

# ALASKA NATIONAL GUARD

## ACTIVE GUARD / RESERVE (AGR)

### MANAGEMENT, SUPERVISOR, EMPLOYEE HANDBOOK



**AKNG HUMAN RESOURCES OFFICE**

***PEOPLE FIRST, MISSION ALWAYS!***

**MAY 2013 EDITION**

**MESSAGE FROM THE ADJUTANT GENERAL...**

Congratulations on being selected for the Active Guard/Reserve Program! You can take great pride in your selection to serve in this important role in the achievement of unit readiness and combat capability of the Alaska National Guard.

The Active Guard/Reserve (AGR) Program was implemented by the direction of Congress in January 1979. The goal of the AGR Program is to improve readiness of the National Guard and U.S Reserve units. The AGR program is governed by NGR 600-5, AR 135-18 and ANGI 36-101. The purpose of the AGR program is primarily but not limited to provide a full time military asset to improve readiness of the National Guard and is managed by the Human Resource Office (HRO).

Although on full-time National Guard duty, AGR personnel differ from active duty military personnel in that they are under the command and control of the Governor rather than the Air Force and Army directly. While AGR's have nearly the same pay allowances, benefits, and privileges of active duty personnel, they are in state status (Title 32) and are covered by the same statutes and regulations as traditional Guard members.

The Human Resources Office (HRO) is pleased to provide this handbook to serve as your reference in day-to-day activities as an AGR member. It is general in content and it is not designed or intended to replace existing or forthcoming official publications concerning the AGR program. You are encouraged to review the information provided and if there any questions, please contact your supervisor, or your AGR Manager in the HRO.

**ABOUT THE GUIDE**

This handbook is designed to assist commanders, supervisors, Active Guard/Reserve (AGR) Members, and their dependents in becoming familiar with the AGR Program of the Alaska National Guard. It is a handy guide for questions – not for regulatory guidance. It is a consolidated source of information and is intended to provide an overview of the AGR program. The handbook has been drafted based on Army, Air, and Federal statutes and regulations, as well as DoD and National Guard Bureau policy. For specific details of the AGR program, refer to the regulations/instructions listed as references throughout the text. If you need further clarification, please get with your Force Support Flight (FSF-Air) or the AGR Management Section (Army) or the AGR Manager-HRO.

**HOW TO USE THIS GUIDE**

At the beginning of each section or tab, you will find a chart of the topics covered to assist you in locating information quickly. HRO's goal is to ensure that our supervisors, managers, and employees are well informed. I hope that you will find the detailed information regarding the AGR program useful.

The accomplishment of our mission and vision is realized when we understand and support each other's needs and the vast diversity of our workforce. To this end, the Alaska National Guard AGR Handbook is provided to you.

THOMAS H. KATKUS  
MAJOR GENERAL  
THE ADJUTANT GENERAL

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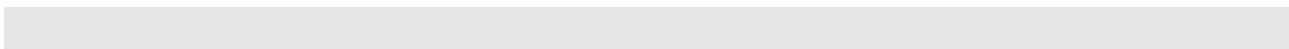
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**CHAPTER 1 - ADMINISTRATIVE AND PERSONNEL MATTERS**

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**1-1 OVERVIEW OF AGR PROGRAM**

This Policy and Procedures Handbook is designed to help Active Guard/Reserve (AGR) personnel and their supervisors understand the Alaska National Guard AGR military program, the rules governing the management of AGR personnel, and the various entitlements and benefits that accrue to AGR personnel. As a comprehensive source of information, this handbook should be used as the "first stop" by AGR personnel and their supervisors. It is designed to provide essential information in easy to understand language in areas of major concern. While it is expected that the information contained within this handbook will answer the great majority of questions, legal and regulatory references are included as well as points of contact.

The purpose of the Active Guard/Reserve program is to provide a full-time mobilizable military asset to improve the readiness of the Alaska National Guard. AGRs are attached to organizations to meet mobilization standards and mobilize with units as required. AGRs provide assistance in organizing, administering, recruiting and retaining, instructing and training National Guard personnel and organizations. They provide skills, stability, continuity, and full-time availability that cannot be reasonably obtained by using Traditional Guard members.

Although on full-time National Guard duty, AGRs differ from active duty military personnel in that they are under the command and control of the Governor rather than the Army and Air Force directly. While AGRs have nearly the same pay allowances, benefits and privileges of active duty personnel, they are in state status (Title 32) and are covered by the same statutes and regulations as traditional Guard members.

The AGR program is managed by the AGR Section of the Human Resource Office (HRO). If you are Army Guard AGR, then most of your routine personnel needs will be met by this office. Much of the day-to-day service for Air Guard AGRs has been delegated to the Force Support Flights (FSF), which exist at each air base. Your key link for liaison on personnel issues at the FSF is the HRO Liaison. The final authority on all major AGR policy decisions is the AGR Manager at the Human Resource Office. A list of the AGR section personnel and HRO Liaisons with phone numbers is contained in the back of this publication.

**1-2 IN-PROCESSING AND ORIENTATION**

When entering the AGR program for the first time, you must in-process.

**Army:** AGRs will be required to submit all required pay documents prior to receiving AGR orders. As a new AGR, you are responsible for contacting the HRO NCOIC within the first 30 days of your report date.

**Air:** AGRs will in-process at their base FSF. Supervisors are responsible for ensuring that new members report to the FSF within the first 30 days of your report date. New AGRs will be provided copies of orders and an in-processing checklist. This includes information necessary to ensure that you and your dependents become eligible for medical care and other benefits. New AGR members should receive a new unit orientation within 30 days of reporting on initial tour.

### **1-3 IDENTIFICATION CARDS**

Each AGR member will be issued a military identification card (CAC-Common Access Card). For Army personnel this will be accomplished at the Department of Military and Veterans Affairs, Building 49000, G1, JBER, Richardson. Air Guard AGRs will have their ID's issued at their respective bases. The ID card identifies you as a member of the Armed Forces as well as the benefits and privileges for which you are eligible. An ID card is necessary to use such facilities as the commissary, base/post exchange, and medical care. ID cards are also required for access to DoD computer systems and networks. If your ID card is lost or stolen, report the loss immediately to the office that issued your card. If you lose your CAC while TDY, please call the nearest military installation to find out about replacing it.

Your dependents are also eligible for a Uniformed Services Identification and Privilege Card (DD 1173-S). A key item to be accomplished during in-processing is to enroll you and your dependents in the Defense Enrollment Eligibility Reporting System (DEERS). This action must be completed in order to be eligible for medical care and most other benefits. In order to enroll you will need to complete a DD Form 1172, Application for Identification Card/DEERS Enrollment. In order to expedite processing, essential data concerning each dependent should be brought to in-processing by the new AGR member.

An ID card is federal government property and its possession and use are a privilege. The ID card may be confiscated and the user prosecuted or discharged for its improper use. ID and dependent cards must be surrendered once eligibility ends.

Reference: AR 600-8-14, 18 U.S.C. 499

### **1-4 AGR SPONSORSHIP PROGRAM**

The sponsorship program is the best way to ensure quick and complete integration of new AGR personnel into the unit and AGR program. It also assists in helping the AGRs family in becoming familiar with the military and the Alaska National Guard. The sponsor is the key to a successful Sponsorship Program. The following attributes should be considered when the section supervisor is selecting a sponsor:

- 1. Attitude**
- 2. Knowledge about the AGR program and local community**
- 3. Should be a peer, not a supervisor**
- 4. Knowledge of the unit and its mission**
- 5. Dependability**

Reference: NGR (AR) 600-5

### **1-5 DRESS AND APPEARANCE**

One of the most important areas of military tradition is the military bearing and the proper wearing of the prescribed uniform. All AGR personnel must maintain a high standard of dress and military appearance. This standard consists of four elements: neatness, cleanliness, safety and military image. AGR personnel are expected to have a working knowledge of grooming and uniform standards. Supervisory personnel must ensure that minor infractions which become a pattern or habit are corrected either through disciplinary or administrative action. Supervisors have a number of options for dealing with nonconformance to dress and appearance standards. They may counsel and send the member home for a reasonable period to correct the problem. If the individual has been warned that he is violating the standard and shows no improvement, the individual may be discipline for failure to obey a lawful order or regulation. In the event of a well-documented case, the result may be an involuntary discharge from the National Guard and the AGR program.

**Air:** Except when authorized to wear civilian clothes, Airmen will wear the appropriate Air Force uniform while performing military duties. Please see AFI 36-2903 Para 1.4, and AFI 1-1 when not to wear the Air Force Uniform. For example: when off base eating at restaurants, where most diners wear business attire or at establishments that operate primarily to serve alcohol, do not wear utility uniforms such as ABUs, BDUs, etc., or the flight duty uniform.

**Army:** AR 670-1: See para 1-10; when the wear of the Army Uniform is required or prohibited and para 3-a Soldiers may wear ACUs on duty when prescribed by the commander. Soldiers may wear ACUs off post unless prohibited by the commander. They may not wear ACUs for commercial travel, unless authorized by para 1-10c of AR 670-1. Personnel may not wear ACUs in establishments that primarily sell alcohol. If the establishment sells alcohol and food, soldiers may not wear utility uniforms if their activities in the establishment center on drinking alcohol only. <http://army.com/info/uniform/acu>

Reference: AFI 36-2903, AFI 1-1, AR 670-1, DoD Instruction # 1334.01 Oct 2005 POC: AGR Manager-HRO

### ***1-6 DUTY HOURS***

AGRs normally work the same schedule as other full-time employees of the Alaska National Guard. The actual hours of work and scheduled days off are a matter to be resolved between the member and supervisor/command. The use of flex-time and work schedules other than the standard 5 days a week, 8 hours a day are subject to the respective command's policy. Duty hours may be increased on little or no notice for short periods to complete specific missions or required tasks.

Compensatory time off is not authorized for AGRs to include working on UTA weekends. In the cases where compensatory time would have been appropriate, passes and leaves are encouraged (See Special Passes). In the event of a furlough of the technician and civilian workforce, AGRs are still required to report for duty. Attendance and participation at weekend drills with the unit of assignment is required. Additionally, AGR personnel will work duty hours as required when performing Annual Training or State Active Duty with their assigned unit unless in a leave status, on a pass, or otherwise approved.

Reference: NGR (AR) 600-5, AR 600-8-10, ANGI 36-101, AFI 36-3003, AKNG-AR Green Tab Memo #15  
POC: AGR Manager-HRO, HRO Liaison

### ***1-7 LENGTH OF TOURS/PERIODS***

**Air:** Initial tours may not exceed 6 years. Follow-on tours will not exceed six years and will not extend beyond an enlisted Airman's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD). A follow-on tour for an Airman who has attained 20 years TAFMS will normally be one to two years in length based upon the needs of the unit, State, and ANG.

**Army:** AGR Soldiers will be ordered to AD or Full Time National Guard Duty for an initial 3 year period. Initial subsequent tours are contingent on a tour continuation board. Subsequent officer periods of duty will be for indefinite periods. Subsequent enlisted Soldier periods of duty will not exceed the terms of the Soldier's enlistment or reenlistment agreement, or an extension of an enlistment or reenlistment agreement.

**NOTE:** Career status AGR personnel may reasonably expect to obtain 20 years of active service. There will not be any Alaska National Guard AGR order that will be published to exceed 20 years total active federal military service (TAFMS) years. Continuation of AGR tours beyond 20 years TAFMS must be requested through the chain of command to HRO not to exceed 12 to 24 months extension. Upon completion of 20 years of active federal service, extensions are based on the needs of the organization.

Reference: ANGI 36-101, AR 135-18, NGR 600-200, NGR 600-5, HRO Policy: AGRs Continuation beyond 20 years Active Service  
POC: AGR Manager-HRO, HRO Liaison

## **Additional Tour Information**

**Initial:** All individuals entering the Alaska Army and Air National Guard Full Time National Guard Duty (FTNGD) for the first time or after having a break in AGR service will be on an initial tour with the AKNG. AGR members who have transferred from another state will be considered to be on their initial tour and will fall under the same length requirements of an initial tour. **NOTE:** Any extension to an initial tour with the AKNG is part of the initial tour, not to exceed six years.

**Change: Army:** AGRs may not volunteer for a change of duty within their initial tour nor within the first 18 months of a subsequent tour or a new duty assignment. An AGR may be moved within these time frames based on the needs of the organization and the Alaska Army National Guard. If you are interested in applying for an open AGR position, you should request to do so through your Chain of Command. In addition, subsequent tour individuals must have served 18 full qualified months in your current duty at the time of application. Your COC has the authority to support or deny your request for a new assignment. **NOTE:** A one-time occasional tour is a temporary authority and will not result in career status.

**Air:** Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.

## **1-8 MANDATORY (ARMY)**

Effective 1 November 2003, formal training is mandatory for new hires in the Full Time Service(FTS) positions listed below. Commands will schedule their Soldiers to attend the appropriate course associated with their FTS position. FTS employees will be scheduled for training at NGPEC within the first six months of employment.

The first priority for training is new hires. However, states should develop a plan to have all FTS employees, who have not been to the appropriate course for their current position, attend formal training at NGPEC. Failure to complete NGB prescribed courses at NGPEC for new FTS personnel, within the first year of employment, may be cause for termination.

The prescribed mandatory courses are: (1) Battalion and Brigade level Administrative Officers will attend the Officer in Charge (OIC) Course, HRR-030 (2) Company, Battalion and Brigade level training officers and NCOs will attend the Training Officer/NCO Course, HRR-022 (3) Company level supply NCOs will attend the Unit Supply NCO course, LTC-027 (4) Company and Battalion level readiness NCOs will attend the Readiness NCO Course, HRR-020 (5) Company, Battalion and Brigade level administrative NCOs will attend the Unit Administrator Course, HRR-010.

## **1-9 PHYSICAL FITNESS PROGRAM**

Maintaining an acceptable level of physical fitness is a requirement for continued service in the AGR program. To ensure that AGRs have an adequate opportunity to achieve and maintain fitness levels, individuals are authorized PT in accordance with the current HRO policy. Members must have a valid, current, passing Army/Air Physical Fitness Test in order to participate in this program. The scheduling and nature of this physical training must be coordinated with the supervisor. Abuse of this privilege can result in its suspension or termination by the chain-of-command.

**Army:** AGRs must pass the Army Physical Fitness Test (APFT) twice a calendar year. Failure to pass the APFT is a serious matter and results in a number of adverse consequences to the individual. These include placing a "flag" on any positive personnel actions such as promotion, attendance at schools, etc. Further, an AGR cannot have their tour of duty extended or renewed if they do not pass their last APFT. Two consecutive APFT failures without a valid medical condition will result in action to involuntarily discharge the individual from their AGR tour immediately for unsatisfactory performance.

AGRs with a documented medical condition or pregnant personnel are eligible for alternate APFT programs. Coordination should be made with the first sergeant or training NCO for participation in these programs.

Remedial physical fitness training programs are readily available for those personnel experiencing difficulties with the fitness test.

**Air:** AGRs Airmen are subject to the provisions of AFI 36-2905, Fitness Program. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 points or higher to qualify for any personnel actions, such as follow on AGR orders, promotion, PME attendance, follow on tours and sub tours. Airmen with a documented Duty Limiting Conditions (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

Reference: AR 40-501, ANGI 36-101, AFI 36-2905, HRO Policy 11-01, ARNG-AR Green Tab Memo #16  
POC: AGR Manager-HRO, Respective Supervisor/COC

### ***1-10 Weight Control Program***

**Army:** In addition to maintaining an acceptable level of physical fitness, Army AGR personnel are also required to keep their body weight within certain levels. The purpose of the physical fitness and weight control programs is to maintain the efficiency, health, and well-being of the individual and to present a proper military image to the public. It is the immediate responsibility of unit commanders throughout the Alaska National Guard to ensure that those under their command (AGR and traditional guardsmen alike) are in compliance with weight control guidelines and standards.

Body Fat Measurement (BFM) is the determining factor in deciding whether a Soldier is overweight. Although the Army regulations have weight tables that are used, they are a screening device. During random or scheduled weigh-ins, individuals are weighed, and if they exceed their allowed weight in the weight table, a body fat measurement is taken. If this measurement determines that the individual exceeds the maximum body fat, they are then placed into the weight control program. The weight control program requires a pattern of satisfactory weight loss and then keeping the weight off for a fixed period of time. Specifics on weight measurement and requirements of the weight control program can be obtained from your unit orderly room or from a cited reference.

Members who exceed body fat standards are ineligible for favorable personnel actions such as tour extension, promotion, or other career opportunities. Continued failure to meet weight standards could also result in a full range of adverse administrative actions to include discharge. Disciplinary action, such as a Letter of Reprimand, cannot be imposed for solely being overweight, but can be imposed for the failure to perform duties such as to report for a scheduled weigh-in. Supervisors should carefully document a soldier's progress in the weight control program (counseling, weigh-in results) in order to support the appropriate action.

The key to this program is for commanders to uniformly apply it to each member of their unit. While each case should be handled on an individual basis, claims of "selective enforcement" within this area are not uncommon and need to be avoided.

**Air:** AGRs must keep a professional military image and fit appearance while in uniform IAW AFI 36-2905 and AFI 36-2903. The image must instill public confidence and leave no doubt that Airmen live by a common standard and respond to military order and discipline.

Reference: AR 600-9, AFI 36-2905, AFI 1-1  
POC: AGR Manager-HRO, HRO Liaison

## **1-11 AWARDS**

Title 32 AGRs are eligible for the full range of Air Force and Army awards and decorations. The criteria for award of any decoration are contained within the cited references. There are a number of awards, which are reserved exclusively for traditional guardsmen which AGR personnel are not eligible for.

In addition to federally recognized awards and decorations, the State of Alaska has a number of awards and decorations. AGR members are authorized to receive and wear these awards. It is recommended using awards as a means to recognize an AGR for his/her service.

AGRs may receive cash incentive awards for approved suggestions, inventions, and special acts, which benefit the Army or Air Force, the Alaska National Guard, or the United States Government. Ideas and suggestions should be submitted IAW the procedures outlined in TPR 451.

Reference: TPR 451, AR 600-8-2, AR 672-5-1. AFPD 36-28, AFI 36-2803  
POC: AGR Manager-HRO

## **1-12 Pregnancy of AGR Members**

Females who are pregnant may apply an application for AGR positions. However, they cannot be appointed nor entered onto AGR duty until the pregnancy period has expired.

Any AGR who becomes pregnant may continue performing her assigned duties as long as certain precautions and procedures as outlined in the cited references are followed. AGR personnel are entitled to full medical care and assistance during the period of their pregnancy. Upon notification of a medically certified pregnancy, the commander will advise appropriate medical personnel as to the member's assigned duties to determine if a physical profile change is needed. In any event, the individual will receive a temporary physical profile for the duration of the pregnancy.

The member will also be counseled by her chain of command as soon as practicable. She will be advised of her option to separate from AGR service upon delivery as well as the policies and procedures regarding pregnant members. Single mothers will be required to establish a Family Support Plan for care of the child should they elect to remain a member of the National Guard.

References: ANGI 36-101, ANGR 160-12, AR 135-91, AR 40-501  
POC: AGR Manger-HRO, HRO Liaison

## **1-13 COMPLAINTS OF WRONGS**

AGR personnel who believe they have been wronged by their commanding officer may elect to file a complaint to a superior commanding officer; if the complaint is unresolved then the unresolved complaint must be forward by the commanding officer up to the Adjutant General. This "complaint of wrongs" procedure is different from the Inspector General Complaint system and other methods (i.e. Congressional inquiries) that members may use to bring complaints to the attention of the command. The key features are:

- 1. The complaint must be against a commander. A complaint will include an appeal of adverse actions (i.e. letter of reprimand).**
- 2. The individual must first seek a solution by directing the grievance to the commander responsible for the action. This allows the matter the chance to be resolved at the lowest level. If it cannot be resolved, the commander must forward the matter up to the next higher level commander.**
- 3. A formal investigation is not required as a result of a complaint by the commander or any other officers who come to review the complaint. There is great flexibility allowed in determining how to look into one of these complaints and may or may not be a formal investigation.**

**1-14 INSPECTOR GENERAL**

AGRs have a right to register complaints orally or in writing with the Inspector General. All complaints will be acknowledged and handled to ensure that confidentiality will be preserved to the greatest extent possible. Individuals should attempt to resolve the perceived problem through the chain of command prior to filing the IG complaint. However, ARGs may contact the IG directly if they wish. If the complaint is about an action for which there is an established appeal process, they should use the established process prior to contacting the IG. Certain matters such as appeals of military justice actions and requests for change of established military policy are not appropriate for IG complaints.

