NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

NGB-ARH 26 March 2009

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB) Guidance (NGB-ARH Policy Memo 09-017)

1. References:

a. Title 10, United States Code, Armed Forces.

b. Title 32, United States Code, National Guard.

c. Army Regulation (AR) 135-18, Active Guard Reserve (AGR) Program, 1 Nov 04.

d. Memorandum, NGB-ARH, 27 February 2009, subject: Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB) (NGB-ARH Policy Memo 09-015) (enclosure).

2. The Chief, National Guard Bureau (CNGB), authorizes the use of the ARNG Enlisted AGR ASMB to consider eligible enlisted Soldiers with 18 or more years of active service for release from the AGR program by policy memorandum. Soldiers selected for release by these boards are selected for involuntary release from active service in their AGR Programs.

a. The Director, Army National Guard (DARNG) is the convening authority for the Title 10 AGR Program.

b. The State Adjutant General (AG) is the convening authority for the Title 32 AGR Program.

c. The authority to convene and conduct these boards will not be delegated.

3. These boards will provide a life cycle management tool for career progression and management of qualified AGR Soldiers. The ASMB is based on the needs of the Army and the requirements of the ARNG and each of the States in the AGR Program. The Qualitative Retention Board requirements established in AR 135-205 will no longer be used for AGR Soldiers with 15 or more years of active service.

4. Convening authorities may conduct these boards based on their needs, but not more than once per calendar year. However, NGB and any State that exceeds its controlled grade authorization will conduct an ASMB each year until they are at or below their controlled

grade authorizations. They may board only the Soldiers in the grades or Military Occupational Specialties (MOS) assigned a number for non-retention in the Selection Objectives for that board as determined by the convening authority.

5. Responsibilities:

a. The CNGB:

(1) Oversee the operation, performance, and execution of the AGR Program.

(2) Direct policies to manage the AGR Program for the ARNG.

b. The DARNG and AGs:

(1) Determine whether or not to conduct the ARNG AGR ASMB.

(2) Determine the eligible populations to be boarded.

(3) Determine numerical selection objectives by grade, by MOS, or by grade and MOS.

(4) Establish board selection criteria.

(5) Approve and appoint board members.

(6) Appoint another individual to manage the execution and administrative responsibilities of the ASMB if the AGR Manager is being considered by the board.

(7) Sign the board memorandum of instruction (MOI) at Annex A and charge the board based on the MOI. The convening authority also may permit an informational briefing on the requirements of various segments of the AGR program, but this briefing does not constitute additional guidance to the board.

(8) Approve or disapprove ARNG AGR Enlisted Active Service Board in its entirety.

(9) Approve the date by which AGR Soldiers selected for release by the ASMB will be separated. However, this date will be a minimum of 9 months, not to exceed 12 months after the date the board report is approved.

(10) Notify all mobilized AGR Soldiers selected for release within 30 days of their demobilization.

(11) Provide NGB-ARH with a memorandum as to the final disposition of the ASMB.

c. NGB-ARH:

(1) Review, update, and publish the AGR Enlisted ASMB Policy.

(2) Review, update, and publish a yearly MOI to announce the board cycle.

(3) Review all required ASMB reports for compliance with the policy and MOI.

(4) Support States and Territories as requested.

(5) Approve or disapprove ASMB waivers and exceptions to policy.

(6) Coordinate with NGB-ARM for approval of selection objectives and attrition plans for the ASMB.

(7) Review board results for compliance with ASMB policy instructions.

d. NGB-ARM:

(1) Review and approve pre-board selection objectives for the ASMB based on controlled grade allocations.

(2) Review and approve attrition plans for the ASMB based on controlled grade allocations.

(3) Ensure that the NGB and the States are within their controlled grade allocations.

e. NGB-ARZ-HCM, State HRO, and AGR Manager:

(1) Provide NGB-ARH with a memorandum signed by the DARNG/AG if NGB or a State or Territory elects not to hold an ASMB for the current year.

(2) Manage the career progression of the AGR force through the life cycle management tool provided by this board.

(3) Obtain future force structure and controlled grade information to assist the DARNG/AG with the development of the selection objectives for the ASMB.

(4) Prepare and submit all pre-board reports per this MOI.

(5) Ensure all Soldiers eligible for consideration by the ASMB are accounted for on the Board Consideration Roster.

(6) Notify Soldiers who are being considered by the board, in writing, no later than 90 days prior to the date the board convenes.

(7) Support all eligible Soldiers to ensure their board personnel files are complete.

(8) Furnish the board with the personnel files of all Soldiers, to include mobilized Soldiers, being considered. Every effort must be made to ensure that packets for mobilized Soldiers are as complete as possible.

(9) Provide the board with pre-board reports and any new directives that have been made available.

(10) Assist the board president with completing the post board reports and submit to NGB-ARH.

