

National Guard Regulation 600-102

Personnel - General

**OFFICERS
ASSIGNED TO
SELECTIVE
SERVICE SYSTEM
SECTIONS AT
JOINT FORCE
HEADQUARTERS
STATE**

**National Guard Bureau
Arlington, VA 22204
7 May 2015**

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SUMMARY of CHANGE

NGR 600-102

Officers Assigned to Selective Service System Sections at State Joint Force Headquarters

This revision, dated 7 May 2015,

- o Updates Selective Service System standardized structure.
- o Adds an Army National Guard - Selective Service System Liaison established within ARNG-Guard Strength Support.
- o Clarifies Selective Service System reimbursement to the State.
- o Clarifies opportunity to earn joint awards.
- o Adds Letter of input from State Director.
- o Clarifies Inactive Duty Training requirements. Individuals assigned in these billets are required to report to the State Selective Service System office for Inactive Duty Training periods and Annual Training and to perform duties associated with the Selective Service.
- o Adds requirement for State Selective Service Officers to provide quarterly reports to the Army National Guard Liaison outlining State participation in the State Selective Service program as required.
- o Adds Completion of phases I and II of the Selective Service New Officer training program within 12-months of assignment.
- o Defines officer's rating chain.

Personnel - General

Officers Assigned to Selective Service System Sections at State Joint Force Headquarters

By Order of the Secretary of the Army:

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Lieutenant General, USA
Director, Army National Guard

Official:



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History. This publication supersedes .NGR 600-102, dated 21 September 1984.

Summary. This regulation specifies educational requirements for officers assigned to Selective Service positions, specifies completion of phases I and II of the Selective Service New Officer training program within twelve-months of assignment; and provides procedures for advance notification of mobilization assignments.

Applicability. This regulation applies to members of the Army National Guard (ARNG) not in active Federal service assigned to Selective Service System (SSS) sections in Joint Force Headquarters (JFHQs) State.

Proponent and exception authority. The proponent of this regulation is the ARNG Personnel Policy Division (ARNG-HRH). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Army management control process. This regulation is not subject to the requirements of AR 11-2 (Managers' Internal Control Program). It does not contain management control provisions.

Supplementation. Any supplementation to this regulation will be forwarded to ARNG-HRH for review and approval. This does not include local policies developed per this regulation in order to complete required processes.

Suggested improvements. The proponent of this regulation is ARNG-HRH. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, Personnel Policy Division (ARNG-HRH), 111 South George Mason Drive, Arlington VA 22204.

Distribution. Distribution of this publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army and A for the ARNG.

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes criteria and procedures governing the appointment, assignment, education, and administration of officers assigned to the Selective Service System (SSS) section in Joint Forces Headquarters (JFHQs), which may be in addition to requirements contained in other National Guard Regulations. Mobilization authority is in accordance with 10 USC 672, 673, 892 and Department of Defense Directive (DODD) 1235.10 (Mobilization of the Ready Reserve).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are listed in the glossary.

1-4. Responsibilities

- a. The Director, ARNG (DARNG). The DARNG will:
 - (1) Establish periodic review of SSS ARNG policy.
 - (2) Liaise with the SSS Director.
- b. ARNG Guard Strength Support (GSS). GSS will:
 - (1) Establish an additional duty for a Liaison Officer to interface with the SSS.
 - (2) Have the Liaison Officer report to the JFHQs-State Chief of Staff on issues impacting SSS.
- c. The Adjutant General (TAG). TAGs will:
 - (1) Ensure officers are properly used in the SSS section.
 - (2) Ensure positions are fully manned.
- d. JFHQs-State Chief of Staff (CoS). The JFHQs-State CoS will:
 - (1) Oversee officer assignments in the SSS section.
 - (2) Manage Officer Evaluation Reports (OER) for Selective Service Officer(s).
- e. Director of SSS. The Director of SSS will:
 - (1) Provide trained and untrained personnel to the Department of Defense (DOD) in the event of a national emergency.
 - (2) Implement an Alternative Service Program for registrants classified as conscientious objectors.
- f. SSS State Director. The SSS State Director will:
 - (1) Provide oversight of the Selective Service program within their State.
 - (2) Liaise with the ARNG JFHQs-State Region Director.
- g. Selective Service Officer. Selective Service Officers will:
 - (1) Ensure space, equipment, and supplies are available to conduct boards.
 - (2) Participate in readiness exercises.
 - (3) Recruit Selective Service board member candidates.

Chapter 2

Requirements Pertaining to Operations of the Selective Service System Section

2-1. General

Title 50, United States Code (USC), Appendix 460, and this chapter provide for utilization management, promotion and assignments of commissioned officers assigned to the SSS Section of a JFHQs-State.

