

**MISSOURI**



**AGR HANDBOOK**

**1 DECEMBER 2014 (updated 15 February 2017)**

## ***SUMMARY OF CHANGE***

Missouri AGR Handbook  
15 February 2017

- o Updates procedures on orientation. Paragraph 1-1
- o Updates procedures on stabilization. Paragraph 1-9
- o Updates procedures on stabilization guidelines. Paragraph 2-5
- o Revised Appendix G
- o Added Appendix H

AGR HANDBOOK

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## GENERAL

G-1. **Purpose.** This handbook is designed to help AGR personnel and their dependents understand the Missouri Army National Guard AGR program. This handbook provides an overview of the AGR program, to include member's responsibilities and benefits.

G-2. **Scope.** This handbook is a guide only and does not take precedence over any regulation or policy. If specific questions are not answered in this handbook, members should contact the AGR Section for clarification.

G-3. **Standards of Conduct.** Regardless of assignment, AGR personnel are expected to maintain the highest standards of conduct required of all military personnel. Soldiers must avoid conflicts, and the appearance of conflicts, between private interests and their official duties.

G-4. **Privacy Act.** Military records are protected under the Federal Privacy Act. Refer to AR 340-21 or contact the JAG office before disclosure of personal information.

### G-5. **Equal Opportunity**

a. The fair, equitable and nondiscriminatory treatment of all members and employees of the National Guard improves morale and productivity, fosters unit cohesion and readiness and increases combat effectiveness of the National Guard. It is The Adjutant General's (TAG) policy to provide equal opportunity for National Guard military personnel and applicants for membership in the Missouri National Guard.

b. All Missouri National Guard personnel are entitled to serve in an environment free from sexual harassment. Sexual harassment is a form of gender discrimination and will not be tolerated.

c. The Missouri National Guard has established a military discrimination complaint system to reflect TAG policies and to provide a just and effective avenue of redress to aggrieved persons in accordance with applicable laws and regulations. Personnel who feel they have been subjected to illegal discrimination will be permitted to participate in the complaint process established by NGR (AR) 600-22/NGR (AF) 30-3.

d. Military complaints of discrimination based on race, color, religion, gender (including sexual harassment), national origin or retaliation must be filed within 180 calendar days from the date of the alleged discrimination or the date the individual became aware of the discriminatory event or action.

(1) The chain of command will be the primary channel for resolving discrimination complaints. A complaint may also be filed with any other commander in the chain of command, TAG, National Guard Bureau or Inspector General. All complaints based on allegations of discrimination will be referred to the lowest command level having the ability to address the issues of the complaint for processing according to regulation.

(2) The complaint must be in writing.

(3) The complainant must indicate his/her desire to pursue the complaint to the next level of the chain of command at the time he/she is advised of this right (i.e., when a complaint is not resolved or is dismissed or referred) or within 30 days thereafter by notifying the next command level.

#### **G-6. Inspector General (IG) Assistance**

a. AGR personnel have the right to register complaints, orally or in writing, with the Inspector General. All complaints will be acknowledged and action taken to protect the interests of the individual(s) concerned and/or the government.

b. Soldiers are encouraged to discuss problems or concerns with their commander or immediate supervisor prior to contacting the IG. (AGR personnel are, however, authorized direct contact with the IG if they do not wish to discuss the problem with their commander/supervisor).

#### **G-7. Political Activities.** Reference DoD Directive 1344.10.

a. An AGR member may:

(1) Register, vote and express his/her personal opinion on political candidates and issues, but not as a representative of the armed forces.

(2) Make monetary contributions to a political organization (as discussed in paragraph 1-7.g.).

(3) Attend partisan or nonpartisan political meetings or rallies as a spectator when not in uniform.

b. A member in AGR status may **not**:

(1) Use his/her official authority or influence with an election.

(2) Solicit votes for a particular candidate or issue.

(3) Be a candidate for or hold civil office. (Exceptions are stated below.)

(4) Make campaign contributions to another member of the armed forces or an employee of the federal government.

NOTE: These prohibitions apply to AGR personnel at all times, on and off duty, in or out of uniform.

c. Examples of Permissible Political Activities. AGR members may:

(1) Promote and encourage other military members to exercise their voting rights, but may not attempt to influence or interfere with the outcome of an election.

(2) Join a political club and attend its meetings when not in uniform.

(3) Serve as an election official if such service is not as a representative of a partisan political party, does not interfere with military duties, is performed while out of uniform, and has the prior approval of the Secretary of the Army or Secretary of the Air Force.

(4) Sign a petition for specific legislative action or a petition to place a candidate's name on an official election ballot, if such action is not part of an organized letter-writing campaign or concerted solicitation of votes for or against a political party or partisan political cause or candidate.

(5) Write a letter to the editor of a newspaper expressing the member's personal views on public issues or political candidates, if such action is not part of an organized letter-writing campaign or concerted solicitation of votes for or against a political party or partisan political cause or candidate.

(6) Display a political sticker on the member's privately owned vehicle (POV).

d. Examples of Prohibited Political Activities. AGR members may **not**:

(1) Engage in public or organized soliciting of others to become partisan candidates for nomination or election to civil office.

(2) Participate in partisan political management or campaigns or make public speeches in the course thereof.

(3) Solicit or receive a campaign contribution from another member of the armed forces or from a civilian officer or employee of the United States, including a technician, for promoting a political objective or cause.

(4) Allow or cause to be published partisan political articles signed or written by a member, which solicit votes as a sponsor of a partisan political club.

(5) Serve in any official capacity or be listed as a sponsor of a partisan political club.

(6) Speak before a partisan political gathering of any kind for promoting a partisan political party or candidate.

(7) Participate in any radio, television or other program or group discussion as an advocate of a partisan political party or candidate.

(8) Use contemptuous words against elected federal and state officials.

(9) Perform clerical or other duties for a partisan political committee during a campaign or on Election Day.

(10) Solicit or otherwise engage in political fundraising activities at a federal workplace, including military reservations and armories.

(11) March or ride in a partisan political parade.

(12) Display a large political sign, banner or poster (as distinguished from a bumper sticker) on top or side of a POV.

(13) Sell tickets to a political dinner or for similar political fundraising events.

e. Political Activities Not Expressly Permitted Or Prohibited. Some activities not expressly prohibited may be contrary to the spirit and intent of the DoD directive. In determining whether an activity violates the traditional premise that service members should not engage in partisan political activity, rules of reason and common sense must apply. Any activity that may be viewed as associating the Department of Defense (DoD), Army, Air Force or National Guard directly or indirectly with a partisan political cause or candidate must be avoided.

f. Civil Office Exceptions. Enlisted AGR members may seek and hold nonpartisan civil office, such as a notary public or member of a school board, as long as such office is held in a private capacity and it does not interfere with the performance of military duties, including normal duty hours. Officers on active duty may seek and hold nonpartisan civil office on an independent school board only if it is located exclusively on a military reservation.

g. Title 2, United States Code, Section 441a, states in part:

(1) No individual shall make contributions:

(a) To any candidate and his authorized political committees with respect to any election for federal office which, in the aggregate, exceed \$1,000.

(b) To the political committees established and maintained by a national political party, which are not the authorized political committees of any candidate in any calendar year which, in the aggregate, exceed \$20,000.

(c) To any other political committee in any calendar year which, in the aggregate, exceed \$5,000.

(2) No individual shall make contributions aggregating more than \$25,000 in any calendar year.

h. Questions concerning political activities should be directed to the Ethics Counselor/full-time Staff Judge Advocate, HQ, Missouri National Guard, at (573) 638-9526 or DSN 555-9526.

#### **G-8. Recruiting and Retention**

a. Soldiers in the AGR program have a direct responsibility to support retention and recruiting efforts. The most basic responsibility is to provide cheerful, prompt and effective customer service to all Soldiers. Soldiers must make every effort to achieve and maintain the highest possible strength levels in their units. This will not only help in the effort to keep units, but to retain AGR positions in these units as well.

b. Every AGR Soldier must portray his/her unit in a favorable light at all times. Unit image is what attracts new members. Soldiers are constantly in the public eye and, therefore, have a greater impact on the image of their unit. First impressions are lasting ones. Work closely with recruiters to ensure that new Soldiers are properly inducted into the unit and have sponsors who enjoy helping new unit members.

**G-9. Utilization.** AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs) and annual training periods, to include deployments and exercises.

#### **G-10. State Emergency Duty (SED)**

a. When an emergency is declared by the governor and the governor directs National Guard assistance, the Adjutant General initiates alert assembly and deployment of resources based on the urgency and scope of the situation.

b. Normally Full Time Unit Support (FTUS) personnel are the first personnel notified because of their assignments; however, certain limitations, conditions and restrictions apply to the use of AGR personnel during SED. All AGR personnel should be aware of these conditions and restrictions.

c. AGR personnel may perform SED within the following limitations IAW NGR 600-5, 3-4:

(1) Active Guard/Reserve (AGR) members may accompany the unit and continue to perform their normal AGR duties. Because AGR duty is year-round military duty, an AGR member may not, by taking leave, be placed in a different military duty status to be used as an individual augmentee. Under Missouri Revised Statute 41.470.4, the Missouri National Guard is prohibited from paying AGR members with state funds when they perform state missions.

(2) AGR Soldiers who have a critical skill set needed by another unit, that individual may be attached or cross-leveled to the deploying unit if no other reasonable option exists. This authority cannot be used to cross-level significant numbers of AGR's from non-deploying units to deploying units

(3) AGR Soldiers serving in Command Leadership and Staff Assignment Policy (CLASP) leader assignments may perform their command or leadership duties if ordered to support an emergency situation.

## CHAPTER 1

### IN-PROCESSING

1-1. **Orientation.** All new AGR members must in-process through the Human Resources Office. The AGR Office will contact members to schedule their physical and inform them of the New Hire Brief. The AGR New Hire Brief is conducted on a monthly basis. AGR New Hires must attend within 30 days after reporting on their initial tour. Commanders will establish and conduct a sponsorship program to integrate new AGR Soldiers into their units. The unit will ensure that all items listed below are completed and forwarded to the AGR Office prior to the start of the initial tour:

- a. DD Form 2058 (State of Legal Residence Certificate).
- b. DA Form 3685 (JUMPS – JSS Pay Election).
- c. DA Form 4187 (Authorization to Start Rations) (enlisted only).
- d. DA Form 5960 (Authorization to Start, Stop or Change BAQ) w/copy of marriage license, divorce decree, and children birth certificates).
- e. SF 1199A (Direct Deposit Form).
- f. Form W4 (Employee's Withholdings Allowance Certificate).
- g. DA 4187 (Voluntary Reduction) if applicable.
- h. DA 4856 (Voluntary Reduction Counseling) if applicable.
- i. Certificate of Agreement and Understanding (Recruiting and Retention applicants) if applicable.

#### 1-2. **Identification Cards**

a. Each AGR member is issued a military identification card, DD Form 2A, upon entry into the AGR program. This card identifies him/her as a member of the armed forces and further identifies the benefits and privileges to which they are entitled, such as medical care, Post Exchange and commissary privileges. The ID card may not be used by anyone except the Soldier to whom it is issued. If this card is lost or stolen, contact the issuing office immediately. An ID card is federal 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.

b. Dependents are eligible for a Uniformed Service Identification and Privilege Card – DD Form 1172. All dependents, regardless of age, must be properly enrolled in the Defense Eligibility Reporting System (DEERS) in order to be eligible for DoD

benefits. Enrollment in DEERS is accomplished by completing DD Form 1172, Application for Uniformed Service Identification and Privilege Card.

c. Three copies of DD 1172 (Application for Dependent ID Cards) and a copy of the member's tour orders are required by issuing agencies. In addition, a signature card must be on file at the issuing agency for the person who verified the DD Form 1172 in Section IV. Soldier should retain a copy of the completed DD 1172 for their records.

d. When an AGR Soldier resigns or is involuntary discharged, the military identification card will be turned into their Supervisor. Both active duty and dependent cards must be surrendered once eligibility ends.

### **1-3. Clothing Issue and Allowance**

a. The first year enlisted Soldiers are authorized direct exchange within the first six months from the assigned unit and will receive a six month allowance upon their first anniversary. Enlisted Soldiers accrue a monthly clothing allowance after being on active duty for six months. It is the Soldier's responsibility to check clothing records to ensure the authorization of the proper type and number of uniforms for active duty. Fair wear and tear should also be checked. After the six-month period, turn-in is not authorized and all clothing must be purchased. (References: DoD Financial Management Regulation Volume 7A, Chapter 29, "Clothing Monetary Allowances", AR 700-84, Chapter 4).

(1) The monthly clothing allowance accrues and is paid only once a year during the anniversary month of appointment to AGR. The first three years on AGR status Soldiers will only receive a partial payment, and on the fourth year the full payment will pay out on the anniversary month.

(2) Full-time recruiting force (FTRF) personnel who hold PMOS 79T should check with their NCOIC for additional clothing issue and allowance.

b. Officers can apply for payment of active duty uniform allowance within six months of entry into the AGR program. This application is only for officers who have not received any type of active duty uniform allowance within their commissioned service.

### **1-4. Organizational Clothing and Individual Equipment (OCIE)**

a. AGR Soldiers (except FTRF) are authorized issue of full allowances of OCIE.

b. FTRF members are issued items required to accomplish minimum field and testing requirements, such as helmet, belt, aid pouch, ammunition pouch, canteen and poncho, when needed.

### **1-5. Duty Hours**

a. Full-time military duty personnel normally work the same schedule as other FTS. Additional duty beyond normal duty hours may be required to support the unit mission. Compensatory time is not authorized in accordance with AR 630-5 and NGR 600-5. Each Soldier should be addressed on a case-by-case basis.

b. AGR personnel who are members of the Missouri National Guard should be aware of the steps they must take prior to taking a second job or part-time employment. Service members must consider the following factors prior to requesting their commander's approval for off-duty employment.

(1) AGR personnel may not work part-time in civilian employment nor may they engage in business or work for profit which interferes or is in conflict with the performance of their military duty. Furthermore, service members may not work in a job that would bring discredit upon the United States military or the Missouri National Guard. Finally, service members may not work in employment that would reasonably be expected to create a conflict of interest with their military occupation.

(2) While there is no blanket prohibition relating to the off-duty employment of AGR members, such part-time employment must not interfere with the Soldier's duty mission. AGR personnel will be expected to perform their duties whether during or after duty hours. Additionally, AGR service members must not let outside employment inhibit their ability to satisfactorily perform their military mission by coming to work physically or mentally fatigued. All AGR members will report to work ready, willing and able to perform their assigned duties.

(3) All AGR personnel who perform part-time employment must ensure that such work is done after duty hours. Military time or material must not be utilized for the purpose of AGR Soldiers conducting their part-time jobs.

(4) It is important that supervisors be aware of those AGR personnel who are working at second jobs. AGR Soldiers who wish to obtain part-time employment must notify their commanders in writing and must obtain their approval prior to performing outside employment.

#### **1-6. Physical Fitness Requirements**

a. Successful completion of the Army Physical Fitness Test (APFT) is required for continuous employment in the AGR program. AGR Soldiers are required to pass the APFT twice per calendar year (CY) per AR 350-1 (Army Training and Leadership Development), paragraph G-pm(2). Failure of two consecutive record APFTs is grounds for involuntary removal from the AGR program, IAW chapter 6 of NGR 600-5, as well as grounds for discharge of Soldiers from the ARNG IAW applicable separation regulations and ARNG policy.

b. AGR Soldiers must meet height/weight requirements of AR 600-9.

c. Physical profile (PULHES) must meet the requirements of the MOS, IAW AR 611-201, for initial award of that MOS. Copies of temporary and permanent profiles must be forwarded to NGMO-HRA-M.

d. For all AGR Soldiers, upon reaching the age of 40, there is no need to require Cardio Vascular Screening Program/Health Risk Appraisal Assessment (CVSP/HRAA) prior to continuing physical training and/or participating in the APFT. While the requirement exists for AGR Soldiers to obtain a CVSP, not having a CVSP does not preclude them from participating in physical conditioning and/or the APFT (AR 40-501 paragraph 8-25 B (4)). Only a medical profile prohibits a Soldier from participating in physical conditioning and/or the APFT.

e. Soldiers will not be accepted into active Army schools, if over age 40 and has not completed the over 40 medical screening, or failed Phase I and has not completed Phase II and Phase III.

f. Profiles issued by other than Army Military Treatment Facilities (MTFs) require approval from NGB and are not valid until reviewed and approved by NGB.

#### 1-7. **Awards and Decorations**

a. Policy, processing procedures and approval authority for federal awards are prescribed in AR 600-8-22. Full-time duty (state) is considered for active federal service purposes. AGR Soldiers are not entitled to those federal awards and decorations specifically authorized only for drilling guardsmen.

b. As of 30 September 1980, enlisted personnel are eligible for the Good Conduct Medal, IAW AR 600-8-22, upon recommendation of the unit commander. However, AGR Soldiers are not eligible for the award of the Army Reserve Components Achievement Medal while serving on AGR status.

