

**Army National Guard  
Retention beyond Mandatory Removal Date  
Handbook**



**National Guard Bureau  
Personnel Policy Division**

VERSION 16, dated: 1 February 2023

# SUMMARY OF CHANGES

MRD Handbook (Version 16)

This reference guide is updated, and is effective as of its last issue date, noted on the policy memorandum. All previous versions are superseded by this version. The changes are substantial and requires this document to be read in its entirety. Key updates include, but are not limited to the following that:

- Specifies that retentions beyond MRD does not establish a new MRD, but rather determines a continuation end date, p2-1
- Reinforces the MRD for age as the last day of the month in which an officer reaches age 60, as determined by the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA) policy for maximum age, p2-3
- Changes (and correct) MRD calculations to align with the provisions of 10 USC 14507 for years of commissioned service, which is the first day of the month after the month the officer reaches 28 or 30 years of commissioned service, p2-4
- Clarifies the requirement for officers to meet basic retention standards and provides the disposition of actions for officers who are flagged, p2-5
- Stipulates that MRD retention requests must contain valid “get-well” plans to mitigate strength overages and identify possible replacements or a detailed strategy, p2-5, 2-9
- Updates consideration for AMEDD officers who qualify for retention under 10 USC 14703 and may be considered for continuation beyond age 68 on a case-by-case basis, under the ASA (M&RA) approval authority, p2-6
- Clarifies approval authorities for disability evaluation retention actions, p2-11
- Requires States to report all status changes of mobilized LTC and COL, including REFRAD/separation, p2-12
- Reinforces the requirements for retention under the Voluntary Selective Continuation policy, p3-3
- Provides a mandatory requirement for the officer’s deployment assignment location in TAG memoranda, p3-3
- Reinforces the requirement to include the officer’s counseling for VOL SELCON deployment by the first GO in the chain of command in the MRD retention packet, p3-3
- Provides warrant officer retention policies and clarifies that warrant officer MRD calculations are based on age 60, p5-1
- Clarifies approval authorities for warrant officer retention actions, p5-2
- Updates the required statistical data for get-well plans to mitigate strength overages and requests for exceptions, App H

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# **SECTION I**

## **Chapter 1**

### **General**

#### **1-1. Purpose**

This handbook serves as a guide to assist Army National Guard (ARNG) officer personnel managers (OPM) with matters pertaining to the Reserve Officer Personnel Management Act (ROPMA) as it specifically relates to the mandatory removal and retention beyond Mandatory Removal Date (MRD) of officers. It is important to understand up front that MRD is statutory. Therefore, unless an officer qualifies pursuant to one of the specific statutory provisions or exceptions identified in this handbook, any other request will be processed as an exercise of the Secretary of the Army's (SA) plenary authority, if favorably recommended by the Director, Army National Guard (DARNG) (refer to paragraph 2-12d). The standard for approval of such a request is very high and rarely granted, unless the SA determines that retention meets some compelling Army need.

#### **1-2. Applicability**

The information in this document applies to all ARNG commissioned officers and warrant officers serving in an active status on the reserve active-status list (RASL) including Active Guard/Reserve (AGR) officers on Title 10 and Title 32, military technicians (MilTech), and officers serving in a traditional status. Provisions referring to the term "officer(s)" include both commissioned branch officers and warrant officers, except when specifically indicated. Unless otherwise noted, this information does not apply to general officers.

#### **1-3. References**

Required and related publications, references, and prescribed forms are listed in Appendix K.

#### **1-4. Objective**

To provide users at unit level and higher with a source of information useful as a guide for conducting day-to-day officer personnel management operations. This publication does not replace or take precedence over current statutes, army directives, regulations or related policies. However, it may be used as a quick reference guide, in concert with applicable official references, as indicated.

#### **1-5. Signature Authority**

a. All requests for retention beyond MRD must be endorsed by The Adjutant General (TAG). Assistant Adjutants General, Land Component Commanders or other general officers are not authorized to sign for, or in place of, TAGs for retention beyond MRD requests. TAGs have the authority to deny retention requests at State level (except requests for officers in "sanctuary"/18-year lock) pursuant to their force management authority.

b. The authority to approve and disapprove certain retentions beyond MRD for ARNG warrant officers, AMEDD officers and chaplains is delegated to Chief, National Guard Bureau (CNGB) IAW AR 135-32. The Personnel Policy Division (ARNG-HRH) is further charged with the responsibility of managing, processing, and adjudicating retentions and exceptions beyond MRD for ARNG officers, including MilTechs, as outlined in NGR 635-100. For those actions eligible for approval at CNGB level IAW NGR 635-103 (new regulation which will subsume NGR 635-100 and NGR 635-101) and AR 135-32, the Chief, Personnel Policy Division is the signature authority for retentions beyond MRD, on behalf of CNGB and Director, Army National Guard (DARNG).

## Chapter 2 Mandatory Removals

### 2-1. Mandatory Removal for Army National Guard Officers

a. Officers will be removed from an active status on the first day of the month after the month they reach the maximum YCS (10 USC §14507) or the last day of the month they reach maximum age 60 (10 USC §§14509, 14702), whichever comes first, unless they are in “sanctuary” status and require continuation to qualify for a retirement (see paragraph 2-10).

b. An officer’s MRD will remain the same unless promoted to COL or if they are recalculated based on an exclusion authorized by statutory or regulatory guidance. Retention beyond MRD does not establish a new MRD; however, it provides a continuation end date for separation.

