



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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ARLINGTON, VA 22202-3231

NGB-ARH

07 DEC 2007

MEMORANDUM The Military Personnel Management Officers of All States, Puerto Rico, the Virgin Islands and the District of Columbia

SUBJECT: Army National Guard (ARNG) Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy (NGB-ARH Policy Memo #07-041)

1. References:

- a. Title 10, U.S. Code, Section 12321.
- b. Public Law 102-484, Section 512.
- c. AR 135-18, The Active Guard Reserve Program, 1 November 2004.

2. Purpose. This memorandum provides policy on ARNG PMS/APMS management, program staffing and assignment.

3. Background.

a. In 1992, US Army Cadet Command identified 100 educational institutions for ARNG PMS/APMS support. Public Law 102-484 did not provide the National Guard Bureau (NGB) with additional Active Guard Reserve (AGR) program funding or authorizations to support these institutions.

b. To reaffirm its commitment and support for the Reserve Officers' Training Corps (ROTC), NGB utilizes existing program funding to provide 102 full time support PMS/APMS authorizations to the States/Territories.

4. Policy.

a. States and Territories must document with NGB Personnel Programs, Manpower, and Resources Division (NGB-ARM) all ROTC cadre positions being filled, regardless of whether those positions are resourced or unresourced on the manning voucher. Likewise, the states should document all ROTC cadre positions that are projected to be filled by FTNGD-AGR Soldiers. Adjutants General (AG) have the authority to determine how their fulltime positions are utilized. States may provide additional fulltime positions to the PMS/APMS program by using their existing fulltime resources.

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b. States and Territories not supporting their PMS/APMS documented position may have their allocation reassigned to another State/Territory. Cadet Command-National Guard Affairs (ATCC-NG) will evaluate a position left vacant for two or more months for reassignment to another State/Territory that has officially requested an additional PMS/APMS allocation through Cadet Command to NGB, or to a documented PMS/APMS position at an institution in another State/Territory that Cadet Command recommends.

c. Officers filling PMS/APMS positions are or will be AGR Soldiers under Title 32 USC 502(f). Requests to support undocumented NGB PMS/APMS positions will not result in an increase to a State or Territory controlled grades or authorizations.

d. The required grade for PMS is Lieutenant Colonel and APMS is Major. Each State and Territory authorized PMS/APMS is authorized special controlled grades on the FTS voucher that are to be used in support of these positions.

e. The AGR officers filling PMS/APMS positions will not participate in the Command Leadership and Staff Assignment Program (CLASP).

5. Responsibilities.

a. Any AGR officer assigned to a PMS position is responsible to the AG for counseling, mentoring and recruiting cadets from ARNG units into ROTC and for recruiting officer accessions from ROTC into the ARNG. Those assigned to APMS positions are responsible to the State/Territory Recruiting and Retention Commander (RRC) for the same support. The RRC will provide assistance and support to ensure their respective PMS/APMS is marketing the ARNG and producing quality commissioned officers in the quantity and academic disciplines necessary to meet ARNG requirements. In addition, the PMS/APMS may have additional responsibilities to teach ROTC cadets.

b. Support of the PMS/APMS officer's effort is critical to the successful accession of ROTC Cadets into the ARNG. Each AG should use Reserve Forces duty or dedicated ARNG scholarships and Guaranteed Reserve Forces Duty (GRFD) contracts as recruitment mechanisms to the maximum extent possible.

c. The PMS/APMS will encourage cadet participation in the Simultaneous Membership Program (SMP) and will work with cadets to locate positions.

