

**NEVADA NATIONAL GUARD (NVNG)**

**ACTIVE GUARD RESERVE (AGR)  
HANDBOOK**



Published for NVNG Supervisors and AGR Members

By:

The Nevada National Guard  
Human Resources Office (HRO)  
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# NVNG AGR Handbook

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

Congratulations on being selected as a member in the Active Guard/Reserve Program. You can take great pride in your selection to serve in this important role contributing to the unit readiness and combat capability of the Nevada National Guard.

The Human Resources Office (HRO) is pleased to provide the NVNG AGR Handbook to all managers, supervisors, and AGR members of the Nevada National Guard to assist you in accomplishing this mission.

## **ABOUT THE HANDBOOK**

This handbook serves as a guide to assist commanders, supervisors, Active Guard/Reserve (AGR) members, and dependents in becoming familiar with the AGR Program of the Nevada National Guard. It is a consolidated source of information and is intended to provide an overview of the AGR program. The guidance has been drafted based on Army, Air, and Federal statutes and regulations, as well as DoD, local and National Guard Bureau policy.

## **HOW TO USE THIS HANDBOOK**

The content of the handbook covers topics of interest in a sequence developed to educate employees about the AGR program and assist supervisors with the steps involved in managing the AGR workforce.

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

//////////////////ORIGINAL SIGNED////////////////////////////////////

ONDRA BERRY, Brig Gen, USAF  
The Adjutant General, NVMD



# NVNG AGR Handbook

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## Contents

Section 1 – General Information .....	5
1-1: Overview of AGR Program .....	5
1-2: Identification Cards .....	5
1-3: Duty Hours.....	6
1-4: Workplace Searches.....	7
1-5: Inspector General (IG).....	7
1-6: Violence in the Workplace .....	8
1-7: Privately Owned Firearms .....	8
1-8: Tobacco Use in Government Facilities.....	8
1-9: Access to Military Installations .....	9
1-10: Diversity and Inclusion / Equal Opportunity (EO) .....	9
1-11: SHARP / SAPR .....	10
Section 2 – Standards of Performance and Conduct.....	10
2-1: Dress and Appearance.....	10
2-2: Physical Fitness Program .....	11
2-3: Army Body Composition Program .....	12
2-4: Military Driver’s License .....	12
2-5: Substance Abuse .....	12
2-6: Sexual Assault and Sexual Harassment .....	13
2-7: Membership in Extremist Groups .....	14
2-8: Army Family Care Plans .....	14
2-9: Fraternalization and Professional Relationships .....	15
2-10: Solicitation of Subordinates.....	16
2-11: Gambling and Lotteries.....	16
2-12: Gifts .....	16
2-13: Computer Network Accounts / Systems Access.....	17
2-14: Security Clearances .....	17
2-15: Freedom of Information Act/Privacy Act.....	18
2-16: Government Issued Credit Cards.....	19
2-17: Assisting Recruiting & Retention Efforts .....	19
2-18: Supply Accountability .....	19
2-19: Off-Duty Employment.....	20

# NVNG AGR Handbook

---

2-20: Unions .....	20
2-21: Political Activities/Voting .....	21
2-22: Jury Duty .....	21
2-23: Lawsuits involving AGR Personnel .....	22
2-24: Illegal Tape Recordings .....	23
2-25: State Active Duty.....	23
2-26: Absent Without Leave (AWOL).....	23
Section 3 – Career Lifecycle Management .....	23
3-1: General Overview.....	23
3-2: Entry into the AGR Program.....	24
3-2a: Entry into the Air AGR Program .....	24
3-2b: Entry into the Army AGR Program .....	24
3-3: Length of Tour/Period.....	25
3-4: In-processing and Orientation .....	25
3-5: Performance Evaluations .....	25
3-6: Career Management Program .....	26
3-7: Priority Placement Program (PPP).....	26
3-8: Lateral Reassignment/Transfer.....	26
3-8a: Air AGR Lateral Reassignment/Transfer.....	27
3-8b: Army AGR Lateral Reassignment/Transfer .....	27
3-9: Temporary AGR Fills (ANG).....	28
3-10: Controlled Grades.....	29
3-11: Officer and Warrant Officer Promotions .....	29
3-12: Enlisted Promotion System (EPS).....	29
3-12a: Army National Guard Enlisted Promotion System .....	29
3-13: Mandatory Professional Military Education.....	29
3-14: Command Leadership and Staff Assignment Policy (CLASP) .....	30
3-15: Mobilization .....	31
3-16: Tour Continuation and Active Service Management Boards (ASMB).....	31
3-16b: Army Tour Continuation and Active Service Management Boards .....	32
3-17: Release from AGR Program .....	32
3-18: Types of Separations (Voluntary and Involuntary) .....	33
3-19: Medical Separation .....	33
3-20: Mandatory Separation.....	33

# NVNG AGR Handbook

---

3-21: Retirement.....	34
3-21a: Air National Guard AGR Retirement.....	35
3-21b: Army National Guard AGR Retirement .....	35
3-22: Out-Processing Procedures .....	36
Section 4 – Pay and Benefits .....	36
4-1: Pay Process / Direct Deposit / Pay Inquiries .....	36
4-2: Pay, Entitlements, Allowances and Special Incentive Pay.....	37
4-3: Clothing Issue/Allowance.....	38
4-4: Allotments.....	38
4-5: Garnishment of Pay / Collection of Debts to the Government.....	39
4-6: Permanent Change of Station (PCS).....	40
4-7: Unemployment Compensation.....	41
4-8: Travel Pay / CLASP AGR Travel Entitlements.....	41
4-9: Separation Pay / Severance Pay Leave.....	42
4-10: Leave Administration / Chargeable Leave / Leave Accrual .....	42
4-10a: Air National Guard Leave Administration / Chargeable Leave / Leave Accrual .....	43
4-10b: Army National Guard Leave Administration / Chargeable Leave / Leave Accrual .....	43
4-11: Maternity/Paternity Leave / Adoption Leave.....	43
4-12: Convalescent Leave .....	44
4-13: Passes .....	45
4-14: Temporary Duty (TDY) and Permissive TDY .....	46
4-15: Transition Leave.....	46
Medical and Dental Care .....	46
4-16: Defense Enrollment Eligibility Reporting System (DEERS).....	46
4-17: TRICARE (Prime / Prime Remote / Standard / Extra) .....	47
4-18: Active Duty Dental Program (ADDP) .....	47
4-19: TRICARE Dental Program (TDP).....	48
4-20: Mental Health Evaluations for AGR Personnel .....	48
4-21: Routine/Non-Emergency Care.....	48
4-22: Emergency Care .....	49
4-23: Civilian Hospitalization .....	49
4-24: Military Treatment Facilities (MTF).....	49
4-25: Prescriptions .....	49

# NVNG AGR Handbook

---

4-26: Profiles .....	50
Other.....	50
4-27: Life Insurance and Dependent Indemnity Compensation (DIC).....	50
4-28: Legal Assistance .....	51
4-29: Employee Assistance Program (EAP).....	51
4-30: Thrift Savings Plan (TSP) .....	52
4-31: Morale, Welfare and Recreation (MWR).....	53
4-32: Tuition Assistance (TA).....	53
4-33: GI Bill Benefits .....	54
4-34: Survivor Benefit Plan (SBP) .....	54
4-35: Space Available Flights (Space-A).....	54
Section 5 – Awards and Discipline .....	55
5-1: Federal Awards .....	55
5-2: State Awards.....	55
5-3: Military Justice .....	55
5-4: Counseling, Admonishment, and Reprimand .....	56
5-5: Non-Judicial Punishment (Article 15).....	56
5-6: Administrative Discharge .....	57
5-7: Court Martial.....	57
5-8: Restraint/Confinement.....	58
5-9: Arrest by Civilian Authorities .....	58
Appendices.....	59
A- Terms & Acronyms .....	59
B- Veterans Benefits.....	59
C- Points of Contact (POC).....	59
D- Commonly Used Pay Documents .....	60
E- How to read an LES.....	61

## Section 1 – General Information

### 1-1: Overview of AGR Program

The Nevada National Guard (NVNG) Active Guard Reserve (AGR) Handbook provides information to help AGR personnel and their supervisors understand the NVNG AGR program, the rules governing the management of AGR personnel, and the various entitlements and benefits that accrue to AGR personnel. It serves as a comprehensive source of information, AGR personnel and their supervisors should use this handbook as the “first stop.” The NVNG AGR handbook, referred hereafter as the handbook, provides essential information in an easy to understand language in areas of concern. The information contained within this handbook will answer the great majority of questions using legal and regulatory references. Points of contact within the Human Resource Office (HRO) is located on Guard Knowledge Online (GKO) at: <https://gko.portal.ng.mil/states/NV/Joint%20Staff/j1/SitePages/Home.aspx>

In the early 1980’s the National Guard established the AGR program with the purpose of providing a full-time military asset to improve readiness. AGR personnel provide skills, expertise, stability, and continuity to various National Guard units. Although on full-time National Guard duty, AGR personnel differ from active duty military personnel in that they are under the command and control of the Governor rather than the Army and Air Force directly. While AGR personnel have nearly the same pay allowances, benefits and privileges of active duty personnel, they are in state status (Title 32) as traditional Guard members and held to the same statutes and regulations as traditional Guard members to include the [Nevada Code of Military Justice \(NVCMJ\)](#).

The AGR program is administratively managed by the AGR Branch of the HRO. If you are Army Guard AGR, the AGR Branch of HRO handles most of your routine personnel actions. The HRO delegates authority to handle routine personnel actions for Air Guard AGR personnel to Force Support Squadron (FSS). The HRO will have final administrative oversight on all AGR policy.

### 1-2: Identification Cards

The Real-time Automated Personnel Identification System (RAPIDS) is used to generate Identification (ID) cards. ID cards are necessary to obtain physical and logical access to installations and use facilities on bases such as the Commissary, MWR, and Base Exchange. ID cards also serve to identify eligibility to receive medical care. Each AGR member will be issued a military identification card, Common Access Card (CAC), during in-processing. Identification card offices can be located by using the [RAPIDS Site Locator](#).

New ID Cards should be obtained prior to the expiration of the current ID card. Cards expire at ETS or after three years, whichever date comes first. New IDs are issued up



## NVNG AGR Handbook

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to 90 days prior to expiration or with a change in pay grade for E5 and above. Once expired, IDs are subject to confiscation and cannot be used as a valid form of identification to obtain a new card. CACs will stop working with most systems. When qualifying service ends, military personnel must surrender CAC and dependent cards, and if appropriate, obtain new ID cards based on eligibility criteria.

Dependents are eligible for an ID card known as a Uniformed Services Identification and Privilege Card. An essential task to complete during in-processing is to verify eligible dependents are enrolled the Defense Enrollment Eligibility Reporting System (DEERS). DEERS is the database that drives RAPIDS. In order to enroll dependents, military personnel must bring original source documents concerning each dependent. A comprehensive list of what you need to bring is located at [http://www.cac.mil/Portals/53/Documents/required\\_docs.pdf](http://www.cac.mil/Portals/53/Documents/required_docs.pdf). DEERS is the system where verification of eligibility for medical care and most other benefits is completed.

If your CAC is lost or stolen, report the loss immediately to your Chain of Command (CoC) and the office that issued your card.

A CAC is federal government property and its possession and use are a privilege. The CAC may be confiscated and the user prosecuted or discharged for its improper use. The military member must surrender dependent cards when eligibility ends.

Reference: [AFI 36-3026](#), [AR 600-8-14](#)

### **1-3: Duty Hours**

The Adjutant General (TAG) dictates the current work schedule for all AGR personnel of the Nevada National Guard. The schedule will include a 30-minute lunch. To request a variation from the approved work schedule, the individual must initiate the request and route through their full time CoC for endorsement. Once endorsed by the full time CoC, requests will be forwarded from the full time CoC to the HRO for review by the Chief of Staff (CoS)/ Director of Staff (DoS), prior to approval by TAG.

The Chain of Command has the authority to increased duty hours on little or no notice to complete missions or required tasks based on mission requirements.

Compensatory time off is not authorized to include working on Unit Training Assembly (UTA)/ Inactive Duty Training (IDT) weekends. In those cases where compensatory time would have been appropriate, passes and leaves are encouraged. In the event of a furlough of the technician and civilian workforce, AGR personnel are still required to report for duty. Attendance and participation at weekend drills with unit of assignment is required unless the full time supervisor and commander approve leave. AGR personnel will work duty hours as required when performing Annual Training or State Active Duty (SAD), in non-SAD status, with their assigned unit.

# NVNG AGR Handbook

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Reference: [NGR 600-5](#), [ANGI 36-101](#), [NVARNG](#) and [FTNGD Leave/Pass Guidance Memorandum](#)

## **1-4: Workplace Searches**

Supervisors have the right to search most areas within a workplace without obtaining a search warrant or the permission of the individual. Searches are required within those areas over which the government exercises control. These include such areas as offices, desks, toolboxes, and file cabinets.

Government offices provide employees a place to conduct official business. Courts ruled a search by a supervisor or security to retrieve work related materials or to investigate possible violations do not to violate a military personnel's Fourth Amendment Right against unreasonable searches and seizure. Certain areas within the workplace have an expectation of privacy for individuals. This would include handbags, briefcases, backpacks, and wall lockers secured by a personal lock. These items are not part of the workplace and are generally not subject to a search without a warrant or permission of the individual.

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

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

## **1-5: Inspector General (IG)**

AGR personnel have a right to register complaints either orally or in writing with the IG. The IG will acknowledge all complaints and handle them in order to ensure the greatest extent of confidentiality. Individuals should attempt to resolve the perceived problem through the CoC prior to filing the IG complaint but may contact the IG directly if they wish. If the individual is complaining about an action for which there is an established appeal process, they should use the established process prior to contacting the IG. Certain matters such as appeals of military justice actions and requests for change of established military policy are not appropriate for IG complaints.

All IG records are protected and are considered confidential. Release of IG records is limited to official use only and FOIA requests. In either instance, all requests for IG records must adhere to criteria established in AR 20-1, Chapter 3.

Personnel may contact the Nevada National Guard Inspector General at:  
(775) 884- 8425/8426/8427

Reference: [AFI 90-301](#), [AR 20-1](#)

## **1-6: Violence in the Workplace**

The Nevada National Guard is committed to the health and safety of all its members and employees. Everyone must make a commitment to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated. Supervisors and AGR personnel will take all reports of incidents seriously and deal with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action.

Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on a Nevada National Guard installation, whether he or she is an employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the State Equal Employment Manager. Threats or assaults that require immediate attention by security or police should be reported first to the base or facility security office or to the police at 911.

Reference: [NVNG TAG Policy Statement on Violence in the Workplace](#)

## **1-7: Privately Owned Firearms**

The Nevada National Guard is committed to providing a safe and secure work environment for all of its employees. Prior to bringing a personal firearm on NVNG property, a person shall complete all requirements set forth in Memorandum, NVNG-AG, 7 February 2018, Subject: NVNG Personally Owned Firearm Policy. Personnel will not bring personal firearms inside any NVNG facility.

Personnel are also prohibited from bringing privately owned weapons and ammunition to military training exercises and from having them stored in Nevada National Guard arms rooms. Violation of this policy will result in disciplinary action as appropriate.

Reference: [NVNG Personally Owned Firearm Policy](#), [NVNG Unit Marshal Program](#)

## **1-8: Tobacco Use in Government Facilities**

Current DOD and Nevada National Guard directives are designed to discourage the use of tobacco products (to include cigarettes, cigars, cigarillos, smokeless tobacco and/or electronic cigarettes, inhaled tobacco, and all other tobacco products designed for human consumption) and prohibit use inside federal or state buildings. AGR personnel

## NVNG AGR Handbook

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may not smoke in National Guard facilities or in any area immediately adjacent to building entrances or exits. Smoking is permitted in "designated areas" or smoking shelters provided outside the buildings.

