

**National Guard Regulation 635-102**

**Personnel - Separations**

**OFFICERS AND  
WARRANT  
OFFICERS  
SELECTIVE  
RETENTION**

**National Guard Bureau  
Arlington, VA 22204  
1 September 2018**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

NGR 635-102

Officers and Warrant Officers Selective Retention

1 September 2018

This publication -

- o Changes requirement to conduct a selective retention board from fiscal to calendar year. (para 1-1)
- o Ensures that officers who have received a Notice of Eligibility (NOE) by 31 December of the preceding calendar year and are otherwise qualified will be considered by the board. (para 1-4b(2))
- o Stipulates that States must notify ARNG-HRH, in writing, via eTracker, of the board dates no later than 31 December of the preceding calendar year. (para 1-4b(3))
- o Clarifies the TAG may designate the services of an ARNG Title 10 (or Title 32 Colonel from another State, as a last resort), in the absence of Active Army membership to fill board membership duties. (para 1-4b(4))
- o Stipulates that States must notify ARNG-HRH 90-days prior to the board for assistance in meeting the regulatory criteria to locate the board/panelists that meet diversity requirements. (para 1-4b(5))
- o Changes the separation period to 90-days through 12-months and requires this period to be applied to the entire population, regardless of status. (para 1-4b(15))
- o Exempts Warrant Officer Ones (1) and newly commissioned officers with less than 36-months time-in-grade (and service for newly appointed 1LT) from when the board convenes (this includes CW2 who was previously an E8 or a new 2LT with several years of previous enlisted service). (para (1-7b(9))
- o Exempts officers who were promoted or pending promotion twelve months from the start date of the SRB. (para 1-7b(10))
- o Specifies that consideration by grade is prohibited. (para 2-3)
- o Specifies that Reports may not be submitted by the States without the appropriate demographic board composition. (para 2-3e)
- o Specifies board results which contain administrative errors or noncompliance with the applicable policies will be returned for corrections with a suspense date to report back to ARNG-HRH for further review and verification. (para 3-1b(1))
- o Specifies any States determined as noncompliant with the established standards, after notification to correct errors and refusal or failure to do so, will be reported through the Deputy Director, Director, CNGB, Army G1 to the Assistant Secretary of the Army (Manpower & Reserve Affairs) and TAGs will

receive an official notification of noncompliance with standards for the applicable board. (para 3-1b(2))

o Clarifies that officers pending evaluation by a Medical Evaluation Board or Physical Evaluation Board action will not be separated until a final determination by the Integrated Disability Evaluation System, but only if the Medical Evaluation Board and the Physical Evaluation Board had been ordered prior to the convening date of the selective retention board. (para 3-2)

**Personnel - Separations**  
**Officers and Warrant Officers Selective Retention**

---

**By Order of the Secretary of the Army:**

**TIMOTHY J. KADAVY**  
**Lieutenant General, USA**  
**Director, Army National Guard**

**Official:** BALDWIN.CHARLES.P  
RESTON.1140153644

Digitally signed by  
BALDWIN.CHARLES.PRESTON.1140153644  
Date: 2018.09.10 12:29:14 -0400

**CHARLES P. BALDWIN**  
**Deputy Chief of Staff, GS**  
**Army National Guard**

---

**History.** This printing publishes a completely revised version from the 1 May 2015 edition; therefore, it must be thoroughly reviewed for numerous changes to policy.

**Summary.** This regulation provides guidance and procedures for conducting the officer Selective Retention Board (SRB). It includes new information on the selection process for officers and warrant officers, clarification in the scheduling of the board, board recommendations, composition of the board, and formats for board results.

**Applicability.** This regulation applies to all traditional Army National Guard (ARNG) officers and warrant officers including military technicians. It is applicable to Soldiers serving under the authority of Title 10/32 United States Code (USC) Active Guard/Reserve (AGR) serving on a One Time Occasional Tour (OTOT) and Active Duty Operational Support (ADOS). This regulation does not apply to officers in Title 10/32 AGR career programs.

**Army management control process.** This regulation contains internal control provisions in accordance with Army Regulation (AR) 11-2, but it does not identify key internal controls that must be evaluated.

**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. Supplementation of this regulation is prohibited without prior approval from the ARNG-HRH, 111 South George Mason Drive, Arlington, VA 22204.

**Suggested improvements.** Users of this regulation are invited to send comments and suggested improvements using DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to ARNG-HRH, 111 South George Mason Drive, Arlington, VA 22204.

**Distribution.** A.

---

**Contents** (listed by paragraph number)

**Chapter 1**  
**General**

Purpose • 1-1, *page 1*

---

\*This regulation supersedes NGR 635-102, dated 1 May 2015.

References • 1-2, *page 1*  
Explanation of abbreviations and terms • 1-3, *page 1*  
Responsibilities • 1-4, *page 1*  
Statutory authority • 1-5, *page 2*  
Equal opportunity • 1-6, *page 2*  
Applicability for review by selective retention board • 1-7, *page 2*

## **Chapter 2**

### **Selective Retention Board Guidance**

Program goals • 2-1, *page 3*  
Zones of consideration • 2-2, *page 3*  
Board composition • 2-3, *page 3*  
Operation of Single Panels • 2-4, *page 4*  
Operation of Multiple Panels • 2-5, *page 4*  
Board procedures • 2-6, *page 4*  
Individual communications with boards • 2-7, *page 5*  
Conduct of the board • 2-8, *page 5*

## **Chapter 3**

### **Post Board Actions**

Board report • 3-1, *page 5*  
Separation period for safeguarding against premature removal from active status • 3-2, *page 5*  
Status of officers upon withdrawal of Federal recognition • 3-3, *page 6*  
Material errors and omissions • 3-4, *page 6*

## **Appendixes**

A. References, *page 7*  
B. Sample Notification of Consideration Memorandum, *page 9*  
C. Selective Retention Board Checklist, *page 10*  
D. Sample Retention Memorandum, *page 11*  
E. Sample Non-Selection Memorandum, *page 12*  
F. Sample Non-Retention Memorandum for Officers under the Integrated Disability Evaluation System Process, *page 13*  
G. Instructions to Selection Boards - Officers and Warrant Officers, *page 14*  
H. Sample TAG Cover Memorandum and Report Format, *page 16*  
I. Selective Retention Board proceedings format - Selection Board Heading with Lists 1-5, *page 18*

## **Glossary**

## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation prescribes policies for establishing and conducting selective retention boards under the provisions of Title 10, United States Code (USC) 12213. These boards are used to identify officers who have more than 20 years of qualifying service for non-regular retired pay validated by the receipt of a “20-year letter”, and who are subject to selective retention in the ARNG of the United States (ARNGUS). Specifically, this board is used to select qualified officers for retention in the ARNGUS and to maintain the health and appropriate growth of the organization. Each State will convene an annual selection board, known as a selective retention board (SRB), based on a calendar year (CY) board cycle to consider officers in the grades of colonel and below, and warrant officers in all grades, for continuation of their period of Federal recognition beyond 20-years of qualifying service for non-regular retired pay. States must notify ARNG Personnel Policy Division (ARNG-HRH) of the board dates no later than 31 December prior to the start of the CY board cycle. States may submit a request to Officer Policy Branch (ARNG-HRH-O) to not conduct their annual board with proper justification within the first 90-days of the new CY. Selective retention boards will be conducted independently from Active Guard/Reserve (AGR) tour continuation boards, which are governed by National Guard Regulation (NGR) 600-5, The AGR Program, Title 32 Full-Time National Guard Duty (FTNGD) Management. Officers not selected for retention will have their Federal recognition withdrawn.