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d. The PMS/APMS must be aware of the Department of the Army funded Gold Bar Recruiter (GBR) opportunities for ARNG 2LTs prior to BOLC II course attendance. When Temporary Tour Active Duty funding is available and if unit commanders allow, eligible ARNG 2LTs desiring a GBR opportunity should be afforded that opportunity to the maximum extent possible. The PMS/APMS will coordinate GBR duty through Cadet Command channels.

e. When an individual is precluded from enrolling in ROTC by academic alignment ineligibility or other situations, the PMS/APMS should refer qualified potential candidates for enrollment in Officer Candidate School.

f. Whenever a student is ineligible or disallowed to receive a Guaranteed Reserve Forces Duty contract due to their college academic major, the PMS/APMS may not participate in any enrollment actions or processes that would result in any form of ROTC enrollment of any students pursuing that college academic major for the remainder of the academic year. Additionally, NGB-ASM will notify all ARNG PMS/APMS which academic majors they can no longer recruit from for the remainder of the academic year. PMS/APMS must refer students with those majors to the State Officer Strength Manager for consideration of other ARNG officer production programs.

g. The PMS/APMS will establish National Guard Mission Zone accounts through NGB-ASM-O and be provided with a 10,000 points new account credit. NGB-ASM and ATCC-NG will establish point values and procedures that allow PMS/APMS to earn additional Mission Zone points for successful SMP and OCS enrollment actions.

6. Contractor APMS Personnel.

a. The RRC will assist and work with each PMS to fill vacant contractor APMS positions. The RRC and PMS should both seek out and encourage traditional Soldiers to participate in the ROTC program as civilian contractors.

b. Traditional Soldiers serving as Contractor APMS personnel, Captain through Lieutenant Colonel, will wear the uniform with the ARNG unit's shoulder sleeve insignia, work with the ROTC program during the week, but continue to participate in normal ARNG unit activities.

7. Rating Chain.

a. The PMS Position/APMS Position. Adjutants General have the authority to determine the rating chain of ARNG personnel serving as PMS/APMS.

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States/Territories must ensure adherence to dual supervision rules outlined in AR 623-3, Evaluation Reporting System, paragraph 2-22. when two separate chains of command are supervising and assigning different duties throughout the officer's rating period. See Annex A for suggested rating chains.

b. PMS/APMS rating chain changes should be effective at the start of the rated officers' next rating period.

8. Assignment.

a. The AG will fill vacant PMS positions with officers under their command. If the selected officer is not in the AGR program, they will be accessed into the AGR program prior to assignment. Both qualified Military Technician (MT) and traditional officers are eligible to apply for a one-time occasional three-year tour. To be eligible, MT and traditional officers must meet all eligibility requirements IAW reference 1c above. If selected, these officers must be counseled concerning benefit changes and other special conditions that may apply due to a change in status. Specifically, MT may select Leave Without Pay (LWOP) or choose to separate from the MT program prior to accessing into the AGR program. Additionally, MT must be counseled by the Human Resources Specialist (Employee Relations) regarding Uniformed Services Employment and Reemployment Rights Act (USERRA) entitlements prior to applying for an AGR position. Proof of USERRA counseling must be submitted with the AGR packet. The conditions of the occasional tour will be reflected in the Soldier's AGR orders.

b. Officers selected for participation in the PMS/APMS program will be removed from their current unit position and militarily assigned to a temporary position in their State's Joint Force Headquarters. This memorandum grants the States authority to issue temporary positions by using the following Additional Instructions on the Officer's orders " Temporary (Rank) position to HQ STARC/DARC/TARC TDA (State) is continued for duration of tour."

c. The PMS/APMS assignment is for three years. Officers will be stabilized for the three year period and are not considered eligible for reassignment, other than for the good of the service. After assignment completion, these officers will be reassigned to an AGR position, returned to the MT program if applicable and available for traditional status within the State as appropriate.