Records of IG investigations are confidential and release is limited to only those with an official need to know. Alaska National Guard Inspector General may be contacted at (907) 428-6061, or by writing State of Alaska, Department of Military and Veterans Affairs, ATTN: IG AKNG, PO Box 5800, Joint Base Elmendorf Richardson, Alaska 99505-0800

References: AFI 90-301, AR 20-1 POC: AGR Manager-HRO, IG NCOI

**CHAPTER 2 – ACCESS AND CONDUCT ON MILITARY FACILITIES**

2-1 Privately Owned Firearms	2-2 Workplace Searches	2-3 Violence in the Workplace
2-4 Smoking in Government Facilities	2-5 Barment from Facilities	2-6 Vehicle Registration
2-7 Military Driver's License		

**2-1 PRIVATELY OWNED FIREARMS**

The Alaska National Guard is committed to providing a safe and secure work environment for all of its employees. To help ensure that this goal is met, no member or employee of the Alaska National Guard is permitted to bring a personal firearm, weapon or ammunition into their workplace. This policy also includes storing any personal weapon or ammunition in the individual's vehicle while parked in the parking lot of the National Guard facility.

This prohibition does not apply to those personnel whose duties require the possession and use of firearms such as military law enforcement. A limited exception to this policy is available for those personnel who are civilian law enforcement or who are properly authorized and licensed during various hunting seasons. In those limited cases individuals may store weapons and firearms in their vehicles with the knowledge and consent of the facility commander. Check with your base/post for additional information.

Personnel are also prohibited from bringing privately owned weapons and ammunition to military training exercises and from having them stored in National Guard arms rooms. Violation of this policy will result in disciplinary action as appropriate. Check with the post/base Pro Votes Marshall/Security Forces Squadron for any local compliance policy.

**Note:** Military Aircrew Members should comply with State law and DoD Flight Supplement Regulations concerning carrying of firearms.

POC: AGR Manager-HRO

**2-2 WORKPLACE SEARCHES**

AGRs need to be aware that a supervisor has the right to search most areas within a workplace without obtaining a search warrant or the permission of the individual. Within the workplace, a search can be conducted in those areas over which the government is considered to exercise control. These include areas such as computers, offices, desks, toolboxes, and file cabinets.

Government offices are provided to employees for the purpose of conducting official work. A search by a supervisor or security police to retrieve work related materials or to investigate possible violations of workplace rules has been ruled by the courts not to violate the 4th Amendment right against unreasonable searches and seizure. Employees may avoid exposing personal belongings to being searched by leaving them at home.

There are certain areas that individuals are considered to have an expectation of privacy within the workplace. This would include handbags, briefcases, backpacks and wall lockers secured by a personal lock. These are not generally considered part of the workplace and are generally not subject to a search without a warrant or permission of the individual.

AGRs that are assigned to secured bases are also subject to having their vehicles randomly searched as a condition of entry. Supervisors should always consult with the legal office prior to conducting a search of a work area unless an emergency situation exists.

Reference: Postal Workers vs. USPS, 871 F. 2d 556 (6th Cir. 1989)

POC: State Judge Advocate, AGR Manager-HRO

### ***2-3 VIOLENCE IN THE WORKPLACE***

One of the greatest threats to employee safety is the occurrence of violence in the workplace. This includes not only assaults, but threats, intimidation and verbal harassment. As an employer, the Alaska Guard has a strong commitment to providing a safe and secure work environment to all of its employees.

Any AGR who has been assaulted or threatened or made to fear for their or another employee's safety should report the matter immediately through their chain of command. A thorough investigation into the matter will be made and if the facts warrant, appropriate disciplinary action will be taken. If the incident is serious enough, steps will be taken to immediately remove the apparent offending party from the worksite until the investigation is complete or the matter resolved. If appropriate, the matter should also be referred to civilian law enforcement agencies for possible investigation and prosecution as a criminal case. Any actions or potential investigations should be coordinated with the HRO.

POC: State Judge Advocate, AGR Manager-HRO, TAG Policy: Workplace Violence

### ***2-4 TOBACCO USE IN GOVERNMENT FACILITIES***

Current DoD and Alaska National Guard directives are designed to discourage the use of any tobacco products and prohibit their use inside federal or state buildings. AGR personnel must not smoke, chew or dip in National Guard facilities except in "designated areas" or smoking shelters provided for outside crews. Questions sometimes arise as to the frequency and length of "smoke breaks" that personnel are authorized or allowed. As there is no statutory or regulatory guidance for this matter, it should be resolved between the individual and their supervisor.

Reference: DoD Directive 1010.10

POC: AGR Manager-HRO

### ***2-5 BARRANT FROM FACILITIES***

Base and facility commanders are responsible for protecting personnel and property under their control and for maintaining order to ensure the uninterrupted and successful accomplishment of the military mission. Each base and facility commander is authorized to grant or deny access to their installation and to remove or exclude persons whose presence is undesirable or unauthorized. This process is called "barrant".

While this process is rarely used in regards to AGR personnel, it may be appropriate in limited cases such as where the member has seriously assaulted another employee, made death threats, or poses a significant

safety or security risk. Additionally, barment might be appropriate for personnel who are in the process of being involuntarily separated for serious misconduct. AGR members barred from their worksite can be assigned duties to be performed at home; options may include a different worksite or be excused from reporting to duty. They cannot be forced to take annual leave.

The process for barment requires that a notice letter be personally issued to the individual stating the basis for the action, the period of time it is in effect, and the process the individual can take to have the matter reconsidered. Individuals should also be warned that a failure to honor the barment could result in apprehension and detainment by base authorities and possible prosecution for trespass. Coordination should be made with the HRO office prior to a barment letter being issued.

Reference: 18 U.S.C. 1382, AFI 31-209 POC: AGR Manager-HRO

## **2-6 VEHICLE COMPLIANCE**

AGRs assigned to Air or Army installations will be required to possess a valid driver's license; a valid state vehicle registration; possession of valid insurance upon the vehicle that meets Alaska minimum requirements; have a valid emissions IM test (if required). For more information visit the DMV web site at: [http://www.onlinedmv.com/AK Alaska dmv department of motor vehicles.htm](http://www.onlinedmv.com/AK_Alaska_dmv_department_of_motor_vehicles.htm)

AGRs need to be aware that a base commander may suspend base driving privileges upon a showing that the individual has violated base driving/parking regulations or if the individual has suffered a license suspension from civilian authorities. Everyone is expected to be in compliance with base/post traffic and safety regulations and policies.

Reference: AFI 31-209, AR 190-5  
POC: AGR Manager-HRO, HRO Liaison

## **2-7 MILITARY DRIVER'S LICENSE**

Many AGRs may be called upon to operate military vehicles that ordinarily would require a Commercial Driver's License (CDL) to operate upon public roads. Federal law, however, grants an exemption to military personnel from this licensing requirement. (This waiver extends to traditional Guardsmen and Reservists). Even though a CDL is not required, all personnel operating military vehicles will be required to obtain a military drivers license for each type of vehicle. Each unit or installation may have its own internal procedure for testing and obtaining a military driver's license. Use of GSA automobiles and military vehicles also requires possession of a valid state driver's license.

Reference: 49 U.S.C. 31301  
POC: AGR Manager-HRO, HRO Liaison

**CHAPTER 3 – PROFESSIONAL DEVELOPMENT**

3-1 General	3-2 Entry into the AGR Program	3-3 Priority Placement Program (PPP)
3-4 Lateral Reassignment/Transfer	3-5 Temporary AGR Fills (Air Only)	3-6 Enlisted Promotion System
3-7 Promotions	3-8 Details	3-9 Tour Continuation
3-10 Controlled Grades	3-11 Performance Evaluations	3-12 Continuing Education

**3-1 GENERAL**

The objective of the Alaska AGR Program is to provide highly qualified officer and enlisted personnel to meet support requirements for the Alaska National Guard, its projects and programs. To achieve this objective a hiring process that selects the best-qualified personnel to enter the AGR program screens applicants. Once selected, the AGR program offers opportunities for career development and upward mobility to encourage retention by quality members. While entry into the program of individuals who may desire only to serve an initial or occasional AGR tour often occurs, the program is structured to allow for the achievement of sufficient years of full-time duty to qualify for retirement. This guidance is not intended to raise an individual AGR member's career expectations unrealistically. It will require careful planning by the individual AGR member, who has the primary responsibility for the management of his or her own career. AGRs should ensure their career goals are made known to their immediate supervisor. Career objectives should be addressed during evaluation counseling sessions.

Reference: NGR (AR) 600-200, NGR (AR) 600-5, AR 135-18, AFI 36-2201, ANGI 36-101, ANGI 36-2503  
 POC: AGR Manager-HRO

**3-2 ENTRY INTO THE AGR PROGRAM**

For initial entry into the AGR program, an individual must satisfy certain basic qualifications in addition to any special requirements of the advertised position. Among the basic requirements are military membership, be physically and medically fit as prescribed by service regulations and, if the member is an officer, he/she will have completed certain military education requirements. Failure to satisfy one or more of these requirements will usually result in the rejection of any application. An individual who has been previously barred from re-enlistment or involuntarily separated from active duty will not be considered.

When a commander identifies a position that is authorized to be filled, a determination is first made as to whether the vacancy can be filled by on-board AGRs (this must be a lateral assignment, not of promotion potential). Prior to advertising the vacancy, first consideration will be given to excess personnel who are on the Priority Placement Program (PPP) and/or based on Enlisted Promotion Leadership Board (EPLP), transfer by laterally assigning an AGR, or utilizing a temporary AGR. Within the Army National Guard, consideration must also be given providing upward mobility to individuals affected by the Enlisted Promotion System (EPS). As a general rule, AGR vacancies will be advertised to fill entry level positions as well as junior NCO and Officer Positions. Upon selection of a higher grade AGR position, the member must still meet service specific requirements i.e., AIR- promotion boards, TIG, TIS etc.

Application procedures and required forms will be listed on the actual vacancy advertisement as well as be available from the HRO office or HRO Liaison.

Reference: ANGI 36-101, ANGI 36-2502, ANGI 36-2504, AR 135-18, NGR (AR) 600-5  
 POC: HRO-Army AGR Tours (907) 428-6458/DSN 384-4458; Air AGR Tours (907) 428-6452/DSN 384-4452.

### **3-3 PRIORITY PLACEMENT PROGRAM (PPP)**

This program is designed for the management of excess/over-grade who has been placed in a lower graded position due to a change in manning. Consideration will be afforded to those in the EFMP. The PPP will be the initial means utilized to fill vacant positions for which the AGR is qualified. A list of AGR personnel on the PPP is maintained by the HRO and will be provided to the selecting command/supervisor when an available vacancy arises. Whenever an action is taken to place an individual in an excess status, a Memorandum for Record detailing the action should be provided to the AGR Manager.

#### **ARMY PPP:**

AGR Soldiers affected by changes in the Manning Document requirements, end-strength and grade ceiling limitations may be retained in an excess or over grade status, as appropriate, for not more than one year after the effective date established by NGB-ARP. Elimination or downgrade of manning document positions will trigger AGR Soldiers to be enrolled in the Priority Placement Program (PPP). These Soldiers will be given priority over other Soldiers in filling vacant authorized positions for which they are qualified. AGR Soldiers carried in an excess or over grade will be offered, in writing, the opportunity to fill vacant positions. Positions offered Soldiers may not have a maximum military duty grade that exceeds the Soldier's current grade. The PPP takes precedence over all other personnel selection processes.

- a) **AGR commissioned and warrant officers carried in excess status and not reassigned to valid manning document positions within one year after the effective dates established by NGB-ARP will be separated from the AGR program.**
- b) **ARMY AGR enlisted soldiers will not be assigned in over grade positions.**

#### **AIR PPP:**

AGR personnel who become overgrade or excess to their unit manning document (UMD) assignment will be placed into the Priority Placement Program effective the same date as the action which caused them to become excess or over grade, for a period not to exceed twenty-four months or until ETS/MSD, whichever is comes first. This includes Special Duty Assignments and T10 returnees for career-status Airmen who have less than 20 TAFMS.

Reference: ANGI 36-101, ANGI 36-2101, NGR 600-5, HRO Policy- PPP Special Duty Assignments  
POC: AGR Manager-HRO

### **3-4 LATERAL REASSIGNMENT/TRANSFER**

This procedure is an optional means of filling positions within the AGR force. Commanders have the authority to transfer AGRs within their command. This reassignment must be to a position not lower than the individual's current military grade (unless the individual consents to a demotion) nor for promotion without undergoing a competitive process (e.g. STPA). While not an absolute requirement, an AGR should be transferred to a position to which they are MOS/AOC/AFSC qualified. If this is not possible, the AGR will be afforded an opportunity to obtain training to reach the necessary skill level compatible with their new assignment. Members who fail to obtain the necessary qualification skills within a 12-month time will be either reassigned or terminated from their AGR status. If the AGR refuses a reassignment, action can be initiated to separate the individual from their AGR tour.

An AGR who is reassigned at the request of the command is eligible to have PCS costs reimbursed. A reassignment initiated at the request of the individual is categorized as a permissive move and the AGR will be responsible for all costs associated with the move. (Grade inversion is not permitted as a result of a command or leadership reassignment)

**ARMY:** AGRs may be reassigned without consent and without geographical limitations within the boundaries of Alaska to meet the needs of the service.

**AIR:** An amendment to the Airman's AGR order reflecting the new UMD position must be accomplished. Management Directed Reassignment needs to have a signed AF FM 2096 with the member acknowledging the new position move.

Reference: ANGI 36-101, NGR (AR) 600-5, ANGI 36-2101, AR 135-18.  
POC: AGR Manager-HRO, HRO Liaison

### ***3-5 TEMPORARY AGR FILLS OCCASIONAL TOURS & AGR DEPLOYMENT BACKFILLS***

**Air:** Commanders can utilize AGR personnel hired on a temporary basis to fill valid, vacant positions. Individuals filling these positions cannot exceed the maximum grade for the position. The AGR must be medically qualified for worldwide deployment and possess a passing fitness test within the last 12 months. Temporary tours may not be projected to exceed 179 continuous days (exception: deployment backfill). Airman must have a mandatory 31 calendar day break in AGR service to be put on second occasional tour. Temporary tours are not required to be announced through advertising and may be terminated at any time by the commander.

**Army:** One Time Occasional Tour (OTOT) - 1) Other, IAW NGB Guidance 2) for key staff positions.

Reference: NGB Memorandum#12-31, 10 August 2012, ANGI 36-101  
POC: AGR Manager-HRO

### ***3-6 ENLISTED PROMOTION SYSTEM (EPS)***

**Army:** This program will be used IAW the EPS. EPS provides opportunities for upward mobility in assignment, rank and eligibility to attend service schools. EPS is a viable program in filling AGR vacancies. Commanders must consider all priority placement personnel prior to utilizing EPS. Positions to be filled through EPS require commanders to forward a request through channels, and to the AGR Office requesting backfill for the position. Soldiers who are fully qualified for promotion will be automatically promoted upon assignment. If a controlled grade is required, the soldier will be automatically placed on the controlled grade list to wait for available control grade.

**Air:** An AGR military grade cannot exceed the maximum military authorized grade on the UMD. Members must meet the eligibility criteria for promotions.

Reference: NGR 600-200, AKARNG PAM 600-200. AFI 36-2501, AFI 36-2502 ANGI 36-2502, State Policy, AKANGI 36-2502  
POC: AGR Manager-HRO

### ***3-7 PROMOTIONS (GENERAL PROVISIONS)***

Promotion is not a right, but a privilege earned by performance of duties and accepting the responsibilities of the duty position.

**Army:** Soldiers cannot be promoted above the grade authorized for the position you hold on the Full-Time Support Manning Document, even though the TDA/TOE may call for a higher grade. The maximum grade allowed is dictated by the Manning Document.

**Air:** Airman cannot be promoted above the grade authorized for the position held on the Manning Document.

**IMPORTANT PROMOTION FACTORS:**

Important factors affect the selection process for promotion of enlisted AGR personnel:

- 1. Needs of the Guard. The needs of the Alaska Guard change year to year. The number of projected vacancies at the next higher grade determines the number of AGRs promoted. This is called the "select objective" and there is one for each MOS/AFSC. With force modernization and changes to the force structure, the number needed in each MOS/AFSC may vary from year to year. If the "select objective" increases in an MOS/AFSC, the chances for promotion will likely increase.**
- 2. NCO Qualification. NCO qualifications may be improved by keeping physically fit, improving military and civilian education levels, and seeking tough leadership positions.**
- 3. In addition to qualifications, AGR personnel should review their official file on an annual basis to ensure all authorized documents are present, keep their official photograph current and check it for quality, and ensure evaluation reports are current.**

Reference: NGR (AR) 600-200, NGR (AR) 600-100, NGR (AR) 600-101, AKARNG 600-100/200, ANGI 36-101 AKARNG PAM 600-200. AFI 36-2501, AFI 36-2502 ANGI 36-2502 AKANG 36-2502

### ***3-8 DETAILS***

AGRs may be detailed outside of their assigned MOS/AFSC by their commander. **Army:** Details may not exceed 139 days duration. **Air:** Details may not exceed 120 days within a 4 year period, details beyond 120 days requires approval by NGB/MAJCOM. Supervisors need to take extended details into account when rendering a performance evaluation. If an AGR is working within their AFSC, it is not considered a detail for the purpose of 120 day limit outside of the AFSC.

Family members of AGRs will not be assigned nor detailed to organizations where one family member holds or may hold a direct command or supervisory position over another full-time support family member. In addition, this restriction applies to an assignment in which the AGR member or military technician could influence the outcome of a personnel action regarding a family member.

Reference: ANGI 36-101 NGR 600-200 POC: AGR Manager-HRO

### ***3-9 TOUR CONTINUATION***

Continuation in the AGR program is a privilege earned by demonstrated performance of assigned duties, maintenance of MOS/AFSC proficiency, maintaining physical fitness, meeting retention standards and having demonstrated potential for future promotion and or assignments of greater responsibility. An AGR may be separated at the expiration of a tour if they do not consent to a subsequent tour, or if non-selected for continuation in full-time military duty, or are ineligible for a subsequent tour.

No Alaska National Guard AGR order will be published to exceed 20 years total active federal military service (TAFMS) years. Continuation of AGR tours beyond 20 years TAFMS must be requested through chain of command to HRO not to exceed 12 to 24 months extension. Continuation past 20 years TAFMS will be based on the needs of the mission, unit and Alaska National Guard.

In the case of termination, the individual will be notified in writing. Documentation of the individual's performance must substantiate the termination. In the case of termination, DD Form 214 will be provided to each individual released from an AGR tour. At that time you may indicate your desire to remain with the AGR program.

**Army:** Army AGRs **must request a tour continuation 6 months prior to the end of their tour if they desire to continue their full time employment with the Alaska Army National Guard.** AGR personnel records are reviewed by a Tour Continuation Board (initial tour only); subsequent tours will be reviewed for qualification of a subsequent tour IAW AR 135-18. The HRO-AGR will notify the soldier and his or her chain of command. It is the responsibility of the AGR Soldier to forward appropriate, accurate, and current records to HRO-AGR for review. The primary responsibility for requesting a tour continuation and ensuring documentation is accurate rests with the individual. Commanders and supervisors should review regulatory requirements to ensure AGRs in their command meet all requirements for tour continuation. A copy of the individual's extension of military service must be attached to the request for tour continuation. The ETS date must match or exceed the tour end date. As with the initial tour, individuals accepting a continuation of their AGR tour of duty incur an obligation to remain in their position for a minimum period of 18 months.

**Air:** Approval of AGRs for follow-on tours or the decision to release the individual from a tour will be at the discretion of the Adjutant General. Air AGRs must request a tour continuation no earlier than 6 months. Normally your tour will be renewed providing you meet all the applicable criteria for renewal. The J2 request needs to be received no later than 30 days in HRO before the end date of orders to avoid any problems you are responsible for.

Extension of your current tour or selection for subsequent tours is based on the mission needs of the unit, Airman's performance, and authorized force structure. Follow-on tours maybe from one to six years and will not extend beyond an enlisted Airman's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD).

Reference: AR 135-18, AR 600-5, ANGI 36-101, AKNG HRO Policy

POC: AGR Manager-HRO, HRO Liaison

### ***3-10 CONTROLLED GRADES***

In addition to other promotion requirements, individuals seeking advancement to certain senior officer and enlisted ranks must obtain a controlled grade authorization. In order to prevent the organization from becoming "top-heavy", the Alaska Guard is only allotted a certain number of these authorizations. Controlled grades are E8, E9, and O4 and above. Each service has established procedures for how these controlled grades will be apportioned. Specific guidance can be obtained from the HRO or HRO Liaison.