(1) **AGCM** - Enlisted AGR personnel serving on extended periods of active duty (other than for training) 10 USC and 32 USC, are eligible for award of the AGCM for qualifying service beginning on or after 1 September 1982, provided no period of the service has been duplicated by the same period of service for which the Soldier has been awarded the ARCAM. The AGCM qualification period may commence anytime during the 3 years immediately preceding the 1 September 1982 effective date provided no portion of service for the AGCM is included in a period of service for which the ARCAM was awarded

(2) **ARCAM** - Between 3 March 1972 and 28 March 1995, the ARCAM was authorized on completion of 4 years of service with a RC unit. Effective 28 March 1995, the period of qualifying service for award of the ARCAM was reduced from 4 years to 3 years. That is, Soldiers completing 3 years of qualified service on or after 28 March 1995 are eligible for ARCAM consideration. This change is not retroactive.

## 1-8. Performance Reports

a. Performance rating procedures for AGR Soldiers (OER/NCOER) will correspond to the published rated scheme for the unit or organization. If possible, the rating scheme should include the full-time unit support supervisor in accordance with the following regulations.

- (1) Officers/warrant officers - AR 623-3.
- (2) Enlisted personnel - AR 623-3.
- (3) All AGR Soldiers - NGR 600-5.

b. FTS supervisors should provide input to rater and senior raters when not included in the rating scheme.

## 1-9. Stabilization

a. AGR members will be stabilized during the first 18 months of their initial tour of duty, except in the event of mobilization or when the needs of the service dictate. AGR Soldiers in their initial 18 months will not be eligible for promotion selection due to being unavailable for positions other than the position they were selected for. When Soldiers accept a subsequent tour, they are subject to involuntary reassignment within the State of Missouri based on mission requirements. Stabilization of initial tour of duty is not waivable.

b. Army National Guard enlisted Soldiers applying for a Recruiting and Retention vacancies must sign a Certificate of Understanding and Agreement (Appendix H) acknowledging they will be required to satisfy a 36-month stabilization period. This will be the standard form used for Recruiting and Retention commitment.

## 1-10. Initial Tour Continuation

a. The initial three year tour of FTNGD in an AGR status is a probationary period. During the third year of the initial tour, all AGR Soldiers will be evaluated for potential for continued active service and entry into a career program status. Continuation beyond the initial three year tour constitutes entry into career status. Soldiers must meet the additional qualifications pursuant to paragraph 2-2 of AR 135-18 for subsequent duty in the AGR program. During the third year of the initial tour, the full time chain of command will evaluate the performance of the AGR Soldiers and their potential for continued active service.

b. In accordance with NGR 600-5, Chapter 5, the Human Resources AGR Branch Office will notify senior commands and their Soldiers who are completing the third year of their initial tour that they must complete an Initial Tour Records Review. During this review, the commands have the opportunity to recommend the Soldier for

continuation or non-continuation on the NGB Form 34-5, AGR Initial Tour Review Checklist.

c. Soldiers Recommended for Continuation. AGR Soldiers who are recommended for continuation will be issued subsequent orders. Subsequent orders for officers will be for an indefinite period up to their MRD or age 60, whichever occurs first. Subsequent orders for enlisted Soldiers will be for a period that will not exceed their enlistment or reenlistment agreements, or extension of an enlistment or reenlistment agreement, not to exceed their RCP (per NGR 600-5, table 5-1) or age 60, whichever occurs first. The intent is that an enlisted Soldier's military ETS and AGR tours will end on the same date. Follow the instructions on the notification memorandum and forward the following documents to the AGR Office:

- (1) NGB Form 34-5, AGR Initial Tour Review Checklist.
- (2) Current APFT within six months (from AGR tour expiration date).
- (3) Current Height/Weight statement within last 60 days, and if applicable, DA 5500/DA 5501.
- (4) MEDPROS IMR Form printout showing current PHA within last 12 months (from AGR tour expiration date).
- (5) DA Form 4836 (Enlisted only) if recommended for continuation.
- (6) Current DA 5960 (include supporting documents if any dependency changes).
- (7) Optional: DA 4187 if selling leave.

\*\*Member's unit must iPERM your DA 4836 and current APFT to SIDPERS before HRA can process tour renewal order.

\*\*If member is flagged, they must provide the appropriate documentation to have their AGR order extended. If this is not completed, their AGR orders cannot be extended, per AR 600-8-2, Chapter 3.

d. Soldiers Recommended for Non-Continuation. Commands who recommend a Soldier for non-continuation must indicate that intent on the NGB Form 34-5 and attach justification and supporting documentation. The command must counsel the Soldier and the reason for recommendation for non-continuation as well as the potential options for the Soldier (to include the option to resign or proceeding with Initial Tour Continuation Board action). The command's written justification and or supporting documents for the recommendation for non-retention will be provided to the Soldier. The Soldier will submit the documentation in accordance with their ITRR notification letter to AGR Branch.

e. Recommendations for non-continuation will be reviewed by the Initial Tour Continuation Board. The AGR Office will notify AGR members who are recommended by their full time chain of command for non-retention and provide instructions to those Soldiers for Initial Tour Continuation Board preparation.

(1) HRO will appoint and convene AGR Continuation Boards for Soldiers who are recommended by their Command for non-continuation.

(2) AGR Soldiers will not appear in person before the Board on their own behalf or in the interest of other Soldiers.

(3) Soldiers may write a letter to the Board President if they feel it is important to the evaluation process.

(4) TAG is the final approval authority for non-continuation. Soldiers approved for non-continuation will be released from FTNGD NLT 120 days from the date of TAG approval.

#### **1-11. Tour Renewals**

a. Enlisted AGR Soldiers in a career status will require a tour renewal every six years IAW the standards of NGR 600-5. Officers' AGR tours will end on their MRD and do not require renewals.

b. The regular tour renewal process is not a method to remove a Soldier from the AGR program. If the Soldier meets the requirements IAW AR 135-18 for subsequent AGR service, the Soldier's tour will be renewed. If the command desires to remove a Soldier from the AGR Program, the command must follow the separation procedures and processes as identified in NGR 600-5, Chapter 6.

c. AGR Soldiers who require an AGR tour renewal will be notified by the AGR Office no earlier than 90 days prior to their AGR tour expiration. Submit the following documents to the AGR Branch office in order to have an AGR tour renewal order published:

(1) Memorandum (THRU your Chain of Command) stating how many years you want to extend your AGR tour.

(2) Current APFT within last six (6) months with valid recorder signature.

(3) Current Height/weight statement within last 60 days, and if applicable DA5500/DA5501.

(4) MEDPROS printout showing current PHA within last 12 months.

(5) DA Form 4836 (Enlisted Only).

(6) Current DA 5960 (include supporting documents if any dependency changes).

(7) Optional: DA 4187 if selling leave.

## CHAPTER 2

### MISSOURI ARMY NATIONAL GUARD AGR ENLISTED CAREER MANAGEMENT

2-1. **Scope.** Career management and individual professional development are essential to the effective utilization of AGR Soldiers. The Enlisted Promotion System provides a mechanism for career progression and upward mobility for those AGR members who have demonstrated the potential for increased responsibility and the willingness to relocate when necessary. Enlisted Promotion System will also help provide the means for the Missouri Army National Guard to meet its mission and readiness requirements.

2-2. **Objectives.** The objectives of this program are:

- a. To assign qualified AGR Soldiers to meet mission requirements.
- b. To provide AGR Soldiers the opportunity for career development and encourage cross level training.
- c. To provide commanders the opportunity to utilize the priority of fill procedures when filling vacant AGR positions.
- d. To provide leadership assignment opportunities for qualified AGR Soldiers in accordance with NGR 600-5 and the Adjutant General's policy.
- e. To provide career progression at strategic points in the AGR Soldier's career.
- f. To utilize AGR personnel in positions that best meet the needs of the MOARNG organizations and missions within manpower constraints.
- g. The career management of Enlisted personnel will be in accordance with NGR 600-200, AR 600-8-19, and all other applicable laws, rules, regulations and policies. This handbook does NOT take precedence.

2-3. **Equal Opportunity.** The Enlisted Promotion System (EPS) for Title 32 AGR Soldiers of the MOARNG will be free of discrimination based on race, color, religion, gender, national origin or political affiliations. The objective of equal opportunity is to ensure fair treatment of all AGR Soldiers based on merit, fitness qualifications, capability and potential. The office of primary responsibility for the EPS is the MILPO. HRO will coordinate with senior command administrative officers and MILPO when filling designated AGR positions through the use of the EPS. The AGR manager will monitor the implementation and progress of the EPS in relation to the overall objectives established by the Adjutant General and participates in the select, train, educate and promote (STEP) of all Title 32 AGR Soldiers.

2-4. **EPS.** The AGR program will adhere to the policies established by the EPS procedures as set forth in NGR 600-200, AR 600-8-19 and NGR 600-5. The EPS does not apply to officers, warrant officers or initial entry E-3 Soldiers.

a. The Directorate/BDE AO's will determine which MTOE/TDA positions are to be filled with AGR Soldiers. Promotion consideration will be restricted to eligible and available AGR Soldiers only for those vacancies. Promotions for AGR Soldiers will not cause any organization to exceed full-time manning authorizations.

b. The MOARNG EPS is based on Soldiers competing for selection and promotion from a centralized EPS List. Competition for AGR career management positions will be among those noncommissioned officers who are currently members of the AGR program. This concept maintains the integrity of the AGR force and ensures there is consistency throughout the program. An additional concern is AGR Soldiers, due to uniqueness of their status, must be the incumbent of a particular position and are required to be assigned in that unit in order to accomplish the duties and responsibilities of the position in which assigned.

c. Given an ideal situation, all eligible Soldiers in each rank will be considered for promotion opportunities in a select MOS. Promotion will occur after completion of required training provided a concurrent grade is authorized in the AGR system.

(1) Normally SGM (E-9) AGR positions will only be authorized to brigade and higher level commands.

(2) Normally MSG (E-8) AGR positions will only be authorized to battalion and higher level commands.

(3) Exceptions to the above two scenarios will be considered by the Adjutant General or his designated representative on a case-by-case basis.

d. The number of control grade positions (i.e., E8 and E9) given to the state is restricted by the National Guard Bureau (NGB). Accordingly, assignment to these positions must be to the best-qualified, multi-dimensional non-commissioned officers. The demands of the full-time work force, now and in the future, are such that senior NCOs must have all required training and a broad based level of experience in various key assignments and exhibit the potential for higher levels of supervision and responsibility.

e. Controlled Grade Limitations/Orders of Promotion Policy (E8 and E9). The U.S. Congress imposes statutory limitations on the number of control grade authorizations. Therefore, when control grade authorizations are available, the following order of promotion will be utilized: MSG (E8) to SGM (E9) and SFC (E7) to MSG (E8) (The date the individual is reassigned or when the control grade becomes available).

2-5. **Procedures.** When an identified position vacancy cannot be filled through priority placement, management directed move, compassionate reassignment, lateral reassignment, EPS or any other criteria as outlined in NGR 600-200, the position will be advertised.

a. When a vacancy exists, the supervisor will submit the SF 52 (Request for Fill) through the chain of command to the HRO. If the position is to be filled utilizing the EPS, per AR 600-8-19 para 7-39, the AGR manager will offer the position to the AGR Soldier, who is not on their first initial AGR tour, with the highest points on the EPS list using the CPMOS from the Military Personnel Office. The AGR Soldier must either decline or accept the position. This procedure will be followed down the list until an AGR Soldier accepts the position. Once an AGR Soldier accepts the EPS position, the HRO will coordinate with the gaining and losing command on reassignment dates. Soldiers must satisfy promotion criteria as established by NGR 600-200 and AR 600-8-19.

b. If the Soldier is offered a position and declines, the Soldier will be removed from the EPS list for the current cycle, as required by AR 600-8-19, para 7-42b. However, AGR Soldiers cannot decline management directed moves authorized under AGR program management policies. If the Soldier declines the Management Directed move, the Soldier will receive a 30-day notice of separation from the AGR program.

c. The Soldier selected must be qualified in the appropriate MOS for the position on the MTOE/TDA for their promotion. In the event an AGR grade is not available, the Soldier will be promoted when an AGR grade becomes available, subject to the approval of the full-time AO and the Adjutant General or his designated representative.

d. If no Soldier is available from the CPMOS EPS list, the position vacancy will be advertised.

e. AGR Soldiers who fill a vacancy either from the EPS list, or are selected from a job vacancy announcement for a higher graded position must satisfy a stabilization period, except in the event of mobilization or force structure changes.

(1) The stabilization period for E-5 and E-6 is **two** years, from the assignment/promotion date, whichever is earliest.

(2) The stabilization period for E-7 thru E-9 is **three** years, from the assignment/promotion date, whichever is earliest.

(3) Units will not create incumbency (i.e., placing a lower-graded Soldier into a higher-graded position).

f. Soldiers on their first initial AGR tour, regardless of rank, are required to meet an **18**-month stabilization period. Stabilization of initial tour of duty is not waiverable.

g. AGR Soldiers who are graduates of Warrant Officer Candidate School or Officer Candidate School or Soldiers who have an approved predetermination packet and who are under stabilization due to promotion will be authorized to apply for Warrant Officer or Commissioned Officer job vacancy announcements.

h. AGR Soldiers approved for a lateral assignment within their command are not required to start a new stabilization period.

i. AGR Soldiers in the rank of E-5 and E-6 who request a voluntary reassignment outside their current Command or who are selected for a job vacancy announcement of equal grade outside their current Command will incur a **two** year stabilization period. AGR Soldiers in the rank of E-7 thru E-9 who request a voluntary reassignment outside their current Command or who are selected for a job vacancy announcement of equal grade outside their current Command will incur a **three** year stabilization period. Stabilization will be waived automatically only if Soldier is eligible for promotion by EPS selection. This allows for Soldiers to request broadening assignments and force structure moves to occur without removing them from future promotion potential.

j. Soldiers selected for an AGR Recruiting and Retention job vacancy will be required to meet a **36-month** stabilization period from the date of assignment to a period that satisfies 36-months. Recruiting and Retention Soldiers who are under stabilization will not be authorized to apply for job vacancy announcements or be eligible for promotion by EPS selection outside of 79T.

k. Soldiers who wish to apply for a job vacancy announcement may request an exception to their stabilization period. Soldiers will forward their request through their current unit of assignment/Directorate, BDE AO/Directorate, to the HRO for approval or disapproval (reference Appendix G). HRO is the final approving authority.

2-6. **Soldier Counseling.** Counseling is a vital ingredient for mission implementation and success. Supervisors should guide and advise AGR Soldiers on their individual careers. Counseling sessions are intended to be informal, but informative. Successful career management requires all information be passed to all AGR Soldiers. Counseling sessions should ensure our AGR workforce is receiving all pertinent information relative to career planning and individual goals. The following topics are recommended for counseling sessions.

- a. Current performance (as attested by OERs/NCOERs).
- b. Upcoming projected vacancies.
- c. Individual's personal goals.
- d. Needs of the organization.
- e. Requirements needed for current and future assignments.

**2-7. Removal from Enlisted Promotion System List.** IAW with AR 600-8-19, para 7-44, commanders may recommend that a Soldier's name be removed from an approved promotion list at any time. Chapter 7 in the above reference prescribes policy and procedures for advancement, promotion, lateral appointment, reduction, removal and restoration for all Army National Guard of the U.S. (ARNGUS) enlisted Soldiers.

**2-8. AGR Command Leadership Assignment Program (CLASP).** IAW NGB guidance on AGR Leadership assignments, Senior NCOs serving in Command Sergeant Major leadership assignments at the brigade or battalion level will serve in lieu of the Operation Sergeant Major full-time position. The First Sergeant leadership assignment will be in lieu of the senior enlisted full-time Battalion Operations Sergeant position. Soldiers must meet the MOS qualifications for the MTOE paragraph/line. All ARNG leadership assignments are for a period not to exceed three years. ARNG full-time support members are not allowed more than one leadership assignment at the same level, regardless of duty status. AGR members must serve in leadership assignments within the supported chain of command. JFHQ Soldiers are reassigned to MTOE for IDT/AT and administrative activities. However, these Soldiers continue to perform in their full-time positions during normal duty hours, at the discretion of the Adjutant General as outlined in NGB AGR CLASP guidance. Military grade inversion is not permitted as a result of a leadership assignment. Promotion to the next higher grade is not authorized. All leadership requests must be submitted in accordance with EPS MOI and must include the following documents: FTUS Consideration for 1SG or CSM (Enclosure 3 of EPS MOI), a written reintegration plan, DA 4836 CLASP Counseling and SF52.

## **2-9. Hardship affecting Promotion and Assignment**

a. In accordance with AR 600-8-19, para 7-42, Soldiers may decline an assignment for which they are otherwise fully eligible based on a hardship that develops after they sign NGB Form 4100-1-R-E accepting consideration for promotion.

b. Soldiers with hardships approved by the State AG (G1) will stay on the list, but are not eligible for an assignment or promotion until the hardship no longer exists.

c. The following conditions must exist for a Soldier to be considered a hardship:

(1) The problem cannot be resolved through use of leave, correspondence, power of attorney, or the help of family members.

(2) If the problem involves the health and welfare of a family member, the affected person must be the spouse, child, parent, minor brother or sister, or the only living blood relative of the Soldier. Other persons may be considered, provided they are authorized dependents.

The following documentation will accompany each request for hardship:

(1) Personal medical issues. Soldier must first be reviewed by a Military Medical Board process before consideration.