Users of tobacco products will not be allowed additional time beyond routine breaks to be away from their jobs for tobacco breaks. Supervisors will monitor their workers and initiate appropriate administrative action if workers are noncompliant with applicable regulations and negotiated agreements.

Reference: [DoDI 1010.10](#), [AFI 40-102](#), [AR 600-63](#), [NRS 202.2483](#)

### **1-9: Access to Military Installations**

AGR personnel attempting access to any military installation will be required to show their CAC as proof of their military status. Individuals must possess a valid state driver's license, a valid state vehicle registration, and a valid insurance policy that meets Nevada minimum requirements to access a military installation. AGR personnel will adhere to base traffic and safety regulations and policies. The base commander may suspend base driving privileges upon showing that any AGR personnel has violated base driving/parking regulations or has suffered a license suspension from civilian

Reference: [Nevada Physical Security SOP](#)

### **1-10: Diversity and Inclusion / Equal Opportunity (EO)**

All employees, military and civilian, have the right by law to have a respectful environment free of discrimination and sexual harassment as it relates to race, color, national origin, religion, sex (including gender identity), and sexual orientation. All members of the Nevada National Guard will promote and maintain an organizational culture of diversity and inclusion that respects, values, and celebrates the unique attributes, characteristics, and perspectives that define every Soldier, Airman, and civilian member. Hazing and bullying erodes mission readiness and is not in line with military values.

AGR personnel have to the right to register complaints of discrimination orally or in writing to their respective Brigade Equal Opportunity Advisor (EOA), State EOA, or the [State Equal Employment Manager \(SEEM\)](#). The EO representative will acknowledge all complaints and handled them to ensure confidentiality. Individuals should attempt to resolve the perceived problem through the supervisory chain prior to filing the EO complaint.

Reference: [Title VII of the Civil Rights Act of 1964](#), [DODD 1350.2](#), [AFPD 36-70](#), [AFI 36-7001](#), [AR 600-20](#), [TC 26-6](#), [ANGI 36-7](#), [ANGI 36-101](#), [NGR 600-21](#), [NG PAM 600-22](#), [NMD PAM 600-26](#)

## **1-11: SHARP / SAPR**

The Sexual Assault Response Coordinator (SARC) is considered the center of gravity when it comes to ensuring that victims of sexual assault receive appropriate and responsive care. There are two options for reporting sexual assault. Medical services, counseling, and legal services are available, regardless of the reporting option.

(1) Restricted Report of Sexual Assault - This reporting option allows the Service Member to confidentially disclose the crime to a SARC, Victim Advocate (VA) or healthcare personnel so that he or she can receive medical treatment and SAPR services. If a Service Member files a Restricted Report, law enforcement and chain-of-command will not be notified, and there will not be an official investigation of the crime (the perpetrator will not be questioned or disciplined). To pursue criminal charges, a Service Member must file an Unrestricted Report.

(2) Unrestricted Report of Sexual Assault - This reporting option is for victims of sexual assault who desire medical treatment, SAPR services and an official investigation of the crime. Service members who are sexually assaulted and want to make an Unrestricted Report may report the assault to a SARC, SAPR VA, healthcare personnel, a member of the chain-of-command, law enforcement, legal personnel, or a chaplain. Details about the incident will be limited to only those personnel who have a legitimate need to know.

For additional information, contact the [SARC](#). You can also call the 24/7 DoD Safe Helpline at 877-995-5247 if you would like to speak with a trained sexual assault professional during non-duty hours or access the [DoD Online Helpline](#).

Reference: [DoDD 6495.01](#), [AFPD 90-60](#), [AFI 90-6001](#), [AR 600-20](#), [TC 26-6](#), [NVNG TAG Policy Regarding Sexual Harassment](#)

## **Section 2 – Standards of Performance and Conduct**

All AGR personnel must avoid conflicts and the appearance of conflicts between private interests and official duties. [DOD 5500.7-R Joint Ethics Regulation \(JER\)](#) covers standards of conduct. It is critical for AGRs to not only adhere to the standard, but also strive to exceed the standard. This includes completing administrative and readiness requirements such as annual dental exams, periodic health assessments, semi-annual fitness tests, maintain proper weight control, annual weapons qualifications, etc.

### **2-1: Dress and Appearance**

## NVNG AGR Handbook

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One of the most important areas of military tradition is the military bearing and the proper wearing of the prescribed uniform. The wearing of unearned badges, awards and appurtenances is prohibited and carries with it administrative and disciplinary sanctions. All AGR personnel must maintain a high standard of dress and military appearance. This standard consists of four elements: neatness, cleanliness, safety, and military image.

AGR personnel will have a working knowledge of grooming and uniform standards. Supervisory personnel must ensure that minor infractions which become a pattern or habit are corrected either through disciplinary or administrative action. "Selective enforcement" is prohibited; the application of the standard must be even-handed. Supervisors have a number of options for dealing with nonconformance to dress and appearance standards. If the individual has repetitive infractions and appropriately counseled, the individual may be subject to punitive action for failure to obey a lawful order or regulation. Involuntary discharge from the National Guard and the AGR program are the ultimate option in a well-documented case.

Reference: [AFI 36-2903](#), [AR 670-1](#), [DA PAM 670-1](#)

### **2-2: Physical Fitness Program**

Maintaining an acceptable level of physical fitness is a requirement for continued service in the AGR program. To ensure that AGR personnel have an adequate opportunity to achieve and maintain fitness levels, individuals may participate in an approved physical fitness program during duty hours for a maximum of three hours per week, not to exceed one hour on a given day which includes shower and cleanup time. The scheduling and nature of this physical training must be coordinated with the supervisor. Abuse of this privilege can result in its suspension or termination of physical fitness activities during duty hours by the CoC.

AGR personnel cannot extend their enlistment or renew their AGR tour if they do not pass their component's fitness test within the required timelines (reference applicable AFI/ANGI and AR/NGR). Two consecutive record failures may result in a bar to reenlistment or involuntarily separation from the AGR tour and the Nevada National Guard.

AGR personnel with a documented medical condition are eligible for alternate fitness programs. Coordination should be made with the AGR personnel's supervisor or Administrative Officer is required for participation in the alternate fitness programs. Full-time supervisors are responsible for coordinating and monitoring special fitness programs for those personnel having trouble with the fitness test.

Reference: [AFI 36-2905](#), [AR 40-501](#), [AR 350-1](#), [AR 600-8-2](#), [ANGI 36-101](#), [NGR 600-5](#), [FM 7-22](#), [NVNG TAG Physical Fitness Policy](#)

## **2-3: Army Body Composition Program**

Army AGR Soldiers are required to keep their body composition within regulatory standards. Army Regulation 600-9 contains screening criteria tables. The purpose of the body composition program is to maintain the efficiency, health, and well-being of the individual and to present a proper military image.

Ultimately, body fat percentage is what determines if a Soldier is compliant with body composition standards. Once on the program, Soldiers must meet the authorized body fat percentage, even if they meet the screening table weight. The timelines for Army Body Composition Program compliance are different for traditional Soldiers (M-Day) and AGR Soldiers.

Supervisors should carefully document a Soldier's progress in the weight control program by counseling and weigh-in results to support the appropriate action. Soldiers who fail to meet the standards within established timelines or reenroll in the program face adverse administrative actions, up to and including discharge.

Reference: [AR 600-9](#)

## **2-4: Military Driver's License**

AGR personnel may be called upon to operate military vehicles that ordinarily would require a Commercial Driver's License (CDL) to operate upon public roads. Federal law, however, grants an exemption to military personnel from this licensing requirement. Even though a CDL is not required, all personnel operating military vehicles will be required to obtain a military driver's license for each type of vehicle. Each unit or installation will have its own internal procedure for testing and obtaining a military driver's license. Use of GSA automobiles and military vehicles also requires possession of a valid state driver's license. Vehicle operators on any military installation or those operating a Government owned vehicle will not use any hand-held device unless the driver is safely parked or has a hands-free attachment for the device.

Reference: [Title 49 U.S.C. 31301](#), [AFI 24-301](#), [AR 600-55](#)

## **2-5: Substance Abuse**

The Nevada National Guard will not tolerate drug and alcohol abuse. Mandatory testing requirements include the addition of all AGR and Full-time National Guard counterdrug personnel. Commanders must be vigilant for evidence of substance abuse due to the serious impact it may have upon safety and accomplishment of the mission. AGR personnel are eligible for substance abuse treatment. The full-time supervisors should identify resources to help personnel, although the Nevada National Guard does not have in-house resources for rehabilitation.

It is unlawful for AGR personnel to use anabolic steroids. Anabolic steroids were recently added to the Schedule III list of controlled substances and their unauthorized use is now treated the same as other controlled drugs.

The Forensic Toxicology Drug Testing Laboratory will test urinalysis specimens for the drugs listed in DODI 1010.16 or the most recent DOD Policy Memorandum, whichever is more current.

There is no tolerance for AGR personnel that are impaired on-duty due to alcohol consumption. The regulation and policies defines impairment as having a blood alcohol content equal to or greater than .05 grams of alcohol per 100 milliliters of blood.

Reference: [DODI 1010.1](#), [AFI 144-121](#), [AFI 44-121](#), [AR 600-85](#), [NGR \(AR\) 600-85](#), [CNGBI 3100.01A](#)

### **2-6: Sexual Assault and Sexual Harassment**

A form of unlawful gender or sex discrimination, sexual harassment is unwanted behavior of a sexual nature in the workplace. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. When submission or rejection of this conduct affects an individual's employment or unreasonably interferes with an individual's work performance, it can create an intimidating and/or hostile work environment. The term "workplace" is an expansive term for military members and may include conduct on or off duty, 24-hours a day. When possible, it is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. Below are examples of sexual harassment in the workplace.

a. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment.

b. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment. Sexual harassment includes but is not limited to the following characteristics:

(1) The victim and harasser may be female or male. The victim does not have to be of the opposite sex.

(2) The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.



## NVNG AGR Handbook

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(3) The victim does not have to be the person harassed but could be anyone tangibly affected by the offensive conduct.

(4) Unlawful sexual harassment may occur without the victim suffering economic injury or an adverse personnel action.

Reference: [DoDD 6495.01](#), [AFPD 90-60](#), [AFI 90-6001](#), [AR 600-20](#), [TC 26-6](#), [NVNG TAG Policy Regarding Sexual Harassment](#)

### **2-7: Membership in Extremist Groups**

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

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

Reference: [DoDI 1325.06](#)

### **2-8: Army Family Care Plans**

Family Care Plans (FCP) are not a legal document. These plans cannot change a court-mandated custodial arrangement, nor can it interfere with a parent's right to custody of his/her child. Its sole purpose is to document for Army purposes the plan by which Soldiers provide for the care of their Family members when military duties prevent the Soldier from doing so.

Soldiers are required to complete a FCP when any of the following apply:

## NVNG AGR Handbook

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a. A pregnant Soldier who:

(1) Has no spouse; or is residing without her spouse.

(2) Is married to another Service member (any branch or component)

b. A Soldier who has no spouse; is divorced, widowed, or separated, or is residing apart from his or her spouse; who has joint or full legal and physical custody of one or more Family members under the age of 19; or who has adult Family members incapable of self-care regardless of age.

c. A Soldier who is divorced and not remarried, and who has liberal or extended visitation rights by court decree that allows Family members to be solely in the Soldier's care in excess of 30 consecutive days.

d. A Soldier whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled to the extent where the spouse requires special care or assistance.

e. A Soldier married to another Service member (any branch or component) who has joint or full legal custody of one or more Family members under age 19 or who has adult Family members incapable of self-care regardless of age.

Unit commanders may initiate the process for separation for Soldiers that meet the cited criteria requiring a FCP and fail and/or are unable to complete a FCP.

Reference: [AR 600-20](#)

### **2-9: Fraternalization and Professional Relationships**

Professional relationships are essential to the effective operation of all organizations, both military and civilian, but the nature of the military mission requires absolute confidence in command and an unhesitating adherence to orders that may result in inconvenience, or hardship. This distinction makes the maintenance of professional relationships in the military more critical than in civilian organizations. It is imperative that those relationships do not adversely affect the organization by eroding morale, good order, discipline, respect for authority, unit cohesion or mission accomplishment

It has been a longstanding custom within the military and the Nevada National Guard to regulate fraternization and relationships between members of different ranks that could be detrimental to good order and discipline.

## NVNG AGR Handbook

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Fraternization is the term used to describe certain relationships which are prohibited and may be prosecuted under NCMJ in a court-martial proceeding. Prohibited behavior depends upon the circumstances of each case.

AGR personnel should avoid relationships that have the potential to create the appearance of partiality, preferential treatment, compromise, or appear to compromise their integrity. These relationships erode command authority, adversely impact unit climate, and morale, and can create a perception of favoritism. Any AGR personnel with questions or concerns on these issues should contact their unit's servicing Judge Advocate or the state Judge Advocate for guidance.

Reference: [AFI 36-2909](#), [AR 600-200](#), [DA PAM 600-35](#)

### **2-10: Solicitation of Subordinates**

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

Reference: [Joint Ethics Regulation DoD 5500.7-R](#)

### **2-11: Gambling and Lotteries**

Current law prohibits all AGR personnel from participating in gambling activities while on duty or in Guard facilities. Gambling with a subordinate is a criminal violation of the Nevada Code of Military Justice. Prohibited activities include gambling, lotteries and raffles except when it is for a registered charitable organization. Address questions to the State Judge Advocate.

Reference: [Joint Ethics Regulation DoD 5500.7-R](#)

### **2-12: Gifts**

Gifts for supervisor/superior cannot exceed any more than \$10. If gift is given as a dinner, the dinner price is not to be considered as part of the \$10 limit, but the invitation should set out the amount.

AGR personnel may voluntarily contribute money for a going-away gift for a co-worker or superior to mark a special event. Restrictions have been placed upon this activity protect individuals from being pressured to give. An AGR member cannot accept a gift

## NVNG AGR Handbook

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or gifts that exceed a total value of \$300, when part or all of the contributions are from a subordinate. The \$300 limit does not apply to gifts received after retirement.

All AGR personnel are limited in their ability to accept gifts in their official capacity from outside sources. This is particularly true in the case of personnel who hold positions of financial accountability or have input into how contracts for goods and services are awarded. Personnel employed by the USPFO should accept nothing from any vendor or would-be vendor. Address questions to the State Judge Advocate.

Reference: [Joint Ethics Regulation DoD 5500.7-R](#)

### **2-13: Computer Network Accounts / Systems Access**

AGR personnel must have or be able to obtain a favorable background and security investigation to acquire a Nevada National Guard Computer Network User Account. AGR personnel are subject to separation from the AGR Program if they fail to obtain or lose access to their Nevada National Guard Computer Network User Account.

Reference: [Executive Order 12968](#), [AR 380-5](#), [AR 380-67](#), [NGR 600-5](#), [ANGI 36-101](#)

### **2-14: Security Clearances**

All AGR personnel must have or be able to obtain a favorable result from a background investigation (e.g. NAC/T1, NACLCT3, T3R or SSBI/T5, T5R). AGR personnel must have or be able to obtain a Security Clearance. Security Clearance requirements are dictated by policy and regulation with respect to grade, MOS and AGR duty responsibilities. If an AGR member fails to obtain a required security clearance, that AGR must be reassigned, reclassified or removed from the AGR Program. If the actions listed are not practical or possible, the AGR member must be released from the AGR Program without board action.

Commanders should suspend or revoke an AGR personnel's security clearance if they receive information that they have committed a serious offense, a breach of security or behaved in a manner that indicates a potential security risk. Commanders should document the basis for the suspension. Commanders who suspend an AGR member's clearance must ensure any access to classified material is prevented. This includes updating access rosters and memos, seizure of badges, and recovery of classified documentation.