Reference: NGB Yearly Controlled Grade Guidance Memo, AKARNG AGR Info Paper 04-01, ANGI 36-101

### ***3-11 PERFORMANCE EVALUATIONS***

**Air:** All AGRs will have periodic appraisals rendered on at least an annual basis. Officers will have Officer Performance Report (OPR) and Enlisted Performance Appraisals are rendered as required by AFI 36-2406, Officer and Enlisted Evaluation System. Supervisors will counsel AGR members on their performance at least annually.

**Army:** Officer Evaluation Reports (OERs) and Noncommissioned Officer Evaluation Reports (NCOERs) will be prepared IAW current Army Regulations; 623-105 for officers and 623-205 for enlisted soldiers. Published rating schemes should include the rated soldier's immediate full-time supervisor in the rating chain whenever practicable. If there is no full-time supervisor in the rating chain the FTS supervisor should provide input to the Senior Rater.

Reference: AR 623-105, AR 623-205, AFI 36-2406, DA PAM 623-3, AFI 36-2403

### **3-12 CONTINUING EDUCATION**

#### **MILITARY EDUCATION**

MOSQ/AOC/AFSC is an education requirement for AGR tour continuation. All AGRs must be qualified in the skill level commensurate with the grade in their AGR duty position. Cross training in another MOS/AOC, when funds are available, is perhaps the most overlooked, but most important item in career development. Members who do not successfully acquire the necessary skill level will either be reassigned to a position for which they are qualified or removed from the AGR program. All full-time positions require ongoing professional development and military education.

**Air:** AGRs must progress in training to a skill level compatible with their UMD assignment. The FSF training office can assist in updating personnel records to reflect your educational accomplishments such as degrees and school certificates.

#### **NGPEC (ARMY)**

NGPEC is the National Guard Professional Education Center located in Arkansas. Attendance at NGPEC for your related position, (i.e., Readiness NCO/NCOIC, Training NCO, or Admin NCO is mandatory). This training is designed to enhance capabilities to perform the day-to-day requirements of most AGR duty positions. HRO-EDS (Employee Development) provide a listing of available courses each training year as well as updates as they occur. See section 1-9 Mandatory training for more details.

POC: AGR Manager-HRO

#### **CIVILIAN EDUCATION**

AGRs may be eligible for various educational benefits and services. AGR Airman should contact their State VA office and the nearest AD education office. AGR's are eligible for Tuition Assistance (TA) through their active duty FSS, Force Development Flight, Education Office.

FSF Education office will ensure personnel records are updated to reflect your educational accomplishments/degrees, i.e., Associates, Bachelors, Doctorates.

Civilian education continues to be of significant value in the selection of personnel to fill leadership positions. Assistance may be obtained from the Education Office at the AKNG Readiness Center, Joint Base Elmendorf Richardson, Alaska COMM (907)428-6477, DSN 384-4477.

Reference: AFI 36-2301, ANGI 36-2301, AFI 36-2302

POC: Military and/or VA Education Officer, (Air) FSF Training Office, JFHQ Education Office, AGR Manager-HRO

## CHAPTER 4 – SEPARATIONS/RETIREMENTS

4-1 General	4-2 Voluntary Separation	4-3 Involuntary Separation
4-4 Mandatory Separation	4-5 Retirement	4-6 Medical Disability/Severance Pay
4-7 Out-Processing Procedures	4-8 Separation Pay	

### **4-1 GENERAL**

All separations from the AGR program, voluntary or involuntary, are governed by directives published by National Guard Bureau. Individuals are expected to complete the period of duty specified in their AGR orders unless separated early from AGR status. All separations must be processed through the HRO-AGR Office with TAG being the final authority.

### **4-2 VOLUNTARY SEPARATIONS – TOUR CURTAILMENT**

Normally an AGR must serve 24 months of their current assignment and complete applicable service commitments before early release is approved. Members may request early release from the AGR tour by submitting a fully justified curtailment written request through their chain of command (including HRO) to TAG, at least 60 days in advance of requested separation date. The request must state the individual's intentions towards their DSG status with an assigned unit. Under no circumstances will the request itself constitute termination. If approved, the HRO-AGR office will issue appropriate orders. Termination of AGR status does not affect the remaining Alaska Guard enlistment contract. Unless specifically requested and granted, individuals will continue to perform IDT/AT drills with their unit of assignment after termination or curtailment of their AGR tour.

Reference: NGR 600-5, ANGI 36-101, AFI 36-3209  
POC: AGR Manager-HRO, HRO Liaison

### **4-3 INVOLUNTARY SEPARATION**

Full time military supervisors at any level may initiate a recommendation for involuntary separation IAW NGR 600-5 or ANGI 36-101. Involuntary separations in this section include medical separation, separation for cause, AGR Continuation Board, Force Management, Quality Retention Selection or Selection Retention Board. All recommendations for involuntary separation must be coordinated with the HRO prior to written notification to the member. The commander must coordinate with the JAG to ensure all requirements are addressed with the assistance of the HRO. The recommendation must be referred to the individual for rebuttal.

#### **REASONS FOR INVOLUNTARY SEPARATION FOR CAUSE:**

- 1. Inappropriate professional and personal conduct**
- 2. Moral or professional dereliction**
- 3. Loss of professional qualifications required for the performance of assigned duties.**
- 4. Substandard duty performance**
- 5. Acts of expressed sentiments of racism, sexism, or prejudice against ethnic or religious groups**
- 6. Failure to attain and maintain medical, physical fitness, and weight standards**

**Army:** The recommendation and rebuttal are forwarded through command channels to HRO-AGR, and then forwarded to the Adjutant General for a final decision. Records of counseling and attempts to take corrective actions should be attached to the request. If the cause of the action warrants discharge from the National Guard, then that process should be followed, to include any administrative discharge board proceedings.

**Air:** All documentation relating to the separation is processed through the appropriate chain of command, with a legal review with the JAG, to the HRO. TAG will review recommendations and will make the final decision. The TAG can appoint an investigating officer to informally review the matter and make a recommendation concerning separation or retention of the individual.

Reference: ANGI 36-101, AFI 36-3209, NGR (AR) 600-5.

POC: AGR Manager-HRO, HRO Liaison

#### **4-4 MANDATORY SEPARATION**

This may occur without board action for the reasons listed below, regardless of the expiration date of current tour. Individuals should be given as much advance notice as possible.

##### **A. OFFICER PROVISIONS**

- 1. At Mandatory Removal Date (MRD) or Mandatory Separation Date (MSD).**
- 2. Completion of 20 years of Active Federal Service, if selected for non-retention by the Active Service Tour Continuation Board (Army) or the AGR Continuation Board (Air).**
- 3. Twice non-selected for promotion by mandatory consideration board or by a reserve officer promotion board.**
- 4. Selected for non-retention by the military Selective Retention Board (Army & Air).**

##### **B. ENLISTED PROVISIONS**

- 1. At Mandatory Retirement Date or Mandatory Separation Date.**
- 2. Non-selection by the Qualitative Retention Board (Army), Active Service Tour Continuation Board (Army), AGR Continuation Board (ACB - Air) or Selective Retention Board (Air).**

##### **C. OFFICER AND ENLISTED PROVISIONS**

- 1. At age 60.**
- 2. Failure to obtain or loss of required security clearance.**
- 3. Conviction by civilian or military authorities for an offense that disqualifies the individual for retention.**
- 4. Removal from Active Reserve status (i.e. transferred to Inactive Ready Reserve or does not maintain AKNG membership).**
- 5. Failure to meet MOS /AFSC/AOC qualification standards.**
- 6. When a member is no longer medically qualified to serve.**
- 7. Selected for non-retention as an AGR, M-day or drill status guardsman by an appropriate board mentioned above.**

Reference: AFI 36-3209, ANGI 36-101, NGR 600-100, NGR 600-101, NGR 600-200

POC: Service NCO, AGR Manager-HRO, HRO Liaison

## 4-5 RETIREMENT

a. Members are eligible for retirement from Active Guard/Reserve (AGR) duty upon completion of 20 years accumulated active federal service (AFS) which includes AGR, full-time training duty (FTTD), active duty special work (ADSW), annual training (AT), extended active duty (EAD), initial active duty for training (IADT), active duty for training (ADT), and all other types of active service under Title 10 USC or Title 32 USC 502-505.

b. When retiring with 20 years of AFS, a member is entitled to receive an immediate annuity with all rights and privileges of Regular Retired Military except certain VA benefits (VA disability benefits are authorized). Members cannot receive retired reserve pay at age 60 if already retired from Active Duty and drawing that retirement annuity.

c. Upon retiring with 20 years of AFS, members retire at the highest grade held on active duty on the date of retirement, provided they satisfy the time in grade requirements for that rank. Eligibility for retirement at age 60 requires a "highest grade" held determination by the Secretary of the respective service. AGR officers with prior enlisted service must have at least ten years of service as a commissioned officer to retire at the commissioned grade.

d. The member must initiate a retirement physical examination to be completed at a qualified federal facility no earlier than four months or no later than one month prior to an individual's retirement date. If the individual had a physical within the last 5 years the MTF does not have to complete another one. Individuals will be required to complete a DD Form 2697 (Report of Medical Assessment.) The MTF doctor will sign off. A retirement physical is merely a Quad physical and therefore if you have had one completed within the required time frame (5yrs), another is not necessary but may be advisable if undocumented, service-connected disabilities may have occurred.

e. Members must attend a pre-retirement briefing at the designated Separation Transfer Point (STP) 12 to 18 months prior to retirement. Attendance by spouses is not mandatory but strongly encouraged. Members may choose to attend an annual briefing conducted at Joint Force Headquarters. This pre-retirement briefing is coordinated annually with the AKNG (Army) and through FSF (Air).

f. Currently there are three retirement systems in effect – Final Basic Pay, High-3, and Redux. Below is a description of each:

PLAN	ELIGIBLE	PAY FORMULA	COST OF LIVING ADJUSTMENT
<b>FINAL BASIC PAY</b>	Entered service prior to Sep 8, 1980	2.5% times the years of service times basic pay	Full inflation protection; COLA based on Consumer Price Index
<b>HIGH-3</b>	Entered service between Sep 8, 1980 and July 31, 1986	2.5% times the years of service times the average of the highest three years of basic pay	Full inflation protection; COLA based on Consumer Price Index
<b>REDUX</b>	Entered service after July 31, 1986	2.5% times the years of service minus one percentage point for each year < 30 times the highest 3 years of basic pay. At age 62, retired pay is increased to 2.5% times years of service times the averages of the highest 3 years of basic pay.	Partial inflation protection; COLA based on Consumer Price Index minus 1%. At age 62, retired pay is adjusted to reflect full COLA since retirement. Partial COLA continues after age 62.

Retirement calculators are available on line: Defense Finance & Accounting Service

Reference: AR 37-104-1, AR 135-32, NGR 600-5, AFI 36-3203, ANGI 36-101, AFI 36-3209, AFI 36-3202

#### **4-6 Medical Disability/Severance Pay**

AGRs separated from active duty for service related injuries or diseases must go through their respective Medical Service Branch and may be entitled to a monthly disability payment or a lump severance pay. Eligibility rules are very specific and detailed. Individuals will be fully advised of their rights or options by the appropriate if they are potentially eligible for medical disability separation.

Reference: ANGI 36-101, ANGI 36-3203, AFI 36-3212, AFI 36-3209, AFI 48-123, AR 635-40  
POC: AGR Pay NCO, Finance Officer (Air)

#### **4-7 OUT-PROCESSING PROCEDURES**

a. **Army:** Upon notification of approval for separation, out-processing must be coordinated with your unit, HRO-AGR, and G1.

**Air:** Out-processing will be coordinated and handled by the servicing Force Support Flight.

b. Final pay will be made via Electronic Funds Transfer (EFT). This final process may take 6-8 weeks to complete.

c. Final pay at time of separation includes all pay and allowances due as well as payment for up to 60 days of unused leave balance.

d. **Army:** The HRO will issue the DD Form 214 (Certificate of Release or Discharge from Active Duty.) If separation is due to retirement with a transition point other than Camp Denali, the respective transition point prepares your DD Form 214.

**Air:** The DD 214 will be issued by the individual's servicing Force Support Flight.

e. Upon completion of out-processing, AGRs must turn-in all ID cards associated with the AGR program (military and dependent) to the G1 or the servicing base Force Support Flight.

f. Physical Examination: A physical examination for terminating from AGR status is not a mandatory requirement. Failure to obtain a physical will not be grounds for retention in AGR status. If the individual has sustained major medical problems or undergone treatment during their AGR tour, they should ensure they have an approved LOD for any accident, injury or disease for which they may have been treated.

g. Dental Care: Federal Medical Treatment Facilities are available and must be used to get dental care prior to separation.

- 1. If dental care cannot be obtained, personnel must notify HRO-AGR as soon as possible so the appropriate block can be marked on your DD Form 214.**
- 2. The VA hospital may offer a "one time" exam within 90 days of separation as long as your DD Form 214 reflects that dental care was not provided.**
- 3. The VA may provide dental/eye care unless it's a result of a disability or service related injury. \*\*Please check with VA for specific questions.**

Reference: AR 135-178; Chap 4, AR 635-5, AR 635-5-1, AR 635-100, AR 635-200, DA Pam 600-8-1, ANGI 36-101, AFI 36-3212, AFI 36-3202, AFI 36-3209

#### **4-8 SEPARATION PAY**

a. Members who are involuntarily separated, and have served six or more years of continuous active federal service (AFS) immediately preceding their separation date, may be entitled to separation pay for specific reasons IAW the DoD Pay and Entitlements Manual. Currently, the only types of separation that warrant payment of separation pay are:

- 1. Failure on Weight Control Program (5%) (Army)**
- 2. Board action (i.e. QRB, etc) (10%)**

b. If the member subsequently becomes eligible for retirement pay, any separation pay received must be repaid. Deduction for repayment will be automatically taken from their retired pay.

c. Members who are involuntarily separated from active duty for any reason are entitled to Transition Counseling and Benefits.

Reference: 10 U.S.C. 1174, AR 135-18, ANGI 36-3212

#### **4-9 NON-SELECTION OF AGR EXTENSION**

1. Members not selected for an AGR extension will receive notification at least 180 days prior to projected end date of AGR tour from FSF (Air), the AGR Manager (Army) or the HRO, as coordinated through command channels.

2. Members who are not selected for continuation in the AGR program may request reconsideration of the non-renewal of an AGR tour, through command channels and HRO, to TAG. TAG will make the final determination. Reconsiderations must be submitted to the TAG no later than 30 days after this notification. TAG is final reconsideration authority. Reconsideration requests not appropriately staffed and/or not received by the HRO in 30 calendar days will be returned without further action.

3. **Air:** AGRs whom have more than 20 years of satisfactory service may submit an application for retirement via the virtual Personnel Center - Guard and Reserve (vPC-GR) website within 30 days of this notification. For retirement information, refer to <http://arpc.afrc.af.mil/retirements/retirements.htm> and the local FSF.

4. **Army:** AGRs whom have more than 20 years of satisfactory service may submit a DA Form 4187 to unit of assignment for approval of retirement request within 30 days of this notification.

Reference: AR 635-200, AFI 36-2903, ANGI 36-101

## CHAPTER 5 – PAY AND LEAVE

5-1 Pay Processes	5-2 Direct Deposit	5-3 Allowances and Special Incentive Pays
5-4 Allotments	5-5 Pay Inquiry	5-6 Life Insurance/Dependent Compensation
5-7 Commonly Used Pay Documents	5-8 Leave and Passes	5-9 Leave Administration Procedures
5-10 Convalescent Leave	5-11 Emergency Leave	5-12 Maternity Leave
5-13 Transition Leave	5-14 Passes	5-15 Chargeable Leave
5-16 Leave Accrual	5-17 Absent Without Leave	5-18 Permissive TDY
5-19 State Active Duty	5-20 Collection of Debts to the Govt	5-21 Garnishment of Pay
5-22 Government Issued Credit Cards		

### **5-1 PAY PROCESSES**

It is the member's responsibility to personally check-in with the Military Pay section for completion of required pay documents. The military pay section must be kept apprised of any changes to your status that would affect your pay and entitlements.

#### **PROCESS:**

AGR personnel are paid through Defense Joint Military Pay System (DJMS) of the Defense Finance and Accounting Office, Indianapolis, IN (DFAS-IN). Army Pay inquiries should be directed to Military Pay-AGR, COMM: (907)428-6121 or DSN 384-4121. Air pay inquiries should be directed to the respective Finance Office. Paydays are the 1st and 15th day of each month, with respect to week-ends and holidays. Leave and Earnings Statements (LES) can be obtained thru the website [www.dfas.mil](http://www.dfas.mil) in My Pay.

#### **CUT OFF FOR PAY ACTIONS:**

Pay actions take place during Mid-Month and End-of-Month. For an action to take effect on a Mid-Month pay, the documents must be received by the appropriate finance office by the 1st of the month. For an action to take effect for an End-of-Month pay, the documents must be received by the appropriate finance office by the 15th of the month. It is the option of AGR personnel to be paid twice a month (on the 1st and 15th depending on holidays), or once a month (on the 1st).

### **5-2 DIRECT DEPOSIT OF PAY**

#### **ARMY DIRECT DEPOSIT:**

If the individual entered the AGR Program after 1 Oct 85, they must have direct deposit of pay (SURE-PAY). The AGR soldier and the financial institution (bank, savings & loan, credit union, etc) must complete a SF 1199A (Direct Deposit Sign-up Form). The form must include signature, account number, the routing number of the financial institution, and the customer service telephone number of that institution. The AGR soldier and the Unit Admin NCO are responsible for sending the completed DD Form 1199A and DA Form 3685 (Jumps-Army Pay Election), to the AGR office prior to the tour starting date.

#### **AIR DIRECT DEPOSIT:**

Most of the same Army Direct Deposit rules apply. Contact the Wing Military Finance Office for specific procedures.

Reference: DFAS Reg. 37-1 POC: AGR Military Pay NCO, HRO Liaison, DFAS

## **5-3 ALLOWANCES AND SPECIAL INCENTIVE PAYS**

### **BASE PAY:**

Base pay depends on your grade and length of service. You receive Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS). Go to [www.dfas.mil](http://www.dfas.mil) for information on base pay.

### **BASIC ALLOWANCE FOR HOUSING (BAH):**

This allowance combines the old Basic Allowance for Quarters and Variable Housing Allowance. This tax-free allowance is for the purpose of offsetting a soldier or airman's housing and utility expenses. An AGR is authorized to live in government quarters for the length of one tour (3-4 years). If government quarters are available and used, BAH is not authorized. An Army AGR must submit a new DA Form 5960 upon change of duty station or when there is a change in the member's dependent status. This change may affect the amount of money received for BAH. BAH is retroactive to the effective date of personnel action. The member is responsible for any difference owed if the amount decreases. The amount of BAH received is based on grade, dependency status, and duty location zip code. **Air:** Contact your Wing Military Finance Office for change procedures. Go to <http://www.defensetravel.dod.mil/index.cfm> for more information about BAH.

### **BASIC ALLOWANCE FOR SUBSISTENCE (BAS):**

This tax-free allowance is designed to defray meal and food costs incurred by the member and is the same amount whether the member has dependents or not. AGR members need to be aware that when they attend annual training and draw meals from the unit mess, their BAS or rations not available (RNA) allowance will be subject to collection for that period. BAS is an entitlement for both officers (at a flat rate) and enlisted (at the rations in kind not available rate). Go to [www.dfas.mil](http://www.dfas.mil) for information on BAS, military pay rates.

### **COST OF LIVING ALLOWANCE (COLA):**

COLA is a tax-free entitlement used to offset higher cost living areas. Alaska is considered an overseas location for COLA rate. COLA is established based on your duty location, pay grade, years of service, and number of dependants up to 5. The member is responsible for any difference owed if the amount decreases. To inquire specific COLA rates go to <http://www.defensetravel.dod.mil/index.cfm>

### **FAMILY SEPARATION ALLOWANCE (FSA):**

An AGR is entitled to receive a tax-free Family Separation Allowance (FSA) for any period of TDY or mobilization that exceeds 30 days. Partial months (after first 30 days) are prorated by the day. Individuals must submit a completed DD Form 1561, copy of orders, DD Form 1351-2 and a copy of PAID travel voucher to the USPFO office or Wing Finance Office to qualify for this payment.

### **DEPLOYMENT PAY:**

As part of the Fiscal Year 2000 Military Appropriations Act, Congress passed a provision that mandated that DOD pay members for any days they are deployed that exceed 400 days in any 740 day period.

### **CLOTHING ISSUE /CLOTHING ALLOWANCE:**

The Defense Finance and Accounting Service and the State of Alaska will hold AGR personnel who have lost or misplaced equipment issued to them financially liable for the cost of the lost items. Uniforms must be neat, clean, and portray a professional image. Member's have a responsibility to keep their uniform clean, pressed (excluding the Army Combat Uniform and the Airman Battle Uniform) and in good repair. Also,

members are responsible for knowing the authorized uniform combinations and the correct placement of ribbons, insignia, badges and other uniform items.

