



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

24 APR 2008

MEMORANDUM FOR Director, Army National Guard and The Adjutants General of all States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia

SUBJECT: CY08 Army National Guard (ARNG) Officer Active Guard Reserve (AGR) AGR Release From Active Duty (REFRAD) Board/ Active Service Management Board (ASMB) Guidance (NGB-ARH Policy Memo #08-03)

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 November 2004.
- d. Department of the Army Pamphlet (DA PAM) 600-3, Commissioned Officer Development and Career Management, 11 December 2007.
- e. Army Regulation (AR) 600-8-24, Officer Transfers and Discharges, 12 April 2006.
- f. Army Regulation (AR) 600-8-104, Military Personnel Information Management/Records, 22 June 2004.
- g. Army Regulation (AR) 600-9. The Army Weight Control Program, 27 November 2006.
- h. Army Regulation (AR) 600-60, Physical Performance Evaluation System, 2 February 2008.
- i. Department of the Army Pamphlet (DA PAM) 611-21, Military Occupational Classification and Structure, 22 January 2007.
- j. Army Regulation (AR) 623-3, Evaluation Report System, 10 August 2007.
- k. National Guard Regulation (NGR) 635-102, Officers and Warrant Officers Selective Retention, 1 July 1988.

NGB-ARH

SUBJECT: CY08 Army National Guard (ARNG) Officer Active Guard Reserve (AGR) AGR Release From Active Duty (REFRAD) Board/ Active Service Management Board (ASMB) Guidance (NGB-ARH Policy Memo #08-03)

2. Authority. NGB and States/Territories will conduct an Officer AGR REFRAD Board or an Active Service Management Board (ASMB) if directed by the Director, Army National Guard (DARNG)/Adjutant General (AG), to consider eligible Title 10 and Title 32 AGR officers for continuation in their respective AGR programs.

3. Purpose. This Guidance Letter prescribes policies and procedures for establishing and conducting the Officer AGR REFRAD Board or an ASMB for Soldiers with 18 or more years active service (AS), who will fall within the zone of consideration. This board is essential for providing a life cycle management tool for career progression and management of qualified AGR Soldiers. The Officer REFRAD Board and ASMB are based on the needs of the Army and Soldier's service in the AGR program. The NGB/States are required to meet selection objectives and be at or below their controlled grade allocations.

4. Goals.

a. Shape and retain the highest quality AGR force based on the needs of the Army National Guard (ARNG), State or Territory and NGB force structures.

b. Ensure only the most capable Soldiers serve in the AGR Program.

c. Ensure opportunity for advancement to the next higher grade.

5. Definition.

a. The term "Soldiers" refers to commissioned officers, commissioned warrant officers, and warrant officers.

b. The term "overstrength" refers to the number of Soldiers the board must select for release based on controlled grade allocations, force structure, upward mobility and the program management intent of the DARNG/AG.

6. Policy.

a. NGB or the States/Territories must conduct a board if they exceed their controlled grade allocation, otherwise the DARNG/AG may conduct a board to shape the force for career progression and the management of qualified AGR Soldiers. The board will be required each year until they no longer exceed their controlled grade allocation. The CY08 REFRAD Board/ASMB will be prior to 30 September. The selection objectives for the REFRAD Board/ASMB will be developed by grade, area of concentration, branch, or functional area.

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b. The Officer AGR REFRAD Board /ASMB is the lifecycle management board used for AGR Officers. Soldiers not selected for release by an AGR REFRAD Board/ASMB may continue to serve until they reach their Mandatory Removal Date (MRD), voluntarily retire, or are selected for release by a subsequent AGR REFRAD Board/ASMB.

c. There is no appeal process or second look. AGR Soldiers selected for release may request to revert to traditional status, retire, or apply for other non-AGR Full Time National Guard Duty Operational Support, Full Time National Guard Duty-Counter Drug, or Military Technician positions.