Commanders may consider the following factors when requesting suspension or revocation of a security clearance:

- Allegiance to the United States
- Foreign Influence

## NVNG AGR Handbook

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Foreign Preference  
Personal Conduct  
Alcohol Consumption  
Financial Considerations  
Drug Involvement  
Criminal Conduct  
Psychological Conditions  
Handling Protected Information  
Outside Activities  
Use of Information Technology Systems

Security Managers will report incidents and process security clearance suspension and revocation requests. Supervisors and/or Commanders will report any security violations to the Security Manager for action and the HRO-AGR Branch staff for visibility of the infraction.

Reference: [Executive Order 12968](#), [AR 380-5](#), [AR 380-67](#), [NGR 600-5](#), [ANGI 36-101](#)

### **2-15: Freedom of Information Act/Privacy Act**

AGR personnel, like any private citizen, have the right to access and obtain copies of government documents and records. The Freedom of Information Act (FOIA) is the law that permits access to this information. The Privacy Act is the law which serves to prevent release of information that an individual generally would not want released (e.g. medical and financial records) and to ensure their accuracy. The general policy is that the Nevada National Guard discloses the records within its control upon request to the public except for those specifically exempted or those that will result in a clear harm to the Nevada Guard or an individual.

As a practical matter, personnel will usually be interested in obtaining documents or records in which they have a direct interest. Individuals requesting their own personnel records should cite the Privacy Act as the authority. Requests for other information should cite the Freedom of Information Act. Requests do not need to follow any specific format but should:

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

## NVNG AGR Handbook

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

Reference: [5 U.S.C. 552, 32 CFR 806](#)

### **2-16: Government Issued Credit Cards**

During the course of duty, AGR personnel are often required to travel on official temporary duty. To facilitate this official government travel, government issued credit cards are available to pay for all approved costs related to official government travel. Government credit cards are not for personal use. Use of these cards for other than authorized purposes could result in disciplinary action.

AGR personnel using the credit cards are responsible for making payments on charges made with the card to the company that issued the card. The card is to defray the immediate need for cash. Upon completion of the temporary duty, the individual must still file a travel voucher for reimbursement of all expenses incurred. If AGR personnel are delinquent in making payment on the card, the government may now collect the debt owed directly from the AGR personnel's pay.

Reference: [Government Travel Card Regulations](#)

### **2-17: Assisting Recruiting & Retention Efforts**

AGR personnel are in the public eye throughout their communities and therefore have a greater impact on the image of the unit than their traditional counterparts. First impressions are lasting ones. By maintaining a professional image, and remaining knowledgeable on National Guard programs, AGR personnel can have a positive influence on recruiting efforts.

AGR personnel have a significant influence on the retention of military personnel. They have the ability and implied responsibility to support retention and recruiting efforts. The most basic responsibility is to provide professional, prompt, and effective customer service to all military personnel. The full-time unit staff should welcome new personnel, promote attendance, and obtain the maximum possible number of extensions. These responsibilities, when properly executed, have a positive influence unit effectiveness, readiness, and climate. Retaining the enthusiasm of current military personnel is a unit, command, and leadership responsibility.

### **2-18: Supply Accountability**

## NVNG AGR Handbook

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AGR personnel are responsible and accountable for military equipment and supplies assigned to them including but not limited to clothing, OCIE, and section equipment. AGR personnel must maintain these items in good condition; loss or damage resulting from negligence may result in financial liability. Losses or shortages discovered during an inventory are subject to a Financial Liability Investigation of Property Loss (FLIPL). Any enlisted AGR personnel can be assessed up to one-month total pay for losses attributable to their negligence. Accountable officers may be liable for the full amount of the Government's loss minus amounts charged to others.

AGR Supply Sergeants shall maintain supply accountability, ensure inventories are completed, and initiate a FLIPL or Statement of Charges for lost or damaged equipment or property prior to the transfer of accountability from one person to another.

### **2-19: Off-Duty Employment**

AGR personnel may obtain off-duty employment, which does not conflict with assigned duties. Prior to accepting outside employment, written notice of the proposed job, nature of duties, and hours of employment must be provided to their Administrative Officer (AO) and permission obtained. When evaluating these requests the AO should consider if the job could interfere with or create a conflict of interest with the individual's military duty. The AO may deny or revoke permission for the off-duty employment.

AGR personnel must complete their outside employment during off-duty hours. The job must not create risk of bringing discredit to the individual or the Nevada National Guard. The employment must not hamper the individual's ability to perform their military duty. This would occur when the outside job entailed such hours and physical demands that the AGR member would continually report for work physically or mentally drained or create an undue risk of injury. Additional consideration is given for police, firefighters, and first-responders.

Reference: [DoD Directive 1344.10](#), [Joint Ethics Regulation DoD 5500.7-R](#)

### **2-20: Unions**

A member of the National Guard, serving in an AGR status may not be a member of a military union or labor organization. Regardless of its name, this would be any organization that attempts to engage in representing military personnel in connection with any grievance, complaint or changing the terms and condition of their military service. Current law prohibits this because of concern that unions may impede the military mission of the Guard and present a danger to discipline, loyalty, and obedience to the lawful orders of the chain of command. There are a number of potential criminal penalties to include fines and jail time for any AGR personnel who joins, recruits for, or organizes a union.

## NVNG AGR Handbook

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If seeking redress for a concern or to resolve an issue AGR personnel can:

- a. Present complaints or grievances concerning military issues through the military chain of command (Open-Door Policies)
- b. Seek redress through Inspector General channels
- c. Contact their legislator or Member of Congress
- d. Voice personal views or complaints through authorized advisory councils or similar committees

AGR personnel that are authorized off-duty employment are not prohibited from joining a union in connection with their civilian occupation.

Reference: [10 U.S.C. 976](#), [AR 600-20](#)

### **2-21: Political Activities/Voting**

In the United States, there is a long tradition of the military being politically neutral, subject to civilian control and of no military influence on the political process. While AGR personnel are encouraged to carry out their responsibilities as citizens, the Joint Ethics Regulation and the DOD Directive on Political Activities place a number of restrictions on the political activities in which AGR personnel may engage by virtue of their full-time military service. Refer to Department of Defense Directive 1344.10 dated 19 February 2008 for a comprehensive list permitted and prohibited political activities for military members.

Members in an AGR status or other Full-Time National Guard Duty (FTNGD) status may be allotted a reasonable time of absence, away from their normally-scheduled duty, to vote. Supervisory and command chains may excuse these members from duty, without charge of leave, for the amount of time necessary to permit them to report to their duty locations up to three hours after polls open or to leave their duty locations up to three hours before polls close; whichever requires the least amount of time away from duty. Normally, where voting polls are open either three hours before or three hours after the member's regular duty hours, no time of absence is required or granted. Supervisors are encouraged to work closely with their subordinates and grant allotted time appropriately, on a case-by-case basis.

Reference: [DoD Directive 1344.10](#), [Joint Ethics Regulation DoD 5500.7-R](#)

### **2-22: Jury Duty**



## NVNG AGR Handbook

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Under Nevada law, AGR personnel are not exempt from serving as a juror simply because of their AGR status. AGR personnel are authorized to be absent from AGR duties for jury duty or for participating as a witness on behalf of the federal, state or local government. This absence is considered excused and AGR personnel do not suffer a loss of leave or pay for attending. Excused absence is not available for AGR personnel attending as a witness in a private matter not involving a government agency. In those cases, use of annual leave is required.

Wherever a summons to appear in court or report to jury duty is received, it should be presented to the supervisor. The supervisor may ask that the AGR be excused from jury duty or that it be postponed consistent with the summons. But, the final decision rests with the jury commission or the court. Upon returning to duty, the AGR member should submit documentation from the court reflecting the dates and hours of their attendance. Any fees received for jury duty or as a government witness (except for parking and transportation) should be turned in to the appropriate military payroll office.

Reference: [AR 27-40](#), [Comptroller General Decision B-217845](#), [NRS Chapter 6](#), [ANGI 36-101](#)

### **2-23: Lawsuits involving AGR Personnel**

Lawsuits are a fact of modern life, but AGR personnel should take comfort in the fact they usually can receive a high level of legal protection if they are sued for their official actions. The Federal Tort Claims Act (FTCA) offers personal immunity from lawsuits as well as providing free legal representation. This protection extends to Title 32 personnel, if the act for which they are being sued was done in the course of their official duties. Certain acts such as intentional wrongdoing are not covered.

In a decision over 60 years ago, *Feres vs. United States* (1950), the U.S. Supreme Court ruled that a service member could not bring a lawsuit against the government or another service member for injuries that are “incident to service.” This ruling has come to be known as the “Feres Doctrine.” This prohibition against lawsuits extends not only to claims by individual service members, but also to their dependents, if their claims are based upon an injury to the service member. If a dependent has a claim for injury to him/herself or another dependent (i.e. minor child), they can still bring legal action. Individuals should immediately notify the Staff Judge Advocate if they or their unit receives any indication that they will or are being sued based on acts allegedly committed during the performance of duty. Do not contact the other party or attempt to respond to the lawsuit on your own. Like most states, Nevada has stringent time deadlines for responding to legal actions. To protect your interests as well as those of the Nevada National Guard, do not let one day pass if you receive any indication or notice of a lawsuit against yourself or the Nevada National Guard.

Reference: [Feres vs. United States, 340 U.S. 135 \(1950\)](#)

## **2-24: Illegal Tape Recordings**

One of the most disruptive activities that can take place within the workplace is when an individual chooses to make audio or video recordings of co-workers without their consent or knowledge. Preventing an environment which is contrary to the maintenance of good order and discipline, this measure would be justified in a military setting where classified, sensitive or privileged information is frequently available.

Reference: [NRS 200.650](#)

## **2-25: State Active Duty**

AGR members may not be placed in a State Active Duty (SAD) status. When a declared emergency occurs, AGRs may support a SAD operation by performing their normal AGR functions using specific skill sets for the response effort. These functions may be used while deployed in a forward CONUS location.

Reference: [NGR 600-5](#)

## **2-26: Absent Without Leave (AWOL)**

Absent Without Leave (AWOL) is any period of time an individual is absent from their duty station without their supervisor's knowledge or approval. An individual is considered AWOL when they have not reported for a period of 24 hours. AWOL time is counted as lost time and is measured in 24-hour increments. Pay and allowances are terminated during the AWOL period. AWOL status constitutes sufficient reason for separation from the AGR program. Supervisors should consult with their command chain and/or their servicing Judge Advocate before placing an AGR member into an AWOL status.

Reference: [AFI 36-3802](#), [AR 630-10](#)

## **Section 3 – Career Lifecycle Management**

### **3-1: General Overview**

The objective of the Nevada AGR Program is to provide highly qualified officer and enlisted personnel to meet support requirements for the Nevada National Guard, its projects and programs. To achieve this objective, a hiring process selects the best

## NVNG AGR Handbook

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qualified personnel to enter the AGR program and offers a three year stabilization duty station. Once selected, the AGR program offers opportunities for career development and possible upward mobility to encourage retention by quality individuals. While entry into the program of individuals who may desire only to serve an initial or occasional AGR tour often occurs, the program is structured to allow for the achievement of sufficient years of full-time duty to qualify for retirement.

This guidance is not intended to raise an individual AGR member's career expectations unrealistically. It will require careful planning by the individual AGR member, who has the primary responsibility for the management of his or her own career.

By virtue of position the respective services senior leadership, CoS/ DoS/ CCWO/ SEL/ SCSM/ SCC will provide oversight and direction for overall career management. All personnel actions taken (I.E. promotion, demotion, discharge, continuation) will be properly staffed through the staff and command channels prior to execution.

### **3-2: Entry into the AGR Program**

For initial entry into the AGR program, an individual must meet qualifications in the service specific regulations, policies, and procedures.

#### **3-2a: Entry into the Air AGR Program**

For initial entry into the AGR program, an individual must meet qualifications. This includes meeting medical retention standards. Female Airmen, who are pregnant, may apply and be hired for AGR positions. Applicants must be able to meet any special requirements on the AGR advertisement. Application procedures and required forms are listed on the job announcement. Failure to satisfy one or more of these requirements may result in the rejection of any application.

#### **3-2b: Entry into the Army AGR Program**

For initial entry into the Army AGR program, an individual must meet qualifications in AR 135-18, table 2-1 and not be disqualified as outlined in tables 2-2 and 2-3. This includes meeting medical retention standards as outlined in AR 40-501 Chapter 3. Female personnel, who are pregnant, may apply and be hired for AGR positions. AR 40-501 10-4a states that pregnancy is not a disqualifying condition. Applicants must be able to meet any special requirements on the advertisement. Application procedures and required forms are listed on the job announcement. New hires are required to complete initial entry paperwork before a start date can be established. Individuals must have or be able to obtain a security clearance, when required. Individuals must have or be able to obtain a favorable National Agency Check (NAC) and a Nevada National Guard Computer Network User Account. Failure to satisfy one or more of these requirements may result in the rejection of any application.

Reference: [AR 40-501](#), [AR 135-18](#), [NGR 600-5](#)

### **3-3: Length of Tour/Period**

Initial AGR tours are for a period of one (1) to six (6) years. By law, an initial tour shall not exceed six years. Follow on tours will not exceed six years and will not go past the member's ETS or Mandatory Separation Date (MSD). All AGR Airmen will be reviewed by the AGR Continuation Board (ACB) prior to the expiration of their initial, probationary tour. The ACB provides Wing, Group, Unit Commanders, supervisors and AGRs an opportunity to participate in retention decisions affecting assigned AGR personnel. The ACB will review and recommend/not recommend selection for entry into the AGR career program. Member's continuation order will be determined by unit commander and or at the direction of the Chief of Staff. Career AGR's will have orders end prior to 18 years TAFMS and then their next order will take the member through 30 September of their 20 year TAFMS. When possible all orders should align with members ETS.

The ACBs are conducted in a time frame to allow career AGR Airmen to receive notification at least 180 days prior to end date of the tour and 30 days prior for initial tour. Airmen will be notified in writing of the ACB results NLT 30 days after The Adjutant General (TAG) approval of Board proceeding.

### **3-4: In-processing and Orientation**

When entering the AGR program for the first time, you must in-process. Army Guard personnel will administratively in-process with the HRO AGR Branch located in the OTAG building in Carson City, OTAG. Air Guard personnel will in-process at their base FSS. New personnel will be provided copies of orders and an in-processing checklist. The in-processing will consist of several briefings and the collection of required information and documentation necessary to build your personnel, pay and medical files. This includes information necessary to ensure you and your dependents become eligible for medical care and other benefits. New AGR personnel should also receive a unit orientation by their immediate supervisor within 30 days of reporting on initial tour.

Reference: [NGR 600-5](#)

### **3-5: Performance Evaluations**

Rating schemes will be established per the service specific regulations, policies, and procedures. A reasonable effort will be made to include an AGR member's full-time supervisor in the rating scheme. When the FTS supervisor is not included, written input will be provided to the rating official.

Reference: [AFI 36-2406](#), [AR 623-3](#), [DA PAM 623-3](#), [NGR 600-5](#)

## **3-6: Career Management Program**

The Nevada National Guard AGR Program provides highly qualified officer and enlisted personnel to meet support requirements for the Nevada National Guard, its projects and programs. The AGR program offers opportunities for career development and upward mobility to encourage retention of quality individuals. The system is intended to afford AGR personnel equal opportunity for advancement. Career management is placing the right member in the right job at the right time.

AGR personnel have the primary responsibility to manage their own career; however, fulltime supervisors and commanders are charged with the responsibility to develop subordinate leaders. AGR personnel who desire upward mobility must be properly managed and afforded growth opportunities through education, assignments, and mentorship.