(2) Health and welfare of family member. A signed statement from attending physician giving the specific medical diagnosis and prognosis of the illness. The statement must list any other factors which will establish that the Soldier's presence is essential.

(3) Other problems. Supporting statements from responsible persons (e.g., clergymen, social workers, lawyers, court clerks) who have personal knowledge of the problem.

Conditions that alone will normally be disapproved are as follows:

(1) A request based solely on a Soldier's wish to get out of a unit.

(2) When the problem can be expected to be resolved within 180 days.

(3) Problems relating to home ownership.

(4) Financial problems alone, or the result of mismanagement of financial affairs by the Soldier or his or her family, or problems relating to legal matters, job opportunities, spouse's job or private business activities.

## **2-10. AGR Priority of Fill Procedures.**

General: AGR personnel actions are submitted through an organizations chain of command to the Human Resources Office via an SF 52 (Request for Personnel Action) to request to fill a MOARNG Position vacancy. The following steps are considered when filling a position:

(1) Soldiers in the priority placement program (grade for grade).

(2) Management directed moves (grade for grade).

(3) Compassionate requests (grade for grade).

(4) Lateral reassignment (grade for grade).

(5) Enlisted Promotion System (EPS).

(6) Advertise.

a. Priority Placement. Current overgrade or excess AGR personnel.

b. AGR Soldiers are subject to management directed reassignments (to positions of equal grade) based on mission requirements, In Accordance With (IAW) NGR 600-5. Management directed moves, based on the needs of the MOARNG (TAG/COS), do not require a new stabilization period. **(AGR Soldiers cannot decline management directed moves authorized under AGR program management policies. If an AGR Soldier declines the management directed move, the Soldier will receive a 30-day notice of termination from the AGR program).**

c. Soldiers desiring a compassionate reassignment (IAW AR 614-200) to include lateral reassignment requests (positions of equal grade) must submit a written request DA Form 3739 to their supervisor for consideration and approval. The request will include the reason for the request, the desired location, current MOS's, and all supporting documentation (e.g., doctor's statements, chaplain's support memo, etc.). Supervisors will forward the Soldier's request and their recommendation to the HRO. The HRO will maintain a list of all approved requests. When vacancies occur the HRO will provide the selecting official a compiled list of those Soldiers who have requested a lateral reassignment and who meet the criteria identified by the selecting official and approved by the HRO. The selecting official must consider those Soldiers identified, but is under no obligation to select from the list, excluding Compassionate requests approved by the HRO. Soldiers approved for a lateral reassignment within their command are not required to start a new stabilization period. Soldiers approved for a lateral reassignment outside their current command are required to start a new stabilization period. Normally, Soldiers in a stabilization period cannot request a lateral transfer unless unusual circumstances dictate additional consideration.

d. HRO may advertise vacancies as a lateral (i.e., grade for grade) reassignment open to all on-board MOARNG AGR Soldiers not under a stabilization period.

e. When steps 1 through 4 above are exhausted, and no selection made, the EPS list will be used. The Soldier highest on the promotion list, who is not in a stabilization period (see paragraph 8-5 e. above), will be notified by the HRO of the vacancy and offered the position. If an AGR Soldier declines the offer, he/she will be removed from the current year promotion list, unless for a valid hardship. If the AGR Soldier with the highest points on the promotion list is in a stabilization period (except for the initial 18-month stabilization), and the position is in their command, the HRO will contact the brigade AO to approve or disapprove the Soldier's stabilization waiver.

f. Advertisement. Upon exhausting the above methods of hire, if there are no Soldiers on the promotion list who are qualified to fill the vacancy, the vacancy will be considered for advertisement. Soldiers selected to fill advertised positions will be assigned to the position and promoted IAW NGR 600-200 and AR 600-8-19.

## 2-11. Exceptions.

Exceptions to conditions of employment will be considered on a case-by-case basis. Requests will be forwarded through the chain of command to the HRO. The Adjutant General or his designated representative has approval or disapproval authority.

## CHAPTER 3

### MISSOURI ARMY NATIONAL GUARD AGR OFFICER CAREER MANAGEMENT

#### 3-1. General

a. The Adjutant General, or designated representative, establishes officer career management programs. Career management programs are essential in order to provide upward mobility and career progressive assignments for officers that are consistent with manpower constraints and the needs of the Missouri Army National Guard AGR Program.

b. AGR officers should ensure their career goals are made known to their immediate supervisor and chain of command. Career objectives should be addressed during OER counseling sessions.

c. Selection for a command leadership assignment is a strong indication of one's ability and desire to succeed in positions of additional responsibility. Command/leadership assignments are structured assignments created to provide AGR officer opportunities for command. The normal timeframe for a command/leadership assignment is three years. Extensions beyond three years are not authorized.

d. This guidance is not intended to raise an individual's career expectations unrealistically. Achievement of sufficient years of full-time duty to qualify for retirement will require careful planning by the officer. The individual officer is the primary person responsible for the management of his/her own career.

e. Controlled Grade Limitations/Orders of Promotion Policy (i.e., MAJ through COL). The U.S. Congress imposes statutory limitations on the number of controlled grade authorizations. Therefore, when controlled grade authorizations are available, the following order of promotion will be utilized:

- (1) LTC to COL. Determined by State Career Management Board.
- (2) MAJ to LTC. Determined by State Career Management Board.
- (3) CPT to MAJ. Date assigned to controlled grade position.

## CHAPTER 4

### PAY ENTITLEMENTS

#### 4-1. Pay Process

a. AGR members are paid through the USPFO-MO Military Pay Section by the Defense Joint Military Pay System (DJMS-AC) controlled by the Defense Finance and Accounting Office, Indianapolis Center (DFAS-IN). Direct all pay inquiries and actions to the AGR Branch Pay NCO, NGMO-HRD-AGR, 573-638-9500 x 37490.

b. Base pay depends on Soldier's grade and length of service. Additionally, AGR Members receive Basic Allowance for Housing (BAH) and Basic Allowance for subsistence (BAS) based on grade, dependency and duty location zip code.

c. AGR members may be paid twice a month (i.e., on the first and the fifteenth depending on holidays) or once a month (i.e., on the first).

d. NGMO-HRD-AGR will assist individuals with pay problems. Most pay problems can be corrected when the AGR Management Branch contacts the Military Pay Branch, USPFO.

e. IAW DoD Financial Management Regulation Volume 7A, Chapter 26, clothing allowance for enlisted Soldiers is paid annually during their anniversary month. Annual payments are paid each anniversary after the first year. Officers are authorized an initial uniform allowance if not received previously. A maintenance allowance is authorized if no maintenance allowance has been received within the last two years since performing 90 days of continuous active duty.

f. All AGR members must have direct deposit of pay when they enter the AGR program. Soldier and the financial institution (e.g., bank, savings and loan, credit union, etc.) must complete SF 1199A (Direct Deposit Sign-up Form) to include signatures and account number. AGR member is responsible for sending the completed SF 1199A and DA Form 3685 (Jumps-Army Pay Election) to NGMO-HRD-AG for processing.

g. Cutoff. Pay actions take place during mid-month and end-of-month. For an action to take place for mid-month pay, a document must be received and input NLT the first of the month. For an action to take place for end-of-month pay, a document must be received and input NLT mid-month.

h. Authorized Allotments. Voluntary allotments of military pay and allowance of service members in active military service are limited to discretionary and non-discretionary allotments. AGR members are authorized no more than six allotments. Allotments for child or spousal support must be coordinated directly with DFAS Garnishments. Allotments are not authorized to purchase, lease, or rent personal property IAW Military Pay E-Message 14-062.

- (1) Discretionary Allotments. Submit DD Form 2558 for the following:
- (a) Commercial life insurance.
  - (b) Payment to a dependent or relative.
  - (c) Deposits to a financial institution, mutual fund company or investment firm.
  - (d) Payment to mortgage company, realtor or landlord.
  - (e) Payment of a loan to repay consumer credit.

(2) Non-discretionary Allotments. Non-discretionary allotments do not require a statement of understanding.

- (a) Savings Bonds (DD Form 2559).
- (b) Army Emergency Relief and American Red Cross.
- (c) Combined Federal Campaign. \*
- (d) Any debt owed to the government. \*
- (e) Relief organizations. \*
- (f) Payment of delinquent local, state or federal income employment taxes.\*

\* Allotments are made for indefinite periods of time except the ones marked. Allotments may be continued to retired status; however, once the retiree discontinues any such allotment, it cannot be re-established.

i. AGR members are authorized to live in government quarters. If government quarters are used, BAH is not authorized.

j. BAH is determined by Soldier's duty location and must be requested on DA Form 5960 along with a copy of orders.

(1) Send DA 5960 with documentation to NGMO-HRA.

(2) AGR members must submit a new DA Form 5960 upon change of duty such as a reassignment order. This change may affect the amount of money received for BAH.

(3) BAH is retroactive to the effective date of the personnel action. Soldiers are responsible for any difference owed if the amount decreases.

k. Examples of changes that will increase BAH.

(1) Marriage, therefore adding a spouse as a dependent.

(2) Promotion of a member to a higher pay grade.

(3) PCS to a location that has a higher BAH rate.

l. Examples of changes that will decrease BAH.

(1) Death of an only dependent.

(2) Demotion of a service member.

(3) Divorce if the member has no other dependents.

(4) A change in circumstances where the parent no longer needs support from the member, i.e., the parent returned to gainful employment, Social Security payment; pension or unemployment compensation are now being paid, contributions from other members of the household commenced or were increased in an amount sufficient for support or the parent remarried.

#### 4-2. **Special and Incentive Pay**

a. Many members receive special or incentive pay based upon the types of jobs they perform or the areas in which they serve. Such pay is usually paid at monthly rates. Members who are entitled to receive special or incentive pay must submit a DA4187 and a copy of orders to NGMO-HRD-AG to start/stop pay entitlements.

(1) Aviation Career Incentive Pay 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 demolition duty. A member may receive up to two HDIPs under certain conditions.

(4) Proficiency Special Duty Assignment Pay. Incentive pay/bonuses are paid to Soldiers who serve in critical skills or special assignments. Examples are recruiters and retention NCOs.

b. Family Separation Pay will be authorized under certain conditions. When ordered to TDY away from normal duty station, members are authorized per diem and travel allowances in accordance with Joint Federal Travel Regulations. A member with dependents is entitled to a family separation allowance of \$250 per month when a member is on temporary duty away from the permanent duty station for a continuous period of more than 30 days or the member is on temporary duty away from the permanent duty station for a continuous period of more than 30 days and the dependents do not live at or near the temporary duty station. In the case of a member married to another member, if they were residing together immediately before the separation, family separation allowance is authorized, but only to one member. The member must submit a completed DD Form 1561, copy of orders, and a copy of paid DTS travel voucher to the AGR office.

4-3. **Selected Reserve Incentive Program (SRIP).** Soldiers who entered the AGR program, forfeit SRIP entitlements. For specific information, contact the incentive manager in the Military Personnel Office.

#### 4-4. **Pay Documents Descriptions**

a. DA Form 3685, JUMPS – JSS Pay Elections. To change frequency of pay, either one payday or two paydays a month. SF 1199A must be attached if the member changes to a new institution. If the member wants to change to once or twice a month deposit to the same institution, only submit DA Form 3685.

b. DA Form 5960, Authorization to Start, Stop or Change BAH. To change duty location zip code, and dependency status. Submit copy of orders showing duty zip code. If changing dependency to married/divorced, also attach marriage certificate/divorce decree. DA Form 5960 must be recertified every three years.

c. DA Form 4187, Payment of Accrued Leave. To sell leave at the end of a tour for a maximum of 60 days. Officers can only sell leave at the end of their initial tour, separation or retirement. Request for tour renewal and a copy of last tour order must be attached.

d. DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance. When TDY, not PCS, is over 30 consecutive days and the member has dependents, Family Separation Allowance is authorized at a monthly rate of \$250 and can only be paid after the travel is settled. Copy of travel settlement documents, DD Form 1351-2 and a copy of TDY orders must be attached.

e. DD Form 2058, State of Legal Residence Certificate. To start/change state of legal residence.

f. DD Form 2558, Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel. Members may have up to six allotments deducted from their

pay, but there cannot be more than one to the same place. A statement of understanding and a SF Form 1199A must be attached to start an allotment, but not to stop. (The statement is already on the new DD Form 2558.)

g. SF Form 1199A, Direct Deposit Sign-up Form. When starting or changing financial institutions. DA Form 3685 must be attached.

h. Form W4. To change dependency, claim number and additional withholding amounts for state and federal taxes. Note: Member cannot have an additional dollar amount taken out for taxes if a claim has been made for something other than S-0 or M-0.

i. DA Form 31. Used for permissive TDY, etc.

#### **4-5 Garnishment of Pay and Allowances for Enforcement of Child Support and Alimony Obligations**

a. Garnishment actions received from any court, law enforcement agency, or legal office will be annotated with the date of receipt and returned directly to the sender within 2 working days of receipt. Annotate on the garnishment action that it must be sent by the issuing agency directly to DFAS-Cleveland (DFAS-CL).

b. Units and activities of the ARNG will not forward garnishment actions directly to DFAS-CL.

c. Address to DFAS-CL is as follows:

Defense Finance and Accounting Services - Cleveland  
Attention: DFAS-HGA/CL  
P.O. Box 998002  
Cleveland, OH 44199-8002

## CHAPTER 5

### TRAVEL/PCS/ORDERS

#### 5-1. Temporary Duty (TDY)

a. AGR members 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 and rations at the TDY station.

b. Requests for TDY Orders will be submitted in the Defense Travel System (DTS) and must be submitted to member's senior command.

c. Government Credit Card. The MOARNG has a Government Travel Charge Card Program. AGR members are issued a card in their name. Each month charges made by the member during official travel are consolidated on one statement, which is mailed to the member for payment. The Soldier must pay the full amount of the bill within 25 days of the billing date. Personnel must possess a travel charge card to perform all official travel.

d. Claims for travel reimbursement are made by submitting a Voucher within the Defense Travel System (DTS) with lodging receipts and other applicable documents within five days of the completion of travel.

e. TDY to a Combat Zone. AGR Soldiers traveling overseas to a Combat Zone are authorized Hostile Fire Pay/Imminent Danger Pay and entitled to a Combat Zone Tax Exclusion (CZTE), per DoD FMR, Volume 7A Chapter 10. Claims for reimbursement are made by submitting a DA 4187 requesting payment of CZTE, DD 1351-2, copy of orders, lodging receipts and flight itinerary within a timely manner to NGMO-HRA.

#### 5-2. Permanent Change of Station (PCS) Moves

a. PCS moves are governed by the JFTR. Members ordered to a duty station outside 55 miles of their Home of Record (HOR) may be entitled to a PCS move. More than one PCS move in a fiscal year is not authorized, but exceptions are handled on a case-by-case basis, (e.g., PCS to new duty station and then PCS to school). Soldiers must register on [www.move.mil](http://www.move.mil).

b. When Soldiers PCS from one duty station to another they are eligible for the following:

(1) Members may request an advance of travel expenses, Dislocation Allowance (DLA), by submitting a DD Form 1351 and orders to NGMO-HRD-AG.

(2) Members may choose either a Government Bill of Lading (GBL) or Do-It-Yourself (DITY) move.

(3) Other basic entitlements may include:

- Temporary storage up to 90 days
- Per diem/mileage from old HOR to new duty station
- Authorization for more than one car
- Ten days temporary lodging expense
- **DITY moves are taxable income**

(4) For guidelines on taxable income, contact the IRS and ask for Publication 521, which outlines what specifically is taxable and the percentage. NGMO-HRD-ZA does not carry this publication. A W-2 will be issued at the end of the PCS year. All income above allowable expenses is taxable.

c. Dislocation Allowance (DLA). The purpose of this allowance is to partially reimburse member for expenses incurred in relocating their household. DLA is not allowed for a PCS move to their first duty station, (unless moving members dependents,) or member's last move upon separation. DLA contains taxable income; all income received above allowable reimbursable moving expenses is taxable and no W-2 will be issued.

d. Upon completion of the PCS move, the member must submit a claim to NGMO-HRD-AG for reimbursement to USPFO for processing. The following is a list of forms needed.

(1) DD Form 1351-2.

(2) One copy of PCS order.

(3) Certified weight tickets (for DITY move only) secured by Soldier. Weight tickets must include both empty and full weights.

(4) Lodging receipts.

(5) All receipts incurred (DITY move).

e. References

(1) AR 37-16.

(2) AR 37-106.

(3) Joint Federal Travel Regulation (JFTR).

## CHAPTER 6

### LEAVE AND PASS POLICY

6-1. **Purpose.** A leave and pass program has been established for all AGR Soldiers in the Missouri National Guard to ensure Soldiers are provided maximum opportunity to take leave within the constraints of military requirements. Ordinary leave will not be requested or approved during any training requiring the Soldier's presence. Leave and passes for AGR personnel will be administered in accordance with AR 600-8-10. AGR members and supervisors should become familiar with AR 600-8-10.

#### 6-2. Responsibilities

a. Individual Soldiers and Supervisors are responsible for:

(1) Using accrued leave as a means of providing a relief from the workplace. Soldiers should make every effort to use their 30 days accrued leave each year, as workload permits.