### 2-2. Mandatory Removal for Age

Officers, unless removed earlier by some other provision, must be removed from an active status no later than the last day of the month they attain:

a. Age 60, for colonels and below (excluding warrant officers) except when specifically authorized up to age 62 by the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)). While the current statute (10 USC 14509) authorizes a maximum age of 62, the ASA (M&RA) determined the mandatory removal age for reserve component officers will remain at age 60 by policy and regulation (including, as applicable, AR 135-175, AR 600-8-24, NGR 600-5 and NGR 600-101). Requests for exceptions may be considered if there is a clear justification provided with sufficient evidence of a significant shortage and/or essentiality of a critical skill/position based on the current needs of the State. See paragraph 2-12 for processing such requests.

b. Age 60, for warrant officers, unless approved to age 62 and 60 days IAW the procedures outlined in paragraph 5 below. NGR 600-101 provides that requests are submitted to CNGB (ARNG-HRH-O) for approval.

c. Age 62, for United States Property and Fiscal Officers (USPFO) (10 USC 12647), when approved IAW the procedures outlined in paragraph 2-8. NGB-J8 manages all USPFO retentions.

d. Age 68, for chaplains and officers in certain medical specialties (10 USC 14703), when approved IAW the procedures outlined in paragraphs 2-6 and 2-7. Some medical professionals may be retained beyond age 68, as an exception by the ASA (M&RA) on a case-by-case basis.

MRD for AGE

Rank	Maximum Age
O1 to O-6	60*
Warrant Officers	60*
USPFO	60*
Chaplains	68
Medical Specialties	68

*\*Unless approved to age 62 (age 62 and 60 days for warrants) IAW specified provisions*

Figure 2-1

### 2-3. Mandatory Removal for YCS

Unless sooner promoted, an officer will be removed from an active status on the date shown for the indicated grade, based on YCS, but in no case later than their MRD for age.

a. Colonel (including lieutenant colonels selected for promotion to colonel). The first day of the month after the month completing 30 YCS (10 USC 14507b).

b. Lieutenant colonel (not recommended for promotion to colonel) and below. The first day of the month after the month completing 28 YCS (10 USC 14507a).

Rank	Maximum YCS
O-6	30 years
O-5 (DA Select)	30 years
O-5	28 years

Figure 2-2

#### 2-4. Computing the MRD and Exclusions from Service

a. All commissioned service from the date of appointment, unless specifically excluded by statute or policy, is included in an officer's MRD calculation. All commissioned service in the IRR, USAR TPU or any reserve component active status periods counts toward an officer's commissioned service. Enlisted service is not included in MRD calculations.

b. Lieutenant colonels and below will be removed from an active status in the Reserve of the Army no later than the first day of the month following completion of 28 YCS.

c. Colonels and lieutenant colonels recommended for the grade of colonel (DA Select) will be removed from an active status in the Reserve of the Army no later than the first day of the month following completion of 30 YCS. States are authorized to make administrative changes to an officer's MRD to reflect 30 YCS once they are officially placed on the DA mandatory recommended list for promotion to colonel. Officers who are recommended via position vacancy promotion (otherwise known as the unit vacancy promotion or UVP) will have their MRD changed once they have been placed on a scroll for Senate confirmation. These changes do not require requests for retention beyond MRD. Such actions will be returned without action for States to make administrative changes in IPPS-A.

d. Officers below the grade of lieutenant colonel who are not selected for promotion the second time will have their MRD readjusted to reflect the removal provisions indicated below. These separation periods differ from officers who have twice failed for promotion then subsequently SELCON under 10 USC 14701 (see paragraph 3-2). The following officers have not been SELCON and must be removed from the RASL at the separation period, accordingly. NOTE: Officers are removed for SELCON based on commissioned service and not by overall military service.

(1) Major (failed to be selected for promotion to lieutenant colonel for the second time). The first day of the month after the month completing 20 YCS (10 USC 14506). Officers may continue service in the IRR to complete 20 YCS.

(2) Captain (failed to be selected for promotion to major for the second time). The first day of the seventh month following the final approval of the board report (10 USC 14505). Captains who have at least 18 years of service must be retained until reaching 20 creditable years of service towards retirement.

(3) First lieutenant (failed to be selected for promotion to captain for the second time). The first day of the seventh month following the final approval of the board report (10 USC 14504). First Lieutenants who have at least 18 years of service must be retained until reaching 20 creditable years of service towards retirement.

(4) Mobilized officers may be retained to complete the current mobilization assignment. These officers will be separated upon demobilization.

e. Exclusions from commissioned service. A reserve officer's years of service include all service of the officer as a commissioned officer other than the exclusions below. These periods of service are excluded when computing or recalculating an MRD (10 USC 14706). Recalculations of MRD for all officers (to include special branches) will not exceed age 60, regardless of any length of excluded service.

(1) Service as a warrant officer.

(2) Constructive service. Comparable service that is considered effective on account of the circumstances or the performance of duties and responsibilities for certain specialties.

(3) Service after appointment as a commissioned officer of a reserve component while in a program of advanced education to obtain the first professional degree required for appointment, designation, or assignment to a professional specialty, but only if that service occurs before the officer commences initial service on active duty or initial service in the Ready Reserve in the specialty that results from such a degree. This exclusion does not apply to service performed by an officer who previously served on active duty or participated as a member of the Ready Reserve in other than a student status for the period of service preceding the member's service in a student status. Officers are considered to be in a professional specialty for these purposes, if appointed or assigned to the Medical Corps (MC), the Dental Corps (DC), the Veterinary Corps (VC), the Medical Service Corps (MS), the Army Nurse Corps (AN), the Army Medical Specialists Corps (SP) or is designated as a chaplain or judge advocate.

f. Other service that affects an officer's service computation also includes the following periods.

(1) Inactive National Guard (ING) or any inactive reserve periods will not count towards an officer's commissioned service computation. This period requires an adjustment in the date of appointment and MRD (not to exceed age 60).

(2) Civilian break-in-service (a complete discharge from service with no military affiliation) will not count towards an officer's commissioned service computation. This period requires an adjustment in the date of appointment and MRD (not to exceed age 60). IRR service is not considered as a break-in-service when calculating commissioned service towards an MRD.

