



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

NGB-ARH

5 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: Calendar Year 2009 (CY 09) ARNG Officer AGR Release From Active Duty (REFRAD) Board/ Active Service Management Board (ASMB) Guidance (NGB-ARH Policy Memo #09-016)

1. References:

- a. Title 10, United States Code, Armed Forces.
- b. Title 32, United States Code, National Guard.
- c. Army Regulation (AR) 600-8-104, Military Personnel Information Management/Records, 22 Jun 04.
- d. AR 135-18, Active Guard Reserve (AGR) Program, 1 Nov 04.
- e. AR 600-8-24, Officer Transfers and Discharges, 12 Apr 06.
- f. AR 600-9, The Army Weight Control Program, 27 Nov 06
- g. AR 623-3, Evaluation Report System, 10 Aug 07.
- h. AR 600-60, Physical Performance Evaluation System, 2 Feb 08.
- i. Department of the Army Pamphlet (DA PAM) 611-21, Military Occupational Classification and Structure, 22 Jan 07.
- j. DA PAM 600-3, Commissioned Officer Development and Career Management, 11 Dec 07.
- k. National Guard Regulation 635-102, Officers and Warrant Officers Selective Retention, 1 Jul 88

2. Authority: The NGB and States and Territories will conduct an Officer AGR REFRAD Board, or an ASMB if directed by the Director, Army National Guard (DARNG) or the

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Adjutant General (TAG), to consider eligible Title 10 (T10) and Title 32 (T32) 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 years or more of active service, 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 the Soldier's service in the AGR program. The NGB and 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 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/TAG.

6. Policy:

a. The NGB or States and Territories must conduct a board if they exceed their controlled grade allocation; otherwise, the DARNG/TAG 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 allocations. The CY 09 REFRAD Board/ASMB will convene between 1 Jun and 31 Aug. 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 life cycle 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. The AGR Soldiers selected for release may request to revert to traditional status, interstate transfer, retire, or apply for other non-AGR Full Time National Guard Duty Operational Support, Full Time National Guard Duty-Counter Drug (FTNGD-CD), or Military Technician positions.

d. Title 10 Soldiers ordered to active duty under provisions of 10 USC 12302 will be boarded by NGB, and T32 FTNGD AGR Soldiers who are ordered to active duty under provisions of 10 USC 12302 will be boarded at their State.

e. Officers will not be retained beyond their MRD.

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

g. State CCWOs serving in the AGR Program are exempt from the ASMB process. The State CCWO is a nominative position and is not subject to the boarding process.

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

i. Under Provisions of 10 USC 1370, LTCs and COLs will serve 3 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.

j. Soldiers who are selected for release must remain in the AGR Program until the date specified in the Select for Release Memorandum. If an earlier date is requested by the Soldier and approved by the DARNG/TAG, the separation is considered voluntary, and the Soldier must meet mandatory TIG requirements to retire at the current grade held.

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

l. Pre- and post-board reports will be sent via e-mail to: LCM-ARH@ng.army.mil.

m. The NGB will send the Assistant Secretary of the Army (Manpower and Reserve Affairs) a report of the AGR REFRAD Board/ASMB results.

n. The AGR officers who reach 15 years of active service will not be considered by the Selective Retention Board.

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 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 (e.g., Air National Guard) may not be used for board membership under any circumstances.

d. The DARNG/AG may request support from other States and Territories 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.

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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 TAG, Judge Advocate General, Equal Opportunity Officer, Inspector General, Chaplain, United States Property and Fiscal Officer, or a non-select Soldier from a previous AGR REFRAD Board/ASMB.

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.

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

8. Responsibilities:

a. Chief, National Guard Bureau (CNGB) will:

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

b. NGB-ARH will:

- (1) Review, update, and publish a yearly memorandum of instruction (MOI)/guidance letter.
- (2) Review all required Officer AGR REFRAD Board/ASMB reports for compliance with the MOI /guidance letter.
- (3) Support States and Territories when requested.

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(4) Review board results for compliance with the MOI/guidance letter and forward to CNGB for approval or disapproval.

