age 26 under the "TRICARE Young Adult" program.

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

### **4-18: 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, 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>

#### **4-19: 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 with United Concordia.

Dependents may be eligible until age 23 as long as they remain a full-time student, enrolled full-time at an accredited college or university, and the sponsor provides more than 50 percent financial support.

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

#### **4-20: Mental Health Evaluations for AGR Soldiers**

Commanders can request a mental health evaluation of an AGR Soldier, provided they have documentation that demonstrates the individual's poor work performance. Detailed documentation of long-term poor performance will help the clinicians at Fort Knox determine the most effective way to diagnoses and treat the military member. Emergency mental health evaluations for military members are available at Wright Patterson Air Force Base.

**References: Employee Assistance Program pamphlet, TPR 792-2, 10 U.S.C. 1034, Wright Patterson Mental Health Evaluation Memorandum**

## **Other**

### **4-21: Life Insurance and Dependent Indemnity Compensation (DIC)**

All AGR Soldiers 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 SGLI coverage is changed by law, and the individual elects less coverage or not to participate, a new VA Form SGLV 8286 must be completed.

In the event that a Soldier is diagnosed with a terminal illness, and given less than 9 months to live, he or she may be eligible for Early SGLI. This is a partial (up to 50%) payment of the value of the SGLI in effect. This is deducted from the final SGLI payment.

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.

Service-members' Group Life Insurance Traumatic Injury Protection (TSGLI) provides automatic traumatic injury coverage to all Service-members covered under the SGLI program. It provides short-term financial assistance to severely injured Service-members and Veterans to assist them in their recovery from traumatic injuries. TSGLI is not only for combat injuries, but provides insurance coverage for injuries incurred on or off duty. T-SGLI is terminated effective on the date service ends.

If an AGR Soldier dies in an AGR status survivors will get DIC benefits. Survivors of completely disabled veterans or for death after completion of service if the death is due to a service-connected disability will receive payment. Dependent Indemnity Compensation (DIC) is an annuity paid to survivors of AGR Soldiers 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.

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

### **4-22: Legal Assistance**

AGR Soldiers and their dependents are entitled to receive legal assistance and advice. This service may be obtained from either Ohio National Guard's Judge Advocates or from the legal assistance offices at Wright-Patterson AFB and the 9<sup>th</sup> Coast Guard District. 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. AGR Soldiers should note that the full-time Judge Advocates advise The Adjutant General and staff and that office is not funded or staffed as a legal assistance office. AGR Soldiers with legal questions not conflicting with their chain of command are free to pose them to the full-time Judge Advocates. It is preferred that Soldiers do not attempt to address matters on a walk-in basis due to scheduling and limited availability. Appointments are strongly recommended. Please contact the Ohio Army National Guard JAG office via email at [ng.oh.oharng.list.jag@mail.mil](mailto:ng.oh.oharng.list.jag@mail.mil)

Trial Defense Service (TDS) Judge Advocates provide advice to and representation of AGR Soldiers on military legal problems. This includes the full range of adverse actions ranging from providing advice on a response to a memorandum of reprimand to acting as the Soldier's legal counsel in a court-martial or administrative board. Attorney-client privilege is applicable to their advice in a military setting. Since all TDS counsel are traditional Soldiers who will be answering questions from AGR Soldiers at their civilian offices, the AGR Soldier should research applicable regulations and prepare draft responses to adverse actions on applicable forms and in appropriate formats for review by their counsel. Detail of counsel does not shift the burden of response to counsel from the Soldier.

**Reference: ARs 27-1, 27-3, 27-10, 27-40**

#### **4-23: Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP) is an Ohio Guard sponsored program that provides assistance for AGR Soldiers 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 Soldiers can use the Confidential Referral Program. The Equal Employment Opportunity (EEO) office has a list of qualified EAP Coordinators who specialize in the assessment of personal problems. Any AGR Soldier or their supervisor can initiate a request for assistance. Either can call the Equal Employment Opportunity Office and schedule an appointment with an EAP Coordinator.

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 Soldier, 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 Soldier 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 Soldier 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.

#### **4-24: 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 Soldiers enrolled in BRS will have a TSP account as the government will contribute towards this account regardless of the Soldier electing to do so. Additionally, Soldiers may receive additional matching up to 5% as indicated on the table below.

<i>You Contribute</i>	<i>DoD Auto Contribution</i>	<i>DoD Matches</i>	<i>Total</i>
0%	1%	0%	1%
1%	1%	1%	3%
2%	1%	2%	5%
3%	1%	3%	7%
4%	1%	3.5%	8.5%
5%	1%	4%	10%

The DoD automatically contributes **1%** of your basic pay to your **Thrift Savings Plan** after **60 days of service**.