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d. The PMS/APMS may request a one-year extension or an assignment curtailment. Extensions and curtailments will be submitted through ROTC Region command channels to the AG. If approved, the AG will provide NGB-ARM a copy of the approved NGB-ARH extension or curtailment. The AG must review mission needs and assess the impact of an extension in place of career development, long-term viability and upward mobility within the State's/Territory's AGR Program. No PMS/APMS assignment will continue beyond four years.

e. Officer reassignments should not occur during the school year. Optimally, they should occur at the end of the school year during the summer months. The Human Resource Officer (HRO)/AGR Manager must coordinate transfer dates with the respective ROTC Region, Assistant Chief of Staff (ACOS), ARNG at ROTC Region Headquarters (HQ) and with the PMS at the supported institution.

f. Reassignments from PMS/APMS position are a "programmed loss." Leadership must have a plan to select (normally one year from end of tour) and train (no less than two weeks overlap of assignments possible) a suitable replacement before assignment termination or extension. In extreme cases, where the State cannot identify a suitable backfill, an extension may be considered after coordination with ROTC chain of command.

9. Nomination of the PMS/APMS

a. The desired traits for a PMS/APMS include experience in counseling, coaching, mentoring, recruiting and teaching skills. Documentation of professional training and experience is required in the nomination packet.

b. The HRO/AGR Manager will review all nomination packets for completeness and accuracy before submitting the packet to the AG.

c. The PMS/APMS nomination packet must include:

(1) Officer Biographical Sketch, IAW, NGR 600-100, appendix H.

(2) Certified copy of the officer's Department of the Army (DA) Form 2-1.

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(3) Certified copies of all college undergraduate, graduate, and post-graduate transcripts.

(4) Current DA photograph (taken within the last 12 months).

(5) Last four OERs, DA Form 67-9.

(6) Last four record APFTs, DA Form 705 and DA Form 5500-R/5501-R (Bodyfat Content Worksheet) if needed.

(7) Letter of recommendation from Commander.

d. Nomination of PMS.

(1) The AG will provide a Letter of Nomination for a PMS position; when two or more officers are nominated, an order of merit list will be provided to the Brigade and Region Commanders. The Brigade and Region Commanders will review the nomination(s) and submit their recommendations to the Commanding General, Cadet Command for approval. Upon approval, the Commanding General, Cadet Command will forward the nomination to the University/College President for acceptance. Upon approval, the Region ACOS ARNG will notify the State so that orders may be published.

(2) For out-of-cycle PMS nominations, the Commanding General, Cadet Command will select ARNG PMS nominees from nomination packets.

(3) Cadet Command will notify the AG and forward an approved nomination through the Region Commander to the University/College President for approval or disapproval. The University/College President will forward an approval or disapproval to the Region Commander, who will notify the State.

(4) At any time during the process, the officer's nomination packet may be disapproved or returned for record verification/correction.

e. Nomination of APMS.

(1) The AG will submit a Letter of Nomination and forward the nomination packet to the ROTC Region ACOS, ARNG. The Region ACOS, ARNG will review the packet and provide a recommendation to the ROTC Region Commander.

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(2) The ROTC Battalion and Brigade Commanders will provide their recommendations to the Region Commander. The Region Commander will forward the nomination packet to the University/College President or return a disapproved packet through channels.

(3) The University/College President will forward an approved or disapproved packet to the Region Commander, who in turn will notify the State.

(4) At any time during the process, the officer's nomination packet may be disapproved, or returned for officer record verification/correction.

10. Prerequisites for PMS.

- a. Grade: Lieutenant Colonel or Promotion Eligible Major.
- b. Military Education: Completed Command and General Staff College/Intermediate Level Education.
- c. Civilian Education: Master's degree required. To be competitive, the undergraduate and post-graduate grade point average should be a minimum of 2.5 and 3.0 respectively, on a 4.0 scale.
- d. Military Experience: Successful battalion-level command or senior staff assignment. The officer must have over four years of experience in the ARNG (non waivable).
- e. Physical Fitness: The officer must meet height and weight requirements IAW AR 600-9, The Army Weight Control Program, and successfully pass the Army Physical Fitness Test within six months of the application.

11. Prerequisites for APMS.

- a. Grade: Major or Promotion Eligible Captain.
- b. Military Education: Officer Advanced Course/Captains Career Course is required. Having completed the next higher military education level is preferred.
- c. Civilian Education: Baccalaureate is required. Some institutions require a master's degree. To be competitive, the undergraduate and post-graduate grade point average should be a minimum of 2.5 on a 4.0 scale.