(2) Verifying their current leave balance. Errors found in the leave balance will be reported in writing through the battalion administrative officer or the division chief to NGMO-HRD-AG. Note: Leave taken in previous month is usually not reflected on the current month's Leave and Earnings Statement.

b. AGR Soldier's supervisor will normally recommend approval or disapproval of the leave request.

c. Authenticating authority will ensure that departure and return dates and times are correctly posted.

d. Commanders, administrative officers and division chiefs will:

(1) Encourage and assist all Soldiers to use, on the average, the entire 30 days leave each year by providing the opportunity to take frequent periods of leave as it is earned.

(2) Ensure that if a family member is sick and the AGR Soldier stays at home, the AGR Soldier will be charged leave.

(3) Monitor each Soldier's leave balance and usage.

(4) Ensure that leave is granted only upon request of the Soldier concerned; however, Soldiers have an obligation to execute military programs and policies. Soldiers who refuse to take leave when the opportunity is afforded them will be counseled and cautioned that such refusal may result in the loss of earned leave at a later date and persistent refusal to take leave will be dealt with as a matter of military performance.

(5) Ensure that leave is not denied unnecessarily to key personnel.

(6) Ensure that an informal leave accounting/usage program does not exist and is not utilized. Example: Soldier takes an hour off to get a haircut on Tuesday; on Thursday he needs two hours to get his car inspected, etc., etc. When he has eight hours "accrued", a DA Form 31 is filled out for one day of leave. This is an illegal practice. (Authorization of time off from duty for less than the majority of the duty day is a regular pass.)

### **6-3. Important Leave Periods**

- a. Upon permanent change of station (PCS).
- b. During traditional national holiday periods of Thanksgiving and Christmas.
- c. When Soldiers or their families have been personally affected by natural disasters. (Emergency leave may be appropriate. Emergency leave will only be authorized in accordance with AR 600-8-10.)
- d. Paternity Leave for married AGR Soldiers.

### **6-4. Procedures**

a. AGR members accrue leave at the rate of two and one half days per month. Members may accrue up to 60\* days leave each year. Any accrued leave in excess of 60 days will be deducted from member's leave account on 1 October each year. Members may be paid for a maximum of 60 days lump sum leave since 10 February 1976. Lump sum leave payments may only be made upon termination from the AGR program or upon tour extension if requested by the member.

b. Ordinary leave will be requested and processed IAW current state policy.

### **6-5. Beginning and Ending Leave**

a. The date of departure and date of return are charged as leave days except when the member performs duty for the majority of the day. In addition, if member returns from leave on a normal non-duty day, that day is not charged as leave. Normal non-duty days are Saturday, Sunday and all federal holidays. If leave is taken on a

Friday and on the following Monday, Saturday and Sunday are charged as leave unless there is a duty day in between (i.e., Drill or TDY workday).

b. Normally, members must be physically present at their duty station when beginning and ending leave. Supervisors may permit the member to report by telephone to announce departure or return from leave. Members reporting by telephone must be at the place from which they regularly commute to work. Supervisor may verify this, if desired.

**6-6. Passes.** A pass is an authorized absence from post or place of duty. Passes are not a right to which the Soldier is entitled, but is a privilege to be awarded to deserving Soldiers. Such absences are not chargeable as leave.

a. **Regular Passes.** Regular passes will be valid only during specified off duty hours and will not exceed 72 hours in length, to include during public holidays weekends or public holiday periods specifically extended by the President.

b. **Special Passes.**

(1) Special passes and leave may not be combined to allow a continuous absence from the duty station, nor may special passes be combined with regular passes or with another special pass. If leave or another pass is granted, there must be at least one duty day between the special pass and the leave or other pass.

(2) Commanders, supervisors and division chiefs will ensure that length of special passes, terminations of pass, limitations and extensions of pass are in accordance with AR 600-8-10.

(3) Supervisors, unit commanders and division chiefs may request special passes.

(4) Special passes must be approved by the battalion commander or battalion administrative office for unit Soldiers or by the COS or his designated representative for JFHQ Soldiers.

(5) Soldier must have a copy of the approved special pass (i.e., while on pass) to validate his status.

c. Under no circumstances will passes be granted during scheduled drill or annual training periods, deployments, special projects and exercises or other unit activities requiring the Soldier's presence.

**6-7. Sick Leave**

a. AGR personnel DO NOT accrue sick leave.

b. Injuries/Illness. The AGR member will report to their supervisor, either in person or by phone, during normal duty hours for minor injuries or illness. The supervisor may excuse the individual, send them to sick call or demand a doctor's excuse, depending upon the nature of the ailment and trustworthiness of the individual. **For scheduled medical care, particularly extended care, the member is in a duty status and will not be charged leave, however; the leave will be annotated in leave log.** A supervisor may charge the individual leave if the individual abuses the program.

6-8. **Maternity Leave.** Army Directive 2016-09 (Maternity Leave Policy), dated 1 March 2016, authorizes a Soldier up to 12 weeks of non-chargeable Maternity Leave.

a. Maternity Leave will start immediately following a birth event or release from hospitalization following a birth event (i.e., whichever is later), be continuous, and accrue at a rate of 12 weeks for each birth event.

b. Commanders may not disapprove Maternity Leave. Maternity Leave will be granted in all cases when eligible Service members apply for it.

6-9. **Paternity Leave.** The National Defense Authorization Act, Fiscal Year 2009, dated 14 October 2008, authorizes a married Soldier serving on Active duty whose wife gives birth to a child on or after 14 October 2008 up to 10 days of non-chargeable administrative leave. Procedures are the following:

a. Paternity leave will not exceed 10 days, to be taken consecutively and within 45 days after the birth of the child. This applies to a single pregnancy including one that results in the birth of more than one child (e.g., twins, triplets, etc).

b. Deployed Soldiers have 60 days after returning from deployment to utilize the 10 days of paternity leave or the leave is lost. The unit Commander is the approval authority for paternity leave and may approve paternity leave in conjunction with rest and recuperation (R&R) leave, but the R&R period and paternity leave may not be combined to exceed the established United States Central Command R&R leave period.

c. Commanders, supervisors, and leave approval authorities will include the following statement in block 17 (remarks) on the DA Form 31 for active duty married Soldiers requesting leave in connection with the birth of a child: **"I am requesting leave in connection with the birth of my child. I understand that by law paternity leave is only authorized for a married Soldier on active duty whose wife has given birth to a child on or after 14 October 2008. \_\_\_\_\_ (Soldier's initials)"**

d. Commanders and supervisors will forward a copy of the signed DA 31 along with the birth certificate of the child to the AGR section for filing in the Soldier's records.

6-10. **Convalescent Leave.** Convalescent leave recommended for periods greater than 30 days must be approved by NGB. Requests beyond 30 days will

be submitted through NGMO-HRD-AG and must contain a diagnosis, prognosis, and treatment plan from the treating physician; a profile (DA Form 3349), and any other documents the Command believes are important. NGMO-HRD-AG will submit the request to the NGB Surgeon's office for approval.

## CHAPTER 7

### SEPARATIONS

7-1. **General.** All separations from the AGR Program, voluntary or involuntary, are governed by directives published by NGB. AGR members are expected to complete the period of duty specified in their AGR orders unless separated early from AGR status.

7-2. **Voluntary Separation.** Soldiers may request early release from the program by submitting a written request through channels to HRO at least 60 days in advance of requested separation date.

- a. Under no circumstances will the request itself constitute termination. If approved, this Headquarters will issue appropriate orders.
- b. Termination of AGR status does not affect the remaining MOARNG enlistment contract. Soldier will return to unit of assignment for continued ARNG membership.
- c. Once separated from an AGR tour, Soldier is ineligible for another AGR tour for a period of one year. This requirement may be waived by NGB.

7-3. **Involuntary Separation.** FTS commanders, at any level, may initiate a recommendation for involuntary separation IAW NGR 600-5.

- a. The recommendation must be referred to member for rebuttal. Member has 15 days to prepare and submit a rebuttal.
- b. The recommendation and rebuttal are forwarded through command channels to HRO, then forwarded to the Adjutant General for a final decision. Records of counseling and attempts to take corrective actions should be attached to the request.
- c. Contact the AGR Manager for specific guidance.

7-4. **Mandatory Separation.** May occur without board action for the reasons listed below, regardless of expiration date of current tour. See Chapter 6, NGR 600-5 for specific instructions.

a. **Officers**

- (1) At mandatory removal date (MRD).
- (2) At age 60.

(3) 0-4's and Below. Twice non-selected for promotion as not fully qualified on latest mandatory consideration or consideration by a reserve officer promotion board convened by HQDA.

(4) Non-selection by retention board.

**b. Enlisted**

(1) At age 60 (AR 135-180).

(2) At mandatory retirement date (total years active federal service for current grade). See ARNG-HRH Policy Memo dated 21 March 2012.

(3) Non-selection by retention board.

**c. Officer and Enlisted**

(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. See NGR 600-100, NGR 600-101, NGR 600-200 or NGR 635-100.

(3) Removal from active reserve status (i.e., transferred to Inactive Ready Reserve or does not maintain MOARNG membership).

(4) Failure to meet MOS or AOC qualification standards.

(5) As outlined in NGR 600-5, Chapter 6.

**7-5. Separation Pay.** If you are involuntarily separated and have served six or more years of continuous Active Federal Service immediately preceding your separation date, you may be entitled to separation pay for specific reasons IAW DoD Pay Manual. Currently, the only types of separation which warrant payment of separation pay are: failure of weight control program (5%) and board action (i.e., QRB, etc.) (10%). Contact HRO for more information. If you subsequently become eligible for retirement pay, the separation pay received must be repaid. Deduction for repayment is automatically taken from retired pay. If you are involuntarily separated from active duty for any reason, you are entitled to transition counseling and benefits.

**7-6. Out-Processing Procedures**

a. Your final pay will be made via Electronic Funds Transfer (EFT) or separate check to HOR. This final process will take 6-8 weeks to complete. Final pay at time of separation includes all pay allowances due as well as payment for up to 60 days unused leave balance.

b. The AGR Management Branch issues 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. MILPO will issue the NGB Form 22 upon separation from the Army National Guard.

c. Upon notification for separation, member must coordinate out-processing with NGMO-HRD-AG. Upon completion of out-processing, member must turn in all ID cards to supervisor before new ID cards are issued. If this card is lost or stolen, contact the issuing office immediately. An ID card is federal 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.

d. Physical Examination. A physical examination for separating from AGR status is not a mandatory requirement. Failure to obtain a physical will not be grounds for retention in AGR status. If member has sustained major medical problems or undergone treatment during AGR tour, a line of duty must be submitted for any accident, injury or disease for which member was treated. (An approved line of duty must be submitted if member sustained major medical problems or undergone treatment, or if any accident, injury or disease was treated during member's AGR tour.)

e. To determine eligibility for Permanent Change of Station (PCS) back to home of record or place entered AGR, contact the AGR Management Office.

## Appendix A

### AGR HIRING PANEL PROCESS

A-1. The purpose of convening a selection panel is to create an impartial panel to fairly and thoroughly examine an applicant's credentials IAW NGR 600-5, 2-3. The selection panel is required to determine the "best qualified" applicant for an AGR authorized vacancy.

A-2. The selecting official is the individual responsible for making the decision whether to select an applicant for a position. The selecting official may or may not be part of the selection panel. The selecting official will be the president of the panel when they are a member of the panel. The panel will provide their recommendation to the selecting official when the selecting official is not a panel member.

A-3. An AGR Hiring Panel will be convened to select the "best qualified" applicant to fill each vacant authorized AGR position. The purpose of convening a hiring panel is to create a nonpartisan board to fairly and thoroughly examine applicants' credentials irrespective of race, color, religion, gender or national origin. Panels will be composed as follows:

a. Selection panel will include not less than three members who are senior in grade or date of rank or position to all applicants being considered.

b. A member of the organization with the vacancy will be appointed as a selection panel member.

c. Panel members will be drawn from the ARNG and may include a mix of Full-time Support (FTS) (AGR, Military Technician, and Non-Dual Status Technicians) and inactive duty training (IDT) Soldiers. Hiring panels may consist of both ARNG and Air National Guard personnel for organizations with joint membership.

d. The president will be the senior member on the panel when the selecting official is not a panel member.

e. Panels that consider female or minority applicants will have such representation. At least one panel member will be an enlisted Soldier if the panel considers applicants for an enlisted position.

f. Panels considering applicants for Judge Advocate (JA), Chaplain (CH), and Army Medical Department (AMEDD) positions will have at least one panel member from the appropriate branch, when available.

g. Panel members should be rotated on a regular basis. Static panels with a fixed membership will not be established.

A-4. Applicants are encouraged, but not required, to appear personally before the panel. The selection panel will conduct all proceedings in a closed session other than personal appearances by applicants for the purpose of interviewing. Applicants listed on the selection certificate are assumed to meet the minimum eligibility criteria on the basis of initial HRO/ AGR Management Section screening.

A-5. The selection panel will provide the selecting official with an order of merit listing (OML) ranking all applicants interviewed from the highest recommended to the least recommended. The OML may be used to select the next best qualified Soldier recommended for the position in the event that the highest recommended applicant becomes disqualified for entry into the program. The OML should remain valid for no more than 90 days from the date of the selection panel. If the OML is exhausted, or if the selecting official chooses not to use the OML, the selection process will be reinitiated.

A-6. The selecting official will accept the recommendation of the panel when they are a member of the panel. When the selecting official is not a member of the panel, they will accept the recommendation of the panel or must provide justification if the highest recommended applicant is not selected. The selecting official will provide the decision to the HRO/AGR Manager for approval and further processing.

A-7. Applicants will not be notified of their selection or non-selection until the selection package has been approved by the Human Resources Office.

A-8. AGR selection panel members, commanders, or supervisors may not advocate the employment of a relative as defined in 5 U.S.C.S. 3110.

A-9. Failure to follow these guidelines could void the selection and selection panel.

A-10. Questions should be directed to the AGR Management Office at (573) 638-9500 extension 39654.

## **Appendix B**

### **BENEFITS**

**B-1. General.** AGR members and their dependents are entitled to benefits similar to active duty Soldiers. Included in the benefits package are:

- a. On-post/base government quarters (if available).
- b. Post/base exchange and commissary privileges.
- c. Use of armed forces recreational areas and recreational equipment.
- d. Membership in officer or NCO clubs.
- e. Education assistance (federal/state).
- f. On-post/base gymnasium, swimming pools, golf courses, etc.
- g. Utilization of Space-A seating on military aircraft.
- h. Legal assistance through Staff Judge Advocate (SJA) offices at active duty posts.
- i. Medical/dental benefits.

#### **B-2. Home Loan/VA Benefits**

a. The Veterans Administration (VA) guarantees loans made by commercial lenders to eligible veterans for purpose of purchasing, refinancing, constructing, repairing or improving a home. VA guarantees part of a loan to assist a veteran in obtaining a mortgage to purchase a house, condominium or manufactured home.

b. The loan guarantee benefit is available to veterans who served at least 181 days of active duty under Title 10. Unmarried surviving spouses of those who died on active duty or from service-connected causes are also eligible for loan guarantee benefits. Check with your nearest VA office.

#### **B-3. Legal Assistance**

a. Soldiers and their families are entitled to receive legal assistance at any armed forces legal assistance office (Staff Judge Advocate Office) when such assistance is available. The office can provide information in areas such as adoptions, bankruptcy, consumer affairs, debt/credit problems, tax matters, landlord-tenant problems, home purchases, wills and other personal civil matters.

b. The SJA answers operational legal questions if you need an interpretation of a regulation and assists in service connected legal needs (e.g., adverse personnel actions, rebuttals to reports of survey, military justice actions, etc.).

**B-4. Financial Assistance for Education.** Soldiers are encouraged to participate in civilian education programs to increase career performance and potential. Financial assistance and federally supported programs that may be available are:

- a. The Montgomery GI Bill.
- b. The Army Continuing Education System (ACES) (active duty facility).
- c. Defense Activity for Non-Traditional Education Support (DANTES).
- d. CLEP, DSST and ACT PEP exams for college credit.
- e. External degree programs and correspondence courses.
- f. SAT, GRE, GMAT and NTE exams.
- g. Certification exams.
- h. METEC – College credits for your military training and experience.
- i. Guidance tests which determine your interests and abilities.
- j. ARNG spouses are eligible to take CLEP exams for college credit at no charge.
- k. Information concerning financial aid available to military Soldiers, (in the form of scholarships not connected with the government) usually from private/nonprofit groups and institutions such as the Retired Officers Association and the American Legion.
- l. State of Missouri Tuition Assistance Program. Check with the Education Officer in MILPO.

**B-5. Death Gratuity.** A lump-sum death gratuity is payable to the AGR member's spouse if the member dies on active duty or ADT. It is also paid if death is a result of service-connected causes and occurs within 120 days of discharge, retirement or release from AD. If member has no surviving spouse, the gratuity is paid to the surviving children, parents, sisters or brothers. The gratuity is computed by multiplying the member's total monthly pay ~~(but not allowances.)~~ by six. The maximum, however, is \$12,000 regardless of the member's pay.

