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ANNEX A: Interim Policy for Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension

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Section I
Introduction

1. Purpose

a. Background: With the new publication of NGR 600-200 (Enlisted Personnel Management), dated 31 July 2009, the contents of the previous edition's chapter 7 were not included, because an envisioned AR 601-280, (Army Retention Program), which integrates policies for Active Duty, U.S. Army Reserve (USAR) and the Army National Guard (ARNG) extension, immediate reenlistment, and bar to reenlistment procedures into one document. The draft AR 601-280 integrating all three Army components is currently going through staffing at the Army G1 directorate. The projected publication date is in the future.

b. This annex prescribes interim policies and procedures for the extension, immediate reenlistment, and bar to reenlistment/immediate reenlistment/extension of Soldiers in the ARNG, until such time that a definitive regulation is issued.

c. The source of this interim guidance is the original Chapter 7, NGR 600-200, dated 1 March 1997; plus changes fielded in 1998 eliminating the 10 year rule, and previously approved NGB policies, which are currently in effect.

d. NGR 601-1 (Army National Guard Strength Maintenance Program) outlines the staffing, support duties, responsibilities, and administrative procedures of retention personnel.

e. This interim guidance will expire upon fielding of the new AR 601-280 that includes the ARNG extension policy.

2. Objectives

The objectives of this annex are to:

a. Retain, on a long-term basis, the greatest number of highly qualified Soldiers consistent with personnel needs of the ARNG.

b. Obtain maximum command involvement at each level of command.

3. Terms

a. Extension of Enlistment. Extension of enlistment enables the Soldier to continue on the present enlistment or reenlistment contract for the specified period of time noted in the extension agreement. The extension (DA Form 4836 - Oath of Extension of Enlistment or Reenlistment) will provide continuous service in the Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS).

b. Immediate Reenlistment. The execution of a separate enlistment contract without a break in service. Immediate reenlistment must be executed within 24 hours after the date of discharge in order to qualify for continuous military service. Immediate reenlistment is authorized to correct errors (other than minor administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension or with approval of NGB-ARH-S to correct legal or erroneous discharge. In the later case award of pay and retirement points for duty not performed requires a petition of the Army Board for Correction of Military Records (ABCMR).

c. Bar to Reenlistment (BAR). The intent of a BAR is to deny continued service and future entrance into the ARNG/ARNGUS. A BAR is a procedure to deny reenlistment, immediate reenlistment, or extension of enlistment to Soldiers who would otherwise be eligible but whose continuation of service beyond expiration of term of service (ETS), without improvement, is not in the best interest of the ARNG/ARNGUS.

Section II
Extension of Enlistment

4. General

a. Soldiers, including those granted waivers, may be given the opportunity to extend their current enlistment. This will provide continuous service when extension is authorized.

b. When it is determined that it is in the best interest of the ARNG/ARNGUS, the unit commander may authorize extensions.

c. Standards and criteria for extension of enlistment are a continuation of the requirements for enlistment or reenlistment per Army National Guard, Enlistment Criteria Memorandum (ECM).

d. Table 1 (all tables are located at the end of this annex) lists authorized periods of extension.

e. Table 2 lists basic eligibility standards and waiver authorities.

f. Retention beyond ETS is authorized per paragraph 7.

g. Soldiers enlisted under “Try One” in the Guard with a remaining service obligation, and Soldiers who enlist in the 3x5, 4x4, or 6x2 enlistment option, and desire to continue service in an active drill status at the end of their contractual obligation with the ARNG/ARNGUS, must execute DA Form 4836 to establish a new contractual obligation and an ETS date.

5. Date of execution of extension of enlistment

a. All Soldiers are authorized to extend 12 months out from their scheduled ETS date either with or without a retention bonus. Soldiers, except those bonus-eligible Soldiers as defined above, may extend at any time during the current term of service if the extension is to satisfy a service remaining requirement for:

(1) Application for and attendance at any training that requires a period of remaining service. Soldiers eligible for bonuses who are required to extend or immediately reenlist in order to attend courses may defer that action until they are within 12 months before their currently scheduled ETS. This is an exception to the policy in NGR 351-1 (Individual Military Education and Training) and any other regulation requiring the remaining service.

(2) Enrollment in the Reserve Officers Training Corps (ROTC) Simultaneous Membership Program (SMP).

(3) Entrance, extension, or subsequent service on a tour of active duty or full-time National Guard duty including Active Guard and Reserve (AGR) service.

(4) Participation in a State education assistance program.

(5) Qualification for the Montgomery GI Bill and/or Student Loan Repayment Program (SLRP).

(6) Extension of bonus participants who were transferred to the Inactive Army National Guard (ING) to cover period in ING per NGR 600-7 (Selected Reserve Incentive Programs).

(7) To meet the remaining service requirements for promotion in AR 600-8-19 (Enlisted Promotions and Reductions), paragraph 7-8.

(8) To qualify for a program, benefit or entitlement (except for monetary benefits under the SRIP), which requires a minimum period of remaining service.

b. Soldiers who request an action in subparagraph *a* above will not be required to extend before their 12 month eligibility window when they are eligible for a bonus. They may attend a school or receive a promotion or other action that does not have a statutory service remaining requirement. However, when faced with a choice between two benefit programs and a federal or State law requires remaining service as a condition of entitlement prior to gaining the benefit or participating in the program, the Soldier must choose the program or benefit for which they wish to qualify.

c. Soldiers who receive notification of sourcing for mobilization will be authorized to extend their current enlistment agreements up to 24 months prior to mobilization date, provided their current ETS falls within the mobilization window. Upon mobilization, the extension window reverts back to 12 months. This policy change does not affect nondeploying ARNG Soldiers.

6. Period of extension of enlistment

a. Table 1 lists authorized periods of extension.

b. Extensions of enlistment will be for a period of not less than one year, measured in whole years, except as noted in table 1.

c. Extension of enlistment for bonus participants will be per current bonus policies published by NGB-EDU and/or NGR 600-7.

d. The requirement to obtain U.S. Citizenship within 8 years of service is hereby rescinded per Army ALARACT message 088-2005. As long as the applicant or Prior Service Soldier is a US Citizen or a lawfully permanent resident alien and is otherwise qualified; they may enlist or reenlist without constraint.

e. For Soldiers eligible for retirement for:

(1) Nonregular retired pay at age 60 per AR 135-180 (Qualifying Service for Retired Pay Nonregular Service) who are eligible for extension or immediate reenlistment may take action only after selection by a State Qualitative Retention Board (QRB) per AR 135-205 (Enlisted Personnel Management). However, those scheduled for ETS before the board results are announced, may extend or reenlist per table 1, rule F-9.