(3) Enlisted service. Any enlisted service after appointment as an officer will not count towards an officer's commissioned service computation.

g. Recalculations require service-related source documents to validate any exclusion from service. A recalculation memorandum must be included in the officer's official file for historical record to document any service-related changes that will affect retirement.

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#### Calculating the MRD

**Colonels** (including Lieutenant Colonels selected for promotion to Colonel)

- Calculated based on 30 YCS; not to exceed age 60 (Example: 1 April 2024)

**Lieutenant Colonels and Below**

- Calculated based on 28 YCS; not to exceed age 60 (Example: 1 April 2024)
- 

Figure 2-3

## 2-5. Retention beyond MRD

a. To manage retention actions for the general population of officers, the Personnel Policy Division considers retentions beyond MRD for only 2 years at a time on a case-by-case basis, on behalf of CNGB. Officers must meet basic retention eligibility criteria to be considered for continuation beyond MRD, and the State authorized strength may not exceed the DARNG strength allowances. Requests for officers who are flagged will be returned without action. All requests must include current strength data, from IPPS-A, using the HRAR. A detailed synopsis of the current strength for applicable senior grades (COL, LTC, MAJ, CW5 and CW4) must be submitted within



TAG memorandums or on a separate enclosure (for all branches and specialties). Additional information and a “get-well” plan is mandatory for cases where an exception is being considered, regardless of the strength shortage or overage status. The get-well plan must show all current authorized and assigned strength, statuses of losses, gains, promotions and projections for suitable replacements, as needed, for the officer requesting retention (Appendix H). States should be aware that strength data from approved get-well plans may impact the Selective Retention Board (SRB), promotions and retention beyond MRD requests.

b. Retention beyond MRD does not establish a “new” MRD. An officer’s MRD will always remain the same until selection/promotion to COL (for 30 YCS) or until separation/discharge. Promotion to COL re-establishes MRD, based on 30 years of commissioned service, not to exceed age 60. All official documents must reflect an officers’ correct MRD, and identify any retention end date separately.

**Retention beyond MRD for Age based on Certain Statuses**

**Army Medical Department (AMEDD)**

– may be retained up to age 68 (10 USC 14703) under NGB (ARNG-HRH) authority

**Chaplain**

– may be retained up to age 68 (10 USC 14703) under Army Chief of Chaplains authority

**United States Property and Fiscal Officer (USPFO)**

– may be retained up to age 60 (10 USC 12647) under NGB (J8) authority

**Military Technician (Miltech)**

– may be retained up to age 60 (10 USC 14702(b)) under NGB (ARNG-HRH) authority

Further determination beyond maximum age may be considered by the ASA (M&RA), on a case-by-case basis for Miltechs, AMEDD (for MC and DC officers beyond age 68) and USPFOs. Chaplain requests are determined by the Army Chief of Chaplains.

Figure 2-4

## Basic Retention Provisions

### **SANCTUARY – 18 years or more**

#### **10 USC 12646 (a), NGR 635-100 – Approval authority is ARNG-HRH**

“...Officers entitled to be credited with 18 or more years but less than 19 years of qualifying Federal service for retired pay...shall be retained to the end of the retirement year during which he/she will be credited with 20 years of satisfactory Federal service...”

### **SANCTUARY – 19 years or more**

#### **10 USC 12646 (b), NGR 635-100 – Approval authority is ARNG-HRH**

“...Officers entitled to be credited with 19 or more years but less than 20 years of qualifying Federal service for retired pay...shall be retained to the end of the retirement year during which he/she will be credited with 20 years of satisfactory Federal service...”

- AGRs – *regular* retirement pursuant to 10 USC 12646(e) and 12686 – retention is mandatory
- Traditional – *non-regular* retirement pursuant to 10 USC 12646(a) or (b) – retention is mandatory
- *Removal for cause* takes precedence over retention for 18 or more years of service pursuant to 10 USC 12646(d); such cases must be determined by the SA, otherwise, retention until retirement qualification is mandatory

### **AMEDD – Retention up to age 68**

#### **10 USC 14703, NGR 635-100; AR 135-32 – Approval authority is ARNG-HRH**

10 USC 14703 provides, “...the Secretary of the Army may, with the officer's consent, retain in an active status any reserve officer assigned to the Medical Corps, the Dental Corps, the Veterinary Corps, the Medical Services Corps (if the officer has been designated as allied health officer or biomedical sciences officer in that Corps), the Optometry Section of the Medical Services Corps, the Chaplains, the Army Nurse Corps, or the Army Medical Specialists Corps... An officer may not be retained in active status under this section later than the date on which the officer becomes 68 years of age”.

AR 135-32 provides that in order for the listed medical professionals “to be retained beyond mandatory removal date for maximum age or length of service, the AOC/military occupational specialty (MOS) of the requesting officer must, (a) be short in total Army mobilization requirements and (b) for TPU officers, be short in total Army-wide unit requirements”. A unit officer who does not possess a critical AOC or MOS which is short of total Army-wide unit requirements may apply for transfer to the IRR with concurrent retention as an IRR officer if the AOC or MOS is required to satisfy a current mobilization shortfall.

“CNGB, the CDR, HRC, or the area commander, as appropriate, is responsible for determining which AOCs and MOSs meet the retention criteria using Mobilization Personnel System data for mobilization requirements and the most recent total Army or unit strength data, as appropriate.”

