



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRH

27 July 2010

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: Operationalizing the RC Personnel Policy Initiative #3, Consolidated Temporary TDA Policy (PPOM #10-034)

1. References. See Annex A.

2. Background. Through DODD 1200.17, the Army Campaign Plan and other HQDA initiatives, the Secretary of Defense and the Secretary of the Army have mandated the operationalization of the Reserve Components. This policy is promulgated pursuant to that directive, and to maximize the ability of the ARNG to field fully-ready, mission-capable units for contingency operations whenever called upon by the National Command Authority or appropriate State/Territory authorities.

3. Purpose. The Temporary TDA policy is intended to provide States/Territories with flexibility in managing manpower in order to enhance unit readiness. This policy will allow States/Territories to improve the readiness of their units by providing them with a mechanism to manage personnel who are not available to their units of assignment, such as: borrowed military manpower, including personnel serving outside their State/Territory on contingency operations or related tours; personnel performing certain specified functions mandated by Headquarters Department of the Army or other competent authority, but for whom no force structure authorizations have been provided; personnel undergoing medical processing; and other categories.

4. Permissible Uses for Temporary TDA Positions. With the exception of Soldiers who possess the Primary MOS of 09L, Temporary TDAs will only be granted for Soldiers in the grades of E7-E9, W3-W5 and O4-O6. The ability to address Soldiers in lower grades falls within the scope of the Overstrength Policy (PPOM #10-033, reference 1h). The categories of personnel for which Temporary TDA positions are authorized are as follows:

a. Contingency Operations. Soldiers ordered to active duty related to contingency operations with units or headquarters that do not belong to the Soldier's State/Territory. Use of Temporary TDAs in this category will be limited to Soldiers mobilized in Derivative UICs under 10 USC 12302 or 12304, and Soldiers activated in CO ADOS tours under 10 USC 12301(d) in support of contingency operations.

b. Pending Retirements. States/Territories may request a Temporary TDA position to facilitate operational continuity for Soldiers in receipt of an approved retirement order. Temporary TDAs for pending retirements may be requested with an effective date of 6 months prior to the approved retirement date, or 12 months if the retiring Soldier is assigned

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to a unit that has received an official Notification of Sourcing (NOS), HQDA unit Alert Order, or HQDA unit Mobilization Order. Soldiers pending retirement are the only category of personnel in this policy that may be placed into a Temporary TDA position involuntarily.

c. Medically Non-Available Soldiers. Temporary TDA positions may be requested for some, but not all, medically non-available Soldiers. Temporary TDAs will only be authorized for medically non-available Soldiers for whom final resolution is reasonably assured and defined. States/Territories may not request Temporary TDA positions for Soldiers for whom they are unable to predict a reasonable date of resolution. Requests for Temporary TDA positions for Soldiers in this category must include an estimated date, provided by a military medical professional (physician or PA), by which the situation will be resolved. ARNG-HRH will not approve Temporary TDA positions for medically non-available Soldiers without the concurrence of ARNG-CSG. Some examples of authorized categories are:

(1) Soldiers pending MEB/PEB, but only after the Soldier has been found unfit for further service (i.e., after the Soldier is entered into the Medical Evaluation Board-Internal Tracking Tool (MEB-ITT), or after the State/Territory has received the DA Form 199).

(2) Soldiers not selected for retention by a Qualitative Retention Board (QRB) or Selective Retention Board (SRB), who must be retained beyond the normal separation date due to medical processing.

d. Resident Senior Service College (SSC) students or Fellows. Temporary TDA positions will be valid only for the duration of the course of resident instruction/study. Officers selected for Fellowships who attend resident Advanced Joint Professional Military Education (AJPME) in a "TDY en route" status before or after their Fellowship may be retained in the Temporary TDA position during this course.

e. Recruiting and Retention Force (RRF) Personnel. States/Territories with a validated requirement for RRF positions that are not reflected in the State/Territory's RRF TDA may request a Temporary TDA for each additional required Soldier. This applies only in States/Territories that earn more full-time equivalent (FTE) authorizations on the AGR voucher than there are positions on the TDA, or States/Territories with a disparity in grade structure between the TDA and the AGR voucher. Requests will be approved by-name for a period not to exceed two years, or until the authorization document has been updated (whichever is first). ARNG-HRH will not approve Temporary TDA positions for RRF Soldiers without the concurrence of ARNG-GSS.