(2) Active duty length of service retirement per AR 635-200 (Active Duty Enlisted Administrative Separations), chapter 12, who are eligible for extension or immediate reenlistment may extend or reenlist only to the end of the month in which they will reach the retention control point for their current grades per AR 135-18 (The Active Guard and Reserve Program).

7. Retention beyond expiration of term of service (ETS)

a. Soldiers may be retained beyond their ETS when the unit commander or The Adjutant General (TAG) has determined that the remaining term of service is insufficient to cover the period of time necessary to complete personnel actions created by the following situations.

(1) The Soldier meets the criteria prescribed in AR 140-10 (USAR Assignments Attachments Details, and Transfers), chapter 6. The Soldier will be afforded the opportunity to request assignment to the Retired Reserve.

(2) A Soldier's conduct pursuant to UCMJ is under investigation with a view to trial by courts-martial, charges have been preferred, and the Soldier has been apprehended, arrested, confined, or otherwise restricted by the appropriate military authority. However, if charges have not been preferred, the Soldier will not be retained more than 30 days beyond the ETS unless approved by the general courts-martial convening authority. Soldier will be notified by memorandum of the retention for the convenience of the government. This memorandum will be filed in iPERMS. SIDPERS will use the notification memorandum to adjust the Soldier's ETS date within the personnel system.

(3) Continued health care is required while in hospitalized status and when the Line of Duty (LOD) determination is "YES". This includes those receiving incapacitation pay. See subparagraph *(5)* below.

(4) Physical disability processing is required or has been initiated per AR 635-40 (Physical Evaluation for Retention, Retirement, or Separation), chapter 8. See subparagraph *(5)* below.

(5) In the cases stated in subparagraphs *(3)* and *(4)* above, the Soldier cannot be retained beyond their scheduled release date without written consent. See AR 135-381 (Activation of Reserve Component Soldiers) procedures in the cases.

(6) If through administrative error a Soldier is not discharged on the actual date of completion of term of enlistment, on date of completion of statutory obligated service, or as provided by law, a remark will be included in the "Remarks" section of the Soldier's DA Form 2-1 (Personnel Qualification Record) as follows: "Retained beyond normal discharge date for the convenience of the Government."

(7) A Soldier undergoing board action to determine qualification for immediate reenlistment or extension may be voluntarily extended for the period of time required to complete the board action.

(8) Involuntary retention beyond a Soldier's ETS to process administrative discharge proceedings pursuant to NGR 600-200 is not authorized. Reasonable time to complete administrative actions is defined as 90 days from discovery of cause of separation processing.

b. Soldier will be discharged upon completion of the action required. Discharge prior to the completion of the extension beyond ETS is authorized per NGR 600-200, chapter 6.

8. Dependency and marital status

Soldiers, otherwise eligible for extension, may be extended without regard to marital or

dependency status and number of dependents, provided the Soldier has complied with the provisions of AR 600-20 (Army Command Policy), paragraph 5-5, when applicable, for dependent care counseling. Soldiers with a bar for failure to maintain a personal family care plan per reference above will not be extended.

9. Waivers

a. Commanders at any level in the Soldier's chain of command may disapprove a waiver except for Soldiers who have at least 18, but fewer than 20, years of qualifying service for nonregular retired pay at age 60 for whom disapproval authority is the Secretary of the Army (SA) or his designated representative. This disapproval is final.

b. Soldiers with at least 18 and fewer than 20 qualifying years of service for nonregular retired pay at age 60, unless physically disabled, will be extended to the point where they can attain 20 qualifying years. These Soldiers may be processed for separation for cause per AR 135-178, but may not be discharged without the written approval of SA per AR 135-178 (Enlisted Administrative Separations), paragraph 1-12. Those who require a waiver for extension must be processed under AR 135-178, before involuntary separation can be accomplished. See NGR 600-200, paragraph 6-32 for additional guidance.

c. Soldiers not qualified for nonregular retired pay at age 60 per AR 135-180, but who could qualify for retirement before age 64, may be extended to the end of the month in which they qualify for retired pay. See table 2, Rule B for waiver authority.

d. To ensure adequate time for processing, waiver requests for extension past age 60 should be submitted when the Soldier reaches age 59.

e. Soldiers who cannot become eligible for retired pay for nonregular service by their 64th birthdays will not be extended past the last day of the month of their 60th birthdays. Waivers and exceptions to policy are not authorized.

f. Soldiers who do not have verified creditable service for retirement by NGB (as delegated to TAGs) or U.S. Army Human Resources Command – St. Louis (HRC-STL), may, with a TAG's waiver, be extended beyond age 60 one year at a time, up to age 64 until verification is received. Upon verification of the service, discharge the Soldier.

g. When discharging Soldiers who were retained beyond age 60, submit a copy of each approved waiver to HRC-STL with the order assigning the Soldier to the Retired Reserve. Also include a copy in the Soldier's application for retired pay.

h. TAG may approve waivers for two years beyond age 60 per this interim guidance. Extension beyond age 62 must be forwarded to NGB-ARH-S for approval. Soldiers who have made application for regular/nonregular retirement may not be granted a waiver – no exceptions.

10. Extension document

All extensions will be accomplished using DA Form 4836 (Oath of Extension of Enlistment or Reenlistment). See Table 3, located at end of annex, for preparation instructions.

11. Disposition instructions for DA Form 4836.

The completed DA Form 4836, with the Soldier's signature, will be distributed as

follows:

a. Give the original to the Soldier.

b. Submit a copy to the State PSB/PSC via iPERMS (PSDR clerks)

12. Correction of errors on extension/reenlistment forms

To correct errors, which are found after Soldier has extended or reenlisted and forms have been distributed, the following procedures apply:

a. Extensions: Commander or designee may correct minor administrative and typographical errors found after distribution of forms, by completing DA Form 4187 (Request for Personnel Action) to correct the DA Form 4836. The Soldier must sign the DA Form 4187. Submit a copy to the State PSB/PSC via iPERMS (PSDR clerks).

b. Reenlistments: Correcting term of reenlistment.

(1) To correct the term of reenlistment on the DD Form 4 Series when it is other than that intended by both the Soldier and the ARNG/ARNGUS, the unit commander will request correction of reenlistment agreement through military channels to TAG. The request will contain the following data:

(a) Sworn statement by the Soldier and other involved persons detailing circumstances of the extension or reenlistment.

(b) Evidence to support claim of error in period of extension or reenlistment on:

- the DD Form 4 Series, and
- other documents, which may be available.

(c) Statement from Soldier that they agree or consent to correction of term of extension or reenlistment shown on the DD Form 4 Series.

(2) TAG or designated representative will then review the extension or reenlistment correction package for corrections. If approved, add a memorandum signed by TAG to the Soldier's file. If not acceptable, return the package to the unit for correction/additional details.

c. The DA Form 4836 or DD Form 4 Series original document must be maintained on file by the State, should a historical record be required for future possible legal proceedings.