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

#### **4-25: Morale, Welfare and Recreation (MWR)**

U.S. Army Family and Morale, Welfare and Recreation (Army MWR) is also the G9 Division of Installation Management Command (IMCOM G9). The mission of MWR is to enhance the lives of Soldiers, Families, Reservists, National Guard members, DoD

Civilians, Retirees and the entire U.S. Army community. 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. Army 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.army.mil/familymwr>

<https://www.armymwr.com/>

#### **4-26: Tuition Assistance (TA)**

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

For academic programs, Associate's, Bachelor's, or Master's degree, TA may **not** be used for a lower or lateral degree program from the one the Soldier currently possesses. In addition to degree programs, TA is available to Soldiers to complete a high school diploma and to complete certificate programs. TA is not authorized for programs of study beyond a master's degree.

By law, officers who use TA incurs a service obligation. Active Duty officers incur an Active Duty Service Obligation (ADSO) of two years, and Reserve Component officers incur a Reserve Duty Service Obligation (RDSO) of four years. The ADSO/RDSO is calculated from the date of completion of the last course for which TA was used.

For More detailed and up to date information visit the following website:

[https://www.goarmyed.com/public/public\\_tuition\\_assistance\\_policies.aspx](https://www.goarmyed.com/public/public_tuition_assistance_policies.aspx)

#### **4-27: GI Bill Benefits**

AGR Soldiers 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. For most participants, the Post-9/11 GI Bill is the best option.

The transferability option under the Post-9/11 GI Bill allows Service members to transfer all or some unused benefits to their spouse or dependent children. The request to transfer unused GI Bill benefits to eligible dependents must be completed while servicing as an active member of the Armed Forces. Eligibility requires one of two conditions be met. The first is that the SM have at least six years of service in the Uniformed Services on the date of election to transfer the Post-9/11 GI Bill program and the SM agrees to serve an additional four years from that date. The second is that the



SM have at least ten cumulative years of service (active duty and/or Selected Reserve) on the date of election, are precluded by either standard policy (service or DoD) or statute from committing to four additional years and agree to serve for the maximum amount of time allowed by such policy or statute. Transfer of benefits is accomplished through MilConnect at <https://milconnect.dmdc.osd.mil/milconnect/>

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. The 15-year time limitation for using Post-9/11 GI Bill benefits is eliminated for Veterans who left active duty on or after January 1, 2013, and qualifying dependents.

For more information: <https://www.benefits.va.gov/gibill/>

#### **4-28: Survivor Benefit Plan**

The Survivor Benefit Plan provides a monthly annuity of up to 55 percent of a Soldier’s gross retirement pay to his or her family in the event of the Soldier’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.

#### **4-29: 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. Soldiers with questions or concerns should contact the AMC Passenger Terminal closest to the departure location for assistance. <http://www.amc.af.mil/Home/AMC-Travel-Site/>

## **Section 5 – Awards and Discipline**

### **5-1: Federal Awards**

Title 32 AGR Soldiers are eligible for the full range of Army awards and decorations. The criteria for awards of any decoration are contained within the cited references. While AGR, enlisted Soldiers are eligible to receive the Army Good Conduct Medal and are not eligible to be awarded the Army Reserve Components Achievement Medal.

**References: AR 600-8-22, AGOR 600-8-22**

### **5-2: State Awards**

In addition to federally recognized awards and decorations, the State of Ohio has a number of awards and decorations. AGR Soldiers are authorized to receive and wear these awards.

**References: AR 600-8-22, AGOR 600-8-22**

### **5-3: Military Justice**

All AGR Soldiers 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 Soldier is in a Title 10 duty status for deployment, initial training, or active federal service.

All AGR Soldiers 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; although, as a practical matter, the Ohio Army National Guard will defer to civilian authorities for serious criminal matters. There are, however, some offenses, which are uniquely military (AWOL, insubordination, disobeying orders, etc.) in which the chain of command will have exclusive jurisdiction.

If an AGR Soldier 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 of the underlying civilian offense. If the Soldier receives a significant sentence of imprisonment, action to involuntarily separate should commence immediately.

**References: Ohio Revised Code 5924.03, AR 600-20**

### **5-4: Counseling, Admonishment, and Reprimand**

Counseling, admonishments, or reprimands are suggested methods for dealing with minor disciplinary infractions. They document the Soldier's performance; although commanders at all levels are aware that under AR 600-37 only a general officer can permanently file derogatory information (i.e. a memorandum of reprimand) in the



Soldier's Official Military Personnel Fiche (OMPF). Non-judicial punishment (Article 15) is appropriate for disposing of instances of minor misconduct.

Counseling has a specific purpose outlined in FM 6-22. It is a formal way of describing an unacceptable behavior so that the Soldier understands it. A formal counseling communicates that the behavior was unacceptable and explains possible consequences.

An admonishment is more severe than counseling and used to document clear violations of military standards, policies or regulations. It advises the Soldier 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 Soldier's local file.

