

**NATIONAL GUARD BUREAU
SENIOR LEADER MANAGEMENT OFFICE**



ARMY NATIONAL GUARD

CY20 General Officer

Federal Recognition Guide

Previous Versions Obsolete

Prepared by:
NGB-SL
111 South George Mason Drive, Building 2
Arlington, VA 22204

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*The purpose of this Guide is to assist the states on how to submit a nomination package that meets regulatory and statutory requirements. **It is very important to read this Guide in its entirety prior to submitting a nomination package; many changes have been made in the publication of this year's guide.***

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General Officer Federal Recognition Board**

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**MEMORANDUM FOR THE ADJUTANTS GENERAL AND THE COMMANDING
GENERAL OF THE DISTRICT OF COLUMBIA**

Subject: 2020 Army National Guard General Officer Federal Recognition Board

1. The 2020 Army National Guard General Officer Federal Recognition Board (GOFRB) is currently scheduled to convene on 26 October 2020 at the Army Human Resources Command in Fort Knox, Kentucky.

2. The attached CY20 Army National Guard GOFRB Guidebook provides detailed information about submitting nomination packet for consideration. Additionally, specific timelines are identified that must be met in order for nominations to be submitted to the GOFRB. All memos referenced in the guidebook will be available for download from the NGB-SL Restricted website under ARNG, FRB Information, https://gko.portal.ng.mil/ngb/STAFF/D01/GO/restricted/Library/arng_frb_information.aspx.

3. Please adhere to all outlined instructions provided in this guidebook and meet all published timelines and suspense's.

4. The nomination suspense is 12 June 2020.

5. Point of contact is MAJ VincentAnthony S. Guerrero; Army Force Management Branch; NGB-SL: 703-604-4074.

MICHAEL T. GEROCK
Brigadier General, USAF
Director, Senior Leader Management

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SECTION 1: OVERVIEW OF ARNG GOFRB PROCESS

1. The Federal Recognition Board process to the grade of brigadier general or major general is to provide a uniform qualification standard review. The Governor or Adjutant General appoints and recommends qualified officers to the rank of brigadier general or major general. The Federal Recognition nomination package is forwarded by the State to NGB-SL for further processing.
2. The Army National Guard (ARNG) General Officer Federal Recognition Board (GOFRB) is held once a year in October. The first step in the Federal Recognition nomination process is for the State and NGB-SL to validate that nominees are eligible to meet the GOFRB.
3. If a State wants to withdraw a package at any time during this process, a nomination withdrawal request must come from the TAG or Governor. An initial email from the State will be accepted, but a signed request letter must immediately follow. An example is provided at the end of this guide.
4. If a nominee retires or separates at any time during this process, NGB-SL must be notified immediately and provided with a copy of the nominee's retirement or separation order.
5. Questions regarding the ARNG GOFRB may be directed to MAJ Vince Guerrero at COMM 703-604-4074 email vincentanthony.s.guerrero.mil@mail.mil, MSG Lena Selby at COMM 703-607-2712 lena.m.selby.mil@mail.mil or MSG Jennifer Iudicello at COMM 703-607-2712, email jennifer.j.iudicello.mil@mail.mil
All ARNG GOFRB packages and documents will be sent to ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil

1. BASIC ELIGIBILITY

RETAINABILITY

Have sufficient time remaining in an active status on the first day of the month in which the GOFRB convenes:

- Officers must have at least four years remaining to serve in an active status before reaching maximum age for the higher grade. (Maj Gen max age is 64; Brig Gen max age is 62)
- State Adjutants General and Assistant Adjutants General must have at least two years remaining to serve in an active status before reaching maximum age for the higher grade. (TAGs max age is 66; AAGs Maj Gen max age is 64; and AAGs Brig Gen max age is 62)
- Officers assigned to special branches (Chaplains and health profession) must have at least two years remaining to serve in an active status before reaching their maximum age for the higher grade. If extended under 10 USC 14703, the officer must have four years remaining to serve in an active status before reaching maximum age for the higher grade. (With SAF approval max age is 68)

MANDATORY REMOVAL DATE (MRD)

The nominated officer's MRD must be on or after 31 March 2021 to be board eligible. Officers with existing MRD waivers must gain approval before the board convenes.

TIME-IN-GRADE

The minimum time-in-grade requirements, as of the date of the board (26 October 2020) are as follows:

- Colonel to Brigadier General: 1 year
- Brigadier General to Major General: 1 year

MEDICAL

Chapter 3 Physical with GO Medical Checklist must be e- mailed encrypted in Phase III of this board process.

Date of physical must not be prior to 31 May 2020

****Do not send PHA documents.****

*****Only send Approved MATS document signed by the Surgeon General*****

PHYSICAL STANDARDS

Successfully pass the APFT within 12 months of board convene date, or 6 months for an AGR officer.

SENIOR DEVELOPMENTAL EDUCATION

Satisfactory completion of Senior Developmental Education, through correspondence, in-residence or seminar attendance programs, is mandatory.

SECURITY CLEARANCE

Officers being considered for Federal Recognition must possess a Top Secret security clearance as annotated on the JPAS Report. If an officer does not possess a Top Secret security clearance, a background investigation must be initiated and open prior to the convening date of the GOFRB.

The security clearance must not be more than six years old from the date of the GOFRB. If more than six years have lapsed, a periodic reinvestigation must be initiated.

2. DATES TO REMEMBER

Official Photograph	Not Taken Before 8 May 20
Chapter 3 Physical	Not Prior to 31 May 20
PHASE I Nomination Packages Due By	12 Jun 20
GOFRB list confirmation with States	15-30 Jun 20
PHASE II Packages Due By	2 Jul 20
PHASE III Packages Due By	31 Jul 20
Official Photos must be processed by DAPMIS NLT	07 Aug 20
Pull date for iPERMS Data	31 Aug 20
General Officer Federal Recognition Board Convenes	26 Oct 20
Mandatory Removal Date (on or beyond this date)	31 Mar 21

3. SUBMISSION PROCESS

1. Submit all documents with personally identifiable information (PII) encrypted as a single .pdf document to ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil and copy furnish: MSG Lena M. Selby, lena.m.selby.mil@mail.mil , MSG Jennifer J. Iudicello, jennifer.j.iudicello.mil@mail.mil , and MAJ VincentAnthony SA Guerrero, vincentanthony.s.guerrero.mil@mail.mil , SUBJECT: "Member's State, Last Name, Rank, CY20" (i.e. NC, Jones, COL, CY20) in the subject line. If subject line does not follow this format, documents will be returned without action.
2. Submit Phase I- TAG/Governor nomination as a separate document. All other required documents per phase can be combined in one PDF.
3. Fillable versions of the Phase I Checklist, NGB-SL Database Information Sheet, the Phase II and Phase III checklists are available on the NGB-SL Restricted website, https://gko.portal.ng.mil/ngb/STAFF/D01/GO/restricted/Library/arng_frb_information.aspx
4. Official biographies for Colonels and biography updates for General Officers will be submitted to NGB-SL during Phase II to allow time for editing. Send biographies and/or edits via encrypted email to ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil and copy furnish: SFC Mayra Arias, mayra.a.arias.mil@mail.mil , "Member's State, Last Name, Rank, CY20" (i.e. NC, Jones, COL, CY20) in the subject line. If subject line does not follow this format, documents will be returned without action.

4. FREQUENTLY ASKED QUESTIONS

Q1. If an officer is examined by the GOFRB for GOL qualification and the board finds the officer does not meet the GOL/LINE standard, may the board recommend federal recognition as an AGC officer?

A1. NO.

Q2. May an officer who is examined for GOL qualification serve in an AGC position (Assistant Adjutant General, The Adjutant General) without further examination by a GOFRB?

A2. YES.

Q3. May an officer who is examined for AGC qualification serve in a GOL position without further examination by a GOFRB?

A3. NO. The officer must be considered by another GOFRB for GOL qualification (GOL/QUAL). Once a GOFRB finds the officer is GOL qualified and the Secretary of the Army approves the board, the officer is immediately GOL qualified.

Q4. If an officer is GOL qualified but serving in an AGC position (AAG, TAG), what is the MRD?

A4. AGC. MRDs for AAG and TAG are based on the position occupied, not the officer's qualification as either LINE or AGC. The maximum age requirements are: Brig Gen = 62, Maj Gen = 64 and TAG = 66.

Q5. May an officer who is being nominated for a projected AGC position be examined by the GOFRB for GOL qualification?

A5. YES. The Federal Recognition type must be "GOL" on the nomination memorandum.

Q6. May an officer who is being nominated for a projected GOL position be examined by the GOFRB for AGC qualification?

A6. NO.