**B-6. Serviceman's Group Life insurance (SGLI).** Soldiers are covered for \$400,000 life insurance unless they have designated a lesser amount or declined coverage. SGLI pays the amount designated to the named beneficiary(s) in the event of untimely death. Upon retirement, Soldiers are covered up to 120 days after retirement date; however, member is responsible for either converting coverage over to Veterans Group Life Insurance (VGLI) or another commercial policy.

**B-7. Serviceman's Group Life insurance (SGLI) Increase.** On 18 May 2005 President Bush signed a law into effect indicating on 1 September 2005 increasing maximum SGLI coverage to \$400,000 and providing payouts of up to \$100,000 for service members with traumatic injuries.

a. Traumatic SGLI benefits will be retroactive for troops who have lost limbs, eyesight or speech or received other traumatic injuries as a direct result of injuries received during Operation Iraqi Freedom or Operation Enduring Freedom. The benefit does not apply to service members suffering from diseases.

b. The retroactive coverage increase is payable as a result of deaths in either Operation or under other conditions prescribed by the Secretary of Defense.

c. Service members enrolled in the SGLI program will notice an increase in their premiums when the increases take effect. The traumatic SGLI benefit will be rolled into the basic SGLI program and will likely cost about \$1.00 a month.

d. SGLI coverage increments will increase. The increments will go from \$10,000 to \$50,000. Soldiers retaining \$250,000 coverage or less will not see an increase in premiums except for the \$1.00 increase for "traumatic SGLI" premium.

e. Soldiers with dependents must get their spouse's approval to purchase less than the full amount of SGLI coverage. In the case of members who are not married, notice will be provided to the designated beneficiary when the Soldier purchases less than the maximum coverage.

**B-8. Family Life Insurance.** Family Service Members' Group Life Insurance (FSGLI) is a program extended to the spouses and dependent children of members insured under the SGLI program. FSGLI provides up to a maximum of \$100,000 of insurance coverage for spouses, not to exceed the amount of SGLI the insured member has in force and \$10,000 for dependent children. Spousal coverage is issued in increments of \$10,000.

## Appendix C

### MEDICAL/DENTAL

#### C-1. AGR Medical Care

General. Reference ARs 40-3, 40-66, 40-501; NGRs 40-3, 40-501; NGB Policy Memos; Army AGR Medical/Dental Care.

a. Individual Responsibility. Members must notify their immediate supervisor of medical problems. Ensure DEERS information is updated and accurate. Members are in a duty status when reporting for sick call or medical appointments and must be in proper military uniform. Members should report back to their duty station after sick call or medical appointment unless otherwise directed by medical personnel. In this case, members should report back to their supervisor by telephone. Members must keep their supervisors and unit commanders informed of all medical problems.

b. Health Records. The purpose of military health and dental record is to help medical officers advise commanders on retaining and using personnel. It also helps physical evaluation boards appraise physical fitness. Therefore, all civilian medical and dental care documentation must be forwarded to member's record custodian. The military health record is the property of the U.S. Government. It is not the Soldier's property.

c. Line of Duty Investigations (LODs). Submit LODs (DA Form 2173) to NGMO-PER-H. Direct questions on LODs to NGMO-PER-H. LODs are required for all accidents, injuries and diseases contracted while on active duty.

d. Defense Enrollment Eligibility Reporting System (DEERS) is the nationwide computerized data bank, which lists all active and retired military members and their dependents. Member must report any changes to family member status (e.g., divorce, adoption, etc.). Refer to AR 600-8-14 for the proper instructions to update DEERS information. TRICARE and FMDP claims processors check DEERS information before processing claims to ensure eligibility. To verify enrollment in the DEERS database, you may call 1-800-538-9552, 9 a.m. to 8 p.m. Eastern Time. Once family members have been enrolled in DEERS information can be updated by Fax: 1-831-655-8317 or by logging into MilConnect. Additional information can be found at: [www.tricare.mil/DEERS](http://www.tricare.mil/DEERS).

#### C-2. Military Treatment Facilities (MTFs)

a. Member may use any military medical facility. Military identification or DEERS verification is required before treatment. Member should hand-carry their health record or a photo identification the facility. Member must ensure documentation of treatment is entered in their file and return the folder to record custodian. Member should not leave

their record at the MTF. Member should call the facility prior to arriving, due to a wide variance of hours and capabilities.

b. Authorized medical facilities for treatment are:

Munson Army Community Hospital  
550 Pope Avenue  
Ft. Leavenworth, KS 66027  
(913) 684-4021/6000  
Appointments: 913-680-4000

General Leonard Wood Army Community Hospital  
126 Missouri Avenue  
Ft. Leonard Wood, MO 65473  
573-596-1490 or 573-329-8600

c. For certain conditions and circumstances, use of MTF, as opposed to civilian care, may be necessary. In addition to instances stated elsewhere in this section, the following are examples when a MTF must be used.

- (1) Profiling.
- (2) Convalescent leaves.
- (3) Fit for Duty (FFD) evaluations.
- (4) Elective care.

d. Military Travel. Soldiers ordered for medical treatment at an AD MTF are authorized reimbursement of travel/per diem as determined by the JFTR. A request for orders must be submitted to NGMO-HRD-AM for processing. Soldiers are directed to take government transportation when available. Non-medical attendant travel will be authorized when requested by the attending physician. A letter from the physician is required for an Invitational Travel Order.

### **C-3. AGR Physical Examinations and Periodic Health Assessments**

a. Over 40 Physicals. The initial CVSP will coincide with the next periodic physical exam. Over 40 physicals are scheduled by the individual at the nearest MTF. Members are responsible for accomplishing the CVSP and each periodic physical exam thereafter. A copy of the completed physical must be sent to NGMO-PER-H.

b. Periodic Physicals/Soldiers Over 40. Subsequent periodic physicals for Soldiers over the age of 40 will be accomplished IAW AR 40-501. The annual PHA does not rescind the requirements for medical examinations for specific military training

programs/schools. Cardiovascular screening will be accomplished at the first regularly scheduled PHA at age 40. See paragraphs 8-26 and 10-24 for CVSP requirements.

c. Periodic Physicals/Soldiers Under 40. Soldiers under the age of 40 undergo periodic physical examinations, IAW para 8-20, AR 40-501. Personnel on active duty will have a periodic health assessment on record no older than 12 months beginning after enlistment or commissioning.

d. Female AGR Soldiers. Members are required to accomplish a Pap test and breast exam during their birth month IAW AR 40-501. At the age of 40, they will have a mammographic study accomplished IAW AR 40-501, para 8-21 and table 8-4. Records of the examination and test results are maintained in the health record.

e. HIV testing is required for AGR personnel every two years.

f. Physical Disability. (FFD) or retention determinations must be made at an Army MTF. A request for FFD determination is appropriate if the injury/illness impedes the performance of duty or the APFT. The commander or AO may request a FFD by forwarding the treatment record (to include civilian medical documentation) and a memorandum explaining the Soldier's capability of performing his/her assigned daily duty to NGMO-PER-H. When a commander or medical officer determines that member's possess a condition that prevents them from accomplishing their daily military duty, a medical examination must be requested specifically for evaluation of fitness for duty. This pertains to Soldiers having consecutive temporary profiles for 12 months, Soldiers who are unable to perform or pass an Army physical fitness test, Soldiers with diabetes, cardiac condition or condition listed in Chapter 3, AR 40-501 and Soldiers who cannot perform their duty MOS or daily duties. State Medical Duty Review Board (MDRB) may also recommend that the Medical Evaluation Board/Physical Evaluation Board (MEB/PEB) process is initiated by NGMO-PER-H. MEB/PEBs are accomplished at MTFs IAW AR 635-40. Soldiers not meeting medical standards may be separated from the service under the Army Physical Disability System.

#### **C-4. AGR Dental Care**

Soldiers' responsibilities for Dental Care:

a. Process: The Active Duty Dental Program (ADDP) provides authorized private sector dental benefits under two distinct components for ARNG Soldiers. ADDP is available to Soldiers who are either: referred from a Dental Treatment Facility (DTF), or reside and work outside the catchment area (duty location greater than 50 miles from the DTF) under the Remote Active Duty Dental Program (Remote ADDP). Line of Duty (LOD) care will also fall under this program. ADDP is designed to augment, not replace, dental care provided in military DTFs.

b. Treatment: United Concordia pays dentist for authorized dental care. Treatment must be provided by a United Concordia network dentist in order to be

eligible for payment, unless otherwise designated by the DoD. Claims will be paid for those areas where there are no available network dental providers as determined by United Concordia. Network providers will file the claim for the Soldiers.

c. Geographical Areas of Service: Dental care under the ADDP will be available in the US, US Virgin Islands, Guam, Puerto Rico, America Samoa, and the Northern Mariana Islands. United Concordia offers an extensive dental provider network of more than 59,000 dentists.

d. Accessing care: A Soldier must get an Appointment Control Number (ACN) by completing an Appointment Request Form, prior to seeking care. Soldiers go to the following website to access the appointment request form: [www.addp-ucci.com](http://www.addp-ucci.com). There are two options for Soldiers wishing to schedule appointments:

(1) United Concordia Dental Care Finders can make the appointment for the Soldiers if they select United Concordia in the “who will be responsible for scheduling this appointment” field on the form.

(2) Soldiers can personally make the appointment with a United Concordia network dentist by selecting the ADSM option in the “who will be responsible for scheduling this appointment” field on the form.

e. Prior Authorizations: A Soldier needing specialty care or treatment in excess of the routine care limit of \$500 per visit or procedure, or \$1,500 per twelve consecutive months must have their provider obtain prior authorization through the United Concordia provider website prior to receiving care. It is important for Soldiers to remember they must wait until they receive the ACN from United Concordia before they can make their own appointments. Additionally, making their own appointments requires a Soldier to contact United Concordia with the dentist’s name, date and time of the appointment so their records can be updated. Soldiers can also do so by e-mailing United Concordia at [addpdct@ucci.com](mailto:addpdct@ucci.com) or calling 1-866-984-ADDP (2337).

f. Appointments: If a Soldier has difficulty getting an appointment within 21 days of request, they need to contact United Concordia at the toll free number listed above. Soldiers can choose to wait more than 21 days for a specific provider and waive their right to an appointment within the required 21 days, if they choose to do so.

g. Appeals: If a Soldier receives a bill for failure to go to a United Concordia Network Provider, the Soldier may appeal the bill at:

Appeals  
United Concordia Companies, Inc.  
ADDP Unit-Appeals  
P.O. Box 69430  
Harrisburg, PA 17106-9430

h. Tutorials: United Concordia set-up web based tutorials available for Soldiers, units, and other POCs to become familiar with the new process at: <https://secure.addp-ucci.com/ddpddw/adsm/tutorials.xhtml>.

i. Dependents: Dental care for dependents is administered through Tricare Dental Program contracted through MetLife at: <http://www.tricare.mil/CoveredServices/Dental/TDP.aspx>

#### **C-5. Physical Profiles (DA Form 3349)**

a. General. Every Soldier has a profile. A common misconception is that only the disabled Soldier(s) on restriction duty have profiles. The six-digit PULHES, in which each item is assigned a score of 1 to 4, is the profile. Minor defects may be reported on a DD Form 689 (Sick Slip).

b. Temporary Profile. Temporary profiles are for medical conditions that can be expected to improve with time and/or treatment. There should be a reevaluation of the Soldier's condition at least every three months and in no case should a temporary profile be continued longer than 12 months without a definitive resolution (i.e., relieved from temporary profile status or recommended for a permanent profile or (MEB). AGR Soldiers request temporary profiles through the Health Systems Section (NGMO-PER-H).

c. Permanent Profile. Soldiers must be permanently profiled at an AD MTF. If the Soldier is profiled by a MTF other than Army, the AO must forward the original DA Form 3349 with two physicians' signatures and photocopy of all supporting medical documentation to NGMO-PER-H. NGMO-PER-H will forward the profile to NGB for review and approval authority signature. The profile is not considered valid until the NGB surgeon approves it. IAW NGR 40-501, 16-1h, permanent profile change and duty changes shall be entered in SIDPERS.

d. Pregnant Soldiers. Soldier must receive a temporary profile for the duration of her pregnancy. Upon completion of pregnancy, a new profile will be issued reflecting revised profile information. The intent of these provisions is to protect the fetus while ensuring proper utilization of the service woman.

e. Signatures. Temporary profiles not requiring major assignment limitations require only the signature of one profiling officer. Permanent profiles require signatures of two profiling officers, the approval authority (i.e., NGB surgeon or MTF commander) and Soldier's commander. NOTE: All AGR Soldiers who possess a permanent 3 or 4 in one or more of the physical profile designators must appear before an MOS/Medical Retention Board (MMRB) IAW AR 600-60. The Soldier's ability to physically perform in a worldwide field environment will be evaluated. The MMRB for all AGR Soldiers will be conducted at an AD personnel center.

**C-6. TRICARE (Civilian Health and Medical Program of the Uniformed Services).**

TRICARE Prime Remote (TPR) is a program that provides active duty service members in the United States with the TRICARE Prime option while they are assigned to duty stations in areas not served by the traditional Military Health System. TPRADFM offers the same TPR benefit to eligible family members of active duty service members.

a. Eligibility for TRICARE Prime Remote

(1) Active duty personnel, under full-time orders with a permanent duty assignment, who live and work more than 50 miles or one hour's drive time from a military treatment facility, in TPR-designated ZIP codes, must enroll in TPR. In some cases, where geographic boundaries create undue hardship for travel, members living closer than 50 miles may be eligible for TPR. Beneficiaries may check their eligibility based on location on the TPR Web site at [www.tricare.osd.mil/remote](http://www.tricare.osd.mil/remote).

(2) Family members of active duty service members residing with their TPR enrolled sponsors are eligible for TPRADFM. Family members must enroll in order to enjoy the benefit. Once family members are enrolled in TPRADFM, they may remain in TPRADFM if the active duty service member receives a subsequent unaccompanied permanent change of assignment after the TPR assignment and the family members are not authorized to accompany the member to the next duty assignment, and continue to reside in the same TPR location.

b. Enrolling in TRICARE Prime Remote. Eligible active duty service members must enroll in TPR. Family members of eligible active duty service members may enroll in TPRADFM or continue to receive care under TRICARE Extra or TRICARE Standard with applicable cost shares and deductibles. To enroll in TPR and TPRADFM, an enrollment form must be completed and submitted. Enrollment forms are available from any TRICARE Service Center or they may be downloaded from <http://www.tricare.osd.mil/tpr/forms.cfm>. Enrollment forms must be submitted by the 20th of the current month for coverage to begin on the first day of the next month. For example, if a family submits an enrollment form by May, their coverage under TPR will begin on June 1. If the enrollment form is received after the 20th of the month, their coverage will begin on the first day of the following month, or July 1.

c. Obtaining Medical Care with TRICARE Prime Remote

(1) TPR enrollees and TPRADFM enrollees must select or be assigned a local Primary Care Manager (PCM) when network primary care providers are available within the TRICARE Prime drive-time access standards. PCMs provide preventive services, care for routine illnesses or injuries and manage referrals to specialists or hospitals, if needed. If more than one network primary care provider is available, beneficiaries may choose the provider they prefer. If no network primary care providers are available, beneficiaries may use any TRICARE-authorized provider for primary care. Beneficiaries may contact their TRICARE regional managed care support contractor (MCSC)\* to locate TRICARE-authorized providers.

(2) If a PCM determines specialty care is needed, that care must be coordinated through the regional Health Care Finder (HCF) located with the TRICARE regional MCSC. Network PCMs will coordinate specialty care directly with the regional HCF. However, beneficiaries who do not have a network PCM will need to coordinate their own specialty care with the regional HCF. The regional HCF will coordinate active duty TPR specialty care referrals through the Service Point Of Contact (SPOC) to determine if the specialty care must be received from a military provider for a “Fitness for Duty” determination. Specialty care referrals for TPR active duty family members are managed by the HCF and are not coordinated through the SPOC.

d. Active Duty Service Members' SPOC. The SPOC for the Army, Navy, Air Force, Coast Guard and Marine Corps is the Defense Health Agency, Great Lakes (formerly known as MMSO). Active duty service members with questions for the SPOC may call DHA-GL Customer Service at 1-888-647-6676. Written inquiries should be addressed to the appropriate address listed on the DHA-GL Web site <http://www.tricare.mil/GreatLakes>. General questions may be addressed to:

Defense Health Agency-GL  
Suite 304  
2834 Green Bay Road  
North Chicago, IL 60064-3091

(1) TRICARE Network Providers. A group of health care providers who have agreements to provide services or supplies to beneficiaries at a negotiated rate. The TRICARE network includes doctors, hospitals, pharmacies and other providers who have agreed to meet credentialing standards. These providers will handle claims and other paperwork for members.

(2) TRICARE Non-network Providers. This kind of health care provider has no contractual relationship with TRICARE but is certified (authorized) to provide care to TRICARE beneficiaries. There are two types of non-network providers, participating and nonparticipating.

(3) Participating TRICARE Providers are providers who are certified to meet TRICARE’s standards and who agree to accept TRICARE reimbursement rates as payment in full (as a TPR enrollee members do not have to pay them—TRICARE will pay them). They submit member’s service claims. These providers may choose whether to participate with TRICARE on a claim-by-claim basis.