**ARMY ENLISTED AGR MEMBERS ALLOWANCE:**

Enlisted AGR members are expected to own a sufficient amount of uniforms upon entering the program. These uniform items are eligible for turn-in exchange at unit supply during their first 6 months a uniform becomes damaged or ruined through the performance of official duties. Thereafter, any uniform replacement is the individual's responsibility. A clothing allowance is provided to all enlisted personnel on an annual basis. In addition, organizational clothing items are issued to the individual on loan and remain the property of the unit to be turned in upon transfer or release from the program. These are items necessary to perform the mission assigned to the member's unit. This would also include specialized clothing such as maintenance coveralls and aviation clothing. The quantity and nature of uniform and equipment issued to AGR personnel vary according to unit and mission assignment. Those uniform clothing items which are approved for wear but are not mandatory are considered optional and any purchase must be at the individual's own expense.

Clothing allowance for enlisted soldiers is paid annually during their anniversary month. Officers receive a limited clothing allowance upon entry on active duty, providing two years have elapsed since the end of the last period of active duty of 90 days or more. Eligible officers must request a clothing allowance by submitting a FBH Form 19-1-68. The form can be obtained from the AGR Office.

**AIR ENLISTED AGR MEMBERS ALLOWANCE:**

A complete set of personal and organizational uniform items are issued to enlisted AGR personnel upon accession to the AGR program. These uniforms and items are eligible for direct exchange through the individual equipment unit whenever the item is damaged or needs replaced. There is no uniform allowance provided. Organizational uniforms and equipment that are issued are the property of the government and must be turned in upon transfer or release from the AGR program. Those uniform items that are approved for wear but are not mandatory are considered optional and any purchase is at the individual's own expense.

Clothing issue and turn-in is conducted locally at each unit. Air enlisted personnel are not eligible for a clothing allowance but may directly exchange damaged or unserviceable uniform and equipment. AGR officers are eligible for organizational equipment issue (i.e. parka, boots).

**Officer AGR Members Allowance:**

Commissioned AGR officers are responsible for purchasing their standard uniform issue. A nominal uniform allowance can be applied for within 6 months upon entry into the AGR program as long as no other active duty uniform allowance has been received in the prior two years. Organizational equipment and clothing items are loaned by the unit of assignment to the officer and must be turned in at time of transfer or release from the program.

Reference: AFI 36-2914, AR 700-84, AR 735-5  
POC: AGR Manager-HRO

**H. SPECIAL/INCENTIVE PAYS:**

AGRs are eligible for special or incentive pay based upon the types of jobs they perform or the areas in which they serve. Some incentive pays are treated as tax-free and are usually paid monthly.

- 1. Aviation career incentive pay (ACIP) is paid to aviation officers to encourage continued service in aviation. Rates vary with years of aviation service up to a maximum dollar amount per month.**
- 2. Enlisted Members may qualify for flight pay if they have skills that are authorized flight pay and are performing jobs that require flying as a crew- member.**

3. **Hazardous duty incentive pay (HDIP) is paid for performing certain hazardous jobs, such as parachutist or demolitions duty. A member may receive up to two HDIPs under certain conditions.**
4. **Proficiency pay, special duty assignment pays (SDAP), incentive pay, and bonuses are paid to members who serve in critical skills or special assignments. Examples are Recruiters and Retention NCOs.**

#### **I. TRAVEL ALLOWANCES:**

Under certain conditions, when ordered to TDY away from a normal duty station, AGR personnel are authorized per diem and travel allowances as established by Joint Federal Travel Regulations. Specific amounts are determined from the DD Form 1351-2 (Travel Voucher). Travel Vouchers must be submitted into Defense Travel System within 5 days of return from TDY.

#### **J. CAREER STATUS BONUS:**

Beginning 01 August 2001, certain members will now have the option of returning to the REDUX retired pay plan. Members with a Date Initial Entry into Uniformed Service/Military Service (DIEUS/DIEMS) of 1 August 1986 or later will be allowed to opt for a \$30K Career Status Bonus (CSB) at 15 years of *active duty service* in exchange for agreeing to, and being eligible to, remain under the REDUX retirement plan and serve at least 20 years of active duty service. This option is called "**CSB/REDUX.**" ***Once a member makes their election, the decision is permanent and irrevocable.***

Subsequent to the creation of the "CSB/REDUX" option, the Fiscal Year 2002 National Defense Authorization Act, Section 620, Public Law 107-107, December 28, 2001, permits those eligible members opting to receive the CSB to do so in either one lump sum, or in a series of up to five annual installment payments. Receiving the CSB in installment payments instead of a lump sum may allow less tax on the bonus proceeds by deferring tax through greater contributions to the Thrift Savings Plan (TSP), a traditional IRA, or some other tax strategy. Under the new program, the CSB will be available under five options:

- 1) One payment of \$30,000
- 2) Two annual installments of \$15,000 each
- 3) Three annual installments of \$10,000 each
- 4) Four annual installments of \$7,500 each, or
- 5) Five annual installments of \$6,000 each (This option does not apply to members with 16 or more years TAFMS).

**NOTE:** Members who declined the CSB with an election effective date prior to 28 Dec 01 and those who elected to receive a CSB and were paid before 28 Dec 01 are not provided any additional options under the revised law. Therefore, these individuals *are still only eligible for lump sum payment.* However, all other members who are eligible or will become eligible for a CSB and those who had an effective election to decline the bonus on or after 28 Dec 01 will fall under the revised law. Therefore, these members *are eligible to elect one of the multiple annual installment payment options.*

Reference: DFAS Regulation 37-1  
POC: AGR Pay NCO, HRO Liaison

#### **5-4 Allotments**

An AGR is entitled to make allotments from monthly pay. Voluntary allotments of military pay and allowances of service members in active military service are limited to discretionary and non-discretionary allotments. Reference: <http://www.defensetravel.dod.mil/index.cfm>

**A. DISCRETIONARY ALLOTMENTS:**

An AGR is authorized no more than six (6) allotments. DFAS is no longer authorized to pay allotments by any method other than electronic funds transfer (EFT). All allotments to individuals and organizations, with the exception of Child Support Enforcement Agencies, must go to or through an institution with a routing number. **Air:** Contact your base Military Finance Office. **Army:** You must submit a DD Form 2558 for the following:

1. **Commercial life insurance**
2. **Payment to a dependent or relative**
3. **Support payments**
4. **Deposits to a financial institution, mutual fund company or investment firm**
5. **Payment of car loan**
6. **Payment to mortgage company, realtor or landlord**
7. **Payment of a loan to repay consumer credit**

**B. NON-DISCRETIONARY ALLOTMENTS:**

- **Savings Bonds (DD Form 2559)**
- **Army Emergency Relief and American Red Cross**
- **\*\* Combined Federal Campaign**
- **\*\* Any debt owed to the government**
- **\*\* Relief organizations**
- **\*\* Payment of delinquent local, state or federal income tax**
- **\*\* Allotments are made for indefinite periods of time, EXCEPT the ones marked (\*\*). Allotments may be continued into retired status; however, once the retiree discontinues any such allotment, it cannot be re-established.**

Reference: DFAS Regulation 37-1  
POC: AGR Pay NCO, HRO Liaison

***5-5 PAY INQUIRIES***

**Army:** The HRO-AGR will assist individuals with pay problems when necessary. Most pay problems can be corrected through the HRO-AGR office and the USPFO for Alaska. Submit pay inquiries on DA form 2142.  
**Air:** Contact your Wing Military Finance Office for assistance and inquiries.

***5-6 LIFE INSURANCE AND DEPENDENT INDEMNITY COMPENSATION***

**A.** AGRs are covered under the Servicemen's Group Life Insurance (SGLI) program for \$400,000, unless an election is made to participate for a lesser amount or decline insurance. Upon retirement, the SGLI may be converted to Veteran's Group Life Insurance (VGLI) within 120 days of release from active duty. If the amount of SGLI coverage is changed by law, and the individual elects less coverage or not to participate, a new VA Form 29/8286/SGLV 8286 must be completed.

**B.** Dependent Indemnity Compensation (DIC): An annuity paid to survivors of AGR personnel if they die in the line of duty on active duty, active duty for training (ADT), or while traveling to or from ADT. If the individual has qualified for the Survivor Benefit Plan (SBP), survivors will be paid the greater of DIC or SBP. DIC may also be paid to survivors of some totally disabled veterans. See paragraph 8-6.

## **5-7 COMMONLY USED PAY DOCUMENTS**

Reference: <http://www.defensetravel.dod.mil/index.cfm> DD forms are standard forms that are used across services.

**Army:** Contact the AGR NCOIC with any questions concerning the pay forms. **Air:** Consult your base Military Finance Office for any specific instructions.

Reference: DoD 7000.14-R, JFTR Vol. 1, JTR Vol. 2, NGB Pam 600-15, AR 37-104-3  
POC: AGR Pay NCO, HRO Liaison

## **5-8 LEAVE AND PASSES**

### **POLICY AND SCOPE**

Leave and Pass management (vacation/time-off) is an important function of full-time supervision. The full-time supervisor of an AGR member has the responsibility to ensure the member performs his/her assigned duties, is present for duty when required, and is afforded fair and reasonable treatment (to include reasonable time-off consistent with responsibilities to the mission of the organization).

**A. Army:** AR 600-8-10 defines leave policy and administrative procedures applicable to the Army AGR.

**Air:** refer to AFI 36-3003 and your individual orderly rooms for unit policies and guidance.

**B.** Leave is an individual entitlement that should be pre-planned and scheduled to obtain the maximum benefit for the individual and the organization. Supervisors should make every reasonable effort to grant leave during holiday periods, during significant family events, after major training periods, and other times as appropriate.

**C. Federal Holidays:** When a holiday falls on Saturday, the preceding Friday is usually considered a holiday. When a holiday falls on Sunday, the following Monday is usually considered a holiday; however, scheduling off days for holidays is based on mission requirements:

New Years Day	1 January
Martin Luther King's Birthday	2nd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

Reference: AFI 36-3003, ANGI 36-101, AR 600-8-10, HRO Policy:  
POC: AGR Pay NCO, HRO Liaison

## **5-9 Leave Administration Procedures**

AGR personnel must initiate and submit request for leave via LeaveWeb to their full-time supervisor for approval. Personnel should retain a copy of the approved leave form (AF Form 988/DA form 31) to keep with them during the period of leave. The immediate supervisor will approve or deny requests for leave. If the request is disapproved, the supervisor will provide a brief written explanation on the form and return it to the requesting AGR. Members are required to update return from leave via LeaveWeb.

NOTE: Space-A flight dispatch, overseas military vacation and housing coordination, and some airlines require the leave form.

Reference: AR 600-8-10, ANGI 36-101, AFI 36-3003

POC: AGR Pay NCO, HRO Liaison

## **5-10 CONVALESCENT LEAVE**

Convalescent leave requires a signed doctor's statement, with a full explanation of injury or illness, to be submitted with the leave form through the chain of command to the AGR office or MPF. The Adjutant General may approve up to 30 days leave with an appropriate medical recommendation. Requests for more than 30 days require approval from either National Guard Bureau Health Services (NGB-HS) or a hospital commander's approval. All convalescent leave recommended by civilian physicians must be submitted to the AGR office for approval prior to the start of the convalescent leave.

**Air:** AGRs will need to coordinate with their Base Medical Clinic for the current guidance and submit AF Form 988 for commander's approval.

Reference: AFI 36-3003, ANGI 36-101, AR 600-8-10

POC: AGR Manager-HRO

## **5-11 Emergency Leave**

Members may request and be authorized emergency leave for up to 30 days by the unit commander for emergency situations within their immediate family.

**Air:** AGRs please contact your unit's orderly room for Red Cross assistance guidance.

**Army:** AGRs may request emergency leave with or without American Red Cross verification. The unit may request verification through the Field Director, American Red Cross or, from the military activity nearest the location of emergency.

Reference: AFI 36-3003, AFI 36-3020, AFI 24-101, ANGI 36-101, AR 600-8-10 POC: AGR Manager-HRO

## **5-12 MATERNITY LEAVE**

Postpartum convalescent leave can be granted for up to 42 days to allow time for the mother to recover physically. Medical authorities will determine whether the mother's medical condition warrants convalescent leave beyond 42 days.

**Army:** An extension is based on the recommendation with justification from the individual's doctor with approval from NGB-HS.

**Air:** An extension will be determined by medical authorities at the Military Treatment Facility.

Reference: AR 600-8-10, ANGI 36-101, And AFI 36-3003 POC: AGR Manager-HRO

### **5-13 TRANSITION LEAVE**

Transition leave is ordinary leave that may be granted in conjunction with a transition (i.e., ETS, Resignation, and Retirement). Transition leave (previously referred to as terminal leave) should begin only after all out-processing activities have been completed. The amount of transition leave approved will not exceed the individual's leave balance. Leave will not be granted if it interferes with timely out processing or transition requirements. Transitional leave will be continuous, and must end on the effective date of the individual's separation. The DA Form 31 (Army) or AF 988 (Air) must be submitted prior to the start date of the transition leave. Any leave not used may be turned in for pay upon final separation, as long as the total leave paid within the individual's career does not exceed 60 days.

Reference: AR 600-8-10, AFI 36-3003, AKARNG AGR Info Paper 04-02  
POC: AGR Pay NCO, HRO Liaison

### **5-14 PASSES/SPECIAL LEAVE ACCRUAL ELIGIBILITY**

A special pass is leave time provided as non-chargeable time-off, granted by a director, the unit commander or delegated to no lower than squadron commander, deputies, or equivalents for those within their supervision chain. Passes should only be granted if an individual's performance or arduous duty merits approval of additional time-off. **Army:** the DA Form 31 will be used to document all passes. The full-time supervisor will place a check in block #7 (other), and annotate in the space provided "pass". A special pass begins and ends at the duty location, or at the location where the soldier normally commutes to duty. The individual must physically be at one of these locations when departing to and returning from a special pass. A special pass can be granted in conjunction with TDY. A special pass will not be granted in conjunction with leave or a training holiday. **Air:** Most passes are granted in memorandum format detailing the event/achievement that earned the pass. Per AFI 36-3003, 8.3 Unit commanders or delegated to no lower than squadron commander, deputies, or equivalents may award 3- or 4-day special passes.

Leave is accrued 2.5 days per month and a maximum of 60 days may be carried over the next fiscal year.

**Special Leave Accrual (SLA) Eligibility.** When allowed, a member may carry forward a leave balance of more than 60 days into a new fiscal year (usually 75 days). Reference: AFI 36-3003\_AFGM3, current Guidance Memorandum regarding SLA Provisions (updated annually).

Reference: AR 600-8-10, AFI 36-3003

### **5-15 CHARGEABLE LEAVE**

Chargeable leave includes ordinary (to include illness when not specifically placed on quarters or in a convalescent leave status), transition, advanced, and emergency leave. When a holiday falls within an individual's leave dates, the holiday must be charged as leave. When leave begins on a holiday, or when it terminates on a holiday, it is generally not charged as leave. Non-Chargeable Leave includes official travel time, sick-in-quarters, sick-in-hospital, convalescent, permissive TDY, and mental incapacity.

Reference: AR 600-8-10, AFI 36-3003

### **5-16 LEAVE ACCRUAL**

Leave accrues at a rate of 2.5 days per each month of active duty. Leave cannot be taken in half day or hourly increments. Under normal circumstances AGR personnel can only carry a maximum of 60 days of accrued leave at the end of a fiscal year, unless (SLA) are allowed. Any leave exceeding 60 days is normally forfeited absent compelling circumstances beyond the individual's control (e.g. mobilized).

Reference: AR 600-8-10, NGR (AR) 600-5, AFI 36-3003, AF Memorandum Guidance 11 October 2011  
POC: AGR Pay NCO, HRO Liaison

### **5-17 ABSENT WITHOUT LEAVE (AWOL)**

AWOL is any period of time an individual is absent from their duty station without their supervisor's knowledge or consent. An individual is considered AWOL when they have not reported for a period of 24 or more hours. AWOL time is counted as lost time and is measured in 1-day/24 hour increments. All pay and allowances are terminated during the AWOL period. AWOL status constitutes sufficient reason for an individual to be separated from the AGR program.

**Army:** Once an individual fails to report for duty for a 24 hour period, the OIC reports the AWOL status by telephone to HRO-AGR. The OIC must submit a change of duty status report on DA Form 4187 to change status from duty to AWOL effective the beginning of the AWOL period.

**Air:** Once an individual fails to report for duty for a 24 hour period, the supervisor reports the AWOL status to the commander.

Reference: AR 600-8-10, AFI 36-3003  
POC: AGR Manager-HRO, HRO Liaison

### **5-18 PERMISSIVE TDY (PTDY)**

Permissive TDY is not charged as leave to the Soldier/Airman. An example for PTDY is traveling to or in the vicinity of a new permanent duty station or attending a professional long term school. **Army:** Request for Permissive TDY is requested by the soldier on through FTSMSC Web site. **Air:** A request for permissive TDY is located through the Leave Web site.

Reference: AR 600-8-10, AFI 36-3003, Table 7  
POC: AGR Pay NCO, HRO Liaison

### **5-19 STATE ACTIVE DUTY**

AGR members are not entitled to State Active Duty (SAD) compensation while receiving AGR pay, even while in a leave status in accordance with the National Defense Authorization Act, P.L. 107-107.

POC: AGR Manager-HRO, HRO Liaison

### **5-20 Collection of Debts to the Government**

Generally, debts owed by AGR members to the United States and its agencies may be collected involuntarily from the member's pay if voluntary methods fail. Prior to actual collection the responsible Accounting & Finance office must provide the AGR written notice of the debt and give an opportunity to dispute the debt.

The government usually prefers to collect its debts in a lump sum; however agreements can be made for installment payments if the member is unable to pay off the debt at one time. Interest and penalty payments can also be added once payment is first demanded.

Under certain circumstances, an AGR can seek to have a waiver or remission of a debt. Specific guidance on this procedure should be obtained from the controlling regulations. Such a waiver will usually only be allowed where the debt or erroneous overpayment was not caused by an act of the member and a collection of the money will result in a serious financial hardship to the member.

Reference: DoD Reg. 7000-14  
POC: AGR Pay NCO/Comptrollers

### **5-21 GARNISHMENT OF PAY**

In addition to the ability to withhold money owed the government, recent changes in the law now allow garnishment (seizure) of the pay of federal civilian and military personnel for debts owed to outside parties. This would include debts owed to banks, credit card companies, retail establishments and child/spousal support obligations.

In order for an AGR member's pay to be garnished, a court order establishing the debt must exist. No more than 25% of a persons monthly gross pay can be garnished each month. Soldiers or Airmen facing possible collection action for private debts should consult with a JAG attorney for a full explanation of their rights and responsibilities.

Reference: 42 U.S.C. 659, 5 U.S.C. 5520, AFI 36-2906, 5 CFR Part 581, 32 CFR Part 112, 113, 513  
POC: AGR Manager-HRO, State Judge Advocate

### **5-22 GOVERNMENT ISSUED CREDIT CARDS**

During the course of duty, AGR personnel are often required to travel on temporary duty. To facilitate this official government travel they are issued credit cards for payment of gas, meals, lodging and other approved expenses. These cards are issued with the sole purpose of being used for government travel; they are not for personal use. You are not authorized to use this card in conjunction with a PCS move. Use of these cards for other-than-authorized purposes could result in disciplinary action.

Personnel using the credit cards are responsible for making payments on charges made with the card to the company, which issued the card. The card is to defray the immediate need for cash. Upon completion of the temporary duty the individual must still file a travel voucher for reimbursement of all expenses incurred. If the Soldier is delinquent in making payment on the card, the government may now collect the debt owed directly from the Soldier's pay. There is a 15% limit on the amount that can be collected at any one time.

Reference: Travel and Transportation Reform Act of 1998, AKARNG Green Tab Memo #12  
POC: AGR Manager-HRO, Comptroller Office

## CHAPTER 6 –MEDICAL CARE

6-1 The Basics	6-2 Prime	6-3 Standard
6-4 Extra	6-5 DEERS – Defense Enroll Eligibility System	6-6 Routine/Non-Emergency Care
6-7 Emergency Care	6-8 Civilian Hospitalization	6-9 Military Treatment Facilities
6-10 Dental Care	6-11 Prescriptions	6-12 Physical Profiles
6-13 Physical Performance Evaluation System (Army)	6-14 Medical Evaluation Boards (Air)	6-15 Exceptional Family Member Program

### **6-1 UNITEDHEALTH MILITARY & VETERANS SERVICES: THE BASICS**

TRICARE West Region contact will be managed by UnitedHealth Military & Veterans Services (UHC M&V). UHC M&V is the contractor for TRICARE, the medical program for AGR members, qualified family members, CHAMPUS-eligible retirees and their family members, and survivors of all uniformed services. It is designed to expand access to care, assure high quality care, control health care costs for patients and taxpayers alike, and improve medical readiness.