f. 09L (Linguist). Personnel assigned as 09L will be assigned to a Temporary TDA position within the State/Territory JFHQ to perform duties in the Translator and Interpreter (T&I) Detachment upon enlistment.

g. Professors of Military Science/Assistant Professors of Military Science (PMS/APMS). An officer selected for assignment in the PMS/APMS program will be assigned to a

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Temporary TDA position for the duration of the tour. Guidance regarding the management, program staffing and assignment requirements of this program is established in NGB-ARH Policy Memo #09-012 (reference 1g).

h. Warrior Transition Unit/Community Based Warrior Transition Unit (WTU/CBWTU) Cadre. Personnel assigned to the WTU/CBWTU as Cadre may be assigned to a Temporary TDA position for the duration of the tour. Guidance regarding the selection, assignment and promotion requirements for this program is established in PPOM #10-035 (reference 1i).

i. Equal Opportunity Advisors. Authorizations for assigning EOAs in Temporary TDA positions are enumerated in Annex B of this policy.

j. Special Branch Officers, including students preparing for service in AMEDD or the Chaplaincy. Authorizations for Special Branch Officers are enumerated in Annex C.

k. Requests for Temporary TDAs for situations which do not fall within the categories listed above will be considered on a case-by-case basis. Requests under this category, however, will only be considered for those unique situations in which there is a demonstrated need of extraordinary importance, and in which all other options have been exhausted. As requests outside of the above categories are extremely difficult to approve, it is the responsibility of the State/Territory to not only articulate the justification for their request, but to also outline the vetted options which precluded a resolution outside of a Temporary TDA authorization. Such requests will only be granted when approval is in the best interests of the Soldier, the State, and the ARNG.

5. Limitations. The use of Temporary TDA positions can create administrative problems and, if improperly used, can degrade unit readiness. States/Territories are encouraged to request Temporary TDA positions sparingly, and only when necessary to maintain and enhance readiness of deploying or deployable units.

a. This policy does not authorize States/Territories to exceed their overall End Strength (ES) limit as established by NGB. Any Temporary TDA assignments executed under this policy must be within the State/Territory's cumulative ES cap.

b. Except as explicitly stated in this policy, Soldiers will not be promoted in Temporary TDA positions. Paragraph 7 of this policy identifies personnel who may be promoted while assigned to a Temporary TDA position.

c. This policy does not modify bonus or incentive policy. By definition, all Soldiers assigned to Temporary TDA positions are assigned as excess personnel. States/Territories must manage implementation and utilization of this policy so as to avoid adversely impacting Soldiers' eligibility for bonuses or other incentives. Bonus and incentive policy is published separately by ARNG-GSE.

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d. This policy does not authorize temporary controlled grade allocations for AGR personnel reassigned to Temporary TDA positions. ARNG-HRM remains the approval authority for temporary controlled grade requests.

e. Authority. The Personnel Policy Division (ARNG-HRH) is the authority for both approving Temporary TDA positions and for issuing Temporary TDA policies.

f. With the exception of personnel pending retirement, Soldiers may not be involuntarily assigned to Temporary TDA positions. Assignment to a Temporary TDA position carries the risk of involuntary separation, should a position in the appropriate grade not be available upon expiration of the approved position (see paragraph 6). Soldiers must be counseled on this risk, and must acknowledge and accept that risk in writing prior to being assigned to a Temporary TDA position. However, the State/Territory may make approval of a voluntary deployment or other voluntary duty contingent upon accepting assignment to a Temporary TDA position.

g. All Temporary TDA positions will be created as excess paragraph and line positions in the State/Territory JFHQ. Compliance with this requirement is essential to NGB's ability to maintain adequate visibility of the scope of the Temporary TDA program within the ARNG. (See Annex E, SIDPERS Instructions.) States/Territories may further attach these Soldiers to another unit within the State/Territory for pay, administration and training.

6. Duration of Temporary TDA Positions. All Temporary TDA positions will be approved by ARNG-HRH for a specified, finite period of time. Unless otherwise stated in this policy or its annexes, a Temporary TDA position will remain valid for the duration of the mission or requirement for which it was requested plus 90 days. The expiration date will be stated in the approval letter. Soldiers not assigned to a valid MTOE or TDA position of the appropriate grade in accordance with applicable policy and regulation by the expiration date of the Temporary TDA position will be involuntarily transferred to the IRR or otherwise separated in accordance with applicable policy and regulation.