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

c. NGB-ARM will:

(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.

d. DARNG/TAG will:

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

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

(3) Serve as 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) 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/nonconcurrence on board recommendations. The DARNG/TAG has the authority to discard the board results and charge a new board to consider the eligible population. The NGB and 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 not later than (NLT) 7 days after the board results are approved.

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

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

e. NGB-ARZ-HCM/State HRO will:

(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/TAG with the development of the selection objectives for the AGR REFRAD Board/ASMB.

(3) Prepare and submit all pre-board reports in accordance with the MOI/guidance letter.

(4) Ensure all Soldiers who are eligible for consideration by the Officer AGR REFRAD Board/ASMB are accounted for.

(5) Notify Soldiers in writing NLT 90 days prior to convening date of the board that they are being considered by 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 being considered, to include mobilized Soldiers. 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/TAG if NGB or a State or Territory elects not to hold an Officer AGR REFRAD Board/ASMB for the current year.

9. Eligibility:

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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 years or more of active service as of 31 Dec of the CY 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 Dec of the CY 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 Dec of the CY preceding the board date by the DARNG/TAG.

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

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

(6) Soldiers who are not within 1 year of completing their active service obligation as of 31 Dec of the CY preceding the board date due to military education or outside continental United States permanent change of station (e.g., Senior Service College).

10. Timeline:

a. Boards will be conducted between 1 Jun and 31 Aug.

b. No less than 90 days prior to the convening of the board, the DARNG/TAG 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 Web site is www.hrc.army.mil/SITE/Active/opdistacc/CAD/calltoAD.htm.

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c. Not later than 7 days after the CNGB approves the board results, the DARNG/TAG must notify each Soldier of his or her 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.

11. Release Dates: Unless an earlier date is requested by the Soldier, a Soldier who is selected for release will be released from the AGR program no earlier than 9 months and NLT 12 months from the date the approval memorandum is signed by the CNGB. Soldiers who have reached 18 years of active service (sanctuary) may not be discharged or transferred from an active status without the Soldier's consent prior to the date on which the member is entitled to be credited with 20 years of service. Note, Soldiers with more than 20 years of active service will not be retained in the AGR program beyond their mandatory removal age.

12. 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 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. Soldier may request to remain a member of the ARNG in a traditional drilling status.

(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 his or her completed retirement election forms within 30 days of notification of release. If the forms are not submitted, the DARNG/TAG 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.

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b. Force Structure. If the position is being discontinued due to transformation or restructuring, the DARNG/TAG 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.

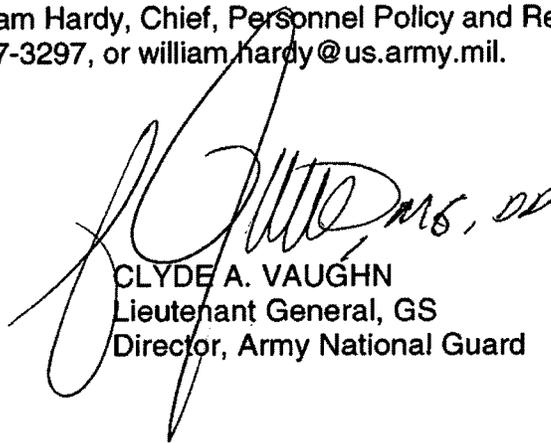
d. Soldiers who are selected and have reached sanctuary (18-year lock in) will be separated upon reaching 20 years of active service, but not beyond age 60.

13. The point of contact is Mr. William Hardy, Chief, Personnel Policy and Readiness Division, at DSN 327-3297, 703-607-3297, or william.hardy@us.army.mil.

2 Encls

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

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



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

ANNEX A

Officer AGR REFRAD Board/ASMB Reports

PreBoard Reports:

1. Board Membership Appointment Memorandum
2. Selection Objectives for the ASMB
3. Board Membership Demographics
4. Consideration Roster

PostBoard Reports:

1. Report of Board Proceedings/Action After Review
2. Show Cause Certification Memorandum
3. Order of Merit List (scores removed)
4. Selected for Release Roster
5. Non-selection for Release Roster
6. DARNG/AG Concurrence Memorandum
7. Statistical Report
8. AOC/BR/FA Statistical Report
9. Release Memorandum (Non-Selection for Release)
10. Release Memorandum (Selection for Release)
11. Non-Conduct Letter (within controlled grade allocations)
12. Non-Conduct Letter (with attrition plan)