**Current policy authorizes exceptions for AMEDD officers to be retained beyond age 68 as a special exception by the ASA (M&RA). Requests are considered on a case-by-case basis only for MC and DC officers for no more than 2 years at a time.**

### **CHAPLAIN – Retention to age 68**

#### **10 USC 14703, NGR 635-100; AR 135-32 – Approval authority is U.S. Army Chief of Chaplains**

“the Secretary of the Army may, with the officer's consent, retain in an active status any reserve officer assigned to...the Chaplains..... An officer may not be retained in active status under this section later than the date on which the officer becomes 68 years of age...”

- Considered by the U.S. Army Chief of Chaplains
- Cases are typically determined based on low density faith group representation and the needs of the Army

### **USPFO – Retention to age 62**

#### **10 USC 12647, NGR 635-100, CNGBM 9501.01 (this publication will replace NGR 130-6 when published) – Approval authority is VCNGB (delegation by CNGB) to age 60; ASA (M&RA) to age 62**

“United States Property and Fiscal Officers may be retained in an active status...but not beyond the end of the month they attain age 62.”

- Officers are only retained beyond MRD while serving as the USPFO; should an officer cease to occupy the USPFO position, retention is no longer valid

- While this authority permits retention until age 62; the ASA (M&RA) has determined the maximum age for all RC officers will remain at age 60 – consideration for further retention may only be determined by the ASA (M&RA)
- All USPFO requests will be submitted directly to and managed by J8 for officers who are approaching their official MRD and for those who seek retention beyond maximum age 60

**WARRANT OFFICERS – Retention to age 62**

**10 USC 1164 and 12308, AR 135-32; NGR 600-101 – Approval authority is ARNG-HRH (except as noted)**

“Unless retired or separated on or before the expiration of that period, each warrant officer shall be retired or separated from his armed force not later than 60 days after the date when he becomes 62 years of age...”

- AGR WO retentions are forwarded to DMPM for consideration by the ASA (M&RA)
- WO who are in sanctuary must be retained
- Requests for retention up to 4 months beyond maximum age of 62yrs, 60 days for medical evaluation are forwarded to DMPM for consideration by the ASA (M&RA)

**MILITARY TECHNICIANS – ANNUITY, Retention to age 60**

**10 USC 14702 and 10216, NGR 635-100 – Approval authority is ARNG-HRH**

“To achieve eligibility for an unreduced civil service retirement annuity (Federal or State) ...Individual must be able to achieve eligibility for an unreduced annuity by or before age 60.”

- TAGs may deny requests at the State level
- Each request submitted to NGB will be determined on a case-by-case basis

**MILITARY TECHNICIANS – ESSENTIALITY, Retention up to age 60**

**NGR 635-100 – Approval authority is ARNG-HRH up to a maximum of 2yrs;**

“...for a period, not to exceed 2 years beyond MRD...”

- TAGs may deny requests at the State level
- Each request submitted to NGB will be determined on a case-by-case basis
- Maximum period of 2 years total

**MILITARY TECHNICIANS – EXCEPTION FROM ASA (M&RA), Retention to age 62**

**NGR 635-100 – ASA (M&RA) in 1-year increments, if favorably recommended by NGB**

“As an exception beyond (2) above on a year-by-year basis, only upon specific approval of the Secretary of the Army...”

- TAGs may deny requests at the State level
- NGB may deny requests which do not warrant consideration by ASA (M&RA)
- Requests that demonstrate a critical need will be forwarded to DMPM for ASA (M&RA) consideration in 1-year increments only
- Each request will be determined on a case-by-case basis

<b>NOTE: Generally, basic branch traditional officers are not retained beyond MRD, see “EXCEPTIONS”, paragraph 2-12</b>
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Figure 2-5

**Military Technician Retention beyond MRD  
Retirement Annuities – CSRS/FERS**

a. An officer employed as a Military Technician (MilTech) and whose separation is required by Mandatory Removal Date (MRD) may be retained beyond MRD by CNGB. Officers may be retained to qualify for an unreduced CSRS or FERS annuity. Eligibility for retention is specifically limited to the following categories:

a. **Immediate** – which includes the Minimum Retirement Age (MRA), plus years of service.

b. **Deferred Immediate** – retirement without reaching both years of service and MRA; early voluntary/involuntary, based on reorganization or retention in force.

c. **Discontinued Service Retirement; and Unreduced** – Retentions may not exceed age 60, and is only intended for those officers who are able to reach their retirement eligibility before age 60. Potentially creditable CSRS/FERS time for which a deposit has not yet been made will be included in the calculation for retirement eligibility.

b. The MRA is the earliest age an employee may retire with an immediate reduced annuity after 10 to 29 years of service or with an unreduced annuity after 30 years of service. The MRA increases over time based on an employee's year of birth and ranges between ages 55 and 57. To determine the MRA, refer to the table below.

Minimum Retirement Age (MRA)	
IF YEAR OF BIRTH IS...	THE MINIMUM RETIREMENT AGE IS...
Before 1948	55
1948	55 and 2 months
1949	55 and 4 months
1950	55 and 6 months
1951	55 and 8 months
1952	55 and 10 months
1953-1964	56
1965	56 and 2 months
1966	56 and 4 months
1967	56 and 6 months
1968	56 and 8 months
1969	56 and 10 months
1970 and after	57

**Immediate or Deferred Immediate**

<u>AGE</u>	<u>SERVICE</u>
62	5
60	20
MRA	30
MRA	10

**Early or Discontinued Service (Involuntary Separation)**

<u>AGE</u>	<u>SERVICE</u>
50	20
Any Age	25

**Unreduced**

<u>AGE</u>	<u>SERVICE</u>
MRA	10
50	25

**Figure 2-6**

\*Officers may refer to the official FERS Handbook for updates.