#### **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 special terms used in this regulation are defined in the glossary.

#### **1-4. Responsibilities**

- a. The Army National Guard, Personnel Policy Division (ARNG-HRH-O) is responsible for:
  - (1) Reviewing board results to ensure compliance with regulatory guidance.
  - (2) Providing notification of concurrence or non-concurrence of board results.
  - (3) Providing assistance to Officer Personnel Managers (OPM).
  - (4) Being available to answer questions not addressed in this regulation during the scheduled board period. NGB representatives are not required to be on-site during board proceedings.
  - (5) Providing a verification memorandum to the States indicating the final report is valid (or invalid with required corrections). Invalid reports are required to be corrected and resubmitted to ARNG-HRH-O for final validation to close out the board cycle. Reports that are not validated and closed will be reported up the chain to the Director, ARNG.
- b. The Adjutant General (TAG) is responsible for:
  - (1) Maintaining necessary records to permit a determination of each officer's eligibility for consideration for selective retention.
  - (2) Ensuring that officers who have received a Notice of Eligibility (NOE) by 31 December of the preceding CY and are otherwise qualified will be considered by the board.
  - (3) Announcing the convening date(s) of the annual selective retention board. States must notify ARNG-HRH, in writing, via eTracker, of the board dates no later than 31 December of the preceding CY.
  - (4) Requesting the services of a Regular Army officer to act in the capacity of board member. On occasion, the services of a Regular Army officer (frequently the Senior Army Advisor to the State's ARNG, but not necessarily that officer) may be limited or restricted; under such circumstances, TAG may designate the services of an ARNG Title 10 officer to fill such board membership duties. A Title 32 Colonel (from another State) may be designated for board membership, as a last resort, if a Regular Army officer or Title 10 ARNG officer is not available.
  - (5) Notifying ARNG-HRH of minority/diversity requirement deficiencies prior to the conduct of the board based on the demographics of the officers being considered. If the State is unable to locate the board/panelists that meet diversity requirements, notify ARNG-HRH 90-days prior to the board for assistance.
  - (6) Issuing Active Duty Operational Support (ADOS) orders for ARNG board members not in active service.
  - (7) Notifying officers to be considered of the date(s) and purpose of the board (Appendix B) not later than 90-days prior to the convening date of the board.
  - (8) Establishing controls to see that officer evaluation reports and other documents that have direct bearing on the retention value of an officer are submitted prior to the board close date.
  - (9) Providing documentation sufficient for the board to make informed decisions.
  - (10) Ensuring that each record has a Selective Retention Board Checklist (Appendix C). States may develop their own checklist provided it is applied to the entire population.
  - (11) Approving or disapproving the board report within 30-days of the board's adjournment date.
    - (a) TAG may:

- Approve the report in its entirety.
- Remove an officer's name from the non-select list and place it on the select list for retention for one or two years.
- Modify the select list to change an officer from a one-year retention to a two-year retention.
- Disapprove the board report in its entirety and require the board to reconvene and reconsider all cases if the board report contains substantial administrative errors or procedural deficiencies. TAG will provide supplemental guidance to the board to correct the deficiencies.

(b) TAG may not:

- Remove an officer from the select list and place the Soldier on the non-select list.
- Change the retention period of a selected officer from two years to one year.

(12) Submitting the approved boards report to ARNG-HRH-O for verification of compliance and concurrence.

(13) Issuing selection (Appendix D) or non-selection (Appendix E and Appendix F) memoranda within 30-days following approval and verification by NGB of the board's report. Notifications will be signed by TAG.

(14) Announcing the frequency of subsequent consideration for retained officers, either annually or biennially.

(15) Establishing the separation period. The separation period must be between 90-days to 12-months after the date of the memorandum listing the officers who were not selected for retention is approved, verified and published. The separation date will apply to the entire population equally, regardless of their status; however, officers may request an earlier separation date. An exception to policy from ARNG-HRH is not required for an earlier separation date that is based upon the officer's request.

### **1-5. Statutory authority**

A detailed listing of statutory authorities for specific issues is provided in the references (Appendix A).

### **1-6. Equal opportunity**

All board actions will be consistent with the Army's policy on equal opportunity as set forth in AR 600-20 (Army Command Policy) and NGR 600-21 (Equal Opportunity Program in the Army National Guard). Selection consideration will be without regard to race, color, religion, gender, national origin, sex (including gender identity) or sexual orientation. Board members will provide fair and nondiscriminatory treatment when making determinations on selections for retention.

### **1-7. Applicability for review by selective retention board**

a. To be considered by the SRB, an officer must have at least 20-years of qualifying service for non-regular retired pay, and have received a memorandum stating that they qualify for non-regular retired pay at age 60, a Notice of Eligibility for Retired Pay for Non-Regular Service (NOE), commonly referred to as a "20-year letter".

b. Officers not subject to selective retention consideration:

- (1) Those on active Federal service in a Title 10 AGR career program status, excluding officers on OTOT or ADOS orders (both of which will be considered by the SRB);
- (2) Officers pending withdrawal of Federal recognition for failing to be selected for promotion to the grade of lieutenant colonel or below twice, and who have not been approved for selective continuation;
- (3) Adjutants General (which includes a COL appointed in the position) or Assistant Adjutants General (AAG) who are assigned to the Federally recognized general officer positions (a COL who is a deputy AAG serving in a State position that is not Federally recognized is subject to board consideration);
- (4) General officers;
- (5) Those suspended from favorable personnel actions, except Army Physical Fitness Test (APFT) failures and entry into the Army Body Composition Program (ABCP), under AR 600-8-2 (Suspension of Favorable Personnel Actions (Flag)); or are pending separation action pursuant to NGR 635-101 (Efficiency and Physical Fitness Boards);
- (6) Those subject to mandatory withdrawal of Federal recognition within 12-months of the date the board is scheduled to convene due to an approved resignation or retirement, or a Mandatory Removal Date (MRD) for maximum years of commissioned service or age. Resignations or requests for retirement submitted and/or approved prior to the board convening by those in the zone of consideration will not be revoked, withdrawn, or rescinded;
- (7) Officers mobilized or ordered to active duty Outside Continental United States (OCONUS) under 10 USC 12302 or 12304. This includes officers who were released from active duty within 90-days of when the board convened;
- (8) Officers retained by the previous year's SRB for two years;
- (9) Any WO1 and newly commissioned officers with less than 36-month time-in-grade (and service for newly appointed 1LT) from when the board convenes (this includes CW2 who was previously an E8 or a new 2LT with several years of previous enlisted service);
- (10) Officers and warrant officers who were promoted or selected for promotion twelve months from the start date of the SRB;
- (11) Title 32 AGR officers, except those officers serving under OTOT or ADOS orders (both of which will be considered by the SRB);
- (12) State nominative Command Chief Warrant Officers (CCWO).

## **Chapter 2**

### **Selective Retention Board Guidance**

#### **2-1. Program goals**

- a. The goals of the ARNG selective retention program are to:
  - (1) Manage officer grade imbalance or strength overage.
  - (2) Ensure that only the most capable officers are retained beyond 20-years of qualifying service for assignment to the comparatively few higher-level command and staff positions.
  - (3) Provide career incentive.
  - (4) Ensure an opportunity for advancement to higher grades during the peak years of an officer's effectiveness.
- b. Selective retention boards are not intended to be used for:
  - (1) The sole purpose of enhancing promotion opportunities for other officers.
  - (2) The disposition of officers who otherwise would be processed for separation for cause or other involuntary separation actions.

