



# ARMY NATIONAL GUARD G1

## PERSONNEL GATEWAY

**Resignation Withdrawal of Federal Recognition (Fed Rec) Process:** To withdraw an Officer's Federally Recognized Commission due to Resignation

## **Resignation Withdrawal of Federal Recognition (Fed Rec) Process: To withdraw an Officer's Federally Recognized Commission due to Resignation**

### **Point of Contact**

**Division:** Personnel Policy & Readiness Division (ARNG-HRH)

### **Description**

The withdrawal of Federal Recognition due to resignation requires that an officer request a withdrawal of Federal Recognition through a Resignation Memo. If the Officer is eligible, ARNG-HRH Fed Rec Administrative Section will withdraw Federal Recognition orders.

### **Regulations and Supporting Resources**

[AR 135-175, Separation of Officers](#)

[AR 140-10, Assignments, Attachments, Details, and Transfers](#)

[NGR 635-100, Termination of Appointment and Withdrawal of Federal Recognition](#)

### **Documents and Forms**

[DA Form 2-1, Personnel Qualification Record](#)

DD Form 214, Certification of Release or Discharge From Active Duty

[NGB Form 22, Report of Separation](#)

Resignation Memo

### **Related Processes**

### [Adverse Action Withdrawal of Federal Recognition \(Fed Rec\) Process](#)

To withdraw an Officer's Federally Recognized Commission due to Adverse Action

### **Systems**

#### [Army Training Requirements and Resource System \(ATRRS\)](#)

ATRRS is the Department of the Army Management Information System of record for managing student input to training. The online system integrates manpower requirements for individual training with the process by which the training base is resourced and training programs are executed. This automation support tool establishes training requirements, determines training programs, manages class schedules, allocates class quotas, makes seat reservations, and records student attendance. ATRRS supports the Training Requirements Division of the Office of the Army G1 in its Army wide mission of integrating all phases of input to training management, during peacetime and mobilization. The system supports the planning, programming, budgeting, and program execution phases of the training process and it utilized by agencies responsible for those phases.

#### Federal Recognition (Fed Rec) Management System

The Federal Recognition Management System provides status and progress against all actions involved with officer promotions, branch transfers, name changes, interstate transfers, reserve transfers and withdrawal of Fed Rec requests. This information is used by commanders, Soldiers, and HR Professionals to determine eligibility and qualification for HR processes such as promotions. Fed Rec orders are processed based on State requests. The Fed Rec section at NGB serves as the ARNG POC and subject matter expert for inquires pertaining to Federal Recognition matters.

#### [Information Management and Reporting Center \(iMARC\)](#)

iMARC is a web-based Intranet application that provides automated support for the management, processing and tracking of incentive and educational programs. The iMARC application has five centers of functionality that consist of Management, Administrative, Information, Reporting, and Recommendation Centers. The functionality of these centers ensures iMARC provides its users the necessary tools to manage, process, and track critical elements of the incentive and education benefit programs.

#### [Interactive Personnel Electronic Records Management System \(iPERMS\)](#)

iPERMS is a system used by Soldiers and HR professionals to maintain a secure (PKI) static record of a Soldiers OMPF. These records are accessed to show proof of medical, promotion, and award history for Soldiers which can be used Soldiers in furthering their service and career. It provides web-based access with a unified user interface that provides encrypted, end-to-end, secure, remote access to, input to, and retrieval of, documents from a Soldier's Official Military Personnel File (OMPF) and DA photo. iPERMS requires Internet Explorer 5.0 or above or Netscape 4.7 or above, though Microsoft Internet Explorer (IE) 6.0 or above is the preferred browser. Cookies and JavaScript should both be enabled in order to access iPERMS.

### [Military Personnel Transition Point Processing System \(TRANSPROC\)](#)

TRANSPROC is part of the Installation Support Module (ISM) which is made up of standardized software applications that perform business functions at the installation level for the Army. The system is comprised of seven Web-based applications (or modules) that automate as well as integrate day-to-day installation processes using a centralized database, which contains data elements of the ISMs and various application-specific data elements unique to the individuals ISMs.

### MILPO Order System

MILPO Orders, a web-based application, automates the processing of personnel orders for the Army National Guard. MILPO Orders takes the order generation from an initial personnel action request (PAR) through review of the PAR to approval and publication of an order. Designated users can Initiate a Personnel Action Requests (PAR), Route, review, and update a PAR, approve a PAR and publish orders based on that PAR, keep records of manual orders in a consolidated orders log, maintain the orders log, and generate reports. After PARs are initiated, they are routed for review to the appropriate chain of command. The final review is by the Publisher, who can publish an order from the PAR if appropriate. These orders are included in the orders logs and reports maintained in MILPO Orders. In addition to PARs, MILPO Orders allows users to record information on certain manual orders, or orders that are not published through the software. These orders are assigned numbers in sequence with the application and information on the manual orders is included in daily orders logs and the consolidated orders log. MILPO Orders also provides the following reports: Daily Orders Report, PAR Status Report, Pending Transaction Report, Statistical Report, and Orders Log Report.