## **2-6. Retention beyond MRD of Army Medical Department (AMEDD) Officers (10 USC 14703)**

AMEDD officers eligible for continuation beyond MRD include Medical Corps, Dental Corps, Veterinary Corps, Medical Services (allied health officers and biomedical sciences officers, to include Optometry), Army Nurse Corps, and Army Medical Specialists. Generally, 70 series officers are not retained beyond MRD. Army nurses are not retained beyond their MRD; however, some nurse practitioners may be retained on a case-by-case basis.

a. Officers with five or more YCS, who have not twice failed selection for promotion to captain, major, and lieutenant colonel, and who are otherwise qualified, may be considered for continuation beyond their MRD for YCS, but not beyond age 60. AMEDD officers may be retained for up to 2 years at a time; however, based on the critical need (State and ARNG), strength, specialty and other factors as determined by the Chief, Surgeon's office (ARNG-CSG), the requirements may vary. ARNG-CSG makes recommendations and ARNG-HRH makes the final determination for retention.

b. As an exception to paragraph 2-6a above, certain health care professionals (specifically, Medical Corps) may be further continued beyond age 60, in two-year increments, on a case-by-case basis, up to age 68 (NGR 635-100 and AR 135-32). Current statute authorizes further continuation beyond age 68 on a case-by-case basis, as determined by the ASA (M&RA).

c. Civilian health care professionals may be retained in conjunction with appointment into a State ARNG as an officer. Most providers typically require immediate retention due to reaching or approaching the maximum age 60 prior to their appointment and fulfilling an 8-year (or 2-year) service obligation. This has no bearing on the 2-year service requirement for the Critical Wartime Shortage List as indicated in the Department of the Defense Instruction (DODI) 1304.25. Since these health care providers will incur a service obligation, their consideration for appointment and retention will be contingent upon their ability to fulfill the service obligation prior to reaching the maximum age of 68, codified by law. The Chief, Surgeon's office provides a recommendation on all AMEDD requests to ARNG-HRH-O for final determination.

d. Requests for continuation of AMEDD officers must be submitted to ARNG-HRH-O, via IPPS-A, at least six months, but no earlier than 12 months prior to the officer's MRD. AMEDD officers who are eligible to receive incentive bonuses may submit requests for retention earlier than the 12-month requirement. Packets must include all required documents and information with the updated MRD checklist, located on MilSuite. All requests must be signed by TAG. Incomplete and incorrect packets may be returned without action, as necessary.

## **2-7. Retention beyond MRD of Chaplains (10 USC 14703)**

a. Chaplains with five or more YCS, who have not twice failed to be selected for promotion to captain, major, and lieutenant colonel, and who are otherwise qualified, may be considered for retention beyond their MRD.

b. Requests for retention beyond MRD for chaplains must be submitted to ARNG-HRH via IPPS-A at least six months prior to the officer's MRD, not earlier than 12 months. Requests must include all required documents and information as specified in Appendix A (I and II) to include additional request/justifications as indicated in Figure 2-7. The format for all request and justification memoranda is provided in Appendix E, example #2 and Appendix F, example #2.

c. Requests are reviewed by ARNG-HRH with additional coordination with the ARNG Director of Religious Affairs (ARNG-CSZ-DRA). ARNG-HRH notifies the State or territory of the final disposition in writing. ARNG-HRH is not the final authority for approving chaplain requests; however, recommendations and policy data may be included in the IPPS-A case notes, as needed.

d. ARNG chaplains serving in a voluntary indefinite status in the T10 AGR program may require additional endorsements. Refer to Figure 2-7.

e. ARNG chaplains who were appointed as chaplain candidates prior to appointment as chaplains may be able to exclude commissioned service time as a chaplain candidate from their total

commissioned service time (see 2-4) for MRD. The Officer Personnel Manager of the respective State or territory can assist the chaplain in performing the calculations, gathering supporting documentation, and submitting the request for concurrence to ARNG-HRH through IPPS-A.

f. The duration of retention will be determined at the discretion of the Army Chief of Chaplains. Requests for retention of chaplains beyond MRD are typically one to two years in duration with the U.S. Army Chief of Chaplains as the final authority on the duration granted.

g. The SELCON status chaplains requesting an MRD retention must indicate this status in both the chaplain request memorandum and any endorsements provided by the command (refer to paragraph 3-2 and Figure 2-7).

## **2-8. Retention beyond MRD of United States Property and Fiscal Officers (USPFO) (10 USC 12647)**

a. USPFOs may be retained beyond MRD for years of service, but not beyond age 60, under VCNGB authority (NGB-J8).

b. VCNGB approval of appointment to USPFO or extension of the appointment and issuance of T10 orders continues the officer for the duration of the assignment not to exceed maximum age 60.

c. Requests for continuation of USPFOs are submitted directly to NGB-J85 as part of the USPFO Annual Review Panel IAW NGR CNGBM 9501.01 (will replace 130-6/ANGI 36-2). All USPFO MRD retention requests submitted to ARNG-HRH will be returned to the State for submission to NGB-J85.

d. Officers serving beyond MRD who vacate the USPFO position are no longer eligible for retention under this authority and are subject to separation (10 USC 12647 and NGR 635-100).

e. Officers who REFRAD from their USPFO position and are hired as MilTechs may be retained beyond their MRD to continue service, if authorized and favorably considered by ARNG-HRH. Generally, eligible officers have previously served as MilTechs and have vested a minimum of 5 years or are making deposits. All requests are determined on a case-by-case basis. Packets must include the eligibility memorandum from the State HRO indicating the service computation date and retirement eligibility date with type of retirement. Additional documents include the DD214 to verify REFRAD and the SF50 to verify the technician hire and service computation.

## **2-9. Retention beyond MRD of Dual-Status MilTechs (10 USC 14702)**

a. Army National Guard MilTechs who are eligible (and required to maintain an ARNG military status for continued employment) in the grades of major, lieutenant colonel, and colonel may be retained in an active status beyond their MRD for length of service, but not beyond age 60, in the order listed below.

