

**GEORGIA NATIONAL GUARD**  
**ACTIVE GUARD / RESERVE (AGR)**  
**HANDBOOK**



GEORGIA NATIONAL GUARD  
AGR PROGRAM...

- *INTEGRITY FIRST...*
- *SERVICE BEFORE SELF...*
- *EXCELLENCE IN ALL WE DO!*

Published for GA DoD Supervisors and AGR Members

By:

The Georgia Department of Defense  
Human Resources Office (HRO)

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## MESSAGE FROM THE ADJUTANT GENERAL...

*Supervisors and their relationship with AGR members play a critical role in the implementation of the Active Guard/Reserve (AGR) human resources program for the Georgia National Guard. For example, informed AGR members, and the supervisors responsible for initiating necessary personnel actions and utilizing the workforce in the most efficient manner possible, combine to help accomplish the GA DoD mission.*

*The Human Resources Office (HRO) is pleased to provide the GA NATIONAL GUARD AGR HANDBOOK to all managers, supervisors and AGR members of the Georgia National Guard to assist you in accomplishing this mission.*

### ABOUT THE GUIDE

*This Guide is designed to be a “ready reference” that provides supervisors and managers with advice and basic guidance on matters relating to human resources management within the Active Guard/Reserve (AGR) program of the Georgia Department of Defense. Although the contents are not regulatory in nature, the guidance is drafted based on Army, Air, State, and Federal statutes and regulations, as well as DoD and NGB policy.*

### HOW TO USE THIS GUIDE

*The content of the Guide was developed in a logical sequence to thoroughly inform employees about the AGR program and to assist supervisors with the steps involved in managing and caring for a motivated and competent AGR workforce. 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. After all, we are full partners in the efficient administration and management of our most valuable resource...our employees!*

*We accomplish our mission and vision when we understand and support each other's needs and the vast diversity of our workforce. To this end, the GA National Guard AGR Handbook is provided to you.*

*I want to express my appreciation to the members of the Georgia HRO staff for their work in developing, editing and publishing this Guide.*



DAVID B. POYTHRESS  
Lieutenant General, GA ANG  
The Adjutant General

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**CHAPTER 1 - ADMINISTRATIVE AND PERSONNEL MATTERS**

1-1 Overview of AGR Program	1-2 Inprocessing and Orientation	1-3 Identification Cards
1-4 Clothing Issue/Allowance	1-5 AGR Sponsorship Program	1-6 Dress and Appearance
1-7 Duty Hours	1-8 Physical Fitness Program	1-9 Weight Control Program
1-10 Awards	1-11 Pregnancy of AGR Members	1-12 Complaints of Wrongs
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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 Georgia National Guard AGR military program, the rules governing the management of AGR personnel, and the various entitlements and benefits that apply to and/or accrue for AGR personnel. As a comprehensive source of information, AGR personnel and their supervisors should use this handbook as the “first stop.” 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 within the Human Resource Office.

The AGR program was first established in the early 1980’s with the purpose of providing a full-time military asset to improve the readiness of the National Guard. AGR personnel provide skills, expertise, stability and continuity to various National Guard units that cannot be obtained with part-time, traditional Guardsmen. 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 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, U.S. Code) and are covered by the same statutes and regulations as traditional Guard members, to include the Georgia Code of Military Justice (GCMJ).

The AGR Section of the Human Resource Office (HRO) manages the AGR program. If you are Army Guard AGR, then this office will meet most of your routine personnel needs.

Much of the day-to-day service for Air Guard AGRs has been delegated to the Military Personnel Flights (MPF), at Active Component air bases. Your key link for liaison on personnel issues at the MPF is the HRO Remote. The final authority on all major AGR policy decisions is the AGR Manager at the HRO. A complete list of AGR Section personnel and HRO Remotes with phone numbers and e-mail addresses is contained in the back of this publication.

## **1-2 INPROCESSING AND ORIENTATION**

When entering the AGR program for the first time, you must in-process. Army personnel will physically in-process at the AGR office at Building 21, 935 East Confederate Avenue, Atlanta, GA. Air Guard personnel will in-process at their base MPF. New personnel will be provided copies of orders and an in-processing checklist. The in-processing will consist of several briefings and the collection of information and documentation necessary to build your personnel, pay and medical files. This includes information necessary to ensure that you and your dependents become eligible for medical care and other benefits. New AGR soldiers should also receive a new unit orientation within 30 days of reporting for their initial tour.

## **1-3 IDENTIFICATION CARDS**

Each AGR member will be issued an active duty military identification card during in-processing. For Army personnel this will be accomplished at Oglethorpe Armory. Air Guard AGR ID cards are issued at their respective bases. The ID card identifies you as a member of the Armed Forces as well as eligible for all active duty benefits and privileges. An ID card is necessary to use such facilities as the Commissary, Base or Post Exchange, and medical care. If your ID card is lost or stolen, report the loss immediately to the office that issued your card.

Your dependents (age 12 and over) are also eligible for a Uniformed Services Identification and Privilege Card DD Form 1173–tan). 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 dependent medical care and most other benefits. In order to enroll you will need to complete DD Form 1172, Application for Uniformed Services Identification and Privilege Card. In order to expedite processing, essential data concerning each dependent should be brought to in-processing by the new AGR soldier.

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. Both active duty and related dependent cards must be surrendered once eligibility ends.

Reference: AR 600-8-14, AFI 36-3001, 18 U.S.C. 499

## **1-4 CLOTHING ISSUE/ALLOWANCE**

### **ARMY ENLISTED AGR MEMBERS CLOTHING 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 six (6) months if 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 during initial processing. These are uniform and equipment items 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.

### **AIR ENLISTED AGR MEMBERS CLOTHING 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 servicing unit supply room whenever the item is damaged or needs replaced. There is no uniform allowance provided. Organizational uniforms and equipment which are issued are the property of the government and must be turned in upon transfer or release from the AGR program. Those uniform items which are approved for wear but are not mandatory are considered optional and any purchase is at the individual's own expense.

## **OFFICER AGR MEMBERS CLOTHING 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.

The Defense Finance and Accounting Service and the State of Georgia will hold AGR personnel who have lost or misplaced equipment issued to them financially liable for the cost of the lost items.

References: AFI 36-2914, AR 700-84, AR 735-5, Georgia Military Code 38-2-540

POC: AGR Services NCO

## **1-5 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 AGR's family in becoming familiar with the military and the Georgia National Guard. The sponsor is the key to a successful sponsorship program. The following attributes should be considered when 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

POC: AGR NCOIC

## **1-6 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. At the same time, application of the standard must be even-handed and the appearance of "selective enforcement" should be avoided. Supervisors have a number of options for dealing with nonconformance to dress and appearance standards. They may counsel and send the offending soldier 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 punished for failure to obey a lawful order or regulation. Involuntary discharge from the National Guard and the AGR program are the ultimate option in a well-documented case.

References: AFI 36-2903, AR 670-1

POC: AGR NCOIC

### ***1-7 DUTY HOURS***

AGR personnel normally work the same schedule as other full-time employees of the Georgia National Guard. The actual hours of work and scheduled days off are a matter to be resolved between the individual and supervisor. The use of flex-time and work schedules other than the standard 5 days a week, 8 hours a day are permitted at the supervisor's discretion. 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 to include working on UTA weekends. In those cases where compensatory time would have been appropriate, passes and leaves are encouraged. In the event of a furlough of the technician and civilian workforce, AGR personnel are still required to report for duty. Attendance and participation at weekend drills with the soldier's 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.

References: NGR (AR) 600-5, AR 600-8-10, ANGI 36-101, AFI 36-3003

POC: AGR NCOIC/HRO Remote

## **1-8 PHYSICAL FITNESS PROGRAM**

Maintaining an acceptable level of physical fitness is a requirement for continued service in the AGR program. To ensure that AGR personnel have an adequate opportunity to achieve and maintain fitness levels, individuals are authorized to participate in physical fitness training during the workweek in accordance with The Adjutant General's physical training policy. 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 Guard AGRs must pass the Army Physical Fitness Test (APFT) twice a 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. Air Guard AGR fitness requirements parallel those of the Army Guard with the exception that their fitness test is administered once per year.

AGR personnel 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.

References: AR 40-501, ANGI 36-101

POC: AGR NCOIC/HRO Remote

## **1-9 WEIGHT CONTROL PROGRAM**

In addition to maintaining an acceptable level of physical fitness, 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 Georgia 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 is the determining factor in deciding whether a soldier or airman is overweight. Although the Army and Air Guard 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 (BFM) is taken. If this measurement determines that the individual exceeds the maximum body fat, they are then placed in 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 the cited reference.

Personnel who exceed body fat standards are ineligible for favorable personnel actions such as reassignment, 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 an Article 15 or the State of Georgia Military Code equivalent cannot be imposed solely for being overweight, but can be imposed for failure to perform duties such as to report for a scheduled weigh-in. Supervisors should carefully document a soldier's or airman's progress in the weight control program (counseling, weigh-in results) in order to support 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.

References: NGR (AF) 35-11, AR 600-9.  
POC: AGR NCOIC/HRO Remote

## **1-10 AWARDS**

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

In addition to federally recognized awards and decorations, the State of Georgia has a number of awards and decorations. AGR members are authorized to receive and wear these awards.

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

References: TPR 451, AR 672-5-1. AFD 36-28

POC: AGR NCOIC/HRO Remote

### **1-11 PREGNANCY OF AGR MEMBERS**

Policy has recently changed regarding female National Guard members who are pregnant. Both Air and Army members may apply for AGR positions. If selected, Air Guard members may not be appointed and entered onto AGR duty until the pregnancy period has expired. Female Army Guard members who are pregnant are currently eligible for accession to the AGR program.

Any AGR who becomes pregnant is allowed to continue performing her assigned duties as long as certain precautions and procedures as outlined in the cited references are followed. Upon notification of a medically certified pregnancy, the commander will advise appropriate medical personnel as to the soldier's assigned duties to determine if a physical profile change is needed. In any event, a temporary physical profile is issued for the duration of the pregnancy.

The individual 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 also be advised of the need to establish a Family Support/Care Plan for child care should the member elect to stay in the AGR program. AGR personnel are entitled to full medical care and assistance during the period of their pregnancy.

References: ANGR 160-12, AR 135-91, AR 40-501

POC: AGR NCOIC/HRO Remote

### **1-12 COMPLAINTS OF WRONGS**

Georgia Military Code 38-2-575 of Military Justice allows AGR personnel who believe they have been wronged by their commanding officer to file a complaint to a superior commanding officer who must forward the complaint to the Adjutant General.