### [Reserve Component Automation Systems \(RCAS\)](#)

The Project Directorate Reserve Component Automation Systems (PD RCAS) supports the Army National Guard (ARNG) and the United States Army Reserve (USAR) by providing standardized, sustainable, supported and secure automated information solutions that contribute to the increased readiness of the Reserve Component (RC). RCAS is an integrated suite of software products and automated information systems that significantly improve the ability of RC soldiers and units to accomplish day-to-day unit administration. RCAS has been serving the soldier since the 1990's through the development and sustainment of infrastructure, hardware and readiness software products and solutions.

[Standard Installation / Division Personnel System \(SIDPERS\)](#)

SIDPERS is a multi-command personnel management information system. SIDPERS supports the areas of strength accounting, personnel management, information retrieval, and external interfaces.

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Resignation Withdrawal of Federal Recognition (Fed Rec) Process: To withdraw an Officer's Federally Recognized Commission due to Resignation  
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Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process

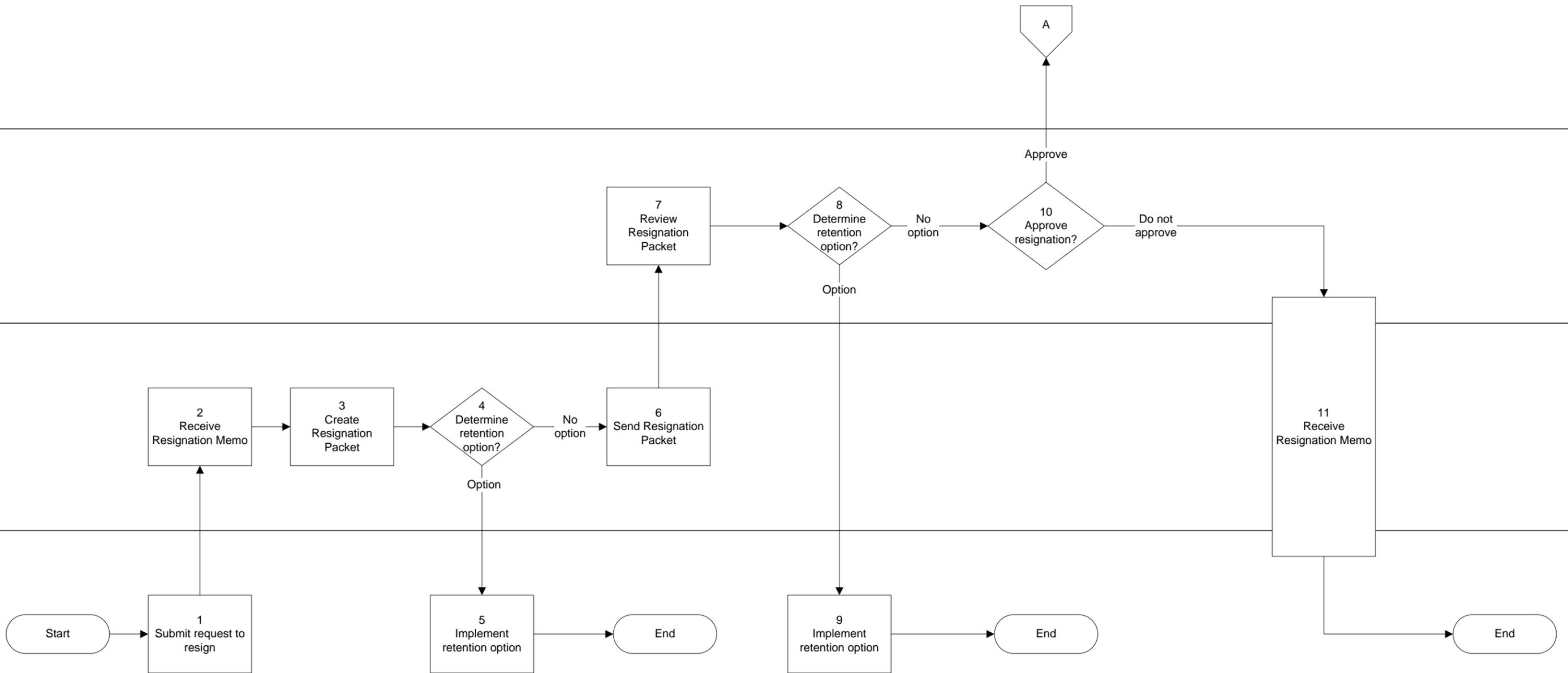
ARNG-HRH/ Fed Rec Admin Section

ARNG-HRH/ Fed Rec Section

State

Unit

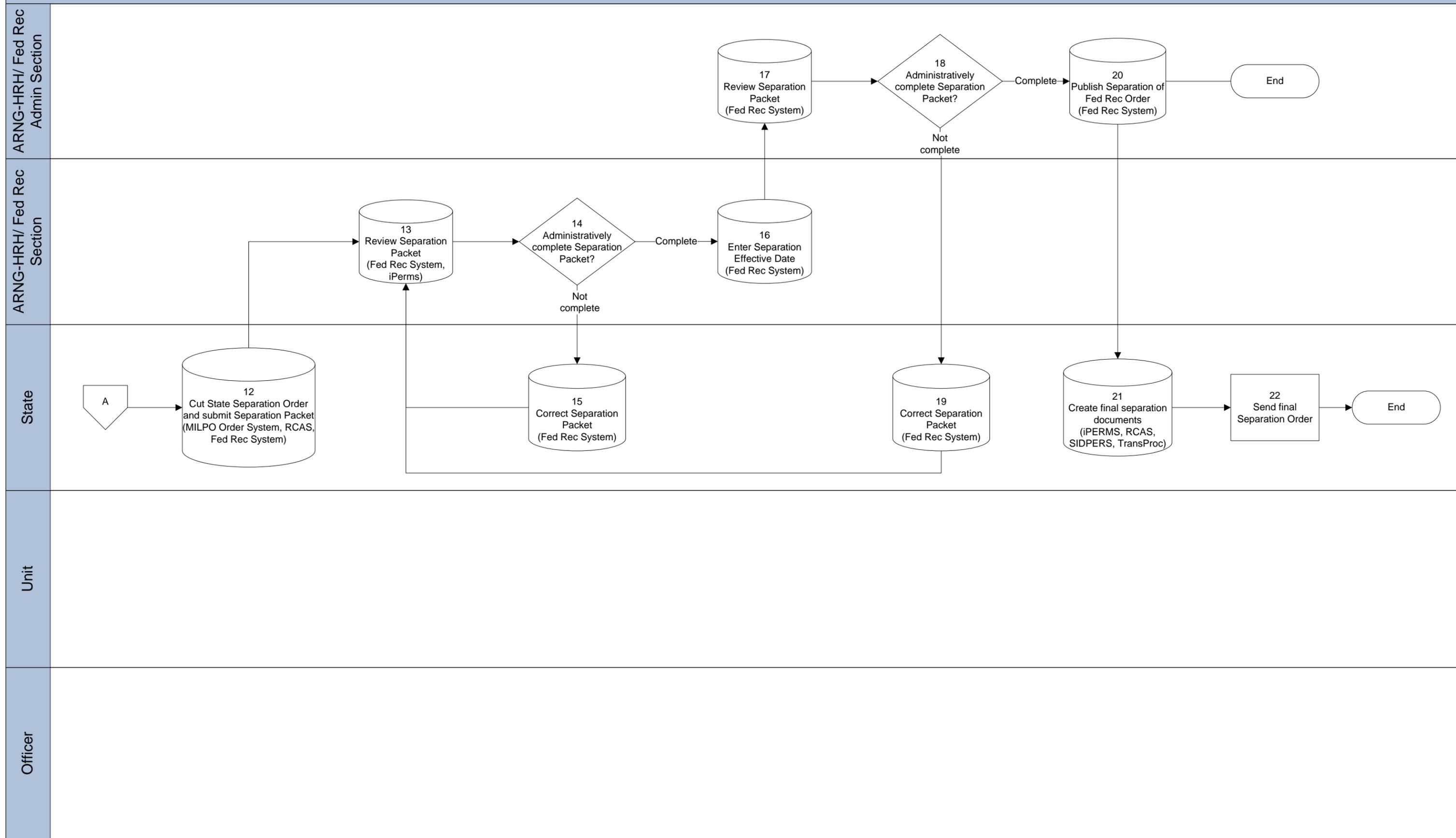
Officer



Resignation Withdrawal of Federal Recognition (Fed Rec) Process: To withdraw an Officer's Federally Recognized Commission due to Resignation  
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**Resignation Withdrawal of Federal Recognition (Fed Rec) Process: To withdraw an Officer's Federally Recognized Commission due to Resignation**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Submit request to resign	Officer submits their request to resign in a memo. The memo includes the Officer's name, rank, SSN, State, para and line number, effective date, and control group.	AR 135-175 AR 140-10 NGR 635-100, Appendix A	Resignation Memo		
2	Receive Resignation Memo	Unit receive Resignation Memo from Officer via hand delivery.		Resignation Memo		
3	Create Resignation Packet	Unit creates Resignation Packet.  Resignation Packet includes: - Commanders Recommendation - BDE/BN Endorsements - DA Form 2-1 (Personnel Qualification Record) - Retirement Points Accounting System (RPAM) Statement - Active Duty Service Obligation (ADSO) Checklist - iMARC printout - ATRRS printout	AR 135-175 NGR 635-100	DA Form 2-1	ATRRS iMARC RCAS	