d. Title 10 Soldiers ordered to active duty under provisions (UP) 10 USC 12302 will be boarded by NGB and Title 32 FTNGD AGR Soldiers ordered to active duty under provisions (UP) 10 USC 12302 will be boarded at their State.

e. Officers will not be retained beyond their Mandatory Removal Date (MRD).

f. Soldier appearance before the Officer AGR REFRAD Board or ASMB is not authorized.

g. A Soldier with an approved retirement is not eligible to be boarded unless the retirement is revoked by the AG for T32 AGR Soldiers and DARNG for T10 AGR Soldiers.

h. Under Provisions (UP) 10 USC 1370, LTCs/COLs will serve three years time in grade (TIG) to be retired in the higher grade, unless selected by the Officer AGR REFRAD board or an ASMB; in which case they must serve 6 months.

i. Soldiers who are selected for release must remain in the AGR Program until the date specified in the Select for Release Memorandum unless an earlier date is requested and approved by the DARNG/AG or the separation is considered voluntary and the Soldier must meet mandatory TIG requirements.

j. Soldiers who are selected for release and are pending a determination from a Fit for Duty Evaluation, Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB) will not be released or retired when until their final medical disposition is determined.

k. Preboard and post-board reports will be sent via e-mail to LCM-ARH@ng.army.mil.

l. NGB will send the ASA(M&RA) a report of the AGR REFRAD Board/ASMB results.

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7. Board Composition:

- a. The board membership will consist of three to five voting members, and one non-voting member. A non-voting advisor may sit on the board. The board president is a voting member.
- b. All voting board members must be senior either in grade, TIG or by date of appointment to all Soldiers being considered. By virtue of position, the Chief of Staff at Joint Forces Headquarters (JFHQ) and the Army National Guard Readiness Center are considered senior in rank to all Colonels being considered by this board.
- c. Board membership will consist of Army personnel from the ARNG and may include an Active Component (AC) or United States Army Reserve (USAR) member. Service members from other services (i.e Air National Guard) may not be used for board membership under any circumstances.
- d. The DARNG/AG may request support from other States/Territories 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.
- e. Voting board members will be rotated so that they do not sit on consecutive boards in consecutive years.
- f. All board members will be present for the entire board proceeding.
- g. The non-voting recorder can be an officer, warrant officer, or noncommissioned officer and can sit on consecutive boards.
- h. There must be gender and minority representation within the board membership if the board considers minority and/or female Soldiers. All efforts must be made to comply with this requirement. The inability to meet this membership requirement will be annotated in the Board Appointment Memorandum and Board reports.
- i. Board Membership will not include the convening AG, Judge Advocate General (JAG), Equal Opportunity (EO) officer, Inspector General (IG), Chaplain, United States Property and Fiscal officer (USPFO) or a non-select Soldier from a previous Active Tour Continuation Board or any non-retention board.
- j. A Soldier being considered by the board will not serve as a member of the board or have any connection to the board process.

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k. Recusant Board Members. If a board member is related by blood or marriage to a Soldier being considered by the board, that board shall not vote on that Soldier's file.

8. Responsibilities.

a. Chief, National Guard Bureau (CNGB).

- (1) Oversee the operation, the performance, and execution of the AGR Program.
- (2) Develop policies to manage the AGR Program for the Army National Guard.
- (3) Establish the policies and procedures necessary to manage AGR career programs.
- (4) Approval authority for the Officer AGR REFRAD Board/ASMB.

b. NGB-ARH

(1) Review, update and publish a yearly Memorandum of Instruction (MOI)/Guidance Letter NLT 120 days prior to start of board cycle.

(2) Review all required Officer AGR REFRAD Board/ASMB reports for compliance with the MOI /Guidance Letter.

(3) Support states and territories when requested.

(4) Review board results for compliance with MOI/Guidance Letter and forward to CNGB for approval/disapproval.

(5) Coordinate with NGB-ARM on approval of selection objectives for the AGR REFRAD Board/ASMB.

c. NGB-ARM

(1) Review and approve pre-board selection objectives for the AGR REFRAD Board/ASMB based on controlled grade allocation.