This "complaint of wrongs" procedure is different from the Inspector General complaint system and other methods, such as Congressional inquiries, that soldiers may use to bring complaints to the attention of the command. Several key features of the GMC 38-2-575 are:

- 1. The complaint must be against a commander. This can include an appeal of an adverse action such as a letter of reprimand or Article 15.**
- 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. Great flexibility is allowed in determining how to look into one of these complaints.**

Reference: Georgia Military Code 38-2-575  
POC: AGR Manager

### ***1-13 INSPECTOR GENERAL***

AGR personnel have a right to register complaints either 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 but may contact the IG directly if they wish. If the individual is complaining 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. Personnel may contact the Georgia National Guard Inspector General at DSN 338-6026, Comm. (404) 624-6026 or by writing State of Georgia, Department of Defense, ATTN: IG, PO Box 17965, Atlanta, GA 30316-0965

References: AFI 90-301, AR 20-1

POC: AGR Manager/IG

**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 Georgia National Guard is committed to providing a safe and secure work environment for all of its employees. To help and ensure that this goal is met, no soldier or employee of the Georgia 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.

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.

Reference: TAG Policy Letter  
 POC: SJA/AGR Manager

**2-2 WORKPLACE SEARCHES**

AGR personnel 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 such areas as 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.

AGR personnel 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.

References: Postal Workers vs. USPS, 871 F. 2d 556 (6th Cir. 1989)  
POC: SJA/AGR Manager

## ***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 Georgia Guard has a strong commitment to providing a safe and secure work environment to all of its employees.

Any soldier or airman who has been assaulted, threatened or made to fear for their or another employee's safety should report the matter immediately through the 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 will also be referred to civilian law enforcement agencies for possible investigation and prosecution as a criminal case.

This reflects the Adjutant General's policy of "zero tolerance" towards violent or threatening acts within the workplace. Any actions or potential investigations should be coordinated with the HRO.

Reference: TAG Workplace Violence Policy Letter

POC: SJA/AGR Manager

## **2-4 SMOKING IN GOVERNMENT FACILITIES**

Current DOD and Georgia National Guard directives are designed to discourage the use of tobacco products and prohibit their use inside federal or state buildings. AGR personnel must not smoke 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, this is a matter which should be resolved between the individual and their supervisor.

Reference: DOD Directive 1010.10

POC: AGR NCOIC/HRO Remote

## **2-5 BARMENT 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 "barment."

While this process is rarely used in regards to AGR personnel, it may be appropriate in limited cases such as where the soldier 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 soldiers barred from their worksite can be assigned duties to be performed at home or 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, Georgia Military Code 38-2-194 and 38-2-306

POC: AGR Manager

## **2-6 VEHICLE REGISTRATION**

Air Guard AGR personnel assigned to one of the two major air installations will be required to register and obtain an identification decal for their privately owned vehicle (POV) with the base security police. The registration procedure is for the purpose of identifying and controlling entry of motor vehicles onto the bases, especially during periods of heightened threat alerts.

In order to register and obtain a decal for a POV, the individual must possess a valid state driver's license; a valid state vehicle registration; possession of valid insurance upon the vehicle that meets Georgia minimum requirements; and, if the vehicle being registered replaces a previously registered vehicle, the decal from the previous vehicle.

Issuance of a decal requires personnel to operate and park their POV in compliance with base traffic and safety regulations and policies. Personnel 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.

Army personnel who desire to register their vehicle can contact the Security Police at any of the air bases or active duty Army post, such as Fort McPherson, Fort Benning, Fort Gordon or Fort Stewart.

Reference: AFI 31-209

POC: AGR NCOIC/HRO Remote

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

Many AGR personnel 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, All States Letter #192-0177,  
POC: AGR NCOIC/HRO Remote

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**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 Enl. Promotion Sys (EPS) – Army
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 Georgia AGR Program is to provide highly qualified officer and enlisted personnel to meet support requirements for the Georgia 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 so as to encourage retention by quality individuals. 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 OER/NCOER/EPR/OPR counseling sessions and on periodic visits conducted by the AGR Manager.

Reference: NGR (AR) 600-200, NGR (AR) 600-5, AR 135-18, ANGI 36-101, ANGR 39-62

POC: AGR NCOIC/HRO Remote

**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. Initial entry tours may be treated as “probationary” tours for the purpose of evaluating continued retention in the AGR program.

Among the basic requirements are military membership, physical and medical fitness as prescribed by service regulations, ability to serve at least five (5) years on active duty prior to their mandatory removal date, and, if an officer, completion of certain military education. 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 also not be favorably considered.

When a commander identifies a position that is authorized for fill, a determination is first made as to whether the vacancy can be filled by on-board AGRs or military technicians of the respective service. Prior to advertising the vacancy, first consideration will be given to excess personnel who are on the Priority Placement Program (PPP) or, transfer by laterally assigning an 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.

Application procedures and required forms will be listed on the actual vacancy advertisement as well as be available from the HRO office or HRO remote. POC at HRO for AGR Tours is the Military Personnel Staffing Technician or the AGR Branch.

Reference: ANGI 36-101, AR 135-18, NGR (AR) 600-5

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

This program is designed for the management of excess/overgrade AGR soldiers who have been placed in a lower graded position due to a Reduction in Force. The PPP also affects soldiers promoted during or as a result of mobilization, who are overgrade in their AGR assignment upon redeployment. 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 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 overgrade 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 overgrade will be offered, in writing, the opportunity to fill vacant positions. Positions offered soldiers may not have a maximum military duty grade which 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 who are in overgrade status one year after the effective dates established by NGB-ARP will be reduced to the authorized military grade of the manning document position or be separated from the AGR program.**

**AIR PPP:**

AGR personnel who become over grade to their manning document assignment will be placed into the Priority Placement Program effective the same date as the action which caused them to become over grade, for a period not to exceed two years. Officers who are selected for (Reserve Officers Personnel Act) ROPA promotion will be placed into the program on the release date of the ROPA list if it places them over grade in their manning document position.

Reference: ANGI 36-101, ANGI 36-2101, NGR 600-5

POC: AGR Manager

**3-4 LATERAL REASSIGNMENT/TRANSFER**

This procedure is an optional means of filling positions within the AGR force. Commanders have the authority to transfer AGR personnel 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 reduction). 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. AGR personnel may be reassigned without consent and without geographical limitations within the boundaries of Georgia to meet the needs of the service. If the AGR refuses a reassignment, action can be initiated to separate the individual from the National Guard and 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)

Reference: ANGI 36-101, NGR (AR) 600-5, ANGI 36-2101, AR 135-18  
POC: AGR NCOIC/HRO Remote

### ***3-5 TEMPORARY AGR FILLS (AIR ONLY)***

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. If a temporary tour is projected to exceed 139 days, coordination must be made with the HRO. Temporary tours are not required to be announced through advertising and may be terminated at any time by the commander.

Reference: ANGI 36-101  
POC: Staffing NCO/HRO Remote

### ***3-6 ENLISTED PROMOTION SYSTEM (EPS) (ARMY NATIONAL GUARD – ONLY).***

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.

The AGR office will coordinate with DCS-PA-EMT prior to announcing AGR positions to clear the applicable EPS lists and ensure the selection of soldiers through EPS. Each soldier on the EPS list provided to the AGR Office will be contacted in sequence until a soldier accepts the assignment.

Soldiers who are fully qualified for promotion will be automatically promoted upon assignment. If a controlled grade is required for promotion, the soldier will be automatically placed on the controlled grade list. Commanders are not required to request controlled grades.

Reference: NGR 600-200, DCS-PA SOP #1  
POC: AGR NCOIC

### **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 PROMOTIONS:**

Army AGRs cannot be promoted above the grade authorized for the position held 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 PROMOTIONS:**

Air AGRs cannot be promoted above the grade authorized for the position held on the Extended Unit Manning Document (EUMD), even though the Unit Manning Document may call for a higher grade. The maximum grade allowed is dictated by the EUMD. Local changes cannot alter the maximum grade on the EUMD.

## **IMPORTANT PROMOTION FACTORS:**

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

- 1. Needs of the Guard:** The needs of the Georgia 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 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. The reverse is also true.
- 2. NCO Qualification:** NCO qualifications may be improved by keeping physically fit, improving military and civilian education levels, and seeking tough leadership positions.
- 3. Personnel File Accuracy:** 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 (Officers) current and check it for quality, and ensure evaluation reports (NCOERS / OERS) are current.

Reference: NGR (AR) 600-200, NGR (AR) 600-100, ANGI 36-101

## **3-8 DETAILS AND ASSIGNMENT CONSTRAINTS**

AGR personnel may be detailed outside of their assigned MOS/AFSC by their commander. Details may not exceed 139 days duration. Supervisors need to take any extended details into account when rendering a performance evaluation.

Family members of AGR personnel 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.

POC: AGR NCOIC

### **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.

#### **ARMY TOUR CONTINUATION:**

AGR personnel records are reviewed by a Tour Continuation Board at least six months prior to the end of the initial tour. The HRO-AGR will notify the soldiers when to forward records to HRO-AGR for review. When notified, individuals should review their records to ensure that all information for review is accurate and current. The primary responsibility for completing this review and determining whether the personnel file 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 AGR extension of military service must be attached to the request for tour continuation. The ETS date must agree with the tour end date.

#### **AIR TOUR CONTINUATION:**

Initial tours for Air Guard AGR personnel will be for at least 2 but not more than 4 years. Prior to the completion of their initial AGR tour, an individual will be afforded the opportunity to request selection for a follow-on tour of 1 to 6 years. Upon application, the individual's commander will review their conduct and duty performance records. If approved, coordination will be made with the servicing HRO Remote for orders preparation. If the commander decides to deny the follow-on tour request and the AGR is not retirement eligible, then involuntary separation procedures must be utilized. Upon reaching 20 years of active service, AGR personnel will be reviewed by the Selection Retention Board who will provide recommendations to the Assistant Adjutant General, Air (ATAG). The final decision on whether to continue an individual with more than 20 years of active service will be at the discretion of the ATAG.

Reference: AR 600-5, ANGI 36-101  
POC:AGR Manager /HRO Remote

### **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 Georgia Guard is only allotted a certain number of these authorizations. Controlled grades are 04 and above for officer, E8 and above for enlisted. Each service has established procedures for how these controlled grades will be apportioned. Specific guidance can be obtained from the HRO or HRO Remote.