4	Determine retention option?	Unit determines if there is a retention option.  Depending on the situation and State, Unit determines if there is a solution for resignation.				
5	Implement retention option	If there is a resolution, Officer/Chain of Command implements the retention option.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
6	Send Resignation Packet	If there is no resolution, Unit sends the Resignation Packet to State OPM via email or hard copy.	AR 135-175	DA Form 2-1		
7	Review Resignation Packet	State OPM receives and reviews Resignation Packet to ensure all documentation is included.	NGR 635-100	DA Form 2-1		
8	Determine retention option?	State determines if there is a retention option.  Depending on the situation and State, the Unit determines if there is a solution for resignation.				
9	Implement retention option	If there is a resolution, Officer/Chain of Command implements the retention option.				
10	Approve resignation?	If there is no resolution, State OPM forwards documentation and memo requiring signature to. State TAG can approve or disapprove Officer's request for resignation by signing the memo created by State OPM.		Resignation Memo		
11	Receive Resignation Memo	If State TAG disapproves, State OPM picks up the signed Resignation Memo from State TAG and emails the Resignation Memo to Unit. Unit receives Resignation Memo signed by State TAG via email and forwards the Resignation Memo to the Officer where the process ends.		Resignation Memo		
12	Cut State Separation Order and submit packet (MILPO Order System, RCAS, Fed Rec System)	State OPM cuts State Separation Orders to include separation date and characterization/separation code.	AR 135-175		Fed Rec System  MILPO Order System  RCAS	Varies from State to State.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
13	Review Separation Packet (Fed Rec System, iPERMS)	<p>Fed Rec Section receives a copy of the State Separation Order and documents 30 days prior effective date.</p> <p>Fed Rec Section to review Separation Packet. Fed Rec checks for accurate separation code on State Orders.</p>			<p>Fed Rec System</p> <p>iPERMS</p>	
14	Administratively complete Separation Packet?	Fed Red Section determines if the Separation Packet is administratively complete. If not complete, Fed Rec Section sends State email via Fed Rec System to request update.			Fed Rec System	