(2) Ensure that states are within their controlled grade allocation.

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d. DARNG/AG:

(1) Determine if Officer AGR REFRAD Board/ASMB is required.

(2) Determine selection objectives for the Officer AGR REFRAD Board/ASMB.

(3) Convening authority for the Officer AGR REFRAD Board/ASMB.

(4) Select and appoint board members.

(5) Appoint another Soldier to manage the execution and administrative responsibilities of the Officer AGR REFRAD Board/ASMB if the AGR Manager is being considered by the board.

(6) Will provide an informational brief and charge the board based on the MOI. This briefing is informational in nature and does not constitute additional guidance to the board.

(7) Provide concurrence/non-concurrence on board recommendations. The DARNG/AG has the authority to discard the board results and charge a new board to consider the eligible population. NGB/States are required to meet selection objectives and be at or below their controlled grade allocations to ensure career progression.

(8) Notify Soldiers of selection/nonselection NLT 30 days after the board results are approved.

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

(10) Provide NGB-ARH with a memorandum as to the final disposition of the Officer AGR REFRAD/ASMB.

(11) Approve/disapprove Soldier requests regarding continued military service in a non AGR status.

e. NGB-ARZ-HCM/State HRO:

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

(2) Obtain future force structure information to assist the DARNG/AG with the development of the selection objectives for the AGR REFRAD Board/ASMB.

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- (3) Prepare and submit all pre-board reports IAW the MOI/Guidance Letter.
- (4) Ensure all Soldiers eligible for consideration by the Officer AGR REFRAD Board/ASMB are accounted for.
- (5) Notify Soldiers, in writing, being considered by the board NLT 90 days prior to convening date of the board.
- (6) Support all eligible Soldiers to ensure their board personnel files are complete.
- (7) Furnish the board with the personnel files of the Soldiers, to include mobilized Soldiers, being considered. Every effort must be made to ensure that packets for mobilized Soldiers are complete.
- (8) Provide the board with pre-board reports and any new directives.
- (9) Assist the board president with completing the post board reports.
- (10) Provide NGB-ARH with a memorandum signed by the DARNG/AG if NGB or a state/territory elects not to hold an Officer AGR REFRAD Board/ASMB for the current year.

9. Eligibility.

a. Soldiers eligible for consideration. AGR officers, to include AGR officers mobilized under the provisions of 10 USC sections 12302 or 12304, who have completed 18 or more years of active service (AS) as of 31 December of the calendar year preceding the board date will be considered if an officer's grade, area of concentration, branch, or functional area have been identified as overstrength.

b. Soldiers who are not eligible.

(1) Soldiers whose grade, area of concentration, branch, or functional area has not been identified as overstrength.

(2) Soldiers who are within 12 months of reaching their MRD as of 31 December of the calendar year preceding the board date. These AGR Soldiers will be separated upon reaching their MRD.

(3) Soldiers with a retirement that has been approved as of 31 December of the calendar year preceding the board date by the DARNG/AG.

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(4) Soldiers previously considered but not selected by an AGR REFRAD Board/ ASMB held during the preceding calendar year.

(5) Soldiers on their initial 3-year AGR tour as of 31 December of the calendar year preceding the board date.

(6) Soldiers who are not within one year of completing their Active Service Obligation as of 31 December of the calendar year preceding the board date due to military education or OCONUS PCS. (i.e. Senior Service College).