Board Appointment Memo

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-LETTERHEAD-

Office Symbol

Date

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

SUBJECT: Appointment of the Calendar Year 20XX 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), (YMMDD), 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 DARNG or TAG)

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

Selection Objectives for the AGR REFRAD Board/ASMB

STATE

CYXX OFFICER AGR REFRAD board/ASMB

SELECTION OBJECTIVES FOR AGR REFRAD board/ASMB

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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

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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

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Consideration Roster – (Total alpha list of AGR Soldiers who have 18 or more years of AS)

Name	Rank	SSN/Race	BR MOS	FA	DOR	DOB	Commissioning Date	BASD	MRD	Not Considered
Last, First, MI	COL	001-23-4567 C	IN	90A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	ASO-War College
Last, First, MI	COL	001-23-4567 N	FA		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	NSO
Last, First, MI	COL	001-23-4567 H	OD		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI	COL	001-23-4567 M	OD		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	Approved Retirement
Last, First, MI	COL	001-23-4567 R	AG	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI	LTC	001-23-4567 Z	TC	90A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	MRD
Last, First, MI	LTC	001-23-4567 C	QM	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI	MAJ	001-23-4567 N	AR	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	Pending MMRB
Last, First, MI	CW4	001-23-4567 H	920		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI	CW4	001-23-4567 M	920		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	
Last, First, MI	CW4	001-23-4567 R	420		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	

* This Consideration lists ALL eligible Soldiers

FIRST LAST
Colonel, ARNG
Board President

(Date)

FIRST LAST
Colonel, ARNG
Member

(Date)

FIRST LAST
Colonel, ARNG
Member

(Date)

FIRST LAST
Major, ARNG
Recorder (w/out vote)

(Date)

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

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Date

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

SUBJECT: Board Proceedings/After Action Report (AAR) of Calendar Year 20XX Officer
Active Guard Reserve (AGR) REFRAD/Active Service Management Board (ASMB)

1. The (State) Calendar Year 20XX Officer AGR REFRAD Board/ASMB convened at (time), (date) at the (location, city and State).
2. The board president, board members, board recorders, and designated administrative support personnel hereby certify that, to the best of their knowledge, the board complied with the instructions that they were not subject to or aware of any censure, reprimand, or admonishment resulting from the recommendation of the board or its exercise of any lawful function within the board's authorized discretion; and that they were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations; and that they were not party to, or aware of, any attempt at unauthorized communications. The board acting under oath and having in view the special fitness of officers and the efficiency of the Army, has carefully reviewed the record of every officer whose name was furnished to it as specified in the instructions. In the opinion of the majority of the board members, the officers named are the least qualified, as specified in the instructions, among officers whose names were furnished to the board, and are hereby recommended to be released from the Title 32 AGR Program.
3. The Soldiers annotated on the Officer AGR REFRAD Board/ASMB roster will be released as per guidelines established in the memorandum of instruction. Included in this AAR are: Selection Objectives for the AGR REFRAD Board/ASMB, OML, AGR REFRAD Board/ASMB Rosters, Statistical reports and Show Cause memorandum.
4. The board recessed at (hours) on (date).

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SUBJECT: Board Proceedings/After Action Report (AAR) of Calendar Year 20XX Officer
Active Guard Reserve (AGR) REFRAD/Active Service Management Board (ASMB)

5. This is to certify that the (State or Territory) Officer AGR REFRAD Board/ASMB
members listed have agreed upon the recommendations.

6. The point of contact is RANK FIRST LAST, TITLE, at DSN XXX-XXXX,
XXX-XXX-XXXX, or first.last@us.army.mil.

FIRST LAST
Colonel, ARNG
Board President

(Date)

FIRST LAST
Colonel, ARNG
Member

(Date)

FIRST LAST
Colonel, ARNG
Member

(Date)

FIRST LAST
Major, ARNG
Recorder (w/out vote)

(Date)

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Office Symbol

Date

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

SUBJECT: Show Cause Certification Memorandum Calendar Year 20XX Officer Active Guard Reserve (AGR) REFRAD/Active Service Management Board (ASMB)

1. In the opinion of the majority of members, the officers named on the enclosure(s) should be required to show cause for retention in an active status in accordance with AR 135-175, AR 600-8-24, or NGR 635-101, as appropriate.