(4) Nonparticipating TRICARE Providers are providers who are certified to meet TRICARE’s standards but do not agree to accept the TRICARE reimbursement rates as payment in full for their services. This means member may be billed for more than the TRICARE reimbursement rates. The law limits payment to these providers to 15% above the TRICARE allowable charges. Soldiers may be required to submit claims to TRICARE when they use a nonparticipating provider.

If a member pays these providers up front for authorized care, TRICARE will reimburse them for covered benefits when they submit a claim for payment.

- Members can acquire claim forms by calling the regional contractor's customer service line\* or download one online at <http://www.tricare.mil/Resources/Forms.aspx>
- To locate a TRICARE authorized provider, members can use the online provider directory at <http://www.tricare.mil/FindDoctor.aspx> or call the regional contractor's customer service line.\*

(5) Non-authorized TRICARE Providers. These providers are not TRICARE-certified (examples include some physicians and acupuncturists). Active duty service members may be responsible for the bill, in full, for care from these providers unless they have obtained pre-approval from their SPOC. Active duty family member receiving care from a non-authorized TRICARE provider, are responsible for the bill in full.

**Note:** Continuity of care is an important element of quality medical care. Continuing to see the same PCM or provider ensures that you have quality medical care.

e. Routine Medical Care. Routine medical care is defined as visits to Soldier's PCM or provider for treatment of symptomatic, chronic or acute illnesses or diseases.

(1) Routine care also includes preventive care measures, such as routine physicals, common immunizations, well-child care, routine hearing exams, as well as screenings, such as mammograms, pap smears and prostate exams and other visits to keep Soldiers healthy, identify health problems in the early stages and help them maintain and improve their health.

(2) PCM or provider will take care of most of the member's routine health care. Member should call their PCM or provider's office to make a routine appointment. Routine care from PCM or provider does not require any type of approval or prior authorization.

(3) For FFD requirements, active duty service members need prior authorization for pregnancy (maternity) care, physical therapy, mental health services, family counseling and smoking cessation programs. Active duty family members also have prior authorization requirements for inpatient and certain outpatient services. Members should visit their regional contractor's web site or refer to the TRICARE Beneficiary Handbook for a list of services that require prior authorization. Members should call their regional contractor for authorization prior to obtaining medical care or treatment that requires a prior authorization, even if this care is provided by their PCM. Telephone numbers can be found in the section of this handbook titled "TRICARE Regional Contact Information."

f. Emergency Care. If emergency care is needed, members should go to the nearest military or civilian emergency room or urgent care center, or call 911. Emergency care is generally defined as “acute symptoms of sufficient severity that a prudent person can reasonably expect the absence of medical attention to result in placing that individual’s health in serious jeopardy, serious impairment to bodily function or serious dysfunction of any body organ or part.”

g. TRICARE Pharmacy Program

(1) The TRICARE Pharmacy Program provides outpatient prescription drugs through military pharmacies, TRICARE Pharmacy Home Delivery, and TRICARE retail network and non-network pharmacies. The TRICARE Pharmacy Program is available to all TRICARE eligible beneficiaries registered in the Defense Enrollment Eligibility Reporting System (DEERS) except US Family Health Plan enrollees. Express Scripts, Inc. (Express Scripts) administers the TRICARE pharmacy benefit, which includes retail pharmacies in the United States and U.S. territories, TRICARE Pharmacy Home Deliver, and stateside specialty pharmacy services. For general information about TRICARE pharmacy coverage, visit [www.tricare.mil/pharmacy](http://www.tricare.mil/pharmacy).

(2). As with most prescription drug plans, beneficiaries can enjoy a significant cost savings by asking their doctors to prescribe the generic equivalent of a brand-name drug. In the U.S. all generic drugs must undergo Food and Drug Administration (FDA) testing and approval and are considered safe alternatives to brand-name drugs. To check for generic equivalents you may use the TRICARE Formulary link located at <http://www.tricare.mil/CoveredServices/Pharmacy/Drugs.aspx> for a list of generic and brand name prescription drugs that are covered.

(3) MTF Pharmacy. Prescriptions may be filled (up to a 90-day supply for most medications) at a MTF pharmacy free of charge. Beneficiaries should contact their local MTF for specific details about filling and refilling prescriptions at its pharmacy.

(4) TRICARE Pharmacy Home Delivery. TRICARE Pharmacy Home Delivery is available for active duty service members. For all other beneficiaries there is a no cost to receive up to a 90 day supply of generic medications. Copayments apply for brand-name and non-formulary medications(up to a 90-day supply). TRICARE Pharmacy Home Delivery is administered by Express Scripts, Inc. For more information about how to use TRICARE Pharmacy Home Delivery, beneficiaries may visit the Express Scripts Web site at [www.express-scripts.com/TRICARE](http://www.express-scripts.com/TRICARE) or contact 1-877-363-1433. They may also visit the TRICARE Pharmacy Program web site at [www.tricare.mil/pharmacy](http://www.tricare.mil/pharmacy).

(5) How to Fill Prescriptions. Valid prescriptions must be issued by the provider and may be submitted electronically, faxed or telephoned in to the pharmacy, depending on state pharmacy laws. For more information please visit <http://www.tricare.mil/CoveredServices/Pharmacy/FillPrescriptions.aspx>.

(6) Express Scripts, Inc. (ESI) provides beneficiaries with one central point of contact for pharmacy customer services and claims processing. If a beneficiary has other health insurance or needs to file a pharmacy claim for a non-network pharmacy, retail pharmacy claims should be mailed to:

Express Scripts  
P.O. Box 52132  
Phoenix, AZ 85082

A downloadable TRICARE claim form is available on the Express Scripts Web site at <http://www.tricare.mil/CoveredServices/Pharmacy/Claims.aspx>.

(7) Formulary and Non-Formulary Drugs: The Department of Defense (DoD) established a uniform formulary, which is a list of covered generic and brand-name drugs. This formulary also contains a third tier of medications that are designated as "non-formulary."

(8) Pharmacy Cost. The cost of filling your prescriptions will depend on their drug tier and the type of pharmacy you use to fill your prescriptions. For more information about pharmacy costs, use the Pharmacy Calculator tool at [www.tricare.mil/pharmacy](http://www.tricare.mil/pharmacy). The current pharmacy cost share structure is based on whether a prescription medication is a brand-name pharmaceutical or a "generic" equivalent. The cost share chart below outlines the costs and includes the new third tier, which is not yet in place. This co-pay structure applies to all beneficiaries, regardless of their TRICARE Prime enrollment status. Active duty service members do not pay co-payments for medications; however, if they fill prescriptions at non-network pharmacies, they will be required to pay 100% of the cost out-of-pocket and file a claim through which they will be reimbursed 100% for covered products.

<b>TRICARE Pharmacy Co-payments</b>			
<b>Place of Service</b>	<b>Tier 1 Formulary (Generic)</b>	<b>Tier 2 Formulary (brand name)</b>	<b>Tier 3* Non-formulary</b>
<b>Military Treatment Facility (MTF) Pharmacy</b>	\$0	\$0	Not Available
<b>TRICARE Pharmacy Home Delivery (up to a 90-day supply)</b>	\$0	\$13	\$43
<b>TRICARE Retail Network Pharmacy (up to a 30-day supply)</b>	\$5	\$17	\$44
<b>Non-network Pharmacy (up to a 30-day supply)</b>	<p><b>TRICARE Prime/TRICARE Prime Remote:</b> for Active Duty Family Members (TPRADFM): 50% cost-share applies after point of service (POS) deductible is met</p> <p><b>TRICARE Standard and TRICARE Extra:</b> \$17 or 20% of the total cost (whichever is greater) after the annual deductible is met</p>	<p><b>TRICARE Prime/TPRADFM:</b> 50% cost share applies after POS deductible is met</p> <p><b>TRICARE Standard and TRICARE Extra:</b> \$17 or 20% of the total cost (whichever is greater) after the annual deductible is met</p>	<p><b>TRICARE Prime/TPRADFM:</b> 50% cost share applies after POS deductible is met</p> <p><b>TRICARE Standard and TRICARE Extra:</b> \$44 or 20% of the total cost (whichever is greater) after the annual deductible is met</p>

**C-7. Active Duty Member Costs.** Active duty members pay nothing for approved health care delivered by authorized civilian providers. For primary care, no authorization is required when members obtain care from their PCM. For specialty care, member's PCM or doctor must make the referral and member must have an authorization from the Health Care Finder (HCF). This includes hospitalization, ambulatory surgery and other visits to specialists. There may be circumstances in which the provider will not file a claim on member's behalf. In these instances, member will be reimbursed for any costs incurred for authorized health care.

**C-8. Family Members**

a. If PCM requires member to see a specialist, member's PCM must obtain a referral from regional contractor before member obtains the specialty care. They will

assist in (1) obtaining the referral and (2) choosing a network specialist or TRICARE-authorized provider. If the member does not have a PCM, the member or their provider must contact the regional contractor for assistance in obtaining a referral for specialty care.

b. In addition, there are prior authorization requirements for inpatient and certain outpatient services. Members should visit their regional contractor's web site or refer to the TRICARE Beneficiary Handbook for a list of services that require prior authorization. Members should call their regional contractor for authorization prior to obtaining medical care or treatment that requires a prior authorization, even if this care is provided by their PCM.

c. If service member seeks non-emergency care from other sources without first contacting their PCM or regional contractor, they will be held financially responsible for those health care services. This care is considered the point-of-service (POS) option, which has higher associated costs. The POS option does not apply to active duty service members.

d. Authorized dependents are:

(1) Husbands, wives and unmarried children up to the age of 21 of active duty service members.

(2) Stepchildren not adopted by sponsor covered as long as sponsor and spouse remain married.

(3) Unmarried child, full time student, covered up to 23rd birthday.

(4) Unmarried child, aged 21 or older, covered if severely disabled and condition existed prior to 21st birthday.

(5) Dependents placed in custody of sponsor either by court or recognized adoption agency in anticipation of legal adoption.

(6) Illegitimate children of current or former service member or spouse are eligible under certain conditions.

(7) Retiree, spouse and unmarried children.

(8) Un-remarried spouse and unmarried children of an active duty or retired service member who is deceased.

(9) Spouse and unmarried children of reservist called to active duty for more than 30 consecutive days (covered only during active duty tour) or reservist who die on active duty.

(10) Spouse and children of a reservist who is injured or aggravate an injury, illness or disease during or on the way to active duty training for a period of 30 days or less or a period of inactive duty training and who die as a result of the specific injuries, illnesses or diseases.

(11) Former spouse of active or retired military member (see TRICARE Standard Handbook for eligibility).

(12) Certain family members of an active duty member who was court-martialed and separated for spouse/child abuse (see TRICARE Standard Handbook for eligibility).

(13) Select spousal abuse situations, former spouse and dependent children of a service member who was eligible for retirement, but had the eligibility taken away as a result of abuse of spouse/child (see TRICARE Standard Handbook for eligibility).

e. Most health care that is medically necessary is covered under TRICARE Standard; however, there are special rules or limits on certain types of care and some types of care are not covered at all. For additional information please visit: <http://www.tricare.mil/Plans/HealthPlans/TSE.aspx>.

**C-9. TRICARE Active Duty Family Member Dental Plan (FMDP).** The DoD has a contract underwritten by United Concordia Companies, Inc. (UCC) which covers dependents of active duty members. For quick reference, refer to the United Concordia Brochure “FMDP Fast Facts.” For covered services, policies and procedures, refer to the TRICARE Active Duty FMDP “Your Dental Benefit Booklet” or go to [www.addp-ucci.com](http://www.addp-ucci.com).

a. If a member wishes to enroll a dependent in FMDP, a monthly premium based on number of dependents will be deducted from the member’s AGR pay. Coverage is effective the month following the month in which payroll deduction begins. Further information on enrollment procedures and current premium costs is available through NGMO-HRA-M.

b. The minimum enrollment is 12 months. The only valid reasons for disenrollment before 12 months are release from active duty and when a sponsor no longer has any eligible dependents.

c. A listing of participating dentists is available at <https://secure.addp-ucci.com/ddpddw/adsm/find-a-dentist.xhtml>.

d. Sponsors may obtain claim forms from United Concordia’s Website <https://secure.addp-ucci.com/ddpddw/adsm/claims.xhtml> NGMO-HRA-M or their dentist. Claims may be submitted to the following address:

United Concordia Companies, Inc.  
Active Duty Dental Program Claims  
PO Box 69429  
Harrisburg, PA 17106-9429

1-866-984-2337 (Mon-Fri 8 a.m. – 8 p.m. EST)

**C-10. Chiropractic Care Program.** The National Defense Authorization Act for fiscal year 2001 established the Chiropractic Care Program, replacing the former Chiropractic Health Care Demonstration Program (CHCDP) that ended in September 1999.

a. Eligibility for the Chiropractic Care Program. Effective 1 October 2001, the Chiropractic Care Program is only available to active duty service members at designated military treatment facilities (MTFs). Family members may be referred to non-chiropractic health care services (physical therapy, family practice or orthopedics) in the Military Health System or may seek chiropractic care in the local community at their own expense.

b. Access to the Chiropractic Care Program. An Active duty service members may be treated by a chiropractic provider for neuro-musculoskeletal conditions at one of the designated MTFs, if referred by their primary care manager. During the course of treatment, the primary care manager will determine if specialty care (traditional or chiropractic care) is required. If chiropractic care is considered an option, the patient will undergo a screening process to rule out any medical conditions that would prohibit chiropractic care. If appropriate, the primary care manager may refer the patient to a chiropractic provider for treatment. Chiropractic care received outside of the designated locations may not be covered under the Chiropractic Care Program. Authorized chiropractic care may be obtained at the following locations:

Fort Leonard Wood  
General Leonard Wood Army Community Hospital  
126 Missouri Ave.  
Ft. Leonard Wood, MO 65473-8952  
(573) 596-1490  
<http://glwach.amedd.army.mil>

Scott AFB  
Scott AFB Medical Center (375th Medical Group)  
310 W. Losey St.  
Scott AFB, IL 62225-5252  
(618) 256-9355  
<https://hospital.scott.af.mil/index.asp>

## C-11. Frequently Asked Questions

- **Can I use a military hospital or clinic if I prefer?**

- Yes. This program is intended to increase your choices and improve access to care; it is not designed to prevent members in remote sites from using a military medical facility if you prefer.
- **Can I choose my own primary care doctor?**
- Yes. If there is more than one network provider in your area, you have the freedom to choose one that is convenient for you. If you are in an area with no network providers, you may use any TRICARE authorized provider.
- **How do I get care if there are no TRICARE network providers where I live?**
- If there are no TRICARE network providers in your area, you may get care from any TRICARE authorized provider. You can call your health care finder to determine if there are any network providers in your area.
- **How do my bills get paid?**
- Specific information on where to file your claims is included in The Remote Controller information handbook that you will receive with the TRICARE Prime Remote enrollment kit.
- **What if I have a serious illness that can affect my fitness for duty status?**
- The military services (Army, Navy, Marine Corps, Air Force and Coast Guard) are responsible for ensuring all active duty service members are qualified for worldwide military service. If there is a question about your continued ability to perform your assigned duties or stay on active duty, your SPOC will refer you to the nearest military medical facility with the specialty care you require to make a qualified evaluation.
- **How is this different from the regular TRICARE program?**
- Currently, TRICARE Prime Remote is only for active duty members. The TRICARE Prime Remote program brings a special version of TRICARE Prime to service members stationed far away from a military installation.
- **What if the physician wants payment up front?**
- In some cases, non-participating providers may require payment at the time that care is delivered. If your provider makes this request, you may have an out-of-pocket cost, but we will ensure you are reimbursed quickly for your out-of-pocket expenses.
- **Who do I call for problems/concerns/questions?**
- Call these numbers to make general inquiries on your TRICARE benefits and to obtain enrollment forms and other materials for the TRICARE Prime Remote program.

- North Region: Health Net Federal Services, LLC [www.hnfs.com](http://www.hnfs.com) 1-877-TRICARE (1-877-874-2273)
- South Region: Humana Military, a division of Humana Government Business [Humana-Military.com](http://Humana-Military.com) 1-800-444-5445
- West Region: UnitedHealthcare Military & Veterans [www.uhcmilitarywest.com](http://www.uhcmilitarywest.com) 1-877-988-WEST (1-877-988-9378)
- TRICARE Prime Remote: <http://www.tricare.mil/tpr>
- DHA-GL (formerly known as Military Medical Support Office): <http://tricare.mil/GreatLakes>
- Tricare Dental Program METLIFE [www.metlife.com/tricare](http://www.metlife.com/tricare) 1-855-638-8371
- ADDP, United Concordia [www.addp-ucci.com](http://www.addp-ucci.com) 1-866-984-2337

#### C-12. Claims Addresses by Region

Triwest Region: **TRICARE West Region  
Claims Department  
P.O. Box 7064  
Camden, SC 29021-7064**

TRICARE North Region: **Health Net Federal Services  
c/o PGBA, LLC/TRICARE  
P.O. Box 870140  
Surfside Beach, SC 29587-9740**

TRICARE South Region: **TRICARE South Region Claims Department  
P.O. Box 7031  
Camden, SC 29021-7031**

Fort Leonard Wood TRICARE	1-888-874-9378
FLW Harper Dental Clinic	573-596-0408
FLW Physical Exams (Victory Clinic)	573-536-0131 ext. 6-1760
VA Office	573-596-8090
Whiteman Dental	660-687-2201
Whiteman TRICARE	1-866-427-6606
Whiteman Physical Exams	660-687-2188
Leavenworth TRICARE	1-877-988-9378
Leavenworth Dental	913-684-5516

Leavenworth Physical Exam  
Scott AFB TRICARE  
Scott Physical Exam

913-684-6250/1-888-269-0109  
1-877-874-2273  
618-256-9355

## Appendix D

### FEDERAL AND STATE BENEFITS AVAILABLE FOR AGR SOLDIERS

D-1. **General.** This pamphlet is for information purposes only and contains material that is valid at the time of publication. Any changes in law or regulations that may have occurred since then will not be included.