Reference: NBG Yearly Controlled Grade Guidance Memorandums

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

#### **AIR: APPRAISALS –**

All AGR personnel will have periodic appraisals rendered on at least an annual basis. Officers will have Officer Performance Reports (OPRs) rendered as required by AFI 36-2402, Officer Evaluation System. Enlisted personnel will be rated according to the procedures established in ANGR 39-62, Enlisted Performance Appraisal. Supervisors will counsel AGR members on their performance at least annually.

#### **ARMY: EVALUATION REPORTS –**

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 36-2402, ANGR 39-62

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

#### **MILITARY EDUCATION**

At present, MOSQ/AOC/AFSC is the only education requirement for AGR tour continuation. All AGR soldiers 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. Air AGR personnel must progress in training to a skill level compatible with their EUMD assignment. 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.

## **NGPEC**

The National Guard Professional Education Center (NGPEC). Attendance at NGPEC for your related position, i.e., Readiness NCO/NCOIC, Training NCO, Supply NCO or Admin NCO may not be mandatory; however, it is HIGHLY recommended. This training is designed to enhance capabilities to perform the day-to-day requirements of most AGR duty positions. HRO-EDS (Employee Development) provides a listing of available courses each training year as well as updates as they occur. New hires are strongly encouraged to schedule their job-specific PEC courses at the time of in-processing, per PEC SOP memorandum.

## **CIVILIAN EDUCATION**

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 Oglethorpe Armory, Ellenwood, GA COMM 404-675-5303, DSN 338-5303.

Reference: AFI 35-2202, AFI 2101

POC: Staffing NCO

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## 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.

### **4-2 VOLUNTARY SEPARATIONS**

Personnel may request early release from the AGR program by submitting a written request through channels to HRO-AGR, at least 45 days in advance of requested separation date. The request must state the individual's intentions regarding their M-day status with assigned unit. Under no circumstances will the request itself constitute termination. If approved, the HRO-AGR office will coordinate with all concerned and issue appropriate orders. Termination of AGR status does not affect the remaining Georgia Guard enlistment contract. Unless specifically requested and granted, individuals will continue to perform IDT drills with their unit of assignment after termination of AGR status. Once separated from an AGR tour, an individual is ineligible for another AGR tour for a period of one year. This requirement may be waived only by NGB.

References: NGR 600-5, ANGI 36-101  
 POC: AGR NCOIC/HRO Remote

### **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. The recommendation must be referred to the individual for rebuttal. A period of 30 days is ordinarily allowed to prepare and submit a rebuttal.

## **ARMY SEPARATION:**

The recommendation and rebuttal are forwarded through command channels HRO-AGR, and then forwarded to the Adjutant General for 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 SEPARATION:**

All documentation relating to the separation is processed through the chain of command to the servicing MPF, and then forwarded to the Adjutant General for final decision. 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, NGR (AR) 600-5. POC: AGR Manager /HRO Remote

## **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 (Army)**
- 3. Twice non-selected for promotion by mandatory consideration board or by a reserve officer promotion board.**
- 4. Non-selection by the selective retention board.**

## B. ENLISTED PROVISIONS

1. **At age 60**
2. **At Mandatory Retirement Date or Mandatory Separation Date.**

## C. OFFICER AND ENLISTED PROVISIONS

1. **Failure to obtain, or loss of, required security clearance.**
2. **Conviction by civilian or military authorities for an offense that disqualifies the individual for retention.**
3. **Removal from Active Reserve status (i.e. transferred to Inactive Ready Reserve or does not maintain GA NG membership).**
4. **Failure to meet MOS or AFSC qualification standards.**

Reference: NGR 600-100, NGR 600-101, NGR 600-200, NGR 635-100, ANGI 36-101.

POC: Services NCO/HRO Remote

## **4-5 RETIREMENT**

a. Personnel 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, an individual 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). Individuals 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, personnel 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.

d. The AGR soldier will schedule retirement physical examinations at a qualified federal facility no earlier than four months or later than one month prior to an individual's retirement date. If the individual had a physical within the last five (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 one is completed within the required time frame (5 years), another is not necessary but may be advisable if undocumented, service-connected disabilities may have occurred.

e. Personnel must attend a pre-retirement briefing at the designated Separation Transfer Point (STP) 12 to 24 months prior to retirement. Attendance by spouses is not mandatory but strongly encouraged. Army personnel can choose to attend the briefing at Fort McPherson, Fort Benning, Fort Gordon or Fort Stewart. It is also advisable to attend the HRO sponsored AGR retirement planning seminar. Additional and/or updated retirement instructions can be found at the HRO web site: <http://www.gahro.com> .

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

POC: Services NCO/HRO Remote

#### **4-6 MEDICAL DISABILITY/SEVERANCE PAY**

AGR personnel separated from active duty for service related injuries or diseases 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 if they are potentially eligible for medical disability separation.

References: ANGI 36-3203, AR 635-40

POC: Services NCO

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

a. **Army:** Upon notification of approval for separation, an outprocessing packet will be mailed to your unit. This packet has a suspense date and must be completed and returned to the HRO-AGR by that date. **Air:** Outprocessing will be coordinated and handled by the servicing Military Personnel Office.

- b. Final pay will be made via Electronic Funds Transfer (EFT). This final process will 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:** HRO-AGR Office will issue the DD Form 214 (Certificate of Release or Discharge from Active Duty.) **If separation is due to a medical disability or retirement, the transition point prepares your DD Form 214.** **Air:** The DD 214 will be issued by the individual's servicing Military Personnel Flight.
- e. Upon completion of out-processing, AGRs must turn-in all ID cards associated with the AGR program (military and dependent) to HRO-AGR or the servicing base Military Personnel Flight. In cases of stolen IDs, you must provide a copy of a Police Report that explains when and where the ID card(s) were stolen. The DD Form 214 will not be released until all ID cards and checklist are returned. In cases of lost IDs, AGRs must sign a statement.
- 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. (Air) 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 will 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 does not provide dental/eye care unless it's a result of a disability or service related injury.**

References: 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

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

a. Personnel who are involuntarily separated, and have served six (6) 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 which warrant payment of separation pay are:

- |   |
|---|
| <ol style="list-style-type: none"><li><b>1. Failure on Weight Control Program (5%)</b></li><li><b>2. Board action (i.e. QRB, etc) (10%)</b></li></ol> |
|---|

b. If the individual 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. Personnel 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

## CHAPTER 5 – PAY AND LEAVE

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

### 5-1 PAY PROCESSES

#### ARMY PROCESS:

AGR personnel are paid through Defense Joint Military Pay System (DJMS) of the Defense Finance and Accounting Office, Indianapolis, IN (DFAS-IN). Pay inquiries should be directed to the Military Pay NCO, HRO-AGR.

#### AIR PROCESS:

AGR personnel should direct any pay inquiries to their base Military Finance Office. Satellite units will contact their host base.

#### 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, a document must be received and input three days after the first of the month. For an action to take effect for an End-of-Month pay, a document must be received and input three days after mid-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).

POC: Military Pay NCO, HRO-AGR; web site: <http://www.gahro.com>

## **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 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 SF 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 rules apply. Contact the base Military Finance Office for specific procedures.

Reference: DFAS Reg. 37-1

POC: AGR Pay NCO/HRO Remote

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

### **A. 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).

### **B. 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's or airman's housing and utility expenses. An AGR is authorized to live in government quarters. 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. Air AGRs: Contact your base Military Finance Office for change procedures. The amount of BAH received is based on grade, dependency status, and duty location zip code.

**C. 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. For enlisted personnel, BAS entitlement is a daily rate, for officers, BAS is one flat monthly rate for all commissioned grades.

**D. 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. The current rate is \$100 per 30-day period. Partial months (after first 30 days) are prorated by 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 Base Finance Office to qualify for this payment.

**E. CLOTHING ALLOWANCE:**

**Army:** Clothing allowance for enlisted soldiers is paid annually during their anniversary month. Officers receive a limited clothing allowance during their first six (6) months on tour; however, you must request it. Use FBH Form 19-1-68. The form can be obtained from the AGR Office. **Air:** 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).

## F. SPECIAL/INCENTIVE PAYS:

AGR personnel 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 soldiers 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 pay (SDAP), incentive pay, and bonuses are paid to members who serve in critical skills or special assignments. Examples are Recruiters and Retention NCOs. NOTE: Air AGR personnel are eligible for special pay, but not incentives or bonuses.**

## G. 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 Travel Regulations. Specific amounts are determined from the DD Form 1351-2 (Travel Voucher), which **Army** AGRs must submit to USP&FO no later than five (5) days after completion of travel. Also, entitlement to a Family Separation Allowance arises when on TDY over 30 days. **Air:** Submit all travel claims to your Base Finance Office.

Reference: DFAS Regulation 37-1. POC: AGR Pay NCO/HRO Remote

## **5-4 ALLOTMENTS**

An AGR is entitled to make allotments from monthly pay. The total allotments cannot exceed the amount of base pay and BAH after taxes and other authorized deductions (SGLI, dental insurance). Voluntary allotments of military pay and allowances of service members in active military service are limited to discretionary and non-discretionary allotments.

### **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 and Relief Organizations**
- **\*\* Any debt owed to the government**
- **\*\* 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 Remote

**5-5 PAY INQUIRIES**

**Army:** The HRO-AGR will assist individuals with pay problems when necessary. Most pay problems can be corrected, when HRO-AGR contacts the Military Exam Branch, USPFO for Georgia. **Air:** Contact your base Military Finance Office for assistance and inquiries.

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

a. **Army and Air:** AGR personnel 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. **Army and Air:** 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 (and elected) 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.

c. **Spousal Coverage:** You may obtain up to \$100,000 of SGLI coverage for your spouse in increments of \$10,000 not to exceed your coverage. Each dependent child under age 18 is automatically covered under family insurance in the amount of \$10,000. In addition, children between 18 and 23 are covered if they are full-time students. Listed below are monthly spousal premiums based on age insured amount:

Amount of Insurance	Age of Spouse				
	34 & Below	35-44	45-49	50-54	55 & Over
\$100,000	\$9.00	\$13.00	\$20.00	\$32.00	\$55.00
\$90,000	\$8.10	\$11.70	\$18.00	\$28.80	\$49.50
\$80,000	\$7.20	\$10.40	\$16.00	\$25.60	\$44.00
\$70,000	\$6.30	\$9.10	\$14.00	\$22.40	\$38.50
\$60,000	\$5.40	\$7.80	\$12.00	\$19.20	\$33.00
\$50,000	\$4.50	\$6.50	\$10.00	\$16.00	\$27.50
\$40,000	\$3.60	\$5.20	\$8.00	\$12.80	\$22.00
\$30,000	\$2.70	\$3.90	\$6.00	\$9.60	\$16.50
\$20,000	\$1.80	\$2.60	\$4.00	\$6.40	\$11.00
\$10,000	\$0.90	\$1.30	\$2.00	\$3.20	\$5.50

POC: AGR Pay NCO/HRO Remote

## 5-7 COMMONLY USED PAY DOCUMENTS

**Army:** Following is a list of the most commonly used pay documents. Please contact the AGR Military Pay Examiner with any questions concerning their preparation. **Air:** The Air Force uses many forms that are the equivalent of the DA Forms listed below. The DD forms are standard across services. Consult your base Military Finance Office for specific instructions.