#### **2-2. Zones of consideration**

- a. All officers who have accrued 20-years, or more, of qualifying service for non-regular retired pay as of 31 December of the preceding year, and are otherwise qualified for consideration, will be considered by the current year's board. (For example, officers accruing 20-years qualifying service as of 31 December, CY 2019 will be considered for the first time in CY 2020).
- b. States will conduct selective retention boards annually unless they receive an approved waiver from ARNG-HRH-O. Board cycles will be conducted from 1 January through 30 November of each CY.
- c. States will submit the board dates no later than 31 December of the previous CY. Notify officers in the zone of consideration a minimum of 90 days prior to the convene date of the board.
- d. Submit board reports to ARNG-HRH-O no later than 30 days after TAG approval. All reports must be submitted by the end of the board cycle.

#### **2-3. Board composition**

TAGs will appoint and convene one selection board composed of either a minimum of a three-member panel, or odd number-member panels organized into multiple separate panels. The number of officers being considered for selective retention will determine the configuration of the board and/or panels. Board/panel members may be selected from within the State concerned, other components of the Army, or, from ARNG units in other States, with the concurrence of TAG. Each panel will consider all applicable grades within each group, simultaneously. At no time will any panel consider individual grades separately. Additionally, the following applies:

- a. The single board panel will be composed of at least three commissioned officers. There must be at least one ARNG and one active component officer on the board. The third board member may be from any Army component. All three members must be present for all sessions of the board. All provisions indicated in paragraph 2-4 apply to single board panels.
- b. The multiple odd number-member board panel will be composed of a minimum of nine commissioned officers, at least one of whom must be an active component officer. All provisions indicated in this paragraph and paragraph 2-5 apply to multiple board panels.
- c. TAGs will request show-cause authority to designate an active component officer or officers to serve as members of the selection board. The appointment instrument should indicate the concurrence of the show-cause authority.
- d. No ARNG board member will be granted the opportunity to sit on two consecutive boards, which consider the same population of candidates. Therefore, no ARNG officer will serve on two consecutive boards of the same subject matter. Specifically, if an officer serves on the board held in a CY, that same officer cannot be appointed as a board member for the following board cycle. Additionally, if the board is held biennially and officers are identified for consideration by the next board, the same ARNG members cannot serve on the next board. This provision is non-waivable. Non-voting board recorders may serve on consecutive boards.
- e. Board composition should, to the maximum extent possible, represent the demographics of the officers considered. This includes minority and gender representation. Every means must be exhausted to obtain the appropriate board membership, otherwise, a request for an exception to policy should be submitted to ARNG-HRH-O prior to the board for consideration. In cases where the appropriate board membership cannot be accomplished and an exception is granted, the approved exception must be submitted with the board report. Exceptions may not be provided after the board has convened. Reports may not be submitted by the States without the appropriate demographic board composition, respective of the diverse backgrounds of the officers considered. ARNG-HRH will return the noncompliant report to the State for corrective action and resubmission.
- f. Service members from other military forces (i.e., Navy, Marines, Air Force, etc.) are not eligible to serve on boards.

- g. All members must be of equal or higher grade and, except for the active component member(s), must be senior in date of rank (DOR) to each officer considered. Each panel must be chaired by at least an O6 with senior DOR.
- h. If an active component officer is not available then a substitution can be made with an ARNG officer serving on Title 10 or Title 32 AGR orders; however, the Title 32 AGR officer must be senior in rank to all officers considered by the board.
- i. An officer will be designated as a recorder by the appointing authority and will be without a vote.
- j. Board membership will not include the convening TAG, the State Judge Advocate General, Equal Opportunity Officer, Inspector General, Chaplain, U.S. Property and Fiscal Officer (USPFO), or any officer not selected for retention by a previous board. It is recommended that neither Assistant Adjutant General Army nor the Chief of Staff be empaneled as board members.
- k. General officers are highly encouraged to be empaneled; however, as board members in locations outside of their own individual States.
- l. Senior Army Advisors (SRAAG) may be empaneled as board members; however, this is not a requirement for the SRB.
- m. States may solicit board members from outside of the geographical limits of their State. Seeking assistance from neighboring States, Army Installations, and/or the National Guard Bureau (NGB) is an acceptable practice and is strongly encouraged. Requests for assistance at NGB may be submitted to Department of the Army (DA) Boards (ARNG-HRP) and Human Capital Management (ARNG-HCM).
- n. All panels are to report results directly to the board president and then to TAG. Results of each individual panel presented to TAG will be combined into a single report.

#### **2-4. Operation of Single Panels**

States with low to moderate volumes of officers may use the three-member panel to operate the entire board process.

- a. The panel will review all files of all grades for all eligible officers in the State/Territory.
- b. All files are rotated through all three members. Each panel members vote on each file.
- c. All three members must be present during all sessions of the panel.
- d. Officers who have not been recommended by the majority are withdrawn and not recommended for retention.
- e. Officers recommended for retention by all three members are recommended for retention.

#### **2-5. Operation of Multiple Panels**

Separate panels are authorized and may be conducted due to the high volume of officers or dispersed locations in certain States/Territories. The multi-member panel process consists of two distinct phases. During Phase I, each panel operates independently from the others as separate “mini-boards” and considers each file. In Phase II, all panels are combined into a single multi-member board to concentrate on analyzing those files that require closer consideration.

- a. Phase I: Initial consideration by individual panels.
  - (1) Each panel operates separately. Three separate vote sheets are used for each file. Vote sheets are not transferred between panels with files.
  - (2) All files are rotated through each panel. Panel members vote on each file.
  - (3) All three members must be present during all sessions of the panel.
- b. Phase II: Final consideration by the combined multi-member board.
  - (1) Panels are combined into a single odd number-member board. A minimum of seven members, to include an active component officer, must be present at all sessions in the case of a nine-member board to establish a quorum.
  - (2) Officers who have not been recommended by any of the separate panels from phase I are withdrawn from consideration and not recommended for retention.
  - (3) The combined board examines the remaining officers.
  - (4) Officers recommended for retention by all panels are recommended for retention.

#### **2-6. Board procedures**

- a. TAGs will issue MOI in the format prescribed in Appendix G and brief all boards as appropriate, or boards will be briefed by their designated representative. This briefing will amplify the important features of the memorandum of instruction and give board members an opportunity to ask questions. TAGs may provide guidance identifying a population that is over-strength as a means of managing an officer grade imbalance or strength overage in a competitive category provided by-name individuals are not targeted in the guidance.
- b. Board oath.
  - (1) The following oath will be administered by the recorder to the members of the board: “You (*identify each member by grade and name*) do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of individuals and the efficiency of the Army National Guard, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results of this board except to proper authority.” (*Each member of the board will respond, “I do.”*)
  - (2) The president of the board will administer the following oath to the recorder: “You (*identify member by grade and name*), as a recorder of this board, do solemnly swear (or affirm) that you will perform duties imposed upon you by the president

of this board, and further, that you will not divulge the proceedings or results of this board except to proper authority.” (*The recorder of the board will respond, “I do.”*)

## **2-7. Individual communications with boards**

- a. Officers selected for selective retention consideration are not authorized to appear before a board in person on their own behalf or representing the interest of another officer.
- b. Officers being considered for selective retention may submit memoranda to the president of the board on any matter.
- c. It is inappropriate for an officer to request non-selection.
- d. Unsolicited communications to include third party communications that contain criticism or reflect on the character, conduct, or motives of any officer will not be made available to the board.