15	Correct Separation Packet (Fed Rec System)	If Separation Packet is not complete, State receives the Separation Packet and corrects error.			Fed Rec System	
16	Enter Separation Effective Date (Fed Rec System)	If the Separation Packet is complete, Fed Rec Section sends the Separation Packet to Fed Rec Admin Section for review.			Fed Rec System	
17	Review Separation Packet (Fed Rec System)	Fed Rec Administration Section reviews the Separation Packet and ensures that all names			Fed Rec System	
18	Administratively complete Separation Packet?	If Separation Packet is administratively complete, Fed Rec Admin Section publishes Federally Recognized Orders. If the Separation Packet is not administratively complete, State corrects Separation Packet.			Fed Rec System	
19	Correct Separation Packet (Fed Rec System)	If Separation Packet is not complete, State receives the Separation Packet and corrects error.			Fed Rec System	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
20	Publish Separation of Fed Rec Order (Fed Rec System)	<p>Once complete, Fed Rec Admin Team publishes Federally Recognized Orders into Fed Rec System. Once, published, Fed Rec System emails pre-selected contacts including State, and iPERMS Section. HRH iPERMS Section adds Federally Recognized Orders to iPERMS Record.</p> <p>At this point, the Soldier's Federally Recognized Commission is officially withdrawn.</p>			Fed Rec System	
21	Create final separation documents (iPERMS, RCAS, SIDPERS, TransProc)	<p>After receiving the Fed Rec Order, State OPM works the following to close out the record:</p> <ul style="list-style-type: none"> <li>- NGB Form 22 or DD Form 214 (depending on status)</li> <li>- RPAM</li> <li>- Retirement Certificate 55</li> <li>- Separation Certificate</li> <li>- DA Form 2-1</li> </ul> <p>State OPM sends order through the CoC to BDE/MACOM.</p> <p>Officer receives a mail copy of the NGB Form 22 and separation certificate, and DD Form 214.</p>		DA Form 2-1 DD Form 214 NGB Form 22	iPERMS RCAS SIDPERS TransProc	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
22	Send final Separation Order	<p>State OPM sends final Separation Order through the chain of command to BDE/MACOM.</p> <p>Unit commander closes off Officer's OER.</p>				<p>This overall process should take no longer than 200 days. After the Board is appointed, it should take no longer than 90 days to complete the remaining part of the process.</p>