Commonly Used Pay Documents (*cont'd*)-

- **DA Form 3685 (JUMPS - JSS Pay Elections)**
- **DA Form 5960 (Authorization to Start, Stop, or Change BAH)**
- **DA Form 4187 (Recoup BAS - Enlisted)**
- **DA Form 4187 (Recoup BAS - Officer)**
- **Form 4187 (Start BAS)**
- **DA Form 4187 (Advance Pay of BAH) used in conjunction with a household move only**
- **DA Form 4187 (Payment of Accrued Leave)**
- **DA Form 1351-2 (Request for Advance DLA)**
- **DD Form 1561 (Statement to Substantiate Payment of Family Sep. Allowance)**
- **DD Form 2058 (State of Legal Residence Certificate)**
- **DD Form 2494 (Uniformed Services Active Duty Dependent Dental Plan (DDP) Enrollment)**
- **DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active duty or Retired Personnel)**
- **DD Form 2559 (Savings Bond Allotment Authorization/Active Duty or Retired Pay)**
- **DD Form 2560 (Advance Pay) used in conjunction with a household move only DD Form 2660 (Statement of Claimant Req. Recertified check)**
- **SF Form II99A (Direct Deposit Sign-Up Form)**
- **FBH Form 19-1-68 (Payment of Uniform Allowance-Officer Personnel)**
- **Form W4 (For Federal and State Taxes)**
- **DA Form 31 (Leave, Permissive TDY, Pass)**

Reference: DOD 7000.14-R, JFTR Vol. 1, JTR Vol. 2, NGB Pam 600-15, AR 37-104-3

POC: AGR Pay NCO/HRO Remote

## **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 soldier 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. AR 600-8-10 defines leave policy and administrative procedures applicable to the Georgia Army National Guard. Air National Guard members should refer to AFI 36-3003 and individual base policies for 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.

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

POC: AGR Pay NCO/HRO Remote

### **5-9 PROCEDURES AND RESPONSIBILITIES FOR LEAVE ADMINISTRATION.**

a. To request leave AGR personnel must initiate and submit a DA Form 31 (Army) or AF Form 988 (Air) to their full-time supervisor for approval and signature. Personnel should retain the individual's copy (#2) of the approved leave form to keep with them during the period of leave. The immediate supervisor will approve or deny requests for leave. If the leave request is approved, the supervisor will complete the form and hold for further processing. If the request is disapproved, the supervisor will provide a brief written explanation on the form and return it to the requesting AGR.

b. When an individual departs for leave, the supervisor will annotate the departure date and time and forward the form to the appropriate office. Army: The DA Form 31 should be sent to the Battalion Administrative Officer (AO), or next higher Headquarters AO (or full-time individual designated to act for the AO). This office will retain copy of the DA Form 31 as a supervisory record.

The immediate supervisor will report the return to duty date to the Battalion AO, or higher HQ AO (as required). The Battalion or higher HQ Administrative Officer will annotate the return date and time and forward the completed DA Form 31 to the AGR Pay NCO at USPFO for processing through military pay. Air: AGR personnel will submit AF Form 988 to their immediate supervisor for approval and signature. The form will then be transmitted by the supervisor to the servicing MPF for action.

c. AGR personnel intending to travel out of country need a Leave Control Number (LCN) This LCN is obtained by submitting the supervisor coordinated DA Form 31 to the HRO-AGR or MPF office for coordination and assignment of a control number. The leave form must include the following: (1) Date of birth/place of birth; (2) Country(s) to be visited; (3) Date, point, and means of entry; (4) Purpose and length of visit; (5) Point of Contact address and telephone number, if possible; and (6) Date, point, and means of departure. NOTE: Space A flight dispatch, overseas military vacation and housing coordination, and some airlines require an LCN on the leave form. The majority of leave that is taken within Georgia does not require a LCN on the individual's copy.

Reference: AR 600-8-10, ANGI 36-101  
POC: AGR Pay NCO/ HRO Remote

### **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 Guard AGRs should also coordinate with their Base Medical Clinics for local guidelines.

POC: AGR Manager

### **5-11 MATERNITY LEAVE**

This leave can be granted for up to six weeks of convalescence for female AGR personnel after the successful conclusion of their pregnancy.

This six-week period may be extended with the recommendation and justification of the individual's doctor and approval from NGB-HS for Army AGR and to the Base Medical Clinic for Air AGR personnel.

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

POC: AGR Pay NCO/ HRO Remote

## **5-12 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, i.e. IAW ordinary leave regulation and policies, 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

POC: AGR Pay NCO/HRO Remote

## **5-13 PASSES**

A special pass is leave time provided as non-chargeable time-off, granted by the immediate full-time supervisor. A special pass will not exceed 72 hours in length. Passes should only be granted if an individual's performance or arduous duty merits approval of additional time-off. For **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. **Air** AGRs will utilize the DD345.

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

### **5-14 CHARGEABLE LEAVE**

Includes ordinary, 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

### **5-15 LEAVE ACCRUAL**

Leave accrues at a rate of 2.5 days per month. Leave cannot be taken in half day or hourly increments. AGR personnel can only carry over 60 days of accrued leave at the start of a new fiscal year (1 October). Any leave exceeding 60 days is normally forfeited absent compelling circumstances beyond the individual's control.

Reference: AR 600-8-10, 1 Jul 94, Leaves and Passes. NGR (AR) 600-5, AFI 36-3003.

POC: AGR Pay NCO/ HRO Remote

### **5-16 ABSENT WITHOUT LEAVE (AWOL)**

AWOL is any period of time an individual is absent from their duty station without their supervisor's knowledge. An individual is considered AWOL when they have not reported for a period of 24 hours. AWOL time is counted as lost time and is measured in 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 battalion 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 by telephone the AWOL status to the Commander. The OIC must submit a change of duty status report on AF Form 2096 to change status from duty to AWOL effective the beginning of the AWOL period.

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

POC: AGR NCOIC/HRO Remote

### **5-17 PERMISSIVE TDY**

Permissive TDY is performed at no expense to the government and is not charged as leave to the soldier/airman. The activity must be semi-official in nature and beneficial for service. The activity must not be a requirement of assigned military duties. An example would be to go on a house-hunting trip as a result of PCS orders to a new location. **Army:** Request for Permissive TDY is submitted by the soldier on a DA Form 31, IAW 630-5 and AR 600-8-10 and forwarded to HRO-AGR. **Air:** A request for permissive TDY is submitted on AF Form 988 and forwarded to the base Military Finance Office.

Reference: AR 600-8-10, AFI 36-3003  
POC: AGR Pay NCO/HRO Remote

### **5-18 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 NCOIC /HRO Remote

### **5-19 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

## **5-20 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 banks, credit card companies, retail establishments and child/spousal support obligations.

In order for an AGR soldier'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.

References: 42 U.S.C. 659, 5 U.S.C. 5520, AFI 36-2906, 5 CFR Part 581, 32 CFR Parts 112, 113, 513  
POC: AGR Manager/SJA

## **5-21 GOVERNMENT ISSUED CREDIT CARDS**

During the course of duty, AGR soldiers are often required to travel on temporary duty. To facilitate this official government travel they obtain credit cards for payment of gas, meals, lodging and other approved expenses. These cards are intended for the sole purpose of being used for government travel; they are not for personal use. Use of these cards for other than authorized purposes could result in disciplinary action.

Soldiers using government travel 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/airman is delinquent in making payment on the card, the government may 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.

References: Travel and Transportation Reform Act of 1998  
POC: AGR Manager/Comptroller Office

**CHAPTER 6 –MEDICAL CARE**

6-1 TRICARE: The Basics	6-2 TRICARE Prime	6-3 TRICARE Extra
6-4 TRICARE Standard	6-5 DEERS – Def Enroll Eligibility Sys	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)	

**6-1 TRICARE: THE BASICS**

Rapidly rising health care costs and the closure of military bases, along with their hospitals, require that the military find new ways to provide health care. TRICARE is the Department of Defense's response to this challenge. TRICARE is the medical program for active duty 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 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. Our Lead Agent is located at Ft. McPherson. TRICARE offers beneficiaries three choices for their health care: TRICARE Standard, a fee-for-service option that is the same as CHAMPUS; TRICARE Extra, a preferred provider option that saves money over Standard; and TRICARE Prime, where Military Treatment Facilities (MTFs) and civilian network providers are the principal source of health care. The main challenge for most is deciding which TRICARE option—Prime, Extra or Standard—is best for them. Enrollment is only required for TRICARE Prime. There are no enrollment fees for active duty families in TRICARE Prime.

If your dependents have other primary health care insurance, TRICARE Prime may not be your best option. However, all active duty personnel are required to enroll in TRICARE Prime.

Whatever the individual's medical situation, Health Benefits Advisors are available at the local TRICARE Service Center or military treatment facility to help decide which option is best.

Reference: DOD TRICARE Website: <http://www.tricare.osd.mil/>

POC: AGR Health Services NCO

## **6-2 TRICARE PRIME**

While required for AGR personnel, TRICARE prime is a voluntary enrollment option for dependents that's much like a civilian health maintenance organization (HMO). If the AGR lives in an area where TRICARE Prime is offered, and decides to get care through TRICARE Prime, enrollment is for a year at a time. AGRs will normally receive care from within the Prime network of civilian and military providers. AGRs must complete an enrollment form and choose a primary care manager. Their families must take action if they want to enroll. Enrollment of newborns and newly adopted children in TRICARE Prime is automatic if another family member is enrolled (unless the sponsor specifies otherwise)—but the children must be registered in DEERS (the Defense Enrollment Eligibility Reporting System) before their enrollment in TRICARE Prime becomes effective.

AGR personnel and their families are not required to pay an annual enrollment fee nor file claims when using TRICARE Prime network providers. Covered services will be like those of TRICARE Standard (formerly called CHAMPUS), plus additional preventive and primary care services. For example, physical screenings are covered at no charge under TRICARE Prime, but are not covered under the other two health care options, TRICARE Extra and TRICARE Standard.