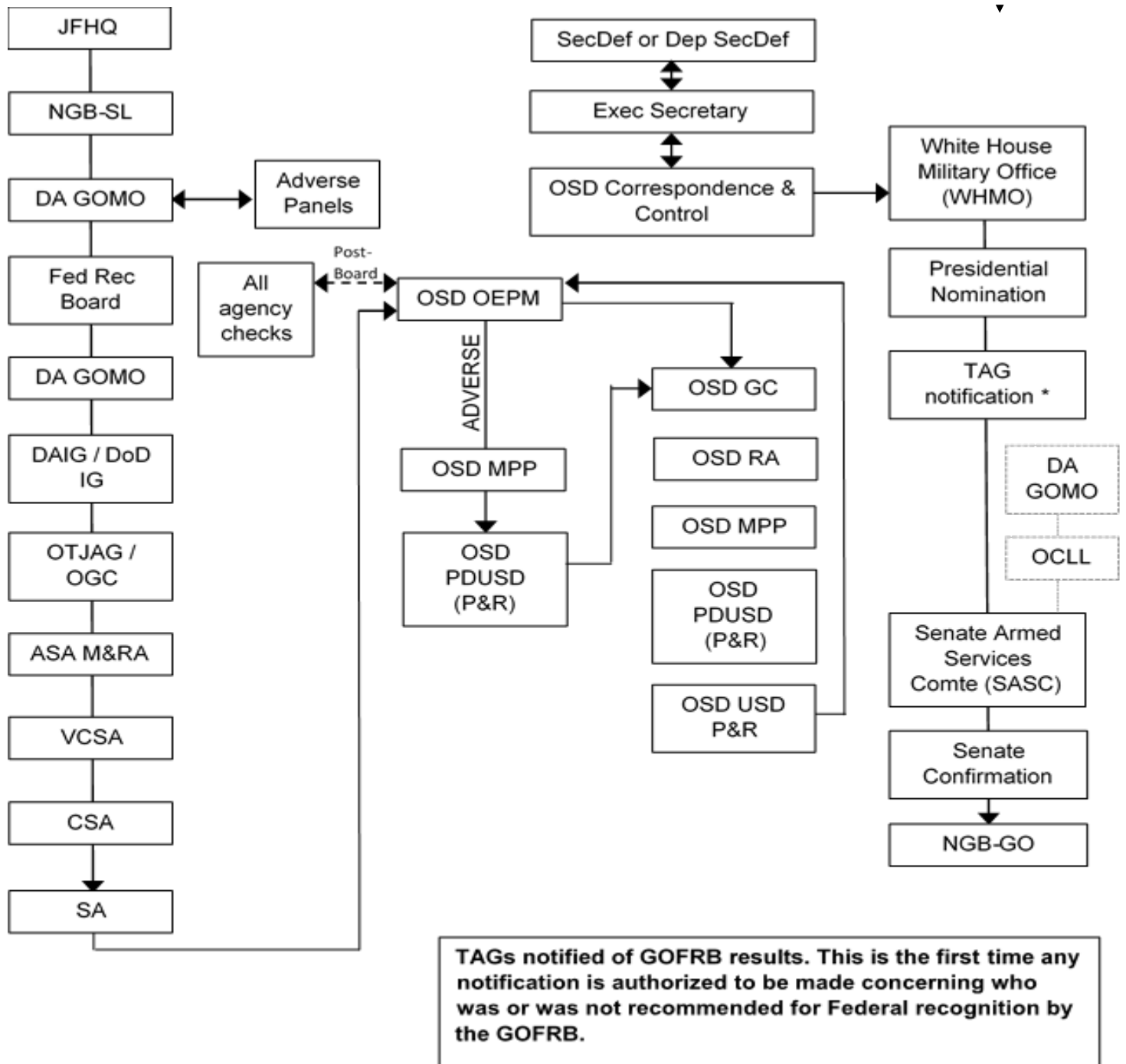
Q7. Are the GOFRB nomination packages different for GOL vs. AGC general officer nominees?

A7. NO. The same documents are required for either type of nomination.

Q8. Does the GO qualification (GOL or AGC) affect an officer when he/she leaves the Army National Guard?

A8. YES. Once an officer ceases to occupy an Army National Guard general officer position (retirement, transfer to reserve), his/her options are now based on the qualification from the GOFRB, rather than the type of positions served in. GOL qualified officers have the additional option of transferring to the Stand-by Reserve, if eligible, even if they have only served in AGC positions.

5. ARNG GOFRB FLOW CHART



Notes:

1. IG Checks will be conducted every 90 days until Senate confirmation.
2. State, NGB, SA, and DoD IG offices **MUST** make notification immediately about any potentially adverse information. IAW DoDI 1320.4, SA has five duty days to notify OSD of potentially adverse information

SECTION 2: PHASE 1- NOMINATION PHASE

ELECTRONIC CHECKLIST IS LOCATED ON THE NGB-SL RESTRICTED SITE

CY20 - ARNG GOFRB PHASE I CHECKLIST DUE NLT 12 June 2020

Updated Excel Spreadsheet

CY20 - ARNG GOFRB PHASE I CHECKLIST DUE NLT 12 June 2020										
Nominee's Rank/Name: Last, First, MI.				State:		AGR TECH M-DAY (circle one)				
DoD ID#				State POC Name				Phone # & E-mail:		
1	Checklist with the following Items Due: 12 June 2020			Nominee		State		NGB-GO		Remarks
				Yes	No	Yes	No	Yes	No	
2	Nomination Memorandum: Nomination type: FR or COE (circle one) Grade: BG or MG (circle one) Federal Recognition Type: AGC or GOL (circle one) General of the Line Qualification ONLY? Y or N (circle one) Second COE? (Y or N) Same Grade? (Y or N) (Circle One) MRD Validated (Y or N) (Circle One) MRD: _____ (must be on or after 31 March 2021)									
3	Database Information Sheet			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Signed by Nominee)
4	DA Form 1059 or Senior Service College Certificate			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(For those attending War College or equivalent,
5	Applicable Waiver requests/ No waiver required confirmation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	COE - Certificate of Eligibility									
	GOL - General of the Line									
	AGC - Adjutant General Corps									
	MRD - Mandatory Removal Date									
	FR - Federal Recognition									

Submit **one PDF document** in the order of this checklist, encrypted, to

ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil

Do NOT Use the Portfolio Feature in Adobe

For the subject line: "State, Last Name, Rank, CY20, Nom Phase" (i.e., AZ, Guard, COL, CY20, Nom Phase)

If re-submitting a corrected document, only email the corrected document, not the entire package all over again.

1. NOMINATION MEMORANDUM GUIDANCE

REFERENCE: NGR 600-100, paragraph 11-8a(1) AR 135-156, paragraph 3-6d

1. Adjutants General may nominate one colonel or brigadier general against each valid GO authorization in their respective State/Territory/District, per GOFRB. Additionally, Adjutants General may nominate one additional Soldier, per grade (i.e. O-6 to O-7 and O-7 to O-8) using ARNG 'Special Assistant' as the projected position. Each State may nominate only one officer for a brigadier general Certificate of Eligibility (COE) and only one officer for a major general COE, per board, with 'ARNG Special Assistant' as their projected duty title. Two nominated Soldiers cannot be nominated against the same authorization. ARNG Special Assistant nominations must be submitted as GOL qualification.

2. Nomination memorandums for the position of Adjutant General must be signed by the Governor. A memorandum signed by either the Governor or the Adjutant General is required for all other officers. It should address the strengths of the member, include specific reasons for selection to the assignment, note contributions made to the Army and ARNG missions, and provide a strong promotion recommendation.

3. Nomination memorandums must specify the current and projected assignment information. The memorandum must also identify if the nominee is to be considered for federal recognition as a General Officer of the Line (GOL) or Adjutant General Corps (AGC). An officer considered for a COE for GOL must meet all minimum requirements at the time of consideration and should be able to meet time in grade requirements for retirement upon projected assignment date in conjunction with state/territory general officer force management plan.

There are three primary ways a Soldier will be considered for promotion before the GOFRB that must be identified in the nomination memo:

- a. Federal Recognition for position vacancy. If the individual is already assigned to an authorized general officer billet, their nomination should reflect "Federal Recognition" and assignment orders should be submitted along with other board documents. A Position Vacancy is when an individual, at the time of the board, is serving in the position against which he or she is nominated and assigned. A Certificate of Eligibility allows an individual to be nominated against a valid projected vacancy. If the officer is not in a GO billet prior to COE expiration, he or she must be re-examined by a subsequent board to attain another COE, if still eligible.
 - b. Certificate of Eligibility (COE). A Certificate of Eligibility is for an individual to be nominated against a valid State/Territory/District authorization. The memo must identify the current incumbent and estimated time when the incumbent will vacate the position (Not required for ARNG Special Assistant).
 - c. GOL Qualification. This is reserved for brigadier or major generals that currently hold an AGC COE and wish to compete for a GOL COE in the same grade. Note that any major generals competing for GOL Qualification as an O-8, must have held a GOL qualification as an O-7.
4. A COE is valid for two years upon Senate confirmation. To be eligible for consideration for this GOFRB, an officer's mandatory removal date (MRD) must be on or after 31 March 2021.
5. Officers meeting the board for a second COE or GOL qualification do not require senate confirmation. The Secretary of the Army is the approval authority for officers meeting the board for a second COE or GOL qualification.
6. For a State Adjutant or Assistant Adjutant General Nominee, an extract of the pertinent portion of the State code governing appointment and grade must be provided. Executive orders or other directives which implement a State code, but are not specific, are not sufficient for Federal recognition purposes. Nominees for the positions of Adjutant or Assistant Adjutant General may be considered for Federal recognition as general officer of the line.

NOMINATION MEMORANDUM - EXAMPLE
ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-SL, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: Nomination for Federal Recognition –or- Certificate of Eligibility of (rank and name) to Brigadier/Major General

1. Under the provisions of NGR (AR) 600-100, Chapter 11-8a(1), I recommend the following named officer for Federal Recognition (if in position) / a Certificate of Eligibility (choose appropriate verbiage) in the Army National Guard:

- a. Name: Last, First MI Suffix
- b. DoD ID Number:
- c. Date of Rank: DD MMM YY (e.g. 26 May 15)
- d. Mandatory Removal Date: DD MMM YY
- e. O-6 Branch: Field Artillery (Do Not Use “General Officer” or “GO” as a Branch)
- f. Status: M-day/Technician/AGR (if AGR include number of Total Active Federal Service years)
- g. Area of Concentration and/or Functional Area: (e.g. 13A)
- h. Present Grade and Unit Position: Grade, Position, Unit, (State) Army National Guard. IPPS-A Position Number –or- Para/Lin
- i. Grade, MTOE/TDA Position and Unit for which Recommended: Brigadier General, Assistant Adjutant General, Joint Force Headquarters, State Army National Guard, VICE: BG Shagwell, retiring 1 April 2017. If the position is vacant, put vacant. If ARNG Special Assistant, leave incumbent info blank.
- j. Federal Recognition Type: “GOL” or “AGC” or “GOL Qualification” only (choose one). Note: GOL Qualification applies to BG/MG who are currently AGC only. ARNG Special Assistant nominations require GOL qualification.

2. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade and branch for which recommended.

- a. The following periods of service are creditable for promotion to the higher grade: DD MMM YY to present.
- b. This officer meets the minimum requirement of Military Education Level I IAW AR 350-1 (DA form 1059 enclosed) and the civilian educational requirement of a baccalaureate degree. (Note: indicate if currently enrolled and projected graduation date)
- c. Individual meets the height and weight standards of AR 600-9 as verified by: Current DA Form 705 or DA Forms 5500/5501.
- d. This officer does not require any waivers or identify any waivers required.

3. (Narrative: The following is an example and should not be used verbatim) (Rank Last Name) is, without reservation, the best-qualified officer in the (State/Territory/District) Army National Guard for the position of Assistant Adjutant General. He/She has been an outstanding performer and is fully qualified for Federal recognition and the ensuing duties. He/She has demonstrated his/her capabilities with superior performance in both command and staff positions. (Rank Last Name) is a strong leader and a role model for officers of lesser rank. I strongly recommend him/her for Federal recognition.

Attachment:
Nomination Package

TAG SIGNATURE ELEMENT
(Governor if Nominated Officer is TAG or position of TAG)

2. DATABASE INFORMATION GUIDANCE

1. A fillable form is available on the NGB-SL restricted website:

https://gko.portal.ng.mil/ngb/STAFF/D01/GO/restricted/Library/arng_frb_information.aspx

2. If there are any data information changes, notify NGB-SL. This information is used by NGB Senior Leadership and must be kept current **at all times**. Email updated sheets to ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil with the subject line "State, Last Name, Rank, CY20" (i.e., AZ, Guard, COL, CY20).

DATABASE INFORMATION-EXAMPLE

ELECTRONIC DATABASE INFORMATION SHEET IS LOCATED ON THE NGB-SL RESTRICTED SITE

The information below is required on all general officers and colonels who are projected or being nominated to a general officer position. ALL FIELDS ARE MANDATORY. This will be utilized to update the GO Database.

NATIONAL GUARD BUREAU / GENERAL OFFICER MANAGEMENT OFFICE		
GENERAL OFFICER DATABASE INFORMATION SHEET		
Please send initial and updated information to ng.ncr.arng.mbx.gomailbox@mail.mil . ALL FIELDS ARE MANDATORY		
MILITARY PERSONAL INFORMATION		
NAME: _____ <small>(Last, First, Middle)</small>		
FEDERAL RANK: _____	FEDERAL DOR: _____	DoD ID NUMBER: _____
STATE RANK: _____	STATE DOR: _____	GO-BY: _____ <small>(Like to be called, Nickname, Call-Sign)</small>
BREVET RANK: _____ <small>(TAG Only)</small>	NG STATE: _____	GO TYPE: _____ <small>(GOL, AGC, AGC [GOL Qual])</small>
MRD/MSD: _____	COL BRANCH (ARNG ONLY) _____	
MILITARY E-MAIL ADDRESS: _____ <small>(Must be .gov, .mil, .state, or .us)</small>	FLIGHT RATING: _____	
MILITARY POSITION INFORMATION		
MILITARY POSITION TITLE: _____		TOUR START DATE: _____
EFFECTIVE DATE OF ASSIGNMENT: _____		TOUR END DATE: _____
UNIT ASSIGNED: _____		UNIT PHONE: (CML) _____
UNIT ADDRESS: _____		DSN: _____
AUTHORIZED POSITION GRADE: _____		
EDUCATION		
HIGHEST MILITARY EDUCATION LEVEL: _____	YEAR: _____	METHOD: _____ <small>(In Residence, Correspondence)</small>
HIGHEST CIVILIAN EDUCATION LEVEL: _____	YEAR: _____	MAJOR: _____
NAME OF INSTITUTION/SCHOOL: _____		
PERSONAL INFORMATION		
HOME ADDRESS: _____ _____		SPOUSE'S NAME: _____ <small>(Indicate N/A if Not Married)</small>
HOME PHONE: _____		SPOUSE GO-BY: _____
PERSONAL CELL: _____		SPOUSE'S DOB: _____
WORK CELL: _____		SPOUSE'S EMAIL ADDRESS: _____
PERSONAL E-MAIL ADDRESS: _____		*****
CIVILIAN OCCUPATION: _____		MEMBER INFO:
TYPE: (Civilian, State Employee, Technician, AGR) _____		GENDER: _____
CIVILIAN WORK PHONE: _____ DSN _____		RACE: _____
		BIRTH CITY/STATE/COUNTRY: _____
		DOB: _____
		AGE: _____
MISCELLANEOUS		
TFCSD: _____ (DD/MMM/YY) <small>(Total Federal Commissioned Service Date)</small>		TYSD (AIR ONLY): _____ (DD/MMM/YY)
LANGUAGE PROFICIENCY: _____ <small>(Indicate Language and Speaking/Writing proficiency level)</small>		

3. SENIOR SERVICE COLLEGE INFORMATION

1. A DA Form 1059 or Senior Service College Certificate will be submitted for all graduates of the resident course.
2. For Senior Service College Distance Learning students projected to graduate in July 2020, NGB-SL will accept their packets without the SSC certificate or DA Form 1059, however, nomination packets must be submitted with a waiver request (*see below*). States must submit the SSC certificate or DA Form 1059 to NGB-SL via encrypted email upon graduation to ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil and copy furnish: MSG Lena M. Selby, lena.m.selby@mail.mil, MSG Jennifer J. Iudicello, jennifer.j.iudicello@mail.mil, and MAJ VincentAnthony SA Guerrero, vincentanthony.s.guerrero@mail.mil, SUBJECT: "Member's State, Last Name, Rank, CY20" (i.e. NC, Jones, COL, CY20) in the subject line. If subject line does not follow this format, documents will be returned without action.

4. WAIVER REQUESTS

IAW NGR 600-100, paragraph 11-14

1. Submit waiver requests (as needed) with the nomination memorandum.
2. Waiver requests for age and time in grade have not been supported by the Secretary of the Army, except under extenuating circumstances with strong justification. Nominees **MUST** complete the Senior Service College Requirement by 27 July 2020.

COE WAIVER REQUIREMENTS CHECKLIST

Nominee:

Waivers per NGR 600-100 para 11-4.

___ MRD must be on or beyond 31 March 2021

MRD

___ Must have 1 years TIG as COL (or BG for promo to MG) [Ref FRB Guide]

DOR

1 yrs TIG as of GOFRB (26 Oct 20) ☐ Yes ☐ No

___ Must have served in a continuous active status for the 5 years immediately preceding the FRB (26 Oct 20 [Ref Para 11-4.e.]

Preceding 5 years in an active status? ☐ Yes ☐ No

___ Must be able to serve 4 years in active status as BG before age 62 [Ref FRB Guide]

DOB

Age

Age 58 as of GOFRB (26 Oct 20) ☐ Yes ☐ No

___ Must be able to serve 4 years in active status as MG before age 64 [Ref FRB Guide]

DOB

Age

Age 60 as of GOFRB (26 Oct 20) ☐ Yes ☐ No

___ Must be able to serve 2 years in active status as BG AAG before age 62/TAG before age 66/AAG as MG before age 64 [Ref FRB Guide]

DOB

Age

Age 60 (64 as TAG/62 as MG AAG) as of GOFRB (26 Oct 20) ☐ Yes ☐ No

___ Special Branch Officers must be able to serve 2 years TIG as MG before age 60 [Ref Para 11-4.f.(2)]

DOB

Age

Age 58 as of GOFRB (26 Oct 20) ☐ Yes ☐ No

____ Have at least 2 years of BN Command or higher in the RC (or 1 year in the AC or memo justifying equivalent experience) [Ref Para 11-4.h.]

Years of Command experience

____ Must have completed or complete Senior Service College by 28 Jul 2020

Date graduated from SSC

WAIVER REQUEST- EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-SL, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: Request for (type of waiver) for (rank and name)

1. I have selected (rank, full name) as the (TDA/MTOE position title) for the (State) Army National Guard (ARNG). This is a request for waiver of paragraph (e.g. 11-4#), NGR (AR) 600-100, which requires that (state the requirement).
2. (State the facts of the officer's situation in this paragraph)
3. (State background information, applicable to the waiver request)
4. (State why approving this waiver for the officer is critical to the mission)
5. (HQ POC information)

TAG SIGNATURE ELEMENT

(Governor if Nominated Officer is TAG or position of TAG)

SECTION 3: PHASE II REQUIREMENTS

CY20 - ARNG GOFRB PHASE II CHECKLIST DUE **NLT 2 July 2020**

RANK/NAME: _____ STATE: _____
STATE POC: _____ PHONE: _____

STATE POC EMAIL: _____

	Item	Attached Enter date sent	Status/ E- mailed	NGB-SL Remarks
1	Biography (Word Doc for all with updates highlighted)			
2	Adverse Information Internal Review Memorandum (Signed by investigating officer and TAG)			
3	Detainee Operations Verification Memorandum (signed by nominee and TAG)			
4	MRD Statement of Understanding Memorandum (for COE only)			
5	Retirement Statement of Understanding			
6	Top Secret Security Clearance (Verification Memorandum)			
7	Extract of State Code (AAG /AG Nominees ONLY)			
8	Relinquishment Statement Technician/AGR (If applicable)			
9	Workdays Verification Memo (GO's Only)			
10	General Officer Workday Statement of Understanding			
11	Current Retirement Point Accounting Management (RPAM) (current within 6 months of board date)			
12	Mandatory Financial Disclosure Reporting by NGB General Officers OGE 278(e) Reports			

Must be signed by MILPO

DATE _____

STATE MILPO signature block

Note: Forward checklist via email, encrypted directly to ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil and copy furnish: MSG Lena M. Selby, lena.m.selby.mil@mail.mil, MSG Jennifer J. Iudicello, jennifer.j.iudicello.mil@mail.mil, and MAJ VincentAnthony SA Guerrero, vincentanthony.s.guerrero.mil@mail.mil, SUBJECT: "Member's State, Last Name, Rank, CY20" (i.e. NC, Jones, COL, CY20) in the subject line. If subject line does not follow this format, documents will be returned without action.