Section III
Immediate Reenlistment

13. General

a. Soldiers must qualify for continued ARNG service per current regulations and paragraph 4 *b*.

b. Do not slash zeroes. Do not put zeroes in dates unless the entry calls for them.

14. Dates of reenlistment on DD Form 4 Series (Enlistment or Reenlistment Document – Armed Forces of the United States). See Table 4 for completion instructions.

a. Except as authorized below, the date of reenlistment in the ARNG/ARNGUS is the date on which the oath of reenlistment is administered. This date is also affected by

the conditions in paragraph 5. However, an immediate reenlistment may also be executed at any time to correct errors (other than minor administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension. Make these corrections per paragraph 3 *b*.

b. Reenlistment documents will not be post-dated. Documents may be back dated only after the case is fully documented and approved by CNGB (NGB-ARH-S) when the reenlistment is delayed through no fault of the Soldier, but for the convenience of the Government, and it appears that there is a basis for a claim to have a prior date recorded as the date of reenlistment.

15. Periods of immediate reenlistment

a. Eligible Soldiers may immediately reenlist for 1, 2, 3, 4, 5, or 6 years except as stated below.

b. Extension of enlistment for bonus participants will be per current bonus policies published by NGB-EDU and/or NGR 600-7.

c. Soldiers with a Military Service Obligation (MSO) will reenlist for a period of years, months and days, or whole years, to equal or exceed their remaining MSO.

d. Soldiers who immediately reenlist to qualify for incentive programs will reenlist for the period required for the incentive as required in current bonus policies as published by NGB-EDU and/or NGR 600-7. They also may reenlist only within the 12 months before, or within 24 hours after their currently scheduled ETS.

e. The requirement to obtain US Citizenship within 8 years of service is hereby rescinded per Army ALARACT message 088-2005.

16. Preparation of records

a. Soldiers who immediately reenlist will execute the following forms:

(1) DD Forms 4/1 and 4/2 (Enlistment or Reenlistment Agreement-Armed Forces of the United States). See Table 4 for completion instructions.

(2) Any agreement or certificate required by another program to be appended or annexed to the reenlistment contract.

b. Forms available from the Soldier's current service will continue in effect when authorized and valid.

c. Do not prepare a discharge order or NGB Form 22 (Report of Separation), or DD Form 214 (Certificate of Release or Discharge from Active Duty) if the Soldier is on active duty or Full-Time National Guard Duty, for the period of service when the Soldier immediately reenlists. Prepare the form when the Soldier is next separated from the ARNG. Include in the NGB Form 22 prepared at next discharge the combined periods of previous enlistment and immediate reenlistment and note the information in the remarks section such as "Previous service for the purpose of Immediate Reenlistment this period: 070621 to 090701."

d. Prepare a Discharge Certificate (NGB Form 55 (Honorable Discharge from the Armed Forces of the United States (ARNG)) or NGB Form 55a (Honorable Discharge from the Federally Recognized ARNG)). Do not provide this to the Soldier until after execution of the oath of reenlistment and the contract forms are signed.

17. Disposition of the DD Form 4 Series
Disposition of the completed DD Form 4 Series and accompanying documents is as follows:

a. Give the original to the Soldier.
b. Submit a copy to the State PSB/PSC via iPERMS (PSDR clerks).

18. Records entries
Enter an immediate reenlistment (RENL) transaction in SIDPERS-ARNG.

19. Ceremonies

a. The oath of immediate reenlistment or extension will be administered by a commissioned officer or warrant officer or other person as stipulated by State law. Suitable arrangement will be made to ensure that the oath is administered in a dignified manner in appropriate surroundings. The ceremony should be personalized and made meaningful to the Soldier extending or immediately reenlisting. The United States flag will be displayed prominently near the individual administering the oath, if available. The words "So help me God" may be omitted for those persons who desire to affirm rather than to swear to the oath.

b. Immediate reenlistment or extension will be made an occasion of official ceremony. It will not be sensationalized to publicize the event (i.e., parachuting, climbing utility poles, and other similar activities which are not in keeping with the solemnity and seriousness associated with the Oath of Enlistment). When appropriate, the Soldier's spouse and other members of the immediate family should be invited to the ceremony. The person administering the oath of immediate reenlistment or extension should be the individual's commanding officer, or an officer or individual (authorized by State law) of the Soldier's choosing. When possible enlisting official should be in a Class A uniform. Appropriate photographic coverage should be provided, if possible.

Section IV
Bar to Reenlistment (BAR), Immediate Reenlistment, or Extension

20. General
This section prescribed policies and procedures to deny reenlistment/immediate reenlistment extensions, and the future entrance into the ARNG/ARNGUS of substandard Soldiers whose immediate discharge under administrative procedures is not warranted. However, service beyond ETS without appropriate improvement, is not in the best interest of the ARNG/ARNGUS. Policies and procedures prescribed herein apply to the commander's bar to reenlistment, immediate reenlistment, or extension. Soldiers may not be reenlisted, immediately reenlisted or extended without the recommendation of the unit commander. If a Soldier is not recommended for continued service, a BAR will be initiated under the provisions of this chapter unless the Soldier possesses a disqualification that can be waived. If otherwise qualified, may not be

arbitrarily denied reenlistment, immediate reenlistment or extension.

21. Standards and guidelines

a. Standards. Only Soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional Soldier's moral code may be reenlisted, immediately reenlisted or extended. Soldiers who cannot or will not measure up to such standards, but whose discharge under proper administrative procedures is not now warranted, will have a BAR from further service under the provisions of this chapter. Even though a BAR has been initiated, a Soldier can still be administratively discharged if it is warranted. The BAR is a non-punitive probationary device intended to serve notice that a Soldier is not a candidate for reenlistment, immediate reenlistment or extension and may be discharged if the circumstances that led to the bar are not overcome.

b. Guidelines for use of a BAR.

(1) BAR procedures will not be used instead of discharge actions under NGR 600-200.

(2) A BAR will not be initiated solely because a Soldier refuses to reenlist, immediately reenlist or extend.

(3) A BAR will not be used instead of trial by courts-martial, nonjudicial punishment, or other administrative action.

(4) Disciplinary and administrative actions that do not result in discharge do not prevent initiation or continuation of a BAR.

(5) The fact that a Soldier may be issued an honorable or general discharge for the current period of service does not prevent initiation of a BAR to deny the Soldier later service in the ARNG/ARNGUS.

(6) Honorable service for a number of years is considered in the evaluation of the Soldier's service. However, it does not prohibit the initiation of a BAR if appropriate.