## **2-8. Conduct of the board**

- a. Boards will consider the potential benefit that can be expected from the continued service of each officer before the board. The board should consider the following in arriving at its decision:
  - (1) Availability of qualified replacements.
  - (2) Appropriate civilian and military education required for performance of duties associated with higher-level command and staff assignments.
  - (3) An officer’s demonstrated performance (evaluation reports, academic reports, and results of inspections and evaluations that cite the manner of performance of the officer).
  - (4) An officer’s medical and physical fitness and the impact of same on future assignments.
- b. The board may recommend one of the following for each officer:
  - (1) Select and be reconsidered in two years.
  - (2) Select and be reconsidered in one year.
  - (3) Non-select.
- c. If the vote is not unanimous, any dissenting board member may prepare a minority (dissenting) report to support their position. A copy of the minority report will be enclosed with each copy of the board report.
- d. Before adjournment, the board will prepare a preliminary report (Appendix H) indicating the number of officers and warrant officers considered by grade, gender, and racial and ethnic category. The final report will be approved by TAG and becomes an enclosure to the Report of the Board for Selective Retention (Appendix I).

## **Chapter 3**

### **Post-Board Actions**

#### **3-1. Board Report**

- a. Reports will be prepared in the format prescribed in Appendix H to include the cover memorandum signed by TAG. All copies of the report will be forwarded to TAG. After TAG approves the board proceedings and signs the report, States will forward a copy of the board report with all enclosures to ARNG-HRH-O within 30-days of TAG approval.
- b. Reports submitted to and verified by ARNG-HRH are final. Results may not be altered after verification, except, in the discovery of material error (Chief, Personnel Policy Division is the approval authority).
  - (1) Board results which contain administrative errors or noncompliance with the applicable policies will be returned for corrections with a suspense date to report back to ARNG-HRH for further review and verification.
  - (2) Any States determined as noncompliant with the established standards, after notification to correct errors and refusal or failure to do so, will be reported through the Deputy Director, Director, CNGB, Army G-1 to the Assistant Secretary of the Army (Manpower & Reserve Affairs). TAGs will receive an official notification of noncompliance with standards for the applicable board.
- c. The States will maintain a copy of each board report for five-years.

#### **3-2. Separation period for safeguarding against premature removal from active status**

- a. The separation date may be established by TAG at any time between 90-days and 12-months after the memorandum listing the officers who were not selected for retention is approved, verified and published.
- b. All officers will have their Federal recognition withdrawn on the same date, except as provided below:
  - (1) Officers serving on active duty orders under 10 USC 12301(d) will be separated at the specified separation date determined for all officers by TAGs or at the conclusion of the current tour of active duty, whichever is later.
  - (2) Traditional or Title 32 AGR officers serving on an OTOT in the Title 10 AGR program will be separated at the specified separation date determined for all officers by TAG, or at the conclusion of the current tour of active duty, whichever is later.
  - (3) Officers pending evaluation by a Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB) as prescribed in AR 635-40 will not be separated until the final determination by the Integrated Disability Evaluation System (IDES). The separation date will be determined by IDES, or if retained by the IDES and non-selected for retention by the SRB, the separation

date will be NLT 30-days following final determination by the IDES (see Appendix F). All officers considered by the SRB are presumed to be fit as of the start date of the board, unless otherwise identified for a MEB/PEB upon notification for consideration. As such, the MEB/PEB must have been ordered prior to the convening date of the board.

(4) Officers ordered to active duty under 10 USC 12301(h) (Medical Active Duty Operational Support (ADOS) Reserve Component Management Care – i.e.: Mobilization & Training (RCMC-M/T), Warrior Transition Unit (WTU) or Community Based Warrior Transition Unit (CBWTU)) will not be separated until released from Title 10 orders.

c. States should ensure adequate time for replacements, retirements, personnel and medical out-processing when determining the date for withdrawal of Federal recognition.

d. When officers are not approved for retention and it is later determined, prior to separation, that they have not completed 20-years of qualifying service, or do not otherwise qualify for separation, the non-selection memorandum will be removed from all files and destroyed. In addition, the officer's name will be stricken from the board proceedings, and they will return to their previous status.

### **3-3. Status of Officers upon withdrawal of Federal recognition**

a. When officers have their Federal recognition withdrawn under provisions of this chapter, they are processed in accordance with NGR 635-100 (Termination of Appointment and Withdrawal of Federal Recognition).

b. Officers qualifying for a non-regular retirement will be transferred to the Retired Reserve upon separation, unless the officer elects, in writing, to be assigned to the United States Army Reserve (USAR) Control Group (Reinforcement).

c. Officers are not authorized to transfer to another State in the Army National Guard upon non-selection for retention by the SRB. This also applies during the transition and separation periods. Furthermore, officers are ineligible for appointment/reappointment into another ARNG State once they have been previously separated by a SRB, in accordance with NGR 600-100 and NGR 600-101. The officer's separation orders must reflect the officer has been separated by a SRB.

d. Officers who are not selected for retention by the SRB are not authorized to be assessed into the enlisted ranks to continue their military service.

### **3-4. Material errors and omissions**

Officers whose record is reviewed by the board which contained errors or omitted required documents relevant to an officer's board file may be reconsidered.

a. TAGs may, prior to submitting final report to ARNG-HRH, reconvene boards to:

(1) Reconsider cases in which they determined material error was made in the record.

(2) Reconsider the cases of officers who should have been considered by a previous board, but were omitted from consideration.

b. There is no formal appeal process for officers who have not been selected for retention; however, officers may request reconsideration by their TAG. Officers may request reconsideration based on material errors and/or omissions, if all three conditions have been met:

(1) When their records contain a material error (through no fault of their own) or are incomplete or inaccurate.

(2) Within 30-days of receipt of the notice of non-selection.

(3) With the understanding that reconsideration will not change the established date for withdrawal of Federal recognition.

c. If the State has discovered a material error after submitting the final report to ARNG-HRH, TAG must request an exception to policy to convene a new SRB from ARNG-HRH-O, as necessary. If the request for a new board is approved and held, upon completion of the reconvened board, TAG must submit the required post-board documents as if the board was not reconvened (i.e. board report, any exception to policy approvals, etc.).

## **Appendix A References**

### **Section I Required Publications**

#### **AR 40-501**

Standards of Medical Fitness (Cited in Appendix G)

#### **AR 600-8-2**

Suspension of Favorable Personnel Actions (Flag) (Cited in para 1-8*b* (4)).

#### **AR 600-9**

The Army Body Composition Program (Cited in para 1-8 and Appendix G)

#### **AR 600-20**

Army Command Policy (Cited in para 1-6)

#### **AR 635-40**

Physical Evaluation for Retention, Retirement, or Separation (Cited in para 2-3)

#### **DODI 1205.18**

Full-Time Support (FTS) to the Reserve Components (Cited in para 1-8*b* (11)).