7. Promotions. ARNG promotions must be executed only against a valid vacancy in a Federally recognized unit, IAW applicable regulations and the DA Personnel Policy Guidance (PPG). Promotion of Soldiers assigned to a Temporary TDA is strictly prohibited except under the following provisions:

a. All personnel assigned as cadre within a Warrior Transition Unit/Community Based Warrior Transition Unit (WTU/CBWTU) IAW PPOM #10-035 (reference 1i).

b. Officers who are selected by a DA Mandatory Promotion Board and have reached maximum time in grade may be promoted IAW Chapter 10-13 of the DA PPG.

c. Soldiers who possess the Primary Military Specialty (PMOS) of 09L are authorized promotion up to the grade of SSG/E6 while assigned to a temporary position. Soldiers possessing the 09L MOS who are promoted under this policy must be selected from an

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approved list and meet all criteria as outlined in NGB-ARH Policy Memorandum #05-031 (reference 1f).

d. Medical/Dental/IPAP/Clinical Psychology/Social Worker students (AMEDD) who meet all requirements for mandatory promotion, to include completion of their respective Specialty Branch Basic Officer Leadership Course.

e. Chaplain Candidates (Staff Specialists) may be promoted to 1LT provided they have completed the Chaplain Basic Officer Leaders Course (CHBOLC) and are otherwise qualified, they are not authorized promotion beyond 1LT while assigned as a Chaplain Candidate.

8. Procedure for Requesting Temporary TDA Positions. States/Territories will submit all requests for Temporary TDA authorizations directly to ARNG-HRH. ARNG-HRH will staff with other entities within the ARNG Directorate as appropriate, and will then notify the State/Territory of the approval or disapproval. Requests will include:

a. Request Letter. See Annex D, Request Format.

b. Copies of mobilization, CO ADOS, or retirement orders as applicable.

c. Supporting documents as specified elsewhere in this policy or its annexes.

d. Get Well Plan. The State/Territory must provide a viable plan for returning the State/Territory to the appropriate number of Soldiers of the MOS/Grade of the Soldier for whom the Temporary TDA is requested after expiration of the requested Temporary TDA position. This can be included in the Request Letter, if practical.

e. Statement from the impacted Soldier volunteering for assignment to a Temporary TDA position and acknowledging that, should the Soldier not be properly assigned to an authorized MTOE or TDA position of the appropriate grade by the expiration of the Temporary TDA position, the Soldier may be transferred to the IRR or otherwise separated in accordance with applicable policy and regulation.

f. Any additional documentation that would support the justification for a Temporary TDA request (if applicable).

9. Control Measures. In order to prevent abuse and to ensure that this policy does not lead to unintended second order effects, the following control measures apply, in addition to those specified elsewhere in this policy or its annexes:

a. Temporary TDA requests for Soldiers promoted under the provisions of Chapter 7 of this paragraph must be resubmitted in conjunction with their promotion packet. Accordingly, the State must ensure that the Get Well Plan outlines how they intend to manage the promoted Soldier upon expiration of the Temporary TDA position.

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b. NGB will not automatically approve requests for exemption from conducting Qualitative Retention Boards (QRB) or Selective Retention Boards (SRB) where the requesting State/Territory has failed to properly assign Soldiers upon expiration of Temporary TDA positions or Overstrength authorizations. States/Territories will be required to rectify such excesses by other means, or they may be required to utilize the QRB/SRB process to do so.

c. NGB strongly encourages States/Territories to properly assign officers and warrant officers upon expiration of Temporary TDA positions. Improperly managed overstrength authorizations may delay the promotion of others to the affected grades in the State/Territory. NGB may delay processing of federal recognition packets for additional officers in the affected grades until the State/Territory has developed an agreed upon justifiable get well plan.