A Letter of Reprimand is more severe than an admonishment. The reprimand is documented in writing and potentially made part of the Soldier's OMPF. Used for serious offenses or clear violations of military standards, policies or regulations and when other, less severe measures have failed to correct the behavior. If the Letter of Reprimand is part of an Article 15, and a filing decision is made then the Letter of Reprimand can be later withdrawn from the Soldier's personnel file.

Coordinate with HRO-M and the SJA prior to issuing an admonition or reprimand.

**References: UCMJ, OCMJ, AR 600-37**

### **5-5: Non-Judicial Punishment (Article 15)**

One of the most important management tools available to commanders is non-judicial punishment, also known as, Article 15. All AGR Soldiers 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 becomes part of the individual's military personnel records. If filed in the Performance area of the OMPF, the Soldier will not be eligible for continuation in the AGR program.

Article 15 actions are in written form. 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 a Trial Defense Service (TDS) 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 Soldier to refuse the Article 15 process and demand a trial by court-martial, but an AGR Soldier should be aware that if convicted by a summary or special court-martial, this disqualifies them from further AGR service depending upon the level of court-martial. The court martial conviction may qualify as a criminal conviction on a criminal background check. The specific rights and procedures obtained from a detailed TDS attorney and are in the references.

The type of punishments which are imposed by an Article 15 are; reprimand, reduction in grade, depending upon the Soldier's pay grade and the pay grade of the

imposing commander, loss of pay, extra duty, withholding of privileges, and in limited circumstances, confinement. Soldiers who receive Non-Judicial Punishment are ineligible for tour continuation in the AGR program.

**References: Ohio Revised Code 5924.15, AR 27-10, AGOR 27-10, AGOR 111-1**

### **5-6: 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 Soldier. 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 (i.e., unsatisfactory performance, pattern of misconduct, etc). The process for administrative discharge may require a hearing before a board of officers and is dependent on the number of years of service and the level of discharge sought. The discharge authority is the Adjutant General. Soldiers with 18 years or over of total military service require approval by the Secretary of the Army before a discharge is approved.

The specific procedures, basis for action and rights of the individuals are outlined in the references. Procedures differ between commissioned officers and enlisted personnel.

**Reference: AR 135-178, NGR 600-5, NGR 600-200**

### **5-7: Court Martial**

The most severe form of disciplinary action that may be initiated against an AGR Soldier 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. The convening authority ranges from, a battalion or squadron commander for Summary Courts-Martial to TAG and Governor for a General Court-Martial. There are a considerable number of legal protections for an accused facing a court-martial, to include the appointment of a free defense counsel, licensed to practice in Ohio.

As a general rule, only exclusive military offenses are punished by a court-martial. Examples of these are AWOL, insubordination, and disobeying orders. The OCMJ covers some serious criminal offenses prohibited by state criminal law (e.g., robbery, rape, assault). But as a practical matter, an AGR Soldier committing a serious criminal offense is usually prosecuted by local, state or federal courts, and not by court-martial.

A court-martial is serious, expensive, and time consuming. Commanders should consult with their Brigade Judge Advocate to explore other options before initiating.

**Reference: 32 U.S.C. 326, Ohio Revised Code 5924.16, AR 27-10, AGOR 27-10, AGO PAM 27-1**

### **5-8: Restraint/Confinement**

Under limited circumstances, a commander may authorize an AGR Soldier 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 guardhouses or restraint, confinement is carried out in a state confinement facility made available by the Ohio Department of Rehabilitation & Corrections for housing military prisoners nearest the Soldier'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**

### **5-9: Arrest by Civilian Authorities**

In the event an AGR Soldier is arrested or charged by civilian authorities for committing a civilian criminal offense, a number of actions need to be taken. The chain-of-command should contact the civilian authorities, and inform them that the individual is on active duty. Ask what charges are pending, the circumstances of the case, and the maximum punishment possible. Police reports should be obtained if possible. This helps determine if it is a "serious offense," for purposes of possible administrative action to discharge the individual.

If the AGR Soldier is in jail because they cannot post bail or no bail has been set, the commander can request that the AGR be released to military control. This is done in the rarest of circumstances. A commander cannot state that the Ohio National Guard or the unit guarantees the individual's presence at any court hearing or appearance. If the commander is able to meet with the individual, they should avoid questioning them at length about the charges. A commander cannot force an AGR Soldier to discuss their involvement in the civilian crime or take adverse action against the Soldier for their failure or refusal to do so. That is a matter between the individual and his civilian attorney. Advise the AGR Soldier that a TDS attorney cannot be appointed to represent them in a civilian criminal matter.