List names of officers or N/A:

2. The point of contact is RANK FIRST LAST, TITLE, at DSN XXX-XXXX, XXX-XXX-XXXX, or first.last@us.army.mil.

FIRST LAST
Colonel, ARNG
Board President

(Date)

FIRST LAST
Colonel, ARNG
Member

(Date)

FIRST LAST
Colonel, ARNG
Member

(Date)

FIRST LAST
Major, ARNG
Recorder (w/out vote)

(Date)

AGR Officer REFRAD Board/ASMB Order of Merit Lists (OML)

STATE
 CYXX OFFICER AGR REFRAD Board/ASMB
 OFFICER AGR REFRAD Board/ASMB OML

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Name	Rank	SSN	BR MOS	FA	DOR	DOB	Commissioning Date	BASD	MRD
Last, First, MI	COL	001-23-4567	IN	90A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	COL	001-23-4567	OD		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	COL	001-23-4567	AG	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	LTC	001-23-4567	TC	90A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	LTC	001-23-4567	QM	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	MAJ	001-23-4567	AR	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	CW4	001-23-4567	920		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	CW4	001-23-4567	920		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	CW4	001-23-4567	420		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Scores Removed									

 FIRST LAST
 Colonel, ARNG
 Board President

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Major, ARNG
 Recorder (w/out vote)

 (Date)

AGR Officer REFRAD Board/ASMB Selection for Release Roster

STATE
 CYXX OFFICER AGR REFRAD Board/ASMB
 OFFICER AGR REFRAD Board/ASMB Roster

FOR OFFICIAL USE ONLY

Name	Rank	SSN	BR MOS	FA	DOR	DOB	Commissioning Date	BASD	MRD
Last, First, MI	COL	001-23-4567	IN	90A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	COL	001-23-4567	OD		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	COL	001-23-4567	AG	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	LTC	001-23-4567	TC	90A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	LTC	001-23-4567	QM	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	MAJ	001-23-4567	AR	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	CW4	001-23-4567	920		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	CW4	001-23-4567	920		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	CW4	001-23-4567	420		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
* This AGR REFRAD board/ASMB roster lists only ALL Soldiers selected for Release									

 FIRST LAST
 Colonel, ARNG
 Board President

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Major, ARNG
 Recorder (w/out vote)

 (Date)

AGR Officer REFRAD Board/ASMB Non-Selection for Release Roster

STATE
 CYXX OFFICER AGR REFRAD Board/ASMB
 OFFICER AGR REFRAD Board/ASMB Roster

FOR OFFICIAL USE ONLY

Name	Rank	SSN	BR		DOR	DOB	Commissioning	BASD	MRD
			MOS	FA			Date		
Last, First, MI	COL	001-23-4567	IN	90A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	COL	001-23-4567	OD		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	COL	001-23-4567	AG	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	LTC	001-23-4567	TC	90A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	LTC	001-23-4567	QM	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	MAJ	001-23-4567	AR	43A	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	CW4	001-23-4567	920		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	CW4	001-23-4567	920		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
Last, First, MI	CW4	001-23-4567	420		YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
* This AGR REFRAD/ASMB roster lists only ALL Soldiers not selected for Release									

 FIRST LAST
 Colonel, ARNG
 Board President

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Major, ARNG
 Recorder (w/out vote)

 (Date)

FOR OFFICIAL USE ONLY
(Letterhead)

Office Symbol

Date

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

SUBJECT: Calendar Year 20XX (CY XX) (NGB or State) ARNG Officer Active Guard Reserve (AGR) REFRAD/Active Service Management Board (ASMB)

1. I concur with the attached results of the CY XX ARNG Officer AGR REFRAD/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 RANK FIRST LAST, TITLE, at DSN XXX-XXXX, XXX-XXX-XXXX, or first.last@us.army.mil.