Reference: [AR 690-950](#), [NGR 600-5](#), [NGR \(AR\) 600-100](#), [NGR 600-101](#), [NGR 600-200](#)

## **3-7: Priority Placement Program (PPP)**

The Priority Placement Program (PPP) is the first step to fill vacant AGR positions. The PPP manages AGR personnel in excess or lower graded positions due to unit reorganization. An AGR member, affected by changes in manning document requirements or end-strength and grade ceiling limitations, is retained in an excess or over-grade status for not more than one year after the effective date. The AGR Office notifies the personnel, in writing, of their placement on the PPP. They will be priority over other personnel in filling vacant authorized positions. The HRO Manager maintains a list of AGR personnel on the PPP. Positions offered to members may not have a maximum military duty grade, which exceeds the member's current grade. Any AGR member carried in an excess or over-grade are offered, in writing, the opportunity to fill vacant positions. If an enlisted AGR member refuses a valid offer, of a commensurate current grade and MOS, the member is reduced effective the date of refusal. If an AGR Officer refuses a valid offer, he or she is subject to release from the AGR Program. If the position is not commensurate with MOS, then the member may accept the position and become MOSQ within 12 months or decline the offer for another potential position; however, if no other position becomes available within 12 months of initial enrollment in the PPP, the member will be released from the AGR program.

Reference: [NGR 600-5](#), [ANGI 36-101](#), [ANGI 36-2503](#)

## **3-8: Lateral Reassignment/Transfer**

This procedure is an optional means of filling positions within the AGR force. Commanders have the authority to request a lateral transfer of AGR personnel within

## NVNG AGR Handbook

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their command. This reassignment is to a position equal to the individual's current military grade (unless AGR member requests voluntary reduction).

### **3-8a: Air AGR Lateral Reassignment/Transfer**

The Chief of Staff is the approval authority to transfer all Air AGR personnel.

Voluntary Reassignment. Reassignment to an AGR position requires the new position to have a grade no lower than the individual's current military grade (unless the enlisted Airman agrees in writing to a reduction in grade IAW ANGI 36-2503, Administrative Demotion of Airmen). The reassignment must not lead to an overgrade, excess, or a promotion beyond the highest AGR grade identified for the current position when advertised and hired. An amendment to the Airman's AGR order reflecting the new UMD position must be accomplished. AGR personnel affected by UMD reductions will be given first priority for reassignment to any available vacant AGR position within the State for which they are or can become qualified. New hires may only be authorized after AGR Airmen affected by the UMD reductions have been. Airmen who are reassigned to a new position should remain in that position for a minimum of 24 months. TAG may approve waivers when in the best interest of the unit, State, and Air National Guard.

Management Directed Reassignment (MDR) (Involuntary). Commanders will leverage the MDR program to effectively integrate personnel force development goals, operational requirements, and career management objectives that sustain and support unit/wing/State requirements. With HRO concurrence, commanders may elect a lateral Management Directed Reassignment of an AGR Airman without advertising the position and without the Airman's consent. Individual must be fully qualified for the military position. MDRs will not create an overgrade or excess assignment nor lead to a promotion beyond the highest military grade identified for the current position when advertised and hired. Exceptions are permitted for officers who have been selected by a promotion board and have not yet pinned and are currently occupying a higher graded position. AGRs should serve at least 24 months in their present position to be considered for a MDR. MDRs with less than 24 months in current assignment require waiver approval by TAG. AGRs Airmen who decline a MDR will be released from the AGR program no earlier than 120 days after the date they decline. Airmen who desire to be released earlier than 120 days must make a written request through their chain of command to HRO.

Reference: [ANGI 36-101](#)

### **3-8b: Army AGR Lateral Reassignment/Transfer**

The Chief of Staff is the approval authority to transfer all Army AGR personnel. If non-duty qualified, the AGR personnel have an opportunity to obtain training to reach the necessary skill level compatible with their new assignment based on seat and funding

## NVNG AGR Handbook

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availability. AGR personnel who fail to obtain the necessary qualification skills within a 12-month period, are reassigned or terminated from their AGR status.

Army AGR personnel are subject to reassignment, without consent and without geographical limitations within the boundaries of Nevada, to meet the needs of the Nevada National Guard (NVNG). Reassigned AGR personnel may be eligible for reimbursement through permanent change of station (PCS) at the request of the command.

Lateral transfers are not selection boards, and interviews are not conducted to fill these positions. The use of the lateral transfer is not intended to circumvent Enlisted Promotion System (EPS), but is to be used as part of a career development and succession planning to place the right AGR personnel in the right job at the right time.

Family members of AGR personnel will not be assigned to organizations where one Family member holds or may hold a direct command or supervisory position over another full-time support Family member. In addition, this restriction applies to an assignment in which the AGR personnel or military technician could influence the outcome of a personnel action regarding a Family member.

Reference: [AR 135-18](#), [NGR 600-5](#)

### **3-9: Temporary AGR Fills (ANG)**

Occasional Tours will be for a minimum of 31 consecutive days but less than 179 days to fulfill validated full-time workload already documented on the UMD as full-time requirements (duty AFSC and grade on full-time UMD must match). Occasional tours support full-time requirements on the UMD and need not be advertised through normal announcement procedures. However, the selectee must meet all AGR program accession requirements. The intent of an occasional tour is to temporarily fill a full-time requirement short term while that requirement is being advertised and hired. Vacant AGR resources will not be filled by continuous occasional tours being served by multiple Airmen or the same Airman. The maximum tour length is 179 days. Airmen must have at least a 31 day break in AGR service to be put on a second occasional AGR tour. AGR occasional tour personnel must be managed within the State's resource allocation and controlled grade ceiling on any given day to adhere to approved OSD end-strength accounting rules.

One Time Occasional Tours (OTOT) greater than 365 will be advertised and competed for. The Chief of Staff approves all OTOT prior to announcement. The selectee must meet all AGR program accession requirements.

Commanders can remove temporary AGR's from the program with at least 15 days' notice, but should try to give a thirty day notice if allowable.

# NVNG AGR Handbook

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## **3-10: Controlled Grades**

In addition to other promotion requirements, AGR personnel seeking promotion to certain senior officer and enlisted ranks must obtain a controlled grade authorization. In order to prevent the organization from becoming "top-heavy", the Nevada National Guard is only allotted a certain number of these authorizations. Controlled grades are O4 and above for officer and E8 and above for enlisted. Each service has established procedures for how these controlled grades will be apportioned.

Reference: [AR 600-8-19](#), [NGR 600-5](#), [ANGI 36-101](#)

## **3-11: Officer and Warrant Officer Promotions**

Several boards are conducted to determine promotions and assignments for Officers and Warrant Officers within the Nevada National Guard.

Reference: [AR 600-8-29](#), [NGR 600-5](#), [NGR \(AR\) 600-100](#), [NGR 600-101](#), [ANGI 36-101](#), [ANGI 36-2504](#)

## **3-12: Enlisted Promotion System (EPS)**

The EPS provides a mechanism for career progression and upward mobility for those AGR members who have demonstrated the potential for increased responsibility.

### **3-12a: Army National Guard Enlisted Promotion System**

Priority placement and Duty Military Occupational Specialty Qualified (DMOSQ) lateral moves are executed prior to EPS. The HRO AGR Branch works in conjunction with the G1/MILPO to identify AGR personnel on the EPS list for promotion. If a controlled grade is required, the promotion will not be effective until a controlled grade is available. AGR Soldiers that are in their 18-month stabilization period of their initial AGR tour are not offered promotions outside of their current position. If the EPS list is exhausted, the position is filled by announcing the position to qualified AGR Soldiers. AGR Soldiers are considered for reassignment in conjunction with promotion.

Reference: [AR 600-8-19](#), [NGR 600-5](#)

## **3-13: Mandatory Professional Military Education**

Military Occupational Specialty Qualification (MOSQ)/ Air Force Specialty Code (AFSC) is a requirement for AGR Personnel and is the first priority for professional development. All AGR personnel will remain qualified in the skill level commensurate with the grade in their AGR duty position. Cross training in another MOS/AFSC, when



## NVNG AGR Handbook

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funds are available, is important in career development, and may be required for advancement; however, all NCOES/EPR's, Mandatory PEC schools and DMOSQ have priority.

Attendance at the National Guard Professional Education Center (NGPEC) for duty related position, is mandatory within 12 months of assignment (i.e., Readiness NCO/NCOIC, Training NCO, Supply NCO or Admin NCO). This training is designed to enhance capabilities to perform the day-to-day requirements of most AGR duty positions. First priority for the training goes to newly hired / transferred personnel.

Failure to complete NGB prescribed courses at PEC for new FTS Army personnel within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.

Scheduling of AGR personnel for required schools is the responsibility of the AGR member, unit training manager, commander, director, or supervisor.

Reference: [AR 350-1](#), [NGR 600-5](#), [AFI 36-2656](#)

### **3-14: Command Leadership and Staff Assignment Policy (CLASP)**

The goal of the CLASP is to enhance and professionally develop AGR personnel. CLASP assignments will not be at the expense of a traditional service member's career progression. CLASP assignments are limited to three years and less than 10% of the total number of leadership assignments within the state.

AGR personnel may not serve in assignments where the authorized grade exceeds their FTS authorized grade. CLASP assignments require an AGR member to be assigned to an equal graded position at a higher echelon in the chain of command. AGR personnel must not have had similar leadership assignments at the same level regardless of duty status.

AGR personnel assigned to WMD CST, GMD units, Chemical, Biological, Radiological, Nuclear and High Yield Explosive (CBRNE) Enhanced Response Force Package (CERFP) positions, and Recruiting and Retention Command are NOT authorized to perform CLASP assignments. AGR personnel assigned to these units must be reassigned to other AGR positions in another unit in order to become eligible for CLASP assignments.

Reference: [AR 600-8-19](#), [NGR 600-5](#)

# NVNG AGR Handbook

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## **3-15: Mobilization**

AGR personnel are subject to mobilization based on the needs of the Nevada National Guard. At times, AGR personnel are the only individuals who possess the required MOS and skill level to meet mission needs. AGR personnel are able to be cross-leveled to fill vacancies; however, due to the critical role they fill for their assigned units on a regular basis, additional consideration is warranted.

To mitigate the impact of cross-leveling, the first course of action is to consider a transfer of AGR personnel or “swap” duty positions to ensure no other organization is disenfranchised by the loss of full time manning. This practice will also serve to provide broadening opportunities to personnel that may face limited upward mobility or assignment diversity based on MOS or skill level. Deployment provides benefits to AGR personnel in terms of overall career development; however, this benefit is marginalized in the event that they serve in a rear detachment capacity.

AGRs ordered to Title 10 federal active duty (OCONUS/CONUS) supporting Active Duty requirements for operations/ missions/exercises/ training (Title 10 U.S.C. 12301(d), 12302, 12304, or 10147) will not be terminated from their Title 32 U.S.C. Section 502(f) orders. AGRs performing Title 10 duty for 30 or more consecutive days in support of the active Air Force pursuant to Title 10 Sections 12301(d) , 12302 or 12304 for which reimbursement of AGR accounts may be required as set forth in paragraph 7.9.4, must have their AGR order amended to include in the remarks section the following information: Authority in which they are called to Title 10, inclusive dates of the Title 10 duty, named mission they are supporting, and active duty MAJCOM they are being tasked to support. An example is as follows: —AGR Airman will convert to Title 10 U.S.C. Section 12301(d) in support of OPERATION ENDURING FREEDOM from 15 January 2009 to 26 May 2009, GMAJCOM: ACC.II AGRs placed on Title 10 status for less than 30 consecutive days for which reimbursement of AGR accounts may be required as set forth in paragraph 7.9.4, will have their Title 10 time documented on AF IMT 1299, Officer’s Certificate of Statement of Service. Title 10 activations (voluntary or involuntary mobilization) of AGRs are normally in support of AEF rotations for contingency operations. Title 10 activations of 365 days are beyond the intent and purpose of the AGR program.

Reference: [Army Mobilization and Deployment Reference](#), NGR 600-5, ANGI 36-101

## **3-16: Tour Continuation and Active Service Management Boards (ASMB)**

The NVNG conducts tour continuation boards in order to retain the best-qualified AGR personnel for entry into the career status program and uses the ASMB shape and retain the highest quality AGR force

### **3-16a: AGR Continuation Board (ACB)**

## NVNG AGR Handbook

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Initial tour will meet an ACB during the third year of orders.

Career AGR will meet an ACB during their 20<sup>th</sup> year of total Active Federal Service and then again each year after.

Reference: [ANGI 36-101](#), ACB MOI

### **3-16b: Army Tour Continuation and Active Service Management Boards**

The NVARNG conducts the Initial Tour Continuation (ITC) board to review the records of AGR personnel for continuation in the AGR Program. Initial Tour AGR personnel are in their “probationary” three year tour. AGR personnel require chain of command endorsement to obtain subsequent orders and achieve career status. Continuation in the NVARNG AGR program beyond the initial tour is a privilege earned by strong performance and potential for increased responsibility.

The Initial Tour Continuation (ITC) board considers AGR personnel in the third year of their initial tour, when not recommended for continuation by the chain of command. The ITC reviews the AGR personnel’s record and makes a recommendation for or against continuation. The ITC notes and recommendations along with all supporting documentation are forwarded to the TAG for final determination when AGR personnel are recommended for non-continuation.

The ASMB guidance is published annually by NGB and typically allows for consideration of AGR personnel with 18 or more years of active service or 20 or more years of service for non-regular retirement. The ASMB does not consider AGR personnel with an approved retirement, Mandatory Removal Date (MRD) or Retention Control Point (RCP) within 12-months of the ASMB. The ASMB is a quantitative board. The Adjutant General determines numerical selection objectives for the ASMB to meet. The NVARNG releases AGR personnel not selected for continuation at 20-years of active service or 9-12 months after approval of board proceedings, whichever is later.

HRO AGR Branch notifies AGR personnel and their chain of command detailed information regarding procedures and timelines for ITC and ASMB. AGR personnel are ultimately responsible for reviewing and updating their records. Commanders and supervisors certify ITC and ASMB packet checklists as directed.

Reference: [AR 135-18](#), [NGR 600-5](#), MOI for the Army AGR ITC Board Conduct

### **3-17: Release from AGR Program**

Termination of AGR status does not affect the remaining Nevada National Guard military enlistment contract. AGR personnel will continue to perform IDT drills with their unit of assignment after termination of AGR status. Once separated from an AGR tour, an individual is ineligible for another AGR tour for a period of one year.

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

### **3-18: Types of Separations (Voluntary and Involuntary)**

Personnel may request separation from the AGR program by submitting a DA 4187 or curtailment letter through full time channels to HRO AGR Branch, at least 45 days in advance of start of transitional leave or separation date (when no transitional leave is taken). The request must state the individual's intentions towards their M-day/DSG status. Under no circumstances will the request itself constitute termination. If approved, the HRO AGR Branch will amend the AGR tour orders and issue DD Form 214(ARMY).

Full-time military supervisors, at any level, may initiate a recommendation for involuntary separation IAW NGR 600-5/ANGI 36-101. Attach a chronological record of all corrective action attempts to the request, to include evaluations, counseling, and supporting documentation. All requests for involuntary separation are a collaborative process between the full-time supervisor, the Judge Advocate General's (JAG) office, and the HRO AGR Branch. The TAG is the final determination for involuntary separations. It is highly recommended to seek guidance from HRO AGR Branch and the JAG office when considering involuntary separation from the AGR program.

Reference: [AR 135-18](#), [AR 135-175](#), [AR 135-178](#), [NGR 600-5](#), [NGR \(AR\) 600-100](#), [NGR 600-101](#), [NGR 600-200](#), [NGR 635-100](#), [ANGI 36-101](#)

### **3-19: Medical Separation**

AGR personnel separated from active duty for service related injuries or diseases may be entitled to a monthly disability payment or a lump severance pay. Eligibility rules are very specific and detailed, therefore if an AGR member feels entitled to this compensation, they should direct all inquiries to the HRO AGR Branch. The HRO AGR Branch will work with the appropriate service specific medical office to obtain the most accurate and relevant information.

Reference: [AR 40-501](#), [AR 635-40](#), [NGR 600-5](#), [ANGI 36-101](#)

### **3-20: Mandatory Separation**

Mandatory separation from the AGR program will occur without board action for the reasons listed below, regardless of the expiration date of current tour. Involuntary separation procedures will not be used. Individuals should be given as much advance notice as practical.