(11) Notify Soldiers, in writing, of board results within 7 days following DARNG/AG approval.

f. Eligible Soldiers:

(1) Must ensure that their personnel records are up to date prior to the convening date of the board, with support from the Military Personnel Office and AGR Manager.

(2) May provide written communication (not to exceed one page in length per document) that may include letters from third parties that address matters contained in their military records. This is permissible as long as the Soldier under consideration submits the information directly to the board. These letters will address job qualifications and are not a character reference.

6. Board Dates:

a. The CY 09 ASMB will convene between 1 June and 31 August.

b. The AG may request support from other States or NGB when senior grade personnel are to be considered and they are unable to meet the board membership requirements from within their State's Soldier population.

7. Board MOI: See Annex A.

8. Board Oaths: See Annex B.

9. Reports: See Annex C.

10. Special Instructions to the Board: See Annex D.

11. Release from the AGR Program:

a. If a Soldier is selected to be released from the AGR Program, the Soldier will be counseled on the following options and will have 30 days following receipt of the ASMB results memo to select an option:

(1) Release form Active Duty (REFRAD). The Soldier will be allowed a minimum of 9 months, not to exceed 12 months, to separate from the AGR Program.

(2) Retirement. If a Soldier chooses to retire, he or she will be allowed no more than 9 months to complete Army Career and Alumni Program procedures, plus their projected leave balance. The Soldier must submit their completed retirement election forms within 30 days of notification of release. If the forms are not submitted, the DARNG/AG may initiate REFRAD procedures at the end of their 30-day election period.

(3) Transfer to the Army Reserve (Troop Program Unit, Individual Mobilization Augmentee, or Individual Ready Reserve). The Soldier will be allowed a minimum of 9 months, not to exceed 12 months, to separate from the AGR Program.

(4) Force Structure. If the position is being discontinued due to transformation or restructuring, the DARNG/AG will determine the release date.

b. Mobilized AGR Soldiers will have a minimum of 9 months, not to exceed 12 months from notification to be released from the AGR program.

c. Soldiers who are selected and have reached sanctuary (18 year lock-in) will be separated upon reaching 20 years of Active Service but not beyond age 60. The ASMB cannot extend service beyond the retention control point or age 60. These are separate actions and will be managed outside the board process.

d. Soldiers will be notified in writing of the board results within 7 days following DARNG/AG approval. Soldiers who are selected will be released from the AGR Program. Mobilized Soldiers will be notified within 30 days following demobilization.

12. There is no appeal process or second look. Enlisted AGR Soldiers selected for release will have the option to revert to traditional status, retire, or transfer to the Army Reserve.

13. Equal Opportunity: You must be alert to the possibility of past personal or institutional discrimination whether intentional or inadvertent in the assignment patterns, evaluations, or professional development of all Soldiers. Such discrimination may be unintentional, not motivated by malice, bigotry, or prejudice, and may have been the result of past service utilization practices. Indicators of discrimination may include disproportionately lower evaluation reports; assignments of lesser importance or responsibility; lack of opportunity to attend career-building military schools; gratuitous mention of race, ethnicity, or gender; or mention of Soldier's organizational or institutional affiliations unrelated to duty performance and potential. Take these factors into consideration in assessing the degree to which a Soldier's persona, as a whole, is an accurate reflection and free of bias of that Soldier's performance and potential. The foregoing guidance shall not be interpreted as requiring or authorizing you to extend any preference of any sort to any Soldier or group of Soldiers on the basis of race, ethnicity, or gender.

14. The point of contact is Mr. William Hardy Jr., Deputy Chief, Personnel Policy and Readiness Division, at DSN 327-5904, 703-607-5904, or william.hardy@ng.army.mil.

MG, DD

CLYDE A. VAUGHN
Lieutenant General, GS
Director, Army National Guard

7 Encls
1. Annex A - MOI
2. Annex B - Board Oaths
3. Annex C - Reports
4. Annex D - Special Instructions
5. Annex E - Non-conduct Letter
6. Annex F - Non-conduct Letter Attrition Plan
7. Annex G - DARNG/AG Approval Memorandum

CF:
Each State HRO
Each State AGR Manager
NGB-ARZ-HCM

ANNEX A

Board Memorandum of Instruction

-LETTERHEAD-

Office Symbol Date

MEMORANDUM FOR

SUBJECT: Memorandum of Instruction for Calendar Year 2009 (NGB/State) Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. References:

a. Title 10, United States Code (USC), Armed Forces.

b. Title 32, USC, National Guard.

c. Army Regulation 135-18, Active Reserve Guard (AGR) Program, 1 Nov 04.

d. Memorandum, NGB-ARH, 27 February 2009, subject: Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB) (NGB-ARH Policy Memorandum 09-015).

2. The zone of consideration includes all enlisted AGR Soldiers who reached 18 or more years of active service as of 31 December 2008.