22. Criteria

A Soldier's unfitness or unsuitability may show up soon after entry into the service, or only become apparent after many years of service. A Soldier performing in a substandard manner may have been permitted to remain in the ARNG/ARNGUS for a number of years. This should not stop a current commander from taking action under the provisions of this chapter. Commanders must evaluate the advisability and desirability of affording continued military service to Soldiers of the following or similar categories:

a. Untrainable Soldiers. These Soldiers will be identified as soon as possible with a view toward eliminating them from service. When discharge under administrative procedures is not warranted, action will be taken under this chapter to bar the Soldier from further service with the ARNG/ARNGUS. These Soldiers are often identified by failure to achieve individual weapons qualifications; failure of the Army Physical Fitness Test (APFT); obtaining low evaluation results from Army education activities; failure to submit an approved family care plan; and failure to make satisfactory progress on Army Weight Control Program.

b. Unsuitable Soldiers. These Soldiers will be identified early in their military service

with a view toward elimination from the service. When administrative discharge is not warranted, action will be taken under this chapter to bar the Soldier from further service with the ARNG/ARNGUS.

c. Soldiers against whom BARs are initiated often have written documents that disclose the recurrence of one or a combination of the following:

(1) Late for formations, details, or assigned duties.

(2) Unexcused absences and unsatisfactory participation.

(3) Loss of clothing and equipment.

(4) Substandard personal appearance.

(5) Substandard personal hygiene.

(6) Recurrent nonjudicial punishment.

(7) Recurrent sickness on drill days without medical justification.

(8) Cannot follow orders; shirks; takes too much time; is recalcitrant.

(9) Cannot or will not train for a job; apathetic; disinterested; avoids training.

(10) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow Soldiers.

(11) Failure to manage personal, marital, or family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult) AR 600-20, paragraph 5-5.

(12) Causes trouble in civilian community.

(13) Involved in immoral activities.

(14) Personal behavior that brings discredit upon their unit and the ARNG/ARNGUS.

(15) Failure to achieve individual weapons qualification.

(16) Failure to pass the Army Physical Fitness Test. BAR to reenlistment is mandatory after second consecutive failure if separation processing is not initiated per NGR 600-200, paragraph 6-35 *f* and AR 135-178, Chapter 9.

(17) Participation in the Army Weight Control Program in order to meet body fat requirements of AR 600-9 (Army Weight Control Program). A BAR to reenlistment is mandatory for Soldiers who do not make satisfactory progress in the weight control program after a period of six months, unless the responsible commander initiates separation processing per NGR 600-200, paragraph 6-35 *m* and AR 135-178, Chapter 16.

(18) Removal for cause from NCOES courses. BAR to reenlistment is mandatory if separation processing is not initiated per NGR 600-200, paragraph 6-35 *f* and AR 135-178, Chapter 9.

23. Procedures to institute a BAR

a. Any commander in a Soldier's chain of command may prepare NGB Form 602-R (Bar to Reenlistment/Immediate Reenlistment or Extension Certificate), summarizing the basis for the action.

(1) A BAR normally should NOT be initiated against a Soldier assigned to a unit for less than 90 days. When a BAR is initiated during this period, the commander's certificate will contain an explanation of the timing of the action.

(2) A BAR must be based on specific dates, places, times which can all be

substantiated with backup documents. It should be substantiated by official remarks made at the time of each occurrence. All instances should be made a matter of record when a Soldier performs unworthy acts.

(3) Normally, a BAR will not be initiated against a Soldier during the last 90 days prior to ETS. However, some Soldiers pending involuntary administrative separation may reach their ETS prior to the completion of separation action. Because they normally cannot be held past their ETS, it is in the State's best interest to process a BAR even though they are within 90 days prior to ETS.

(4) A BAR is initiated without regard to a Soldier's ETS date (unless at ETS Soldier will have at least 18 but less than 20 qualifying years; see paragraph 23 *c(3)*.

(5) BARS should not be processed for Soldiers pending involuntary administrative separation for which RE code 3 or 4 would be issued (see paragraph 21 *b(3)*).

b. NGB Form 602-R BAR will be prepared in original and two copies. Additional copies may be prepared when required by TAG.

(1) Total service will be computed as of the ETS, not the date the BAR was prepared.

(2) The commander will refer the BAR certificate to the Soldier concerned for a statement on their behalf, if the Soldier so desires. The Soldier will be allowed a period of 30 days for the preparation of a statement and collection of any documents and/or pertinent materials. The Soldier's unit commander may grant an extension to this period.

c. Upon receipt of the comment of the Soldier, or the Soldier's refusal to comment, the certificate will be endorsed personally by each commander in the chain of command, and approved or disapproved by the appropriate authorities as shown in *(1), (2)* or *(3)* below.

(1) For Soldiers with less than ten years of qualifying service for retired pay at ETS, the approval/disapproval authority is the first commander, Lieutenant Colonel (O-5) or above, in the Soldier's normal chain of command. No delegation of authority is authorized.

(2) For Soldiers with at least ten but less than 18 years of qualifying service for retired pay at ETS, those with more than 20 years of service at ETS, and those when action is taken to extend the Soldier to complete 20 years of service, the approval/disapproval authority is the first commander, Colonel (O-6) or above, in the Soldier's normal chain of command. No delegation of authority is authorized.

(3) Soldiers, who upon ETS, will have at least 18 but less than 20 years of qualifying service, will be allowed to extend to the point where they could attain 20 years. They may, after the extension is executed, be barred. The approval/disapproval authority for this bar is TAG. These Soldiers may be processed for separation before they attain 20 years of service but will not be separated before that point without approval of Chief, NGB.

d. When the BAR has been approved, the Soldier's unit commander will use a counseling statement to inform the Soldier of the right of appeal within 15 days. The appeal will be forwarded through command channels, endorsed personally by each commander, and approved or disapproved within 30 days by the authorities shown

below.

(1) Soldiers with less than ten years of qualifying service for retired pay at ETS, the appeal approval/disapproval authority is the first commander, COL or above, in the Soldier's normal chain of command.

(2) Soldiers with ten or more years of qualifying service and those with more than 20 years for retired pay at ETS, the approval/disapproval authority is TAG. Those with 18 or 19 years service will be extended to 20 years. (Appeal provisions: None)

e. When NGB Form 602-R BAR has been approved by the appropriate authority, the custodian of the Soldier's personnel records will:

(1) Give the original to the Soldier.