1. BIOGRAPHY

REFERENCE: AR 135-156, 600-8-104, NGR 600- 100, paragraph 11-8a(3)

1. States/territories will submit biographies for Colonels using the ARNG Biography Handbook as a guide in Word format. Each entry on the biography must have supporting documentation in the officer's Official Military Personnel File (AMHRR) and should match the Officer Record Brief (ORB) and AMHRR Checklist. States do not need to add photos as the Department of Army (DA) photos will be added to O-6 Bios using the NGB General Officer Management System (GOMS) in the same format as general officer BIOs. This system is internal to NGB-SL only.

https://gko.portal.ng.mil/ngb/STAFF/D01/GO/restricted/Library/arng_frb_information.aspx

2. For current general officers appearing before the GOFRB, it is the responsibility of the state/territory and the officer to review bios for accuracy, and submit edits as needed. Updates to current biographies will be submitted in the same WORD format as an initial submission, with updates highlighted to ensure proper capturing. Official GO BIOs are viewable on the National Guard website listed below.

<http://www.nationalguard.mil/Leadership/NGB-GOMO/>

3. Official biographies for Colonels and biography updates for General Officers will be submitted to NGB-SL via encrypted email to ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil and copy furnish: SFC Mayra Arias, mayra.a.arias@mail.mil, "Member's State, Last Name, Rank, CY20" (i.e. NC, Jones, COL, CY20) in the subject line. If subject line does not follow this format, documents will be returned without action.

4. A template has been provided for your convenience and can be found at:

https://gko.portal.ng.mil/ngb/STAFF/D01/GO/restricted/Library/arng_frb_information.aspx

EXAMPLE BIOGRAPHY SUBMISSION

BRIGADIER GENERAL JOHN R. GUARD

The Adjutant General, Maryland

SOURCE OF COMMISSIONED SERVICE OCS

EDUCATIONAL DEGREES

1985, University of Maryland, Bachelor of Science, Chemistry, College Park, Maryland

1990, University of Maryland, Master of Business Administration, Organizational Leadership, College Park, Maryland

2000, United States Army War College, Master of Strategic Studies, Carlisle, Pennsylvania

MILITARY SCHOOLS ATTENDED

1985, Infantry Officer Basic Course, in residence, Fort Benning, Georgia

1988, Infantry Officer Advanced Course, in residence, Fort Benning, Georgia

2000, United States Army War College, by correspondence, Carlisle, Pennsylvania

2013, Army Strategic Leadership Development Program – Basic, in residence, Falls Church, Virginia

FOREIGN LANGUAGE(S) Spanish

PROMOTIONS DATE OF APPOINTMENT

Second Lieutenant 11 August 1985

First Lieutenant 10 August 1987

Captain 14 January 1989

Major 16 December 1994

Lieutenant Colonel 15 July 1999

Colonel 2 September 2004

Brigadier General 8 September 2007

ASSIGNMENT

1. August 2016 – Present, The Adjutant General - Maryland, Reisterstown, Maryland

2. April 2015 – July 2016, Assistant Adjutant General, Maryland Joint Forces Headquarters, Reisterstown, Maryland

3. December 2013 – March 2015, Land Component Commander, Maryland Joint Forces Headquarters, Reisterstown, Maryland

4. January 2010 – November 2013, Chief of Staff – Army, Maryland Joint Forces Headquarters, Reisterstown, Maryland

5. February 2008 – December 2009, Director, Joint Staff, Maryland Joint Forces Headquarters, Reisterstown, Maryland
6. December 2004 – January 2008, Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland
7. August 2001- November 2004, Deputy Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland
8. July 1997 – July 2001, Commander, 229th Main Support Battalion, Reisterstown, Maryland
9. December 1995 – June 1997, Commander, 110th Engineer Battalion, OPERATION IRAQI FREEDOM, Tikrit, Iraq
10. July 1993 – November 1995, Maintenance Officer/Executive Officer, Company B, 229th Main Support Battalion, Reisterstown, Maryland
11. June 1992 – June 1993, Student, Command and General Staff College, Fort Leavenworth, Kansas
12. October 1987 – May 1992, Maintenance Control Officer, Maintenance Company, 729th Forward Support Battalion, Hagerstown, Maryland
13. August 1985 – September 1987, Feb 08

SUMMARY OF JOINT ASSIGNMENTS

None

SUMMARY OF OPERATIONAL ASSIGNMENTS

1. December 1995 – June 1997, Commander, 110th Engineer Battalion, OPERATION IRAQI FREEDOM, Tikrit, Iraq

US DECORATIONS AND BADGES

Defense Distinguished Service Medal
Distinguished Service Medal (Army)
Defense Superior Service Medal
Legion of Merit (with 2 Bronze Oak Leaf Clusters)
Meritorious Service Medal (with 2 Bronze Oak Leaf Clusters)
Army Commendation Medal (with 1 Bronze Oak Leaf Cluster)
Army Achievement Medal (with 1 Bronze Oak Leaf Cluster)
Presidential Unit Citation (Army)
Joint Meritorious Unit Award
Army Reserve Components Achievement Medal (with 1 Silver Oak Leaf Cluster)
National Defense Service Medal (with Bronze Star)
Armed Forces Expeditionary Medal

FLIGHT INFORMATION

NA

CIVILIAN OCCUPATION

President and Chief Executive Officer of the Peregrine Leadership Institute located in Baltimore, Maryland. The company conducts leadership training, management consulting services and employee development programs for public and private sector organizations located in 11 states and 3 foreign countries.

PROFESSIONAL MEMBERSHIPS AND ACHIEVEMENTS

Board of Directors Red Cross Chapter of Maryland
National Guard Association of Maryland

OTHER ACHIEVEMENTS

2000, Distinguished Alumni Award - Maryland State University
1987, Outstanding Officer of the Year - Maryland Army National Guard

As of 6 Sep 18



National Guard

Brigadier General John R. Guard

The Adjutant General- Maryland,
Reisterstown, MD
Since: August 2016



SOURCE OF COMMISSIONED SERVICE OCS

EDUCATIONAL DEGREES

University of Maryland - BS - Chemistry
University of Maryland - MBA - Organizational Leadership
United States Army War College - MSS - Strategic Studies

MILITARY SCHOOLS ATTENDED

Infantry Officer Basic Course
Infantry Officer Advanced Course
United States Army War College
Army Strategic Leadership Development Program – Basic

FOREIGN LANGUAGE(S) Spanish

<u>PROMOTIONS</u>	<u>DATE OF APPOINTMENT</u>
2LT	11 Aug 85
1LT	10 Aug 87
CPT	14 Jan 89
MAJ	16 Dec 94
LTC	15 Jul 99
COL	2 Sep 04
BG	8 Sep 07

<u>FROM</u>	<u>TO</u>	<u>ASSIGNMENT</u>
Aug 16	Present	The Adjutant General, Reisterstown, Maryland
Apr 15	Jul 16	Assistant Adjutant General, Maryland Joint Forces Headquarters, Reisterstown, Maryland
Dec 13	Mar 15	Land Component Commander, Maryland Joint Forces Headquarters, Reisterstown, Maryland
Jan 10	Nov 13	Chief of Staff – Army, Maryland Joint Forces Headquarters, Reisterstown, Maryland
Feb 08	Dec 09	Director, Joint Staff, Maryland Joint Forces Headquarters, Reisterstown, Maryland
Dec 04	Jan 08	Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland
Aug 01	Nov 04	Deputy Commander, Headquarters and Headquarters Company, 44th Infantry Brigade, Reisterstown, Maryland

9/6/2018

Jul 97	Jul 01	Commander, 229th Main Support Battalion, Reisterstown, Maryland
Dec 95	Jun 97	Commander, 110th Engineer Battalion, OPERATION IRAQI FREEDOM, Tikrit, Iraq
Jul 93	Nov 95	Maintenance Officer/Executive Officer, Company B, 229th Main Support Battalion, Reisterstown, Maryland
Jun 92	Jun 93	Student, Command and General Staff College, Fort Leavenworth, Kansas
Oct 87	May 92	Maintenance Control Officer, Maintenance Company, 729th Forward Support Battalion, Hagerstown, Maryland
Aug 85	Sep 87	Officer Candidate School, Maryland Military Academy Reisterstown, Maryland

SUMMARY OF OPERATIONAL ASSIGNMENTS

Commander, 110th Engineer Battalion, OPERATION IRAQI FREEDOM, Tikrit, Iraq

DATE

Dec 95 - Jun 97

GRADE

Major

US DECORATIONS AND BADGES

Defense Distinguished Service Medal

Distinguished Service Medal (Army)

Defense Superior Service Medal

Legion of Merit (with 2 Bronze Oak Leaf Clusters)

Meritorious Service Medal (with 2 Bronze Oak Leaf Clusters)

Army Commendation Medal (with 1 Bronze Oak Leaf Cluster)

Army Achievement Medal (with 1 Bronze Oak Leaf Cluster)

Presidential Unit Citation (Army)

Joint Meritorious Unit Award

Army Reserve Components Achievement Medal (with 1 Silver Oak Leaf Cluster)

National Defense Service Medal (with Bronze Star)

Armed Forces Expeditionary Medal

CIVILIAN OCCUPATION

President and Chief Executive Officer of the Peregrine Leadership Institute located in Baltimore, Maryland. The company conducts leadership training, management consulting services and employee development programs for public and private sector organizations located in 11 states and 3 foreign countries.