During the period that an AGR Soldier is awaiting trial, the unit must flag the Soldier and withhold favorable action. Deployment orders shall be cancelled until the civilian criminal matter is resolved. If the evidence appears strong enough, the command may decide to administratively discharge the Soldier prior to the case being resolved. In most cases however, a decision should await the outcome of the trial. If the AGR cannot

post bail prior to the trial, it is recommended that their absence be charged as ordinary leave. If the final result is a conviction, the Soldier is designated as AWOL for any jail time on a DA Form 4187 and the Soldier may have AWOL charges referred against him or her or be administratively separated for the civilian conviction.

**Reference: AR 27-10, AR 135-178, NGR 600-200, NGR 635-101, AGOH PAM 27-10**

## Appendix A – Terms & Acronyms

The following is a list of acronyms and their definitions as used in administering the AGR program:

AGR - Active Guard/Reserve  
AMC – Air Mobility Command  
AT - Annual Training  
BAH - Basic Allowance for Housing  
BAS - Basic Allowance for Subsistence  
CONUS - Continental United States  
CRA - Clothing Replacement Allowance  
FAO - Finance and Accounting Office  
FTUS - Full Time Unit Support  
HRO - Human Resources Office  
IAW - In accordance with  
IDT - Inactive Duty Training  
JSS - Joint Service Software Pay System  
LES - Leave and Earning Statement  
LOI - Letter of Instruction  
MACOM - Major Army Command  
MILPO - Military Personnel Office  
MEPS - Military Entrance Processing Station  
MOS - Military Occupational Specialty  
MTOE - Modification Table of Organization and Equipment  
NGB - National Guard Bureau  
NLT - Not Later Than  
OCONUS - Outside Continental United States  
OCS - Officer Candidate School  
OER - Officer Evaluation Report  
PCS - Permanent Change of Station  
PEC - Professional Education Center  
SGLI - Servicemen's Group Life Insurance  
TAG or AG - The Adjutant General  
TDA - Table of Distribution and Allowances  
TDY - Temporary Duty

## Appendix B – Other Resources

### **B-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 Soldier'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. On occasion, Ohio has also awarded a cash bonus to veterans who served during periods of armed conflict.

**Reference:** [https://www.va.gov/opa/publications/benefits\\_book.asp](https://www.va.gov/opa/publications/benefits_book.asp)

### **B-2: Points of Contact**

**Military OneSource:** 1-800-342-9647

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

#### **Medical and Dental Resources**

**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 SOLDIERS):** 1-866-984-2337

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

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

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

### **B-3: Commonly Used Documents**

Pay - The following is a list of the most commonly used pay documents. Please contact the AGR Pay NCO with any questions concerning their preparation.

- DA Form 3685 (JUMPS - JSS Pay Elections)
- DA Form 5960 (Authorization to Start, Stop or Change BAH)
- DA Form 4187 (Start/Recoup BAS – Enlisted/Officer)
- DA Form 4187 (Payment of Accrued Leave)
- DD Form 1561 (Statement to Substantiate Payment of Family Sep. Allowance)
- DD Form 2058 (State of Legal Residence Certificate)
- DD Form 2494 (Uniformed Services Active Duty Dependent Dental Plan (DDP) Enrollment)
- DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active duty or Retired Personnel)
- DD Form 2560 (Advance Pay) used in conjunction with a household move only
- DD Form 2660 (Statement of Claimant Req. Recertified check)
- SF Form 1199A (Direct Deposit Sign-Up Form)
- FBH Form 19-1-68 (Payment of Uniform Allowance-Officer Personnel)
- Form W-4 (Federal Taxes)

Reference: DOD 7000.14-R, JFTR Vol. 1, JTR Vol. 2, NGB Pam 600-15, AR 37-104-4

## Appendix C – 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	
		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	
		50		51		52		53		54		55		56	57	58	59	60	
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.

## **Appendix D – Brief History of the Ohio Army National Guard and the AGR Program**

### **D-1: Brief History of the Ohio Army National Guard**

The Ohio National Guard was established on July 25, 1788, by Arthur St. Clair, Governor of the Northwest Territory. Ohio units served in the War of 1812 and the Mexican War. In 1861 President Lincoln called for volunteers when the Civil War broke out. By the end of the war, Ohio had supplied 319,000 men, from 230 different regiments and separate companies. The first recipients of the Medal of Honor were Buckeye Soldiers.

The late 19th century found the Ohio Militia transforming into the Ohio National Guard. In 1899, during the Spanish-American War, 15,000 men were mustered into federal service, with Ohio sending the first volunteer regiment into the field. In 1916, more than 7,000 Soldiers were mobilized for service along the Mexican Border. Most units had just returned home a year later when the entire National Guard was drafted into federal service on August 5, 1917, for World War I.

