



NATIONAL GUARD BUREAU
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ARNG-HRH (RN135)

14 March 2025

MEMORANDUM FOR The Adjutants General of All States, Territories, and the
Commanding General of the District of Columbia

Subject: Army National Guard (ARNG) Implementing Guidance for "Prioritizing Military
Excellence and Readiness" (PPOM #25-004)

1. References: See Appendix A (Enclosure 1)
2. Purpose. To provide policy guidance and prescribed procedures for processing Soldiers who elect to voluntary separate or retire due to a current diagnosis or history of gender dysphoria, or those who exhibit symptoms consistent with gender dysphoria. The enclosed guidance at Appendix B (Enclosure 2) assigns responsibility, and prescribes procedures related to transgender military service.
3. Applicability. This guidance applies to ARNG Soldiers who elect to voluntary separate/retire IAW reference 1a. This includes traditional (M-day), T32/T10 AGR, dual-status technicians, and Simultaneous Membership Program (SMP) cadets.
4. The Adjutants General (TAG) or the Commanding General of D.C. will implement guidance with Commanders using the utmost professionalism, and treat all Soldiers, Cadets, and applicants with dignity and respect.
5. Point of contact for this memorandum is Ms. Sharon Archibald, Chief, AGR and Retirement Policy Branch, ARNG-HRH, at DSN 327-0460, 703-607-0460, or sharon.a.archibald.civ@army.mil.

2 Encls

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Chief, Personnel Policy Division

References

- a. HQDA EXORD 175-25 Implementation of Executive Order 14183: "Prioritizing Military Excellence and Readiness," dated 7 March 2025
- b. Under Secretary of Defense, Personnel and Readiness Memo "Additional Guidance on Prioritizing Military Excellence and Readiness," dated 26 February 2025
- c. Under Secretary of Defense, Manpower and Reserve Affairs, "Clarifying Guidance on Prioritizing Military Excellence and Readiness," dated 28 February 2025
- d. Under Secretary of Defense, Manpower and Reserve Affairs, "Clarifying Guidance on Prioritizing Military Excellence and Readiness: Retention and Accession Waivers," dated 4 March 2025
- e. Secretary of the Army, "Prioritizing Military Excellence and Readiness Implementation Guidance," dated 6 March 2025
- f. Army Regulation (AR) 135-175, Separation of Officers
- g. Army Regulation (AR) 135-178, Enlisted Administrative Separations
- h. Title 32, Section 709, United States Code (32 U.S.C. 709f)
- i. Chief, National Guard Bureau Instruction (CNGBI) 1400.25, Vol 213, National Guard Technician and Civilian Personnel Excepted Service Employment, 31 July 2024

Guidance

1. Phase I is the Voluntary Separation Phase and was effective on 26 February 2025 and will end on 26 March 2025. Soldiers must make election prior to 26 March 2025 to voluntarily separate/retire.
2. Phase II will be effective on 27 March 2025 with the start of Involuntary Separations. Additional guidance will be issued prior to the execution of Phase II.
3. No action will be taken to identify Soldiers subject to this guidance, to include the use of medical records, periodic health assessments, ad hoc physical assessments, or any other diagnostic mechanism, unless otherwise directed by the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)).
 - a. Commanders will not ask for verification of diagnosis. Personnel who elect to voluntarily separate will provide a statement verifying election of voluntary separation in accordance with the reference 1a.
 - b. Request memorandum template is enclosed in reference 1a. This is the only required supporting document for submission of a voluntary separation under these provisions during phase I. No personal health information (PHI), or personal identifying information (PII) will be uploaded to IPPS-A.
4. Election of voluntary separation will be made by the Soldier to the first Commander in the Chain of Command. State's HROs/G1s will receive all submissions from subordinate units and will submit one Customer Relationship Management (CRM) case to ARNG-HRH for each Soldier by selecting the provider group listed for the appropriate population. The CRM case will contain the signed voluntary separation election memorandum from the requestor as an attachment. Subject of CRM case will be "Voluntary Separation Request." States will enter their own provider group name in the comments box of the CRM case to ensure continued communication.
 - a. Traditional / MDAY Enlisted: NGB HRH ENLISTED POLICY
 - b. T32/T10 AGR: NGB HRH AGR POLICY
 - c. Traditional / MDAY Officers and Warrant Officers: NGB HRH OFFICER POLICY

5. Early retirement under the Temporary Early Retirement Authority (TERA) is only authorized for Soldiers who have achieved 18 but less than 20 years Active Federal Service (AFS).