#### **NGR 600-5**

The Active Guard/ Reserve (AGR) Title 32, Full-Time National Guard Duty (FTNGD) (Cited in para 1-1)

#### **NGR 600-21**

Equal Opportunity Program in the Army National Guard (Cited in para 1-6)

#### **NGR 600-100**

Commissioned Officers - Federal Recognition and Related Personnel Actions (Cited in para 3-3)

#### **NGR 600-101**

Warrant Officers - Federal Recognition and Related Personnel Actions (Cited in para 3-3)

#### **NGR 635-100**

Termination of Appointment and Withdrawal of Federal Recognition (Cited in para 3-3)

#### **NGR 635-101**

Efficiency and Physical Fitness Boards (Cited in para 1-8)

**Title 10, United States Code** (Cited in paras 1-4, 1-7, 2-3 and 2-6)

**10 USC 101** (Cited in glossary)

**10 USC 12213** (Cited in para 1-1)

**10 USC 12301** (Cited in para 2-3)

**10 USC 12302** (Cited in para 1-7)

**10 USC 12304** (Cited in para 1-7)

**10 USC 14514** (Cited in appendices E and F)

**Title 32, United States Code** (Cited on authentication page and in paras 1-1, 1-4, 1-7, 2-3, and 2-6)

**Section II**  
**Related Publications**

**AR 135-18**

The Active Guard Reserve (AGR) Program

**AR 135-32**

Retention in an Active Status after Qualification for Retired Pay

**AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135-155**

Promotion of Commissioned Officers and Warrant Officers other than General Officers

**AR 135-175**

Separation of Officers

**AR 135-180**

Qualifying Service for Retired Pay Non-Regular Service

**AR 140-10**

Assignments, Attachments, Details, and Transfers

**AR 600-8-24**

Officer Transfers and Discharges

**AR 623-3**

Evaluation Reporting System

**NGR 130-6**

United States Property and Fiscal Officer Appointment, Duties, and Responsibilities

**Section III**  
**Prescribed Forms**

This section contains no entries.

**Section IV**  
**Referenced Forms**

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 5500**

Body Fat Content Worksheet (Males)

**DA Form 5501**

Body Fat Content Worksheet (Females)

**Appendix B**  
**Sample Notification of Consideration Memorandum**

(State Adjutant General Letterhead)

(Office Symbol)

(\_\_\_\_ date \_\_\_\_)

MEMORANDUM FOR: (Officer concerned)

SUBJECT: Consideration for Selective Retention

1. A Selection Board will convene at \_\_\_\_\_ hrs at \_\_\_\_\_ (place) \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_ to consider officers (to include warrant officers) in the grade of colonel and below who have completed at least 20-years of qualifying service for non-regular retired pay.

2. The records of this headquarters indicate that you meet the criteria for consideration by the \_\_\_\_\_ (year) \_\_\_\_\_ selection board. The authority and purpose of the board are contained in NGR 635-102.

3. You are not permitted to appear in person before the selection board on your own behalf or in the interest of another officer. You may, however, write a memorandum to the selection board inviting attention to any matter of record concerning yourself that you feel important in the review of your records. Communications should be addressed as follows:

President, Selective Retention Board  
(Mailing Address)

4. If you have not already done so, I recommend that you consult NGR 635-102, which contains an explanation of the Army National Guard program for selective retention.

Signature Block

Appendix C  
 Selective Retention Board Checklist

RETENTION BOARD CHECKLIST – ARNG

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Status: ADOS/COADOS/  M-Day   
 OTOT

<i>Instructions: FTS Personnel will review this checklist with Soldier. Soldier will INITIAL on each line to indicate documents are included with this checklist or items were checked with date of review.</i>		
<b>REVIEW ONLY, NOT INCLUDED IN PACKET SOLDIER WILL INITIAL &amp; DATE</b>	Initials	Date
1. IPERMS review: Specific items below will be verified as present and accurate: <a href="https://statepermsompf.hoffman.army.mil/rms/loqIn.jsp">https://statepermsompf.hoffman.army.mil/rms/loqIn.jsp</a>		
a. Evaluations: OER or NCOER for last 3 years current and signed LAST EVALUATION THRU DATE (ENTER YYYYMM):		
b. Awards: last 3 years, ensure actual certificates are in IPERMS		
c. DA Photo: Current within 5 years with correct rank and awards		
d. Military Education: highest level DA 1059 present and training certificates Highest Level of Military Education Complete: _____ ENLISTED ONLY: SSD Level Complete: _____		
e. Civilian Education: Highest level education transcript present: Yes <input type="checkbox"/> No <input type="checkbox"/> Highest Level of Civilian Education Complete: _____		
2. Medical Readiness Review through AKO My Medical Date of Last PHA: _____ PULHES: _____ Permanent Profile Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Date of Perm Profile: _____ Available for Mobilization Yes <input type="checkbox"/> No <input type="checkbox"/> If No, Deployment Limiting Code: DL		
3. Officer Only: Date of Rank: _____ DA Selection at current rank: Yes <input type="checkbox"/> No <input type="checkbox"/> DA Selection Pending at current rank: Yes <input type="checkbox"/> No <input type="checkbox"/> Number of times Non-selected: _____ SELCON: Yes <input type="checkbox"/> No <input type="checkbox"/>		
4. Enlisted Only–Duty MOS Qualified Yes <input type="checkbox"/> No <input type="checkbox"/> If No, school start date: _____		
5. Selection Board Off/Enl Record Brief <b>Validated by Soldier</b> 31 December or later: <a href="https://mainsteman.ngb.army.mil/Benefits/RecordBriefWeb/RBMain.aspx">https://mainsteman.ngb.army.mil/Benefits/RecordBriefWeb/RBMain.aspx</a>		
<b>DOCUMENTS INCLUDED AS PART OF SCANNED PACKET: The file name will be (SSNx.pdf): e.g. 555112222x.pdf (ADOBE ONLY)</b>	Initials	N/A
a. Soldier signed and dated Notification of Board Review Memo		
b. Any current flagging actions if applicable		
c. DA 705 APFT scorecards for previous 3 years - Include any temp or permanent profiles (DA Form 3349) supporting DA 705s		
d. Semi-Annual weigh-in documentation for previous 3 years, include body fat content worksheets (DA 5500 or 5501) for previous 3 years as applicable		
e. OPTIONAL: Letters to the President of the Board: should address community involvement and/or specific concerns/items missing from record		
f. OPTIONAL: Recommendation from Commander/Supervisor		
Soldier's signature: _____ Date: _____		
FTUS review record with Soldier. Name: _____		
BN Review: _____ MSC Review: _____		

ARNG-Retention Board Form, 1 July 2017

**Appendix D**  
**Sample Retention Memorandum**

(Adjutant General Letterhead)

(Office Symbol)

(     date     )

MEMORANDUM THRU: (Command channels)

FOR: (Officer concerned)

SUBJECT: Selection for Retention Under the Provisions of NGR 635-102

1. The     (year)     Selective Retention Board has adjourned and forwarded its recommendations to me. I am pleased to inform you that you have been selected for retention.
2. As required by NGR 635-102, you will be considered again in FY         .
3. You should take particular pride in the confidence that has been evidenced by your selection. I urge you to continue your education and enhance your effectiveness at every opportunity.
4. The     (State)     Army National Guard will continue to rely on you in meeting its objectives.

/S/  
(Signature Block)

**Appendix E**  
**Sample Non-Retention Memorandum**

(Adjutant General Letterhead)

(Office Symbol)

(     date     )

MEMORANDUM THRU: (Command Channels)

FOR: (Officer Concerned)

SUBJECT: Withdrawal of Federal Recognition pursuant to the findings of a Selective Retention Board.