3. Eligibility for consideration by an ARNG AGR ASMB:

a. Soldiers eligible for consideration:

(1) AGR Soldiers who have 18 or more years of active service as of 31 December 2008.

(2) Mobilized AGR Soldiers ordered to active duty under 10 USC 12302 who have 18 or more years of active service as of 31 December 2008.

(3) Soldiers who are within 1 year of completing their mandatory Active Duty Service Obligation (ADSO) incurred due to service school completion as of the board convene date.

b. Soldiers not eligible for consideration:

(1) AGR Soldiers with an approved retirement date or retention control point NLT 31 August 2010. Approved retirements or retention control point will not be cancelled or extended after the board has convened.

(2) AGR Soldiers on initial 3-year AGR tours. If initial tour end dates are between 1 March and 31 December of the announced board year, the AGR Soldier will not be boarded. The AGR Soldier may be boarded in the first calendar year following the conclusion of the initial 3-year tour.

(3) Soldiers who will reach age 60 within 18 months after the date the ARNG AGR ASMB board is scheduled to convene.

(4) Soldiers who have completed less than 12 months of ADSO incurred due to school completion as of the convene date of the board.

(5) State Command Sergeants Major (CSM) serving in the AGR Program. The State CSM is a nominative position and is not subject to the boarding process.

4. Responsibilities:

a. Board President:

(1) Hold all proceedings in closed session.

(2) Set the tone of the board by stating the mission's importance and ensure the consistent internal procedures are established to accomplish the mission IAW the memorandum of instruction (MOI) and applicable directives.

(3) Administer oath to the recorder.

(4) Advise the DARNG or Adjutant General (AG) of any shortfalls in meeting ARNG requirements and recommend an appropriate course of action in such cases, prior to the board's recess.

(5) Ensure the selection objectives for the ASMB are met.

(6) Sign post-board reports.

(7) Place the board in recess during the period between when the board deliberations end and the time the DARNG or AG approves the board results.

(8) Adjourn the board after the DARNG or AG approves the board results.

b. Voting Board Members:

(1) Ensure the board is conducted in compliance with the policy memorandum and MOI, and ensure the proceedings remain above reproach at all times. Board members are not permitted to discuss any aspect of the board proceedings with anyone outside of the board membership.

(2) Ensure that all eligible Soldiers are considered without prejudice or partiality.

(3) Adhere to the board oath and to all governing laws, directives, regulations, and administrative instructions regarding board procedures and the MOI.

c. Non-Voting Board Recorder:

(1) Maintain a record of the board proceedings and provide administrative support to the board.

(2) Obtain clarification or additional information to answer questions from board members regarding personnel records, eligibility, and administrative procedures.

5. Board Composition:

a. The board membership will consist of three or five voting members, and one non-voting member. The board president is a voting member.

b. All voting board members must be senior either in grade, time in grade, or by date of appointment to all Soldiers being considered. By virtue of the position, the State CSM is considered senior in rank to all CSM and SGM under their command, regardless of date of rank. The ranks of CSM and 1SG have seniority over SGM and MSG, respectively. Date of appointment will be used for CSM and 1SG, whereby voting board members must have an earlier date of appointment than those considered.

c. Board membership will consist of Army personnel from the ARNG and may include an Active Component or USAR members. Members from other services may not be used for board membership under any circumstances.

d. Voting board members will be rotated so that they do not sit on consecutive boards in consecutive years.

e. All board members will be present for the entire board proceedings.

f. The non-voting recorder may be an officer, Warrant Officer, or senior Noncommissioned Officer, and may sit on consecutive boards.

g. There must be gender and ethnic representation within the board membership if the board considers female and/or minority Soldiers. One of the board's voting members must be female if females are considered. One voting member must be a minority, if reasonably available, if minorities are considered.

h. The convening AG, Judge Advocates, Equal Opportunity Officer, Inspector General, Chaplain, United States Property and Fiscal Officer, a non-select Soldier from a previous Active Service Tour Continuation Board or Soldiers selected for release by a previous ASMB cannot serve as a board member.

i. A Soldier eligible for consideration by the board will not serve as a member of the board or have any connection to the board process.

j. Membership must include at least one voting enlisted Soldier, unless a separate board panel is comprised to consider Soldiers in the grade of E9 or the board demographics cannot be reached.

k. Recusal Process: If a board member is related by blood or marriage to a Soldier being considered by the board, that board member will not vote on that Soldier.

6. Disclosure of Board Results:

a. General Guidelines.

(1) Board members may not discuss or disclose to other members of the board third-party information or the opinion of any person not a member of the board concerning a Soldier being considered unless that opinion is contained in material properly presented before the board.

(2) Board members will not communicate with anyone outside the board membership in reference to the board proceedings. After the board reports are signed and submitted to NGB-ARH, board members are permitted to discuss general board proceedings with NGB-ARH during the recess period.