During World War II Ohio had troops serving in both the Pacific and European theaters. In 1940, the 37th Division under the leadership of the Major General Robert S. Beightler, was inducted into federal service. The 37<sup>th</sup> “Buckeye” Division’s became known as the “Heavyweight” as it continuously fought in the Pacific Theater without rest from June 1943 until August 1945. In the European Theater, the 112th Engineer Battalion and 987th Field Artillery Battalion participated in the Normandy invasion. Additionally, the 107th Cavalry Reconnaissance Squadron, 174th Field Artillery Battalion, 147th Infantry and Company C, 192d Tank Battalion fought on various battlefields in both theaters. When reorganization of the Ohio National Guard began following World War II, it was split into two separate organizations, the Army and Air National Guard.

During the Korean War, many of Ohio’s formations were called into federal service; however, only Canton’s 987th Armored Field Artillery Battalion reached the battlefield. In 1961, both Soldiers and Airmen were ordered into active service for the Berlin Crisis. The 1960s and 70s also tested Ohio’s ability to protect life and property as numerous periods of civil disturbance plagued the state.

In 1990 Ohio again would answer that call in the deserts of Southwest Asia. On the ground, Soldiers from nine units provided critical combat service and support leading up to Operation Desert Storm.

After the Cold War, Ohio sent units to the war torn countries of Bosnia and Kosovo; provided humanitarian aid in Central America and responded to numerous calls by the citizens of the state and nation, in times of natural and man-made disaster.

Just weeks after the 9-11 terrorist attacks, Soldiers and Airmen were called to provide additional security in Ohio’s airports, while others deployed throughout the Midwest to provide force protection at key installations and military bases. Beginning in

2003, Ohio units received the call for missions in Afghanistan and Iraq. Since that time, more than 21,000 Soldiers and Airmen have deployed to over 36 countries in support of the War on Terrorism and distinguished themselves as some of the finest units in the Army and Air Force.

## **D-2: AGR Program History and Overview (NG PAM 600-1)**

In January 1979, Congress directed the formation of the AGR program. The intent was for AGR personnel to serve on active duty for the purpose of organizing, administering, recruiting, instructing or training the Army National Guard. The AGR Program was considered to be fully in place and active by 1980 when the Office of the Secretary of Defense submitted reports to Congress. In June of that year, the House Appropriations Committee approved expansion of the Program with the requirement that the reserves determine the appropriate mix of Full Time Military (AGR) and Military Technicians.

Since its inception the program has grown and matured into a career opportunity for many Guard Soldiers under Section 672(d), Title 10 USC or on Full Time National Guard Duty (FTNGD) under Section 502(f), Title 32 USC. AGR personnel provide skills, expertise, stability and continuity to various National Guard units that cannot be obtained with part-time, traditional Guardsmen. Although on full-time National Guard duty, AGR personnel differ from active duty military personnel in that they are under the command and control of the Governor rather than the Army and Air Force directly. While AGRs have nearly the same pay allowances, benefits and privileges of active duty personnel, they are in state status (Title 32, U.S. Code)

## **Appendix E – Assignment Considerations for AGR Soldiers**

### **E-1: Soldiers with High School Seniors (AR 614-200 para 5-26 and 5-27)**

The reference given states “Army National Guard and Army Reserve Soldiers should contact their servicing personnel office for guidance.”

This is a voluntary program that is intended to prevent PCS movement during the child’s junior and senior years. Soldiers remain fully eligible to mobilize and/or deploy while enrolled in this program. Soldiers may still be considered for EPS; however, acceptance of an EPS position, regardless of distance, constitutes immediate disenrollment from this Program. Soldiers enrolled in the MACP must both apply, if both desire stabilization under these provisions.

Soldiers will request stabilization using a DA Form 4187 or memorandum. The request will be forwarded through the chain of command to the HRO AGR Office for approval / disapproval. Requests will include the following:

- A letter and/or memorandum from the high school with the student’s full name, the full name of the AGR Soldier requesting Stabilization, and projected graduation date.
- A copy of the DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment) will be attached to the Soldier’s request approval

**PERSONNEL ACTION**

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended

**PRINCIPAL PURPOSE:** To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

**ROUTINE USES:** The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.

**DISCLOSURE:** Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code) FTUS Supervisor (AO) MSC MSC Address	2. TO (Include ZIP Code) AGR Office (NGOH-HRO-M) The Adjutant General's Department 2825 W. Dublin-Granville Road Columbus, Ohio 43235	3. FROM (Include ZIP Code) Unit (Company / Battery / Troop) Unit Address
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**SECTION I - PERSONAL IDENTIFICATION**

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
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**SECTION II - DUTY STATUS CHANGE (AR 600-8-6)**

7. The above Soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_  
effective \_\_\_\_\_ hours, \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) HS Sr Stabilization Program
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

School documentation and DD 1172 attached.

Stabilization requested for period \_\_\_\_\_ to \_\_\_\_\_  
(YYYYMMDD) (YYYYMMDD)

\_\_\_\_\_ (init) I understand that if approved for the High School Senior Stabilization Program, I will not be subject to involuntary career management movement which would result in PCS. This does not prevent reassignment that does not involve PCS, or transfers which place me at a duty location closer to my Home of Record.