Each AGR will choose or will be assigned, a "primary care manager" (PCM), from whom they get most of their routine health care. The PCM will manage all aspects of care, including referrals to specialists, with the help of the local health care finder (HCF). Remember: the PCM and HCF must arrange for a referral when required, before the AGR gets specialized care.

Dependents also have what's called a "point-of-service" (POS) option. This means that they can choose to get non-emergency services without a referral from their primary care physician. However, if they decide to get care under the POS option, there's an annual deductible of \$300 for an individual or \$600 for a family. After the deductible is satisfied, the cost-share for POS care will be 50 percent of the TRICARE allowable charge.

They may also have to pay an additional charge by non-network providers—up to 15 percent above the allowable charge. Payment of the entire bill by the AGR may be required when service is received. Reimbursement of the government's share of the costs would occur at a later date once a claim is filed. If the AGR receives unauthorized specialty care (even from a network provider) or care from a non-network provider, any claim for payment may be denied and the individual will be personally responsible for the bill. The only exception would be in emergency situations.

#### **ADVANTAGES OF PRIME:**

- **No enrollment fee for active duty & family**
- **Small fee per visit to civilian providers and no fee for active duty members**
- **No balance billing**
- **Guaranteed appointments (access standards)**
- **Primary care manager supervises and coordinates care**
- **Away-from-home emergency coverage**
- **Point-of-Service option**
- **Disadvantages**
- **Provider choice limited**
- **Specialty care by referral only**
- **Not universally available**

POC: AGR Health Services NCO

### **6-3 TRICARE EXTRA**

Under this option, the AGR doesn't have to enroll, or pay an annual fee. They can seek care from a provider who is part of the TRICARE network, and get a discount on services, and pay reduced cost-shares (five percent below those of TRICARE Standard) in most cases. They will not have to file any claims when using network providers. They will have to meet the normal annual outpatient deductible (\$50 for one person or \$100 for a family, for AGRs pay grades E-4 or below; or \$150 for one person, and \$300 for a family, for all other eligible persons), as you would under TRICARE Standard.

You may find a network provider by using the Anthem Alliance directory or web page ([www.anthemalliance.com](http://www.anthemalliance.com)), contacting a health care finder through the TRICARE Service Center (800-941-4501), or contacting the AGR office. An AGR can still use a military medical facility when space is available.

**ADVANTAGES:**

- **Co-payment 5% less than STANDARD**
- **No balance billing**
- **No enrollment fee**
- **No deductible when using retail pharmacy network**
- **No forms to file**
- **May use TRICARE Standard**
- **Disadvantages**
- **No Primary Care Manager**
- **Provide choice is limited**
- **Patient pays:**
- **Deductible**
- **Co-payment**
- **Non-availability statement for civilian inpatients may be required for MTF areas**
- **Not universally available**

POC: AGR Health Services NCO

## **6-4 TRICARE STANDARD**

This option is what used to be known as CHAMPUS. The name change doesn't change the benefits or how they are used. TRICARE Standard pays a share of the cost of covered health services that are obtained from a non-network civilian health care provider. There's no enrollment in TRICARE Standard. The annual deductibles, cost-shares and benefits are the same as they were for CHAMPUS. Under this option, the AGR has the most freedom to choose a provider of care—but the costs will be higher than with the other two TRICARE options. Also, the AGR may have to file their own claim forms—and perhaps pay a little more for the care (up to 15 percent more than the allowable charge) if the chosen provider doesn't participate in TRICARE Standard.

If the provider does participate, he or she agrees to accept the TRICARE Standard allowable charge as the full fee for the care received, and will file the claims for the patient.

To use TRICARE Standard, a physician or other TRICARE-authorized provider of care must be selected. Ask the provider if he or she participates in TRICARE Standard or accepts the TRICARE/CHAMPUS rate as payment in full. Of course, use of a nearby military hospital or clinic is permissible, if they have the capacity to provide service.

**ADVANTAGES:**

- **Broadest choice of providers**
- **Widely available**
- **No enrollment fee**
- **May use TRICARE Extra**
- **Disadvantages:**
- **No Primary Care Manager**
- **Patient pays:**
- **Deductible**
- **Co-payment**
- **Balance if bill exceeds allowable charge and Provider is non-participating (up to 15% additional)**
- **Non-availability statement for civilian inpatient care may be required for MTF areas**

Reference: DOD TRICARE Website: <http://www.tricare.osd.mil/>  
POC: AGR Health Services NCO

**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 covered by TRICARE. The Defense Department uses DEERS to check those who are eligible for TRICARE health care benefits. The DEER 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 TRICARE 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. Addresses can be updated in DEERS through the TRICARE website ([www.tricare.osd.mil](http://www.tricare.osd.mil)).

When military sponsors do not update the DEERS files, problems can arise. For example, TRICARE 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 the DEERS files are incorrect because the sponsor did not update the DEERS file when a family moved. So, the information goes to the wrong address, and the family may never receive it.

It also causes problems when a military sponsor gets married, divorced, has a child, adopts a child, etc., and doesn't notify DEERS about the change. Claims for health care under TRICARE may be denied because the DEERS files were not updated by the sponsor, and have no record of a new spouse or a child. Or, a claim may be paid by mistake because there was no record in DEERS of a divorce or death, or by regaining 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., at one of the following toll-free telephone numbers 1-800-344-4162 (California only); 1-800-527-5602 (Alaska or Hawaii); or 1-800-538-9552 (all others). 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  
POC: AGR Pay NCO

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

All AGR personnel must select a TRICARE network provider or nearest MTF, then complete and submit the enrollment form. All routine medical care must be obtained from the PCM, a TRICARE network provider or MTF unless there are not providers within 50 miles of the AGR's duty station or the HOR.

Routine specialty care requires a referral from the PCM, who will in turn contact TRICARE for prior authorization. The AGR must obtain a control number from the AGR office or the HRO Remote prior to all appointments, except at a MTF. If the appointment is for specialty care or surgery, then the TRICARE authorization number must be obtained from the PCM prior to calling for the control number.

POC: AGR Health Services NCO

## **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, cardiovascular accidents 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", the 24-hour Ask-A-Nurse at TRICARE (800-941-4501) should be contacted. The nurse will take medical information and determine if it is an emergency or urgent care.

AGR personnel are still required to obtain a control number for emergency visits. The AGR or someone from their unit, must contact the AGR office within 24 hours or on the first business day following the emergency. Since TRICARE cards are not required for AGR personnel, use of the military ID card for insurance care is recommended in addition to informing the clerk of TRICARE coverage. If admitted to the hospital due to the emergency, the unit POC must provide the name, city and phone number of the hospital along with the AGRs information and reason for hospitalization. The AGR Health System Specialist (HSS) will contact the hospital to ensure coordination with TRICARE has been made and obtain patient status. The AGR HSS will report any condition updates to the individual's Administrative Officer during emergency hospitalization. A Line of Duty investigation (LOD) must be initiated for AGR personnel requiring emergency medical care. The Military Medical Support Office (MMSO) will coordinate with the hospital and determine if the AGR should be moved to a MTF, if follow-up evaluations at a MTF are necessary, or if the case requires a medical evaluation board. Medical personnel control the determination of patient transfer from a civilian hospital to a MTF.

POC: AGR Health Services NCO

## **6-8 CIVILIAN HOSPITALIZATION**

In order to obtain civilian hospitalization, the PCM or specialist must contact TRICARE for prior authorization. TRICARE is the approving authority for scheduled hospitalizations. Upon approval, TRICARE will issue an authorization number to the PCM or specialist. Contact must be made with the AGR office for a control number prior to any scheduled hospitalizations. The TRICARE authorization number must be provided when obtaining the control number.

POC: AGR Health Services NCO

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

AGR personnel may use any military treatment facility. Military identification or DEERS verification is required before treatment. The health record should be hand carried to the MTF. Ensure documentation of treatment is entered in the file and returned to the record custodian. Records should not be left at the MTF.

If the AGR is using a network PCM and need/want to see a specialist at the MTF, a referral from the PCM is still required. The PCM must contact TRICARE to coordinate a referral. If the PCM is the MTF, then the AGR will go through the Primary Care Clinic for referral to a specialist.

POC: AGR Health Services NCO

## **6-10 DENTAL CARE**

AGR personnel have the option of receiving dental care by a military dental clinic, VA clinic or through a civilian dentist of choice. 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. Any special dental care beyond these services will require prior authorization from the individual's service POC. All AGR personnel are required to have an annual dental examination.

### **ARMY CONTROL NUMBERS:**

Once the individual schedules their appointment, they must contact the AGR office for a control number prior to receiving the dental care.

### **AIR CONTROL NUMBERS:**

Control numbers should be obtained from the servicing MPF.

Dependents can obtain Family Member Dental Plan (FMDP) coverage through their AGR sponsor for a minimal monthly fee deducted from the individual's pay. In order to obtain this coverage the sponsor must complete a DD Form 2494 or DD Form 2294-1 and submit through their servicing HRO office. Processing time is approximately 30 days before the first monthly premium is deducted from the sponsor's pay. Personnel should be aware that a period of delay could be encountered by the Dental Plan in receiving dependent verification from DEERS. As a general rule, dependent dental care should be postponed until the first premium deduction is verified to prevent the claim from being rejected.

Family members may use any civilian dentist of their choice; however, additional savings will be realized if the dentist participates in the United Concordia FMDP. Additionally, participating dentists are required to submit any claim paperwork directly, thereby saving on unnecessary paperwork. Any questions regarding the FMDP can be made toll-free to United Concordia at 1-800-866-8499 (main) or 1-888-622-2256 (enrollment and billing) or by visiting the website at <http://www.ucci.com>.

Reference: Tricare Information Pamphlet FMDP23

POC: AGR Health Services NCO

## **6-11 PRESCRIPTIONS**

AGR personnel may use any of the following prescription services:

### **TRICARE NETWORK PHARMACY**

To obtain a listing of pharmacies, contact the AGR office or Tricare (800-941-4501) or search the Anthem Alliance web site (<http://www.anthemalliance.com>) for pharmacies in the Heartland Region.

## **NATIONAL MAIL ORDER PHARMACY PROGRAM (NMOPP)**

This program is managed by Merck-Medco. You should use the NMOPP 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 NMOPP, your doctor may fax your prescription to Merck-Medco (see Appendix G) or you may mail your prescription. For mailing instructions, refer to the web site - <http://www.merck-medco.com> , or call 800-903-4680.

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

ADSMs within the catchment area must use the MTF for all prescriptions. ADSMs outside the catchment area may use an MTF for prescription services, even if a civilian provider issued the prescription.