10. Timeline.

a. Boards will be conducted prior to 30 September.

b. No less than 90 days prior to the convening of the board, DARNG/AG will notify each Soldier within the zone of consideration of their intent to conduct a board and the required documents for submission. Soldiers are responsible for ensuring their board packets are complete by the date specified in the notification. Soldiers must be offered the opportunity to continue to serve in an active status by applying for positions available in the Officer/Warrant Officer Call to Active Duty Program (CAD). The website is www.hrc.army.mil/SITE/Active/opdistacc/CAD/calltoAD.htm

c. Not later than 30 days after the DARNG/AG approves the board results, the DARNG/AG must notify each Soldier of their non-selection or selection for release from the AGR Program. Soldiers selected for release may request to revert to traditional status, retire, interstate transfer, or apply for other non-AGR Full-Time National Guard Duty Operational Support, Full-Time National Guard Duty-Counter Drug, or Military Technician positions.

d. Mobilized Soldiers will be notified if selected for release from the AGR program, within 30 days of REFRAD from mobilized status. Unless expressly waived, Soldiers will be released from the AGR program no less than 9 months and not to exceed 12 months from their REFRAD.

11. Release Dates. Soldiers selected by the Officer AGR REFRAD board/ASMB will be separated not earlier than 9 months and not later than 12 months, from the date the board results are approved unless an earlier release date is requested by the Soldier and approved by the DARNG/AG.

12. Release from the AGR Program.

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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 AGR REFRAD Board/ASMB results memo to select an option:

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

(2) Retirement. The Soldier will be allowed a minimum of 9 months, not to exceed 12 months to separate from the AGR Program. 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 the 30 day election period.

(3) Transfer to the Army Reserve (TPU, IMA or IRR). The Soldier will be allowed a minimum of 9 months, not to exceed 12 Months to separate from the AGR Program.

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

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

d. 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.

13. The point of contact for this memorandum is MAJ Ardis Porter at 703-607-0023 (DSN 327) or email at LCM-ARH@ng.army.mil.



DAVID P. SHERIDAN
COL. GS
Chief, Personnel Policy
and Readiness Division

2 Enclosures

1. Annex A – Reports
2. Annex B – Time Line

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

ANNEX A

Officer AGR REFRAD Board/ASMB Reports

1. After Action Report Cover Memorandum
2. Board Membership Appointment Memorandum
3. Selection Objectives for the ASMB
4. Board Membership Demographics
5. Statistical Report
6. Non-select for Release Memorandum
7. Select for Release Memorandum
8. Non-conduct (within controlled grade allocations)
9. Non-conduct (with attrition plan)

ANNEX B

Timeline

After Action Report (AAR) Cover Memo for Officer AGR REFRAD Board/ASMB

FOR OFFICIAL USE ONLY
(Letterhead)

Office Symbol

Date

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

SUBJECT: After Action Report (AAR) of Calendar Year 20(XX) Officer Active Guard Reserve REFRAD board/ASMB)

1. The (State) Calendar Year 20(XX) Officer AGR REFRAD Board /ASMB convened at (time), (date) at the (location, city and state).
2. The purpose of the board, acting under oath and having in view the special fitness of Soldiers and the efficiency of the Army National Guard, 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 Officer AGR REFRAD Board/ASMB roster will be released as per guidelines established in the MOI. Included in this AAR are: Selection Objectives for the AGR REFRAD Board/ASMB, AGR REFRAD board/ASMB Roster and Statistical report.
3. The board recessed at (hours) on (date).
4. This is to certify that the (state/territory) Officer AGR REFRAD Board/ASMB members listed have agreed upon the recommendations.
5. POC for this action is: (RANK FULL NAME) at Comm: xxxxxxxx/DSN:xxxxxxxxxxx.

AUTHORITY LINE:

XXXXX XXXX
Colonel, ARNG
Board President

XXXXXX XXXXXX
Colonel, ARNG
Member

XXXXXX XXXXXX
Colonel, ARNG
Member

XXXXXX XXXXXX
Major, ARNG
Recorder (w/out vote)

Board Appointment Memo

FOR OFFICIAL USE ONLY
-LETTERHEAD-

Office Symbol

Date

MEMORANDUM FOR President and Members of the Calendar Year (XX) Officer Active Guard Reserve AGR REFRAD board /Active Service Management Board

SUBJECT: Appointment of the Calendar Year 20(XX) Officer AGR REFRAD board /ASMB

1. The following individuals are appointed to serve on the CY (XX) Officer AGR REFRAD Board/ASMB:

- a. PRESIDENT: COL XXXXXXXX, ARNG
- b. MEMBERS: COL XXXXXXXX, (Branch), (AGR, M-Day, Tech, AC) (select one)
COL XXXXXXXX, (Branch), (AGR, M-Day, Tech, AC)
- c. RECORDER (w/o vote): (MAJ)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), (YYMMDD), at (location, complete address).