1. NGR 635-102 provides that an officer who is considered for retention and fails to be selected will be processed for withdrawal of Federal recognition.
2. You have been considered for retention in accordance with the above procedures and have not been selected. Accordingly, your Federal recognition will be withdrawn and you will be separated from the Army National Guard by     (date)    .
3. Upon discharge from the Army National Guard of the United States you will become a member of the Ready Reserves by operation of law. Your default assignment will be to the Retired Reserve per 10 USC 14514, as you are eligible for either regular or non-regular retirement. Should you wish to transfer otherwise than to the Retired Reserve (for example, to the IRR), you must apply in writing to this office within 30-days of receipt of this notification.
4. In determining your eligibility for retention, I can assure you that the selection board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable, and your records will reflect that.
5. All of us have the opportunity to serve only for a limited time. Your many personal sacrifices to the     (State)     Army National Guard during your period of service are sincerely appreciated. You may take just pride in having contributed to the success of the Army National Guard. Thank you for your service.

/S/

(Signature Block)

**Appendix F**  
**Sample Non-Retention Memorandum for Officers under the Integrated Disability Evaluation System Process**

(Adjutant General Letterhead)

(Office Symbol)

(     date     )

MEMORANDUM THRU: (Command Channels)

FOR: (Officer Concerned)

SUBJECT: Withdrawal of Federal Recognition pursuant to the findings of a Selective Retention Board for officers under Integrated Disability Evaluation System (IDES) process.

1. NGR 635-102 provides that an officer who is considered for retention and fails to be selected will be processed for withdrawal of Federal recognition.
2. You have been considered for retention in accordance with the above procedures and have not been selected. Accordingly, your Federal recognition will be withdrawn and you will be separated from the Army National Guard by     (date)    . Officers currently in the medical board process under the Integrated Disability Evaluation System (IDES) will have their separation delayed until receiving a final medical disposition. If you are retained by the medical board, your separation will be effective NLT 30-days after the medical disposition.
3. Upon discharge from the Army National Guard of the United States you will become a member of the Ready Reserves by operation of law. Your default assignment will be to the Retired Reserve per 10 USC 14514, as you are eligible for either regular or non-regular retirement. Should you wish to transfer otherwise than to the Retired Reserve (for example, to the IRR), you must apply in writing to this office within 30-days of receipt of this notification.
4. In determining your eligibility for retention, I can assure you that the selection board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable, and your records will reflect that.
5. All of us have the opportunity to serve only for a limited time. Your many personal sacrifices to the     (State)     Army National Guard during your period of service are sincerely appreciated. You may take just pride in having contributed to the success of the Army National Guard. Thank you for your service.

/S/  
(Signature Block)

## **Appendix G**

### **Instructions to Selection Boards - Officers and Warrant Officers**

#### **Section I**

##### **G-1. General**

- a. The program for selective retention is designed to:
  - (1) Provide maximum career incentive.
  - (2) Give recognition for sustained excellent or better performance.
  - (3) Provide a highly motivated officer corps and a high retention rate among the top-quality officers.
- b. No evaluation of demonstrated performance or potential for future service can be complete or objective without a review of the entire record. The “whole person” concept should govern. An isolated example of excellence or mediocrity should not be a determinant for selection or non-selection. The analysis of individual records should include a careful review of all the following:
  - (1) The degree of efficiency demonstrated in the assignment held; the degree of responsibility and the magnitude of the functions involved; and the type of assignments and the leadership and managerial ability required.
  - (2) Status of the officer regarding meeting the general physical condition and medical fitness standards for retention as prescribed in AR 40-501 chapter 3, meeting satisfactory height and weight standards as prescribed in AR 600-9; and if the officer passed the Army Physical Fitness Test within prescribed timeframes.
  - (3) Demonstrated performance as attested to by evaluation report, academic reports, and results of inspections and annual field training evaluations.

##### **G-2. Evaluation reports**

- a. The evaluation report is the most important document in the individual's record. The performance and potential section in each report must be closely examined. Look for patterns of strengths and weaknesses. These reports should be weighed in light of--
  - (1) Whether the report is based on daily contact, infrequent observation, indirect observation, etc.
  - (2) Length of time in assignment.
  - (3) Length of time covered by each report.
  - (4) Continuity of raters or senior raters.
  - (5) Trend in efficiency as experience is gained.
- b. Scores on evaluation reports should not be converted to an overall index or average score. The score of each evaluation report must be considered in conjunction with the narrative portion of the report. While a numerical score is a consideration, it alone should not be considered the determining factor in evaluating an individual's performance.

##### **G-3. Derogatory information**

The weight to be given derogatory or disciplinary information is a matter for the collective judgment of the board. The board should give greatest weight to the most recent years of service and the significance of the information reflecting that service. Undue weight should not be given to unfavorable comments of a derogatory nature that are followed by continuous excellent or outstanding performance of duty.

#### **Section II**

##### **Objectives for Officer Retention**

**OFFICERS (NOT INCLUDING WARRANT OFFICERS):** The factors in the following paragraphs pertain only to officers under consideration for selective retention.

##### **G-4. General**

- a. Ensure uniform advancement to the higher grade during the peak years of an officer's effectiveness.
- b. Ensure that only the most capable officers are retained beyond 20-years of service for future assignment to higher-level command and staff positions.
- c. Ensure appropriate civilian and military education required for performance of duties associated with higher-level command and staff assignments. Officers must demonstrate continued military educational advancement and refresher training, as appropriate. Attendance at resident courses, satisfactory progress in appropriate correspondence courses, or attendance at USAR schools is all evidence of efforts to improve military educational status.

#### **G-5. Command and Staff**

*a.* There is no substitute for command. At the same time, it must be recognized that the number of command positions is limited and that being placed in such a position is primarily a matter of assignment over which an officer has little control. The opportunity for command of officers in the technical and administrative services is even more limited. Therefore, for officers not afforded the opportunity to command, the board must carefully weigh the degree of responsibility, managerial skill, and personal leadership required of these officers in their non-command assignments against that of their peers.

*b.* Proper development of an officer also requires assignment to staff positions throughout their career at various grade levels. Officers with good performance records in both command and staff assignments have high retention value.

#### **G-6. Specialization**

The ARNG requires officers who can provide continuing leadership in specialized career fields, just as it does in command and staff positions. Assignment and education pattern followed by a specialty usually develop that officer's strength and potential in one or more functions and are indicative of that officer's commitment and dedication. Moreover, in many specialty areas, specialized education and repetitive assignments are required to achieve a high level of professional proficiency. These factors are consideration for the board.

### **Section III**

#### **Objectives for Warrant Officer Retentions**

**WARRANT OFFICERS:** The factors in the following paragraphs pertain only to warrant officers.

#### **G-7. General**

*a.* Ensure that only the most capable warrant officers are retained beyond 20-years of service.

*b.* Examine the extent to which the warrant officer has taken advantage of available means to maintain and improve professional qualifications. Warrant officers will be required to demonstrate continued military educational advancement and refresher training, as appropriate. Attendance at resident specialty courses, satisfactory progress in appropriate correspondence courses, or enrollment in vocational or other appropriate civilian educational institutions are evidence of efforts to improve military educational status.

#### **G-8. Specialization**

A warrant officer should have a continuing series of assignments in the same specialized or technical field. Continuous experience in a single or directly related Military Occupational Specialty (MOS) is desirable. Given the specialized nature of warrant officer service, the board should not consider a variety of assignments as a prerequisite for retention.