(Signature Block of DARNG or TAG)

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

STATE
 CYXX OFFICER AGR REFRAD Board/ASMB
 STATISTICAL REPORT

FOR OFFICIAL USE ONLY

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%

 FIRST LAST
 Colonel, ARNG
 Board President

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Major, ARNG
 Recorder (w/out vote)

 (Date)

STATE
 CYXX OFFICER AGR REFRAD Board/ASMB
 STATISTICAL REPORT

FOR OFFICIAL USE ONLY

GRADE	AOC/BR/FA	TOT CON	SELECT	% SEL

 FIRST LAST
 Colonel, ARNG
 Board President

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Colonel, ARNG
 Member

 (Date)

 FIRST LAST
 Major, ARNG
 Recorder (w/out vote)

 (Date)

Non-Select for Release Memorandum

(LETTERHEAD)

Office Symbol

Date

MEMORANDUM THRU (command channels)

FOR (Soldier concerned)

SUBJECT: Results of the Officer Active Guard Reserve (AGR) 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.
4. The point of contact is RANK FIRST LAST, TITLE, at DSN XXX-XXXX, XXX-XXX-XXXX, or first.last@us.army.mil.

(Signature Block of DARNG or TAG)

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

Select for Release Memorandum

(LETTERHEAD)

Office Symbol

Date

MEMORANDUM FOR (Soldier concerned)

SUBJECT: Non-retention for Continued Service on the Officer Active Guard Reserve (AGR) REFRAD/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/TAG 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.

OFFICE SYMBOL

SUBJECT: Non-retention for Continued Service on the Officer Active Guard Reserve (AGR) REFRAD/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.

7. The point of contact is RANK FIRST LAST, TITLE, at DSN XXX-XXXX, XXX-XXX-XXXX, or first.last@us.army.mil.

(Signature Block of DARNG or TAG)

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

CF:
Command Channels

FOR OFFICIAL USE ONLY
(Letterhead)

Office Symbol

Date

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

SUBJECT: Calendar Year 20XX (CY XX) (NGB or State) ARNG Officer Active Guard Reserve (AGR) REFRAD/Active Service Management Board (ASMB)

1. (State) will not be convening a CY XX ARNG Officer AGR REFRAD Board/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 AGR REFRAD Board/ASMB, mandatory removal date, or age 60, whichever comes first.
3. The point of contact is RANK FIRST LAST, TITLE, at DSN XXX-XXXX, XXX-XXX-XXXX, or first.last@us.army.mil.

(Signature Block of DARNG or TAG)

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

Non-Conduct Letter Attrition Plan

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(Letterhead)

Office Symbol

Date

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

SUBJECT: Calendar Year 20XX (CY XX) (NGB or State) ARNG) Officer Active Guard Reserve (AGR) REFRAD/Active Service Management Board (ASMB)

1. The state of _____ will not be convening a CY XX ARNG Officer AGR REFRAD Board/ASMB.

2. _____ currently has ____ excess O6 and _____ excess O5 control grades. Through natural attrition, we will meet be at our control grade authorization of four O6 and seven O5 Soldiers. The following Soldiers will be released during CY XX:

Name – Date of Retirement or Mandatory Removal Date

Name – Date

Name - Date

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

3. The point of contact is RANK FIRST LAST, TITLE, at DSN XXX-XXXX, XXX-XXX-XXXX, or first.last@us.army.mil.

(Signature Block of DARNG or TAG)

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

ANNEX B Timeline

Time Line: Officer AGR REFRAD Board/ASMB.

Time Line	Action
120 days prior to board cycle	NGB-ARH publish MOI
31 December of previous year	By this date must have 18 or more years AS
1 Jun -31 Aug	Zone to conduct AGR REFRAD Board/ASMB
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	Notify NGB-ARH of DARNG/AG intent to conduct/non-conduct board
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
1 week 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
NLT 15 days following receipt of post board reports	NGB-ARH to conduct administrative review and present the board to CNGB for approval
Board Reports will undergo a critical review by NGB-JA and Senior Leadership 4-6 weeks	CNGB will approve the board results and NGB-ARH will return the approval to the DARNG/AG
NLT 7 days following return of post board reports/ within 30 days of demobilization for mobilized Soldiers	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