\_\_\_\_\_ (init) I understand that if I compete for promotion, the provisions of EPS preempt this request. Acceptance of a promotion or competition for exempted positions will invalidate this request. Declination of a valid promotion offer subjects me to the same provisions as if I were not a participant in the High School Senior Stabilization Program.

\_\_\_\_\_ (init) I understand that this request is subject to approval and may be changed or canceled due to the needs of the Army.

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

FTUS Supervisor (FLL)



15. NAME OF INDIVIDUAL		16. SSN	
<b>ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL</b>			
AUTHORITY	a. TO FTUS Supervisor (AO) BN BN Address	b. FROM Unit (Company / Battery / Troop) Unit Address	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO FTUS Supervisor (AO) MSC MSC Address	b. FROM FTUS Supervisor (AO) BN BN Address	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO AGR Office (NGOH-HRO-M) 2825 W. Dublin-Granville Road Columbus, Ohio 43235	b. FROM FTUS Supervisor (AO) MSC MSC Address	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle) Scott, Lee W.		e. RANK CW4	f. DATE (YYYYMMDD)
g. TITLE/POSITION AGR Manager		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

## **E-2: Married Army Couples Program (AR 614-200 para 5-21 and 5-22)**

Married Army couples desiring joint assignment to establish a common household (JD) must request such assignment by enrolling in the MACP. Only one Soldier needs to request enrollment in the MACP if they are in the same MSC; however, signatures of both Soldiers are required. If Soldiers are in different MSCs both must submit the 4187. The guideline for a JD is assignments close enough together for Soldiers to establish a common household (50-mile radius or 1 hour driving time of each other). When one Soldier is considered for reassignment to include EPS, the other Soldier is considered for assignment to the same location or area, unless (s)he is in a mandatory stabilization period. Assignment orders for each member will indicate whether or not a joint assignment is approved. Favorable consideration for JD assignment will depend on the needs of the Army and career progression of both Soldiers not being adversely affected and Soldiers being otherwise eligible for the assignment. Applications for enrollment must be submitted not later than 30 days from the date of marriage. Action based on intended marriage will not be considered even as an exception to policy.

### **Reassignment is contingent on the following:**

- (1) A valid position exists in the Soldier's grade and MOS at the location, and assignments are near enough to each other to establish a JD.
- (2) Losing installation does not have a critical shortage in the Soldier's grade and MOS.
- (3) Soldiers have met any required stabilization timelines.

### **Limitations**

- If one Soldier is considered for assignment, and the other Soldier does not have sufficient time remaining to ETS for an assignment and does not reenlist or extend, the provisions of the MACP do not apply.
- Married Soldiers will not be assigned so that they will be in their spouse's rating chain.
- Married Army couples must meet their military obligations (regardless of assignment) to the same extent as unmarried Soldiers or Soldiers married to civilians.
- Once enrolled, a request must be submitted for disenrollment must be submitted by either party, or both SMs will remain considered for joint domicile assignments.

**PERSONNEL ACTION**

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended  
**PRINCIPAL PURPOSE:** To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.  
**ROUTINE USES:** The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.  
**DISCLOSURE:** Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code) FTUS Supervisor (AO) MSC MSC Address	2. TO (Include ZIP Code) AGR Office (NGOH-HRO-M) The Adjutant General's Department 2825 W. Dublin-Granville Road Columbus, Ohio 43235	3. FROM (Include ZIP Code) Unit (Company / Battery / Troop) Unit Address
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**SECTION I - PERSONAL IDENTIFICATION**

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
---------------------------	---------------------------	---------------------------

**SECTION II - DUTY STATUS CHANGE (AR 600-8-6)**

7. The above Soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_  
effective \_\_\_\_\_ hours, \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input checked="" type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

Signatures of Soldier above and Soldier (Spouse) below indicates a desire to be enrolled in the Married Army Couples Program. Enrollment in the MACP does not guarantee reassignment together but does ensure that both Soldiers will be automatically considered for future joint-domicile (JD) assignments. Favorable consideration for JD assignment will depend on Career progression of both Soldiers not being adversely affected and Soldiers being otherwise eligible for the assignment. Promotions may create a situation where Joint Domicile is not practical or in the best interests of the Army. The Army's intent is to extend the courtesy of the MACP to the other services and accommodate joint domicile whenever possible, with the needs of the Army being the final, determining factor. In the event of divorce, a request must be submitted for dis-enrollment by either party, or both SMs will remain considered for joint domicile assignments.