PROFESSIONAL MEMBERSHIPS AND ACHIEVEMENTS

Board of Directors Red Cross Chapter of Maryland

National Guard Association of Maryland

OTHER ACHIEVEMENTS

2000, Distinguished Alumni Award - Maryland State University

1987, Outstanding Officer of the Year - Maryland Army National Guard

As of: 6 Sep 18

The date of publication indicated on this biography reflects the most recent update. It does not necessarily reflect the date of printing.

9/6/2018

OFFICIAL PHOTOGRAPHS

REFERENCE: AR 640-30, AR 670-1, DA Pam 670-1, NGR 600-100 paragraph 11-8a(2)
And MILPER Message Number 19-366 Titled: Changes to the Filing Procedures for General Officer Official Photos Issued 14 Nov 2019

1. Photos should be submitted to NGB-SL for review as soon as possible. To ensure the quality of the photo for the board file, scanned copies of your photos will not be accepted. If the officer is assigned to an area where the photo facility does not have DAPMIS upload capability, the photographer must save the photographs as a JPEG file with 300 DPI (about 350k size), 4 inches wide by 6 inches long (IAW AR 640-30, dated 29 March 2017, (para 7.c.).

2. The following guidance is provided to ensure that the submitted photographs are in accordance with applicable regulations:

- a. **Cannot be taken earlier than 8 May 2020 or later than 7 August 2020.**
- b. Must wear federally recognized grade and the **Army Service Uniform.**
- c. Must be high quality and in sharp focus.
- d. For colonels, reflect the officer's basic branch (do not wear General Staff, Inspector General, Staff Specialist, Aide Insignia, or detail branch).
- e. Title 10 officers are not authorized to wear State awards on an official photo.

For additional assistance, use this website: <http://armyawards.com>. This website will give a complete picture of how the ribbons should be worn on the photo. Officers are responsible for reviewing and/or correcting their ribbons and photos. Updated photos can be exchanged prior to the board. NGB-SL will not review awards on photos. A detailed, review of the official photo is the nominee's responsibility.

- f. Retouching of negative or print is prohibited.
 - g. Digital photographs are to be completed IAW AR 640-30.
3. Effective immediately, GO photos will be maintained in iPERMS and a digital copy will be provided to the General Officer Management Office (GOMO) to update the officer's official career resume.
4. General officer and DA photographs for COLs must be taken at an approved DOD photo facility no later than **NLT 07 August 2020**. All photos must be sent to ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil and copy furnish: MSG Lena M. Selby, lana.m.selby@mail.mil, MSG Jennifer J. Iudicello, jennifer.j.iudicello@mail.mil, SFC Mayra Arias, mayra.a.arias@mail.mil and MAJ VincentAnthony SA Guerrero, vincentanthony.s.guerrero@mail.mil, SUBJECT: "Member's State, Last Name, Rank, CY20" (i.e. NC, Jones, COL, CY20) in the subject line. If subject line does not follow this format, documents will be returned without action

2. ADVERSE INFORMATION INTERNAL REVIEW

REFERENCE: DoDI 1320.04 and DoDI 1320.14

1. The State adverse information internal review was added to the eligibility phase of the GOFRB to comply with sections 615(a)(3) and 14107(a)(3) of Title 10, USC, as enacted by Public Law 109-163 (National Defense Authorization Act for Fiscal Year 2006), section 506. States must conduct an adverse information internal review (local check) at a minimum through Personnel, Finance, Equal Opportunity/Military Employment Office, USP&FO and State/Territory SJA on officers meeting the GOFRB.
2. Presence of any adverse information of creditable status, open or substantiated, should be identified in the memorandum and that the adverse has been provided to DAIG. **DO NOT** disclose nature of the adverse in the memo, only that adverse exists and it has been reported through appropriate channels. Adverse information of a credible nature constitutes substantiated adverse finding or conclusion from an official documented investigation or inquiry, or other official record or report in the last ten years of the date of the findings or Senate confirmation whichever is later. Adverse information of a credible nature does not include information of minor offenses that did not result in personal harm or significant property damage.
3. The Adverse Information Internal Review memorandum must be signed by The Adjutant General and the Investigating Officer. Signatures may not be delegated. The investigating officer is anyone the TAG designates to conduct this internal review. It is not a State Inspector General (IG) investigation. See example below.

ADVERSE INFORMATION INTERNAL REVIEW - EXAMPLE
ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: State Adverse Information Internal Review on Colonel John R. Guard

1. IAW DODI 1320.14, a thorough State adverse information internal review was conducted on COL John R. Guard by (officer) on (date).
2. The adverse information internal review with Personnel, Finance, Equal Opportunity/Military Employment Office, USP&FO, and Command Directed Investigations concluded no adverse information on COL John R. Guard.

--OR--

2. The adverse information internal review concluded that COL John R. Guard had substantiated or open adverse information within the past 10 years. This information has been forwarded to DAIG.
3. State MILPO information to include e-mail address.

STEVEN WILSON
COL, GS
Investigating Officer

JOSHUA L. CHAMBERLAIN
Major General, (State)
The Adjutant General

3. DETAINEE OPERATIONS VERIFICATION GUIDANCE

1. The Department of Defense requires each nominee provide information regarding whether they are or were assigned to military intelligence or military police units under Combined Joint Task Force-7, Iraq, or were otherwise identified or potentially may be identified, with improprieties stemming from investigations into detainee abuse at Abu Ghraib prison and any other locations.
2. The Adjutant General must provide a response to the questions below. The response must be signed by the nominee and the TAG. If this does not apply to the nominee, a negative response is still required with signatures.

DETAINEE OPERATIONS VERIFICATION MEMO - EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-SL, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: Detainee Operations Verification: Colonel Henry S. Knox

1. Was the nominee mobilized to an area of operations or on active duty in support of any detainee operations (even if it was to visit a detainee operation or provide logistics, medical support, etc.?) If so, to what area was the nominee mobilized and on what dates?
2. Was the nominee assigned to a unit engaged in detainee operations or in command of a unit (even if peacetime) deployed in support of detainee operations? If so, to what unit was the officer assigned and on what dates?

HENRY S. KNOX
COL, IN
Chief of Staff

GERALD COOPER
Major General, (State)
The Adjutant General

4. MANDATORY REMOVAL DATE STATEMENT OF UNDERSTANDING

Officers appearing before a GOFRB must be assigned to a GO position prior to the officer's MRD in order to be held in abeyance and avoid removal from an active status.

1. Officers submitted for a Certificate of Eligibility (COE) must complete the MRD Statement of Understanding Letter.
2. Officers submitted for Position Vacancy positions, MRDs will be held in abeyance and no letter is required.

MANDATORY REMOVAL DATE STATEMENT OF UNDERSTANDING - EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-SL, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: Statement of Understanding for officers being processed for or holding a Certificate of Eligibility (COE)

I understand that since I will be considered by a general officer (GO) federal recognition board for a COE, I must be assigned to a GO position on or before my Mandatory Retirement Date (MRD) of (date) in order to be held in abeyance and avoid removal from an active status. If my MRD occurs and I am not assigned to a GO position of the next higher grade, I must be immediately removed from an active status.

BENJAMIN A. LINCOLN
COL, IN
Chief of Staff

5. RETIREMENT STATEMENT OF UNDERSTANDING

Officers appearing before a GOFRB, and their State POC, must notify NGB-SL immediately if a decision to retire is made.

RETIREMENT STATEMENT OF UNDERSTANDING – EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-SL, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: Retirement Statement of Understanding

I understand that since I will be considered by a general officer (GO) Federal recognition board, NGB-GO must be notified immediately if a decision to retire is made. This notification should occur pre-board, during the board, and through the entire staffing process. Additionally, the State POC and the nominee will ensure that the State retirement order will be forwarded to NGB-SL so not to cause a delay in the board process.

JOHN Q. GUARD
COL, (branch)
Position, (state) ARNG

6. SECURITY CLEARANCE VERIFICATION

REFERENCE: AR 380-67, NGR 600-100 paragraph 11-41

1. Officers being considered for Federal recognition must possess a Top Secret clearance or have initiated and opened a background investigation verified by the Joint Personnel Adjudication System (JPAS) prior to the convening date of the GOFRB.
2. The security clearance must not be more than five years old from the date of the GOFRB. If more than six years have elapsed, a periodic reinvestigation must be initiated.
3. Submit a Verification Memorandum of Security clearance to verify the nominees Top Secret Clearance. If a request has been initiated, please submit a copy of the e-QIP Investigation request, signed and dated by the nominee.

SECURITY CLEARANCE VERIFICATION - EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR RECORD

SUBJECT: Security Clearance Verification / Continuous Evaluation (CE) Program Enrollment for Colonel Artemis T. Ward

1. References: AR 380-67, Personnel Security Program, 24 JAN 2014; USDI Memorandum, Subject — DoD Guidance for the Implementation of Measures to Reduce the Federal Government's Background Investigation Inventory in Fiscal Year 2018, dated 27 July 2018.
2. The following security clearance information is verified:
 - a. Name: ARTEMIS T. WARD
 - b. SSN: XXX-XX-XXXX
 - c. US Access Level: TOP SECRET
 - d. Clearance Eligibility Level and Date Granted: TOP SECRET-SCI, 2013 03 13
 - e. Type of Investigation and Date Completed: SSBI, 2013 02 27 // CE, 2020 02 21
 - f. Required Reinvestigation and Date: T5R, 2025 02 21
3. COL Ward has been enrolled in the DoD Continuous Evaluation (CE) Program as of 2020 02 21. Per current DoD policy, his TOP SECRET-SCI clearance eligibility remains valid until he is removed from the CE Program, no longer has any DoD affiliation, or has his eligibility revoked or suspended.
4. CE enrollment is displayed in the Defense Intelligence Security System (DISS).
5. State security manager POC information to include e-mail address.