4. Special Instructions: Board membership is considered close hold. When making arrangements for absence from civilian or military duties, Soldiers will make reference to a "DA Special Project", not a career management board.

Signature Block of the DARNG/AG

Selection Objectives for the AGR REFRAD board/ASMB

STATE
 CYXX OFFICER AGR REFRAD board/ASMB
 SELECTION OBJECTIVES FOR AGR REFRAD board/ASMB

FOR OFFICIAL USE ONLY

BR/FA	COL	LTC	MAJ	CPT	2LT/1LT	MOS	CW5	CW4-WO1
90A	1	1				920		1
43A	1	1	1			420		1
TOTALS	3	2	1					2

Signature
 DARNG/AG

(Sample Data)

Board Membership Demographics

STATE

CYXX OFFICER AGR REFRAD board/ASMB

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	COL	123-45-6789	YYMMDD	C	X	F	Voting	Member
Last, First, MI	MAJ	123-45-6789	YYMMDD	C	X	M	Non-Voting	Recorder

(Sample Data)

STATE
 CYXX OFFICER AGR REFRAD board/ASMB
 STATISTICAL REPORT

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COL	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%
COL	TOT CON	SELECT	% SEL
F	0	0	
M	3	3	100%
TOTAL	3	3	100%

LTC	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%
LTC	TOT CON	SELECT	% SEL
F	1	1	100%
M	1	0	0%
TOTAL	2	1	50%

MAJ	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%
MAJ	TOT CON	SELECT	% SEL
F	0	0	
M	1	1	100%
TOTAL	1	1	100%

CW5	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%
CW5	TOT CON	SELECT	% SEL
F	1	0	0%
M	0	0	0%
TOTAL	1	0	0%

CPT	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%
CPT	TOT CON	SELECT	% SEL
F	0	0	
M	1	1	100%
TOTAL	1	1	100%

CW4-WO1	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%
CW4-WO1	TOT CON	SELECT	% SEL
F	1	0	0%
M	0	0	0%
TOTAL	1	0	0%

2LT/1LT	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%
2LT/1LT	TOT CON	SELECT	% SEL
F	0	0	
M	1	1	100%
TOTAL	1	1	100%

Signature
Board President

(Sample Data)

Non-Select for Release Memorandum

(LETTERHEAD)

Office Symbol

Date

MEMORANDUM THRU (command channels)

FOR (Soldier concerned)

SUBJECT: Results of the Active Guard Reserve (AGR) Release from Active Duty (REFRAD)/Active Service Management Board (ASMB)

1. I am pleased to inform you that the results of the Officer AGR REFRAD Board/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.

CF: Command Channels

Signature block of DARNG/AG

Select for Release Memorandum

(LETTERHEAD)

Office Symbol

Date

MEMORANDUM FOR (Soldier concerned)

SUBJECT: Non-retention for continued service on the Officer Active Guard Reserve Release from Active Duty (REFRAD) Board/ Active Service Management Board (ASMB)

1. An Officer AGR REFRAD Board/ASMB was convened on (Date). Your records were reviewed; unfortunately, you were selected for release from the AGR Program.
2. Under provision of this Officer AGR REFRAD Board/ASMB, a Soldier who is selected for release will be released from the AGR Program no less than 9 months up to 12 months or upon attaining 20 years of active service, whichever is later not to exceed mandatory removal date.
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. The Soldier will be allowed a minimum of 9 months, not to exceed 12 months to separate from the AGR Program unless an earlier release date is requested by the Soldier.
 - b. Apply for retirement. The Soldier will be allowed a minimum of 9 months, not to exceed 12 months to separate from the AGR Program. 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 the 30 day election period.
 - c. Transfer to the Army Reserve (TPU, IMA or IRR). The Soldier will be allowed a minimum of 9 months, not to exceed 12 months to separate from the AGR Program unless an earlier release date is requested by the Soldier and approved by the State Adjutant General.
4. 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. Results of this board are dictated by the needs of the Army.