The TRICARE West Region program is managed by the military in partnership with civilian contractors. Each of the regions of the U.S. has a Lead Agent who is a commander of a military treatment facility and responsible for overseeing the program. The program offers beneficiaries three choices for their health care: Standard, a fee for service option that is the same as CHAMPUS; Extra, a preferred provider option that saves money over Standard; and Prime, an HMO like benefit where Military Treatment Facilities (MTFs) and civilian network providers are the principal source of health care. The main challenge for most is deciding which Plan option—Prime, Extra or Standard—is best for them. Enrollment is only required for the plans: Prime and Prime Remote. There are no enrollment fees for active duty families on Prime.

All active duty personnel are required to enroll in Prime. Enrollment to health plan is optional for dependents; they may choose to have alternative primary healthcare insurance coverage. Whatever the individual's medical situation, Health Benefits Advisors are available at the local Service Center or military treatment facility to help decide which option is best.

Visit the DoD web site at [www.tricare.mil](http://www.tricare.mil) or visit JBER TRICARE office at Elmendorf or Ft Richardson. The web site is the best way to get detailed information about the options listed below, update DEERS information, find a list of providers, etc.

Reference: DoD Pamphlet "Your Military Health Plan" or [www.tricare.mil](http://www.tricare.mil)  
 POC: Family Program Joint Services Support TRICARE Representative

### **6-2 TRICARE PRIME**

While required for AGR personnel, TRICARE Prime is the managed care option offered by the Department of Defense (DoD). It integrates military and civilian health care into a single health care system. Beneficiaries who choose this option select a Primary Care Manager (PCM) to provide or arrange for their health care needs. The Prime option offers additional wellness and preventive care services. This option also offers the same benefits to family members, retirees and their families, and survivors of all uniform services.

**TRICARE Prime Remote** provides health care coverage through civilian network or authorized providers for active duty Service members (ADSM) with a permanent duty station and home address (by zip code) more than 50 miles or one hour's drive from a military treatment facility (MTF). Prime Remote for Active Duty Family Members is the benefit for family members with similar benefits and program requirements. PR/TPRADFM both require enrollment.

The US Family Health Plan is an additional TRICARE Prime option available through networks of community-based, not-for-profit health care systems in six areas of the United States. Their commitment is displayed every day through high-quality service and strong physician-patient relationships. The result: exceptional

member satisfaction. US Family Health Plan is the only Prime program that offers benefits to active duty family members and all military retirees and their eligible family members, including those 65 years of age and over, regardless of whether or not they participate in Medicare Part B. So no matter what their age, members can stay healthy with US Family Health Plan.

**ASPECTS OF PRIME:**

- **Advantages:**
- **No enrollment fee for active duty & family**
- **No fee for active duty members and minimal fees for family members, survivors, and retirees and their families**
- **No balance billing**
- **Guaranteed appointments (access standards)**
- **Primary care manager supervises and coordinates care**
- **Away-from-home emergency coverage**
- **Point-of-Service option for dependents, survivors, and retirees and their families**
- **Disadvantages:**
- **Provider choice limited**
- **Specialty care by referral only**
- **Prime service areas are limited**

POC: Family Program Joint Services Support TRICARE Representative

***6-3 TRICARE STANDARD***

Standard is a fee-for-service option that is the same as the former CHAMPUS benefit. Beneficiaries using this option have the choice of civilian providers, but at a higher out of pocket costs. The beneficiary is responsible for a deductible, plus cost shares. Enrollment is not required to participate, but enrollment in the DEERS program is required.

**ASPECTS OF STANDARD:**

- **Advantages:**
- **Broadest choice of civilian providers**
- **Widely available**
- **No enrollment fee or form required**
- **May use TRICARE Extra**
- **Disadvantages:**
- **No Primary Care Manager**
- **Patient pays:**
- **Deductible**
- **Cost shares are 20% of the TRICARE allowable amount**
- **Using Non-participating providers will add an additional 15% of the TRICARE allowable amount to the out of pocket expense**

- **Non-availability statement for civilian inpatient care may be required for MTF areas**

Reference: DoD Pamphlet, "Your Military Health Plan."

POC: Family Program Joint Services Support TRICARE Representative

#### **6-4 TRICARE EXTRA**

Extra is similar to Standard but offers discounts to patients when they use network providers. This option allows beneficiaries to receive their care from civilian network providers at a reduced cost compared to Standard. There are no claim forms to file—just pay your reduced co-payment after satisfying the deductible. You may use a combination of the Extra and Standard programs at any time, depending on whether you choose providers inside or outside the network. Enrollment is not required to participate.

#### **ASPECTS OF EXTRA:**

- **Advantages:**
- **Cost Shares are 15% of negotiated rates**
- **No balance billing**
- **No enrollment fee or form required**
- **No deductible when using retail pharmacy network**
- **No forms to file**
- **May use Standard**
- **Disadvantages:**
- **No Primary Care Manager**
- **Provider choice is limited**
- **Patient pays:**
- **Deductible**
- **Cost Shares**
- **Non-availability statement for civilian inpatients may be required for MTF areas**

POC: Family Program Joint Services Support TRICARE representative

#### **6-5 DEERS—DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM**

DEERS—The Defense Enrollment Eligibility Reporting System—is a worldwide database of military sponsors, families and others who are eligible for military benefits. The Defense Department uses DEERS to check those who are eligible for health care benefits. The DEERS computer database helps service families by protecting the health benefit for those who are actually entitled to care. AGR personnel are automatically enrolled when an ID card is issued, but they must take action to enroll their family members into military offer health care plans and make sure they are correctly entered into the system. All information in the DEERS files—such as home addresses and information about spouses and children—is listed and updated only if the military sponsor specifically gives the information to DEERS.

When military sponsors do not update DEERS files, problems can arise. For example, health care contractors use home addresses in the DEERS files when they send information about health benefits to families. It's estimated that up to half of the addresses of active-duty military families in DEERS files are incorrect because the sponsor did not update DEERS when address is changed. So, the information goes to the wrong address, and the family may never receive it.

Problems arise when a military sponsor gets married, divorced, has a child, adopts a child, etc., and does not update DEERS about the change. Claims for health care under the military option health care plans may be denied because the DEERS files were not updated by the sponsor, and DEERS has no record of a new spouse or a child. Another example, a claim may be paid by mistake because there was no record in DEERS of a divorce or death, or than an eligible member gained Medicare entitlement. The government is required by law to get the money back from the person, to whom it was incorrectly paid, regardless of who was responsible for the mistake. Family members who are not enrolled, or who have questions, should contact the nearest military personnel office of any uniformed service for assistance. To verify enrollment, call the DEERS office in Monterey, Calif., 1-800-527-5602 (Alaska or Hawaii). For a list of DEERS locations, contact the ID card section.

Military sponsors and family members should report any changes in status (discharges, births, divorce, etc.) or location to the nearest personnel office of any uniformed service immediately, to avoid experiencing claims problems or having important information go to the wrong address.

Reference: AR 600-8-14, AFI 3026\_IP

### ***6-6 ROUTINE/NON-EMERGENCY CARE***

All AGRs must complete and submit the TRICARE Prime enrollment form. All routine medical care must be obtained from the PCM, a health care network provider or MTF unless there are not providers within 50 miles of the AGR's duty station and residence address. Routine specialty care requires a referral from the PCM, who will in turn contact the health care contractor representative for prior authorization. The AGR member must obtain a pre-authorization prior to all specialty care appointments (e.g. Physical Therapy), except at a MTF.

POC: Family Program Joint Services Support Health Care Representative

### ***6-7 EMERGENCY CARE***

Emergency care is defined as "the sudden and unexpected onset of a medical condition, or the acute worsening of a chronic condition, that is threatening to life, limb or sight, and which requires immediate medical treatment, or which requires treatment to relieve suffering from painful symptoms." Medical emergencies include heart attacks, poisoning, convulsions, kidney stones, and other acute conditions that are determined to be medical emergencies. Pregnancy-related medical emergencies must involve a sudden and unexpected medical complication that puts the mother, the baby, or both, at risk. If an AGR has an obvious medical emergency, they should contact 911 or go to the nearest hospital. If uncertain if the medical condition is an "emergency", contact the 24-hour Ask-A-Nurse at TRICARE (800-242-6788). The nurse will take medical information and determine if it is an emergency or urgent care.

### ***6-8 CIVILIAN HOSPITALIZATION***

In order to obtain civilian hospitalization, the AGR member must contact an UHC M&V Insurance Representative for prior authorization. The UHC M&V is the approving authority for scheduled hospitalizations. Upon approval, UHC M&V will issue an authorization number to the member.

### ***6-9 MILITARY TREATMENT FACILITIES***

AGR personnel may use any military treatment facility (MTF). Military identification and DEERS verification is required before treatment. If the AGR is using a network PCM and need to see a specialist at the MTF, a referral from the PCM is still required. The PCM must contact UHC M&V to coordinate a civilian referral. If the PCM is the MTF, then the AGR will go through the Primary Care Clinic for referral to a specialist.

## **6-10 Dental Care**

AGR personnel have the option of receiving dental care by a military dental clinic, or through a base referral of a civilian dentist using the TRICARE Active Duty Dental Program (ADDP). AGR personnel are entitled to routine and preventive care as a covered benefit. This includes annual dental examinations, x-rays, bi-annual examination and cleaning, and fillings as needed. At the discretion of your military dental treatment facility (DTF), the ADDP will provide private sector ADDP dental benefits for care received from a United Concordia network dentist for active duty service members (ADSMs) who are unable to receive required care from their DTF. Upon military DTF referral, United Concordia will coordinate an appointment for routine dental care within 21 calendar days of request and 28 days for specialty dental care. No pre-authorization is required when using a military facility. All military personnel are required to have an annual dental examination. Information may be found on [www.addp-ucci.com](http://www.addp-ucci.com) or 1-866-984-ADDP (1-866-984-2337). MetLife is proud to offer the TRICARE Dental Program (TDP) to active duty family members and traditional National Guard and Reserve members and their families for a minimal monthly fee.

Enrollment can be done online, or by contacting MetLife for enrollment. If the enrollment forms are received by the 20<sup>th</sup> of the month, then the family will be eligible for covered care by the 1<sup>st</sup> day of the next month. Family members may use any civilian dentist of their choice; however, you will receive additional savings when using a MetLife. Additionally, participating dentists are required to submit any claim paperwork directly, thereby saving on unnecessary paperwork. For further information visit: <https://mybenefits.metlife.com/tricare> or call 1-855-MET-TDP1 (1-855-638-8371)

**Dental Care with Prime Remote:** Active duty service members are covered under the TRICARE Active Duty Dental Program (ADDP). There is no enrollment for this service; the only requirements are that the soldier to be enrolled in PRIME REMOTE and they have the updated remote address in DEERS. You must use a United Concordia network dentist to receive ADDP covered dental care. If a network dentist is not available in your area, call United Concordia at 1-866-984-ADDP to verify lack of network availability and receive permission to use a non-network dentist. You may personally coordinate care for routine covered dental services as long as the treatment is less than \$750 per procedure or appointment or the combined total is less than \$1,500 for treatment plans completed within a consecutive 12 month period. To coordinate routine care, you must obtain an Appointment Control Number (ACN). The ACN **must** be obtained prior to receipt of all private sector care. You must receive prior authorization for specialty care, dental care in excess of \$750 per procedure or appointment, dental care with a cumulative total greater than \$1,500 with 12-months and dental care from a non-networked dentist. Information may be found on [www.addp-ucci.com](http://www.addp-ucci.com) or 1-866-984-ADDP (1-866-984-2337)

POC: Family Program Joint Services Support TRICARE Representative

## **6-11 Prescriptions**

AGRs may use any of the following prescription services:

### ***EXPRESS SCRIPTS NETWORK/NON-NETWORK PHARMACY***

**Network Pharmacies:** Prime enrollees must fill prescriptions at either a military pharmacy or at a Network pharmacy in order to avoid higher costs. If you are not enrolled in Prime, you are encouraged to have your prescriptions filled at either a military pharmacy or a network pharmacy.

**Non-Network Pharmacies:** In most cases, when using a non-network pharmacy, you must pay the full retail price at the pharmacy and then file a claim for reimbursement. Claim forms can be obtained from your nearest TRICARE Service Center.

### **TRICARE MAIL ORDER (EXPRESS SCRIPT)**

This program is managed by Express Script. You should use the Express Script for long-term prescriptions such as medication to reduce blood pressure or treat asthma, diabetes, or any chronic health conditions,

and birth control pills. To use the TRICARE Mail Order, call Express Script at 866-363-8667 or visit the web site at [www.express-script.com](http://www.express-script.com).

### **MILITARY TREATMENT FACILITY (MTF)**

Active Duty Service Members within the catchments area must use the MTF for all prescriptions. ADSMs outside the catchments area may use an MTF for prescription services, even if a civilian provider issued the prescription.

## **6-12 PHYSICAL PROFILES**

A physical profile is a means of identifying whether military personnel have medical problems that may limit their ability to perform the full range of their assigned MOS/AOC/AFSC duties in a worldwide environment. Profiles can either be temporary or permanent. A copy of all temporary profiles must be submitted to the AGR Health Services NCO or base FSF. All profiles must be issued by a military doctor and not a civilian physician. If an individual requires a permanent profile then it must be initiated at an active component military treatment facility (MTF). If the individual is using a civilian Primary Care Manager, they must refer the AGR to the specific clinic that treats the condition through TRICARE. When obtaining a permanent profile the individual is required to provide the physician with all military and/or civilian documentation pertaining to the medical condition. The profile must be signed by active duty military physicians.

Reference: AR 40-501, AFI 36-3212.

POC: G1/AGR Health Services NCO, HRO Liaison

## **6-13 PHYSICAL PERFORMANCE EVALUATION SYSTEM**

This program is designed to evaluate military members with permanent medical conditions to determine if they can perform satisfactorily in their primary MOS/AFSC in a worldwide field environment.

### **LINE OF DUTY INVESTIGATIONS (LOD)**

When you incur an injury/illness that may have a permanent affect to your life long health it is necessary to complete a LOD. It is also required to have an LOD if you are going before a Medical Evaluation Board, if you have been in a vehicle accident, hospitalized, if alcohol was involved, etc. Your unit will be informed if a Formal Investigation is indicated. LODs are essential for protecting both the individual concerned and the US Government, when service is interrupted by injury, disease, or death. The results of the LOD may determine eligibility for medical treatment in a MTF or VA facility after separation from AGR status.

Air: Contact your Military Treatment Facility for current guidance on LOD's.

### **FITNESS FOR DUTY (FFD)**

When a commander believes that one of their personnel is unable to perform the duties of their office or rank because of physical or mental disability, the command will submit a FFD request along with all medical documentation and DA Form 705 to the medical clinic for evaluation. In most cases, this examination will be performed at an Active Duty MTF. The request for evaluation will be in writing and will state the commander's reasons for believing that the individual is unable to perform duties. An individual referred for a mental health evaluation has certain legal protections that must be observed prior to referral. Specific questions on these procedures should be directed to the AGR Manager-HRO. See: DoDD 6490.1 for further guidance on command directed Mental Health Evaluations.

### **MOS MILITARY RETENTION BOARD (MMRB) - ARMY**

The MMRB is an administrative screening board to evaluate soldiers with permanent medical conditions to determine if they can satisfactorily perform their PMOS. The MMRB evaluation process is not intended to be used as an assessment of the quality of the soldier's performance or promotion potential nor does it

determine whether a soldier should be separated for medical disability. Its sole function is to determine if the soldier has the physical ability to reasonably perform in their PMOS. All AGR personnel who are issued a permanent physical profile with a numerical score of "3" in one or more of their physical profile serial (PULHES) factors are required to be referred to a MMRB unless they have been previously evaluated through the formal disability system. A soldier is entitled to advance written notice and the opportunity to personally appear before the board as well as to present relevant evidence. The MMRB can recommend that an individual be reclassified into another PMOS or to be placed into a probationary status. If the MMRB determines that the soldier cannot perform their MOS duties, they will be referred to a Medical Evaluation Board.

### **MEDICAL EVALUATION BOARDS**

This is an administrative screening board charged with evaluating an individual's ability or inability to physically perform their duties, and fully document their medical status and any limitations. An AGR with a permanent physical profile and a numerical factor of a "3" or "4" in one or more of their physical profile serial (PULHES) are required to be referred for evaluation by the MEB. Although the AGR is not physically present for MEB sessions, they are provided advance notice of the hearing and afforded a full opportunity to provide statements, medical records, and other evidence they wish the MEB to consider. If the MEB determines that the individual does not meet retention standards, the board will recommend that the individual be discharged as well as the percentage of disability and amount of payment. The AGR will be advised of the results of the MEB and given the opportunity to read and sign the report of MEB proceedings. If the individual does not agree with all or part of the MEB report, they will be advised of their appeal rights to the Physical Evaluation Board.

### **PHYSICAL EVALUATION BOARDS**

The function of the PEB is to evaluate all cases of physical or mental disability in a manner fair to both the individual and the Alaska National Guard. The PEB is a two stage hearing process with an informal proceeding and a later, formal hearing if requested by the individual. The AGR is entitled to present evidence in their behalf and to have the assistance of appointed military legal counsel. The PEB will make a final determination as to whether the individual should be retained or separated and the disability entitlement. If separation is mandated, the orders will be forwarded through medical channels for discharge action. AGR personnel who are pending MEB or PEB action may not reenlist. They may be voluntarily extended past their scheduled ETS until a final determination is made in their case.

Reference: AR 635-40, AR 40-501, AR 600-60, AFI 36-3212, AFI 48-123

POC: G1/AGR Health Services NCO/HRO Liaison

### ***6-14 MEDICAL EVALUATION BOARDS (AIR)***

A Medical Evaluation Board (MEB) will be conducted by a unit's physicians whenever an AGR sustains an injury, incurs a disease, or has a medical condition that places continued qualification for further active duty service in doubt. The AGR will be provided written notice that their case will be considered and afforded the opportunity to provide any evidence or documentation that they feel is relevant to their medical condition. There is no right to a personal appearance before the MEB. If the MEB determines that the individual is medically disqualified for continued service, then their recommendations and findings are routed through the command to the National Guard Bureau Surgeon General. Again, the AGR may dispute the findings and provide rebuttal information for consideration by the NGB/SG. If, after review, the NGB/SG approves the findings of the MEB, then that office will direct the Alaska Air National Guard to process the individual for discharge.

Reference: AFI 41-115, AFI 41-120, ANGI 36-101

## **6-15 EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) (ARMY) (AIR)**

Certain duty locations in Alaska may not have adequate medical access and facilities for individuals with special medical needs. Each EFMP packet will be reviewed and considered to ensure they can receive the appropriate level of medical care before an AGR and their EFMP dependent(s) will be stationed at remote locations in Alaska. AGR candidates from outside of Alaska may be required to submit an EFMP packet.

Reference: AFI 40-301 (chapter 3), AR 608-75, ANGI 36-101

POC: Medical Readiness Deputy State Surgeon

### **Example only (refer to HRO for any current updates): Exceptional Family Member Program (EFMP) Checklist** (Army and Air AGR members)

This process must be completed for your family members to be placed on your Permanent Change of Station (PCS) orders.

For your initial appointment with the EFMP/FMRC Coordinator you will need the following materials:

\_\_\_ AF Form 1466, Request for Family Member's Medical and Education Clearance for Travel. Sponsor must complete Sections I through IV, and sign on pages 1 and 2.

\_\_\_ AF Form 1466D, Dental Health Summary, must be completed for any family member over the age of two years, To be completed and signed by the dental provider.

\_\_\_ DD Form 2792-1, Exceptional Family Member Special Education/Early Intervention Summary, must be completed for all school-aged children (ages 3-21) or for children 0-3 who have an IEP/IFSP and intend to travel OCONUS with a military sponsor. It is completed for children traveling within CONUS if special needs have been identified. If the child has an Individualized Education Plans (IEP) or an Individualized Family Service Plan (IFSP), the most current version must be attached. Sponsor or spouse completes Demographics, Items 1-7, and (page 2 of 3). On DD Form 2972-1, (Page 3 of 3), Items 1 and 2 are completed by parents, while the Items 3 - 6, are completed by school or early intervention staff. When the child is home schooled, the parent must complete DD Form 2792-1, with verification from the school that no special education services are being provided. This can be accomplished by a letter/memo from the school or by co-signatures with the school representative and parent on the DD Form 2792-1.