## NVNG AGR Handbook

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- a. At Mandatory Removal Date (Officers) or Retention Control Point (Enlisted).
- b. At age 60 and are qualified for regular retirement.
- c. Failure to obtain, or loss of, required security clearance.
- d. Twice non-selected for promotion by mandatory consideration board or by a Reserve officer promotion board.
- e. Loss of Federal Recognition (Officers).
- f. Loss of MOS/AFSC, AOC or other qualification required for AGR position when reassignment is not possible or practical.
- g. Removal from Active Reserve status (i.e. transferred to Inactive Ready Reserve or does not maintain NVARNG membership).
- h. Failure to complete Mandatory Professional Military Education as specified IAW regulations

Reference: [AR 135-18](#), [AR 135-175](#), [AR 135-178](#), [AR 380-67](#), [NGR 600-5](#), [NGR \(AR\) 600-100](#), [NGR 600-101](#), [NGR 600-200](#), [NGR 635-100](#), [ANGI 36-101](#)

### **3-21: Retirement**

Personnel are eligible for retirement from Active Guard/Reserve (AGR) duty upon completion of 20 years accumulated active federal service (AFS). When retiring with at least 20 years of AFS, an individual is entitled to receive an immediate annuity with all rights and privileges of Regular Retired Military. Active federal service includes AGR, active duty special work (ADOS), annual training (AT), initial active duty for training (IADT), active duty for training (ADT), and all other categories of active service under Title 10 USC or Title 32 USC 502-505.

There are four categories of active duty retirements. The first is the Final Basic Pay Retirement for AGR personnel with an initial entry into the Military before 8 September 1980. The second is the High-3 Retirement for AGR personnel with an initial entry into the Military between 8 September 1980 and 31 July 1986. The third is the High-3 CSB/REDUX Retirement for AGR personnel eligible with an initial entry into the Military after 31 July 86. The fourth is the Blended Retirement System for AGR personnel who join on or after 1 January 2018 or have previously elected to opt-in.

Personnel retire at the highest grade held on active duty on the date of retirement, provided they satisfy the time in grade requirements for that rank. AGR personnel reduced for misconduct and hold that grade at retirement will receive retired pay as final grade pay. The effective date of retirement orders will be the last date of the month requested.

## NVNG AGR Handbook

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### **3-21a: Air National Guard AGR Retirement**

Member will work their retirement with their servicing Force Support Squadron.

Airmen are able to calculate projected retirement benefits via CAC login at <https://w45.afpc.randolph.af.mil/retsepcalcnet40/RetirementCalculator.aspx>

AGR Airmen may apply for an Active Service retirement one (1) year prior to completion of at least 20 years of Total Active Federal Military Service (TAFMS). Application for retirement must be submitted no earlier than 12 months and not later than six months prior to the effective date of retirement. Application for reserve retirement is submitted via the MyPers website. ARPC will issue retirement orders and process actions to DFAS. If the Airmen's expiration of their AGR order is later than the requested retirement date, AGR Airmen must apply for and receive approval for curtailment of their AGR tour prior to submitting application for retirement. AGR officers with prior enlisted service must have at least 10 years of service as a commissioned officer to retire at the commissioned grade.

Personnel also attend the Transition Assistance Program (TAP), at the Separation Transfer Point (STP) at Wright-Patterson Air Force Base, 12 to 24 months prior to retirement. Attendance by spouses during final out-processing is not mandatory, but strongly encouraged. Retiring AGR Airmen may request a final physical from their Active Duty host medical facility.

Reference: [AFI 36-3202](#), [ANGI 36-101](#)

### **3-21b: Army National Guard AGR Retirement**

Army Specific:

Army Soldiers are able to calculate projected retirement benefits via CAC login at: <https://myarmybenefits.us.army.mil/benefit-calculators/retirement>

The AGR office will notify the AGR personnel to schedule retirement physical examinations at Fort Lewis/McCord, no earlier than six months before an AGR personnel's retirement date. A retirement physical is a two-phase examination that must be completed within six months of the retirement date.

Personnel are required to attend the Transition, Goals, Planning, and Success (TGPS), at San Diego, CA or Fallon, NV once they have an approved separation date, 12 to 24 months prior to retirement. Attendance by spouses during final out-processing at Monterey, CA is not mandatory but strongly encouraged unless Survivor Benefit Plan (SBP) is not elected.

Reference: [AR 135-32](#), [NGR 600-5](#)

## **3-22: Out-Processing Procedures**

Upon separation from the AGR program, final pay is made via Electronic Funds Transfer (EFT). This process takes 6-8 weeks to complete. Final pay at separation includes all pay and allowances due, and payment for up to 60 days of unused leave.

The HRO AGR Branch issues the DD Form 214 (Certificate of Release or Discharge from Active Duty) for voluntary and involuntary AGR separation for ARMY. Airman will request a DD-2214 with FSS. If separation is due to a medical disability, or voluntary retirement, the transition point prepares the DD Form 214(Army).

A Release from Active Duty (REFRAD) physical examination is not a mandatory requirement for terminating AGR status. If the AGR member has sustained major medical problems or undergone treatment during their AGR tour, they should ensure they have an approved LOD for any accident, injury or disease.

If dental care is not obtainable, personnel must notify HRO AGR Branch, as soon as possible, so the appropriate remarks are on the DD Form 214.

The VA hospital offers a “one time” exam within 90 days of separation, as long as the DD Form 214 reflects that dental care treatment plan was not complete. The VA does not provide dental/eye care unless it is a result of a disability or service related injury. Long-term treatment for service related injury/illness is referred to the VA.

Personnel may also attend the Transition Planning Goals Success (TGPS), at San Diego, CA, or Fallon, NV.

Reference: [AR 135-178](#), [AR 635-5-1](#), [AR 635-8](#), [ANGI 36-101](#)

## **Section 4 – Pay and Benefits**

### **4-1: Pay Process / Direct Deposit / Pay Inquiries**

Pay is distributed at mid-month and end-of-month. Documents received and input three days after the first of the month should take effect on mid-month pay. Documents received and input three days after mid-month should take effect on end-of-month pay. It is the option of AGR personnel to be paid twice a month (on the 1st and 15th depending on holidays), or once a month (on the 1st.)

Any individual entering the AGR program must have direct deposit of pay (SURE PAY). The AGR personnel and the financial institution (bank, savings & loan, credit union, etc.) must complete SF 1199A (Direct Deposit Sign-up Form). The form must include signature, account number, the routing number of the financial institution. The AGR personnel and the Unit Admin NCO are responsible for sending the completed SF

## NVNG AGR Handbook

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1199A and DA Form 3685 (Jumps-ARMY Pay Election), to the HRO AGR Branch prior to the tour starting date.

AGR personnel are paid through Defense Joint Military Pay System Active Component (DJMS-AC) of the Defense Finance and Accounting Office, Indianapolis, IN (DFAS-IN). The Active Component system does not interface with SIDPERS like the Reserve Component pay system. Due to this difference, changes to pay records require a manual input by the USPFO. Please work pay issues through the HRO AGR Branch for documentation, tracking, and guidance as necessary.

Airman will work through their service Financial Management (FM) office with any pay issues.

### **4-2: Pay, Entitlements, Allowances and Special Incentive Pay**

Base Pay depends on your grade and time in service. Allowances generally include, but are not limited to, Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS).

BAH is a tax-free allowance is for offsetting a AGR member's housing and utility expenses. AGR personnel are authorized to live in government quarters (if available); however, if used, BAH is not authorized. The amount of BAH received is based on grade, dependency status, and duty location zip code (except when deployed). AGR personnel serving on a CLASP waiver receive BAH based on the full-time duty assignment, not on the CLASP duty location. AGR personnel must submit a DA Form 5960 upon change of duty station or if there is a change in dependent status. This change may affect the amount of money received for BAH. The BAH is retroactive to the effective date of personnel action. The AGR member is responsible for any difference owed, if the amount decreases. Documentation of a change in status or location are sent to the HRO AGR Branch in addition to normal personnel paperwork processing channels.

BAS is a tax-free allowance designed to defray meal and food costs incurred by the AGR member and is the same amount whether the AGR member has dependents or not. For enlisted personnel, BAS entitlement is a daily rate; for officers, BAS is one flat monthly rate for all commissioned grades. AGR personnel are not entitled to BAS during annual training periods when meals are provided. A DA 4187 for collection of meals should be submitted to the HRO AGR Branch at the conclusion of Annual Training. The form should identify the appropriate amount to collect on an individual basis for the period meals were provided, whether you choose to eat the rations or not, rather than a blanket amount for all AGR personnel who attended.

Family Separation Allowance (FSA) is an entitlement to receive a tax-free FSA for any period of TDY or mobilization that exceeds 30 consecutive days. The current rate is \$250 per 30-day period. Partial months (after the first 30 days) are prorated by day.



## NVNG AGR Handbook

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Individuals must submit a completed DA Form 1561, copy of TDY orders, DD Form 1351-2 and a copy of a PAID travel voucher to the HRO AGR Branch to qualify for this payment.

Some AGR personnel are eligible for special or incentive pay based upon the types of jobs they perform or the areas in which they serve. Incentive pays are taxable and paid at monthly rates. Proficiency Pay, Special Duty Assignment Pay (SDAP), Aviation Career Incentive Pay (ACIP), Hazardous Duty Incentive Pay (HDIP), Flight pay and other types of Incentive Pay, and bonuses go to AGR personnel who serve in critical skills or special assignments.

Airman will direct all questions through FM and/or FSS.

Reference: [DOD FMR 7000.14-R- Volume 7A](#), [ANGI 36-101](#)

### **4-3: Clothing Issue/Allowance**

AGR personnel entering the program are required to own a sufficient amount of uniforms. Uniforms damaged or ruined while performing official duties are eligible for turn-in exchange at unit supply during the first six months. Thereafter, uniform replacement is the individual's responsibility.

Army Enlisted personnel are provided a clothing allowance annually. The dollar amounts are at a reduced rate for the first three years. The quantity and nature of uniform and equipment issued to AGR personnel vary according to unit and mission assignment. Approved uniform clothing items that are not mandatory, must be at purchased at the individual's own expense.

Commissioned Army AGR Officers are responsible for purchasing their standard uniform issue. A nominal uniform allowance request, using ARPC Form 838, within six months of entry into the AGR program is authorized as long as no other active duty uniform allowance has been received in the prior two years. Officers turn in organizational equipment and clothing items loaned by the unit of assignment on transfer date or release from the program.

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

Reference: [DOD FMR 7000.14-R- Volume 7A](#), [AR 670-1](#), [AR 700-84](#), [AFI 36-3014](#)

### **4-4: Allotments**

AGR personnel may make up to 6 monthly pay allotments that are indefinite through MyPay. The total allotments cannot exceed the amount of base pay and BAH after

## NVNG AGR Handbook

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taxes and other authorized deductions. Voluntary allotments of military pay and allowances of AGR personnel are limited to discretionary and non-discretionary allotments. Allotments are made for indefinite periods.

DFAS only pays allotments by electronic funds transfer (EFT). All allotments to individuals and organizations, with the exception of Child Support Enforcement Agencies, must go to, or through, an institution with a routing number. You must submit a [DD Form 2558](#) for the following:

- a. Insurance (Dental, Life)
- b. Deposits to a financial institution, mutual fund company or investment firm
- c. Payment of loans
- d. Payment of a loan to repay consumer credit

Non-Discretionary Allotments:

- a. Garnishments (Support Payments, debts to the government)
- b. Charities
- c. Thrift Savings

Address all non-discretionary allotment questions or issues through DFAS-Cleveland Garnishment Operations Center (1-888-332-7411). Neither the State USPFO/MILPAY nor HRO AGR Branch has the ability to start, stop or change non-discretionary allotments.

Reference: [DOD FMR 7000.14-R- Volume 7A](#)

### **4-5: Garnishment of Pay / Collection of Debts to the Government**

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

AGR personnel can request installment payments if he or she is unable to pay off the debt at one time. Interest and penalty payments may accrue once payment demanded.

AGR personnel can request a waiver or remission of a debt. Obtain specific guidance on this procedure from the AGR's Commander. AGR personnel whose debt or

## NVNG AGR Handbook

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erroneous overpayment was not caused by an act of the AGR member and a collection of the money will result in a serious financial hardship can request a waiver.

Reference: [5 U.S.C. 5520](#), [42 U.S.C. 659](#)

### **4-6: Permanent Change of Station (PCS)**

Permanent Change of Station (PCS) assignments are a necessary function of effective career management. The HRO AGR Branch will consider each AGR member, who is eligible for a PCS, on a case-by-case basis. Generally, to be eligible for a PCS the AGR personnel's household relocation must be mission essential and in the government's best interest, not primarily for the AGR member's convenience.

Before HRO AGR Branch issues PCS orders, the AGR personnel must complete a PCS Pre-Approval Checklist 45 days in advance of the move date. The checklist determines if a PCS will be authorized. When the AGR manager approves the PCS request, orders are published. AGR personnel can have only one authorized PCS in a fiscal year. Exceptions are handled on a case-by-case basis.

When an AGR personnel have a PCS from a Primary Duty Station (PDS) to another location they may be eligible when in accordance with regulation for the following:

- a. Dislocation Allowance (DLA).
- b. Government Bill of Lading (GBL).
- c. Do-It-Yourself (DITY) move.
- d. Other basic entitlements may include temporary storage up to 90 days; mileage from old home of record (HOR) to the new duty station; authorization of more than one car; per-diem en-route (one trip only), and ten days temporary lodging expense at new duty station.

Once an AGR member's PCS is complete, the AGR member must submit a claim within one year of the effective date of the PCS through HRO AGR Branch for processing. The following is a list of forms needed:

- a. [DD Form 1351-2](#).
- b. [DD Form 1351-3](#).
- c. Copies of PCS orders.
- d. [DD Form 1155](#) - provided by active installation.

## NVNG AGR Handbook

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- e. [DD Form 1299](#) - provided by active installation transportation office.
- f. [DD Form 2278](#) - provided by active installation transportation office.
- g. Certified weight tickets (for DITY move only).
- h. Lodging receipts.
- i. Copy of PCS travel advance voucher.
- j. All receipts incurred (DITY move).

Reference: [Joint Travel Regulation \(JTR\), AR 135-18](#)

### **4-7: Unemployment Compensation**

Individuals who lose full-time employment with the Nevada National Guard may apply for state unemployment compensation. Benefits are paid under the guidelines established by Nevada law. AGR personnel terminated for misconduct or unsatisfactory performance may not meet eligibility for payment of benefits. AGR personnel who voluntarily resigns their position are ineligible for benefits under Nevada law.

Time limits for applying for unemployment benefits are strictly enforced. Certain appeal rights are available if your application is initially denied. The appeal procedures for unemployment compensation are completely separate from any appeal rights available through the Nevada National Guard for the loss of your position.

Reference: [NRS 612](#)

### **4-8: Travel Pay / CLASP AGR Travel Entitlements**

AGR personnel serving in a CLASP assignment outside the normal commuting area of their assigned AGR duty location are entitled to applicable temporary duty travel, per diem, and transportation allowances. The authorized travel fund for CLASP TDY travel is AGR travel funding; no additional travel funding is authorized. Lodging will not be paid as government quarters are available IAW Appendix A of the JTR, and state policy.

Travel Allowances go to AGR personnel per the Joint Travel Regulations. Under certain conditions authorized per diem and travel reimbursement go to AGR personnel when ordered to TDY away from their normal duty station. Specific amounts are determined using the Defense Travel System (DTS) program. Submit vouchers no later than five days after completion of travel.

## NVNG AGR Handbook

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AGR personnel are not entitled to per diem when performing annual training (AT) with the unit. In this case the training location is the PDS, and no per diem is payable. Advance Travel Pay is no longer available, the GTC will be used in lieu of an advance.

