



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

NGB-ARH

24 November 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: Archiving Waivers and Exceptions to Policy Prepared by NGB-ARH (NGB-ARH Policy Memo #09-051)

1. References:

- a. AR 600-8-104, Military Personnel Information Management /Records, 22 June 2004
- b. Interactive Personnel Electronic Record Management System (iPERMS) Document Matrix

2. Purpose. Effective the date of this memorandum, NGB-ARH in coordination with NGB-ARP, will file approved waivers and exceptions to policy produced by NGB-ARH in iPERMS.

3. Background. The Personnel Policy and Readiness Division regularly provide both waiver and exception to policy memoranda to the requesting States and Territories. These memoranda were not previously archived electronically. Archiving these documents in electronic format in a centralized location allows for storage and access for viewing by anyone or agency with access and a need to know.

4. Policy. Each approved document will be loaded into the individuals' iPERMS record. NGB-ARH will scan approved documents and send them to NGB-ARP for input into iPERMS. The iPERMS file already has pre-defined file names with additional dispositions available to personnel with appropriate permissions. Individuals with authorized access can view, print and download documents. Only individual waivers and exception to policy documents that are specific to common personnel actions and are covered on the enclosed document list will be input into a service member's iPERMS at this time. Until the iPERMS Document Matrix is updated utilize the "APP WAIVER" (approved waiver) naming convention for both waivers and exceptions to policy.

5. Documents filed in iPERMS will be named "APP WAIVER" and stored in the Official Military Personnel File (OMPF) within the "Service folder" and also in the Military Personnel Records Jacket (MPRJ) within the "Permanent folder".

NGB-ARH

SUBJECT: Archiving Waivers and Exceptions to Policy Prepared by NGB-ARH (NGB-ARH Policy Memo #09-051)

6. The attached, Document List, covers the majority of approved documents to be filed in iPERMS by NGB-ARH and NGB-ARP. Other approvals will be considered on a case by case basis.

7. The point of contact is COL Dennis P. Chapman, Chief, Personnel Policy and Readiness Division, at DSN 327, 703-607-5904, or dennis.chapman@us.army.mil.

Encl
as



MARIANNE E. WATSON
COL, GS
G1, Army National Guard

Document List

Waiver or Exception Action

Reason Required

AGR/FTNGD

Appointment/Enlistment

Assignment/Position

Direct Commission Approval

Mandatory Removal Date(MRD)/Retention

Promotion

Retirement Grade

School/Education Attendance

Separation/Discharge

Age

Education/Training (Military or Civilian)

Moral/Legal (Military, Civil, Other Moral)

Security/Clearance

Service Remaining Obligation

Time in Grade/Time in Service

Two Time Non-Select (2XNS)