\_\_\_ Medical records maintained in the MTF will be made available through the EFMP/FMRC Coordinator. Medical records and documentation from civilian medical providers must be available (provided by sponsor, spouse, or majority age child) for all family members traveling with the sponsor. Additional forms may be required at the EFMP/FMRC Screening appointment with the medical provider. It is highly recommended that the sponsor/family obtain and complete all applicable forms prior to their appointment to help expedite the process. All forms may be reproduced. If your family member with special needs is receiving care currently, you can speed up the process by taking the DD Form 2792 to the medical specialist for completion prior to the Screening appointment.

The summary forms for special medical needs are as follows: If dependents have no medical issues please bring in DD 2792 with only the demographics and all signatures completed.

\_\_\_ DD Form 2792, Exceptional Family Member Medical Summary (one complete form for each family member being cleared). Privacy Act Statement and Authorization for Disclosure of Medical Information must be completed by the sponsor, spouse, and majority age children. Review instructions for signing before completion of Demographic/Certification, (Page 2 of 8 Pages). Medical Summary (pages 3-5 of 8 ), Parts A, B, and C , must be completed for any specialized medical needs and treatment, (medical conditions requiring other than a general practitioner, e.g., neurology, ophthalmology, cardiology, urology, specialty pediatrics, counseling, etc.). The medical provider may require a medical appointment to provide these assessments, please plan ahead.

\_\_\_ DD Form 2792. Addendum 1 - Asthma/Reactive Airway Disease Summary, one for each person. Have provider mark N/A if this section does not pertain to the specified family member. This must be completed by a medical provider for each family member with Asthma/Reactive Airway Disease or symptoms. If asthma/reactive airway symptoms are treated by a specialty provider (e.g., pulmonologist), page 6 of 8 should be completed separately by that provider most knowledgeable about the care. It may be separated from other pages to allow timely completion while other reviews are in progress.

\_\_\_ DD Form 2792, Addendum 2 - Mental Health Summary, must be completed for all family members with past history (Within 5 years) or present use of any mental health services, (e.g., social work, psychological, or psychiatric counseling, group sessions, substance abuse, and Family Advocacy Program involvement). It should be completed by the medical/mental health provider most knowledgeable about the treatment. If there is a history of problems with legal authorities, or if there have been recommendations for mental health care that have not been pursued, and there is no identified treating mental health provider, this form must be completed by the most knowledgeable provider. This may be completed by the Medical Review Officer or Special Needs Coordinator in such cases upon review of records and based on family interview. It may be separated from other pages to allow timely completion while other reviews are in progress.

This may require completion by a civilian specialist who may wish to schedule an appointment, please plan ahead.

Take the above documentation to the EFMP/FMRC Coordinator for review. The EFMP/FMRC Screening appointment will then be scheduled. **NOTE: This is an example only – call HRO for a current form**

## Chapter 7- Disciplinary Matters

7-1 Military Justice Jurisdiction	7-2 Admonitions and Reprimands	7-3 Involuntary Separation
7-4 Voluntary Separation	7-5 Mandatory Separation	7-6 Administrative Discharge
7-7 Arrest by Civilian Authorities	7-8 Legal Assistance	

### ***7-1 MILITARY JUSTICE JURISDICTION***

Jurisdiction is the term that defines a commander's authority to take disciplinary action. As is the case with traditional Guard members, this jurisdiction can change to the Uniform Code of Military Justice when the member deploys for overseas duty, initial training, or active federal service and they are placed in a Title 10 status, which should be noted on their orders. Even though AGR members are subject to disciplinary action by their military chain of command, they are still subject to civilian criminal laws. Some offenses are violations of both civil and military laws and both authorities can take action although as a practical matter, the Alaska Guard will defer to civilian authorities. There are however, some offenses that are uniquely military (AWOL, insubordination, disobeying orders) in which the chain of command will take exclusive action.

If an AGR member is convicted of an offense by civilian authorities, the chain of command is not prohibited from taking some form of administrative action or non-judicial punishment. This could include a letter of reprimand, bar to re-enlistment, termination of tour and administrative discharge. The level of action should be dictated by the seriousness of the underlying civilian case. If the member receives a significant sentence of imprisonment (i.e. greater than 6 months), action to involuntarily separate or drop the individual from the rolls should be commenced immediately.

Reference: ANGI 36-101, AR 600-20

### ***7-2 ADMONITIONS AND REPRIMANDS***

The underlying philosophy towards discipline within the Alaska National Guard is that any misconduct should be resolved at the lowest appropriate level. The purpose of discipline is to get the member's attention and put them on notice that certain conduct will not be tolerated. To the extent that this can be accomplished with minor disciplinary measures, it is encouraged. Admonitions and letters of reprimand are suggested methods for dealing with minor disciplinary infractions documentation.

An admonition is a warning, reminder or written criticism given to deter repeat behavior on the part of an AGR member. It also serves to advise the member that more serious consequences will result if the misconduct is repeated. It can be delivered orally and noted in the member's file or delivered in the form of a written warning. The admonition, in short, is a warning that will fall between "counseling" and a letter of reprimand.

A reprimand (LOR) is an act of censure which formally criticizes the offender for misconduct and puts them on notice that more severe measures will be taken for repeat offenses. The LOR needs to be signed and acknowledged by the member.

Reference: AFI 36-2608, ANGI 36-101, AR 600-37, Staff Judge Advocate

### **7-3 INVOLUNTARY SEPARATION OR CURTAILMENT**

Continued retention in the AGR program is a privilege and not a right. A commander has a number of options for removing AGR personnel who are neither fit nor suitable for continued service.

AGR personnel can be processed for involuntary separation prior to the expiration of their tour for unsatisfactory duty performance, a pattern of minor misconduct or the commission of a serious offense. Actions based upon unsatisfactory performance and pattern of misconduct must be documented by counseling statements, reprimands or other official documentation establishing the allegations. If the proposed separation is based upon the commission of a serious offense, no counseling or documentation is required other than that which establishes the misconduct. For example, if an individual is indicted for felonious assault by civilian courts, the indictment or conviction entry from the court would be sufficient.

If the AGR is pending trial on civilian criminal charges, the commander is not required to await the outcome of the trial to initiate involuntary separation action. If a review of the available evidence convinces the commander that the offense was committed, the action may proceed. An acquittal on the underlying criminal charges does not prevent an administrative separation nor invalidate an earlier separation. The administrative separation is based upon a lower standard of proof than that required for a criminal conviction. Commanders should consult with HRO prior to any involuntary separation action.

The procedure for initiating and processing an involuntary separation action from an AGR tour is outlined in NGR 600-5 para. 6-5 and ANGI 36-101. A separation board may be required.

Reference: NGR 600-5, AR 135-18, ANGI 36-101, Staff Judge Advocate  
POC: AGR Manager-HRO, HRO Liaison

### **7-4 VOLUNTARY TOUR CURTAILMENT**

Normally an AGR must serve 24 months of their current assignment and complete applicable service requirements before an early release is approved. A member may voluntarily request separation from the AGR program prior to the scheduled end of their tour. It is an action initiated by the member and is usually based upon personal desire or hardship. The AGR should submit a written request through the chain of command to the Human Resource Office; the final decision rests with the Adjutant General. Intermediate commanders will render a recommendation on the request. The request for early release does not constitute a termination. If approved, the orders will be issued with the effective discharge date. The request should be submitted at least 60 days in advance of the requested separation date.

Termination of the AGR tour does not affect the status of the member's membership in the Alaska National Guard. AGR personnel will be expected to fulfill the remainder of the contract with their unit of assignment. Once an individual is granted an early release, they are ineligible for another AGR tour for a one year period.

AGR members who are accountable for government property will not be discharged until their unit commander certifies that all inventories are completed and all reports of survey or statement of charges are initiated. All OERs, NCOERs, OPR's, EPR's and other appraisals should be accomplished prior to separation. AGR members who are being separated may request a separation physical examination prior to release from AGR status. Arrangements can be coordinated through the Health Services NCO.

Reference: NGR (AR) 600-5, ANGI 36-101  
POC: AGR Manager-HRO, HRO Liaison

### **7-5 MANDATORY SEPARATION**

AGR personnel will be separated from AGR status when certain events occur. Mandatory separation will occur when:

**OFFICER:**

- **At Mandatory Removal Date (MRD)**
- **Completion of 20 years active federal service (non-select by ACB)**
- **Two time non-selection for promotion**
- **Non-selection by Selective Retention Board**
- **Loss of federal recognition (officer)**
- **Loss of required security clearance**
- **Conviction of serious offense**

**ENLISTED:**

- **Reach age 60**
- **Loss of security clearance**
- **Non-selection by Selective Retention Board**
- **Failure to meet MOS/AFSC standards**
- **Conviction of serious offense**

Reference: NGR (AR) 600-5, ANGI 36-101

POC: AGR Manager-HRO

### **7-6 ADMINISTRATIVE DISCHARGE**

An involuntary separation from the AGR program does not automatically result in a loss of military membership and position as a traditional Guardsman. If the commander should desire to separate the individual from the military entirely, an administrative discharge action must be initiated. There are a number of different grounds for initiating an administrative discharge action to include those cited in the involuntary separation from AGR tour (i.e. unsatisfactory performance, pattern of misconduct, etc.).

The discharge authority is The Adjutant General. Individuals with 18 years or over of total military service require NGB approval before a discharge can be approved. The specific procedures, basis for action and rights of the individuals are outlined more fully in the references. Procedures differ between commissioned officers and enlisted personnel.

Reference: AR 135-175, ANGI 36-3209, NGR 600-200

POC: AGR Manager-HRO, State Judge Advocate

### **7-7 ARREST BY CIVILIAN AUTHORITIES**

In the event AGR personnel are arrested or charged by civilian authorities with having committed a civilian criminal offense, a number of actions need to be taken. First, the chain of command should contact the civilian authorities and inform them that the individual is a full-time member of the Alaska National Guard. This will enable the civil authorities to understand why you are calling. Obtain a copy of the police report if you can. Ask as to what actual charges have been or will be brought, the circumstances of the case, and the maximum punishment possible. This will help determine whether the offense is a "serious offense" for purposes of possible administrative action to discharge the individual.

The individual should be advised that a JAG attorney cannot be appointed to represent them in the civilian criminal matter.

During the period that an AGR is awaiting trial, consideration should be given to withholding action on promotions, performance appraisals, retention, and school orders. Any deployment orders should also be cancelled until the civilian criminal matter is resolved. If the evidence in the case appears strong enough, a decision to administratively discharge the individual can be made prior to the case being resolved. In most cases however, such a decision should await the final outcome of the criminal trial. If the AGR cannot post bail prior to the trial, it is recommended that their absence be charged to annual leave, or if their leave balance is exhausted, as excused. If the final result is a conviction, the Soldier should be charged as [AWOL](#) for any jail time after providing them with the due process rights outlined in AR 15-6, para. 1-8 (c).

Army: The chain of command must submit a 5248-R, flagging action and notify their higher headquarters. An AKARNG HRSIR should also be submitted. Contact the HRO-AGR sections for additional information.

Reference: AFI 36-3209, AR 27-10

POC: AGR Manager-HRO, State Judge Advocate

### **7-8 LEGAL ASSISTANCE**

AGR personnel and their families are entitled to receive legal assistance and advice. This service can be obtained from either the Judge Advocates who drill with the Alaska National Guard or at the Staff Judge Advocate Office. Assistance on a full range of civil legal issues such as wills, domestic relations, and bankruptcy is available. The extent of the legal service provided is left to the professional discretion of the Judge Advocate providing the service. However, Judge Advocates may not appear in civilian court or have their name appear on documents submitted to a civilian court. While they are licensed attorneys, they are prohibited from making such an appearance.

Judge Advocates can provide advice and representation to AGR personnel on military legal problems. This would include providing advice on a response to a reprimand. Attorney-client privileges are applicable in a military setting. As noted in the previous section, a Judge Advocate cannot advise or represent a member facing civilian criminal charges.

Reference: AR 27-40, AFI 51-504

POC: AGR Manager-HRO, State Judge Advocate

## CHAPTER 8 - BENEFITS

8-1 TDY	8-2 PCS Moves	8-3 Requesting Orders
8-4 Unemployment Compensation	8-5 Life Insurance	8-6 Dep and Indemnity Comp (DIC)
8-7 Veterans Benefits		

### 8-1 TDY

AGR personnel are authorized TDY allowances for travel performed away from their duty station while on orders. Levels of allowances are detailed in the Joint Federal Travel Regulation (JFTR) and depend on the availability of government quarters, rations at the TDY station and the cost of living for that area.

**Government Travel Card (GTC)** - The Alaska National Guard has arranged to have government issued charge cards to assist those who must travel on official business. Individuals are issued a card in their own name. Each month, charges made during official travel are consolidated on one statement and mailed to the individual for payment. Payment must be made to the current carrier in the full amount of the bill within 25 days of the billing date. Travel vouchers will continue to be processed by the servicing pay office in the usual manner. AGR's are not authorized to use their Government credit card for PCS costs.

**Advance Travel Pay** - A travel advance can be requested but is highly discouraged because of the availability of the government issued charge cards (the current carrier – Citi Bank). Army AGR personnel may request an advance through HRO-AGR Pay NCO to DFAS, IN. To request advance pay, you must submit a DD Form 1351 along with copies of your orders. Allow a minimum of 20 days to process and mail. Air AGR personnel must process advance travel pay requests through their base finance office.

**Claims for travel reimbursement** are made by submitting DTS with orders, lodging receipts and other applicable documents. This usually should be accomplished within five days of the completion of travel directly to USPFPO (Army) or to their base pay office (Air). In the event travel orders are issued but the mission is canceled, the pay office should be notified ASAP so that the funds can be de-obligated.

Reference: Joint Federal Travel Regulation  
POC: AGR Pay NCO, HRO Liaison

### 8-2 PERMANENT CHANGE OF STATION (PCS) MOVES

**Air: General Information.** There are a number of policies and procedures which apply to assignment actions and programs. However, additional policies and procedures for specific actions, assignments, or programs are contained in a paragraph, a table, an attachment, in other referenced directives or instructions, or in guidance provided by the designated assignment authority or assignment OPR shown in AFI 36-2110, Table 1.1.

#### All AGR Members:

- a. PCS moves are governed by the Joint Federal Travel Regulation (JFTR). More than one PCS move in a fiscal year is not authorized; exceptions are made by NGB on a case-by-case basis (i.e. PCS to new duty station and then PCS to school). However, only one dislocation allowance can be paid in a fiscal year.
- b. Before HRO-AGR issues your PCS orders; you must complete a Pre-Approval Checklist (illustrated at the end of this section), Request for Orders and re-certify pay documents. This requirement must be done a minimum of 30 DAYS IN ADVANCE of the effective transfer date. This checklist determines if a PCS is authorized. When HRO-AGR approves your PCS, orders are published. When you receive orders, you must contact the travel office and your COC.

c. When you PCS from one duty station to another you are eligible for the following:

(1) Up to three months of advance base pay (2 months prior to PCS and 1 month after PCS), which will be prorated over a 12 month period for repayment. When you receive your PCS orders, you may request this by completing a DD Form 2560. Special justification must be made when requesting repayment over 12 months long.

(2) You can request an advance of travel expenses, Dislocation Allowance (DLA only) by completing a DD Form 1351 and submitting to HRO-AGR.

(3) You may choose either the Government Bill of Lading (GBL) or Do-It-Yourself (DITY) move.

(4) Other basic entitlements may include:

- **Temporary storage up to 90 days.**
- **Mileage from old HOR to new duty station.**
- **Per-Diem en-route (one trip only).**
- **Temporary lodging expense at new duty station.**

(5) Everything except DLA is taxable income. For guidelines on taxable income, contact the IRS and ask for Publication 521 that outlines what specifically is taxable and the percentage. HRO-AGR does not carry this publication.

d. Dislocation Allowance (DLA). The purpose of this allowance is to partially reimburse you whether you have dependents or not, for expenses incurred in relocating your household. DLA is not allowed for a PCS move to your first duty station unless the dependents actually move from the member's residence to the Permanent Duty Station (PDS).

e. Upon completion of the PCS move, the individual must submit a claim, within one year of the effective date of PCS, thru HRO-AGR for processing. The following is a list of forms needed:

- 1. DD Form 1351-2**
- 2. DD Form 1351-4**
- 3. Copy of PCS orders**
- 4. DD Form 1155 - provided by active installation**
- 5. DD Form 1299 - provided by active installation transportation office**
- 6. DD Form 2278 - provided by active installation transportation office**
- 7. Certified weight tickets (FOR DITY MOVE ONLY) secured by AGR**
- 8. Lodging receipts**
- 9. Copy of PCS travel advance voucher**
- 10. All receipts incurred (DITY MOVE)**

Reference: AR 37-104-4, Joint Federal Travel Regulation (JFTR), AFI 36-2110

POC: AGR Manager-HRO, HRO Liaison

**EXAMPLE ONLY (CHECK WITH HRO FOR CURRENT UPDATES): PCS MOVE PRE-APPROVAL CHECKLIST**

NAME, RANK, SSN: \_\_\_\_\_  
 \*Basic Active Service Date: \_\_\_\_\_  
 (Check with your S-1) \_\_\_\_\_  
 Date & Purpose of Soldier's Last \_\_\_\_\_  
 PCS move: \_\_\_\_\_  
 Report Date & Purpose of Soldier's \_\_\_\_\_  
 Projected PCS Move: \_\_\_\_\_  
 Present Duty Station \_\_\_\_\_  
 City, State & Zip Code: \_\_\_\_\_  
 Projected New Duty Station City, \_\_\_\_\_  
 State & Zip Code: \_\_\_\_\_  
 Projected Forwarding or Mailing \_\_\_\_\_  
 Address: \_\_\_\_\_

**PLEASE INITIAL THE FOLLOWING STATEMENTS. FOR QUESTIONS, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICE.**

- \_\_\_\_\_ I understand that a PCS move is only authorized once per Fiscal Year IAW AR 641-6.
- \_\_\_\_\_ I understand that a PCS move is approved only if the move is in the best interest of the government.
- \_\_\_\_\_ I understand that a PCS move is authorized only after it is approved by the AGR Manager.
- \_\_\_\_\_ I understand to request Advance Pay, I must complete DD Form 2560.
- \_\_\_\_\_ I understand that if any advance funds are used, the move is canceled, I am liable for those funds.
- \_\_\_\_\_ I understand that I must submit a voucher(DD 1351-2)with my unit within 5 days of my report date.

**PLEASE LIST YOUR DEPENDENT(S) INFORMATION BELOW (AUTHORIZED DEPENDENTS ONLY)  
NAME RELATIONSHIP DOM/DOB PHYSICAL ADDRESS**

**PLEASE ANSWER THE FOLLOWING QUESTIONS IN REGARD TO YOUR PCS MOVE.**

**1. HOW DO YOU PLAN TO TRAVEL?**

- Yes/No Will your dependents be traveling in conjunction with you?
- Yes/No Will you need to be authorized Delay of Dependents Travel?
- Yes/No By AIR: How many tickets will you request from SATO? \_\_\_\_\_
- Yes/No By POV: Will you perform a Do-IT-Yourself (DITY) move? **Partial** \_\_\_\_\_ or **Full** \_\_\_\_\_

**Note:** If you utilize the Alaska Marine Highway Ferry System, understand only weight of vehicle will be reimbursed in conjunction with DITY move.

**2. WHAT DO YOU PLAN TO SHIP?**

- Yes/No Will you ship a vehicle? Shipment of only ONE POV is authorized.
- Yes/No Will you ship any unaccompanied baggage?
- Yes/No Will you place household goods in storage?
- Yes/No Will you ship your household goods by government transportation?
- \_\_\_\_\_ What is your estimated weight in household goods? See Table of PCS Weight Allowances

**3. DO YOU PLAN TO STAY IN TEMPORARY LODGING? Yes/No**

- \_\_\_\_\_ If yes, are you authorized Temporary Lodging Allowance (TLA)?
- \_\_\_\_\_ If yes, are you authorized Temporary Lodging Expense (TLE)?

\_\_\_\_\_  
Soldier's Signature Date Signed

\_\_\_\_\_  
Gaining Commander Signature Date Signed

\_\_\_\_\_  
Current Commander Signature Date Signed

**AGR Manager (Approval  / Disapproval  ) Date Funds requested: \_\_\_\_\_**

- \*Must submit the following documentation (leave dates on form blank):
- DA Form 5960 - Change BAQ/VHA
- DA Form 4187 – for COLA

### **8-3. REQUESTING ORDERS**

a. Tour renewal orders. AGR's members are ultimately responsible for requesting an orders status 180 days before the tour end date. HRO-AGR (Army) or the Force Support Flight (Air) HRO-Liaison will submit a "Notice of Tour Renewal" checklist to you 120 days prior to the tour ending date. The AGR member will be responsible for completing the checklist, attaching all required documents (WWD Statement, current PT, and Security Clearance) and returning the tour renewal packet to HRO-AGR or the FSF-HRO-Liaison. AGR members may submit their packet a maximum of 120 days and a minimum of 60 days in advance of their tour ending date. Exceptions are worked on a case-by-case basis.

b. Amendments, revocations, and corrected copies must be requested on a "J2-Request for Orders," with a copy of the original order. These requests need to be submitted immediately with all pertinent information included, so the AGR Office may correct the situation quickly.