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d. **Military Experience:** Successful company-level command or equivalent staff leadership experience/assignment is preferred. Officer must have a minimum of four years of experience in the ARNG (non waiverable).

e. **Physical Fitness:** The officer must meet height and weight requirements IAW AR 600-9, The Army Weight Control Program, and successfully pass the Army Physical Fitness Test within six months of the application.

12. **Change of Institution.** States may request a change of PMS/APMS support to an institution.

a. To initiate a change of institution support, the AG will submit a memorandum requesting the change to PMS/APMS institution support. This request must include coordination with the ROTC Brigade and Region Commander. After completing coordination, the AG will send the change request packet through the Region ACoS, ARNG to the ACoS, ARNG, U.S. Army ROTC Cadet Command, (ATCC-NG) Fort Monroe, VA for approval.

b. The change of institution request memorandum must:

(1) Identify the necessity for changing Full Time National Guard Duty (FTNGD) support to an institution (i.e., demographics, unit location, Simultaneous Membership Program support, or the State's inability to meet officer production requirements).

(2) Identify the institution gaining or losing the PMS/APMS position, with an analysis on the ramifications of initiating or discontinuing institution support. A memorandum from the gaining and losing institution's PMS, concurring or nonconcurring with the change, must accompany the AG's request.

(3) Provide the future status of the AGR officer assigned to the gaining or losing institution's PMS/APMS position.

c. Cadet Command will provide a copy of the approved change of institution request to NGB-ARM.

13. **Reports.**

a. In May, NGB-ARM will submit the current requirements to Cadet Command ACoS, ARNG with the location of supported institutions.

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b. The ROTC ACoS, ARNG will validate the requirements by providing an annual report, by 30 July, listing PMS/APMS position locations, incumbent, assignment expiration date, and if vacant, the expected date of fill. The report is sent to the Army National Guard, NGB-ARM.

14. This policy supersedes NGB-ARH Policy Memo #06-077 dated 21 November 2006, Subject: Army National Guard (ARNG) Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy (NGB-ARH Policy Memo #06-77) and will expire one year from the publication date.

15. Points of contact are COL Doug Still, Assistant Chief of Staff – National Guard, HQ Cadet Command, at 757-788-4576 or DSN 680-4576 and Mr. Raymond Holdeman Chief, Active Duty and Mobilization Policy Branch, Personnel Policy, and Readiness Division at 703-607-5851 or DSN 327-5851.



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Enclosure
Annex A

DISTRIBUTION:

US Army Cadet Command, ACoS, ARNG
ROTC Region, ACoS, ARNG
Each State MILPO
Each State HRO
Each State AGR Manager
Each State IG
Each State RRC
NGB-J1-TNS
NGB-ARH
NGB-ARM
NGB-ASM

ANNEX A Suggested ARNG PMS/APMS Rating Chains

a. Suggested ARNG Professor of Military Science (PMS) Rating Chains:

	Rater	Intermediate Rater	Senior Rater
Option A	State G1/other Sr ARNG officer	ROTC Brigade Cdr	Sr ARNG officer as TAG Designates
Option B	ROTC Brigade Cdr	State G1/other Sr ARNG officer	Sr ARNG officer as TAG Designates
Option C	ROTC Brigade Cdr		Sr ARNG officer as TAG Designates

b. Suggested ARNG Assistant Professor of Military Science (APMS) Rating Chains:

	Rater	Intermediate Rater	Senior Rater
Option A	RRC	ROTC PMS	State G1/other Sr. ARNG officer as TAG Designates
Option B	ROTC PMS	RRC	State G1/other Sr. ARNG officer as TAG designates
Option C	ROTC PMS		RRC/State G1/other Sr. ARNG officer as TAG designates
Option D	ROTC PMS	State G1	Sr. ARNG officer as TAG designates
Option E	ROTC PMS	RRC	ROTC Brigade Commander