(3) The board will be in recess during the review and approval process. The results will be sent directly by the board president to NGB-ARH for review and will not be reviewed by anyone outside of the board membership. The only exception is the Human Resources Officer (HRO)/AGR Manager or the Soldier appointed by the DARNG or AG in lieu of the HRO/AGR Manager if their assistance was requested to produce the post board reports. After reviewing the board results, NGB-ARH will provide a concur or non-concur memorandum to the board president. The NGB-ARH memorandum is submitted as part of the board packet to the DARNG or AG for approval/disapproval. The DARNG or AG will not

approve board results when NGB-ARH finds them not in compliance with the published board guidance (non-concur).

(4) The board will adjourn after the DARNG/AG approve or disapprove the board results.

(5) Board members will not disclose statistical analysis, details of the board proceedings, or specifics pertaining to the board results for individual Soldiers; however, board members may familiarize other Soldiers with the general ASMB procedures once the board is adjourned.

(6) Board membership will not be revealed until the DARNG or AG approves the board results.

(7) The board will not provide a justification or reason for Soldiers who were selected for release by the board.

Signature Block of the DARNG/AG

ANNEX B

OATHS

1. The board president will administer the following oath or affirmation to the recorder:

"Do You, (state name), solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and further that you will not divulge the proceedings or results thereof pertaining to the recommendation of individual Soldiers except to proper authority?"

The board recorder will respond: "I do."

2. The recorder will administer the following oath or affirmation to each member of the board:

"Do You, (state name), solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view the special fitness of the Soldiers, the efficiency of the Army National Guard and the Chief National Guard Bureau Memorandum of Instruction, perform the duties imposed on you, and further, that you will not divulge the proceedings or results thereof pertaining to the recommendation of individual Soldiers except to proper authority?"

Each member of the board shall respond: "I do."

ANNEX C

Enlisted AGR Active Service Management Board (ASMB) Reports

1. After Action Report Cover Memorandum.

2. Board Membership Appointment Memorandum.

3. Selection Objectives for ASMB.

4. Board Membership Demographics.

5. Rosters:

   a. Consideration Roster (Total alpha list of all Soldiers who are eligible to be considered by this board).

   b. Enlisted AGR ASMB Roster.

6. Statistical Report.

7. Non-Select for Release Memorandum.

8. Select for Release Memorandum.

9. General Guidelines.

After Action Report (AAR) Cover Memo for Calendar Year XXXX (NGB or State) ARNG Enlisted AGR ASMB

FOR OFFICIAL USE ONLY
(Letterhead)

Office Symbol Date

MEMORANDUM FOR NGB-ARH-H, 1411 Jefferson Davis Highway, Arlington, VA 22202

SUBJECT: After Action Report (AAR) for the Calendar Year XXXX (NGB or State) Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. The **(NGB or State)** ASMB convened at **(time)**, **(date)** at **(location, city and state)**.

2. The board, acting under oath and having in view the special fitness of Soldiers and the efficiency of the Army National Guard of the United States, has carefully reviewed the record of every Soldier submitted to it for consideration as specified in the Memorandum of Instruction (MOI). The Soldiers annotated on the ASMB roster have been selected for release active service per guidelines in the MOI. Included in this AAR are Selection Objectives for the ASMB, AGR ASMB Roster, and the Statistical report.

3. This paragraph will contain justification when selection objectives for the ASMB are not met.

4. The board recessed at **(hours)** on **(date)**.

5. This is to certify that the **(NGB or state)** ASMB members listed have agreed upon the recommendations.

6. The point of contact is XXXXXXXXX, at DSN XXX-XXXX, XXX-XXX-XXXX.

AUTHORITY LINE:

XXXXX XXXX
Major General, ARNG
Board President

XXXXXX XXXXXX
Colonel, ARNG
Member

XXXXXX XXXXXX
SGM, ARNG
Member

XXXXXX XXXXXX
MSG, ARNG
Recorder (without)

Board Appointment Memo

FOR OFFICIAL USE ONLY
-LETTERHEAD-

Office Symbol Date

MEMORANDUM FOR Members of the Calendar Year XXXX (NGB or State) Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

SUBJECT: Appointment of the Calendar Year XXXX Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. The following individuals are appointed to serve on the ASMB:

   a. PRESIDENT: MG XXXXXXX, ARNG

   b. MEMBERS: COL XXXXXXX, (Branch), (AGR, M-Day, Tech, RA) (select one)
   SGM XXXXXXX, (Branch), (AGR, M-Day, Tech, RA)

   c. RECORDER (w/o vote): MSG XXXXXX, (AGR, M-Day, Tech)

2. Purpose: To shape the AGR force and make recommendations to the approving authority.

3. Convene date: The board will convene (time), (date), at (complete address).

4. Special Instructions: You will not disclose to anyone not directly involved in the actual conduct of the board your appointment to the board, or membership on the board until the board results have been concurred with by NGB-ARH and approved by the DARNG or Adjutant General. When making arrangements for absence from civilian or military duties, refer only to a "DA Special Project," not a career management board.