Reference: See "Army AGR Request for Orders/ J2-Air AGR Request for Orders" page 55 and 56 of AGR Handbook

POC: AGR Manager-HRO, HRO Liaison

## J2- REQUEST FOR AGR ORDERS WORKSHEET

The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974 as amended. Unauthorized disclosure or misuse of the PERSONAL INFORMATION may result in criminal and /or civil penalties.

### **EXAMPLE only (check with HRO for current updates): REQUEST FOR AGR ORDERS WORKSHEET**

#### **SECTION 1: INDIVIDUAL'S INFORMATION**

GRADE: \_\_\_\_\_ LAST NAME, FIRST, MI: \_\_\_\_\_  
SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ Place of Birth \_\_\_\_\_ GENDER: M/F  
HOME ADDRESS: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
ETS: \_\_\_\_\_ RACE: \_\_\_\_\_ UNIT \_\_\_\_\_

#### **SECTION 2: Type of Orders/Purpose of Orders:**

Type Tour: Initial AGR Tour Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Awarded Job Announcement #AKANG \_\_\_\_\_ Vice: \_\_\_\_\_  
Continuation Tour State Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Occasional/Temp AGR Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Deployment Backfill Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### **AMENDMENTS:**

AROW Tracking Number to be amended: \_\_\_\_\_

- Change of Assignment: New Information (Position #, unit, date.): \_\_\_\_\_ Effective Date: \_\_\_\_\_
- Tour Extension: As Reads: From: \_\_\_\_\_ To: \_\_\_\_\_ **CHANGE:** From: \_\_\_\_\_ To: \_\_\_\_\_
- Termination: As Reads: From: \_\_\_\_\_ To: \_\_\_\_\_ **CHANGE:** From: \_\_\_\_\_ To: \_\_\_\_\_
- Retirement: Attach copy of retirement order and dependent information
- OTHER: \_\_\_\_\_

#### **SECTION 3: FULL-TIME POSITION INFORMATION**

POSITION TITLE: \_\_\_\_\_ PASCODE: \_\_\_\_\_  
AUTHORIZED GRADE \_\_\_\_\_ POSITION ID #: \_\_\_\_\_  
FAC: \_\_\_\_\_ CAFSC: \_\_\_\_\_ DAFSC: \_\_\_\_\_ PAFSC: \_\_\_\_\_  
TAFMSD: \_\_\_\_\_ Sanctuary:  Waiver or Career Airman

If Temp Tour, note position information for authority you're using for the tour--Member will not be moved from their current military position.



### **8-4 Unemployment Compensation**

Individuals who lose their full-time employment with the Alaska National Guard are entitled to apply for and receive state unemployment compensation. Benefits are paid under the guidelines established by Alaska law. A person must work for a minimum of 180 continuous days in order to establish eligibility. AGR personnel who are terminated due to misconduct or unsatisfactory performance may not be eligible for payment of these benefits. Personnel who resign or voluntarily quit their position are as a general rule, are ineligible for benefits under Alaska law.

Reference: 5 U.S.C. 8501, State of Alaska Unemployment Claims (current telephone #1-907-269-4700)

### **8-5 LIFE INSURANCE**

Members are entitled to enroll under the Servicemen's Group Life Insurance (SGLI) program for \$400,000, unless you elect to participate for a lesser amount or decline insurance. Upon retirement, the SGLI may be converted to Veteran's Group Life Insurance (VGLI) within 120 days of release from Active Guard/Reserve duty. If the amount of SGLI coverage is changed by law and you elect less coverage or elect not to participate, you must complete a new VA Form 29-8286 or SGLV 8286, November 2010 form.

Family Coverage Election: Your spouse is automatically insured for \$100,000 or the amount of your SGLI coverage, whichever is less. If you want less than the automatic amount of coverage for your spouse, indicate by completing SGLV 8286A, June 2006.

### **8-6 DEPENDENCY AND INDEMNITY COMPENSATION (DIC)**

This is a benefit that is authorized to the survivors of AGR personnel who die in AGR status. It may also be paid to survivors of some totally disabled veterans or for death after completion of service if the death is due to a service-connected disability. DIC payments are authorized for surviving spouses (who have not remarried), with additional amounts for children under 18. There is also provision for payments to low income parents of deceased veterans. Payments are made monthly at an equal rate for all ranks. Benefits are subject to possible offset by social security benefits.

Reference: Public Law 102-568 POC: Army-AGR Manager-HRO, Air-FSF Separations

### **8-7 VETERANS BENEFITS**

The United States has a long and honorable history of providing monetary and other benefits to veterans of military service and to their dependents and survivors. The Department of Veterans Affairs, a cabinet level department established in 1989, administers all veteran benefit programs. These benefits include medical treatment, hospital and nursing home care, disability benefits, job training assistance, vocational rehabilitation, re-employment assistance, education benefits, life insurance programs, home loan mortgage guaranties, death benefits for survivors, and burial assistance.

The laws and regulations governing eligibility and level of benefit can be complex. As a general rule, a person must have served on active duty for a continuous period of 180 days in order to qualify for most benefits. Most benefits are also conditional on the individual being discharged under honorable conditions.

Department Military Veterans Affairs or See your local area VA Office

## CHAPTER 9- EQUAL OPPORTUNITY

9-1 Military Discrimination Complaints Process	9-2 Release of Information	9-3 Rights of Alleged Disc Official
9-4 Sexual Harassment	9-5 Membership In Extremist Groups	9-6 Employee Assist Program (EAP)

### **9-1 MILITARY DISCRIMINATION COMPLAINTS PROCESS**

The Equal Opportunity (EO) program is designed to ensure that the business and administration of the Alaska National Guard is free from wrongful discrimination and to provide equal opportunity and treatment regardless of color, national origin, race, religion, gender or sex. The Alaska Guard is committed to a policy of eliminating discrimination and its effects. When AGR personnel feel that they have been the victim of sexual harassment, or any form of discrimination, they can bring the matter to the attention of their supervisory chain or file an administrative complaint with the one or more of the following:

- **Army or Air National Guard – (AKNG Readiness Center, JBER, Ft. Richardson, AK) EEO Office, an Inspector General, or a Judge Advocate.**
- **Air National Guard – Military Equal Opportunity (MEO) Office located at the member's wing**
- **Army National Guard – ARNG State Human Relations Equal Opportunity Advisor (HR/EO) located at the AKNG, JBER, Ft. Richardson, AK and AKNG, Greely, AK**

All discrimination complaints must be in writing to be acted upon, and must identify the kind, date and act of discrimination and other facts surrounding the incident. The complaint must also list the requested corrective action. Very often, as a practical matter, an individual will initially make the complaint orally. While informal inquiries can be initiated based upon an oral complaint, the complaint must be in writing and filed with one of the above offices within 180 days of the event in order to be formally processed. A failure to meet this time requirement could result in the complaint being dismissed without formal action.

Discrimination or sexual harassment complaints that are properly filed by AGR personnel will be thoroughly investigated and processed for review through the Adjutant General and NGB. The individual making the complaint will be kept advised as to the progress of their complaint and given the opportunity to provide any evidence or witnesses they believe relevant to the inquiry. Specific rights and complaint procedures can be obtained from contacting one of the above listed offices. Unlike technician complaints, AGR discrimination cases cannot be appealed to courts and no monetary damages can be sought.

Reference: DoD Directive 1350.2, National Guard Military Discrimination Complaint System, NGR (AR) 600-20 & 22/ NGR (AF) 30-3, 1 Oct 92, Military Complaints Process  
 POC: Military Equal Opportunity Office (Air) Human Relations Equal Opportunity Advisor (Army), State Equal Employment Manager

### **9-2 RELEASE OF INFORMATION**

Official discrimination complaints and associated documents are maintained and safeguarded in the same manner as other sensitive personnel files. While the complaint, documents, evidence and witness statements will be given a high degree of protection and confidentiality, no promises of total confidentiality can be made and kept by EO or command personnel involved in the matter. The party or parties against whom a complaint is made will be informed at some point as to the nature of the complaint and the evidence in the matter so they can provide a response to the charge.

The individual presenting a complaint is entitled to a complete copy of their case file. Any Report of Investigation that is compiled as a result of the complaint may only be released to the individual, their representative, and any Alaska Guard or NGB office charged with processing the complaint.

Reference: NGR (AR) 600-22/NGR (AF) 30-3  
 POC: Military Equal Opportunity Office (Air) Human Relations Equal Opportunity Advisor (Army) State Equal Employment Manager, State Judge Advocate

### **9-3 RIGHTS OF THE ALLEGED DISCRIMINATING OFFICIAL**

The Alaska Guard has a strong interest in processing discrimination complaints completely, objectively, and efficiently. This requires fairness to all parties concerned. AGR personnel who have been accused of a discriminatory act or sexual harassment have certain due process rights that must also be observed. This includes the right to be informed of the nature of the complaint and of any evidence in the matter. The individual may also make a statement in their behalf and to identify any witnesses or documents that they believe the investigation should include and consider. They also have a right to consult with counsel and to be represented.

POC: Military Equal Opportunity Office (Air) Human Relations Equal Opportunity Advisor (Army)  
State Equal Employment Manager, State Judge Advocate

### **9-4 SEXUAL HARASSMENT**

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. It should be noted that "workplace" is an expansive term for military members and may include conduct on or off duty, 24-hours a day. A "Direct" approach may be the best option for the victim to directly inform the harasser that the conduct is unwelcome and must stop. However, an "Indirect" approach can be used to inform the harasser by the means of a third party or the chain-of-command.

- a. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment.
- b. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

Sexual harassment includes but is not limited to the following characteristics:

- 1. The victim and harasser may be a woman or a man. The victim does not have to be of the opposite gender.**
- 2. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.**
- 3. The victim does not have to be the person harassed but could be anyone tangibly affected by the offensive conduct.**
- 4. Unlawful sexual harassment may occur without the victim suffering economic injury or an adverse personnel action.**

POC: Military Equal Opportunity Office (Air), Human Relations Equal Opportunity Advisor (Army)  
State Equal Employment Manager

### **9-5 MEMBERSHIP IN EXTREMIST GROUPS**

The Alaska National Guard is committed to a membership free from prejudice, hate and extremism. Furthermore, participation in extremist organizations or related activities is inconsistent with the DoD and National Guard Bureau's goals, beliefs and values concerning equal opportunity. While it is impossible to track every extremist group or to develop a comprehensive "list", any group which advocates the use of force or violence, advocates supremacist causes based on race, ethnicity, religion, gender, and national origin; or otherwise engages in efforts to deprive individuals or groups of their civil rights should be avoided by military personnel. Examples of extremist groups would include the Ku Klux Klan, Aryan Nations, Skinheads, and Nation of Islam.

Current DoD policy requires that military personnel must reject active participation in extremist organizations. Active participation includes participating in a public demonstration or rally, conducting fund raising activities, recruiting or training members (including encouraging other employees to join), organizing or leading such organizations, and distributing literature. Wearing of the official military uniform at any function or rally is also prohibited. While membership or association with such groups is strongly discouraged, it is not legally possible to prohibit this. Nevertheless, AGR personnel are put on notice that known membership in an extremist organization can and will be considered in evaluating an individual's duty performance and fitness for serving in positions of leadership and responsibility.

For additional information regarding extremist groups and their activities, contact the State Equal Employment Office at the AKNG, Joint Base Elmendorf Richardson, AK. AGR personnel and supervisors who need assistance with reporting possible extremist activity, or enforcing DoD or service-specific extremist group policies should contact their local Judge Advocate.

Reference: DoD Directive 1325.6. Subject: Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces, 01 Oct 96; NGB All States Memorandum #I96-0180, "Extremist/Gang/and Hate Group Insignia"

POC: Military Equal Opportunity Office (Air) Human Relations Equal Opportunity Advisor (Army)  
State Equal Employment Manager, State Judge Advocate

### **9-6 MENTAL HEALTH EVALUATIONS FOR AGR PERSONNEL**

Commanders can request a mental health evaluation of military/AGR personnel. Commander's will utilize DoD Directives 6490.1 and 6490.4 to assist them in the step by step documentation process for evaluating a soldier that has either drug and alcohol or mental health issues attributed to drug and alcohol abuse. These directives will provide the commander with the proper procedures for ensuring the privacy rights of the soldier and the command. Proper documentation will also assist the clinicians at the MTF to determine the most effective way to diagnoses and treat the military member. Emergency mental health evaluations for military members are available at Eielson AFB, Joint Base Elmendorf Richardson, and Fort Wainwright, AK.

Reference: DoD Directive 6490.1, DoD Directive 6490.4

POC: Medical Readiness Deputy State Surgeon

## CHAPTER 10 – SECURITY INFORMATION

10-1 Security Clearances	10-2 Suspension/Revocation of Security Clearances	10-3 Threat Levels
10-4 FOIA / Privacy Act		

### **10-1 SECURITY CLEARANCES**

Most AGR personnel will be required to obtain a security clearance as part of their job. All commissioned officers, warrant officers and senior enlisted must have at least a SECRET level clearance. Other AGR (Army) enlisted personnel may be required to obtain a security clearance depending upon their duty assignment. If after a security clearance investigation, the results are unfavorable and the individual is unable to obtain the required clearance, immediate action may be taken to terminate the AGR tour of the individual or reassign them to a duty position not requiring a clearance. Questions regarding security clearance issues should be addressed to the AGR Manager or Base Personnel Security Manager. Interim security clearances may be granted for up to 180 days for personnel awaiting final action on granting their clearance. Personnel who receive a "Top Secret" or "Secret" level clearance are subject to a periodic reinvestigation. For Top Secret these are accomplished every 4 ½ years, for Secret, every 9 ½ years.

Reference: AR 380-5, AR 380-67, AFI 31-501

POC: AGR Manager-HRO, Security Manager, Information Security Managers

### **10-2 SUSPENSION/REVOCAION OF SECURITY CLEARANCES**

When a commander receives information that an AGR has committed a serious offense or a breach of security, or has behaved in a manner that indicates that the individual is a security risk, the commander must determine whether action should be taken to suspend and possibly permanently remove that individual's security clearance.

Although the Army and Air Guard have slightly differing procedures, the starting point is for the commander to temporarily suspend the clearance of the individual and recover any badges, access, or classified information in their possession. Efforts to thoroughly document the basis for the suspension need to be taken immediately.

As a general rule, security clearances should be suspended, and a determination made on whether to revoke when evidence indicates one or more of the following:

- **Mental or emotional instability**
- **Excessive alcohol abuse that impairs judgment and/or performance**
- **Falsification or deception related to official documents**
- **Declaration as Conscientious Objector**
- **Arrest for commission of serious offense**
- **Repeated statements of anti-government views**
- **Two or more security violations in past 12 months**
- **Indications of excessive indebtedness or financial irresponsibility**

Results of security investigations will be processed through channels as described in the references for a final determination on revoking a clearance. If the AGR loses his security clearance, action will be taken to immediately terminate their tour. There are limited rebuttal and appeal rights available to an AGR pending a suspension or loss of a clearance. Commanders do not need to await the results of the security clearance investigation to initiate other disciplinary or administrative action that the underlying misconduct might call for.

Reference: AR 380-5, AR 380-67, AR 604-5, AFI 31-501 POC: AGR Manager, Security Manager

### **10-3 THREAT LEVELS (NATIONAL)**

NOTE: Currently the Threat Levels are being replaced with 2 categories: Imminent – Impending Threat and Elevated Threat – credible threat. Please see below for background reference:

The world has changed since September 11, 2001. We remain a Nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The Homeland Security Advisory System contains five Threat Conditions, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

- Low = Green
- Guarded = Blue
- Elevated = Yellow
- High = Orange
- Severe = Red

The Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each of the following Threat Conditions are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

**Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. The following general measures in addition to the agency-specific Protective Measures should be implemented:

1. Refining and exercising as appropriate preplanned Protective Measures;
2. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
3. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

**Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, the following general measures in addition to the agency-specific Protective Measures should be implemented:

1. Checking communications with designated emergency response or command locations;
2. Reviewing and updating emergency response procedures; and
3. Providing the public with any information that would strengthen its ability to act appropriately.

**Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the following general measures in addition to the Protective Measures should be implemented:

1. Increasing surveillance of critical locations;
2. Coordinating emergency plans as appropriate with nearby jurisdictions;
3. Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
4. Implementing, as appropriate, contingency and emergency response plans.

**High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the following general measures in addition to the agency-specific Protective Measures should be implemented:

1. Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
2. Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
3. Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
4. Restricting threatened facility access to essential personnel only.

**Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, the following general measures in addition to the agency-specific Protective Measures should be implemented:

1. Increasing or redirecting personnel to address critical emergency needs;

2. Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
3. Monitoring, redirecting, or constraining transportation systems; and
4. Closing public and government facilities.

#### **10-4 FREEDOM OF INFORMATION ACT/PRIVACY ACT**

AGRs, like any private citizen, have the right to access and obtain copies of government documents and records. The Freedom of Information Act (FOIA) is the law that permits access to this information. The Privacy Act is the law that serves to prevent release of information that an individual generally would not want released (e.g. medical and financial records) and to ensure their accuracy. The general policy is that the Alaska National Guard discloses the records within its control upon request to the public except for those specifically exempted or will result in a clear harm to the Alaska Guard or an individual. As a practical matter, personnel will usually be interested in obtaining documents or records in which they have a direct interest. Individuals requesting their own personnel records should cite the Privacy Act as the authority. Requests for other information should cite the Freedom of Information Act. Requests do not need to follow any specific format but should:

- 1. Be in writing and cite either the Privacy Act or FOIA**
- 2. Reasonably describe the desired record**
- 3. Include a statement that requestor is willing to pay the fees for searching and copying the records (not applicable to request for first copy of personnel records)**
- 4. Be addressed to the appropriate custodian of the records.**

Upon receipt of such a request, the receiving office should immediately contact the Staff Judge Advocate Office or Freedom of Information Act Officer for processing costs, release and possible denial of release. Strict time limits apply to the processing of these requests.

Reference: AR 25-55, 5 U.S.C. 552, 32 CFR 806, AFI 37-131  
POC: State Judge Advocate

## CHAPTER 11 – STANDARDS OF CONDUCT

11-1 Fraternization and Professional Relationships	11-2 Political Activities	11-3 Gambling and Lotteries
11-4 Gifts to Supervisors	11-5 Solicitation of Subordinates	11-6 Gifts from Outside Sources
11-7 Off-Duty Employment		

### ***11-1 FRATERNIZATION AND PROFESSIONAL RELATIONSHIPS***

It has been a longstanding custom within the military and the Alaska National Guard to regulate fraternization and relationships between members of different ranks that could be detrimental to good order and discipline. While the rules in this particular area may change and differ in extent and application between the Army and Air Guard, there are some basic guidelines that have remained constant.

Fraternization is the specific term used to describe certain officer-enlisted relationships that are prohibited. What association is prohibited depends upon the circumstances of each case but it is generally accepted that an officer should not become involved in a friendship or relationship with an individual subject to their supervisory control and authority. Not only does this lessens the command authority structure, but creates an actual or perceived perception of possible favoritism. Not all social relationships and contacts between officer and enlisted are improper, for instance participating on the same athletic team or occasionally attending the same social function is certainly acceptable. On the other hand, becoming frequent "drinking buddies" or dating a subordinate is not acceptable.

In addition to fraternization, AGR personnel should also avoid relationships that have the potential of creating the appearance of partiality or preferential treatment. This extends to all ranks, officer and enlisted. For instance, it is obviously improper for a platoon sergeant to date a soldier over whom they have supervisory responsibility. While this is not technically "fraternization" within the legal definition, it is unprofessional and detracts from good order and discipline. A commander could lawfully give an order to both soldiers to desist. If they continued their relationship, disciplinary action for disobeying a lawful order would be warranted.

In summary, this is an area where respect for military customs with a common sense application should be the rule. AGR personnel with questions or concerns on this issue should contact their Judge Advocate for guidance.

Reference: AR 600-20, AFI 36-2909  
POC: AGR Manager-HRO, State Judge Advocate

### ***11-2 POLITICAL ACTIVITIES***

In the United States, there is a long tradition of the military being politically neutral, subject to civilian control and of no military influence on the political process. While AGR personnel are encouraged to carry out their responsibilities as citizens, by virtue of being full-time military there are a number of restrictions on the political activity they can become involved in.