SUBJECT: Non-retention for continued service on the Officer Active Guard Reserve
Release from Active Duty (REFRAD) Board/ Active Service Management Board (ASMB)

5. Members who are released involuntarily are not considered to be ineffective or substandard in duty performance. You may be eligible to reapply to the AGR Program at a future date.

6. Your many personal sacrifices to the Army National Guard 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

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: CYXX (NGB or State) Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. The State of XXXXX will not be convening a CYXX 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 CYXX will be continued in the AGR Program until the occurrence of the next ASMB, Retention Control Point, or age 60, whichever comes first.
3. Point of contact for this action is xxxxxxxx at xxx-xxx-xxxx, DSN xxx-xxxx, or email at xxxxxx@st.ngb.army.mil.

Signature Block of DARNG/AG

Non-Conduct Letter Attrition Plan

(LETTERHEAD)

Office Symbol

Date

14 November 2006

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

SUBJECT: CY08 Army National Guard (ARNG) Enlisted Active Guard Reserve (AGR) Active Service Management Board (ASMB)

1. The state of _____ will not be convening a CY08 ARNG Enlisted AGR ASMB.

2. _____ currently has _____ excess E8 and _____ excess E9 control grades. Through natural attrition, we will meet be at our control grade authorization of thirteen E8 and seven E9 Soldiers. The following Soldiers will be released during CY08:

Name – Date of Retirement or 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 CY08 will continue in the AGR Program until the occurrence of the next ASMB, Retention Control Point (RCP), or age 60, whichever comes first.

4. Point of contact for this action is _____ at xxx-xxx-xxxx

NAME

XXX General, ___ ARNG

The Adjutant General

ANNEX B

Time Line: Officer AGR REFRAD board/ASMB.

Time Line	Action
120 days prior to convening board or upon decision to non-conduct	Notify NGB-ARH of DARNG/AG intent to conduct/non-conduct board
31 December of previous year	By this date must have 18 or more years AS
12 Months prior to board cycle	Will not be boarded if Officer reaches MRD
120 days Prior to board cycle	NGB-ARH publish MOI
90 days Prior to board cycle	NGB/States/Territories notify Soldiers in writing that they will be considered by the upcoming Officer AGR REFRAD board/ASMB
90 days Prior to board cycle	NGB/States/Territories notify Soldiers in writing that they will not be considered by the upcoming Officer AGR REFRAD board/ASMB due to No Selection Objective
15 Days Prior to board cycle	Pre-board reports due to NGB-ARH
1 week following receipt of pre-board reports	NGB-ARH will review pre-board reports and inform the state/territories their reports are IAW policy
2 weeks Prior to the convening of the board	Changes can be submitted to Selection Objectives/board membership
15 Days following board deliberations	Post-board report due to NGB-ARH
NLT30 days following receipt of post board reports	NGB-ARH to conduct administrative review and present the board to CNGB for approval
2 weeks following NGB-ARH administrative review of post board reports	CNGB will approve the board results and NGB-ARH will return the approval to the DARNG/AG
NLT30 days following return of post board reports	The DARNG/AG will notify Soldiers in writing of their selection/non-selection
30 days following receipt of Results memo	Soldier will notify the AGR Manager on the selection listed on the AGR REFRAD board/ASMB notification memo
31 January each year	NGB will provide the final results of the AGR REFRAD board/ASMB to the ASA(M&RA)
9-12 Months following approval date of board	Selected Soldiers will be released from the AGR Program, not to exceed MRD
21 July-30 September	Zone to conduct AGR REFRAD Board/ASMB