(2) Submit a copy to the State PSB/PSC via iPERMS (PSDR clerks).

f. An entry "Not recommended for further service" will be made on DA Form 1315 (Retention Data Card) or a localized approved substitute.

g. An approved BAR will be reviewed by the appropriate unit commander every six months (for M-Day Soldiers) or three months (for AGR Soldiers) after the date of approval, and 30 days before the Soldier's scheduled departure from the unit or discharge from the service.

h. If, upon review, the commander feels the BAR should remain in effect, the custodian of the Soldier's personnel record will be notified and will enter on the Soldier's DA Form 2-1, "Bar to reenlistment, immediate reenlistment or extension reviewed; not recommended for removal (date)." The unit commander will make the same remark on DA Form 1315 and will notify the Soldier by providing a reproduced copy of NGB Form 602-R.

i. A recommendation to remove a BAR may be submitted at any time by the Soldier's unit commander, if the Soldier has proven worthy of retention in the ARNG/ARNGUS.

(1) Recommendations to remove a BAR will be submitted in writing through the chain of command and will be endorsed personally by each commander.

(2) Approval to remove a BAR may be granted by the same authority that approved the BAR originally or, if the Soldier has moved to another jurisdiction, by a comparable commander in that jurisdiction.

(3) The approved recommendation removing the BAR will be maintained in the appropriate unit file. NGB Form 602-R BAR will be removed and destroyed. The remark "Not recommended for further service" and an entry pertaining to "Bar to immediate reenlistment review; not recommended for removal (date)" will be deleted from DA Form 2-1, per AR 600-8-104 (Military Personnel Information Management/Records). The same remarks on the DA Form 1315 will be erased. The Soldier concerned will be given a copy of the approved recommendation removing the BAR.

j. If at the time of the second six month (for M-Day) or three month (for AGR) review of a locally imposed BAR to reenlistment, the commander does not recommend that the BAR be removed, the commander will process the Soldier for separation per NGR 600-200 and the appropriate chapter(s) of AR 135-178. The term processed for separation means that separation action will be initiated and processed through the chain of command to the separation authority for appropriate action. Compliance with AR 135-

178, paragraph 1-12 is mandatory. The unit and intermediate commanders will recommend separation or retention and the characterization of service to be awarded. See subparagraph *k* below for special provisions for Soldiers barred for APFT failure.

k. Processing for separation will be initiated after the first review for Soldiers who receive a locally imposed BAR to reenlistment after the second failure of the APFT. Soldiers who receive a locally imposed BAR after the first APFT failure will be processed for separation after the second review.

24. Discharge with a BAR

NGB Form 22 (Report of Separation and Record of Service) of otherwise qualified Soldiers, who are discharged with a BAR in effect, will be annotated "Bar to Reenlistment or Extension (dated) in effect on the date of discharge' in the remarks section, block 18. Block 26, Reenlistment Eligibility, will be coded RE 3.

Section V
Tables

Table 1
Authorized periods of extension

Rule A
Applies to: Soldiers fully eligible, including those with approved waivers of disqualification.
Period: 1, 2, 3, 4, 5, or 6 years.

Rule B
Applies to: Soldiers eligible for a retention or other bonus per current bonus policies as published by NGB-EDU and/or NGR 600-7.
Period: Soldiers eligible for a retention bonus or other monetary incentive may reenlist only for the period authorized for bonuses per current bonus policies published by NGB-EDU and/or NGR 600-7.

Rule C
Applies to: Soldiers with less than one year remaining before age 60.
Period: Up to one year, but not past the last day of the month in which the Soldier reaches the age of 60.

Rule D
Applies to: Soldiers enlisted as non-prior service (NPS) under one of the enlistment options for completing their Selected Reserve obligations per paragraph 4 (i.e.: 3x5, 4x4, 6x2, 8x0), or "Try One" in the Guard, with a remaining obligation and who desire to continue in an active status.
Period: 1, 2, 3, 4, 5, or 6 years.

Rule E
Applies to: Soldiers enlisted under "Try One" in the Guard who do not have a remaining obligation.
Period: 1, 2, 3, 4, 5, or 6 years.

Rule F
Applies to: Soldiers who must or who desire to extend to:

1. Attend training that requires a period of remaining service.
2. Enroll in the Simultaneous Membership Program (SMP).
3. Enter on or extend a tour of active duty or full-time National Guard duty including AGR.
4. Participate in a State education assistance program.
5. Qualify for the Montgomery GI Bill and/or SLRP.
6. Satisfy a remaining service requirement upon transfer from the ING to active

status.

7. Satisfy a remaining service requirement for promotion per AR 600-8-19.

8. Qualify for a program, benefit or entitlement (except for monetary benefits under the SRIP) which requires a minimum period of remaining service.

9. Allow publication of Qualitative Retention Board results, and the review and appeals process per AR 135-205, chapter 2, when the Soldier is not selected for retention.

Period: Any period up to six years that will satisfy the requirement. Extensions are authorized at any time during the current enlistment.

Rule G

Applies to: Soldiers who request transfer to the ING who do not have a contractual obligation for ARNG/ARNGUS service.

Period: Extensions as authorized in Rule A.

Rule H

Applies to: Soldiers in the ING who do not have a contractual obligation for ARNG service and who desire to remain in the ING or return to the active ARNG.

Period: Extensions as authorized in Rule A.

Rule I

Applies to: Soldiers retained beyond ETS (see paragraph 7).

Period: TAG based on recommendation of the Military Personnel Management Office (MPMO) and unit commander if a unit level action.

Rule J

Applies to: Soldiers otherwise eligible to extend or immediately reenlist, but who failed to take or pass last APFT within 18 months before ETS.

Period: Whole months, but not to exceed a total of six months, if waiver to extend is approved by TAG (as delegated to MPMO) for non-deploying Soldiers. A one-year extension is authorized if the Soldier is on a temporary profile which will preclude taking the APFT within six months. The first Colonel (O-6) in the chain of command may approve a waiver for Soldiers assigned to units who are alerted for Mobilization and Deployment may be voluntarily extended for the minimum number of whole months and days to complete the duration of the expected mobilization, plus 90-Days or 12 months (whichever is greater) with no further extensions authorized unless a valid APFT is taken and passed prior to the expiration term of service based on this extension.

Rule K

Applies to: Soldiers in the Army Weight Control Program who are making satisfactory progress to meet the body composition requirements of AR 600-9.

Period: Whole months, but not to exceed a total of 12 months, unless waiver to extend is approved by TAG for non-deploying Soldiers. For Soldiers with at least 18 but fewer than 20 qualifying years of service for nonregular retired pay at age 60, TAGs (as delegated to MPMO) may authorize extension in whole months for the minimum time

required to complete 20 qualifying years. The first Colonel (0-6) in the chain of command may approve a waiver for Soldiers assigned to units who are alerted for Mobilization and Deployment may be voluntarily extended for the minimum number of whole months and days to complete the duration of the expected mobilization, plus 90-Days or 12 months (whichever is greater) with no further extensions authorized unless the Soldier satisfactorily meets all standards of the provision cited in AR 600-9 with regard to height and weight prior to the expiration term of service based on this extension.