D-2. **Military Justice Responsibility.** Soldiers on AGR duty status are under Title 32, USC 502(f). Missouri Code of Military Justice (MOCMJ), responsibility is The Adjutant General of Missouri.

D-3. **Retired Military Almanac.** The Retired Military Almanac is published on a yearly basis. It is an informative guide on retired pay, benefits, entitlements, privileges, restrictions and other essential information for military retirees and their families. Individual can order this handbook by contacting Uniformed Services Almanac, Inc., 6231 Leesburg Pike, Ste L-2, Falls Church, VA 22044; commercial (703) 532-1631 or e-mail [MILITARYALMANAC@MSN.COM](mailto:MILITARYALMANAC@MSN.COM).

**D-4. Federal Benefits for National Guard Soldiers on AGR Status Title 32, USC 502(f)**

<b>BENEFITS</b>	<b>WHILE IN AN AGR DUTY STATUS</b>	<b>RETIRED W/20 OR MORE COMBINED AD SERVICE</b>
Pay and allowances	Base pay, BAS, BAH, Special pay if authorized	Retired pay
Post/base exchanges (Soldier & auth dependents)	YES	YES
Commissary (Soldier & auth dependents)	YES	YES
Permanent change of station	Movement of HHG, travel & per diem, advance pay dislocation allow (DLA), temp lodging allow (TLA)	Movement of HHG & per diem to selected home of record of the Soldier
Space-available travel	Worldwide	Worldwide
Officer/NCO Club (if club charter is honored by Soldier )	YES	YES
Military clothing store	YES	YES
Legal assistance (from military legal offices, representation is limited to military court actions)	YES	YES
Transient billeting	YES	If available
VA home loans	YES	YES
Military postal facilities	YES	YES (CONUS)
Military recreation facilities	YES	YES
Burial flag	YES	YES
Post/base facilities (Service station, golf courses, barbers, etc.)	YES	YES
Wearing of uniform	YES	On appropriate occasions
Official library services	YES	YES
Military affiliate radio services	YES	YES
Base/post theater (Soldier & auth dependents)	YES	YES
Military burial assistance	YES	Refer to Retired Almanac
Military death gratuity	YES	NO
Medical/dental	YES	YES
VA medical/dental	If diseased or injured in LOD	As authorized by VA (prior service)
CHAMPUS/TRICARE (authorized dependents)	YES	Until age 65 then Medicare
SGLI	YES	YES (VGLI)
Survivor benefit plan	YES, with 20 years service (if selected)	YES, with 20 years service (if selected)

**D-5. State Benefits for National Guard Soldiers on AGR Duty Title 32-USC 502(f)**

<b>Benefits</b>	<b>While in an AGR duty status</b>	<b>Retired w/20 or more combined AD service</b>
Missouri National Guard Association has a number of benefits available	Yes	Yes

**D-6. Miscellaneous Benefits for National Guard Soldiers on AGR Duty Title 32, USC 502(f)**

Membership in Federal Credit Unions	Yes	Yes
Membership in Military Associations (State and Federal)	Yes	Yes

**D-7. Survivor Benefits for Dependents of National Guard Soldiers Serving in an AGR Status.** If an AGR Soldier dies while on orders for duty of more than 30 days, the survivors are entitled to the following:

- a. Any unpaid pay and allowances due the Soldier.
- b. Death gratuity (up to \$12,000).
- c. Burial expenses (limited) to include flag. (For personnel serving under Title 10 USG 672(d), the Secretary of the Army or Air Force may authorize payment of necessary expenses of transporting the remains of a deceased to the home of the descendents or to the place of interment).
- d. Transportation of dependents and household goods.
- e. Medical, commissary, theater and exchange privileges.
- f. VA Dependency and Indemnity Compensation (DIC).
- g. VA war orphans education assistance benefits.
- h. Normal social security benefits if Soldier participated in the social security program and qualifies for benefits.

**D-8. Survivor Benefits for Families of Former Soldiers Who Were Receiving Retired Pay**

- a. Reimbursement of burial expenses (VA).
- b. Burial flags (VA).

- c. Retired pay due.
- d. Commissary and PX privileges for un-remarried widows.
- e. Attendance at movie theaters.
- f. An annuity for a spouse and/or children for whom a valid election was made under the Retired Serviceman's Family Protection Plan or Survivor Benefit Plan.
- g. Medical care and hospitalization in uniformed services facilities and from civilian source to dependent that was eligible while Soldier lived.

**D-9. Additional Entitlements/Benefits Available for AGR Soldiers.** All active components of the Department of Defense have established service/aid societies to improve the morale of Soldiers, increase productivity and reduce absenteeism that is caused by worry and indifference due to financial and personal problems. These agencies provide information, assistance and guidance in meeting personal and family problems beyond the scope of the Soldier's own resources. Missouri Army AGR Soldiers are eligible for these services. These service/aid societies may be found at any active component installation. AGR Soldiers who have a problem, which is beyond their capability to resolve, are encouraged to contact the service/aid society closest to their place of employment. The following are examples of support offices that will render assistance.

- a. Social Works Service. This office provides crisis counseling, spousal nonsupport, emergency food and layettes and food stamp referral.
- b. Financial Planning. The financial planning office will provide confidential financial counseling, debt reduction plans, income tax information, consumer advocacy and information and investment information.
- c. Family Advocacy Program. Counseling with abused and abusive parents, Spouse Abuse Family Education (SAFE) classes for victims, Family Abuse Control Training (FACT) classes for abusers, shelter referrals for victims and speaker bureaus are examples of the assistance the Family Advocacy Program can provide.

## Appendix E

### RETIREMENT INFORMATION

#### E-1. Introduction

a. General. Retirement can be a time of pleasure or difficulty depending on Soldier's attitude and how well they prepared themselves. This guide is intended to help Soldiers understand some of the actions they can take to make their retirement more comfortable and enjoyable. The following are some basic but very important considerations.

(1) Start with a positive attitude. Retirement is not the end of a career or lifestyle, but rather a time of transition. It is an opportunity to move out of past responsibilities and relationships and into new ones.

(2) Prepare early. The more preparation Soldiers make, the easier the transition will be. It is too late to start developing a successful retirement plan the day before the Soldier retires. There are many publications and organizations available to assist members.

(3) Soldiers need to understand the impact of their retirement on others. If they have family, remember that they have played a large part in your Army career.

b. Use the facilities. Soldiers and their family members are authorized the use of facilities on military installations when adequate facilities are available. The capability to accommodate retired Soldiers varies widely at each military installation. The installation commander determines if the facilities may be used by retired personnel. Generally, retired personnel are accommodated provided their use of the facilities does not present any hardship on active duty Soldiers who have the first priority.

#### E-2. General Administration

a. Personal/Family Information. This period of transition provides an excellent opportunity for Soldiers to get their personal and family records in order. Original or certified copies of documents are required when filing for various benefits from the Department of Veterans Affairs, Social Security Administration and other government agencies. Members should make sure that their vital documents are in order and that their next of kin or the executor of the estate knows where the documents are stored. Some of the more essential documents are a will; birth certificates for member, spouse, and/or children; marriage certificate; divorce decree; DD 214; names of banks and credit unions; adoption papers; Veterans Administration claim number; insurance policies and lists of assets and liabilities.

b. Military Records. Soldiers should make copies of all medical and dental records before leaving AGR duty. These records will be turned in when you process out

and once they are forwarded to the records holding area it is extremely difficult to get copies. It is also advisable that members retain any paper copies of military personnel records. These are also extremely difficult to obtain once they have been forwarded to the Personnel Records Centers.

c. Identification Cards. Members and all eligible family members will be required to obtain new ID cards 10 days before retirement day.

d. Transition Leave. Taking transition leave may be beneficial if it allows member to accept employment that provides more income than their current salary or it meets other personal needs. Generally speaking, however, it is almost always more financially advantageous to sell back accumulated leave when retiring. The following chart may assist member's decision.

Example: Soldier retires 30 June and has 60 days accrued leave.

Income Cashing Transition Leave	Income Taking Transition Leave
Active duty pay to 30 June	Active duty pay to 30 June
Retired pay begins 01 July	Retired pay begins 01 July
New job salary begins 01 July	New job salary begins 01 May
Payment for 60 days leave	

Effective 10 February 1976, Soldiers were limited to selling back no more than 60 days accrued leave in their military career. Prior to 31 August 1976, Soldiers could receive base pay, rations and quarters allowance for each day of leave sold back. After 31 August 1976, this was limited to base pay only.

e. Computing Military Retired Pay. Currently there are three different retirement systems in effect. Depending upon when member first entered military service, one of the three will be used to calculate retired pay. Each system requires a minimum of 20 years active service. The maximum years of service that can be used is 30 years. Remember military retired pay is computed on basic pay only. It does not include any other compensation such as quarters allowance, subsistence allowance or federal tax advantages. This can make a significant difference in dollar amounts when computing potential retired pay.

(1) **Final Basic Pay Plan (DIEMS date prior to 8 September 1980):** Retired Pay = (Years of Creditable service X 2-1/2%) X Final Basic Pay. Percentage multipliers can now exceed 100%; receive Full COLAs and receive full credit for all full months served (example: 22yrs 4mos = 55.83%)

Years of Service	20	21	22	23	24	25	26	27	28	29	30-40
Final Pay Multiplier %	50	52.5	55	57.5	60	62.5	65	67.5	70	72.5	75-100

(2) **High-3 Plan (DIEMS date between 8 September 1980 and 31 July 1986 and DIEMS date on or post 1 August 1986):** Retired Pay = (Years of creditable serve X 2-1/2%) X average of highest 36 months basic pay. This is typically an average of the last 36 months; percentage multipliers can now exceed 100%; receive full COLAs and receive credit for all full months served (22 yrs 4 mos = 55.83%).

<b>Years of Service</b>	20	21	22	23	24	25	26	27	28	29	30-40
<b>Final Pay Multiplier %</b>	50	52.5	55	57.5	60	62.5	65	67.5	70	72.5	75-100

(3) **High-3 or REDUX Plan (DIEMS date post – August 1986 – “choice”):** Retired Pay = (Years of creditable service X 2-1/2%) minus 1% for each year <30 years X average of highest 36 months of basic pay. 2% per yr thru 20 years; 3.5% from 20-30 yrs; 2.5% thereafter; \$30K Career Status Bonus (CSB election in 15<sup>th</sup> year); percentage multipliers can now exceed 100%; receive credit for all full months served. If member elected the CSB payment, you will receive COLA minus 1% and a one-time catch-up COLA at age 62.

**\*\*Example: An E7 with 22 years of AFS would receive a monthly retirement pay of \$2394.00. An E7 with 22 years of AFS who elected the CSB would receive a monthly retirement pay of \$2046.00.\*\***

<b>Years of Service</b>	20	21	22	23	24	25	26	27	28	29	30-40
<b>Final Pay Multiplier %</b>	40	43.5	47	50.5	54	57.5	61	64.5	68	71.5	75-100
<b>High-36/Final Mult. %</b>	50	52.5	55	57.5	60	62.5	65	67.5	70	72.5	75-100

For additional information and calculations please go to:  
[www.myarmybenefits.us.army.mil](http://www.myarmybenefits.us.army.mil).

f. Major Features of the Three Military Retirement Systems

<b>Plan</b>	<b>Eligible</b>	<b>Annuity Formula</b>	<b>COLA Adjustment</b>
Final Basic Pay Plan	Service members who initially entered active duty before 8 September 1980.	50% of final basic pay after 20 years of service; 2.5% of each additional year served up to 30 years. A 30 year retiree receives 75% of final basic pay	Full inflation protection through annual COLAs based on changes in the Consumer Price Index.
High-3 Plan	Service members who initially entered active duty between	Same as above except the 2.5% is applied to average basic pay for the highest	Full inflation protection through annual COLAs based on changes in the

	8 September 1980 and 31 July 1986.	three earning years rather than final basic pay.	Consumer Price Index.
High-3 or Redux Plan	Service members who initially entered after 31 July 1986 and/or elected the Career Status Bonus (CSB)	40% of the average of the highest three years' basic pays after 20 years of service; 3.5% for each additional year served up to 30. Thus a 21-year retiree receives 43.5% of High-3 basic pay, a 23-year retiree receives 50.5% and a 30-year retiree receives 75% of High-3 basic pay, at that point matching the benefit formula under the High-3 plan. When the retiree turns 62, annuities increase to match the High-3 formula of 2.5% for each year served.	Partial inflation protection through annual COLAs set one percentage point below the Consumer Price Index.

g. Retired Pay. Army retired pay is processed by Retired Pay Operations, Defense Finance and Accounting System (DFAS) - Cleveland, P.O. Box 99191, Cleveland, OH 44199-1126 (1-800-321-1080). Shortly after retirement, member will receive an information pamphlet from that organization explaining their procedures and how they can be contacted. Member will not receive notification from them whenever there is a change to their pay (i.e., Cost of Living Adjustment). All Soldiers who retire after 1 October 1990 are required to receive their monthly retired pay by the Direct Deposit or Electronic Funds Transfer method. Check will not be mailed to an individual's home or mailing address. The Direct Deposit method of payment is more efficient and timely and more convenient for the payee. Federal taxes (and state taxes, if requested) will be deducted from retired pay. Social Security/FICA taxes are not deducted from retired pay. For additional information please visit: [www.mypay.dfas.mil/mypay.aspx](http://www.mypay.dfas.mil/mypay.aspx).

h. Mobilization/Retiree Recall. The Army Reserve Personnel Center (ARPERCEN) administers a program to recall retired Soldiers in case of full or partial mobilization. Officers and enlisted personnel under 60 years of age and in good health are subject to recall in case of war or national emergency as declared by the President. Warrant officers may be recalled up to their 62nd birthday. General officers are called on a case by case basis. Selected personnel are issued "Hip Pocket" orders assigning them to active duty stations, usually within 300 miles of the retired Soldier's home. No immediate action is required when these "Hip Pocket" orders are received. Retired Soldiers will report for duty only when mobilization is announced by the President. ARPERCEN will make periodic contact with retired Soldiers to keep their files up to date.

i. Army Echoes. Army Echoes is the official bulletin for the Army retiree. It is published quarterly by the Army Retirement Service Office, U.S. Army Community and

Family Support Center. Once member starts receiving retired pay, they will automatically start receiving Army Echoes. It will be mailed to the address filed with the Defense Finance and Accounting System - Cleveland. Army Echoes is designed to keep retirees and family members up to date on changes in military benefits, entitlements and other matters of interest to the military community.

**E-3. Retirement Physical.** The retirement physical is **mandatory** and must be taken no more than four months before retirement or the start of transition leave and no less than one month before retirement. However, failure to complete REFRAD examination prior to retirement will not be grounds for retention in AGR status on full-time National Guard duty. Contact your nearest active component military treatment facility for details and scheduling of appointments.

#### **E-4. Department of Veterans Affairs (VA) Benefits**

a. General. The Department of Veteran Affairs will send members information on benefit programs available after retirement. Members should contact a local VA representative any time they have questions on entitlements. The VA has certain eligibility criteria based on time of military service, type of discharge and percentage of disability, if applicable. The following information highlights some of the basic VA entitlements, but it is recommended that members obtain individual counseling specific to their situation. Individual counseling is available at any local VA office; contact them for an appointment.

##### (1) VA Information Sources

###### Online:

- <http://www.va.gov>
- Send email inquiries
- Download forms
- Get benefits information
- Apply for benefits

###### By Phone:

- Benefits: 1-800-827-1000
- Education: 1-888-442-4551
- VA Life Insurance: 1-800-669-8477
- SGLI/VGLI: 1-800-419-1473
- Gulf War: 1-800-749-8387
- TDD: 1-800-697-6947
- Womens Veterans  
Hotline 1-855-829-6636

b. Survivor Benefit Plan (SBP). SBP was established by Public Law 92-425 in September 1972. It was designed to provide monthly annuity benefits to eligible

survivors after a retired Soldier's death. The passage of retired pay to survivors is not automatic. Retired pay stops with the death of the retired Soldier. If the retired Soldier has not elected SBP coverage, no benefits are payable to the surviving family members. In short, SBP provides income protection for survivors of retirees. Only SBP will entitle survivors to continue receiving a portion of the retired Soldier's pay upon the retired Soldier's death. If member and their spouse depend wholly or in part upon member's retired pay to live, it is very possible and probable their surviving spouse will need a portion of that retired pay. Only SBP can provide that income protection to survivors. It is not life insurance or a savings plan. For detailed information on SBP, contact the closest military installation retirement services office at 573-596-0947 or visit [www.armyg1.army.mil/retire](http://www.armyg1.army.mil/retire).