6. Phase I Separation Authority for ARNG Enlisted Soldiers resides with the ASA(M&RA). Separations for Soldiers in a commissioning pipeline, such as SMP cadets and those enrolled in Officer Candidate School (OCS) will be processed as Enlisted separations. All requests for voluntary separation / retirement by Traditional / MDAY Enlisted personnel will be sent to ARNG-HRH-E for submission to ASA(M&RA) for final decision. Requests for AGR separation/retirement will be sent to ARNG-HRH-M. Waiver authority resides with the Secretary of the Army (SECARMY).

7. Phase I Separation Authority for ARNG Officers resides with CNGB. Requests for Officer separation will be sent to ARNG-HRH-O. Officer separations will require withdrawal of Federal recognition action, pursuant to Title 32, United States Code, Section 323. Separation packets must include the final disposition memorandum from ARNG-HRH-O. States will submit separation packets to the Federal Recognition Section in ARNG-HRP, via eTracker, for withdrawal processing in accordance with NGR 635-100 and NGR 635-101.

8. Separation Pay and benefits for voluntary separation:

a. T10/T32 AGR Soldiers and ADOS/FTNGD-OS Soldiers on active-duty orders for more than 30 days may be eligible for voluntary separation pay IAW 10 U.S.C. 1175A and DoDI 1332.43 at a rate that is twice the amount the Soldier would have been eligible for involuntary separation pay. Soldiers in a Traditional (M-Day) status are not eligible for separation pay.

b. Soldiers who elect to voluntarily separate will not have to repay any bonuses received prior to 26 February 2025, and all remaining Military Service Obligations (MSO), Active-Duty Service Obligations (ADSO), and Service Remaining Obligations (SRO) will be waived, so long as the applicable population of Soldiers volunteers for separation. The Army may recoup any bonus received prior to 26 February 2025 who do not elect voluntary separation and are involuntarily separated after phase 1.

9. Duty Status and Termination of Orders:

a. States will place Soldiers in Administrative Absence status with full pay and

Enclosure 2
Appendix 2 (PPOM #25-004)

benefits until separation is complete and will be separated NLT the 1st day of the 7th month after notification to their commander. Commanders will maintain accountability and ensure the health and welfare of their Soldiers and SMP cadets throughout the separation process.

i. T10/T32 AGR and ADOS/FTNGD-OS on orders more than 30 days: Soldiers will enter a request in the PAID module of IPPS-A utilizing the “03-Administrative Absence” type code and “Transition ADM” absence reason sub code.

ii. Traditional (M-Day) Soldiers will be coded as “P” in My Unit Pay (MUP).

iii. Guidelines for coding of time and attendance in DATAAPS for T32 dual status technicians will be provided by the HRO of the State, Territory or District.

b. Soldiers on FTNGD-OS or ADOS-RC orders for more than 30 days will have their orders terminated on the 1st day of the 7th month after the notification to their commander, or on the natural end date of their current order, whichever comes first.

10. The following clarifying guidance will be published in a subsequent FRAGO to HQDA EXORD 175-25 and PPOM 25-004.

a. Any updates to pay status codes for M-DAY Soldiers and administrative absence, if authorized.

b. Dual-Status military technician separation requirements will be published in Phase II.

i. T32 dual status technicians will be coded “P” for their traditional (M-Day) status.

ii. Once separation occurs, T32 dual status technicians will be terminated from their technician positions IAW references h and i.

c. Board of inquiry procedures for involuntary separations of officers with six or more years of commissioned service will be provided in Phase II guidance. Officers with less than six years will be discharged, pursuant to Title 10 United States Code, Section 14503.