



NATIONAL GUARD BUREAU

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ARNG-HRH (RN 600)

17 June 2024

MEMORANDUM FOR The Adjutants General of the States, Territories, and the
Commanding General of the District of Columbia

SUBJECT: Army National Guard Professor/Assistant Professor of Military Science
Program Policy (PPOM 24-007)

1. References.

- a. Title 10, United States Code, Section 12321
- b. Public Law 102-484, Section 512
- c. National Guard Regulation (NGR) 600-5 (The Active Guard/Reserve (AGR) Program Title 32, Full-Time National Guard Duty (FTNGD))
- d. NGR 600-100 (Commissioned Officers – Federal Recognition and Related Personnel Actions)
- e. Army Regulation (AR) 135-18 (The Active Guard Reserve Program)
- f. AR 623-3 (Evaluation Reporting System)
- g. AR 600-9 (The Army Body Composition Program)
- h. NGB-ARH memorandum (Army National Guard (ARNG) Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy (NGB-ARH Policy Memo #09-012), 19 February 2009

2. Purpose. This memorandum provides policy on Army National Guard (ARNG) Professor of Military Science/Assistant Professor of Military Science (PMS/APMS) management, program staffing, and assignment.

3. Policy.

- a. States and Territories must document with ARNG Personnel Programs, Manpower, and Resources Division (ARNG-HRF) all Reserve Officers' Training

ARNG-HRH (RN 600)

SUBJECT: Army National Guard Professor/Assistant Professor of Military Science
Program Policy (PPOM 24-007)

Corps (ROTC) cadre positions being filled, regardless of whether those positions are resourced on the manning voucher. Likewise, States should document all ROTC cadre positions that are projected to be filled by Active Guard Reserve (AGR) Soldiers. The Adjutants General (TAGs) have the authority to determine how their full-time positions are utilized. States may provide additional full-time positions to the PMS/APMS program by using their existing full-time resources.

b. A State or Territory that chooses not to support its PMS/APMS documented position may coordinate directly with the ARNG G1 FTS branch for reallocation of PMS/APMS positions to a State or Territory who request additional support.

c. Officers filling PMS/APMS positions are or will be AGR Soldiers under Title 32 United States Code, paragraph 502(f). Requests to support undocumented ARNG PMS/APMS positions will not result in an increase to a State or Territory's controlled grades or authorizations.

d. The required grade for PMS is Lieutenant Colonel and APMS is Major or Captain. Each State and Territory with authorized PMS/APMS positions is authorized special controlled grades on their FTS voucher that are to be used to support these positions.

e. AGR Officers filling PMS/APMS positions are not eligible to participate in Command Leadership and Staff Assignment Program in accordance with National Guard Regulation 600-5, paragraph 4-5c.

4. Responsibilities.

a. Any AGR Officer assigned to a PMS position is responsible to the State Adjutants General for counseling, mentoring, and recruiting cadets from ARNG units into ROTC, and for recruiting Officer accessions from ROTC into the ARNG. Those assigned to APMS positions are responsible to the State and Territory Recruiting and Retention Commander (RRC) for the same support. The RRC will assist and support to ensure their assigned PMS/APMS is marketing the ARNG and producing quality Commissioned Officers in the quantity and academic disciplines necessary to meet ARNG requirements. In addition, the PMS/APMS may have additional responsibilities to teach cadets.

b. Support of the PMS/APMS Officers' efforts is critical to the successful accession of ROTC Cadets into the ARNG. Each State TAG should use Reserve Forces duty or dedicated ARNG scholarships and Guaranteed Reserve Forces Duty contracts as

ARNG-HRH (RN 600)

SUBJECT: Army National Guard Professor/Assistant Professor of Military Science
Program Policy (PPOM 24-007)

recruitment mechanisms to the maximum extent possible.

c. The PMS/APMS will encourage cadet participation in the Simultaneous Membership Program and will work with cadets to locate positions.

d. When an individual is precluded from enrolling in ROTC by academic alignment ineligibility or other situations, the PMS/APMS should refer qualified potential candidates for enrollment in Officer Candidate School.

e. Whenever a student is ineligible or disallowed to receive a Guaranteed Reserve Forces Duty contract due to their college academic major, the PMS/APMS may not participate in any enrollment actions or processes that would result in any form of ROTC enrollment of any students pursuing that college academic major for the remainder of the academic year. Additionally, ARNG Strength Maintenance Division (ARNG-HRR) will notify all ARNG PMS/APMS of the academic majors that cannot be recruited for the remainder of the academic year. The PMS/APMS must refer students with those majors to the State Officer Strength Manager for consideration in other ARNG Officer production programs.