Rule L
Applies to: Soldiers who are not US citizens.
The requirement to obtain US Citizenship within 8 years of service is hereby rescinded per Army ALARACT message 088-2005. As long as the applicant or Prior Service Soldier is a US Citizen or a lawfully permanent resident alien and is otherwise qualified; they may enlist or reenlist without constraint.
Period: As specified in Rule A.

Table 2
Basic eligibility standards and waiver authority

Rule A
Not Used.

Rule B
Disqualification: Lack of eligibility for nonregular retired pay. Soldier is not qualified for retirement per AR 135-180 upon reaching age 60, but could qualify prior to reaching age 64.
Approval authority: TAG up to age 62. CNGB (NGB-ARH-S) up to age 64.
Minimum documentation required:

1. Memorandum request for waiver from the unit commander through channels.
2. DD Forms 214 and NGB Forms 22 that show all creditable service and a current NGB Form 23 (Retirement Point Accounting System (RPAS) Statement).

Rule C
Disqualification: Technician retirement. Soldier employed as a Military Technician who is or is not qualified for retirement at age 60 under provisions of AR 135-180, and is not qualified for technician retirement, may be extended to the end of the month in which eligibility is gained but not for more than two years. However, Soldier cannot extend past age 64 to qualify for either retirement.
Approval authority: CNGB (NGB-ARH-S) (authority is delegated to TAG when all creditable civil service has been verified by Office of Personnel Management (OPM).
Minimum documentation required:

1. Memorandum request for waiver from unit commander through channels.
2. Certificate of all creditable technician and creditable Federal civil service.

Rule D
Disqualification: Body composition. Soldier is participating in a program to meet the body composition requirements of AR 600-9, and making satisfactory progress. See exceptions for deploying Soldiers in Table 1, Rule K.
Approval authority: TAG. CNGB (NGB-ARH-S) for extensions that will take the Soldier past 18 qualifying years of service or for Soldiers over 18 but less than 20 qualifying years of service for retirement at age 60.
Minimum documentation required:

1. Memorandum request for waiver from unit commander through channels
2. Weight control file
3. DA Form 268

Rule E
Disqualification: APFT. Soldier otherwise eligible, but failed to take or pass the latest APFT within 18 months of ETS (8 months for AGR Soldiers). See exceptions for deploying Soldiers in Table 1, Rule J.
Approval authority: TAG

Minimum documentation required:

1. Memorandum request for waiver from unit commander through channels.
2. APFT score cards.
3. DA Form 268

Rule F

Disqualification: Age. Soldiers who are or are not qualified for retirement at age 60 per AR 135-180 may be extended for one year due to mission essential requirements, but not past age 64.
Approval authority: TAG up to age 62, CNGB (NGB-ARH-S) up to age 64.
Minimum documentation required: Commander memorandum justifying why this individual is essential to the mission and that there is no other individual who can perform that Soldier's duties.

Rule G

Disqualification: Physical examination. The Soldier does not have a current periodic health assessment or does not meet medical retention standards. Individuals with at least 18 but less than 20 qualifying years of service for retirement will not be involuntarily discharged without Chief, NGB approval. However, Soldiers who fail or refuse to complete a physical examination per DA Pam 40-501 (Hearing Conservation Program), paragraph 8-20 may be placed in the ING until they complete the required examination.
Approval authority: CNGB (NGB-ARH-S)

Table 3
Instructions for completing DA Form 4836 (Oath of Extension of Enlistment or Reenlistment)

This form can be located on line at
http://www.army.mil/usapa/eforms/pureEdge/A4836.XFDL .

Prerequisites and Completion Requirements for DA Form 4836 (Oath of Extension of Enlistment or Reenlistment). This extension cannot be issued if:

1. The current enlistment agreement (and the latest extension that may have been issued) is not available or cannot be verified by the activity processing the extension.

2. The Soldier does not meet physical, mental, or moral qualifications for continued service under the provisions of Enlistment Criteria Memorandum and this policy. Waivers of disqualification must be approved in advance.

3. This extension alone, or combined with another extension to the current enlistment agreement, would exceed the end of the month of the Soldier's 60th birthday, unless a waiver to permit such extension has been approved in advance (see Table 2).

4. If not digitally signed, all required signatures will be made in reproducible black or blue-black ink.

5. The form will contain no errors. Pen and ink corrections, strikeovers, etc are not permitted (with the exception of instructions contained in Block 9 below).

6. Do not execute a DA Form 4836 for Soldiers opting for the Bonus Program without first following procedures found in NGR 600-7.

Item by item preparation instructions for DA FORM 4836

EXTENSION PROCESSING DATA.

Block 1. Extension Processing Data.
Enter: An "X" in the box titled "Army National Guard and a Reserve of the Army".

Block 2. Name. Must match name on current DD Form 4 Series. Using all uppercase letters, enter Soldier's complete last name (including compound name, if applicable), full first name, full middle name Must match exactly the name on current the DD Form 4 (see Table 4, item 1 for complete instructions), or as it has been legally changed via pertinent documents. (Example: marriage certificate, divorce decree, court order, etc.)
Examples:

- John Quinton McAfee is shown as MCAFEE JOHN QUINTON
- James T. K. O'Brien, Jr. is shown as OBRIEN JAMES T K JR
- Millie Jillian Smith-Connelly is shown as SMITHCONNELLY MILLIE JILLIAN

Block 3. Social Security Number: Must match SSN on current DD Form 4 Series. Using Arabic numerals enter the applicant's SSN, separating the divisions with hyphens.
Example: 000-00-0000.

Block 4. Grade: Enter current title and pay grade.
Example: SGT/E-5, SSG/E-6, etc.)

Block 5. Date. Using Arabic numerals enter date this extension is being prepared in year, month, and day sequence (YYYYMMDD).
Example: 15 August 2009 record as 20090815.

Block 6. Unit of Assignment. This is a two line entry.
Enter on first line: the complete unit designation, address, UIC and ZIP code of the assigned unit. If AGR, enter ARNG/AGR prior to unit designation and UIC on first line.
Enter on second line: the unit's address and ZIP Code.

Block 7. Current (latest) DD Form 4 Series.

7 a. Date. Must match the date shown on the current DD Form 4. The date Soldier last executed a DD Form 4 for current term of ARNG/ARNGUS service. Using Arabic numerals enter date in year, month, and day sequence (YYYYMMDD).
Example: 5 April 2006 record as 20060405.

7 b. Term of service. Enter the number of years for which the Soldier enlisted during the current ARNG/ARNGUS term of service as shown on the latest DD Form 4 and the option, if applicable. Do not include any subsequent extensions that may have been issued.
Example: "3x5" or "Try one"

7 c. Number of Extensions Previously Granted DD Form 4. Enter the number of extensions which have been issued for the latest DD Form 4.