Reference: Appendix G

POC: AGR Health Services NCO

## **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 duties in a worldwide environment. Profiles can either be temporary or permanent. A copy of all temporary profiles must be submitted to the AGR office or base MPF. 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 two active duty military physicians. The profile and all documentation must be submitted to the AGR office or servicing MPF with a cover letter from the unit commander describing the individual's job and duty performance. The permanent profile will then be forwarded to NGB for approval.

Reference: AR 40-3, AFI 36-3212

POC: AGR Health Services NCO

## **6-13 PHYSICAL PERFORMANCE EVALUATION SYSTEM (ARMY)**

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

### **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 AGR Office 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 HRO. See DoDD 6490.1 for further guidance on command directed Mental Health Evaluations.

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

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 primary MOS. 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 Georgia 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 40-3, AR 600-60, AFI 36-3212, AFI 48-123  
POC: AGR Health Services NCO/HRO Remote

### **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 Georgia Air National Guard to process the individual for discharge.

Reference: AFI 41-115, AFI 41-120

POC: AGR Health Services NCO

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## 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 Non-Judicial Punishment (Art 15)	7-8 Courts-Martial	7-9 Restraint/Confinement
7-10 Arrest by Civilian Authorities	7-11 Legal Assistance	

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

Jurisdiction is the term, which defines a commander's authority to take disciplinary action. AGR soldiers are considered to be under the jurisdiction of the Georgia Code of Military Justice (GCMJ) when they are in their usual Title 32 duty status. As is the case with traditional Guard soldiers, this jurisdiction can change to the Uniform Code of Military Justice when the soldier 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 soldiers are subject to 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 Georgia Guard will defer to civilian authorities. There are however, some offenses which are uniquely military (AWOL, insubordination, disobeying orders) in which the chain of command will take exclusive action.

If an AGR soldier 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 an Article 15, 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 soldier 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.

References: Georgia Military Code 38-2-322, ANGI 36-101, AR 600-20  
 POC: AGR Manager

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

The underlying philosophy towards discipline within the Georgia National Guard is that any misconduct should be resolved at the lowest appropriate level. The purpose of discipline is to get the soldier's or airman'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. Admonitions and reprimands can be included as punishment under Article 15 or as an administrative measure to document the soldier's file.

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

A reprimand 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. It should be in writing and made part of the personnel file. Unless it is part of an Article 15, it can be later withdrawn if the commander determines that the soldier's subsequent misconduct warrants it.

Prior to issuing an admonition or reprimand, coordination must be made with the HRO. Assistance in drafting and procedural guidelines can also be obtained from that office.

References: AFI 36-2907, AR 600-37

POC: AGR Manager

## **7-3 INVOLUNTARY SEPARATION**

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 adequately 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. In summary, the individual is served with written notice of the proposed action as well as copies of the evidence being used to support it. The individual is then allowed 15 days (which can be extended upon request) to consult with a JAG attorney and prepare a rebuttal / reply to the action. The commander responds to the rebuttal and if he elects to continue the action, forwards the entire package through the chain of command to the Adjutant General for a final decision. Each intermediate level will make a recommendation as to the disposition. AGR personnel may tender a resignation at any time prior to final action by the Adjutant General.

Reference: NGR 600-5, ANGI 36-101

POC: AGR Manager/HRO Remote

#### **7-4 VOLUNTARY SEPARATION**

An individual may voluntarily request separation from the AGR program prior to the scheduled end of their tour. The action is initiated by the individual and is usually based upon personal desire or hardship. The AGR should submit a written request through the chain of command to the Adjutant General for final decision. Intermediate commanders will render a recommendation on the request. The request for early release does not constitute a termination. If approved, HRO-AGR will issue orders 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 individuals Georgia National Guard enlistment contract. AGR personnel will be expected to fulfill the remainder of the contract with their unit of assignment. As a general rule, once an individual is granted an early release, they are ineligible for another Title 32 AGR tour in Georgia for a one year period.

AGR personnel 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. AGR personnel who are being separated may request a separation physical examination prior to release from AGR status. Arrangements can be coordinated through the HRO office.

Reference: NGR(AR) 600-5, ANGI 36-101, AGO Supp. 1 ANGI 36-101  
POC: AGR Manager/HRO Remote

### **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  
Mandatory Retirement Date**
- **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

### ***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 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 process for administrative discharge may require a hearing before a board of officers. This is dependent on the number of years of service and the level of discharge sought. 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 135-178, ANGI 36-3209

POC: AGR Manager/SJA

### ***7-7 NON-JUDICIAL PUNISHMENT (ARTICLE 15)***

One of the most important management tools available to commanders is non-judicial punishment (NJP), which is also known as Article 15. All AGR personnel are subject to a commander's non-judicial punishment jurisdiction.

NJP is designed to handle minor disciplinary infractions in an expeditious but fair manner. Once administered, the Article 15 becomes part of the individual's military personnel records.

Article 15 actions are in written form. They put the individual on notice as to the offense under the GCMJ with which they are charged and the specific facts of the alleged misconduct. Upon receipt, an individual has a number of rights. They must be given a period of time in which to consult with a JAG; they have a right to an informal hearing with the commander prior to a final decision being made on the Article 15, the right to call witnesses and present evidence in their behalf at the hearing; and to appeal the Article 15 to the next higher level commander if they disagree with the decision. It is also the right of AGR personnel to refuse the Article 15 process and demand a trial by court-martial; but AGR personnel should be aware that if convicted by a Summary or Special court-martial, this will disqualify them for further AGR service. The specific rights and procedures should be obtained from your JAG and are detailed in the references.

The type of punishments which can be imposed by an Article 15 are reprimand, reduction in grade, loss of pay, extra duty, withholding of privileges, and in limited circumstances, confinement.

References: Georgia Military Code 38-2-360, AR 27-10, AFI 51-202  
POC: AGR Manager/SJA

## **7-8 COURT-MARTIAL**

The most severe form of disciplinary action that can be initiated against AGR personnel is to have charges drafted and referred to a court-martial. This is the military equivalent of a criminal trial and can result in loss of pay, reduction in rank, and confinement.

There are three types of court-martial: Summary, Special, and General. A Summary Court-Martial is reserved for minor offenses and can impose only light punishment. A Special Court-Martial is generally used for intermediate grade offenses and can impose more severe sentences. A General Court-Martial is reserved for the most serious offenses and can impose the maximum punishments authorized by Georgia law. A conviction by any court-martial will disqualify an individual from further AGR service.

The decision as to what level of court-martial a case should be heard at is the decision of the convening authority. The convening authority ranges from the local commander for Summary Courts-Martial to the Governor for a General Court-Martial. There are a considerable number of legal protections for an accused facing a court-martial, to include the appointment of a free defense counsel who is licensed to practice in Georgia.

As a general rule, only exclusively military offenses are punishable by court-martial. Examples of this would be AWOL, insubordination, and Disobeying Orders. The GMC covers most criminal offenses prohibited by state law (e.g. robbery, rape, murder, etc), but as a practical matter an AGR charged with this type of offense would not be prosecuted by court-martial but by local, state or federal courts for this type of offense. Depending upon the results of the civilian trial, the individual can then be administratively discharged from the Georgia National Guard.

A court-martial is a serious, expensive, and time-consuming action. Commanders will want to consult with their JAG counsel to fully explore other options before initiating.

Reference: 32 U.S.C. 326  
POC: AGR Manager/SJA

## ***7-9 RESTRAINT/CONFINEMENT***

Under limited circumstances, a commander may authorize an AGR soldier to be placed in pre-trial confinement. It is only used when an individual is pending serious court-martial charges or has been apprehended after an extended AWOL. As should be evident, this measure should only be taken after consulting with the JAG.

Since most Georgia National Guard facilities do not possess guardhouses, restraint or confinement must be carried out in the county jail nearest the soldier's residence. Coordination must be made with the County Sheriff of that jurisdiction and the unit is responsible for reimbursement at a rate fixed by the Sheriff. If an AGR is confined, every attempt must be made to have his case reviewed by a military magistrate at the earliest possible time.

Reference: Georgia Military Code 38-2-375  
POC: AGR Manager/SJA

## **7-10 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 Georgia National Guard. This will enable the civil authorities to understand the reason for the call. Obtain a copy of the police report if possible. It is important to 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.

If the individual is in jail because they cannot post bail or no bail has been set, the commander can request that the AGR be released to military control, if it is feasible. This should only be done in the rarest of circumstances. A commander cannot state that the Georgia National Guard or the unit will guarantee the individual's presence at any court hearing or appearance. If the commander is able to meet with the individual, they should avoid questioning them at length about the charges. Nor can a commander force an AGR to discuss their involvement in the civilian crime or take adverse action against the soldier for their failure or refusal to do so. That is a matter between the individual and his civilian attorney. 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 will 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).

Reference: AFI 36-3209, AR 27-10

POC: AGR Manager/SJA

## **7-11 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 Georgia National Guard or at the Staff Judge Advocate Office at nearby military bases. Assistance on a full range of civil legal problems such as wills, domestic relations, bankruptcy, contracts and landlord-tenant 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 the full range of adverse actions ranging from providing advice on a response to a reprimand to acting as the soldier's legal counsel in a court-martial. Attorney-client privileges are applicable in a military setting. As noted in the previous section, a Judge Advocate cannot advise or represent a soldier facing civilian criminal charges.

Reference: AR 27-40, AFI 51-504  
POC: AGR NCOIC/SJA

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**CHAPTER 8 - BENEFITS**

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

**8-1. TDY (TRAVEL/TEMPORARY DUTY)**

a. 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.

b. VISA - The Georgia National Guard has arranged to have government travel charge cards to assist those who must travel on official business. As a general rule eligible travelers are AGR E7 and above and GS8/WG-8 technicians. Other individuals can qualify if they meet certain conditions outlined in their service pay entitlement regulations. 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 VISA 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.

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

d. Claims for travel reimbursement are made by submitting DD Form 1351-2 with orders, lodging receipts and other applicable documents. This usually should be accomplished within five days of the completion of travel directly to USPFO (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 as soon as possible so that the funds can be deobligated.

POC: AGR Pay NCO/HRO Remote

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

a. PCS moves are governed by the Joint Federal Travel Regulation (JFTR). More than one PCS move in a fiscal year is usually not authorized but exceptions are handled 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 PCS orders; a Pre-approval Checklist must be completed (illustrated at the end of this section), along with Request for Orders and 614-200s (a) and (b) submitted. These requirements 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 PCS, orders are published. Upon receipt of orders, AGRs must contact one of the following offices: POC: AGR NCOIC/HRO Remote

c. When PCS is from one duty station to another, AGRs 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. Upon receipt of PCS orders, AGRs may request this by completing a DD Form 2560. Special justification must be made when requesting a proration over more than 12 months.