2-2. Position authorization and duty

- a. Positions in SSS sections in JFHQs-State are authorized in accordance with NGR 10-2 (State Area Command, Army National Guard.)
- b. Officers assigned to Selective Service positions will report to the State Selective Service office for Inactive Duty Training (IDT) periods and annual training (AT) and will not be used by the State for other designated duties outside the scope of the SSS mission. Soldiers assigned to SSS are allowed to perform up to three increments of fragmented AT per fiscal year (FY) to support the State's SSS mission.

c. SSS section's organization structure set by Table of Distribution and Allowances (TDA) for each State usually consists of a Captain through Lieutenant Colonel. The JFHQs-State TDA will document requirements and authorizations for the assigned Selective Service officer in the remark code to indicate that all JFHQs-State or Area Office Coordinator positions are unable to be changed or frozen. Frozen positions are currently documented with an XX code on TDAs.

d. The ARNG Force Management TDA Branch (ARNG-FM) is the proponent for prescribing the JFHQs-State TDA documentation. States will not move these authorizations elsewhere to facilitate promotion of special or basic branch officers.

2-3. Officer branch designation

Normally, officers assigned to TDA positions in the SSS section will serve in a Staff Specialist Branch (specialty skill identifier 01A). However, commissioned officers whose long-term career development is not planned in a Staff Specialist Branch may be substituted in 01A positions per NGR 600-100 (Commissioned Officers-Federal Recognition and Related Personnel Actions). If an officer is substituted, they must be examined by the Officer Personnel Classification Board (OPCB) in accordance with NGR 600-100, paragraph 6-7.

2-4. Military educational requirement for assigned officers

a. Officers assigned to the SSS section must meet the minimum educational requirements for promotion per NGR 600-100.

b. Newly assigned officers must complete phases I and II of the Selective Service New Officer training program within twelve-months of assignment. Certificates of completion will be furnished by the Director of SSS.

2-5. Advance notification of mobilization assignment

a. The Director of SSS issues advance notification of mobilization assignments to all Reserve Forces personnel who are assigned to the SSS. Accordingly, TAGs, as appropriate, will immediately forward orders assigning personnel to TDA positions in the SSS section to the Director Selective Service, ATTN: Human Resource – Military (OD/HR), and to the appropriate Selective Service Regional Headquarters. Upon receipt of such orders, a record will be created on the Reserve Forces Automated Personnel System, and the officer will be given a mobilization assignment. The Director of SSS will then forward the officer a mobilization assignment letter specifying their mobilization location and duty position title, and a copy of the Selective Service Reserve Assignment. A copy of the mobilization assignment letter will be maintained by the Selective Service National Headquarters and the Regional Headquarters. In the event the officer's mobilization location of duty position changes, a new mobilization assignment letter will be issued and forwarded to the officer. The officer will sign the Reserve Agreement and return it to Director of Selective Service, ATTN: OD/HR.

b. Commissioned officers assigned to positions in SSS Sections are required to report for extended active duty with the Selective Service System within five-days following a declaration of war or national emergency.

c. Mobilization reporting instructions become effective immediately upon announcement by the Secretary of the Army that officers of the ARNG of the United States assigned to the SSS, who have been issued advanced mobilization assignments, will report to their designated mobilization assignments. This announcement will be made through established news media following a declaration of war or the proclamation of a national emergency. In the event of a national emergency where communications become severely degraded, military personnel will comply with the mobilization instructions without waiting for further announcements.

d. Upon declaration of war or the proclamation of a national emergency, the Director of SSS will request that the Department of Army issue orders to extended active duty for each officer who has been given an advanced mobilization assignment.

e. When an officer assigned to a SSS Section is transferred or separated, TAG, as appropriate, will immediately forward a copy of the transfer or separation order to the Director of Selective Service, ATTN: OD/HR, and to the appropriate Selective Service Regional Headquarters. TAGs will then assign another qualified officer to replace the transferred or separated officer.

2-6. Awards

Officers assigned to Selective Service duty will be eligible for presentation of the SSS and Joint Service Awards, which the Director of SSS is authorized to award. DOD, Joint Service and Selective Service awards may be used to recognize individual accomplishments of ARNG Officers who are assigned to the SSS section. Awards may be based on achievement or service. For additional information concerning Selective Service awards, refer to the Personnel Policies and Procedures Manual (PPPM), Chapter 900, (Military Personnel Administration) of the SSS.

a. Individuals serving in Selective Service positions are eligible to be recommended for:

- (1) Distinguished Service Award (Gold Medal)
- (2) Exceptional Service Award (Silver Medal)
- (3) Meritorious Service Award (Bronze Medal)

b. DOD regulations provide that Decorations and Awards may be awarded to Individual Mobilization Augmentees, and Army National Guard Officers who are assigned to a joint organization or activity and who perform exclusively joint duties. Such DOD awards are (see AR 600-8-22 (Military Awards)):

- (1) Defense Superior Service Medal.
- (2) Defense Meritorious Service Medal.
- (3) Joint Service Commendation Medal.
- (4) Joint Service Achievement Medal.