Reference: [Joint Travel Regulation \(JTR\)](#), [AR 135-18](#), [NGR 600-5](#)

### **4-9: Separation Pay / Severance Pay Leave**

Personnel who are involuntarily separated from Active Duty and have served six or more years of continuous Active Federal Service (AFS) immediately preceding their separation date, may be entitled to separation pay for specific reasons IAW the DOD Pay and Entitlements Manual.

Personnel separated from AGR tours for cause, misconduct, or unsatisfactory performance, or voluntarily are not entitled to separation pay as set forth in DoD Directive 1332.14.

If the individual subsequently becomes eligible for VA Disability compensation or retirement pay, any separation pay received must be repaid. Deduction for repayment will be automatically taken from their retired pay. Personnel involuntarily separated from active duty for any reason are entitled to Transition Counseling and Benefits.

Reference: [10 U.S.C. 1174](#), [DOD FMR 7000.14-R Volume 7A](#), [DoD FMR 7000.14-R-Volume 7B](#), [DoD Directive 1332.14](#), [AR 135-18](#)

### **4-10: Leave Administration / Chargeable Leave / Leave Accrual**

Leave and pass management (vacation/time-off) is an important function of fulltime supervision. Supervisors should make every reasonable effort to grant leave during holiday periods, during significant family events, after major training periods, and other times as appropriate. Pre-planned and scheduled leave provides maximum benefits to the individual and the organization. The full-time supervisor of an AGR member has the responsibility to ensure the AGR member performs assigned duties, is present for duty when required, and is afforded fair and reasonable treatment (to include reasonable time-off consistent with responsibilities to the mission of the organization).

Leave is an individual entitlement that accrues at a rate of two and a half days per month. Leave cannot be taken in half day or hourly increments. AGR personnel can carry over up to 60 days of accrued leave at the start of a new fiscal year (1 October). Any leave exceeding 60 days is forfeited. Leave may be chargeable or non-chargeable. Chargeable leave includes emergency, leave in conjunction with TDY or PCS, ordinary, and transition. Non-Chargeable leave includes sick-in-quarters, sick-in-hospital, convalescent, jury, maternity, paternity, adoption and mental incapacity.

## NVNG AGR Handbook

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Supervisors will not break up consecutive leave periods between non-duty days. (e.g. An AGR member takes leave on Friday and the following Monday then Saturday and Sunday are also charged days of leave). When a holiday falls within an individual's leave dates, the holiday is charged as leave. Leave is charged if it begins on a holiday. Leave is not charged when it terminates on a holiday.

### **4-10a: Air National Guard Leave Administration / Chargeable Leave / Leave Accrual**

Leave and pass management (vacation/time-off) is an important function of fulltime supervision. Supervisors should make every reasonable effort to grant leave during holiday periods, during significant family events, after major training periods, and other times as appropriate. Pre-planned and scheduled leave provides maximum benefits to the individual and the organization. The full-time supervisor of an AGR Airmen has the responsibility to ensure the Airmen performs assigned duties, is present for duty when required, and is afforded fair and reasonable treatment (to include reasonable time-off consistent with responsibilities to the mission of the organization).

Leave is an individual entitlement that accrues at a rate of two and a half days per month. Leave cannot be taken in half day or hourly increments. AGR Airmen can carry over up to 60 days of accrued leave at the start of a new fiscal year (1 October). Any leave exceeding 60 days may be forfeited. Leave may be chargeable or non-chargeable. Chargeable leave includes emergency, leave in conjunction with TDY or PCS, ordinary, and transition. Non-Chargeable leave includes sick-in-quarters, sick-in-hospital, convalescent, jury, maternity, paternity, adoption, and mental incapacity. Supervisors will not break up consecutive leave periods between non-duty days. (e.g. Airmen takes leave on Friday and the following Monday then Saturday and Sunday are also charged days of leave). When a holiday falls within an individual's leave dates, the holiday is charged as leave.

Reference: [AFI 36-3003](#)

### **4-10b: Army National Guard Leave Administration / Chargeable Leave / Leave Accrual**

Army AGR Soldiers must initiate an automated leave request using the [Full Time Support Management Control System \(FTSMCS\) Leave Log](#) located at <https://ftsmcs.ngb.army.mil/LeaveLog/>. Each AGR Soldier initially sets up an account before submitting a leave request.

Reference: [DoDI 1327.06](#), [AR 135-18](#), [AR 600-8-10](#), [NGR 600-5](#)

### **4-11: Maternity/Paternity Leave / Adoption Leave**

## NVNG AGR Handbook

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Commanders will authorize up to 12 continuous weeks of non-chargeable maternity leave for eligible AGR personnel serving on call or order to active service for a continuous period of at least 12 months. Commanders may not disapprove maternity leave. The 12-week period of maternity leave will start immediately following a birth event or the mother's release from hospitalization following a birth event, whichever is later. An extension of this six-week period requires a recommendation with justification of the individual's doctor and approval from NGB-HS.

Paternity leave is non-chargeable leave authorized for married AGR personnel for up to 21 consecutive days after the birth of their child/children.

Primary Caregiver Leave is limited to no more than 42 days of non-chargeable leave and must be taken within one year of a qualifying birth event or adoption. A designated secondary caregiver may elect to receive a period of Secondary Caregiver Leave that is less than 42 days.

Secondary Caregiver Leave is limited to no more than 21 days of non-chargeable leave and must be taken within one year of a qualifying birth event or adoption. A designated secondary caregiver may elect to receive a period of Secondary Caregiver Leave that is less than 21 days.

A Service member who adopts a child in a qualifying adoption shall receive up to 21 days of non-chargeable leave of absence to be used in connection with the adoption. In the event that two Service members who are married to each other adopt a child in a qualifying child adoption, only one of the members shall be granted an adoption leave of absence. A qualifying adoption is defined as an adoption where the member is eligible for reimbursement of qualified adoption expenses under [DoDI 1341.09](#)

Reference: [DoDI 1327.06](#), [AR 600-8-10](#), [Army Directive 2016-09](#), [PPOM 19-003](#), [AFI 36-3003](#)

### **4-12: Convalescent Leave**

Convalescent leave is authorized for AGR personnel to recuperate from serious injuries that prohibit them from performing their duties. AGR personnel are required to provide their supervisor with completed signed doctor's assessment that addresses prognosis, diagnosis, limitations, and disposition of the AGR member's injury or illness as it pertains to daily duty requirements. The supervisor must review the documentation and take into consideration operational requirements. The supervisor may approve up to 30 days convalescent leave, limited duty or full duty status depending on unit requirements.

An AGR member's attendance history and limited duty possibilities must be considered before approving convalescent leave. If convalescent leave is disapproved, AGR personnel must report to duty within their temporary profile or take ordinary leave

## NVNG AGR Handbook

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Requests for more than 30 days of convalescent leave require prior approval from either National Guard Bureau Health Services (NGB-HS) or a military hospital commander. Supporting documentation from the AGR member's medical treatment that outlines diagnoses, prognoses and detailed limitations must be submitted with the request for more than 30 days. Documentation from the chain of command must provide supporting information that explains that the limitations cannot be met by approving a temporary telework.

Reference: [AR 600-8-10](#), [AFI 36-3003](#)

### **4-13: Passes**

AGR personnel must be physically present in the local duty area on the beginning and end date of leave or pass. An example of this is if an AGR member is departing the local area on Saturday and returning on Sunday, the leave request dates need to include the weekends and not just duty days.

For AGR personnel that will be traveling outside of 180 miles from their duty location, a leave or pass request must be submitted. Leave or pass begins at the end of normal duty hours the day prior to the start date of the approved leave or pass request.

Only one leave period may be granted in conjunction with pass (pass-leave or leave-pass). AGR personnel must be in the local duty area when the period changes from pass to leave or leave to pass.

Only one leave period may be granted in conjunction with two passes (pass-leave-pass). AGR personnel must be in the local duty area when the period changes from pass to leave or leave to pass.

The weekend, for AGR personnel normally working Monday through Friday or Tuesday through Friday, is a regular pass period.

Two passes may not be granted consecutively without a duty day or a leave day in between. For example, a pass Saturday thru Monday followed by pass Tuesday thru Thursday is not authorized.

Passes will not be approved for periods when AGR or ADOS personnel are required to be at their duty station. For example, IDT, AT, special projects and exercises.

Travel is authorized for up to 450 miles while on a pass. AGR personnel are encouraged not to travel more than 450 miles while on a pass; however requests will be approved on a case by case basis by the first O-5 or higher in the AGR personnel's Chain of Command (CoC).

Reference: [DoDI 1327.06](#), [AR 600-8-10](#), [MILPER 19-290](#), [AFI 36-3003](#)



### **4-14: Temporary Duty (TDY) and Permissive TDY**

Any AGR personnel on travel orders are authorized temporary duty (TDY) allowances for travel performed away from their duty station. The [Joint Travel Regulation \(JTR\)](#) determines allowance amounts based on the availability of government quarters and rations at the TDY station and the cost of living for that area. All travel must be requested utilizing the Defense Travel System (DTS); reimbursement of travel is not guaranteed if travel occurs without prior approval from the Authorizing Official.

Permissive TDY performed is at no expense to the government and is not chargeable leave. The activity must not be a requirement of assigned military duties. An example is to go on a house-hunting trip because of PCS orders to a new location. Voluntary AGR tour resignations are not eligible for Permissive TDY.

Reference: [JTR](#), [AR 600-8-10](#)

### **4-15: Transition Leave**

Transition leave is ordinary leave granted in conjunction with a transition (ETS, resignation, retirement). Transition leave (previously referred to as terminal leave) begins after all out-processing activities are complete. The amount of transition leave approved will not exceed the individual's leave balance. Leave is not granted if it interferes with timely out-processing or transition requirements. Transition leave is continuous and must end on the effective date of the AGR personnel's separation. Leave forms are submitted prior to the start date of the transition leave. Any leave not used may be turned in for pay, upon final separation, if the total leave paid within the individual's career does not exceed 60 days.

Reference: [AR 600-8-10](#), [AFI 36-3003](#)

## **Medical and Dental Care**

### **4-16: Defense Enrollment Eligibility Reporting System (DEERS)**

The Defense Enrollment Eligibility Reporting System (DEERS) is a worldwide database of military sponsors, families and others who are covered by TRICARE. The Defense Department uses DEERS to check those who are eligible for TRICARE health care benefits. The DEERS computer database helps AGR member's families by protecting the health benefits for those who are actually entitled to care. AGR personnel are automatically enrolled when a CAC is issued. AGR personnel must provide all supporting documents to correctly enroll their Family members into TRICARE.

### **4-17: TRICARE (Prime / Prime Remote / Standard / Extra)**

TRICARE is the health care program serving Uniformed Service members, retirees, and their families worldwide. Coverage is automatic, as long as information is current in the Defense Enrollment Eligibility Reporting System (DEERS).

When AGR personnel enroll in TRICARE Prime /Prime Remote, they have an assigned Primary Care Manager (PCM), either at a military treatment facility (MTF) or from the TRICARE network, who provides most of their care. The PCM will refer the AGR member to a specialist for care that he or she cannot provide and coordinate with the regional contractor for authorization, find a specialist in the network, and file claims on their behalf.

TRICARE Prime / Prime Remote offers the most affordable and comprehensive coverage. Active duty service members and their families pay no enrollment fees and/or out-of-pocket costs for any type of care, as long as care is from the PCM or with a referral. Care received without a referral is subject to point-of-service fees. Active duty service members, who qualify, must enroll in TRICARE Prime / Prime Remote. Family members have the option to enroll or use TRICARE Standard and Extra. The TPR program offers fewer out-of-pocket costs than TRICARE Standard and Extra, but less freedom of choice for providers.

TRICARE Standard and Extra is a fee-for-service plan available to all non-active duty beneficiaries throughout the United States. The type of provider determines which option is used and how much is paid out-of-pocket. If a non-network provider is used, the AGR member is using the TRICARE Standard option. If they visit a network provider, they are using the Extra option. If using the Extra option, they will pay less out-of-pocket and the provider will file the claim. Enrollment is not required.

More detailed information on any of these programs can be found at the TRICARE Website: <https://tricare.mil/>

### **4-18: Active Duty Dental Program (ADDP)**

TRICARE administers the Department of Defense's Active Duty Dental Program (ADDP) to all eligible active duty uniformed service members. The ADDP provides private sector dental care to ensure dental health and deployment readiness for active duty service members (ADSMs). TRICARE will assign an appointment control number (ACN) to authorize payment for routine dental care (e.g., examinations, cleanings, fillings). The ACN must be obtained *prior* to appointment or treatment. Additional coordination must be made based on cost.

For more information or to obtain an ACN call 1-866-984-2337 or visit:

<https://www.tricare.mil/CoveredServices/Dental/ADDental>

### **4-19: TRICARE Dental Program (TDP)**

The TRICARE Dental Program (TDP) is available to family members of service members. To be eligible for the TDP, the sponsor must have at least 12 months remaining on his or her service commitment at the time of enrollment.

Family members of active duty service members (ADSMs), including spouses and unmarried children (including stepchildren, adopted children, and wards) under the age of 21 are eligible for enrollment in the TDP with United Concordia.

Dependents may be eligible until age 23 if they are a full-time student, enrolled full-time at an accredited college or university, and the sponsor provides more than 50 percent financial support. Dependents eligibility is terminated when dependent withdraws.

For more information visit <https://www.tricare.mil/TDP> or <https://www.uccitdp.com/dtwdws/member/landing.xhtml>

### **4-20: Mental Health Evaluations for AGR Personnel**

Soldiers and Airmen may voluntarily seek assistance from behavioral health or mental health practitioners. Additionally, commanders may request a mental health evaluation of an AGR member, provided they have documentation that demonstrates the individual's poor work performance. Detailed documentation of long-term poor performance will help the clinicians determine the most effective way to diagnoses and treat the military member. Behavioral health specialists are available in both the northern and southern geographical locations.

For more information visit:

<https://nv.ng.mil/SitePages/military-family-support-services/psychological-health.html>

### **4-21: Routine/Non-Emergency Care**

All AGR personnel must select a TRICARE network provider. If the AGR member lives within the 50 mile catchment area of a Military Treatment Facility (MTF), the member must elect that MTF as their Primary Care Provider then complete and submit the enrollment form. All routine medical care must be obtained from the PCM, a TRICARE network provider or MTF unless there are not providers within 50 miles of the AGR member's duty station or the HOR. Routine specialty care requires a referral from the PCM, who will in turn contact TRICARE for prior authorization. If the appointment is for specialty care or surgery, then the TRICARE authorization number must be obtained from the PCM prior to calling for the control number.

## **4-22: Emergency Care**

Emergency care is defined as "the sudden and unexpected onset of a medical condition, or the acute worsening of a chronic condition, that is threatening to life, limb or sight, and which requires immediate medical treatment, or which requires treatment to relieve suffering from painful symptoms." Medical emergencies include heart attacks, cardiovascular accidents, poisoning, convulsions, kidney stones, and other acute conditions that are determined to be medical emergencies. Pregnancy-related medical emergencies must involve a sudden and unexpected medical complication that puts the mother, the baby, or both, at risk. If an AGR has an obvious medical emergency, they should contact 911 or go to the nearest hospital. If uncertain if the medical condition is an "emergency", the 24-hour Ask-A-Nurse at TRICARE (1-877-TRICARE) should be contacted. The nurse will take medical information and determine if it is an emergency or urgent care.

Since TRICARE cards are not required for AGR personnel, use of the military ID card for insurance care is recommended in addition to informing the clerk of TRICARE coverage. If admitted to the hospital due to the emergency, the unit POC must provide the name, city and phone number of the hospital along with the AGR member's information and reason for hospitalization. A Line of Duty investigation (LOD) must be initiated for AGR personnel requiring emergency medical care.