(1) To qualify for an unreduced annuity, provided they are otherwise fully qualified. MilTechs may be retained for up to 2 years at a time towards a retirement annuity. MilTechs have the flexibility to request consideration prior to the conclusion of their retention period for further continuation towards their annuity at the discretion of the State AG. ARNG-HRH-O makes the final determination based on the DARNG's strength requirements and ARNG needs.

(2) Essentiality – up to a maximum of two years beyond MRD. Requests may be submitted as a singular 2-year action or in separate increments (as needed), up to 2 years. The maximum period authorized for essentiality under CNGB authority may not exceed 2 years.

(3) Exception to policy beyond 2 years for essentiality – for ASA (M&RA) consideration. Requests are reviewed by CNGB/DARNG (ARNG-HRH). Only those cases that are fully justified and worthy of further consideration will be forwarded to the ASA (M&RA). Requests must justify continuation of officers serving in critical positions under unique circumstances with identified shortages. Get-well plans are mandatory for any consideration for an exception.

(4) Requests must be submitted in the order indicated in this paragraph. Officers may not seek retention to qualify for an annuity after being previously retained under (2) above, or after an exception in (3) above.

b. Except as indicated in the Federal CSRS/FERS Retirement Handbook, employees must meet the five-year minimum service requirement to qualify for retirement. Officers with less than five years of technician service will not be considered for retention, unless determined to possess extremely unique skills while serving in a critical position, and the State currently has considerable strength shortages. Such consideration will be determined by ARNG-HRH, as an exception, on a case-by-case basis for not more than one year at a time. Officers must be aware that consideration under these conditions are not for the purposes of personal gain, but rather as a means to support an organizational deficit.

c. MilTechs over age 60 require consideration for an exception by the ASA (M&RA) for service beyond maximum age 60. Such cases will only be favorably recommended and forwarded when officers are proven to have extremely unique skills while serving in a critical position, and the State has experienced considerable strength shortages. Such requests require extremely strong justification and must prove there is no other eligible and available officer to meet the requirements of the critical position in the State. These cases will be determined on a case-by-case basis for one year at a time, not to exceed age 62.

d. Requests must be submitted to ARNG-HRH-O, via IPPS-A, a minimum of six months, but no earlier than 12 months, prior to the Officer's MRD. TAG signature is required on all requests; representatives (including commanders, MILPOs and Chiefs of Staff) are not authorized to sign retention requests. However, commanders and other interested parties may submit supporting endorsements with all requests.

e. MilTechs who are retained beyond MRD for years of service pursuant to 10 USC 14702 are not eligible for consideration for promotion (10 USC 14301) and will forfeit their retention beyond MRD, under 10 USC 14702, if they accept a Title 10/Title 32 AGR position; or an ADOS or FTNGD tour (that is not compatible with their technician position) for more than 179 days. MilTechs retained under 10 USC 14702 may only be mobilized with the unit to which they are assigned to deploy. Officers may not volunteer to continue service with an active component organization while retained.

f. Unreduced annuity defined. MilTechs are considered to be eligible for an unreduced annuity if they are eligible for an annuity under section 8336, 8412 or 8414 of title 5 that is not subject to a reduction by reason of age or years of service.

g. MilTechs are strongly encouraged to seek counseling with their HRO for any detailed information regarding eligibility of retirement annuity benefits and other entitlements as outlined in the CSRS/FERS Handbook listed in Appendix H. Personnel managers should direct inquiries to the State HRO and NGB-J1-TN to provide proper guidance to their officers regarding all technician matters.

h. Officers must continue to serve under the conditions of their approved retention document in their current positions. Formal requests to change military and technician positions for officers retained for a retirement annuity will be forwarded to ARNG-HRH to ensure retention requirements continue to apply and for appropriate tracking purposes.

i. Officers retained based on an essential need are not authorized to change military or technician position, as they have been determined critically essential to their current positions and are solely retained to meet the needs of the organization in their assigned positions.

j. Retention will be predicated by current and projected strength of senior grade officers, pending promotions, losses and selective retention board actions. Requests may be returned without action or denied if the affected State has unmitigated strength overages.

## **2-10. Retention beyond MRD for Officers within Two Years of Retirement (10 USC 12646/12686)**

a. Officers who have completed at least 18 years of creditable service towards retirement may be retained in an active status on the RASL to qualify for a regular or non-regular retirement, as applicable. Officers retained under this authority will be removed from active status on the date the officer qualifies for retired pay unless sooner removed for physical disability, cause, or at the officer's own request. In no case will an officer be continued under this authority for longer than two years beyond the date the officer would have been separated for years of service or age.

b. The SA is the only authority who may deny an officer continued service while in "sanctuary". Approval to retain officers in sanctuary status is usually routine for eligible officers. Officers who serve past MRD without written approval jeopardize their ability to be credited with the service beyond MRD, unless further ratified by the SA.

c. States must formally request retention beyond MRD as an administrative action is necessary to effectuate the change in the continuation period and to update official records. Specifically, AR 600-8-24, Army Military Human Resources Records Management, and the IPPS Reference Manual/SIDPERS Data Reference Manual (SDRM) requires source documents to update personnel systems of official records.

d. Retention to qualify for a regular or non-regular retirement will be approved regardless of any strength overages.

e. Officers will not be retained to bridge a gap in reaching sanctuary status, under any circumstances.