### E-5. Types of Retirements

a. Qualifying Service for Retirement. Retirement may be attained through continuous AGR service or by an accumulation of various types of service to include AGR, ADSW, ADT, AT, EAD, IADT and all other types of active federal service under Title 10 USC or Title 32 USC.

b. Retirement for Length of Service

(1) Officers and warrant officers will be mandatorily released from the AGR program upon reaching their mandatory removal date (MRD), or if non-retained by the Active Service Management Board (ASMB), whichever occurs first. For information on extensions past MRD, contact the HRO.

(2) AGR warrant officers, unless entitled to a higher retired grade under some other provision of law, retire in the permanent regular or reserve warrant officer grade, if any, that the Soldier held on the day before the date of retirement or in any higher warrant officer grade in which the Soldier served in active duty satisfactorily, as determined by the Secretary of the Army, for at least 31 days (10USC 1371).

(3) Enlisted Soldiers will be mandatorily released from full-time National Guard duty (AGR) when they have reached their Retention Control Point (RCP) of qualifying active service and grade as prescribed below per NGB guidance, or Age 60, whichever is attained first.

	Prior to 31 Dec 17	After 31 Dec 17
E5	20 years active service	14 years active service
E-6	20 years active service	20 years active service
E-7	26 years active service	26 years active service
1SG/E-8	29 years active service	29 years active service
E-9	32 years active service	32 years active service
Nominative CSM/SGM	35 years active service	35 years active service

(4) AGR Soldiers will be continued on Full-time National Guard Duty (Title 32 AGR) when they have attained 20 years of active service or until disapproved for extension by the ASMB. AGR Soldiers will not be extended beyond their MRD (age 60)

or RCP whichever comes first. AGR Soldiers deployed under the provisions of 10 USC will be released in accordance with the time period prescribed by CNGB and/or the Secretary of the Army.

(5) At age 60, when retiring with 20 years of active duty, retired Soldiers are entitled to receive an immediate annuity with all rights and privileges of the retired regular military.

(6) Fully justified requests to withdraw a retirement application or change an established retirement date may be forwarded to the Adjutant General for consideration. These requests will only be approved if it is established that it would prevent an extreme hardship to the Soldier or immediate family or if it would be in the best interest of the government.

c. Deferred retirement. AGR Soldiers who meet the minimum qualification (20 years of active duty) for a regular retirement, may choose to defer that retirement and remain a member of the Army National Guard in a traditional status.

(1) AGR Soldiers will submit a letter of resignation from the AGR program and complete and sign NGB Form 34-4 through their chain of command to the State HRO/AGR Manager.

(2) AGR Manager will review Soldiers record, confirm eligibility, prepare separation documents and retain an AGR file on the Soldier until Soldier requests retirement.

(3) Upon receiving retirement request from Soldier, the AGR Manager will coordinate with NGB Retirement Services Section and Transition Center of choice for final retirement processing.

## **E-6. Missouri Army National Guard Pre-Retirement Information Guide**

### **a. General Information for Soldiers transitioning through Fort Leonard Wood**

(1) Soldiers must coordinate with the AGR Management Branch between 6 and 12 months prior to retirement. Their job is to help make transition to retirement as smooth as possible. The AGR Manager will request Retirement Points Accounting Management (RPAM) documents, process retirement orders and help transition Soldiers to Fort Leonard Wood.

(2) When Soldiers retire from the AGR Program, there will be a large number of forms to complete. Soldiers need to complete each form accurately, and keep a copy of all forms for their files, to include medical and dental records.

(3) Prior to retirement, members should make copies of their medical and dental records. Copy everything before turning in original medical record to Health

Records because these files will not be returned to member. State Health records will send original medical records to Ft. Sam Houston to be archived.

b. Retirement and VA Briefings. All Soldiers are encouraged to attend these briefings two years out and again three to six months before retirement.

c. The Retirement Briefing

(1) The briefing is currently conducted three (3) times per year (February, June, October) at Lincoln Hall in the Engineer Center in the MANSEC building at Fort Leonard Wood. The following information is discussed during the briefing: retirement benefits, TRICARE, finance and travel, VA benefits, transportation, SBP, Job Information Center, and disability pay.

(2) Upon retirement, SGLI is free for 120 days. After that Soldiers should be in the process of converting to VGLI or a private company.

(3) Soldier's first retirement check is received on the first work day of the month. Soldiers need to review the information on the check closely. After the first check, the rest will be direct deposited and Soldier will receive a statement at the end of the year, unless they requested a statement directly from DFAS.

d. Job Information Class. This class is mandatory. Soldier must attend this class in order to check out of the military. If travel is over 55 miles, member may request travel reimbursement.

e. VA Briefing. The VA briefing is conducted in the Soldier Center at Fort Leonard Wood. Soldiers must attend this mandatory briefing before scheduling retirement physical. This briefing will discuss life insurance, dental coverage, burial benefits, eligibility for VA care and federal and state VA benefits.

f. Retirement Physical

(1) The retirement physical is currently conducted at Fort Leonard Wood Victory Clinic. This cannot be started until at least four (4) months prior to start date of Permissive TDY/Travel leave. There are two phases. Soldiers need to make an appointment by calling Health Care Processing at the Soldier Service Center, (573) 596-0131 ext. 61760 and identify themselves as AGR member, and due to travel distance, they need to complete entire physical on the same day.

(2) Soldiers should take their medical and dental records, unless they have already been forwarded.

(3) The physical consists of standard procedures: blood work, EKG, x-ray, hearing test, talking with the doctor, etc.

g. Finance. Located at Soldier Service Center, Building 470. Soldiers should expect a two to three day delay in receiving their last paycheck and LES. Soldier is entitled to receive travel to Ft. Leonard Wood to check out of the military. All classes and briefings are mandatory. If Soldier fails to attend, it may cause delays in checking out of the military and receiving retirement benefits.

h. Supply. Member must obtain a memo from their Supply NCO stating member has cleared everything.

i. Survivor Benefit Plan Election (SBP). Approximately three months prior to starting terminal leave, member must contact Ft. Leonard Wood Transition Center at 573-596-0947 to schedule an appointment to complete DD Form 2656. Documents needed:

- (1) Retirement address
- (2) Account information (to include routing number, address of bank)
- (3) Dependent's SSN and DOB
- (4) Place and date of marriage
- (5) Most importantly, if applicable, spouse should attend if at all possible

j. Retired ID cards. Should be obtained by member and their family within 10 working days before the end of their retirement month.

k. General Information for Soldiers transitioning through Fort Leavenworth, Kansas

(1) The briefing is currently conducted five (5) times per year (October, November, January, March and May) at the Resiliency Center, 600 Thomas Avenue, 2<sup>nd</sup> Floor, Fort Leavenworth, Kansas. Spouses are welcome to attend. Pre-Retirement briefings are open to all who are planning for retirement or have an approved retirement. If you have any questions please call 913-684-2425.

(2) If you are separating or retirement from military service, you must initiate your pre-separation process with a transition counselor. Please contact 913-684-2227. The following services will be offered: pre-transition counseling, 5-day Transition Assistance Program, TRICARE, finance and travel, VA benefits, transportation, SBP, Job Information Center, and disability pay.

## Fort Leonard Wood Retirement Information Checklist

**An approved application for retirement (SF52) may not be withdrawn/revoked nor may a retirement date be changed unless written request has been submitted to the TAG with Soldiers request, IAW, AGR Handbook, AR 635-40, NGR 600-200, AR 635-200 and NGR 600-5.**

1. Attend at least one Pre-Retirement Briefing at Fort Leonard Wood located in the Manscen Center, Engineer Bldg, Lincoln Hall Auditorium from 0800-1200. This briefing is scheduled three times per year (October, February and June). Request travel (if outside 55 miles) through DTS. **(MANDATORY)**

Date: \_\_\_\_\_

2. Attend a four (4) day ACAP/TAP/VA Briefing at Fort Leonard Wood located in the Education Center. Call 573-596-0175 to schedule your class. Request travel (if outside 55 miles) through DTS (HR). **(MANDATORY)**

Date: \_\_\_\_\_

3. Schedule Retirement Physical in Victory Clinic at Fort Leonard Wood, 573-596-0131 ext 6-1760. This cannot be started until at least four (4) months PRIOR to start of PTDY/Trans Leave. There will be a Phase I and Phase II part of your physical. Request travel through DTS (Medical). **(MANDATORY)**

Date for Phase I: \_\_\_\_\_ Date for Phase II: \_\_\_\_\_

4. Make a minimum of 3 copies of your health record **before turning the ORIGINAL medical record back in to State Health Records Custodian** located at JFHQ-ISTS, 2302 Militia Drive, Jefferson City, MO 65101. State Health Records will send your ORIGINAL medical records to Ft. Sam Houston to be archived.

5. Clear supply for all hand receipts, OCIE, keys and obtain memo from your Supply NCO stating you have cleared everything. Memo needs to be forwarded to MSG Johnson as soon as this has been completed. **(MANDATORY)**

Date Cleared Supply: \_\_\_\_\_

6. Updated DD 93, SGLV 8286, and certified/verified copy of ERB/ORB and any AWARDS not listed on your ERB/ORB or if they are not in your IPERM RECORD YOU will forwarded all documents to MSG Johnson within 3 months prior to start of Permissive TDY. **These documents are used to create your DD214. (MANDATORY)**

Date documents sent to AGR Branch: \_\_\_\_\_

7. Complete Manual DA 31's for Permissive TDY. LTC or above in your Chain of Command can authorize up to 20 days PTDY for house hunting and job hunting prior to retirement (duty days only). Complete DA 31 for Transitional Leave and forward everything to AGR Section NCOIC. **(MANDATORY)**

Date sent to AGR Branch: \_\_\_\_\_

8. Out-process with Fort Leonard Wood Finance Office, Bldg 470, Room 1120. You may also schedule an appointment at finance by calling 573-596-0024. **(MANDATORY)**

9. Out-process with Survivor Benefit Counselor (SBC), review and sign final DD 214, and CLEAR Finance. Call Mrs. Kelley at 573-596-0947 two weeks prior to reporting date to schedule time. **(MANDATORY)**

Date/time for out-processing: \_\_\_\_\_

10. Retain a copy of your retirement orders and DD Form 214, both documents are necessary for obtaining your retirement ID Card. Retired ID cards should be obtained by you and your family members **10 working days** before the end of your retirement month. **(MANDATORY)**

Date/time: \_\_\_\_\_

11. Contact the Missouri National Guard Retirement Services Office 3 months prior to your Retirement Date to update after-retirement contact information in order to receive up-to-date information regarding Tricare updates, Retiree Appreciation Day's, informational emails, etc. Point of contact is Ms. Debra Havens at 573-638-9500, ext 37011, email: debra.l.havens.civ@mail.mil or Mr. John Lewis at 573-638-9500, ext 39648, email: john.r.lewis2.civ@mail.mil.

Date/time for out-processing: \_\_\_\_\_

**Retired pay mailing address and telephone number:**

**Defense Finance and Accounting Service  
U.S. Military Retired Pay  
P.O. Box 7130  
London, KY 40742-7130**

**Phone number: 800-321-1080  
Fax: 800-469-6559**

## Appendix F

### DEPLOYMENT INFORMATION

F-1. ARNG Soldiers serving on Title 32 status prior to mobilization will be REFRAD, issued a DD Form 214, separated in eMILPO and upon demobilization returned to Title 32 status under separate orders. The State Adjutant General may issue DD Form 214 to ARNG Soldiers released after 90-days or more of continuous full time National Guard duty under 32 USC 101 (19). JFHQ- MO will prepare this form when errors are identified on the DD Form 214 for enlisted members if needed after demobilization. HRC will process DD Form 215 for officers.

#### Prior to Deployment Information

a. When an AGR Soldier is identified for deployment, the Soldier will out-process through the Human Resources Office. HR office will notify Soldier of the scheduled date and time and what items are required. The Soldier will ensure that all items listed below are completed and submitted to the Human Resources Office prior to the deployment date.

b. When an AGR Soldier receives his deployment orders, the following documents will be forwarded to the Human Resources Office immediately IAW the AGR Mobilization & Demobilization Checklist:

- (1) Copy of Mobilization Orders.
- (2) DD Form 1561 (Family Separation Pay). Note: AGRs will not receive FSP during RCP Training.
- (3) DA 5960 IAW DOD JTR, CH. 10, Paragraph 10428C (Based on the AGR member's Permanent Duty Station at the time of mobilization.)
- (4) ERB/ORB (Updated)
- (5) Current RPAS Statement
- (6) Personnel Qualification Roster (PQR)
- (7) Enlisted Only - Copy of DA 4836 extension (only if the Soldier's ETS will expire while deployed).
- (8) Completed AGR DD 214 Checklist

c. An AGR Soldier will need to know the following while deployed and upon return from mobilization:

(1) Per Diem. Per diem is a travel allowance that comprises a set dollar amount for lodging and a set amount for meals. These rates are specific to each location. Generally, Soldier will be furnished government mess and lodging when they are available. If meals and lodging are provided, the daily rate for per diem is \$5.00 for stateside locations and \$3.50 for overseas locations.

(2) Duty While in Location Commuting Distance. If Soldier is within commuting distance (which will be established by the commander) of mob location or duty location, Soldier is not entitled to per diem.

(3) Privately Owned Vehicle (POV). Soldiers may use POV as transportation from home of residence to the assigned mob station and/or duty location. Additionally, Soldiers will need to keep in mind that the total payment of travel reimbursement will not exceed the government procured transportation being used between locations (i.e. cost of airline ticket).

(4) In and Around Mileage. There is no authorization for the payment of in and around mileage while on temporary change of station orders for OPERATIONS Noble Eagle/Enduring Freedom/Iraqi Freedom. Soldiers may be authorized in and around mileage while on TDY orders (DD Form 1610/Format 400). If Soldier is authorized in and around mileage, they must keep a log showing the required miles driven and submit a copy of this log with travel voucher for mileage reimbursement.

(5) Special Leave Accrual (SLA). The FY 2004 National Defense Authorization Act provides that, effective 24 November 2003, a member may carry over 120 days of accumulated leave if on active duty for a least 120 consecutive days in an area authorized hostile fire or imminent danger pay. Leave in excess of 60 days is lost if not used before the end of the third fiscal year after the fiscal year in which the continuous period of service ended.

#### d. DD Form 214

(1) The Human Resources Office AGR Branch will publish the AGR Soldier's DD Form 214 in order to separate from T32 Status to T10 Mobilization Status.

(2) The DD Form 214 is produced in TRANSPROC, the web-based DD 214/215 producing system and is governed by AR 635-8, Separation Documents, dated February 2014.

(3) Ensure all mobilizing T32 AGR Soldiers complete the DD 214 Checklist in order to have an accurate DD 214. The ERB/ORB and other iPerms records are the main supporting documents for the DD 214. It is the Soldier's responsibility to ensure they have an accurate and updated ORB/ERB in iPerms and all other documentation is uploaded.

## Appendix G

(INSERT UNIT LETTERHEAD)

(INSERT OFFICE SYMBOL)

(INSERT CURRENT DATE)

MEMORANDUM THRU

Administrative Officer/Director of (INSERT CURRENT UNIT/DIRECTORATE,  
ADDRESS)

Administrative Officer/Director of (INSERT BDE AO/DIRECTORATE, ADDRESS)

FOR Director of Human Resources, ATTN: LTC Rodney Ginter, 2302 Militia Drive,  
Jefferson City, Missouri 65101-1203

SUBJECT: Request Exception to Stabilization Policy, (INSERT SOLDIERS NAME)

1. I, (INSERT SOLDIERS NAME) request a waiver of my stabilization period. (INSERT REASON).
2. (INSERT JUSTIFICATION)
3. The point of contact for this memorandum is (INSERT SOLDIER NAME AND CONTACT INFORMATION).

Supervisor and/or BN AO  
RANK, MOARNG  
DUTY POSITION

## Appendix H

### Certificate of Agreement and Understanding

#### Section 1. Applicability

- a. Army National Guard enlisted Soldiers applying for Recruiting and Retention vacancies must sign this Certificate of Understanding and Agreement prior to issuance of AGR orders.
- b. This form will be completed only once and will remain in force during the entire period until the individual has completed the required stabilization period.
- c. A copy of this certificate will be given to the individual, and a copy will be filed permanently in the AGR Management files.

#### Section II. Active Guard Reserve (AGR) Conditions and Obligations

*(Soldier will initial on appropriate line)*

\_\_\_\_\_ I am applying for an AGR Full-Time National Guard Duty Tour under Title 32 USC 502(f) with the Recruiting and Retention Battalion.

\_\_\_\_\_ If selected for an AGR Recruiting and Retention job vacancy, I will be required to satisfy a 36-month stabilization period. I understand that failure to comply with this requirement, I may be immediately released from my current AGR orders and ineligible for entry into the AGR program.

#### Section III

I have been counseled on and understand all of the conditions and service requirements in this certificate. No other conditions or promises were made to me as a condition of my service on Full-Time National Guard Duty in the AGR Program.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Typed or Printed Name and Rank

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Typed or Printed Name and Rank  
of Counselor

\_\_\_\_\_  
Signature