



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1373

ARNG-HCM

**DD Month YYYY**

MEMORANDUM FOR The Adjutant General, **State** (JFHQ) State of **State**, Department of Military Affairs, **City, State, ZIP**

SUBJECT: Promotion Recommendation of **RNK FNAME MI LNAME**

1. References:

a. 32 U.S.C. § 307 – FEDERAL RECOGNITION OF OFFICERS: EXAMINATION; CERTIFICATE OF ELIGIBILITY

b. NGR 600-100, COMMISSIONED OFFICERS • FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIONS, 15 April 1994

2. The DARNG recommends **RNK Fname Lname**, XXX-XX-0000, for promotion based on T10 ARNG FYXX Promotion Recommendation Review.

3. **RNK LNAME** will be assigned to the position of higher grade and the controlled grade authorization will be available **DD Month YYYY, which is the effective date**. IAW reference 1a, paragraph (b)(2), you may examine **RNK LNAME** for Federal Recognition in the higher grade at any time upon receipt of the letter. **HOWEVER**, pursuant to reference 1b, paragraph 8-20(a), **you may not publish the State promotion order prior to the effective date specified above.**

4. Officers who are DA Select are not authorized to have an effective date of promotion prior to the date listed in paragraph 2 above IAW Title 10 USC Section 14311 (e).

5. A temporary additional **RNK** position is authorized to the **State-JFHQ (-) TDA**, effective the date listed in paragraph 2 above. The **RNK** position currently filled by **RNK Fname MI Lname** is withdrawn effective the same date.

6. **RNK Lname** is responsible for ensuring that you have all the documents that you require; please coordinate directly with the officer.

7. The point of contact for this correspondence is **RNK Assignments Officer, OPR, Officer Assignments, DSN: 000-0000, C: 000-000-0000 or email: fname.mi.lname.mil@mail.mil**

BRANCH CHIEF  
LTC, **XX**  
Chief, HCM Officer Branch