7 d. Current ETS date. The current ETS date is found on the latest contract (DD Form 4) or DA Form 4836.

7 e. Basic Pay Entry Date. (In the ARNG is known as PEBD) The PEBD is found on the original contract (DD Form 4).

Block 8. Provisions and Computation of this Extension

8 a. Current ETS. Enter the ETS date shown in Item 7 *d*, using Arabic numerals

enter two numerals for day, month and year.
Example: 24 June 2010 record as 24 06 10.

8 b. Period of this Extension. Enter the additional term of service that is to be authorized in this extension. If a specific number of days (less than 30) are essential to provide for a special extension, the preparation activity will enter the number of days in the "Day" column.
Example: A Soldier needs 11 months and eight days to reach the last day of the month of their 60th birthday; the eight days will be placed in the "Day" column.

8 c. New ETS. Add the period of this extension (Item 8 *b* above) to the Soldier's current ETS (Item 8 *a* above) and enter the sum in day-month-year format as the new ETS.

Block 9. Authority and reason for this extension.
Enter:
- Table __1__
- Rule _____ (In this blank space enter the applicable rule from the list contained in table 1 above)
- Place an "X" in the block preceding the printed reference to “NGB-ARH Policy 09-026”

OATH OF EXTENSION
Enter on the first line of the Oath the actual date (day, month, year) on which the Oath is administered. Enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter four digits of calendar year.
Examples:
- __2d_ day of _July___ , _2009_
- __1st_ day of _June__ , _2009_
- _15th_ day of _August_ , _2009_

Enter on the second line the same data as contained in Block 7 Item a. Again enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter four digits of calendar year.

Enter on the third line the name of the State.

On the fourth line, line out, using a ruler and a pen containing black ink, the words "United States Army Reserve".

Signature block. The Enlistee/Reenlistee will sign their full name sequence as shown in Block 2.
Examples:
- *John Quinton McAfee*

- *James T. K. O'Brien, Jr.*
- *Millie Jillian Smith-Connelly*

Date Block. Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).
Example: 15 August 2009 record 20090815.

OFFICER CERTIFICATION
Enter on the line ”***I certify . . . me on this”*** the actual date the oath was administered. Again enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter four digits of calendar year.

Typed name, Grade, and Branch of Commissioned Officer: Self Explanatory

Signature of Commissioned Officer:* Self Explanatory. Name in first, middle, and last name sequence (initials and last name are acceptable).
See * if the person signing the form is not a commissioned or warrant officer, the authority for the person to administer it will be noted under the typed name.

Table 4
Instructions for completing the DD Form 4 Series (Enlistment/Reenlistment Document – Armed Forces of the United States) for immediate reenlistment

This form can be located on line at
http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0004.pdf .

Item by item preparation instructions for DD FORM 4/1 (FRONT)

A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

1. Name. Using all uppercase letters, enter Soldier's complete last name (including compound name, if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III, etc. If no middle name, leave blank. If Soldier was given initial(s) rather than first and/or middle name, enter such initial(s). Do not use punctuation of any sort including periods, commas, and/or dashes. In addition, with apostrophe or hyphen contained within a name it is not to be inserted between sections of names or used as substitutes or hyphens.
Examples:
- John Quinton McAfee is shown as MCAFEE JOHN QUINTON
- James T. K. O'Brien, Jr. is shown as OBRIEN JAMES T K JR
- Millie Jillian Smith-Connelly is shown as SMITHCONNELLY MILLIE JILLIAN

2. Social Security Number (SSN). Using Arabic numerals enter the applicant's SSN, separating the divisions with hyphens.
Example: 000-00-0000.

3. Home of Record (HOR). Using Arabic numerals and all uppercase letters enter address (street, city, State, zip code), which the Soldier claims as their permanent home of record.
Example: 123 ELM STREET, HOMETOWN, STATE 12345

4. Place of Enlistment/Reenlistment. Enter military installation, city, and state of reenlisting activity's location.
Examples:
- Army National Guard Armory, Anytown, MI 48355 – or
- Camp Grayling, MI.

5. Date of Enlistment/Reenlistment. Using Arabic numerals enter date of reenlistment in year, month, and day sequence (YYYYMMDD).
Example: 15 August 2009 record as 20090815.

6. Date of Birth (DOB). Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).
Example: 14 September 1986 record as 19860914.

7 a&b. Previous Military Service Upon Enlistment/Reenlistment. *Using Arabic numerals enter* in the spaces provided total active and total inactive military service (Reserve Component service not on active duty or ADT) completed at time of reenlistment. Enter years, months, and days totals in two positions each, preceding numbers 1 through 9 with a zero.
Example: 1 Year − 7 Months − 19 Days record as 01 07 19.

B. AGREEMENTS

8. Paragraph requiring five lines of data:

Line 1.
Line out (using a ruler and a pen containing black ink) the words "United States" and **Enter the phrase after *"(list branch of service)"***, using all uppercase letters, "ARMY NATIONAL GUARD OF THE UNITED STATES"

Line 2.
Period of Enlistment. In the second line, after the word "for," enter in Arabic numerals the period of years and weeks, for which the Soldier is reenlisting.
Example: __4__ years and __6__ weeks

Line 3.
Pay Grade. In the third line, after the word, "pay grade," enter the pay grade of the Soldier at the time of reenlistment.
Example: E-4

Line 4.
After "of which" - using Arabic numerals enter the number years and weeks of Soldier's Active Duty obligation in this enlistment. Do not include any projected AT, ADT, ADOS, etc.
Example: __0__ years and __0__ weeks

Line 5.
After "and" enter the number years and weeks to be served in a Reserve Component.
Example: __4__ years and __6__ weeks

Note: The sum of the Active Duty (Line 4 above) and Reserve Component (Line 5 above) time must equal the years and weeks shown in the Period of Enlistment (Line 2 above).

Annex(es). If there are annex(es), they will be listed as "A", "B", etc. If there are no annexes enter "None."

8 a. Not applicable to the ARNG/ARNGUS
Do Not Make Entries Here

8 b. Remarks. Use all uppercase letters
Enter the phrase: "IMMED REENL IAW NGB-ARH Interim Policy Memorandum # 09-026.

8 c. Initials of Enlistee/Reenlistee. All Soldiers will complete this item by placing their initials in the space provided.

Item by item preparation instructions for DD FORM 4/1 (REVERSE)

C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

9 & 10. No entries required. Must be read by the applicant.

11. Not applicable to the ARNG/ARNGUS.

12. Statement. Must be read by all MALE applicants.

Item by item preparation instructions for DD FORM 4/2

At top of DD Form 4/2, enter the reenlistee's full name using the last, first, and middle name sequence (see item A 1 above); and SSN, in blocks provided (see item A 2 above).