Signature Block of the DARNG/AG

Selection Objectives for the ASMB

Calendar Year XXXX (NGB or State) ARNG Enlisted Active Guard Reserve Active Service Management Board
SELECTION OBJECTIVES
GRADE
FOR OFFICIAL USE ONLY

	CSM/SGM	1SG/MSG	SFC	SSG
TOTALS	2	2	1	0

Signature
DARNG/AG

Calendar Year XXXX (NGB or State) ARNG Enlisted Active Guard Reserve Active Service Management Board
SELECTION OBJECTIVES
MOS
FOR OFFICIAL USE ONLY

	11B	21B	25U	42A
TOTALS	2	2	1	1

Signature
DARNG/AG

Calendar Year XXXX (NGB or State) ARNG Enlisted Active Guard Reserve Active Service Management Board
SELECTION OBJECTIVES
GRADE/MOS
FOR OFFICIAL USE ONLY

	CSM/SGM	1SG/MSG	SFC	SSG
MOS				
11B		2	1	
42A	1	1		

Signature
DARNG/AG

Board Membership Demographics

Calendar Year XXXX (NGB or State) ARNG Enlisted Active Guard Reserve Active Service Management Board

BOARD DEMOGRAPHICS

FOR OFFICIAL USE ONLY

Name	Rank	SSN	DOR/DOA	Race	Ethnicity	Gender	Status	Position
Last, First, MI	BG	123-45-6789	YYMMDD	N	X	M	Voting	President
Last, First, MI	COL	123-45-6789	YYMMDD	C	N	M	Voting	Member
Last, First, MI	SGM	123-45-6789	YYMMDD	C	X	F	Voting	Member
Last, First, MI	MSG	123-45-6789	YYMMDD	C	X	M	Non-Voting	Recorder

Consideration Roster (Complete alpha list of all AGR Soldiers who have 18 years or more of Active Service)

Name	Rank	SSN	MOS	DOR	DOB	BASD	RCP	Not Considered
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	ASO
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	NSO
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	Approved Retirement
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	RCP
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD	
* This is a roster of all eligible Soldiers.								

Enlisted AGR ASMB Roster (Alpha list of ALL AGR Soldiers selected for release)

Calendar Year XXXX (NGB or State) ARNG Enlisted Active Guard Reserve Active Service Management Board

ENLISTED AGR Active Service Management Board Roster

FOR OFFICIAL USE ONLY

Name	Rank	SSN	MOS	DOR	DOB	BASD	RCP
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI		001-23-4567		YYMMDD	YYMMDD	YYMMDD	YYMMDD
* This ENLISTED AGR ASMB roster only lists ALL Soldiers selected for release.							

Statistical Report

Calendar Year XXXX (NGB or State) ARNG Enlisted Active Guard Reserve Active Service Management Board

STATISTICAL REPORT
FOR OFFICIAL USE ONLY

CSM/SGM	TOT CON	SELECT	% SEL
C	2	2	100%
M	1	1	100%
N	0	0	
R	0	0	
X	0	0	
Z	0	0	
TOTAL	**3**	**3**	100%
CSM/SGM	**TOT CON**	**SELECT**	**% SEL**
F	0	0	
M	3	3	100%
TOTAL	**3**	**3**	**100%**

1SG/MSG	TOT CON	SELECT	% SEL
C	2	1	50%
M	0	0	
N	0	0	
R	0	0	
X	0	0	
Z	0	0	
TOTAL	2	1	50%
1SG/MSG	**TOT CON**	**SELECT**	**% SEL**
F	1	1	100%
M	1	0	0%
TOTAL	**2**	**1**	**50%**

SFC	TOT CON	SELECT	% SEL
C	1	1	100%
M	0	0	
N	0	0	
R	0	0	
X	0	0	
Z	0	0	
TOTAL	**1**	**1**	100%
SFC	**TOT CON**	**SELECT**	**% SEL**
F	0	0	
M	1	1	100%
TOTAL	**1**	**1**	**100%**
SGT	**TOT CON**	**SELECT**	**% SEL**
C	1	1	100%
M	0	0	
N	0	0	
R	0	0	
X	0	0	
Z	0	0	
TOTAL	**1**	**1**	100%
SGT	**TOT CON**	**SELECT**	**% SEL**
F	0	0	0%
M	1	1	100%
TOTAL	**1**	**1**	**100%**

SSG	TOT CON	SELECT	% SEL
C	1	0	0%
M	0	0	
N	0	0	
R	0	0	
X	0	0	
Z	0	0	
TOTAL	**1**	**0**	0%
SSG	**TOT CON**	**SELECT**	**% SEL**
F	1	0	0%
M	0	0	0%
TOTAL	**1**	**0**	**0%**
	Signed by:		
	Board President		

Non-Select for Release Memorandum

(LETTERHEAD)

Office Symbol Date

MEMORANDUM THRU (command channels)

FOR (Soldier concerned)

SUBJECT: Results of the Calendar Year XXXX (NGB or State) Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. I am pleased to inform you that the results of the ASMB have been approved. You were not selected for release and will continue to serve in an AGR status.