Spouse Name \_\_\_\_\_ Rank \_\_\_\_\_ ETS \_\_\_\_\_

Spouse Signature \_\_\_\_\_

Required Enclosures attached:

- 1) ERB / ORB / SRB of both Soldiers
- 2) Marriage Certificate and DA 5960 for both Soldiers
- 3) DD93 and SGLV 8286 for both Soldiers

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

FTUS Supervisor (FLL)

15. NAME OF INDIVIDUAL		16. SSN	
<b>ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL</b>			
AUTHORITY	a. TO FTUS Supervisor (AO) BN BN Address	b. FROM Unit (Company / Battery / Troop) Unit Address	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO FTUS Supervisor (AO) MSC MSC Address	b. FROM FTUS Supervisor (AO) BN BN Address	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO AGR Office (NGOH-HRO-M) 2825 W. Dublin-Granville Road Columbus, Ohio 43235	b. FROM FTUS Supervisor (AO) MSC MSC Address	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle) Scott, Lee W.		e. RANK CW4	f. DATE (YYYYMMDD)
g. TITLE/POSITION AGR Manager		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

### **E-3: Compassionate Actions (AR 614-200 para 5-14 thru 5-19)**

Compassionate actions are requests from individual Soldiers when personal problems exist. The two types of compassionate requests are when personal problems are—

- (1) Temporary (resolvable within a year) - conditions that may warrant approval:
  - (a) Terminal illness of immediate Family - less than 12 months' life expectancy
  - (b) Scheduled major surgery of Soldier's spouse or minor child
  - (c) A recent severe psychotic episode involving a spouse or child.
- (2) Not expected to be resolved within a year - conditions that may warrant approval:
  - (a) Extreme Family problems that cannot be resolved in 1 year.
  - (b) A recent death in the Soldier's Family, other than spouse or minor child, when extenuating circumstances exist.
  - (c) Serious chronic health problems.

Soldiers may be stabilized, reassigned, or attached as a result of an approved compassionate request. Compassionate action requests are for problems that cannot be resolved through the use of leave, correspondence, power of attorney, or the help of Family members or other parties. Telework, if feasible and appropriate for the AGR Soldier to perform assigned duties, should also be considered by the Soldier's Supervisor. Compassionate consideration will be given only for Family members. A Family member includes spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the Soldier.

Soldiers requesting reassignment may be assigned to an area other than their requested geographical preference based on availability of medical services and the needs of the Army.

The following conditions alone are not a basis for a compassionate request:

- (1) Soldier's desire is to be in a new area.
- (2) Divorce / separation / Legal actions or court appearances relating to divorce
- (3) Sole parenthood / Award of custody child(ren) to the Soldier / or child custody issues
- (4) Pregnancies involving complications
- (5) Minor allergies suffered by the members of the Family due to climatic conditions.
- (6) Problems relating to home ownership or housing shortages.
- (7) Financial problems of the Soldier or the Soldier's Family or problems related to an off-duty job, spouse's job, or private business activities.
- (8) Chronic problems relating to parents or parents-in-law.

Compassionate requests must be initiated by the individual Soldier concerned by completing a DA Form 3739 (Application for Compassionate Actions) and including the supporting documentation as defined in AR 614-200 para 5-16 based on the reason for the request. HRO Director/ AGR Manager will review each application to determine that the established criteria has been met. Requests that do not meet standards for a change in assignment will not be approved. If requesting reassignment, there must be a valid MOS and grade authorization at the requested location.

<b>PERSONNEL ACTION</b> For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b> Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
<b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.			
<b>ROUTINE USES:</b> The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
<b>DISCLOSURE:</b> Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU <i>(Include ZIP Code)</i> FTUS Supervisor (AO) MSC MSC Address	2. TO <i>(Include ZIP Code)</i> AGR Office (NGOH-HRO-M) The Adjutant General's Department 2825 W. Dublin-Granville Road Columbus, Ohio 43235	3. FROM <i>(Include ZIP Code)</i> Unit (Company / Battery / Troop) Unit Address	
<b>SECTION I - PERSONAL IDENTIFICATION</b>			
4. NAME <i>(Last, First, MI)</i>	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER	
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>			
8. I request the following action: <i>(Check as appropriate)</i>			
<input type="checkbox"/> Service School <i>(Enl only)</i>	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training <i>(Enl only)</i>	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input checked="" type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment <i>(Enl only)</i>	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other <i>(Specify)</i>	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER <i>(When required)</i>		10. DATE (YYYYMMDD)	
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>			
See completed DA Form 3739 attached to this request.			
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>			
11. I certify that the duty status change <i>(Section II)</i> or that the request for personnel action <i>(Section III)</i> contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)	
FTUS Supervisor (FLL)			

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15. NAME OF INDIVIDUAL		16. SSN	
<b>ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL</b>			
AUTHORITY	a. TO FTUS Supervisor (AO) BN BN Address	b. FROM Unit (Company / Battery / Troop) Unit Address	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO FTUS Supervisor (AO) MSC MSC Address	b. FROM FTUS Supervisor (AO) BN BN Address	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO AGR Office (NGOH-HRO-M) 2825 W. Dublin-Granville Road Columbus, Ohio 43235	b. FROM FTUS Supervisor (AO) MSC MSC Address	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle) Scott, Lee W.		e. RANK CW4	f. DATE (YYYYMMDD)
g. TITLE/POSITION AGR Manager		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