## **4-23: Civilian Hospitalization**

In order to obtain civilian hospitalization, the PCM or specialist must contact TRICARE for prior authorization. TRICARE is the approving authority for scheduled hospitalizations. Upon approval, TRICARE will issue an authorization number to the PCM or specialist.

## **4-24: Military Treatment Facilities (MTF)**

AGR personnel may use any MTF. Military identification or DEERS verification is required before treatment. The health record should be hand carried to the MTF. If a MTF is the Primary Care Provider, Health and Dental records must be maintained at MTF. If the AGR member is using a network PCM and needs/wants to see a specialist at the MTF, a referral from the PCM is still required. The PCM must contact TRICARE to coordinate a referral. If the PCM is the MTF then the AGR member will go through the Primary Care Clinic for referral to a specialist.

## **4-25: Prescriptions**

AGR personnel may use any of the following prescription services:

## NVNG AGR Handbook

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TRICARE Network Pharmacy. To obtain a listing of pharmacies search the HealthNet Federal Services Website ([www.hnfs.com](http://www.hnfs.com)) for pharmacies in the West Region.

**TRICARE Mail Order Pharmacy Program (TMOP).** This program is managed by Express Scripts. You should use the TMOP for long-term prescriptions such as medication to reduce blood pressure or treat asthma, diabetes, or any chronic health conditions, and birth control pills.

**Military Treatment Facility (MTF).** AGR personnel within the geographical area must use the MTF for all prescriptions. AGR personnel outside the geographical area may use an MTF for prescription services, even if a civilian provider issued the prescription.

### **4-26: Profiles**

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

Airman see your Medical Treatment Facility for guidance.

Reference: [AFI 36-3212](#), [AR 40-3](#), [DA PAM 40-502](#), [DA Form 3349](#), [DA Form 7809](#)

### **Other**

#### **4-27: Life Insurance and Dependent Indemnity Compensation (DIC)**

All AGR personnel are covered under the Servicemen's Group Life Insurance (SGLI) program for up to \$400,000 with a \$100,000 death gratuity, unless an election is made to participate for a lesser amount or decline insurance. Upon retirement, the SGLI may be converted to Veteran's Group Life Insurance (VGLI) within 120 days of release from active duty. If the amount of SGLVI coverage is changed by law, and the individual elects less coverage or not to participate, a new VA Form SGLV 8286 must be completed.

Dependent children are covered automatically at no cost in the amount of \$10,000 and spousal coverage may also be purchased not to exceed the amount of coverage the

## NVNG AGR Handbook

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service member has up to \$100,000 under the Family Group Life Insurance (FGLI) program.

Service-members' Group Life Insurance Traumatic Injury Protection (TSGLI) provides automatic traumatic injury coverage to all Service-members covered under the SGLI program. It provides short-term financial assistance to severely injured service members and Veterans to assist them in their recovery from traumatic injuries. TSGLI is not only for combat injuries, but provides insurance coverage for injuries incurred on or off duty. TSGLI is terminated effective on the date service ends.

If an AGR member dies in an AGR status survivors will get DIC benefits. Survivors of completely disabled veterans or for death after completion of service if the death is due to a service-connected disability will receive payment. Dependent Indemnity Compensation (DIC) is an annuity paid to survivors of AGR member if they die in the line of duty, active duty for training (ADT), or while traveling to or from ADT. If the individual has qualified for (and elected) the Survivor Benefit Plan (SBP), survivors are paid the greater of DIC or SBP. The DIC is paid to eligible survivors of totally disabled veterans.

Surviving spouses, who have not remarried, with additional amounts for children under 18 will be authorized payments. There is also a provision for payments to low income parents of deceased veterans. Payments are made monthly at an equal rate for all ranks. Benefits are subject to possible offset by social security benefits.

Reference: <https://www.benefits.va.gov/insurance/>

### **4-28: Legal Assistance**

AGR Airmen and their dependents are entitled to receive legal assistance and advice. This service may be obtained from either the Airmen's servicing Wing Judge Advocate's Office or from the legal assistance offices at units host Active Duty base. Advice on a full range of civil legal problems such as wills, domestic relations, bankruptcy, contracts and landlord-tenant is available. The extent of the legal assistance provided is left to the professional discretion and resourcing of the Judge Advocate office providing the service. Generally, Judge Advocates may not appear in civilian court or have their names appear on documents submitted to a civilian court. While they are licensed attorneys, they are prohibited from making such an appearance except in unusual circumstances.

### **4-29: Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP) is a Nevada Guard sponsored program that provides assistance for AGR Airmen who are employees of the Nevada National Guard. This referral program provides confidential, professional assistance to help Employees and their families resolve personal problems that may affect their well-being and/or job

# NVNG AGR Handbook

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performance. The program addresses human problems such as marital difficulties, domestic violence, financial or legal problems, emotional difficulties, or problems caused by alcohol or other drug abuse.

AGR Airmen can use the Confidential Referral Program. Any AGR Airmen or their supervisor can initiate a request for assistance.

If a National Guard member with a personal problem initiates a request for assistance, discussion of the problem is strictly confidential between the member, coordinator, and the member's supervisor/commander. When dealing with an AGR Airmen, it is important to understand that confidentiality is still a critical part of this program, however, a commander needs to know the deployment status of all their employees. There is a limited exception where confidentiality cannot be enforced. When a life-threatening situation has occurred, their supervisor is informed of the individual's request for assistance.

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

## **4-30: Thrift Savings Plan (TSP)**

Members of the uniformed services have the opportunity to participate in this group retirement plan which operates like a 401K. The TSP has a selection of individual and lifecycle funds that offer broad market diversification. Individuals can choose to have retirement dollars invested in everything from a short-term U.S. Treasury security to index funds comprised of domestic and international stocks. Election can be made to contribute to the TSP via MyPay website; however, movement of current funds breakdown and contribution allocation changes must be completed by logging into the TSP website.

The TSP is a major component of the new Blended Retirement System (BRS). All service members enrolled in BRS will have a TSP account as the government will contribute towards this account regardless of the Soldier electing to do so. Additionally, Soldiers may receive additional matching up to 5% as indicated on the table below.

You put in:	Service Contribution		Total Contribution:
	Automatic:	Service Matching:	

## NVNG AGR Handbook

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0%	1%	0%	1%
1%	1%	1%	3%
2%	1%	2%	5%
3%	1%	3%	7%
4%	1%	3.5%	8.5%
5%	1%	4%	10%
More than 5%	1%	4%	Your Contribution + 5%

For more and the latest information about TSP visit the website at:

<https://www.tsp.gov/index.html>

### **4-31: Morale, Welfare and Recreation (MWR)**

The mission of MWR is to enhance the lives of service members, Families, DoD Civilians, and retirees. MWR provides free and discounted recreation to military personnel and their Families. Although the facilities provided vary from base to base, the types of services, facilities and programs provide can include fitness centers, pools, marinas, bowling centers, golf courses, restaurants, conference centers, catering, and access to internet, movies and video games. MWR also offers accredited Family child care and youth and school aged services at many installations.

For more detailed and up to date information, visit the following websites:

<https://www.militaryonesource.mil/recreation-travel-shopping/recreation>

<https://www.army.mil/familymwr>

<https://www.armymwr.com/>

### **4-32: Tuition Assistance (TA)**

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of an AGR member's professional and personal self-development goals. The Department of Defense (DoD) has directed a uniform amount per semester hour cap of \$250 for tuition assistance (TA) and an annual ceiling of \$4,500.

For more detailed and up to date information visit the following website:

<https://www.afpc.af.mil/Benefits-and-Entitlements/Military-Tuition-Assistance-Program/>

[https://www.goarmyed.com/public/public\\_tuition\\_assistance\\_policies.aspx](https://www.goarmyed.com/public/public_tuition_assistance_policies.aspx)



### **4-33: GI Bill Benefits**

AGR Soldiers may be eligible for several types of VA education and training benefits, but there are many things to consider before one applies for a GI Bill program. There are several comparison tools on the Veteran's Administration website that can assist in selecting the best option. For most participants, the Post-9/11 GI Bill is the best option.

The transferability option under the Post-9/11 GI Bill allows service members to transfer all or some unused benefits to their spouse or dependent children. The request to transfer unused GI Bill benefits to eligible dependents must be completed while servicing as an active member of the Armed Forces. Eligibility requires one of two conditions be met. The first is that the service member have at least six years of service in the Uniformed Services on the date of election to transfer the Post-9/11 GI Bill program and agrees to serve an additional four years from that date. The second is that the service member have at least ten cumulative years of service (active duty and/or Selected Reserve) on the date of election, are precluded by either standard policy (service or DoD) or statute from committing to four additional years and agree to serve for the maximum amount of time allowed by such policy or statute.

The President signed into law the Harry W. Colmery Veterans Educational Assistance Act also known as the "Forever GI Bill," which will bring significant changes to Veterans education benefits. The majority of the changes enhance or expand education benefits for Veterans, service members, Families and Survivors. The 15-year time limitation for using Post-9/11 GI Bill benefits is eliminated for Veterans who left active duty on or after January 1, 2013, and qualifying dependents.

For more detailed and up to date information, visit the following websites:

<https://benefits.va.gov/gibill/>

### **4-34: Survivor Benefit Plan (SBP)**

The Survivor Benefit Plan provides a monthly annuity of up to 55 percent of AGR Personnel's gross retirement pay to his or her family in the event of the Individuals death. Guard members with over 20 years of service, retired guard members and reservists who have not reached age 60 by retirement are eligible for this plan under [Public Law 95-397](#).

### **4-35: Space Available Flights (Space-A)**

Space-Available (Space-A) Travel is a privilege that may offer substantial savings for leisure travel plans. There are tools, resources, and information provided on the website below that will assist in travel planning. Service members with questions or concerns should contact the AMC Passenger Terminal closest to the departure location for assistance.

For more detailed and up to date information, visit the following websites:

<https://www.militaryonesource.mil/recreation-travel-shopping/travel/travel-planning/plan-your-trip-with-space-a-travel>

<http://www.amc.af.mil/Home/AMC-Travel-Site/>

## **Section 5 – Awards and Discipline**

### **5-1: Federal Awards**

Title 32 AGR personnel are eligible for the full range of awards and decorations. The criteria for awards of any decoration are contained within the cited references. While AGR personnel are eligible for federal awards, they may not receive both a state and federal award for the same act, achievement, or period of meritorious service.

Reference: [AR 600-8-22](#), [AFI 36-2803](#)

### **5-2: State Awards**

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

Reference: [AFI 36-2803](#), [AR 600-8-22](#)

### **5-3: Military Justice**

All AGR are under the jurisdiction of the NRS when they are in a Title 32 AGR status. This jurisdiction can change to the Uniform Code of Military Justice (UCMJ) when the AGR is in a Title 10 duty status for deployment, initial training, or active federal service.

All AGR are subject to action by their military chain of command and subject to civilian criminal laws. Some offenses are violations of both civil and military laws and either authority can take action. Typically, there is already an agreement with local law enforcement agencies concerning most jurisdictional matters beforehand. There are some offenses, which are uniquely military (AWOL, insubordination, disobeying orders, etc.) in which the chain of command will have exclusive jurisdiction.

If an AGR is convicted of an offense by civilian authorities, the chain of command is not prohibited from taking adverse administrative action. This could include bars to re-enlistment; termination of tour, administrative reduction and/or administrative discharge. The level of action is dictated by the seriousness and nature of the underlying civilian offense, member's record and matters in aggravation (past misconduct). If the AGR

receives a significant sentence of imprisonment or confinement, whether civil or militarily, action to involuntarily separate will commence immediately.

References: [NRS: Chapter 412](#), Manual for Courts-Martial United States

### **5-4: Counseling, Admonishment, and Reprimand**

Counseling, admonishments, or reprimands are suggested methods for dealing with minor disciplinary infractions. These not only serve to document misconduct, but are corrective in nature. A Non-Judicial Punishment (NJP) (Article 15), on the other hand is appropriate for disposing of instances of minor misconduct that is of a punitive nature (articles 77-134).

A Letter of Counseling (LOC) is a formal way of describing an expected standard of conduct, how the individual has deviated from it and essentially a warning of what may come from as a result of further misconduct. A formal counseling communicates that the behavior was unacceptable and explains possible consequences.

A Letter of Admonishment (LOA) is more severe than counseling and used to document clear violations of military standards, policies or regulations. It advises the AGR that if there are repeats of the misconduct serious consequences will occur. A delivered letter of admonishment in person or in the form of a letter is included in the AGR's local file.

A Letter of Reprimand (LOR) is more severe than an admonishment, and used to document clear violations of military standards, policies or regulations. Used for serious offenses and when other, less severe measures have failed to correct the behavior. The reprimand is documented in writing and potentially made part of the AGR's Unfavorable Information File (UIF).

References: [NRS: Chapter 412](#), [AFI 36-2907](#) Unfavorable Information File (UIF) Program

### **5-5: Non-Judicial Punishment (Article 15)**

One of the most important disciplinary tools available to commanders to maintain good order and discipline within their respective units is non-judicial punishment, also known as an Article 15. All AGR are subject to a commander's non-judicial punishment jurisdiction. It is designed to handle minor disciplinary infractions in an expeditious, but fair manner without the stigma of a court-martial conviction. Once administered, the Article 15 may become a part of the individual's UIF.

Article 15 actions are in written form on the AF 3070. They put the individual on notice of the NRC offense with which they are charged and the facts of the alleged misconduct. Upon receipt, an individual has a number of rights. They must be given a time period in which to consult with an Area Defense Counsel (ADC) attorney. They

have a right to an informal hearing with the commander prior to his or her final decision; the right to call witnesses and present evidence in their behalf at the hearing; and to appeal the Article 15 to the next higher level commander if they disagree with the decision. It is also the right of an AGR to refuse the Article 15 process and demand a trial by court-martial, but an AGR should be aware that if convicted by a summary, special or general court-martial, this disqualifies them from further AGR service depending upon the level of court-martial. A court martial conviction by a general or special court-martial qualifies as a criminal conviction on a criminal background check.

The type of punishments which are imposed by an Article 15 are: reprimand, reduction in grade (depending upon the AGR's pay grade and the pay grade of the imposing commander) loss of pay, extra duty, withholding of privileges, and in limited circumstances, correctional custody. Those who receive Non-Judicial Punishment are ineligible for tour continuation in the AGR program.

References: [NRS: Chapter 412](#), [AFI 51-202](#), [AR 27-10](#)

### **5-6: Administrative Discharge**

An involuntary separation from the AGR program does not automatically result in a loss of military membership and position as a National Guard AGR. An administrative discharge action must be initiated. Grounds for initiating an administrative discharge action include those cited as a basis for involuntary separation from AGR tour (i.e., unsatisfactory performance, pattern of misconduct, etc). The process for administrative discharge may require a hearing before a board of officers and is dependent on the number of years of service and the level of discharge sought. The discharge authority is the Adjutant General. AGR's with 18 years or over of total military service require approval by the Secretary of the Army before a discharge is approved. The specific procedures, basis for action and rights of the individuals are outlined in the references. Procedures differ between commissioned officers and enlisted personnel.

Reference: [NRS: Chapter 412](#), [ANGI 36-101](#), [AR 135-175](#), [AR 135-178](#)

### **5-7: Court Martial**

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

There are three types of court-martial: Summary, Special, and General. A Summary Court-Martial is for minor offenses and can impose only minor punishments. Special Court-Martial is generally used for misdemeanor level offenses and can impose more severe sentences. A General Court-Martial is reserved for the most serious offenses

## NVNG AGR Handbook

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and can impose the maximum punishments authorized by Nevada law. A conviction by any court-martial will disqualify an individual from further AGR service. The decision on the level of court-martial to which a case should be referred, belongs to the convening authority. There are a considerable number of legal protections for an accused facing a court-martial, to include the appointment of an area defense counsel (ADC), to represent the AGR at no cost.

As a general rule, only exclusive military offenses are punished by a court-martial: These are Articles 77 through 134. A court-martial is serious, expensive, and time consuming. Commanders should consult with their servicing Judge Advocate before initiating a court-martial action.