**Appendix H**  
**Sample TAG Cover Memorandum and Report Format**

Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM FOR Chief, National Guard Bureau, (ARNG-HRH), 111 South George Mason Drive, Arlington, VA 22204-1373

SUBJECT: Report of Board for Selective Retention, Fiscal Year (FY) (year)

1. Recommendations of the board are approved and the appropriate memoranda to the affected officers will be issued.
2. The established separation date for all officers who were not selected for retention is (day/month/year).
3. The board results are amended as follows:
  - a. COL John A. Doe – Changed from not retained to retained for two years.
  - b. COL Cindy C. Brown – Changed from not retained to retained for one year.
  - c. LTC Sara J. Smith – Changed from not retained to retained for one year.
  - d. CPT Eli O. Doe – Changed from not retained to retained for one year.
  - e. CW2 Kenneth R. Jones – Changed from not retained to retained for one year.
4. All efforts were made to obtain the appropriate board membership demographic per NGR 635-102; however, the G-1 office was unable to locate a minority member to fulfill the requirement of this board.
5. Point of contact is LTC Sherri X. Dombrowski, Deputy Chief of Staff, G-1, (555) 222-3333 or via email at *someemailaddress@mail.mil*.

JOHN A. SMITH  
Major General, VAARNG  
Adjutant General

**Appendix H (continued)**  
**Sample Cover Memorandum and Report Format – Demographics and Statistics**

Adjutant General Letterhead)

(Office Symbol)

(\_\_date\_\_)

MEMORANDUM FOR Chief, National Guard Bureau, (ARNG-HRH), 111 South George Mason Drive, Arlington, VA 22204-1373

SUBJECT: Results of (year) Selective Retention Board

The approved results of the (year) Selective Retention Board are reflected below:

Grade	Totals Overall				Females				Racial & Ethnic Minorities (see para 2-9d )			
	Con	Non Sel	% Sel	Sel	Con	Non Sel	% Sel	Sel	Con	Non Sel	% Sel	Sel
COL												
LTC												
MAJ												
CPT												
LT												
WO												
TOTAL												

JOHN A. SMITH  
Major General, VAARNG  
Adjutant General

**Appendix I**  
**Selective Retention Board Proceedings Format – Selection Board Heading with Lists 1-5**

(State Adjutant General Letterhead)

(Office Symbol)

(    date    )

MEMORANDUM FOR: Adjutant General

SUBJECT: Report of Board for Selective Retention, CY \_\_\_\_

1. Pursuant to instructions contained in reference 6a, the Selection Board appointed therein convened at \_\_\_\_\_ (hours) \_\_\_\_\_ (date) \_\_\_\_\_ at \_\_\_\_\_ (place) \_\_\_\_\_.
2. The purpose of the Board is to recommend ARNG officers to include warrant officers in the grades of colonel and below for selective retention in accordance with NGR 635-102.
3. The Board, acting under oath and having in view the special fitness of officers and the efficiency of the Army National Guard, has carefully reviewed the case of every officer submitted to it for consideration. The individuals named on enclosure 2 are recommended for retention. The individuals named on enclosure 3 are not recommended for retention in the Army National Guard.
4. A review of the records of the individuals selected for retention reveals that they can be expected to make significant contributions to the Army National Guard.
5. The Board adjourned at \_\_\_\_\_ (hours), \_\_\_\_\_ (date) \_\_\_\_\_.
6. References:
  - a. Memorandum, Subject: Appointment of 20XX Officer Selective Retention Board, AGO \_\_\_\_\_, dated \_\_\_\_\_. (encl 1)
  - b. NGR 635-102, dated \_\_\_\_\_.

[signature block]  
President of Board

[signature block]  
Member of Board

[signature block]  
Member of Board

5 Encls

1. Memo \_\_\_\_\_, AGO \_\_\_\_\_, dtd \_\_\_\_\_
2. List of officers recommended for selective retention (List Number 1)
3. List of officers not recommended for selective retention (List Number 2)
4. Minority reports
5. Results of SRB

FOR OFFICIAL USE ONLY  
(sample marking)

(Protective markings will be canceled when enclosures 2 and 3 are removed or upon receipt by the Adjutant General)

**Appendix I (continued)**  
**SRB Board Report Format – Selection Board Heading with Lists 1-5**

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR The Adjutant General

SUBJECT: Report of the Calendar Year 20XX (CY-XX) Selective Retention Board (SRB)

1. References.

- a. Appointment of Board Members (enclosure 1).
- b. Memorandum of Instruction to Selective Retention Board (enclosure 2).

2. To comply with instructions contained in the above references, the Selective Retention Board convened at (hours) (date) at (place).

3. The following board members\* were present:

- a. (Grade, Name) President.
- b. (Grade, Name) Member - Female.
- c. (Grade, Name) Member - Minority.
- d. (Grade, Name) Member – (Non-voting) Board Recorder.

\*Indicate which member is female and which member is a minority.

4. The board has carefully reviewed the records of those Officers in the zone of consideration for selective retention in units of the Army National Guard.

5. The names of those Officers recommended as best qualified for continued retention are listed by grade, name, duty status and retention period at the following separate enclosures:

- a. Colonel (enclosure 3).
- b. Lieutenant Colonel (enclosure 4).
- c. Major (enclosure 5).
- d. Captain/Chief Warrant Officer 5 and below (enclosure 6).

6. The names of those Officers not recommended as best qualified for continued retention are listed by grade, name and duty status (enclosure 7).

7. A statistical report of the number of Officers considered and retained by race, gender and percentage is provided (enclosure 8).

**Appendix I (continued)**  
**SRB Board Report Format – Selection Board Heading with Lists 1-5**

Office Symbol

SUBJECT: Report of the Calendar Year 20XX (CY-XX) Selective Retention Board (SRB)

8. The board adjourned at (hour) on (date).

9. Recommend the Officers listed on enclosures 3 through 6 be retained in units of the Army National Guard of the United States.

AUTHORITY LINE:

8 Encls

(Signature block, board President)

**Appendix I (continued)**  
**Memorandum of Instruction**

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR The President and Members of the (State) Army National Guard Selective Retention Board

SUBJECT: Memorandum of Instruction for the Calendar Year 20XX (CY-XX) Selective Retention Board (SRB)

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature block of convening authority)

**Appendix I (continued)**  
**List Number 1**

Colonels  
Recommended for Retention

Grade	Full name	Branch	Duty Status*	Retention Period
COL	Brad Pitt	IN	M-Day	2 Years**
COL	Amy Greene	EN	Mil Tech	2 Years

JIMMY DEAN  
CPT, AG  
Board Recorder

\*Indicate duty status as Mil Tech or M-Day

\*\*Officers retained for 2 years will remain in an active status the current year and the following year; they will be reconsidered by the board after that following year (e.g., SRB in 2018, retained in 2018 and 2019, re-boarded in 2020)

**Appendix I (continued)**  
**List Number 2**

Lieutenant Colonels  
Recommended for Retention

Grade	Full name	Duty Status*	Retention Period
LTC	Joe Sims	M-Day	1 Year**
LTC	Viola Davis	Mil Tech	1 Year

JIMMY DEAN  
CPT, AG  
Board Recorder

\*Indicate duty status as Mil Tech or M-Day

\*\*Officers retained for 1 year will remain in an active status for the current year and will be reconsidered the following year (e.g., SRB in 2018, retained in 2018 and re-boarded in 2019)