D. CERTIFICATION AND ACCEPTANCE

13 a. Certification. No entries required. Must be read by the applicant.

13 b. Signature of Enlistee/Reenlistee. Soldier will sign full name sequence as shown in item A 1.
Examples:
- *John Quinton McAfee*
- *James T. K. O'Brien, Jr.*
- *Millie Jillian Smith-Connelly*

13 c. Date Signed. Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).
Example: 15 August 2009 record 20090815.

14 a Branch of Service.
Enter: ARMY NATIONAL GUARD OF THE U.S.

14 b Name of Service representative. Enter in last name, first name, and middle initial sequence.
Example: David C. Manor shown as MANOR DAVID C

14 c. Pay Grade.
Examples: O-3 or E-7.

14 d. Unit/Command Name. Using all uppercase letters, enter service representative's unit of assignment.
Example: 425 PERS SVC CO.

14 e. Signature. Before signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the Soldier. The individual identified in item 14 *b* above will sign in first, middle, and last name sequence (initials and last name are acceptable).

14 f. Date Signed. Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).
Example: 15 August 2009 record 20090815.

14 g. Unit/Command Address.
Example: ANY CITY, STATE 29924.

E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. Not applicable to the ARNG/ARNGUS.

16. Enlistment/Reenlistment in the National Guard. Immediately following "I" in the space provided enter reenlistee's full name in first name, middle name, and last name sequence. Enter the State as appropriate.
Example: Gary M. Jones shown as GARY M JONES

17. Acknowledgment of Enlistment Date. Enter day of month, followed by the appropriate "d", "st", or "th". Do not precede number 1 through 9 with a zero. Spell out month and enter four digits of calendar year.
Examples: _2d_ day of _July_ , _2009_; _1st_ day of _June_ , _2009_: or _15th_ day of _August_ , _2009_

18 b. Date Signed. Using Arabic numerals enter in year, month, day sequence (YYYYMMDD).
Example: 15 August 2009 record 20090815.

19 b. Name. Enter name of commissioned officer or person authorized by State law

(in last name, first name, and middle initial sequence) who administered oath of enlistment.

19 c. Pay Grade.
Enter: Officer's grade, i.e., O-3. If not an officer, put "NA".

19 d. Unit/Command Name.
Example: 425 PERS SVC CO.

19 e. Signature. Officer or individual identified in Item 19 *b* above will sign their name in first, middle, and last name sequence (initials and last name are acceptable).

19 f. Date Signed. Enter date the oath was administered.
Example: 15 August 2009 record 20090815.

19 g. Unit/Command Address. ANYTOWN, STATE 09999. If not an officer and no unit/command address, put "NA."

Last line: Initials of Enlistee/Reenlistee. All Soldiers will complete this item by placing their initials in the space provided.

Item by item preparation instructions for DD FORM 4/3
Not used for ARNG/ARNGUS.

Note: Questions concerning the completion of this form may be directed to RRNCO.

References

Section I
Publications

1. Army Regulations

AR 135-18
The Active Guard and Reserve Program

AR 135-381
Activation of Reserve Component Soldiers

AR 135-178
Enlisted Administrative Separations

AR 135-180
Qualifying Service for Retired Pay Nonregular Service

AR 135-205
Enlisted Personnel Management

AR 135-381
Incapacitation of Reserve Component Soldiers

AR 140-10
USAR Assignments, Attachments, Details, and Transfers

AR 600-8-19
Enlisted Promotions and Reductions

AR 600-8-104
Military Personnel Information Management/Records

AR 600-9
Army Weight Control Program

AR 600-20
Army Command Policy

AR 601-280
Army Retention Program

AR 635-40
Physical Evaluation for Retention, Retirement, or Separation

AR 635-200
Active Duty Enlisted Administrative Separations

2. Department of Army Pamphlet

DA Pam 40-501
Hearing Conservation Program

3. National Guard Regulations

NGR 351-1
Individual Military Education and Training

NGR 600-7
Selected Reserve Incentive Programs

NGR 600-200
Enlisted Personnel Management

NGR 601-1
Army National Guard Strength Maintenance Program

Section II
Forms

1. Department of Army Forms

DA Form 2-1
Personnel Qualification Record

DA Form 1315
Retention Data Card

DA Form 268
Report to Suspend Favorable Personnel Actions (FLAG)

DA Form 4187
Request for Personnel Action

DA Form 4836
Oath of Extension of Enlistment or Reenlistment

2. Department of Defense Forms

DD Form 4 Series
Enlistment or Reenlistment Document – Armed Forces of the United States

DD Form 214
Certificate of Release or Discharge from Active Duty

3. National Guard Bureau Forms

NGB Form 22
Report of Separation

NGB Form 23
RPAS Statement

NGB Form 55 or 55a
Honorable Discharge from the Armed Forces of the United States (ARNG) or
Honorable Discharge from the Federally Recognized ARNG

NGB Form 602-R
Bar to Reenlistment/Immediate Reenlistment or Extension Certificate

Glossary

ABCMR
Army Board for Correction of Military Records

ADT
Active Duty for Training

AGR
Active Guard and Reserve

APFT
Army Physical Fitness Test

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

BAR
Bar to Reenlistment

BPED
Basic Pay Entry Date (Not used in ARNG - see PEBD)

CNGB
Chief- National Guard Bureau

DOB
Date of Birth

ECM
Enlistment Criteria Memorandum

ETS
Expiration of term of service

FLAG
Report to Suspend Favorable Personnel Actions

HOR
Home of Record

HRC-STL
U.S. Army Human Resources Command – St. Louis

iPERMS
interactive Personnel Records Management System

LOD
Line of Duty

MPMO
Military Personnel Management Office

MSO
Military Service Obligation

NCOES
Noncommissioned Officer Education System

NGB
National Guard Bureau

NPS
Non-prior service

PEBD
Pay Entry Base Date

PSDR
Personnel Services Delivery Redesign

OPM
Office of Personnel Management

QRB
Qualitative Retention Board

RENL
Immediate reenlistment

ROTC
Reserve Officers Training Corps

RRNCO
Recruiting and Retention NCO

RPAS
Retirement Point Accounting System

SA
Secretary of the Army

SSN
Social Security Number

State
The term "State" in this policy guidance refers to all governmental entities authorized a National Guard. (i.e.: the 50 States, the Commonwealth of Puerto Rico, Territories of the Virgin Islands and Guam, and the District of Columbia.)

TAG
The Adjutant General (Also includes the Commanding General of the District of Columbia)

SIDPERS
Standard Installation/Division Personnel System

SLRP
Student Loan Repayment Program

SMP
Simultaneous Membership Program

SRIP
Selected Reserve Incentive Program

UCMJ
Uniform Code of Military Justice

UIC
Unit Identification Code

USAR
U.S. Army Reserve