2. You should take particular pride in the confidence that has been evidenced by your retention. I urge you to continue performing your assigned duties to the best of your ability at all times and to take every opportunity to enhance your military education.

3. The Army National Guard will continue to rely on you in meeting its objectives.

Signature block of DARNG/AG

CF:
Command Channels

Select for Release Memorandum

(LETTERHEAD)

Office Symbol Date

MEMORANDUM FOR (Soldier concerned)

SUBJECT: Non-retention for continued service on the Calendar Year XXXX (NGB or State) Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. An ASMB was convened on **(date)**. Your records were reviewed; unfortunately, you were selected for release from the AGR Program.

2. Under the provision of the ASMB, a Soldier who is selected for release will be released from the AGR Program no earlier than 9 months and no later than 12 months from the date the approval memorandum is signed by the approval authority. Soldiers, who have reached 18 years of active service (sanctuary), may not be discharged, denied reenlistment, or transferred from an active status without the member's consent prior to the date on which the member is entitled to be credited with 20 years of service. Soldiers with more than 20 years of active service will not be retained in the AGR program beyond their retention control point or mandatory retirement age. Accordingly, not later than **(date)**, you will be released from the AGR Program and transferred to the status you elected in accordance with the options provided in paragraph 3 below.

3. You must notify your AGR Manager within 30 days of receipt of this memorandum of your decision based on the following options:

a. Return to traditional drilling status.

b. Apply for retirement (retirement election forms must be completed within 30 days).

c. Transfer to the Army Reserve (troop program unit, individual mobilization augmentee, or individual ready reserve).

4. Separation from the AGR program as a result of the ASMB is considered an involuntary separation for retirement purposes.

5. I can assure you that the board discharged its duties in a thorough and impartial manner. The character of your service has been honorable and this is reflected in your records. There is no appeal process or a second look associated with the results of this board.

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Results of this board are dictated by the needs of the Army. Members who are released involuntarily are not considered to be ineffective or substandard in duty performance. In accordance with Army Regulation 135-18, you may be eligible to reapply to the AGR Program at a future date.

6. Your many personal sacrifices to the ARNG and the AGR Program are sincerely appreciated. You should take pride in having contributed to the success of the Army National Guard as a viable force capable of meeting today's challenges.

Signature block of DARNG/AG

CF:
Command Channels

1. General Guidelines.

a. All reports will be marked "FOR OFFICIAL USE ONLY" and submitted IAW the memorandum of instruction (MOI).

(1) Pre-board and post-board reports will be sent via e-mail to ENLISTEDASMB@ng.army.mil. For tracking purposes, all board correspondence will be sent to this e-mail address. Pre-board reports are due NLT 15 days prior to the date of the board. Post-board reports are due to NGB-ARH NLT 15 days following board deliberations.

(2) All board reports will be identical to formats shown in this MOI. Reformatting of the reports is not permitted. Reports not in the format IAW this MOI will be returned. Formats are located in Annex B.

(3) Use the following codes for reports that require "ethnicity":

C = White
N = Black
H = Hispanic
M = Asian/Pacific Islander
R = American Indian/Alaskan Native
Z = Other/Unknown

(4) Selection objectives for the ASMB. This report must be signed by the DARNG or Adjutant General (AG). There will be no additional comments on this page.

(5) Format for dates: YYMMDD.

(6) Format for gender: M = Male, F = Female.

(7) If a report is required to be signed by the DARNG or AG, signature authority cannot be delegated.

2. Pre-Board Reports.

a. The AGR Manager or the Soldier designated by the DARNG or AG must submit all pre-board reports to NGB-ARH NLT 15 days prior to the convening date of the board. Failure to provide these reports on the date specified will constitute admission that NGB or the State will not be holding a board that year. A NGB-ARH regional actions officer will acknowledge receipt of these documents and will notify NGB or the State whether or not the board is approved to proceed. If necessary, NGB or the State will have time to correct any problems that may be identified.

b. The following is a list of pre-board reports.

(1) Selection objectives for the ASMB.

(2) Board Membership Appointment Memorandum. This memo will be drafted on State letterhead appointing the board members and will provide the date, time, and location of the

ASMB. If board membership changes, a new board appointment memo will be drafted, signed, and submitted.