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

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl
as



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

ANNEX A
PPOM #10-034
References

1. Primary References.

- a. DoDD 1200.17, 29 Oct 08, subject: Managing the Reserve Components as an Operational Force.
- b. NGR 600-100, Commissioned Officers-Federal Recognition and Related Personnel Actions, 15 Apr 94.
- c. NGR 600-101, Warrant Officers-Federal Recognition and Related Personnel Actions, 1 Oct 04.
- d. NGR 600-200, Enlisted Personnel Management, 31 Jul 09.
- e. Department of the Army Personnel Policy Guidance (DA PPG), 14 Jul 10.
- f. Memorandum, NGB-ARH, 30 Mar 05, subject: Promotion of PMOS 09L while assigned to position with the Joint Force Headquarters performing duties in the Translator and Interpreter Detachment (NGB-ARH #05-031).
- g. Memorandum, NGB-ARH, 19 Feb 09, subject: Army National Guard (ARNG) Professor/Assistant Professor or Military Science (PMS/APMS) Program Policy (NGB-ARH Policy Memo #09-012).
- h. Memorandum, ARNG-HRH, 27 Jul 10, Operationalizing the Reserve Components Personnel Policy Initiative #2, ARNG Overstrength Policy (PPOM #10-033).
- i. Memorandum, ARNG-HRH, 27 Jul 10, subject: Warrior Transition Unit/Community Based Warrior Transition Unit (WTU/CBWTU) Cadre Manning Criteria and Process for the Army National Guard (ARNG) (PPOM #10-035).

2. Rescinded Policies. The following ARH policy memorandums are rescinded effective the publication date of this policy:

- a. Memorandum, NGB-ARH, 11 Oct 06, subject: Army National Guard (ARNG) Temporary Table of Distribution (TDA) Positions (NGB-ARH Policy Memo #06-030).
- b. Memorandum, NGB-ARH, 14 Oct 08, subject: Requests for Temporary Positions for Equal Opportunity Advisors (EOA) (NGB-ARH Policy Memo #08-029).

3. Related Policies Which Remain in Effect. The following policy memorandums contain provisions related to Temporary TDA positions. These documents remain in effect until their published expiration date, or until rescinded or superseded:

- a. Memorandum, NGB-ARH, 30 Jan 04, Clarification of Policy to Promote DA Select Mobilized Officers at maximum Time in Grade (NGB-ARH Memo #04-0025).

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b. Memorandum, NGB-ARH, 23 Aug 07, subject: Army National Guard (ARNG) Special Branches Over-Grade Policy for Commissioned Officers (NGB-ARH Policy Memo #07-023).

c. Memorandum, NGB-ARH, 2 Feb 09, Unit Vacancy Promotion of Mobilized Army National Guard (ARNG) Officers (NGB-ARH Memo #09-027).

d. Memorandum, NGB-ASM-09-141, 05 May 09, subject: Implementation Procedures for Active Duty for Operational Support (ADOS) Tours for Referred ROTC Cadets. **

Note.

*** SMOM 09-141 (reference 3d of this annex) remains in effect until all identified officers have been assigned against a Temporary TDA position. Upon completion of this requirement SMOM 09-141 may no longer be used to justify Temporary TDA position requests.*

ANNEX B
PPOM #10-034
Equal Opportunity Advisor (EOA) Program

1. Purpose. Annex B provides guidance in requesting temporary positions for EOAs. This authorization will remain in effect until 30 September 2011. States and Territories should reassess the assignment of EOA positions after this date; assignments should be designed to fit strategic plans that take into account Force Structure Allowance (FSA) changes.

2. Eligibility criteria. In accordance with references above, the following personnel are not eligible for EOA temporary positions:

a. State-Level Equal Opportunity (EO) and Equal Employment Opportunity (EEO) personnel or civilians.

b. Military Technicians.

c. Title 32 (T32), AGR personnel.

3. There are minimum staffing requirements under the T32 status. Personnel with primary duty as EOAs will not be assigned collateral duties that interfere with their EO duties. The Adjutant General may request EOA temporary positions IAW the following model:

a. The JFHQs are authorized two EOAs—a Lieutenant Colonel or Major, and a Sergeant Major or Master Sergeant.

b. The 28th Infantry Division (ID) and the 40th ID (M) are each authorized four EOAs—a Lieutenant Colonel, a Master Sergeant, and two Sergeants First Class.

c. All O7 commands or other divisions are authorized two EOAs—a Lieutenant Colonel and a Master Sergeant.

d. All O6 commands are authorized one EOA—a Major or Sergeant First Class.