## **2-11. Retention beyond MRD for Officers Undergoing Disability Evaluation (AR 635-40)**

Officers may be retained beyond their MRD while undergoing a medical or physical disability evaluation. Once an officer has been referred to an MEB/PEB by a signed/dated DD 3349, they are considered to be covered under DES and must be retained until the final determination of the evaluation and the case is rendered, closed. Separation will occur once the case is closed, not to exceed 30 days from the final determination.

a. Traditional officers – Retention will be reviewed by ARNG-HRH and forwarded to HQDA for approval by the DMPM. Officers must remain in an active-status in the unit throughout the entire evaluation process.

b. AGR and ADOS officers – Retention will be approved by ARNG-HRH. AGR officers must remain on their active duty orders throughout the entire evaluation process.

c. Requests for further continuation under this provision must include a memorandum from the appropriate medical professionals (not the State Surgeon) or case managers with the recommended period for retention to complete the disability evaluation process.

d. Officers under 10 USC 12301(h) orders will be continued, based on this authority.

## **2-12. Secretarial Exceptions**

a. Voluntary Selective Continuation (VOL SELCON) for LTC and COL. ASA (M&RA) established a VOL SELCON policy for retention beyond MRD for YCS for LTC and COL to mobilize under the provisions of 10 USC 12302 and 12304 to designated HFP/IDP areas. NGB further defines and implements the VOL SELCON policy in PPOM #09-055. Officers may be retained for the duration of the mobilization plus 90 days, but not beyond the date on which a LTC attains a maximum of 33 YCS, or a COL attains a maximum of 35 YCS. There are no considerations or exceptions for MAJ and below under this policy.

(1) States must submit mobilization retention requests with orders to NGB for verification, via IPPS-A. TAG requests must indicate the specific deployment location of assignment. States must submit a memorandum from the State Mobilization Officer verifying the deployment location of



assignment when orders are not available to forward with the MRD retention request. Retention actions must be completed prior to deployments. Mobilization cases are documented and reported to Army G1/ASA (M&RA) monthly. ARNG-HRH-O is responsible for submitting a monthly status report of mobilized officers to Army G1 for periodic SA inspections. As such, States must report all changes to each officer's status and include orders with any supporting documents to ARNG-HRH-O, as required. States must also submit separation orders, via IPPS-A, upon the conclusion of each officer's mobilization period. States are responsible for providing all orders, including individual mobilization/revocation of assignment or amendments and separation documents (DD214) to ARNG-HRH-O to appropriately track mobilized officers.

(2) Assignments to locations which are not designated as HFP/IDP areas will not be considered for continuation under the VOL SELCON policy, nor as an exception to policy for retention beyond MRD. Refer to the Department of the Defense Financial Management Regulation (DOD FMR) for open imminent danger pay locations. Requests for exceptions for closed locations in the DOD FMR will be returned without action.

(3) Officers continued under VOL SELCON may be further retained with an extended mobilization order under the current policy; however, officers may not be retained for a different mission under a new mobilization rotation or organization (e.g., Active Army, USAR, or other military service) outside of the originally scheduled mobilization.

(4) Upon completion of the mobilization, officers will be processed for separation or retirement (if eligible), unless otherwise authorized to be retained on the RASL via promotion or a valid subsequent selective continuation which has been verified by ARNG-HRH-O.

(5) Officers whose unit's alert is canceled or suspended for more than 60 days will have their selective continuation cancelled and they will be processed for separation, or retirement (if eligible) within 90 days of the notification of the cancellation or suspension of the unit alert. Officers retained under VOL SELCON are not authorized to remain in an active status if the deployment is cancelled or if the officer fails to deploy. Officers who return earlier than the scheduled mobilization end date and are beyond their MRD, must sooner separate or retire, accordingly. They are not permitted further assignment back into their State. Interstate transfers are not permitted under this authority. Officers are not permitted to await additional mobilization assignments should the current one they are retained for become suspended or cancelled. Additionally, continuation after demobilization from the current assignment to await another deployment is prohibited. There are no exceptions under these circumstances.

(6) Officers who develop a medical condition during the mobilization process may be retained only under the appropriate authority for medical/physical evaluation and not under the VOL SELCON policy. In this instance, an approved retention document for VOL SELCON will be voided for officers who are not deployed, due to medical evaluation and/or medical disqualification. Such officers are not authorized to continue in their State under this authority while disqualified for mobilization/deployment. States are responsible for immediately notifying ARNG-HRH-O of all changes (including REFRAD) in mobilization/deployment status. Failure to do so may result in immediate termination of the approved continuation and subsequent separation, unless retained by proper authority.

b. Medical and physical evaluation boards, and disability cases may require continuation of service beyond MRD. Traditional officers who incur an injury, illness or other medical condition and are referred to a medical evaluation board (MEB) and/or physical evaluation board (PEB) must be subsequently processed through the Integrated Disability Evaluation System (IDES) to be retained beyond their MRD. Medical Command will coordinate with Human Resources Command to provide orders retaining the officer on active duty for the required period of evaluation and care. Further determination may require separation with additional care through Veterans Administration or a civilian healthcare system. Officers pending this process will not be separated until their cases are

adjudicated and closed. States are responsible for ensuring these officers remain on orders and in an active status until final determination. Separation will occur no later than 30 days after the final determination of the case.

c. MilTechs are not retained beyond the 2-year retention period for essentiality (under NGB authority), except under extreme circumstances for essentiality for officers serving in critical positions when no other officer is eligible and available— approval authority is ASA (M&RA) for this exception.

d. Secretarial Plenary Authority. As a special exception beyond MRD, up to age 62 (IAW 10 USC 14701) – CNGB recommendation for ASA (M&RA) consideration. Requests must show clear evidence of critical shortages for an essential need of certain officers in critical positions with unique skills. The justification must be exceptionally strong to gain a favorable recommendation by the CNGB (delegated to DARNG) to forward to the ASA (M&RA) for final determination. States are responsible for providing key evidence (with documents) to substantiate an essential need. Otherwise, such cases may be denied at NGB level and below. ARNG-HRH rarely forwards these requests for further consideration, unless the organization provides substantial evidence to justify a request beyond the maximum age of 60; otherwise, these cases are subject to denial at NGB level. All exception requests must include a valid “get-well” plan that includes detailed strength data of officers authorized and assigned. Plans will include a by-name replacement, when available.