2-7. Officer Replacement

If a Region Director determines an officer is not suitable for SSS assignment, they will contact the Chief of Staff at the individual JFHQs-State and a replacement will be assigned.

2-8. Basis for Reimbursement

SSS will use Treasury FMS Form 7600A (for example, General Terms and Conditions (GT&C) Section) and Treasury FMS Form 7600B (Order Requirements and Funding Information Section) to establish Inter-Agency Agreements (IAA) between SSS and ARNG regarding the reimbursement of ARNG officers assigned to SSS. SSS will use FMS Form 7600A to identify GT&C for an IAA period covering up to five-years. SSS will use FMS 7600B to identify the estimated annual reimbursement amount and funding information for each fiscal year covered under FMS Form 7600A. SSS will reimburse the ARNG for actual direct costs incurred not to exceed (NTE) the estimated annual reimbursement amount identified on the FMS Form 7600B that must be signed by both ARNG and SSS.

a. Authorized reimbursable direct costs include military pay, allowances, retired pay accrual, travel, and per diem associated with periods per assigned officer NTE 13-days (inclusive of travel) of Annual AT and not to exceed 36 IDT periods. Travel costs will be calculated from each officer's home station to temporary duty location and return, including per diem entitlements and special authorizations, such as rental cars. Per-diem will be determined per Joint Federal Travel Regulations and based on the location where the mission is performed.

b. Should an ARNG officer become injured in the line of duty and is unable to perform their support mission approved by SSS and the ARNG, the ARNG will not bill SSS for time spent on subsequent medical treatment, medical hold or recovery.

c. Prior to the start of the new FY, ARNG-RMC will issue a memorandum with guidance identifying the lines of accounting (LOA) to be used. The LOA will be an ARNG centralized account, which States will use to produce SSS orders. In the case of authorized travel, travel funding will be cross organized through the Defense Travel System by ARNG-RMC for the traveler to use.

**Appendix A
References**

**Section 1
Required Publications**

AR 11-2

Managers' Internal Control Program (Cited on page i)

AR 135-155

Promotion of Commissioned and Warrant Officers other than General Officers (Cited in paragraphs 2-3 and 2-7)

AR 600-8-22

Military Awards (Cited in paragraph 2-9)

AR 623-3

Evaluation Reporting System (Cited in paragraph 2-6)

NGR 10-2

State Area Command, Army National Guard (Cited in paragraph 2-4)

NGR 600-100

Commissioned Officers – Federal Recognition and Related Personnel Actions (Cited in paragraphs 2-3 and 2-5)

NGR 600-101

Warrant Officers – Federal Recognition and Related Personnel Actions (Cited in paragraphs 2-3 and 2-7)

50 USC Appendix 460

Selective Service System (Cited in paragraph 2-2)

DODD 1235.10

Mobilization of the Ready Reserve (Cited in paragraph 1-1)

**Section II
Related Publications**

This section contains no entries.

**Section III
Prescribed Forms**

This section contains no entries.

**Section IV
Referenced Forms**

DA Form 2028

Recommended Changes to Publications and Blank Forms (Cited on page i)

Treasury FMS Form 7600A

General Terms and Conditions (GT&C) (Cited in paragraph 2-11)

Treasury FMS Form 7600B

Order Requirements and Funding Information Section (Cited in paragraph 2-11)

Glossary

Abbreviations

ARNG

Army National Guard

ARNG –FM

ARNG Force Management TDA Branch

AT

Annual Training

CoS

Chief of Staff

DARNG

Director, Army National Guard

DOD

Department of Defense

DODD

Department of Defense Directive

FY

Fiscal year

GT&C

General Terms and Conditions

IAA

Inter-Agency Agreements

IDT

Inactive Duty for Training

JFTR

Joint Federal Travel Regulation

JFHQs-State

Joint Force Headquarters

LOA

Lines of accounting

NTE

Not to exceed

OPCB

Officer Personnel Classification Board

PPPM

Personnel Policies and Procedures Manual

SSS
Selective Service System

TAG
The Adjutant General

TDA
Table of Distribution and Allowances

USC
United States Code

Terms

Federal Recognition

The acknowledgment by the Federal Government that a Warrant Officer who is appointed, promoted, or transferred to an authorized grade and position vacancy in the ARNG meets the requirements prescribed by law and regulations.

Selective Service System

An independent agency within the Executive Branch of the Federal government that operates under the authority of the Military Selective Service Act. Under this law, the mission of the Selective Service System is twofold: to deliver untrained manpower to the armed forces in time of emergency in accordance with requirements established by the Department of Defense, and to administer the alternative service program for conscientious objectors. Per the Military Selective Service Act, the Selective Service System is authorized to use the services of military reserve officers from all components in order to accomplish the Agency's statutory missions.

State(s)

As referred to in this regulation, the term State or States refers, either singularly or collectively, to the 50 States of the United States, the Commonwealth of Puerto Rico, the Territories of Guam and the U.S. Virgin Islands, and the District of Columbia.