4. Units mobilized and or deployed under Title 10 for 30 days or more must follow AR 600-20 staffing requirements.

5. Request procedure. Submit request(s) directly to ARNG-HRH. Upon receipt, ARNG-HRH will coordinate with the ARNG-HRH Equal Opportunity Branch (ARNG-HRH-SO) to determine if a temporary TDA position may be authorized.

6. Required actions:

a. If a Soldier in an EOA position leaves that position before the end of the 3-year tour, the State or Territory must submit a request to ARNG-HRH to rescind the initial request before requesting a replacement.

b. If the EOA has completed the 3-year tour and is recommended to remain as the EOA, the State/Territory must submit an extension to ARNG-HRH.

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PPOM #10-034
Equal Opportunity Advisor (EOA) Program

c. Promotion of Soldiers while serving in temporary positions is not authorized. Promotion action must occur before a Soldier is assigned to a temporary position. No exceptions.

d. The EOA positions are temporary for documentation purposes only. EOA responsibilities are not additional duties; they are primary duties. Personnel selected for these positions should be handled as full-time.

7. Electronic copies of this and other ARNG EO-related memorandums are available on the EO Web Site: www.ngb.army.mil/jointstaff/zc/eo/policyprograms/arng/memos.aspx.

ANNEX C
PPOM #10-034
Special Branches Temporary TDA Authorizations

1. When a State/Territory determines that a temporary position is required for a Chaplain Candidate/Staff Specialist (SS) or a Medical/Dental Student, they must submit a request for a temporary position with a start and fixed expiration date. Special branch officers (SS or Medical/Dental/Clinical Psychology/Social Work students) previously authorized a temporary position which has expired must submit a new request for the temporary position to be extended. The request for extensions of such positions will be reviewed on a case-by-case basis. However, upon expiration of the temporary position, the officer must be assigned to an authorized Modified Table of Organization and Equipment (MTOE) or Table of Distribution and Allowances (TDA) position or be separated.

a. Temporary position requests for the following Army Medical Department (AMEDD) officers will be sent directly to ARNG-HRH. Upon receipt of the request ARNG-HRH will staff with the Office of the Chief Surgeon (ARNG-CSG) to determine whether a Temporary TDA position may be authorized.

(1) Medical and Dental students, regardless of their current status.

(2) Full-time students pursuing a course of study that will qualify them for appointment in an AMEDD specialty, but who do not currently qualify for appointment in a clinical AMEDD specialty. This includes, but is not limited to, Clinical Psychologists, Social Workers, and Physician Assistants.

(3) AMEDD officers (currently receiving incentives) who lose a position due to unit reorganization or inactivation.

(4) Soldiers attending the IPAP program at Fort Sam Houston, TX.

b. Temporary position requests for Chaplain Candidates will be sent directly to ARNG-HRH. Upon receipt of the request ARNG-HRH will staff with the Office of the Chief of Chaplains ARNG (ARNG-CSO-CH) to determine whether a temporary TDA position may be authorized.

c. Temporary position requests for Judge Advocates will be sent directly to ARNG-HRH. Upon receipt of the request ARNG-HRH will staff with the Office of the Chief Counsel (NGB-JA) to determine whether a temporary TDA position may be authorized.

ANNEX D
PPOM #10-034
Request Format

Office Symbol

Date

MEMORANDUM FOR Chief, National Guard Bureau, ARNG-HRH (ATTN: Officer Policy),
1411 Jefferson Davis Highway, Arlington, VA 22202-3231

SUBJECT: Request for Temporary Table of Distribution and Allowances (TDA) Position,
Joint Forces Headquarters, State ARNG

1. Request an additional temporary TDA position in Joint Forces Headquarters, State
ARNG, for the following individual:

- a. Name/SSN/Grade:
- b. Branch/AOC:
- c. Date of Birth (DOB):
- d. Effective Date:
- e. Expiration Date:
- f. Current Status:
- g. Unit of Assignment:

2. MTOE/TDA position availability assessed for assignment:

3. Justification for Request. (*Reference a listed authorization outlined in paragraph 4 of this
policy.*)

4. Get Well Plan. (*Explanation of this requirement is outlined in paragraph 8d of this policy.*)

5. State Point of Contact.

AUTHORITY LINE:

AUTHORIZED AUTHORITY
RANK, BRANCH
Position

ANNEX E
PPOM #10-034
SIDPERS Instructions

TBP