(3) Consideration Roster. The consideration roster consists of all AGR Soldiers who have 18 years or more of Active Service and fall within the zone of consideration. The format of the consideration roster will include the following categories: name, rank, social security number, military occupational specialty, date of rank, date of birth, basic active service date, retention control point (RCP), and not considered. There are several reasons a Soldier would not be considered, such as: the Soldier will reach RCP, has an approved retirement, or is serving out an Active Duty Service Obligation. The reason will be annotated in the "Not Considered" column. There will be 100 percent accountability of all Soldiers who fall within the zone of consideration.

(4) Board Membership Demographics. Changes to the board membership must be justified and will be accepted up to one week prior to the date the board convenes.

3. Post-Board Reports.

(a) The board will have NLT 15 days after board deliberations to submit post board reports to NGB-ARH for review. The Human Resources Officer (HRO)/AGR Manager or the Soldier appointed by the DARNG or AG in lieu of the HRO/AGR Manager will provide support to the board president to complete the post board reports if requested. The post board report will be sent to NGB-ARH and will include:

(1) Post Board After Action Review. The cover memorandum will be signed by all board members.

(2) Selection Objectives for the ASMB. The selection objectives for the ASMB must match the approved selection objectives for the ASMB submitted to NGB-ARH with the pre-board reports.

(3) Enlisted AGR ASMB Roster. An Enlisted AGR ASMB roster is an alphabetical list sorted by grade of all Soldiers selected for release.

(4) Board Statistical Report. This report is a by-grade list with a statistical summary of Soldiers considered and Soldiers selected for the ASMB, and includes race, gender, and ethnic group.

(b) The DARNG or AG board approval or disapproval memorandum will be submitted to NGB-ARH within 15 days of date the board president receives the NGB concurrence memorandum.

ANNEX D

Special Instructions to the Board

1. Overview.

a. Leadership. The ARNG must have Soldiers who demonstrate outstanding leadership as well as technical expertise. It also requires Soldiers who can provide leadership in other key areas: in specialized career fields; on supporting staffs; and in units with administrative, managerial, and technical missions. The ARNG requires individuals with a variety of strengths, capabilities, and backgrounds.

b. Performance. The board must consider proficiency in performance without placing undue emphasis on the diversity of assignments or the level at which duties are performed. Current ARNG assignment philosophy is that all assignments are important assignments. The presence or absence of leadership positions or recent combat experience, for example, should not receive undue weight in the deliberation process.

c. Potential. Evaluations of professionalism or potential for future service must include a complete review of the Soldier's entire record. Accordingly, no single factor should become overriding unless it is recent and significant enough to indicate a change in the Soldier's potential for future service or military bearing.

d. Evaluation Reports. Evaluate a Soldier's efficiency reports for proficiency, breadth of experience, and willingness to broaden knowledge through reassignment. While Soldiers who have a wide variety of positions at varying levels may have broader experience, Soldiers who have served in a small number of organizations should not be at a disadvantage merely on the assumption that they lack expertise.

e. Diversity. Recognize, but do not over emphasize the diversity of assignments or the level at which duties are performed. All assignments are important to sustain a trained and ready Army. The absence of combat experience, or support of deployed forces, for example, should not be a basis for non-continuation of service.

f. Derogatory Information. The board must determine the weight to be given to derogatory information. The board must take care not to unduly penalize Soldiers who have had early exposure to heavy responsibilities and the inherent opportunity to make mistakes through honest effort. The board must make a recommendation based on a summary evaluation of the Soldier's entire record.

g. Physical Fitness and Weight Control. Army policy requires that every Soldier is physically fit. Weight control and physical appearance are important indicators of physical fitness. Consider physical condition and compliance with the weight control policies in evaluating a Soldier's potential.

h. Medical Profiles. Soldiers may have medical profiles or waivers for minor disabilities that do not interfere with career field/skill duties. These Soldiers' continued active status must be within a position commensurate with their grade, career field, skill, and profile

limitations. In case of doubt, the board should bring the matter to the attention of the board recorder who will seek guidance from the State Surgeon to obtain further information on any Soldier's status. Soldiers who are selected for release and are pending a determination from a Military Occupational Specialty (MOS) Medical Retention Board or Medical Evaluation Board/Physical Evaluation Board will be released or retire when their final medical disposition is determined.

i. Marital Status and Employment or Volunteer Work of Spouses of Military Personnel. Soldiers are not evaluated based on marital status or the spouse's employment, education, or volunteer service. If any records under review by this board contain such prohibited information, board members must disregard it.

j. Warrior Ethos. The warrior ethos is the foundation for our total commitment to victory in peace and war. While always exemplifying Army values, leaders who live the warrior ethos put the mission first and refuse to accept defeat. The warrior ethos is the conviction that military service is much more than just a job. It defines who Soldiers are and what Soldiers do. It is linked to our long-standing Army values and a determination to do what is right and to do it with pride. Because we are at war and will be for the foreseeable future, we must continue Soldiers who have the warrior ethos ingrained in their character, who seek to serve our Nation, and who will have the endurance and commitment to stay the course of the conflict.

k. Staff. Normal career development includes assignments to staff positions. A successful staff assignment is a significant measure of a Soldier's ability and potential. All staff assignments should be judged by the Soldier's duty performance and the requirements of the assignment.