WILLIAM H. PRESCOTT
GS-11
State Security Manager

7. EXTRACT OF STATE CODE

Please include a copy of your state's code citing specific language as it pertains to AAG and TAG.

8. STATEMENT OF UNDERSTANDING- AGR OR TECHNICIAN STATUS

REFERENCE: NGR 600-100, paragraph 11-8(12); TPR 715, paragraph 3-4

1. Title 32 Dual Status Technicians are ineligible for consideration unless the nomination packet includes a clear, unequivocal statement of understanding that technician employment will be terminated NLT fourteen days after federal recognition to general officer. The only exception is to be assigned to the military position of the Commander, Land Component Command while performing the roles of the Director of the Joint Staff, GS-15 and further as the Joint Task Force Commander. For officers being considered for Certificates of Eligibility, a Statement of Understanding must still be provided. NGB-TN is the point of contact for all technician related policy and questions.

2. AGRs are ineligible for consideration unless the nomination packet includes a clear, unequivocal statement of understanding that AGR status must be terminated NLT one day prior to Federal recognition as a general. For officers being considered for Certificates of Eligibility, a Statement of Understanding must still be provided. *See AGR COUNSELING NOTE below.

3. The MILPO must provide the State HRO a copy of either of the Statements of Understanding so they may take appropriate action in a timely manner.

NOTE: AGR COUNSELING AGR officers (colonel and below) with 20 or more years of total active federal military service (TAFMS) are to be advised by the MILPO of the options/impacts regarding active duty retirement and effects of meeting a Federal recognition board for O-7. MILPOs are requested to contact NGB-SL with any questions and to ensure they have the latest policy, statutory and/or regulatory information to provide the officer.

- AGR Officers cannot receive Federal recognition as a brigadier general while in any type of leave status.
- A copy of REFRAD Orders is required to receive federal recognition orders.

STATEMENT OF UNDERSTANDING- AGR OR TECHNICIAN STATUS - EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-SL, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: Relinquishment of AGR Status –or- Statement of Understanding - Technician Status

This is to certify that I will relinquish my AGR position, one day prior to Federal Recognition as a general officer. I understand that I must terminate my AGR status with enough time to allow for proper administrative processing (as designated by each State), but not later than one day prior to the date of Federal recognition as a general officer.

Soldier/Nominee signature block

-OR-

This is to certify that I will terminate my technician position not later than 14 days after Federal Recognition as a brigadier general or upon vacating a general officer position authorized to serve in a technician status and that I am not being retained beyond my Mandatory Removal Date (MRD).

Soldier/Nominee signature block

9. GENERAL OFFICER WORKDAY VERIFICATION

This memo is required for Brigadier Generals and Major Generals only. Both the Workday Verification Memo and Workday Statement of Understanding must be forwarded to NGB-SL.

GENERAL OFFICER WORKDAY VERIFICATION – EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-SL, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: Workday Verification

1. I certify that I did not exceed 60 Title 10 days for any this / previous calendar year.

-OR-

1. I certify that I exceeded 60 Title 10 days in the calendar year and have completed an OGE Form 278 that was forwarded to (office) on (date).

ARTHUR R. ST. CLAIR
Brigadier General, (state)
Commander, Land Component Command

MICHAEL C. EDWARDS
Colonel, GS
USPFO or SJA

10. WORKDAY STATEMENT OF UNDERSTANDING

A Workday Statement of Understanding is required for **ALL** board nominees.

WORKDAY STATEMENT OF UNDERSTANDING –EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-SL, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: Workday Statement of Understanding

1. I understand I am not authorized to be on more than 15 Annual Training (AT) days in a fiscal year. If the mission requires me to perform more than 15 days, it will be coordinated with NGB-SL in advance.
2. I understand I must coordinate in advance with NGB-SL before performing duty exceeding 29 consecutive days, this applies to any combination of workdays.
3. I understand I must coordinate in advance with NGB-SL when performing non NGB-SL funded workdays, regardless of length.
4. I understand I will not exceed 179 workdays, without prior NGB-SL approval.
5. I understand if I accept a National Guard Assistant Program (NGAP) dual-hat position, I am limited to 60 ADOS days per FY for

performance of dual-hat duties.

6. I understand if I accept an NGAP position I may only use ADOS workdays (constructive credit will be given for AT and IDT), not to exceed 140 days per FY.

7. I understand if I assume a JFHQ (State/Territory/District) position, I will not exceed 45 ADOS days per FY without coordinating with NGB-SL.

8. I understand as a General Officer, if I perform more than 60 days in a Title 10 status per CY (cumulative), I must complete an OGE Form 278, Financial Disclosure Statement, through the State Judge Advocate, prior to completing the 61st day of Title 10 service.

WILLIAM R. HEATH
COL, (branch), (State) ARNG
Duty Position

11. RETIREMENT POINT ACCOUNTING MANAGEMENT (RPAM) STATEMENT

A current Retirement Point Accounting Management (RPAM) statement will be submitted and must be current within 6 months of board date.

12. MANDATORY FINANCIAL DISCLOSURE REPORTING BY NGB GENERAL OFFICERS OGE 278 (e) REPORTS GUIDANCE

The Ethics in Government Act and Army National Guard policy require that ALL ARNG GOs that serve on Title 10 orders for more than 60 days in a calendar year file an OGE Form 278e (Public Financial Disclosure Report), a publicly releasable document.

Reporting Requirements. All filers must use the US Office of Government Ethics secure, web-based program known as Integrity, (<https://integrity.gov>) to complete their OGE 278e and OGE 278-T filings. Before the initial access to Integrity, filers will need to register at the Max.gov website.

1. Go to <https://integrity.gov>.
2. Click on the "Login to Integrity" button.
3. Filers will be taken to MAX.gov for authentication. If filers already have MAX.gov credentials, enter them. A new window will open in Integrity.
4. If filers do not have MAX.gov credentials, click "Forgot or Change Password."
5. Enter filers government email address. Filers will receive an email from MAX.gov with your credentials. You will be asked to change them when you authenticate through MAX.gov.
6. A new window will open in Integrity. Enter filers business contact information if the information is incomplete.

Additionally, Ethics Counselors and report reviewers use Integrity 's online review and approval features to complete the electronic processing of the OGE Form 278e and OGE 278-T filings. Integrity's digital signature technology works with the Common Access Card.

Log into Integrity once you are notified the 278 report has been assigned.

Once the filer has registered at Max.gov, you can log into Integrity with your CAC to complete your 278e or 278-T filing. <https://integrity.gov/efeds-login>.

OGE 278 Incumbent reports will be accessible for completion by any filer who submitted a New Entrant or Incumbent in 2019.

Resources. Filers are encouraged to consult their Ethics Counselor and/or the Office of Government Ethics for answers to specific questions they may have. If an ARNG GO does not have an Integrity account or is experiencing problems with the system, they may contact NG.Ethics@mail.mil for assistance. Some helpful online resources include:

<https://www.oge.gov/>

Filing Deadlines. Unless an extension of time to file the OGE Form 278e is granted, New Entrant Reports are due within 30 days of assuming a covered position or within 15 days after the 61st day of duty; 2020 Incumbent Reports are due on May 18th; and Termination or combination Incumbent/Termination reports are due no later than 30 days after the GO's termination date. ARNG GOs should contact NGB-JA Ethics at ng.ethics@mail.mil for permission to file an Incumbent/Termination Report. An extension of time to file an OGE 278e report may only be granted by contacting ng.ethics@mail.mil for Chief Counsel approval.

Failure to Timely File and Obtaining Extensions. There is a mandatory \$200 penalty that must be paid to the US Treasury for individuals who fail to comply with the filing deadlines, and there are strict limits on the number and length of extensions that can be granted.

See <https://www.oge.gov/Web/278eGuide.nsf/Content/Chapter~OGE+Form+278e> . Filers in need of an extension should promptly contact NGB-JA Ethics at ng.ethics@mail.mil . Please note that not completing an OGE Form 278e for the current year will likely have a negative impact on the filing of next year's report.

Common Errors. Among the common errors made by OGE 278e filers are failing to:

- a. List the specific name of each mutual fund and money market fund, as opposed to merely including the name of the fund family. For example, "Fidelity" does not sufficiently identify an asset, whereas "Fidelity Magellan" does. Abbreviations and acronyms used in the report must fully identify the financial interest in question;
- b. List underlying assets of an investment or broker's account, including IRAs. All stocks independently traded in a broker's account must be reported even if the broker is making the trades. If an IRA accrues and retains income, that income must be reported;
- c. Identify the name, location, and nature of business of all non-public partnerships, closely-held corporations, and similar private business ventures;
- d. Report the assets of a partnership other than an "excepted investment fund." Partnerships can be reported as an "excepted investment fund" only when the interest is a limited partnership which is publicly available, and purchased from a broker;
- e. Check the "None" or "Not Applicable" box, where appropriate; and
- f. Report mortgages on a personal residence under the "Liabilities" section, as required by the Stop Trading on Congressional Knowledge Act (STOCK Act).

Keep in mind that federal government salaries, military retirement pay, and the Federal Thrift Savings Plan (TSP) are not reportable on the OGE Form 278e.

OGE 278e-T. Filers should also be aware of the Periodic Transaction Report (OGE 278-T), required under the STOCK Act, for the reporting of securities-related transactions that exceeded \$1,000 during the previous month, including those of the GO's spouse or a dependent child. The 278-T is a separate report from the annual OGE Form 278e and the information must be submitted electronically in Integrity. The form, available at <https://integrity.gov/efeds-login> , must be submitted to NG.Ethics@mail.mil by the earlier of (a) 45 days after the transaction or (b) 30 days after notification of the transaction. It is requested that the report be submitted by the 15th of the month so that NGB-JA Ethics can timely compile the data.

Post-Government Employment. OGE 278e filers must annually certify that they are aware of the restrictions on post-government disqualification and employment, and have not violated them. JER 8-400.