5. Contractor APMS Personnel.

a. The RRC will assist and work with each PMS to fill vacant contractor APMS positions. The RRC and PMS should both seek out and encourage traditional Soldiers to participate in the ROTC program as civilian contractors.

b. Traditional Soldiers serving as Contractor APMS personnel, Captain through Lieutenant Colonel, will wear the uniform with the ARNG unit's shoulder sleeve insignia and work with the ROTC program during the week, but continue to participate in normal ARNG unit activities.

6. Rating Chain.

a. The PMS/APMS Positions. The State TAG has the authority to determine the rating chain of ARNG personnel serving as PMS/APMS. States and Territories must ensure adherence to dual supervision rules outlined in AR 623-3, Evaluation Reporting System, paragraph 2-22, when two separate chains of command are supervising and assigning different duties throughout the officer's rating period. See the enclosed Annex A for suggested rating chains.

ARNG-HRH (RN 600)

SUBJECT: Army National Guard Professor/Assistant Professor of Military Science
Program Policy (PPOM 24-007)

b. The PMS/APMS rating chain changes should be effective at the start of the rated officer's next rating period.

7. Assignment.

a. The State TAG will fill vacant PMS positions with officers under their commands. If the selected Officer is not in the AGR program, he or she will be accessed into the AGR program prior to assignment. Both qualified Military Technician (MT) and traditional officers are eligible to apply for a one-time three-year tour. To be eligible, MTs and traditional Officers must meet all eligibility requirements in accordance with Reference 1c above. If selected, these officers must be counseled concerning benefit changes and other special conditions that may apply due to a change in status. Specifically, an MT may elect to take leave without pay or choose to separate from the MT program prior to accessing into the AGR program. Additionally, an MT must be counseled by the Human Resources Specialist (Employee Relations) regarding Uniformed Services Employment and Reemployment Rights Act (USERRA) entitlements prior to applying for an AGR position. Proof of USERRA counseling must be submitted with the AGR packet. The condition of the occasional tour will be reflected in the Soldier's AGR orders.

b. An Officer who is selected for participation in the PMS/APMS program will be removed from his or her current unit position and militarily assigned to a temporary position in his or her State's Joint Force Headquarters. This memorandum grants the States authority to issue temporary positions by using the following additional instructions on the Officer's orders: "Temporary (Rank) position to (Headquarters, State/Territory/District (State)) is continued for duration of tour."

c. The PMS/APMS assignment is for three years. Officers will be stabilized for the three-year period and are not considered eligible for reassignment, other than for the good of the service. After assignment completion, these Officers will be reassigned to an AGR position, returned to the MT program, or returned to traditional status within the state or territory, as appropriate.

d. The PMS/APMS may request a one-year extension or an assignment curtailment. A request for an extension and curtailment will be submitted through the ROTC Brigade Command channels to the State Adjutant General. If the request is approved, the State Adjutant General will provide ARNG-HRM a copy of the approved ARNG-HRH extension or curtailment. The State Adjutant General must review mission needs and assess the impact of an extension in place of career development,

ARNG-HRH (RN 600)

SUBJECT: Army National Guard Professor/Assistant Professor of Military Science
Program Policy (PPOM 24-007)

long-term viability and upward mobility within the State's or Territory's AGR Program. No PMS/APMS assignment will continue beyond four years.

e. Officer reassignments should not occur during the school year. Optimally, they should occur at the end of the school year during the summer months. The Human Resource Officer (HRO)/AGR Manager must coordinate transfer dates with the respective ROTC Brigade and with the PMS at the supported institution.

f. A reassignment from a PMS/APMS position is a "programmed loss." Leadership must have a plan to select (normally one year from end of tour) and train (no less than two weeks overlap of assignments possible) a suitable replacement before assignment termination or extension. In extreme cases, where the state cannot identify a suitable backfill, an extension may be considered after coordination with the ROTC chain of command.

8. Nomination of the PMS/APMS.

a. The desired traits for a PMS/APMS include experience in counseling, coaching, mentoring, recruiting, and teaching skills. Documentation of professional training and experience is required in the nomination packet.

b. The HRO/AGR Manager will review all nomination packets for completeness and accuracy before submitting the packet to the State Adjutant General.

c. The PMS/APMS nomination packet must include:

- (1) Biographical Summary Format in accordance with NGR 600-100, Appendix I.
- (2) Certified copy of the officer's Soldiers Record Brief.
- (3) Certified copies of all college undergraduate, graduate, and post-graduate transcripts.
- (4) Last four officer evaluation reports
- (5) Last four record Army Combat Fitness Tests (ACTFS), DA Form 705 and DA Form 5500/5501 (Bodyfat Content Worksheet), if needed.
- (6) Letter of recommendation from the Commander.