#### **PERMITTED – AGR PERSONNEL MAY: (NOT IN A MILITARY UNIFORM)**

- **MAY be candidates for public office in nonpartisan elections**
- **MAY register and vote as you choose**
- **MAY assist in voter registration drives**
- **MAY express opinions about candidates and issues**
- **MAY contribute money to political organizations**
- **MAY attend and be active at political rallies and meetings**

- **MAY join and be an active member of a political party or club**
- **MAY sign nominating petitions**
- **MAY campaign for or against candidates in partisan elections**
- **MAY make campaign speeches for candidates in partisan elections**
- **MAY distribute campaign literature in partisan elections**
- **MAY attend political fundraising functions**

**PROHIBITED – AGR PERSONNEL MAY NOT:**

- **MAY NOT use official authority to interfere with an election**
- **MAY NOT be in a military uniform**
- **MAY NOT collect political contributions unless both individuals are members of the same labor organization or employee organization and the one solicited is not a subordinate employee**
- **MAY NOT knowingly solicit or discourage the political activity of any person who has business before the agency**
- **MAY NOT engage in political activity while in uniform or while using a Government vehicle**
- **MAY NOT solicit political contributions from the general public**
- **MAY NOT be candidates for public office in partisan elections**
- **MAY NOT engage in political activity while on duty**
- **MAY NOT engage in political activity in any Government office**
- **MAY NOT wear the ABU when eating at off-base restaurants where most diners wear business attire, or at establishments that operate primary to serve alcohol**

Reference: AR 600-20, Joint Ethics Regulation DoDD 5500.7-R, AFI 1-1, AFI 36-703 AFI 36-2909, AFI 1-1, AR 670-1

POC: State Judge Advocate

### ***11-3 GAMBLING AND LOTTERIES***

Current law prohibits AGR personnel from participating in gambling activities while on duty or in Guard facilities. Gambling activities, lotteries and raffles are also prohibited inside Guard installations except when conducted by a registered charitable organization. Military attire is not authorized in a gambling facility.

A limited exception is also available when organizations composed of Guard personnel and their families conduct activities for the benefit of welfare funds for their own members or the benefit of other DoD employees or their families. Private wagers or purchase of lottery tickets off premise or off duty is not prohibited. Questions should be addressed to the Staff Judge Advocate.

Reference: AR 600-20, 5 C.F.R. 735.201, Joint Ethics Regulation, DoDD 5500.7-R, AFI 1-1

POC: State Judge Advocate

### ***11-4 GIFTS TO SUPERVISORS***

During the course of a tour of duty, AGR personnel will probably be approached to contribute money for a going-away gift for a co-worker or superior or to mark a special event. There are a number of restrictions that have been placed upon this activity to protect an individual from being pressured into an uncomfortable situation.

No more than \$10 can be solicited or accepted from any individual for a gift for a superior. If the gift is to be given as part of a dinner, the dinner price is not to be considered as applying to the \$10 limit, but the invitation should set out the amount.

An AGR cannot accept a gift or gifts that exceed a total value of \$300 when part or all of the contributions are from a subordinate.

Reference: Joint Ethics Regulation, DoDD 5500.7-R, AFI 1-1

POC: State Judge Advocate

### ***11-5 SOLICITATION OF SUBORDINATES***

If an AGR or their spouse has an outside employment, they cannot solicit or make sales of their services or products to personnel who are subordinate in rank, grade, or position. This does not apply if the solicitation or sale is made in a retail establishment off-duty. Also excepted is the off-duty sale of a personal vehicle or residence. The posting of an advertisement on an approved bulletin board within the workplace does not constitute a solicitation.

Reference: Joint Ethics Regulation DoDD 5500.7-R

POC: State Judge Advocate

### ***11-6 GIFTS FROM OUTSIDE SOURCES***

AGR personnel are limited in their ability to accept gifts in their official capacity from outside sources. This is particularly true in the case of personnel who hold positions of financial accountability or have input into how contracts for goods and services are awarded. As a general rule, personnel can accept gifts from outside parties that have a nominal value (e.g. pen, calendar, pocket calculator, etc.). As the rules in this area are extremely complex, the Staff Judge Advocate should be consulted in most situations.

Reference: Joint Ethics Regulation, DoDD 5500.7-R, AFI 1-1

POC: State Judge Advocate

### ***11-7 OFF-DUTY EMPLOYMENT***

AGR personnel may obtain off-duty employment that does not conflict with their assigned military duties. Prior to accepting outside employment, written notice of the proposed job, nature of duties, and hours of employment must be provided to their commanding officer and permission obtained. When evaluating these requests the commander should take into account a number of considerations to include:

- **The job should not interfere with nor create a conflict of interest with the individual's military duty nor should the job create a risk of bringing discredit to the individual or the Alaska National Guard.**
- **The outside employment must not hamper the individual's ability to satisfactorily perform their military duty. This would occur when the outside job entailed such hours and physical demands that the AGR would continually report for work physically or mentally drained or create an undue risk of injury.**
- **The job must be accomplished during regularly scheduled off-duty hours. Military time and material cannot be utilized for the purpose of the AGR conducting their part-time job. If the proposed job creates a problem in one of these areas or during the course of the employment a problem arises, a commander may deny or revoke permission for the part-time employment.**

Reference: HRO Policy 12-09 AF Fm 3902, Joint Ethics Regulation, DoDD 5500.7-R

POC: AGR Manager-HRO

## CHAPTER 12- MISCELLANEOUS

12-1 Substance Abuse	12-2 Urinalysis	12-3 Military Unions
12-4 Jury Duty	12-5 EAP-Family Programs	12-6 Sexual Assault

### **12-1 SUBSTANCE ABUSE**

Drug and alcohol abuse is not tolerated in the Alaska National Guard. Commanders must be vigilant to evidence of substance abuse due to the serious impact it may have upon safety and accomplishment of the mission.

The primary focus of the commander must be identifying abusers, controlling their duty assignments and disciplining and/or discharging them. Consideration should also be given to immediately suspending access to classified information and revoking any security clearance. Unlike alcohol abuse, which the Guard views as a preventable and treatable disease, abuse of illegal drugs is dealt with more strictly, in that the identified drug abuser is subject to punitive action or termination of their military service.

Reference: AR 600-85, ANGR 30-2, AFI 44-121, ANGI 36-7  
POC: AGR Manager-HRO

### **12-2 URINALYSIS**

One of the key features of the Alaska National Guard drug deterrence effort is the urinalysis program. The Urinalysis tests for cocaine, marijuana and other drugs using a series of tests. The urine samples can be collected as part of a unit wide inspection or a member can be directed to give a sample. This would occur under the following limited circumstances:

- 1. The individual displays bizarre or unlawful behavior and the commander has reason to believe drugs may be the cause;**
- 2. The individual is required to give samples as part of a drug rehabilitation program; or**
- 3. Where the commander has a reasonable belief that the soldier is currently using illegal drugs.**

Urine specimens collected as part of routine medical care is also subject to being tested for the presence of illegal drugs.

Reference: AFI 44-120, NGR (AR) 600-85, AR 600-85, AFI 44-120, AFI 44-121, ANGI 36-2701, ANGI 36-3209  
POC: AGR Manager-HRO, G-1 Health Services NCO, MTF NCOIC

### **12-3 MILITARY UNIONS**

A member of the National Guard serving in AGR status may not be a member of a military union or labor organization. Regardless of its name, this would be any organization that attempts to engage in representing military personnel in connection with any grievance, complaint or changing the terms and condition of their military service. Current law prohibits this because of concern that military unions may impede the military mission of the Guard and present a danger to discipline, loyalty and obedience to the lawful orders of the chain of command.

**AGR PERSONNEL, IN LIEU OF UNIONS, CAN:**

- 1. Present complaints or grievances concerning military issues through the military chain of command;**
- 2. Seek redress through Inspector General channels;**
- 3. Contact their legislator or Member of Congress; or**
- 4. Voice personal views or complaints through authorized advisory councils, PAT teams, or similar committees.**

AGR personnel who have been authorized off-duty employment are not prohibited from joining a union in connection with their civilian job.

Reference: 10 U.S.C. 976, AFI 51-906, AR 600-20

POC: AGR Manager-HRO

### ***12-4 JURY DUTY***

AGR personnel are authorized to be absent for jury duty or for participating as a witness on behalf of the federal, state or local government. This absence is considered excused and the AGR member does not suffer a loss of leave or pay for attending. Excused absence is not available for AGR personnel attending as a witness in a private matter not involving a government agency. In those cases use of annual leave is appropriate.

Wherever a summons to appear in court or report to jury duty is received, it should be presented to the supervisor. Upon returning to duty, the member should submit documentation from the court reflecting the dates and hours of their attendance. Any fees received for jury duty or as a government witness (except for parking and transportation) should be turned in to the appropriate military payroll office.

Reference: AFI 51-301, AR 27-40 Comptroller General Decision B-217845, Alaska Military Code 38-2-276

POC: AGR Manager-HRO, State Judge Advocate.

### ***12-5 Employee Assistance Program (EAP)***

The Employee Assistance Program exists as a benefit to support Department of Defense civilians and their families. The program provides free, confidential counseling services on a wide range of wellness and work-life concerns.

The EAP is available 24 hours a day 7 days a week. By calling 1 (800) 222-0364 you can ask for and get signed up for services you need. If you find yourself in crisis, this is a good number to call because there are licensed, master-degree-level clinicians available at this number just in case you indicate that you are in a crisis situation and need immediate assistance

### ***Military One Source***

Military OneSource provides information and referral services 24 hours a day, 7 days a week to all component members of the Army Active Duty, Army National Guard, and Army Reserve and their Family members. The Military OneSource program can be accessed worldwide via the toll free telephone number **(1-800-342-9647)** or the website ([www.militaryonesource.com](http://www.militaryonesource.com)). Military OneSource also provides Soldiers and their Families access to problem-solving, non-medical counseling on a face-to-face basis in the local community, telephonically, or via online chat.

**Eligibility:**

Members of the Army National Guard and their Family members are eligible to utilize Military OneSource services. If a Soldier transitions out of the Army under honorable conditions, Military OneSource services may be used for up to 180 days from the date of transition.

***12-6 Sexual Assault***

The Alaska National Guard Sexual Assault Prevention and Response Program (SAPR) provides crisis intervention and support services to victims of sexual assault, 24 hours per day, 7 days a week. Trained and professional victim advocates provide a helping hand through support, critical information, and referrals for service on military installations and in the community.

Advocates assist survivors in determining what they wish to do and where to get help, whether they choose to report the assault or not. They accompany survivors to medical visits, court proceedings, and other appointments, as requested.

**If you or someone you know has been a victim of sexual assault remember:**

- Sexual Assault is **NEVER** the fault of the victim. You are not to blame for what another person has done to you.
- Immediate medical care is essential.
- No one responds to sexual assault in the same way. There are a wide range of emotions and feelings that may arise. The SARC/Victim Advocate can help put you in touch with all the resources and assistance available to you.

**Unrestricted Reporting**

- Any report of a sexual assault made through normal military reporting channels which includes the victim's chain of command, law enforcement, and the criminal investigative services.
- The SARC will be notified and will assign a Victim Advocate, if so desired.
- Details of the allegation will be provided only to those personnel who have a legitimate need to know.

**Restricted Reporting**

- Enables military members to report allegations of sexual assault to specified personnel, without triggering an investigation. Specified personnel include the SARC, Victim Advocates or Chaplains.
- Provides confidential reporting.
- Allows access to medical care, counseling and a victim advocate while not initiating the investigative process.
- Intended to give the victim additional time and increased control over the release and management of their personal information.
- Empowers the victim to seek relevant information and support to make an informed decision about participation in the criminal process.
- Family members, civilians and retired members are not eligible for make a restricted report.

If you have questions regarding this program, please contact the JFHQ Alaska National Guard Sexual Assault Response Coordinator at (907) 428-6219, or contact the DoD Safe Helpline at [www.safehelpline.org](http://www.safehelpline.org) or call the 24 hour Toll Free hotline at 877-995-5247.

## GLOSSARY

### A

**ACIP** – Aviation Career Incentive Pay  
**ACMJ** – Alaska Code of Military Justice  
**AD** – Active Duty  
**ADSM** – Active Duty Service Member  
**ADSW** – Active Duty Special Work  
**ADT** – Active Duty for Training  
**AFI** – Air Force Instruction  
**AFPD** – Air Force Position Description  
**AFS** – Active Federal Service  
**AFSC** – Air Force Specialty Code  
**AFSTCB** – Active Federal Service Tour Continuation Board (Officers)  
**ASTCB** – Active Service Tour Continuation Board (Enlisted)  
**AGR** – Active Guard/Reserve  
**AKANG-ARS** – Alaska Air National Guard – Automated Reconciliation System  
**AKNG** – Alaska National Guard  
**AKNG-ARS** – Alaska National Guard-Advanced Records System (Safety Office & Occupational Health)  
**ANGI** – Air National Guard Instruction  
**ANGR** – Air National Guard Regulation  
**AOC** – Area of Concentration  
**APFT** – Army Physical Fitness Test  
**AR** – Army Regulation  
**ASMB** – Active Service Membership Board  
**AT** – Annual Training  
**ATTN** – Attention  
**AWOL** – Absent Without Leave

### B

**BAH** – Basic Allowance for Housing  
**BAQ** – Basic Allowance for Quarters  
**BAS** – Basic Allowance for Subsistence  
**BFM** – Body Fat Measurement

### C

**CDL** – Commercial Drivers License  
**CFR** – Code of Federal Regulations  
**COC** – Chain of Command  
**COLA** – Cost Of Living Adjustment  
**CSB** – Career Status Bonus

### D

**DA** – Department of the Army  
**DD** – Department of Defense  
**DDP** – Dependent Dental Plan  
**DEERS** – Defense Enrollment Eligibility Reporting System  
**DFAS** – Defense Finance and Accounting Office  
**DIC** – Dependency and Indemnity Compensation  
**DITY** – Do-It-Yourself  
**DJMS** – Defense Joint Military Pay System  
**DLA** – Dislocation Allowance

**DMVA** – Department of Military and Veterans  
**DOB** – Date of Birth  
**DoD** – Department of Defense  
**DOM** – Date of Marriage  
**DTD** – Dated  
**DTS** – Defense Travel System

**E**

**EAD** – Extended Active Duty  
**EAP** – Employee Assistance Program  
**EDS** – Estimated Date of Separation  
**EFT** – Electronic Funds Transfer  
**EO** – Equal Opportunity  
**EPS** – Enlisted Promotion System  
**ETS** – Expiration Term of Service  
**EUMD** – Extended Unit Manning

**F**

**FFD** – Fitness for Duty  
**FMDP** – Family Member Dental Plan  
**FOIA** – Freedom of Information Act  
**FSA** – Family Separation Allowance  
**FSF** – Force Support Flight  
**FTNGD** – Full-Time National Guard Duty  
**FTS** – Full-Time Support  
**FTTD** – Full-Time Training Duty

**G**

**GBL** – Government Bill of Lading  
**GSA** – General Services Administration

**H**

**HDIP** – Hazardous Duty Incentive Pay  
**HHG** – House Hold Goods  
**HOR** – Home Of Record  
**HR/EO** – Human Relations / Equal Opportunity  
**HRO** – Human Resources Office  
**HSS** – Health System Specialist

**I**

**IADT** – Initial Active Duty for Training  
**IAW** – In Accordance With  
**ID** – Identification (card)  
**IDT** – Initial Duty Training  
**IG** – Inspector General  
**IM** – Emissions  
**IRS** – Internal Revenue Service

**J**

**JAG** – Judge Advocate Generals  
**JFTR** – JOINT FEDERAL TRAVEL REGULATION  
**JTR** – Joint Travel Regulation

**K, L**

**LCN** – Leave Control Number  
**LOD** – Line of Duty Investigations

**M**

**M-Day** – Mobilization Day (Soldiers)  
**MEB** – Medical Evaluation Board  
**MEO** – Military Equal Opportunity  
**MGR** – Manager  
**MMRB** – MOS Military Retention Board  
**MMSO** – Military Medical Support Office  
**MOS** – Military Occupational Specialty  
**MOSQ** – MOS Qualified  
**MPF** – Military Personnel Flight  
**MRD** – Mandatory Removal Date  
**MSD** – Mandatory Separation Date  
**MTF** – Military Treatment Facility  
**MTOE** – Mission Task-force Organization and Equipment

**N**

**NCO** – Non-commissioned Officer  
**NCOER** – NCO Evaluation Report  
**NCOIC** – NCO In-Charge  
**NGB** – National Guard Bureau  
**NGB/SG** – NGB Surgeon General  
**NGB-HS** – National Guard Bureau Health Services  
**NGPEC** – National Guard Professional Education Center  
**NGR** – National Guard Regulation

**O**

**OER** – Officer Evaluation Report  
**OIC** – Officer In-charge  
**OPR** – Officer Performance Report

**P**

**PAT** – Process Analysis Team  
**PCM** – Primary Care Manager  
**PCS** – Permanent Change of Station  
**PDS** – Permanent Duty Station  
**PEB** – Physical Evaluation Board  
**PEBD** – Pay Entry Base Date  
**PEC** – Professional Education Center  
**PMOS** – Primary Military Occupational Specialty  
**POC** – Point of Contact  
**POV** – Privately Owned Vehicle  
**PPP** – Priority Placement Program  
**PT** – Physical Training

**PULHES** – Physical Profile Serial  
**P**-Physical Capacity or Stamina  
**U**-Upper Extremities  
**L**-Lower Extremities  
**H**-Hearing  
**E**-Eyes (Vision)  
**S**-Psychiatric

**Q**

**QRB** – QUALITATIVE RETENTION BOARD

**R**

**RDP** – Remote Dental Program  
**RFO** – Request for Orders  
**RNA** – Rations Not Available  
**ROPMA** – Reserve Officers Personnel Management Act

**S**

**SAD** – State Active Duty  
**SBP** – Survivor Benefit Plan  
**SDAP** – Special Duty Assignment Pay  
**SEEM** – State Equal Employment Manager  
**SGLI** – Servicemen's Group Life Insurance  
**SGLV** – Servicemen's Group Life Insurance (Form)  
**SJA** – Staff Judge Advocate  
**SRB** – Selective Retention Board

**T**

**TAG** – The Adjutant General  
**TDY** – Temporary Duty  
**TDA** – Table of Distribution Allowances  
**TOE** – Table of Organization and Equipment  
**TPR** – TRICARE Prime Remote  
**TPRADFM** – TRICARE Prime Remote for Active Duty Family Members  
**TSP** – Thrift Savings Plan

**U**

**UCMJ** – United Code of Military Justice  
**UIC** – Unit Identification Code  
**US** – United States  
**USC** – United States Code  
**USPFO** – United States Property and Fiscal Office  
**USPS** – United States Postal Service  
**UTA** – Unit Training Assembly

**V, W, X, Y, Z**

**VA** – Veteran's Affairs  
**VGLI** – Veteran's Group Life Insurance  
**VHA** – Variable Housing Allowance

**WEB SITES:**

Information :	Notes:
<a href="http://akguard.army.mil/sites/akarng/pages/hro1.aspx">http://akguard.army.mil/sites/akarng/pages/hro1.aspx</a> AKNG Employment Opportunities	
<a href="http://www.tsp.gov">http://www.tsp.gov</a> - Thrift Savings Plan Website	
<a href="http://emss.dfas.mil">http://emss.dfas.mil</a> – Defense Finance Accounting System (DFAS)	
<a href="http://www.onlinedmv.com/AK_Alaska_dmv_department_of_motor_vehicles.htm">http://www.onlinedmv.com/AK_Alaska_dmv_department_of_motor_vehicles.htm</a> – Department of Motor Vehicles	
<a href="http://www.my.af.mil">http://www.my.af.mil</a> - Air Force Portal	
<a href="http://arpc.afrc.af.mil">http://arpc.afrc.af.mil</a> – Air Reserve Personnel Center	
Address changes/Emergency data Air) <a href="https://arpc.afrc.af.mil/vPC-GR/default.asp">https://arpc.afrc.af.mil/vPC-GR/default.asp</a>	
VPC-GR (Air) account <a href="https://arpc.afrc.af.mil/vPC-GR/default.asp">https://arpc.afrc.af.mil/vPC-GR/default.asp</a>	
Pay records (Air): <a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a> .	
Veterans Affairs: <a href="http://www.vba.va.gov/VBA/benefits/factsheets/index.asp">http://www.vba.va.gov/VBA/benefits/factsheets/index.asp</a>	
Previous Military doc: <a href="http://www.archives.gov/veterans.military-service-records/">http://www.archives.gov/veterans.military-service-records/</a>	
Perdiem - <a href="http://www.defensetravel.dod.mil/index.cfm">http://www.defensetravel.dod.mil/index.cfm</a>	