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

(3) AGRs 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.**
- **Authorization of more than one car.**
- **Per-Diem en-route (one trip only).**
- **Four days temporary lodging expense at new duty station.**

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

d. Dislocation Allowance (DLA). The purpose of this allowance is to partially reimburse the AGR with or without dependents, for expenses incurred in relocating the household. DLA is not allowed for a PCS move to the first duty station or the last move upon separation.

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. Five copies 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)**

**PCS MOVE PREAPPROVAL CHECKLIST**

**NAME:**

\_\_\_\_\_

**Old Duty Station/City/Zip Code:**

\_\_\_\_\_

**New Duty Station/City/Zip Code:**

\_\_\_\_\_

**Old Residence Address/City/Zip Code:**

\_\_\_\_\_

**City/Zip Code soldier is moving to:**

\_\_\_\_\_

**Date of soldier's last PCS Move:**

\_\_\_\_\_

**Purpose of soldier's last PCS move:**

\_\_\_\_\_

***TO BE COMPLETED BY SOLDIER AND ADMIN OFFICER***

\_\_\_\_\_ I understand that a PCS is approved only if the move is in the best interest of the government.

\_\_\_\_\_ I understand that a PCS move is authorized only after REQUESTED by soldier's Admin Officer and Approved by the AGR Manager.

\_\_\_\_\_ I understand that if any advance funds are used and the move is canceled, the soldier is liable for those funds?

\_\_\_\_\_ I request an Advance Pay (Complete DD Form 2560 and attach to the request for PCS orders).

\_\_\_\_\_ Request for PCS orders are attached.

\_\_\_\_\_

\_\_\_\_\_

**(Admin Officer signature/date)**

**(Soldier's signature/date)**

\_\_\_\_\_

**AGR Manager (Approval  / Disapproval   
(Signature, Rank, Branch)**

References: AR 37-16, AR 37-106, Joint Federal Travel Regulation (JFTR)

POC: AGR NCOIC/HRO Remote

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

a. Tour Renewal Orders. HRO-AGR or the Military Personnel Flight will submit a "Notice of Tour Renewal" checklist to you 120 days prior to the tour ending date. The AGR will be responsible for completing the checklist, attaching all required documents, and returning the tour renewal packet to HRO-AGR or MPF. AGR personnel may submit their packet a maximum of 90 days and a minimum of 60 days in advance of their tour ending date.

b. Amendments, revocations, and corrected copies must be requested on a "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 "AGR Request for Orders" at the end of this section

POC: AGR NCOIC/ HRO Remote

## AGR REQUEST FOR ORDERS

1. TYPE OF ORDER: Initial Tour <input type="checkbox"/> Tour renewal <input type="checkbox"/> PCS <input type="checkbox"/> PCS to school & return <input type="checkbox"/>		
2. SNL (NAME,SSN,RANK):		
3. CURRENT UNIT:		
4. REPORT TO:		5. REPORTING TIME AND DATE: 0730
6. ASSIGNED TO:		7. ATTACHED TO:
8. WITH DUTY AT:		9. TO SERVE AS:
10. PERIOD (ACTIVE DUTY COMMITMENT):		
11. PURPOSE:		
12. PCS ONLY: DLA- IS <input type="checkbox"/> IS NOT <input type="checkbox"/> AUTHORIZED ( <i>* If soldier will live in government quarters, DLA not payable if soldier does not reside in gov't quarters. DLA is payable. **NOTE: DLA not payable on a soldier's 1st or last PCS Move</i> )		
13. DEPENDENT INFO: (spouse/date of marriage; children/date of birth)		
14. GOVERNMENT QUARTERS AVAILABLE: YES <input type="checkbox"/> NO <input type="checkbox"/>		
15. GOVERNMENT RATIONS AVAILABLE: YES <input type="checkbox"/> NO <input type="checkbox"/>		
16. PER DIEM: YES <input type="checkbox"/> NO <input type="checkbox"/>		
17. SHIP HHG: AUTHORIZED YES <input type="checkbox"/> NO <input type="checkbox"/>		18. REQUESTED: YES <input type="checkbox"/> NO <input type="checkbox"/>
19. IS SOLDIER TAKING POV: YES <input type="checkbox"/> NO <input type="checkbox"/>		
20. LAST PHYSICAL:		
21. PCS FOR SCHOOL: YES <input type="checkbox"/> NO <input type="checkbox"/> (ABOVE SECTION MUST STILL BE COMPLETED!)		
22. COURSE TITLE AND CLASS NUMBER:		
23. LOCATION:		
24. HOR:		
25. NUMBER OF DAYS LUMP SUM LEAVE PAID SINCE 10 FEB 76:		
26. DATE DEPENDENCY STATUS RECERTIFIED (BAQ RECERTIFICATION):		
27. MTOE/TDA PARA/LINE NO:		
28. PMOS/ACO:		
29. UIC (UNIT OF ASSIGNMENT):		
30. UIC (UNIT OF ATTACHMENT):		
31. SECURITY CLEARANCE:		32. PEBD:
33. TYPE OF INCENTIVE PAY:		34. TYPE OF SPECIAL PAY:
35. MARITAL STATUS/NUMBER OF DEPENDENTS:		
36.FEDERAL WITHHOLD:	37. STATE TAX CODE:	38. STATE WITHHOLD:
39. THIS: IS <input type="checkbox"/> IS NOT <input type="checkbox"/> A CONSECUTIVE AGR TOUR RENEWAL.		
40. UNIFORM ALLOWANCE AUTHORIZED: YES <input type="checkbox"/> NO <input type="checkbox"/>		
41. AGE:	42. HEIGHT:	43. WEIGHT:

---

(REQUESTED BY: Commander or AO Signature/date – Type name, rank, unit)

---

(APPROVED BY: (AGR MGR, name, rank) Signature/date

## **8-4 UNEMPLOYMENT COMPENSATION**

Individuals who lose their full-time employment with the Georgia National Guard are entitled to apply for and receive state unemployment compensation. Benefits are paid under the guidelines established by Georgia 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, ineligible for unemployment compensation benefits under Georgia law.

Time limits for applying for unemployment benefits are very short and strictly enforced. If your application is initially denied, certain appeal rights are available. Time limits on filing an appeal are also very short. It should be kept in mind that the appeal procedures for unemployment compensation are completely separate from any appeal rights available through the Georgia National Guard for the loss of an AGR position.

Reference: 5 U.S.C. 8501

POC: AGR NCOIC

## **8-5 LIFE INSURANCE**

An AGR soldier is entitled to enroll under the Servicemen's Group Life Insurance (SGLI) program for \$400,000, unless the AGR elects 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 the AGR elects less coverage or elect not to participate, the AGR must complete a new VA Form 29-8286/SGLV 8286.

## **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: AGR NCOIC

## **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.

**CHAPTER 9- EQUAL OPPORTUNITY**

9-1 Mil Discrimination Cp 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 Georgia National Guard is free from wrongful discrimination and to provide equal opportunity and treatment regardless of color, national origin, race, religion or sex. The Georgia Guard is committed to a policy of eliminating discrimination and its effects. One of the key components of the EO program is the ability of technician employees to present discrimination complaints without fear of retaliation. 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 – (Bldg 21, Confederate Ave, Atlanta, GA) 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 Bldg 21, Confederate Ave, Atlanta, GA.**

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 a oral complaint, the complaint must be reduced in writing and filed with one of the above offices within 180 days of the complained of 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.

References: DoD Directive 1350.2, National Guard Military Discrimination Complaint System, NGR (AR) 600-22/ NGR (AF) 30-3, 1 Oct 92, Military Complaints Process, NGB

POC: State Equal Employment Manager (SEEM)

## **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 which is compiled as a result of the complaint may only be released to the individual, their representative, and any Georgia Guard or NGB office charged with processing the complaint.

Reference: NGR (AR) 600-22/NGR (AF) 30-3

POC: State Equal Employment Manager (SEEM)/SJA

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

The Georgia 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. If the allegation involves potential violations of the GCMJ , then JAG counsel will be made available upon request.

POC: State Equal Employment Manager (SEEM)

#### **9-4 SEXUAL HARASSMENT / SEXUAL ASSAULT**

Sexual harassment is a form of unlawful gender or sex discrimination, sexual harassment is unwanted behavior of a sexual nature in the workplace.

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. When possible, it is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop.

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.

*Members, who believe they are the victim of Sexual Assault, rather than sexual harassment, should contact their unit victim advocate (UVA), or sexual assault response coordinator (SARC) for assistance.*

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 sex.**
- 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.**

Reference: NGB Sexual Harassment Policy dtd 13 Nov 96  
POC: State Equal Employment Manager (SEEM)

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

The Georgia 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 Department of Defense 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 Confederate Avenue. 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.

References: 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 Number I96-0180, "Extremist/Gang/and Hate Group Insignia"  
POC: State Equal Employment Manager (SEEM)/SJA

## **9-6 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

This program is just what the name implies, assistance for AGR personnel who are employees of the Georgia National Guard. This referral program provides confidential, professional assistance to help employees and their families resolve personal problems that may affect their well-being and/or job performance. The program addresses human problems such as marital difficulties, domestic violence, financial or legal problems, emotional difficulties, or problems caused by alcohol or other drug abuse.

### **CONFIDENTIAL REFERRAL PROGRAM**

The EAP is a Georgia Guard sponsored program. The Equal Employment Opportunity (EEO) office has a list of qualified EAP Coordinators who specialize in the assessment of personal problems. AGR personnel or their supervisor can initiate a request for assistance. Either party may call the Equal Employment Opportunity Office and schedule an appointment with an EAP Coordinator.

### **AGR REFERRAL**

If a National Guard member with a personal problem initiates a request for assistance, discussion of the problem is strictly confidential between the member, coordinator, and the member's supervisor/commander.

When dealing with AGR personnel, it's important to understand that confidentiality is still a critical part of this program, however, a commander needs to know the deployment status of all their employees. There is a limited exception where confidentiality cannot be enforced: when a life threatening situation has occurred, the supervisor will have to be informed of the individual's request for assistance.

### **COMMANDER REFERRAL**

A commander can refer AGR personnel to the EAP when personal problems may be significantly affecting an employee's behavior or performance at work. Commander referrals can be difficult when an employee refuses to seek treatment; this is when the commander must use the firm choice referral. A firm choice referral is simply when a commander directs an AGR member or traditional member to the EAP. The commander must document that the poor work performance may be based upon personal problems. It is important that the commander/supervisor does not attempt to diagnose or counsel the employee, but to refer the individual to an EAP Coordinator or chaplain. Firm choice referrals must be supported with documentation to show a work-related pattern.