**APPLICATION FOR COMPASSIONATE ACTIONS**

For use of this form, see AR 614-200; the proponent agency is DCS, G-1.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, USC, Section 301.  
**PRINCIPAL PURPOSE:** To determine eligibility for compassionate action.  
**ROUTINE USES:** Information may be referred to appropriate authorities to determine if compassionate action can be approved.  
**DISCLOSURE:** Disclosure is voluntary. Failure to furnish information requested may result in denial of request for compassionate action.

**FORWARD APPLICATION TO HQDA (TAPC-EPC-S). SUBMIT ONE COPY ONLY.** The soldier is advised that if this request for compassionate action is approved, he/she may be assigned to duties in other than PMOS; further, a waiver of any enlistment/reenlistment commitment must be accomplished (AR 601-210, chapter 8 and AR 601-280, chapter 4). If submitted by soldier on leave, DDALV or in attached status, a copy of DA Form 31 or orders must be included with this request.

**1. I REQUEST:**

- ☐ a. REASSIGNMENT TO \_\_\_\_\_
- ☐ b. DEFERMENT OF \_\_\_\_\_ DAYS FROM ORDERS TO \_\_\_\_\_
- ☐ c. DELETION FROM ORDERS TO \_\_\_\_\_
- ☐ d. PERMISSIVE ATTACHMENT OF \_\_\_\_\_ DAYS AT \_\_\_\_\_ EFFECTIVE \_\_\_\_\_

2. NAME (Last, First, MI)		3. SSN	4. RANK	5. PRO-PAY CATEGORY
6. ENL COMMITMENT	7. PMOS	8. SMOS		9. LATEST PCS
10. CURRENT STATUS	DUTY	11a. ASG/ATCH UNIT		11b. PHONE NO.
ORDINARY LEAVE	ATCH	14. MARITAL STATUS		15. DATE OF MARRIAGE
EMERGENCY LEAVE	DDALV			
12. DEROS	13. DROS	16c. PRESENT ADDRESS OF SPOUSE		
16a. NAME OF SPOUSE		16b. AGE		
17. BASD	18. PEBD	19. ETS	20. HOME PHONE NO. (include area code)	

**21. AUTHORIZED FAMILY MEMBERS, CHILDREN OR OTHERS AUTHORIZED AS FAMILY MEMBERS IAW AR 640-3.**

NAME	AGE	RELATIONSHIP	ADDRESS

**22a. PARENTS (To be completed by all soldiers. Indicate if parents are deceased.)**

NAME	AGE	ADDRESS	MONTHLY INCOME	HEALTH
FATHER:				
MOTHER:				
FATHER-IN-LAW:				
MOTHER-IN-LAW:				



22b. THIS REQUEST IS BASED ON LOCO PARENTIS. I RESIDED WITH THE FOLLOWING PERSONS FROM _____ (Month/Year) TO: _____ (Month/Year)					
NAME	AGE	ADDRESS	MONTHLY INCOME	HEALTH	

23. SOLDIER'S BROTHERS AND SISTERS WHETHER LIVING AT HOME OR ELSEWHERE AND OTHER MEMBERS OF FAMILY. (Include brothers/sisters-in-law, if request is based on in-law problems.)					
NAME	AGE	RELATIONSHIP	ADDRESS	OCCUPATION	MONTHLY INCOME

24. HAS SOLDIER SUBMITTED ANY PREVIOUS REQUESTS FOR COMPASSIONATE ACTION?	
<input type="checkbox"/> YES <input type="checkbox"/> NO     IF YES, INCLUDE DATE SUBMITTED, CIRCUMSTANCES PROMPTING THE REQUEST, AND FINAL DECISION.	

25. GIVE REASONS FOR REQUESTING COMPASSIONATE ACTION (If illness or injury is involved, attach statement from attending physician, IAW AR 614-200, chapter 5.)

26. WHAT ATTEMPTS HAVE BEEN MADE BY SOLDIER TO REMEDY THE CONDITIONS OTHER THAN APPLYING FOR A COMPASSIONATE ACTION?

27. REMARKS

28a. I have been interviewed by a commissioned officer and have been advised that false statements on this application will constitute a violation of the UCMJ 1951 (as amended) and may subject me to a trial by court-martial.	
b. SIGNATURE OF APPLICANT	c. DATE

29a. I certify that the information on the request for compassionate action contained herein		
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL
b. TYPED OR PRINTED NAME OF COMMANDER/ AUTHORIZED REPRESENTATIVE	c. SIGNATURE	d. DATE