**Appendix I (continued)**  
**List Number 3**

Majors  
Recommended for Retention

Grade	Full name	Duty Status*	Retention Period
MAJ	Amy Johnson	Mil Tech	1 Year
MAJ	Jenny Craig	M-Day	2 Years

JIMMY DEAN  
CPT, AG  
Board Recorder

\*Indicate duty status as Mil Tech or M-Day

**Appendix I (continued)**  
**List Number 4**

Captains/Chief Warrant Officer 5 and below  
Recommended for Retention

Grade	Full name	Branch	Duty Status*	Retention Period
CPT	Jane Bond	EN	Mil Tech	2 Years
1LT	Joe Dan	IN	M-Day	1 Year
CW4	Ray Rambo		M-Day	1 Year

JIMMY DEAN  
CPT, AG  
Board Recorder

\*Indicate duty status as Mil Tech or M-Day

**Appendix I (continued)**  
**List Number 5**

Officers Not Recommended for Retention

Grade	Full Name	Branch	Duty Status*
COL	Joe Sample	IN	M-Day
COL	Amy Jackson	AG	Mil Tech
LTC	John Doe	FA	M-Day
LTC	Ashley Greene	AN	Mil Tech
MAJ	Jerry Lewis	EN	Mil Tech
MAJ	Ken Doll	AG	M-Day
CPT	Marcia Brady	AN	Mil Tech
CW5	Kenneth Nishikori		M-Day
CW3	Ray Tanker		M-Day

JIMMY DEAN  
CPT, AG  
Board Recorder

\* Indicate duty status as Mil Tech or M-Day

**SRB Board Report Checklist for Submission to NGB**

- \_\_\_\_\_ **Convening Authority's approval/disapproval of Board Report (para 1-4)**
- \_\_\_\_\_ **SRB Conducted, January - November (para 1-1)**
- \_\_\_\_\_ **Board Report with enclosures (App H)**
- \_\_\_\_\_ **Enclosure 1: Appointment Orders signed by Convening Authority (para 1-4)**
- \_\_\_\_\_ **Board Composition (para 2-3) (Identify Female and Minority board member on appointment orders)**
  - \_\_\_\_\_ **1 Senior Commissioned Officer (1 Board President)**
  - \_\_\_\_\_ **2 Senior Commissioned Officers (1 ARNG, 1 Active Duty-AC or T10)**
  - \_\_\_\_\_ **1 Recorder (Non-Voting Member)**
- \_\_\_\_\_ **Enclosure 2: Memorandum of Instruction (App I)**
- \_\_\_\_\_ **Enclosure 3: COL recommended list (App I, List 1)**
- \_\_\_\_\_ **Enclosure 4: LTC recommended list (App I, List 2)**
- \_\_\_\_\_ **Enclosure 5: MAJ recommended list (App I, List 3)**
- \_\_\_\_\_ **Enclosure 6: CPT/CW5 and below recommended list (App I, List 4)**
- \_\_\_\_\_ **Enclosure 7: List of personnel not recommended (App I, List 5)**
- \_\_\_\_\_ **Enclosure 8: Statistical data (Indicates number of Officers considered and not retained by grade and race category) (App H)**

## **Glossary**

### **Section I Abbreviations**

**ADOS**

Active Duty Operational Support

**AGR**

Active Guard Reserve

**APFT**

Army Physical Fitness Test

**AR**

Army Regulation

**ARNG**

Army National Guard

**ARNG-HRH**

Personnel, Policy Division

**ARNG-HRH-O**

Officer Policy Branch

**ARNGUS**

Army National Guard of the United States

**CBWTU**

Community Based Warrior Transition Unit

**CCWO**

Command Chief Warrant Officer

**CONUS**

Continental United States

**IDES**

Integrated Disability Evaluation System

**IRR**

Individual Ready Reserve

**MEB**

Medical Evaluation Board

**MOI**

Memorandum of Instruction

**MOS**

Military Occupational Specialty

**MRD**

Mandatory Removal Date

**NLT**

no later than

**NOE**

Notice of Eligibility (of Retired Pay at age 60)

**PEB**

Physical Evaluation Board

**OCONUS**

Outside Continental United States

**OTOT**

One Time Occasional Tour

**RCMC-M/T**

Reserve Component Management care – Mobilization & Training

**SRB**

Selective Retention Board

**TAG**

The Adjutant General

**USAR**

United States Army Reserve

**USC**

United States Code

**USPFO**

United States Property and Fiscal Officer

**WTU**

Warrior Transition Unit

**Section II****Terms****Active Duty**

A full-time occupation as part of a military force, as opposed to reserve duty. Includes Active Duty Operational Support-Active Component, annual training duty, and attendance at a service school while in active military service. This term does not include full-time National Guard duty or Full Time National Guard Duty Operational Support.

**Active-duty List**

A single list that contains the names of all officers of the Army who are serving in the active Army (10 USC 620).

**Active Guard Reserve (AGR)**

Refers to a United States Army and United States Air Force Federal military program which places Army National Guard and Army Reserve soldiers and Air National Guard and Air Force Reserve airmen on Federal active duty status under Title 10 U.S.C., or full-time National Guard duty under Title 32 U.S.C. 502(f) for a period of 180 consecutive days or greater in order to provide full-time support to National Guard and Reserve organizations for the purpose of leading, organizing, administering, recruiting, instructing, or training the Reserve Components according to Subsection 101(d)(6).

**Active Service**

Service on active duty, full-time National Guard duty and Fulltime National Guard Duty Operational Support.

**Army National Guard (ARNG)**

A land force that is part of the organized militia of the several States, Territories, Puerto Rico, and the District of Columbia that is Federally recognized and that is wholly or in part funded at Federal expense.

**Army National Guard of the United States (ARNGUS)**

Reserve component of the Army whose members are members of the Army National Guard.

**Career Status**

T10 and T32 AGR Officers selected by a Tour Continuation Board for a subsequent tour.

**Commissioned Officer**

Includes commissioned warrant officers (above WO1) per 10 USC 101.

**Constructive Service** The years of service, as defined in 10 USC 12207, credited upon appointment as a reserve commissioned officer of the Army to reflect the officer's combined years of advanced education or training or special experience. If appointed with assignment to the Medical Corps, Dental Corps, Judge Advocate General's Corps, or Chaplain Branch, the officer will, for the purpose of this regulation, be credited with such service in an active status to which they are entitled according to AR 135-100 or AR 135-101, as applicable.

**Full-time National Guard Duty (FTNGD)**

Training or other duty, other than inactive duty, as a member of the Army National Guard performed under 32 USC 502f for which the member is entitled to or has waived entitlement to pay from the United States.

**Material Error and Omissions**

Records which contain errors or have omitted required documents relevant to an officer's board file.

**Non-regular Retirement**

ARNG and USAR Soldiers that have completed 20 years of qualifying military service towards retirement.

**Officer**

A commissioned or warrant officer per 10 USC 101.

**State(s)**

As used in this regulation, the term "State" or "States" refers to, either singularly or collectively, 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.

**The Adjutant General (TAG)**

This term refers to The Adjutant General of the 54 authorized National Guard organizations existing in the States, the Commonwealth of Puerto Rico, Territories of Guam and the U.S. Virgin Islands, and the Commanding General of the District of Columbia.

**Warrant Officer**

A person who holds a commission or warrant in a warrant officer grade per 10 USC 101.