### **MENTAL HEALTH EVALUATIONS FOR AGR PERSONNEL**

Commanders can request a mental health evaluation of military/AGR personnel. Just like the firm choice referral, a commander must provide documentation that demonstrates the individual's poor work performance. Detailed documentation of long-term poor performance will help the clinicians at the MTF determine the most effective way to diagnose and treat the military member. Emergency mental health evaluations for military members are available at Fort McPherson.

References: 10 U.S.C. 1034

POC: State Equal Employment Manager (SEEM)/SJA

## CHAPTER 10 – SECURITY INFORMATION

10-1 Security Clearances	10-2 Suspension/Rev of Sec 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 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. The Adjutant General has the authority to grant interim clearances 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 14 ½ years.

Reference: AGOR 380-5, AFI 31-501

POC: AGR Manager/Base Security Manager

### 10-2 SUSPENSION/REVOCATION 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 which the underlying misconduct might call for.

Reference: AGOR 380-5, AR 604-5, AFI 31-501

POC: AGR Manager/Base Security Manager

### **10-3 THREAT LEVELS**

As a military organization, the Georgia National Guard is subject to terrorist action against its personnel, equipment, and facilities. While some Guard facilities are able to provide a higher level of physical security than others, there are a number of set procedures regarding security and counter-terrorism measures that apply at each Guard installation. All AGR personnel are required to become familiar and follow these procedures.

The Georgia National Guard recognizes five different levels of threat condition alerts (THREATCON) which indicate the current state of threat to personnel, equipment and installations. THREATCON NORMAL is the status that Georgia Guard units and facilities are usually carried in.

The other levels range from THREATCON ALPHA to THREATCON DELTA (most serious). Announcement of the current threat level and the procedures to be followed will be announced when they go into effect and are also available for review in the reference. When a THREATCON level above NORMAL is imposed, measures will be put in place, which can cause hardship and inconvenience for the duration of the alert. AGR personnel are expected to absolutely comply with all conditions and restrictions imposed as part of a THREATCON.

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

AGR personnel, 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 which permits access to this information. The Privacy Act is the law which 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 Georgia 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 Georgia 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: 5 U.S.C. 552, 32 CFR 806, AFI 37-131  
POC: SJA/Administrative Services

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**CHAPTER 11 – STANDARDS OF CONDUCT**

11-2 Fraternalization 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	11-8 Illegal Tape Recordings	

**11-1 FRATERNIZATION AND PROFESSIONAL RELATIONSHIPS**

It has been a longstanding custom within the military and the Georgia 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 are in a state of change and differ in extent and application between the Army and Air Guard, there are some basic guidelines, which have remained constant.

Fraternalization is the specific term used to describe certain officer-enlisted relationships, which are prohibited and can be prosecuted in a court-martial proceeding. 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 weaken 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 the legal offense of fraternization, AGR personnel should also avoid relationships, which 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. While no adverse action could be taken on the basis of the improper relationship, 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  
POC: AGR Manager/SJA

## **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:**

- **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 hold office in political clubs or parties**
- **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 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**

Reference: Joint Ethics Regulation DoD 5500.7-R  
POC: SJA

**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.

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: 5 C.F.R. 735.201, Joint Ethics Regulation (DoD 5500.7-R)  
POC: SJA

### **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, DoD 5500.7-R  
POC: SJA

### **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 DoD 5500.7-R  
POC: SJA

### **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 which 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  
POC: SJA

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

AGR personnel may obtain off-duty employment which 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 Georgia 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: Joint Ethics Regulation, DoD 5500.7-R

POC: AGR Manager

## **11-8 ILLEGAL TAPE RECORDINGS**

One of the most disruptive activities that can take place within the workplace is when an individual chooses to make audio or video recordings of co-workers without their consent or knowledge. As a strictly legal matter, a conversation can be recorded as long as one party has knowledge and consents to the process. While legal, it can also create an atmosphere of mistrust and intimidation if this practice occurs in the work environment.

It is suggested that supervisors and commanders adopt a strong policy prohibiting unauthorized tape or audio recordings of meetings or conversations.

In addition to preventing an environment which is contrary to the maintenance of good order and discipline, this measure would be justified in a military setting where classified, sensitive or privileged information is frequently available. Unauthorized tape recordings that might contain this information constitute a potentially serious breach of security. Questions regarding issues in this area should be addressed to the HRO or Staff Judge Advocate.

Reference: 42 U.S.C. 2000, AFI 37-138

POC: SJA

## CHAPTER 12- MISCELLANEOUS

12-1 Substance Abuse	12-2 Urinalysis	12-3 Use of Steroids
12-4 Supply Accountability	12-5 Military Unions	12-6 Jury Duty
12-7 Lawsuits Against AGR Personnel	12-8 Feres Doctrine	

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

Drug and alcohol abuse is not tolerated in the Georgia 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 Georgia Guard Drug and Alcohol Abuse Program (ADAPCP) has two main goals: prevention of all substance abuse and minimizing adverse impact to the Georgia Guard and the individual when abuse does occur. ADAPCP does not have the resources such as in-house rehabilitation programs, but can assess the extent of the problem and direct individuals to the appropriate civilian resources.

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

POC: AGR Manager

### **12-2 URINALYSIS**

One of the key features of the Georgia National Guard drug deterrence effort is the urinalysis program. In this program urine samples are collected from AGR and technician personnel and shipped to a state-of-the-art forensic laboratory. There they are tested 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 specific individual 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.**

Drug testing is mandated after any aircraft mishap. Urine specimens collected as part of routine medical care is also subject to being tested for the presence of illegal drugs.

Reference: AFI 36-27, NGR (AR) 600-85

POC: AGR Manager

### ***12-3 USE OF STEROIDS***

Unlawful use of anabolic steroids is prohibited to all military personnel. Anabolic steroids were recently added to the Schedule III list of controlled substances and their unauthorized use is now treated the same as other controlled drugs. Urine samples obtained from AGR personnel will be randomly tested at forensic laboratories for the presence of anabolic steroids. Samples testing positive could result in disciplinary or discharge action for the individual.

Reference: 21 U.S.C. 812 (c)

### ***12-4 SUPPLY ACCOUNTABILITY***

A number of AGR assignments require individuals to be responsible and accountable for military equipment and supplies. To ensure that supply accountability is maintained at all times, inventories will be completed and Reports of Survey (if required) will be initiated prior to the transfer of supply accountability from one soldier to another. The intent is to minimize losses of supplies and equipment.

Losses or shortages discovered during the inventory will be subject to a Report of Survey. AGR enlisted personnel need to be aware that they can be assessed up to one-month total pay for losses attributable to their negligence.

Reference: AR 735-5

POC: AGR NCOIC/HRO Remote

## **12-5 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. There are a number of potential criminal penalties to include fines and jail time for any AGR who joins, recruits for, or organizes a military union.

### **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 NCOIC

## **12-6 JURY DUTY**

Under Georgia law, AGR personnel are exempt from serving on juror 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 soldier 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 soldier 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.

References: AFI 51-301, AR 27-40 Comptroller General Decision B-217845, Georgia Military Code 38-2-276  
POC: AGR Manager/SJA

## **12-7 LAWSUITS AGAINST AGR PERSONNEL**

AGR members can be sued for actions they take as a part of their official duties. Lawsuits are a fact of modern life but AGR personnel should take comfort in the fact they usually can receive a high level of legal protection if they are sued for their official actions. The Federal Torts Claims Act (FTCA) offers personal immunity from lawsuits as well as providing free legal representation.

This protection extends to Title 32 personnel if the act for which they are being sued was done in the course of their official duties. Certain acts such as intentional wrongs are not covered (for example, if an AGR physically assaulted a civilian at a restaurant during off-duty hours). There are a number of other factors which are evaluated by the command and legal channels in determining whether AGRs are protected but the general rule is that if the AGR was acting within the accepted range of AGR duties and are sued as a result, the U.S. Government will step in and provide legal representation and immunity from any money damages.

The key thing individual AGRs should keep in mind is that the chain of command and JAG offices should be NOTIFIED IMMEDIATELY. Like most states, Georgia has stringent time deadlines for responding to legal actions. In order to protect the AGR soldier/airman's interests as well as those of the Georgia National Guard, do not let one day pass if there is any indication or notice of a lawsuit against the AGR or the Georgia Guard.

Reference: 28 U.S.C. 2671, 32 U.S.C. 502, AFI 51-501, AR 27-40  
POC: SJA

### **12-8 FERES DOCTRINE**

In a decision over 40 years ago, *Feres vs. United States*, the U.S. Supreme Court ruled that a service member could not bring a lawsuit against the government or another service member for injuries that are "incident to service." The reasons given by the court were that allowing soldiers to sue their superiors or fellow soldiers would be adverse to military discipline and that there already existed an adequate compensation system for injured service members. This ruling has come to be known as the "Feres Doctrine."

This prohibition against lawsuits extends not only to claims by individual service members, but also to their dependents if their claims are based upon an injury to the service member. If the dependent has a claim for an injury which occurred directly to them, they can still bring legal action.

Example: Sgt B is in the motor pool on duty and is struck by a government truck driven by Airman C. He suffers extensive injuries. Sgt B is barred by the Feres Doctrine from successfully suing Airman C or the Georgia National Guard for damages. Any claim by the spouse of Sgt B for the loss of his services or for emotional distress would likewise be barred.

Individuals should IMMEDIATELY NOTIFY the Staff Judge Advocate if they or their unit receives any indication that they will or are being sued based on acts allegedly committed during the performance of duty. Individuals must not contact the other party or attempt to respond to the lawsuit directly.

Reference: *Feres vs. United States*, 340 U.S. 135 (1950) *Coffman v. State of Michigan*, 120 F. 3rd 57 (6th Cir. 1997)  
POC: SJA

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**WEBSITES / NOTES / POC's:**

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<a href="http://www.tsp.gov">http://www.tsp.gov</a> - Thrift Savings Plan Website	
<a href="https://mypay.dfas.mil">https://mypay.dfas.mil</a> – DFAS Pay Website	
<a href="http://www.anthemalliance.com">http://www.anthemalliance.com</a> - TRICARE Pharmacy	
<a href="http://www.merck-medco.com">http://www.merck-medco.com</a> - Mail-Order Pharmacy	
<a href="http://www.ucci.com">http://www.ucci.com</a> - (Family Dental)	
<a href="http://www.tricare.osd.mil">http://www.tricare.osd.mil</a> – TRICARE Website	

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