Any questions regarding the OGE 278e and OGE 278-T report may be directed to NG.Ethics@mail.mil .

SECTION 4: PHASE III REQUIREMENTS

CY20 - ARNG GOFRB PHASE III CHECKLIST

NLT 31 July 2020

RANK/NAME: _____ STATE: _____

STATE POC: _____ PHONE: _____

STATE POC EMAIL: _____

	Item	Attached Enter date sent	Status/ E-mailed	NGB-SL Remarks
1	Addendums (2) Signed by nominee			
2	Officer Records Brief (ORB) (Board Version) validated			
3	AMHRR Review Checklist			
4	Army Physical Fitness Test Score Card (DA Form 705) (include profile if applicable)			
5	Body Fat Content Worksheet (DA Form 5500/1) IF NEEDED			
6	GO Physical Requirements Checklist (Date of physical) (Completed and returned with packet)			
7	MATS (Upload completed physical into MATS and submit approved copy of printout to NGB-SL)			
8	State Promotion Orders – IPPS-A Memo promoting individual to brigadier or major general (Not required if requesting a COE)			
9	State Assignment Orders - Assigning individual to a position authorized for a brigadier or major general (Not required if requesting a COE)			
10	Race and Gender Analysis Data Sheet (signed by TAG)			
11	Officer Evaluation Reports (Forwarded to HRC, profiled, and loaded into iPERMS) <u>NLT 30 Aug 20</u>	DO NOT FORWARD TO NGB-SL		

Must be signed by MILPO

STATE MILPO
(State MILPO Signature Block)

DATE

Note: Forward checklist via email, encrypted directly to ng.ncr.ngb-arng.mbx.arng-go-fedrec@mail.mil and copy furnish: MSG Lena M. Selby, lena.m.selby@mail.mil, MSG Jennifer J. Iudicello, jennifer.j.iudicello@mail.mil, and MAJ VincentAnthony SA Guerrero, vincentanthony.s.guerrero@mail.mil, SUBJECT: "Member's State, Last Name, Rank, CY20" (i.e. NC, Jones, COL, CY20) in the subject line. If subject line does not follow this format, documents will be returned without action

1. ADDENDUMS

1. IAW NGR 600-100, paragraph 11-8a (3), a separate addendum will be included describing the nature of the officer's full-time occupation (or last position held if retired) and the scope and extent of responsibilities. A new signed and dated addendum is required with any updates to the biography. (See example below).
2. The addendum should be limited to one page. Do not list previous positions and/or civic/military or religious affiliations. If Retired, enter "RETIRED" after OCCUPATION and annotate former position. Use Arial font, size 12 (for both addendums).
3. A separate OSD addendum will give officer data.

ADDENDUMS - EXAMPLES

ADDENDUM TO BIOGRAPHY

JOSEPH L. REED, Brigadier General (ARNGUS)

CURRENT MILITARY OCCUPATION:

Chief of Staff, New Jersey Army National Guard

NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES:

Serves as the Commander, 1-168th Field Artillery. Responsible for training, equipping and preparing units and personnel in accordance with Department of the Army. Provide trained units and qualified personnel available for active duty in time of war or national emergency and at such other times as national security may require.

CURRENT CIVILIAN OCCUPATION:

Executive Vice President, RJT Corporation, New Brunswick, New Jersey

NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES:

Has overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents. Responsible for 1,200 employees at thirteen worldwide locations. Annual operating budget for 2002 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

Nominated Officer's Signature

Date (Note: Date field is not necessary if using digital signature)

Brigadier General Marquis De Lafayette
OSD Resume Addendum

- 1) Date of Birth: 3/30/2066
- 2) Joint Qualification Designation: LEVEL III
- 3) Mandatory Retirement Date for Age: 3/31/2028
- 4) Mandatory Retirement Date for years of service: 7/12/2018
- 5) Years of active commissioned service: 28
- 6) Foreign Language(s): n/a

Nominated Officer's Signature

Date (Note: Date field is not necessary if using digital signature)

2. OFFICER RECORD BRIEFS

1. Officers must validate their ORB by logging onto <https://arngg1.ngb.army.mil/SelfService/CareerCenter/Home.aspx>
2. This site requires CAC log on.
 - a. Click onto the My Record Brief icon (Left hand side of page)
 - b. To download the ORB click on Download current Record Brief
 - c. To validate your ORB click on Validated or Revalidate Current Record Brief
3. Human Resource Professionals can certify and download a validated selection board version at the Record Brief application within the ARNG G1 Portal <https://arngg1.ngb.army.mil/Portal/Default.aspx>

3. ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR) REVIEW

The Military Personnel Office should assist the nominated officer in reviewing their Army Military Human Resource Record (AMHRR). Forward this checklist to NGB-SL upon completion of the AMHRR review. Examples of entries are displayed on the checklist. Missing or illegible documents (i.e. missing OERs, DA Forms 1059s, missing awards or transcripts) must be submitted and loaded into iPERMS.

NOTE: Memorandums documenting OER Non-Rated Time or gaps in rating periods maybe be created and uploaded into iPERMS by the State once all efforts to obtain the report have been exhausted. States may request to HRC that OERs to be seen by the GOFRB be profiled and processed into the AMHRR no later than 30 August 2020. Documents not placed in the AMHRR before 30 August 2020 may not be seen by the board.

ARMY MILITARY HUMAN RESOURCE RECORD (AMHRR) REVIEW CHECKLIST - EXAMPLE

October 20 GOFRB
Name: John Q. Shaff

OERs (list all from Present to 1st OER as a CPT)	Review Status
070228-070831	In-Process HQDA #
060228-070227	Posted
050228-060227	Posted
AWC 1059 (030228-040227)	Posted
OER gap (030202-030227)	Memo submitted to iPERMs date
020228-030201	Posted
CGSC 1059 (010228-020227)	Posted
000228-010227	Posted
NGB 25 for gap 000101-000227	Posted
990228-991231	Posted

Awards (All Federal & State Awards)	Review Status
BSM (2006)	Posted
MSM - 3rd award (2006)	Pending - sent to State iPERMs
MSM - 2nd award (2003)	Posted
MSM	Pending - sent to State iPERMs
AFSM - w/ Gold Hourglass	Memo Posted
AFSM - w/ Silver Hourglass	Memo Posted
AFSM - w/ Bronze Hourglass	Memo Posted
GWOTSM	Memo Posted

(INCLUDE STATE AWARDS)	
OH MSM	Memo Posted

Education and Training (ALL) Review Status

DA 1059 - AWC 27 Feb 05
Diploma - AWC 27 Feb 05
DA 1059 - CGSC 1 Mar 02
Transcript - MS from UMUC

Pending - sent to State iPERMs
Pending - sent to State iPERMs
Posted
Posted

Initial/Final Review

Nominees Signature and Date

MILPO Signature and Date

The form can be found at: <https://gkportal.ng.mil/ngb/STAFF/D01/GO/restricted/Site%20Pages/default.aspx>

4. ARMY PHYSICAL FITNESS TEST & 5. BODY FAT CONTENT WORKSHEET

Must include profile, and/or Body Fat Content Worksheet (DA 5500/1), if applicable.

5. GO PHYSICAL REQUIREMENT

REFERENCE: AR 40-501, AR 600-9, NGR 600-100 paragraph 11-4i

1. Officers will not be considered without an approved physical. Physical exams are to be scheduled to ensure that all consultations or recommended follow-up actions are accomplished and final medical qualification is determined in order to meet the suspense. Nominees with P3 physical profiles should appear before the appropriate medical board. The PHA does not meet the physical exam requirement and will not be allowed as substitution. It is crucial that physicals are completed and forwarded to the State Surgeon's Office in a timely manner to ensure they are loaded into the Medical Action Tracking System (MATS). NOTE: Physicals will not be forwarded to NGB-SL. All physicals must be completed by active component facilities or MEPS (no exceptions). Physicals completed by National Guard/Reserve units and State surgeons are not authorized for this process and will be returned. Please forward the approved memorandum from MATS to NGB-SL once completed.

2. Physical includes: DD Form 2807, DD Form 2808, DD Form 3349 (Physical Profile), Lab results, and EKG reading. If needed, forward DA Form 5500 (Body Fat Content Worksheet).

3. AR 40-501, paragraph 10-8d states, "Physical examinations for promotion to General Officer will be obtained at an Active Component Medical Activities (MEDDAC) or Medical Center (MEDCEN) facilities "within six (6) months prior to the date of the convening selection board". These eligible medical activities can include a Military Treatment Facility (MTF) or military entrance processing station (MEPS). An MTF is defined as an active duty Army, Navy, or Air Force Medical Clinic, Hospital or Medical Center.

4. The State Surgeon will screen all documents. The exam facility may use the electronic version of the forms (DD 2808/2807) and all Soldiers over 40 need intraocular pressures performed (the number on the form for this test depends on which form is being used). Males over 40 also need a blood test called Prostatic Specific Antigen (PSA). Also, female AGR Soldiers over 40 need a mammogram current within 2 years if under 50 and annually if over 50. Appropriate medical consultations must be included for all surgeries, orthopedic problems, ulcers, and all other conditions that required medical treatment.

GO PHYSICAL REQUIREMENTS CHECKLIST

DD Form 2808 (Ensure following items are completed and any additional forms are attached to the physical when uploading into MATS)

RANK/NAME: _____ LAST 4 SSN: _____

DATE OF PHYSICAL: _____

Block #1 – date of physical

Block #15c – ARNG GOFRB for purpose

Block #16 - name/address of exam facility

Block #17-40 – ALL blocks checked normal or abnormal

Block #30 – prostate gland exam (males)/stool guaiac result (male and female)

Block #41 – PAP Smear/OBGYN is up to date per current recommendations
and screening guidelines (and annotated in block #52a).