ARNG-HRH (RN 600)

SUBJECT: Army National Guard Professor/Assistant Professor of Military Science
Program Policy (PPOM 24-007)

d. Nomination of PMS.

(1) The State Adjutant General will provide a Letter of Nomination for a PMS position; when two or more Officers are nominated, an order of merit list will be provided to the ROTC Brigade Commander. The ROTC Brigade Commander will review the nomination(s) and submit their recommendations to the Commanding General, U. S. Army Cadet Command (USACC) for approval. Upon approval, the Commanding General, USACC will forward the nomination to the University/College President for acceptance. Upon approval, NGB ARNG G1 FTS branch will notify the State so that orders may be published.

(2) For out-of-cycle PMS nominations, the Commanding General, USACC will select ARNG PMS nominees from nomination packets.

(3) USACC will notify the TAG and forward an approved nomination through the ROTC Brigade Commander to the University/College President for approval or disapproval. The University/College President will forward an approval or disapproval to the ROTC Brigade Commander, who will notify the State.

(4) At any time during the process, the Officer's nomination packet may be disapproved or returned for record verification or correction.

e. Nomination of APMS.

(1) The State Adjutant General will submit a Letter of Nomination and forward the nomination packet to the ROTC Brigade Commander.

(2) The ROTC Battalion Commander will provide their recommendation to the Brigade Commander. The Brigade Commander will forward the nomination packet to the University/College President or return a disapproved packet through channels.

(3) The University/College President will forward an approved or disapproved packet to the Brigade Commander, who in turn will notify the State.

(4) At any time during the process, the Officer's nomination packet may be disapproved or returned for officer record verification or correction.

9. Prerequisites for PMS.

a. Grade: Lieutenant Colonel or Promotion Eligible Major.

ARNG-HRH (RN 600)

SUBJECT: Army National Guard Professor/Assistant Professor of Military Science
Program Policy (PPOM 24-007)

b. Military Education: Completed Command and General Staff College/intermediate Level Education.

c. Civilian Education: Master's degree required. To be competitive, the undergraduate and post-graduate grade point average should be a minimum of 2.5 and 3.0 respectively, on a 4.0 scale.

d. Military Experience: Successful battalion-level command or senior staff assignment. The officer must have more than four years of experience in the ARNG (non-waivable).

e. Physical Fitness: The officer must meet height and weight requirements in accordance with AR 600-9, The Army Body Composition Program, and successfully pass the ACFT within six months of the application.

10. Prerequisites for APMS.

a. Grade: Major or Promotion Eligible Captain.

b. Military Education: Captains Career Course is required. Having completed the next higher military education level is preferred.

c. Civilian Education: Baccalaureate degree is required. Some institutions require a master's degree. To be competitive, the undergraduate and post-graduate grade point average should be a minimum of 2.5 on a 4.0 scale.

d. Military Experience: Successful company-level command or equivalent staff leadership experience/assignment is preferred. Officer must have a minimum of four years of experience in the ARNG (non-waivable).

11. Change of Institution. The State Adjutant General may change the stationing of PMS/APMS support to institutions within the State.

a. To initiate a change of institution support, the State Adjutant General will submit a memorandum outlining the change of PMS/APMS institution support. This notice must be coordinated with the ROTC Brigade Commander. After completing coordination, the State Adjutant General will send the change notification to the ARNG G1 FTS branch.

b. The change of institution memorandum must:

ARNG-HRH (RN 600)

SUBJECT: Army National Guard Professor/Assistant Professor of Military Science
Program Policy (PPOM 24-007)

(1) Identify the necessity for changing FTNGD support to an institution (i.e. demographics, unit location, Simultaneous Membership Program support, or the State's inability to meet officer production requirements).

(2) Identify the institution gaining or losing the PMS/APMS position, with an analysis on the ramifications of initiating or discontinuing institution support. memorandum from the gaining and losing institution's PMS, concurring or non-concurring with the change, must accompany the State Adjutant General's notice.

(3) Provide the future status of the AGR officer assigned to the gaining or losing institution's PMS/APMS position.

c. The States and Territories will notify ARNG-HRM of all changes of institution.

12. Reports. States and Territories will validate the requirements by providing an annual report by 30 July that PMS/APMS position locations, incumbents, assignment expiration dates, and if vacant, the expected dates of fill. The report is sent to ARNG-HRM who will cross reference with Cadet Command to ensure that data is accurate.

13. This policy supersedes NGB-ARH memorandum (Army National Guard (ARNG) Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy (NGB-ARH Policy Memo #09-012), 19 February 2009.

14. The point of contact for this memorandum is Mr. Timothy W. Zimmerman, Chief, Personnel Policy Division, at DSN 327-3297, 703-607-3297, or timothy.w.zimmerman2.civ@army.mil.

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