2. Method.

a. The board will consider and evaluate the entire record of each Soldier under consideration using the "whole person" concept.

b. The board may not use personal knowledge in its deliberations.

c. The NGB or States will develop their own standard scoring criteria.

3. Selection objectives for the Active Service Management Board (ASMB).

a. The selection objectives for the ASMB may be developed by grade, MOS, or both, and by the number of Soldiers who should be selected for release. Selection objectives will not be developed that will narrow the board population to the point it targets individual Soldiers. Example: the organization has one 42A50 in the zone of consideration and creates their selection objective by grade and MOS (E8, 42A). This selection objective reduces the board population to one. In this situation the selection objective should be developed to expand the board population.

b. The selection objectives for the ASMB provide the maximum number by grade, MOS or grade and MOS to be selected for release. The DARNG/AG has the authority to modify the selection objectives for the ASMB, with approval by NGB-ARM one week prior

to the board convening. This allows time for NGB-ARM to research controlled grade availability.

c. The board will select the number of Soldiers for release designated by the selection objectives for the ASMB.

d. If there is no selection objective for release for a specific grade or MOS, there should be no review of records for those Soldiers of that specific grade or MOS by the ASMB. Those Soldiers will be continued until Retention Control Point (RCP), age 60, or until another ASMB is conducted, whichever occurs first.

e. Controlled grade overages created due to promotions during mobilization for Soldiers who fall within the zone of consideration will be factored into the selection objectives.

4. Board Packet Contents.

a. Last five Noncommissioned Officer Evaluation Reports (NCOER) to include a current NCOER.

b. Official military photograph.

c. DA Form 2-1 and, if available, an Enlisted Biographical Record Brief.

d. Personnel Qualification Report.

e. If applicable, the restricted fiche IAW CNGB, authority of paragraph 2-6 of AR 600-8-104, Military Personnel Information Management/Records.

f. Individual Medical Readiness Report.

ANNEX E

Non-Conduct Letter

(LETTERHEAD)

Office Symbol Date

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ARH-H, 1411 Jefferson Davis Highway, Arlington, Virginia 22202-3231

SUBJECT: Calendar Year XXXX (NGB or State) Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. The State of XXXXX will not convene a calendar year XXXX (CY XX) ARNG Enlisted AGR ASMB.

2. All Soldiers who fall within the guidelines of the Letter of Instruction and memorandum of instruction for the ASMB during CY XX will be continued in the AGR Program until the occurrence of the next ASMB, Retention Control Point, or age 60, whichever comes first.

3. The point of contact is XXXXXXXX, at DSN XXX-XXXX, XXX-XXX-XXXX, or xxxxxx@st.ngb.army.mil.

Signature Block of DARNG/AG

Annex F

Non-Conduct Letter Attrition Plan

(LETTERHEAD)

Office Symbol Date

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ARH-H, 1411 Jefferson Davis Highway, Arlington, Virginia 22202-3231

SUBJECT: Calendar Year XXXX Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. The state of _____ will not be convening a calendar year XXXX (CY 09) ARNG Enlisted AGR ASMB.

2. _____ currently has ____ excess E8 and _____ excess E9 control grades. Through natural attrition, we will meet our control grade authorization of thirteen E8 and seven E9 Soldiers. The following Soldiers will attrit during CY 09:

Name – Date of Retirement or Retention Control Point (RCP)
Name – Date
Name – Date

3. All Soldiers who fall within the guidelines of the Letter of Instruction and Memorandum of Instruction for the ASMB during CY 09 will continue in the AGR Program until the occurrence of the next ASMB, RCP, or age 60, whichever comes first.

4. The point of contact is _____, at XXX-XXX-XXXX.

NAME
XXX General, ___ARNG
The Adjutant General

ANNEX G

DARNG/AG Approval Memorandum

(LETTERHEAD)

Office Symbol Date

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ARH-H, 1411 Jefferson Davis Highway, Arlington, Virginia 22202-3231

SUBJECT: Calendar Year XXXX (NGB or State) Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. I approve the attached results of the calendar year XXXX (CY XX) ARNG Enlisted AGR ASMB that was conducted on (date) in (City, State). The records were reviewed in a thorough and impartial manner and the board results represent my selection objectives and the needs of the (State) Army National Guard.

2. The point of contact is XXXXXXX, (title), at DSN XXX-XXXX, XXX-XXX-XXXX, or xxxxxx@st.ngb.army.mil.

Signature Block of DARNG/AG