Block # 45 a and b – urinalysis lab report form included

Block #49 – last HIV draw date to be annotated

Block #52 – EKG print-out with interpretation

Mammogram date/documentation current within two years

Laboratory report forms for: cholesterol/fasting blood
sugar/PSA (for males over 40yrs)

Block #53 – height in inches

Block #54 – weight in lbs (DA Form 5500/1-R if appropriate)

Block #58 – blood pressure reading

Block #61 – uncorrected and corrected distant vision

Block #62 – refraction by auto-refraction or manifest

Block #63 – uncorrected and corrected near vision

Block#70 – intraocular tension readings

Block #71a – audiometer readings 500Hz – 4000Hz each ear

Block #74a – qualified/not qualified status (based on AR 40—501 Ch3)

Block#74b – PULHES IAW Ar40-501 Ch 7.

Block#77 – summary of defects and diagnoses recorded by examiner

Block#78 – recommendation for further examinations as indicated

Block#81a – signature of examining physician/provider

Block#84b – signature of reviewing officer/approval authority (REQUIRED if
mid-level provider completes physical exam).

Block#85 – signature for administrative completeness and accuracy

Physician or State Surgeon Signature

Date

GO PHYSICAL REQUIREMENTS CHECKLIST CONTINUED

DD Form 2807 (Ensure following items are completed and any additional forms are attached to the physical when uploading into MATS)

RANK/NAME: _____ LAST 4 SSN: _____

DATE OF PHYSICAL: _____

Block #3 – date of physical

Block #5 – name and complete address of examination facility

Block #8 – medication currently used

Block #9through28 – appropriate response must be recorded for each entry

Block #18 – must be recorded for all female officers

Block #29 – all positive responses recorded in #9through#28, must be fully addressed by the examining physician

Block #30b and c – Will include printed name, signature of the examining physician

Physician or State Surgeon Signature

Date

(Checklist will be returned without action if examining physician name is not printed and signed on this document)

6. MEDICAL ACTION TRACKING SYSTEM (MATS)

Upload completed physical into MATS and submit approved copy of printout to NGB-SL.

7. STATE PROMOTION ORDER

REFERENCE: AR 600-8-105, NGR 600-100 paragraph 11-8a (5-6)

Submit a copy of the State promotion order / IPPS-A Memo to the general officer grade. This is not required for officers being considered for a Certificate of Eligibility.

8. STATE ASSIGNMENT ORDER

Submit a copy of the State assignment order to the general officer position. This is not required for officers being considered for a Certificate of Eligibility.

9. RACE & GENDER ANALYSIS DATA

REFERENCE: DoD Instruction 1320.4

1. An original Race and Gender Analysis Data sheet for the appropriate grade must be completed and forwarded to NGB-SL with each nomination packet.
2. All calculations must be based on the date the GOFRB is scheduled to convene. "As of" date should be the date signed by the Adjutant General. If using the category "Other," then "Other" must be defined. A form must be completed for each nominee and must be signed by The Adjutant General; unless the nomination letter is from the Governor, then the Governor must sign the form, signature authority may not be delegated.

RACE & GENDER ANALYSIS DATA – EXAMPLE O6- O7

		Male		Female		Total	
			Recommended		Recommended		Recommended
		TIG Eligible	for Fed Rec	TIG Eligible	for Fed Rec	TIG Eligible	for Fed Rec
Potential candidates for O-7	White						
	Black						
	Hispanic						
	Nat Amer						
	Asian						
	Other *						
	Total						
* "Other" = must specify							
TIG Eligibility: Number of officers in the State who have served minimum required time in grade, meet all MRD/MSD and military education requirements for Federal recognition to next higher grade.							
Eligibility data does not consider:							
Medical Fitness							
Height/Weight Standards							
Civilian Education							
Physical Fitness Results							
Geographic Availability							
Note: 1. All calculations must be based on the date the Federal Recognition Board is schedule to convene.							
DOCUMENT PREPARED BY		DATE		TAG SIGNATURE		DATE	

RACE & GENDER ANALYSIS DATA – EXAMPLE O7- O8

		Male		Female		Total	
			Recommended		Recommended		Recommended
		TIG Eligible	for Fed Rec	TIG Eligible	for Fed Rec	TIG Eligible	for Fed Rec
Potential candidates for O-8	White						
	Black						
	Hispanic						
	Nat Amer						
	Asian						
	Other *						
	Total						
* "Other" = must specify							
TIG Eligibility: Number of officers in the State who have served minimum required time in grade, meet all MRD/MSD and military education requirements for Federal recognition to next higher grade.							
Eligibility data does not consider:							
Medical Fitness							
Height/Weight Standards							
Civilian Education							
Physical Fitness Results							
Geographic Availability							
Note: 1. All calculations must be based on the date the Federal Recognition Board is schedule to convene.							
DOCUMENT PREPARED BY		DATE		TAG SIGNATURE		DATE	

10. OFFICER EVALUATION REPORTS

REFERENCE: AR 623-3, NGR 600-100 paragraph 11-8a(9)

1. A special Officer Evaluation Report (OER) (Submission Code: 32) can be submitted:
 - a. If the officer's position has changed from his/her last OER;
 - b. A significant change has occurred in current position from last OER. It is up to the Soldier to ensure the appropriate evaluation is completed and placed in the AMHRR prior to the iPerms pull date of 31 Aug 20 (NLT).
2. Missing OERs should be processed immediately at the State and forwarded to HRC. NOTE: All OERs **are required** to be posted on the AMHRR.
3. OER Gaps. Memorandums documenting OER Non-Rated Time or gaps in rating periods maybe be created and uploaded into iPERMS by the State once all efforts to obtain the report have been exhausted.
4. OERs and non-rated time for periods of service other than ARNG (i.e. USAR, Active Army, Air Force, etc.) must be processed through the appropriate agency.

OFFICER EVALUATION REPORTS NON-RATED TIME MEMO – EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR RECORD

SUBJECT: Nonrated Statement

NAME:

SSN:

RANK:

BR:

UNIT:

UIC:

TYPE OF REPORT: (XX) PERIOD: XXXXXXXXX-XXXXXXX

1. ACTION:

(X) An evaluation report was not rendered. The period is declared nonrated.

2. AUTHORITY FOR ACTION:

(X) Headquarters, (State Agency)

Signature Block

SECTION 5: MISCELLANEOUS

1. GOFRB WITHDRAWAL

If a State wants to withdraw a package at any time during this process, a nomination withdrawal request must come from the TAG or Governor. An initial email from the State will be accepted, but a signed request letter must immediately follow. An example is provided at the end of this guide.

GOFRB WITHDRAWAL MEMO - EXAMPLE

ELECTRONIC TEMPLATE IS LOCATED ON THE NGB-SL RESTRICTED SITE

STATE LETTERHEAD

Date

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-SL, 111 S George Mason Drive, Arlington VA 22204

SUBJECT: Withdrawal of nomination for: COL John Q. Guard for Federal Recognition/Certificate of Eligibility

1. I am withdrawing my recommendation of the following named officer for the CY20 GOFRB in the Army National Guard:
 - a. Name:
 - b. Date of Birth:
 - c. Date of Rank:
2. Any questions can be directed to the undersigned at XXX-XXX-XXXX or email XXX.X.name.mil@us.army.mil.

CASIMIR R. PULASKI
Major General, (state)
The Adjutant General

2. FEDERAL RECOGNITION BOARD REFERENCES

1. The governing regulation is National Guard and Reserve (NGR) 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions, <http://www.ngbpd.ngb.army.mil/> . NGR 600-100 is IAW Title 10 USC, Subtitle E, Part III, and Title 32 USC, Chapter 3, <http://uscode.house.gov/search/criteria.shtml> . The criteria prescribed in NGR 600-100 are the minimum requirements that qualify applicants for consideration.
2. Other related regulations and guidelines: <http://www.apd.army.mil/>
 - a. DOD Instruction 1320.4, Military Officer Actions Requiring Approval of the Secretary of Defense or the President, or Confirmation by the Senate <http://www.defense.gov/>
 - b. AR 40-501, Standards of Medical Fitness,
 - c. AR 135-156, Reserve Component General Officer Personnel Management
 - d. AR 380-67, Personnel Security Program
 - e. AR 600-8-22, Military Awards
 - f. AR 600-8-104, Army Military Human Resource Records Management
 - g. AR 600-9, The Army Body Composition Program
 - h. AR 623-3, Evaluation Reporting System
 - i. AR 640-30, Official Army Photographs, MILPER Message Number 19-366 Titled: Changes to the Filing Procedures for General Officer Official Photos, Issued 14 Nov 2019
 - j. AR 670-1, Wear and Appearance of Army Uniforms and Insignia. DA Pam 670-1, Guide to the Appearance of Army Uniforms and Insignia
 - k. FM 7-22, Physical Fitness Training
 - l. Ribbon website to assist officers, <http://armyawards.com>

3. AFTER ACTION REVIEW

Problems Detected from Previous GOFRB

1. “GO” is not a branch on the nomination memorandum. Use the O-6 Branch
2. Information not matching bios, ORBs, photos, and iPERMS
3. Incomplete packet (NOMS, Phase I and Phase II) submissions
4. Approved MATS printout missing PULHES data
5. Bio Addendum & OSD Addendum must be sign by Nominated Officer
6. Required Addendums not signed
7. Large number of Officer Record Brief’s (ORBs) were certified, but not validated.
IMPORTANT: Nominees MUST validate their ORB via link:
<https://arngg1.ngb.army.mil/SelfService/CareerCenter/Home.aspx>
8. Boxes on DA Form 705 for height/weight (HT/WT) were not checked. For those that were not checked, no DA Form 5500 or 5501 were provided to assure HT/WT were met.
9. DA Photos not taken in accordance with AR 640-30. Verify placement of ribbons, oak leaf clusters, campaign stars and any other devices. Here are a few commercial sites that may be useful for ordering awards online: www.ultrathin.com or www.marlowwhite.com.
10. Evaluations not communicating general officer potential to the board members.