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

NGB-ARH

12 FEB 2010

MEMORANDUM FOR Deputy Director, Army National Guard ; Adjutant Generals of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Board Packet Review Process/Board Packet Documents for Army National Guard of the United States (ARNGUS) Active Guard Reserve (AGR) Release From Active Duty (REFRAD) Board/Active Service Management Board (ASMB) (NGB-ARH Policy Memo #10-012)

1. References.

a. Title 10, United States Code.

b. Title 32, United States Code.

c. Memorandum, NGB-ZA, 13 Jan 10, subject: Memorandum of Instruction – Fiscal Years (FY) 2010-2012 Army National Guard of the United States (ARNGUS) Active Guard Reserve (AGR) Release from Active Duty (REFRAD) Boards.

d. Memorandum, NGB-ZA, 13 Jan 10, subject: Memorandum of Instruction – Fiscal Years (FY) 2010-2012 Army National Guard of the United States (ARNGUS) Active Guard Reserve (AGR) Active Service Management (ASM) Boards.

e. Memorandum, NGB-ARH, 12 Feb 10, subject: ARNG Officer AGR Release From Active Duty (REFRAD Board/ Active Service Management Board (ASMB) Guidance (NBG-ARH Policy Memo #10-02).

2. Purpose. This policy memorandum provides policies and procedures to ensure every Soldier considered by the AGR REFRAD Board/ASMB for release from the ARNG AGR Program is given 90 days notification and the opportunity to submit a complete board packet.

3. Board Notification. No less than 90 days prior to the convening of the board, the Deputy Director Army National Guard /The Adjutants General 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.

4. Board Packet Review Process. Board files for all LifeCycle Management (LCM) boards will be completed in a four phased process. The four phases are records review, board file composition, board file review and verification. Specific actions are initiated and completed in each of the process.

Phase I: Records Review. Notification of the DDARNG/AG intent to conduct a Life Cycle Management (LCM) Board will also serve as notification to Soldier to initiate a thorough review of their records and make required updates. Board Administrators will complete the checklist (enclosure) and forward to all eligible Soldiers with the board notification memorandum. Soldier will use the checklist as a guide to review and update their records. This phase will be completed between notification and 60 days prior to the board dates.

Phase II: Board File Composition. Board administrators will initiate composition of board files upon completion of the phase I. When necessary, Soldiers may continue to update their records during this phase. Phase II will be completed 30 days prior to the date of the board.

Phase III: Board File Review. Soldiers will be granted access to the board system of record and afforded the opportunity to review their completed board file. This phase will be completed no later than 15 days prior to the date of the board.

Phase IV: Verification. The board administrators will conduct phase IV concurrently with phase III in order to meet the deadline for submission of Pre-board reports to NGB-ARH. States will provide a verification memorandum. The memorandum will include a by-name listing of the Soldiers who reviewed their board files. The memorandum will also include a by-name listing of Soldiers who chose not to review their board files and the reasons why they elected not to review their board files.

5. Board Packet Contents (Officer AGR REFRAD Board/ASMB).

a. Last five OERs to include a current OER.

b. Official military photograph.

c. DA Form 2-1 and, if available, an Officer Record Brief.

d. Personnel Qualification Report (PQR).

e. Performance portion of the Official Military Personnel File.

f. If applicable, the restricted fiche IAW CNGB, authority of paragraph 2-6 of AR 600-8-104 (Military Personnel Information Management/Records).

g. Documents such as General Officer memorandum of reprimand and other documents disciplinary in action.

h. Written communication from the officer being considered the addresses matters contained in the officer's military record.

i. Individual Medical Readiness Report (MEDPROS).

j. Memorandum stating whether the officer meets the medical retention standards and deployability standards in accordance with AR 600-60 (Physical Performance Evaluation System).

6. Board Packet Contents (Enlisted AGR ASMB).

a. Last five NCOERs to include a current NCOER.

b. Official military photograph.

c. DA Form 2-1 and, if available, an Enlisted Biographical Record Brief.

d. Personnel Qualification Report (PQR).

e. If applicable, the restricted fiche IAW CNGB, authority of paragraph 2-6 of AR 600-8-104 (Military Personnel Information Management/Records).

f. Documents such as General Officer memorandum of reprimand and other documents disciplinary in action.

g. Written communication from the Soldier being considered the addresses matters contained in the Soldier's military record.

h. Individual Medical Readiness Report (MEDPROS).

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.

MARIANNE E. WATSON
Colonel, GS
G-1, Army National Guard

Enclosure
LifeCycle Management Board Checklist