Reference: [32 U.S.C. 326](#), [NRS: Chapter 412](#), [AR 27-10](#)

### **5-8: Restraint/Confinement**

Under limited circumstances, a commander may authorize an AGR to be placed in pre-trial confinement. This is only used when an individual is pending serious court-martial charges or if apprehended after an extended AWOL. This measure should only be taken after consulting with the State Judge Advocate or the Deputy State Judge Advocate.

Since most Nevada National Guard facilities do not possess brigs or confinement facilities, confinement is carried out in a state confinement facility made available by the Nevada Department of Rehabilitation & Corrections for housing military prisoners nearest the AGR's residence. Coordination is made with the Office of the State Judge Advocate. If an AGR is confined, every attempt must be made to have his or her case reviewed by a military judge at the earliest possible time.

Reference: [NRS: Chapter 412](#)

### **5-9: Arrest by Civilian Authorities**

In the event an AGR is arrested or charged by civilian authorities for committing a civilian criminal offense, a number of actions need to be taken. The chain of command should contact the civilian authorities, and inform them that the individual is on active duty. Ask what charges are pending, the circumstances of the case, and the maximum punishment possible. Police reports should be obtained if possible. This helps determine if it is a "serious offense," for purposes of possible administrative action to discharge the individual.

If the AGR is in jail because they cannot post bail or no bail has been set, the commander can request that the AGR be released to military control. This is done in the rarest of circumstances. A commander cannot state that the Nevada National Guard or the unit guarantees the individual's presence at any court hearing or appearance. If the commander is able to meet with the individual, they should avoid questioning them at

# NVNG AGR Handbook

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length about the charges. A commander cannot force an AGR to discuss their involvement in the civilian crime or take adverse action against the AGR for their failure or refusal to do so. That is a matter between the individual and his civilian attorney. Advise the AGR that a TDS attorney cannot be appointed to represent them in a civilian criminal matter.

During the period that an AGR is awaiting trial, the unit must flag the AGR and withhold favorable action. Deployment orders shall be cancelled until the civilian criminal matter is resolved. If the evidence appears strong enough, the command may decide to administratively discharge the AGR prior to the case being resolved. In most cases however, a decision should await the outcome of the trial. If the AGR cannot post bail prior to the trial, it is recommended that their absence be charged as ordinary leave. If the final result is a conviction, the AGR is designated as AWOL for any jail time on a DA Form 4187 and the AGR may have AWOL charges referred against him or her or be administratively separated for the civilian conviction.

Reference: [NRS: Chapter 412](#), [ANGI 36-101](#), [AR 135-175](#), [AR 135-178](#), [AR 27-10](#)

## Appendices

### A- Terms & Acronyms

### B- Veterans Benefits

The United States has a long and honorable history of providing monetary and other benefits to veterans of military service and to their dependents and survivors. These benefits include medical treatment, hospital and nursing home care, disability benefits, job training assistance, vocational rehabilitation, re-employment assistance, education benefits, life insurance programs, home loan mortgage guaranties, death benefits for survivors, and burial assistance.

The laws and regulations governing eligibility and level of benefit are complex. Generally, a person must have served on active duty for a continuous period of 180 days in order to qualify for most benefits. Benefits rely on the AGR's characterization of discharge.

In addition to federal benefits administered by the VA, the State of Nevada has enacted a number of statutes providing various benefits and protections to those on active duty and veterans. These include civilian employment preferences, distinctive automobile tags, exemption of state park fees, hunting and fishing licenses, and in state tuition rates. To review benefits offered to active duty and veterans, visit the [Nevada Department of Veterans Services](#) webpage.

### C- Points of Contact (POC)

## NVNG AGR Handbook

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The current HRO POC list is located on Guard Knowledge Online at <https://gko.portal.ng.mil/states/NV/Joint%20Staff/j1/Lists/HRO/Embed%20POC%20List.aspx>.

Military One Source at <https://www.militaryonesource.mil/>

TRICARE West at <https://www.tricare-west.com/>

DEERS at <https://rapids-appointments.dmdc.osd.mil/>

TRICARE Pharmacy Program at <https://www.tricare.mil/CoveredServices/Pharmacy>

TRICARE Active Duty Dental Program at <https://tricare.mil/CoveredServices/Dental/ADDental/ADDP>

### **D- Commonly Used Pay Documents**

The following is a list of the most commonly used pay documents. Please contact the HRO- AGR Branch with any questions concerning their preparation.

DD Form 1561 (Statement to Substantiate Payment of Family Sep. Allowance)

DD Form 2058 (State of Legal Residence Certificate)

DD Form 2494 (Tricare -Active Duty Family Member Dental Plan (FMDP) Enrollment Election)

DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active duty or Retired Personnel)

DD Form 2560 (Advance Pay)- used in conjunction with a household move only

DD Form 2660 (Statement of Claimant Requesting Replacement check)

AF Form 594 (Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination)

AF Form 1969 (Officer Uniform Allowance Certification)

AF IMT 220 (Request, Authorization, and Pay Order Basic Allowance for Subsistence)

AF IMT 1970 (Uniform Maintenance Allowance)

AF IMT 2451 (Financial Statement- Remission of Indebtedness)

DA Form 1506 (Statement of Service- For Computation of Length of Service for Pay Purposes)

DA Form 2142 (Pay Inquiry- Blank)

DA Form 2142 (Pay Inquiry for Casual Pay)

DA Form 2142 (Pay Inquiry for Casual Pay- Flat Rate)

DA Form 3508 (Application for Remission or Cancellation of Indebtedness)

DA Form 3685 (JUMPS - JSS Pay Elections)

DA Form 4187 (Personnel Action)

DA Form 4187 (Payment of Accrued Leave) - Example

DA Form 5960 (Authorization to Start, Stop or Change BAH)

SF Form 1199A (Direct Deposit Sign-Up Form)

## NVNG AGR Handbook

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### Form W-4 (Federal Taxes)

Reference: [Title 37 U.S.C](#), [DOD 7000.14-R](#), [JFTR Vol. 1](#), [JTR Vol. 2](#), [AFI 36-3034](#), [AR 37-104-4](#)

### **E- How to read an LES**

Your pay is your responsibility.

This is a guide to help you understand your Leave and Earnings Statement (LES). The LES is a comprehensive statement of a member's leave and earnings showing your entitlements, deductions, allotments (fields not used for Reserve and National Guard members), leave information, tax withholding information, and Thrift Savings Plan (TSP) information. Your most recent LES can be found 24 hours a day on **myPay**.

If members receive Career Sea Pay, the Sea Service Counter will still be displayed in the remark portion of the LES. The LES remains one page in length. Verify and keep your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult with your disbursing/finance office.



# NVNG AGR Handbook

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																										
ID	NAME (LAST, FIRST, MI)					SOC. SEC. NO.		GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED												
	1					2		3	4	5	6	7	8	9												
ENTITLEMENTS					DEDUCTIONS					ALLOTMENTS					SUMMARY											
TYPE					AMOUNT					TYPE					AMOUNT					+ AMT FWD						
A B C D E F G H I J K L M N O	10					11					12										13					
																					- TOT ENT					
																					14					
																					- TOT DED					
																					15					
																					- TOT ALMT					
																					16					
																					= NET AMT					
																					17					
																					- CR FWD					
																				18						
																				= EOM PAY						
																				19						
																				DIEMS						
																				23						
																				RET PLAN						
																				24						
TOTAL					20					21					22											
LEAVE		BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE LOSE	FED TAXES		WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD									
		25	26	27	28	29	30	31	32	33		34	35	36	37	38										
FICA TAXES		WAGE PERIOD		SOC WAGE YTD		SOC TAX YTD		MED WAGE YTD		MED TAX YTD		STATE TAXES		ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD							
		39		40		41		42		43		44		45	46	47	48	49								
PAY DATA		BAQ TYPE		BAQ DEPN		VHA ZIP		RENT AMT		SHARE	STAT	JFTR	DEPN	2D JFTR	BAS TYPE		CHARITY YTD	TPC	PACIDN							
		50		51		52		53		54	55	56	57	58	59		60	61	62							
Thrift Savings Plan (TSP)		BASE PAY RATE		BASE PAY CURRENT		SPEC PAY RATE		SPEC PAY CURRENT		INC PAY RATE		INC PAY CURRENT		BONUS PAY RATE		BONUS PAY CURRENT										
		63		64		65		66		67		68		69		70										
		CURRENTLY NOT USED					TSP YTD DEDUCTIONS					DEFERRED					EXEMPT					CURRENTLY NOT USED				
		71					72					73					74					75				
REMARKS		YTD ENTITLE					YTD DEDUCT																			
		76					77					78														

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DFAS Form 702, Jan 02

**Fields 1 - 9 contain the identification portion of the LES.**

- 1 NAME:** The member's name in last, first, middle initial format.
- 2 SOC. SEC. NO.:** The member's Social Security Number.
- 3 GRADE:** The member's current pay grade.
- 4 PAY DATE:** The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).
- 5 YRS SVC:** In two digits, the actual years of creditable service.
- 6 ETS:** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- 7 BRANCH:** The branch of service, i.e., Navy, Army, Air Force.
- 8 ADSN/DSSN:** The Disbursing Station Symbol Number used to identify each disbursing/finance office.
- 9 PERIOD COVERED:** This is the period covered by the individual LES. Normally it will be for one calendar month. If this is a separation LES, the separation date will appear in this field.

**Fields 10 through 24 contain the entitlements, deductions, allotments, their respective totals, a mathematical summary portion, date initially entered military service, and retirement plan.**

**10 ENTITLEMENTS:** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.

**11 DEDUCTIONS:** The description of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.

**12 ALLOTMENTS:** In columnar style the type of the actual allotments being deducted. This includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen allotments. If a member has more than one of the same type of allotment, the only differentiation may be that of the dollar amount.

**13 +AMT FWD:** The amount of all unpaid pay and allowances due from the prior LES.

**14 + TOT ENT:** The figure from Field 20 that is the total of all entitlements and/or allowances listed.

**15 -TOT DED:** The figure from Field 21 that is the total of all deductions.

**16 -TOT ALMT:** The figure from Field 22 that is the total of all allotments.

**17 = NET AMT:** The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions and allotments due on the current LES.

**18 - CR FWD:** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.

**19 = EOM PAY:** The actual amount of the payment to be paid to the member on End-of-Month payday.

**20 - 22 TOTAL:** The total amounts for the entitlements and/or allowances, deductions and allotments respectively.

**23 DIEMS:** Date initially entered military service: This date is used SOLELY to indicate which retirement plan a member is under. For those members with a DIEMS date prior to September 8, 1980, they are under the FINAL PAY retirement plan. For those members with a DIEMS date of September 8, 1980 through July 31, 1986, they are under the HIGH-3 retirement plan. For those members with a DIEMS date of August 1, 1986 or later, they were initially under the REDUX retirement plan. This was changed by law in October 2000, when they were placed under the HIGH-3 plan, with the OPTION to return to the REDUX plan. In consideration of making this election, they become entitled to a \$30,000 Career Service Bonus. The data in this block comes from PERSCOM. DFAS is not responsible for the accuracy of this data. If a member feels that the DIEMS date shown in this block is erroneous, they must see their local servicing Personnel Office for corrective action.

## NVNG AGR Handbook

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**24 RET PLAN:** Type of retirement plan, i.e. Final Pay, High 3, REDUX; or CHOICE (CHOICE reflects members who have less than 15 years service and have not elected to go with REDUX or stay with their current retirement plan).

### **Fields 25 through 32 contain leave information.**

**25 BF BAL:** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).

**26 ERND:** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.

**27 USED:** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.

**28 CR BAL:** The current leave balance as of the end of the period covered by the LES.

**29 ETS BAL:** The projected leave balance to the member's Expiration Term of Service (ETS).

**30 LV LOST:** The number of days of leave that has been lost.

**31 LV PAID:** The number of days of leave paid to date.

**32 USE/LOSE:** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

### **Fields 33 through 38 contain Federal Tax withholding information.**

**33 WAGE PERIOD:** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).

**34 WAGE YTD:** The money earned year-to-date that is subject to FITW.

**35 M/S:** The marital status used to compute the FITW.

**36 EX:** The number of exemptions used to compute the FITW.

**37 ADD'L TAX:** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.

**38 TAX YTD:** The cumulative total of FITW withheld throughout the calendar year.

### **Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.**

**39 WAGE PERIOD:** The amount of money earned this LES period that is subject to FICA.

**40 SOC WAGE YTD:** The wages earned year-to-date that are subject to FICA.

**41 SOC TAX YTD:** Cumulative total of FICA withheld throughout the calendar year.

**42 MED WAGE YTD:** The wages earned year-to-date that are subject to Medicare.

**43 MED TAX YTD:** Cumulative total of Medicare taxes paid year-to-date.

### **Fields 44 through 49 contain State Tax information.**

## NVNG AGR Handbook

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**44 ST:** The two digit postal abbreviation for the state the member elected.

**45 WAGE PERIOD:** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).

**46 WAGE YTD:** The money earned year-to-date that is subject to SITW.

**47 M/S:** The marital status used to compute the SITW.

**48 EX:** The number of exemptions used to compute the SITW.

**49 TAX YTD:** The cumulative total of SITW withheld throughout the calendar year.

### **Fields 50 through 62 contain additional Pay Data.**

**50 BAQ TYPE:** The type of Basic Allowance for Quarters being paid.

**51 BAQ DEPN:** A code that indicates the type of dependent. A - Spouse C -Child D - Parent G Grandfathered I -Member married to member/own right K - Ward of the court L - Parents in Law R - Own right S - Student (age 21-22) T - Handicapped child over age 21 W - Member married to member, child under 21

**52 VHA ZIP:** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.

**53 RENT AMT:** The amount of rent paid for housing if applicable.

**54 SHARE:** The number of people with which the member shares housing costs.

**55 STAT:** The VHA status; i.e., accompanied or unaccompanied.

**56 JFTR:** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.

**57 DEPNS:** The number of dependents the member has for VHA purposes.

**58 2D JFTR:** The JFTR code based on the location of the member's dependents for COLA purposes.

**59 BAS TYPE:** An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers.

o B - Separate Rations

o C - TDY/PCS/Proceed Time

o H - Rations-in-kind not available

o K - Rations under emergency conditions

**60 CHARITY YTD:** The cumulative amount of charitable contributions for the calendar year.

**61 TPC:** This field is not used by the active component of any branch of service.

**62 PACIDN:** The activity Unit Identification Code (UIC). Army currently uses this field only.

### **Fields 63 through 75 contain Thrift Savings Plan (TSP) information/data.**

**63 BASE PAY RATE:** The percentage of base pay elected for TSP contributions.

**64 BASE PAY CURRENT:** Reserved for future use.

**65 SPECIAL PAY RATE:** The percentage of Specialty Pay elected for TSP contribution.

**66 SPECIAL PAY CURRENT:** Reserved for future use.

**67 INCENTIVE PAY RATE:** Percentage of Incentive Pay elected for TSP contribution.

## NVNG AGR Handbook

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**68 INCENTIVE PAY CURRENT:** Reserved for future use.

**69 BONUS PAY RATE:** The percentage of Bonus Pay elected towards TSP contribution.

**70 BONUS PAY CURRENT:** Reserved for future use.

**71** Reserved for future use.

**72 TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.

**73 DEFERRED:** Total dollar amount of TSP contributions that are deferred for tax purposes.

**74 EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).

**75** Reserved for future use

**76 REMARKS:** This area is used to provide you with general notices from varying levels of command, as well as the literal explanation of starts, stops, and changes to pay items in the entries within the "ENTITLEMENTS," "DEDUCTIONS", and "ALLOTMENTS" fields.

**77 YTD ENTITLE:** The cumulative total of all entitlements for the calendar year.

**78 YTD DEDUCT:** The cumulative total of all deductions for the calendar year.