### General Information for Retentions beyond MRD by Category

- **Sanctuary application vs. Officers retained in sanctuary**
  - Mobilized traditional officers with 18+ years of active duty may request sanctuary for assignments based on the needs of the Army; HRC is the approval authority (cases are not submitted to ARNG-HRH)
  - Approved sanctuary applicants are absorbed into the Regular Army and may be assigned globally
  - AGRs on T10/32 in sanctuary will be retained beyond their MRD for continued service on the RASL in the ARNG to achieve eligibility for 20 creditable years of active duty service towards a regular retirement; this includes ADOS-RC and FTNGD-OS who have accumulated 18+ years of active service
- **Chaplain retentions**
  - The U.S. Army Chief of Chaplains is the approval authority
  - Requests are adjudicated during recurring intervals annually (and as needed)
  - All requests must include items as specified in Appendix A (I and II), but must also include a request/justification from the requesting chaplain’s first commander or Chief of Staff, (if the requesting chaplain is the senior chaplain), and Adjutant General
  - ARNG chaplains in the T10 AGR program must provide the documents as specified in Appendix A (I and II) as well as any additional endorsements or requirements as directed by the ARNG Human Capital Management Division (ARNG-HCM)
  - Requests are for either one or two years depending on the needs of the Army and the State or territory
  - HRH-O provides final disposition memos to the States to notify organizations of the determination by U.S. Army CCH
  - Commissioned service time as a chaplain candidate may be excluded from an MRD calculation
- **Disability retentions**
  - MEB/PEB cases; requires DES entry to retain
  - A signed/dated DA 3349 referring to medical evaluation marks entry under DES
  - Officers are retained until all board actions have been adjudicated

- **Voluntary Selective Continuation (VOL SELCON)**
  - Assignment must meet the criteria outlined in the VOL SELCON policy (PPOM #09-055)
  - Assignment under 10 USC 12304 does qualify for VOL SELCON when it complies with current policy requirements
  - State missions are not acceptable
  - CO-ADOS or volunteer assignments with AC units are not acceptable
  - Officers reaching 60 during mobilization require ASA (M&RA) approval
  - Officers may not exceed the maximum YCS for grade, IAW 10 USC 14701 (LTCs, maximum 33 YCS; COLs maximum 35 YCS)
  - Requires assignment to a designated hostile fire pay (HFP)/imminent danger pay (IDP) area
  
- **Maximum age exceptions o 62 (O6 & Below)**
  - ASA (M&RA) is the approval authority (ARNG-HRH-O for Warrant Officer Requests)
  - USPFOs
  - Traditional officers are generally not retained beyond age 60; a special exception may be considered by the ASA (M&RA), only when favorably recommended by DARNG on behalf of CNGB
  
- **Military Technicians – Retentions**
  - Civil Service Annuities – (Initial retention beyond MRD)
    - Minimum Retirement Age (MRA), plus years of technician service
    - Age 60, plus 20 years of technician service
  - Essentiality
    - NGB approval – retain for a maximum of up to 2 years, if a critical shortage is justified and a “get well” plan is provided for a replacement
    - ASA (M&RA) approval – In 1-year increments on a case-by-case basis with strong justification - depending upon evidence of eligibility and availability of other officers and the specific needs of the State (NOTE: Multiple continuations of service for essentiality are often not favorably considered. States must prepare for mandatory removal of officers upon their MRD, and not assume there is authorization to remain in an active status pending approval of requests for retention at NGB level or higher.)

Figure 2-7

## 2-13. Consideration and Priority Routing for Retention Cases

a. **Routine requests**. Retention beyond MRD which may be favorably considered, on a case-by-case basis are prioritized based on the categories specified:

(1) **PRIORITY 1** – Immediate action required for mobilization. VOL SELCON – approved by TAG, but must be formally verified by ARNG-HRH-O prior to deployment.

(2) **PRIORITY 2** – Requires no coordination outside of ARNG-HRH.

(a) AGRs – retention of officers in sanctuary until 20 creditable years of active service towards regular retirement, NGB approval.

(b) Traditional – retention of officers in an 18-year lock until 20 creditable years active status towards non-regular retirement, NGB approval.

(c) Officer must be in sanctuary/18-year lock prior to MRD. 10 USC 12646/12686 are very clear in terms of retention for officers in sanctuary. CNGB does not have the authority to grant exceptions to retain officers to reach the required 18 years of creditable service to qualify for retirement. Further, the ASA (M&RA) has determined exceptions will not be considered in these cases.

(3) **PRIORITY 3** – Requires external coordination; actions are subject to lengthy processing at any level depending upon the nature of the request.

(a) MilTechs –

(1) Annuity in 2-year increments, NGB approval.

(2) Essentiality, for a total of 2 years maximum, NGB approval.

(3) Essentiality (an exception for additional service), for **1-year at a time** on a case-by-case basis, ASA (M&RA) approval, only if favorably recommended by NGB.

(b) AMEDD –

(1) 2-year increments up to age 68; NGB approval.

(2) Non-prior service civilian providers appointed, and simultaneously retained, may be continued for periods to fulfill their initial service obligation, NGB approval.

(3) Continuation beyond age 68 (MC and DC officers only); ASA (M&RA) approval.

(c) Chaplains –

(1) Duration of the retention period as determined by the U.S. Army CCH.

(2) Typically based on critical faith groups and shortages.

(4) USPFOs – priority is based on NGB-J8 requirements. Retention is not to exceed the duration of the T10 orders for the USPFO position, up to age 62, based on their appointment and approval by the CNGB. Requests for retention beyond age 60 must be submitted to NGB-J8 and forwarded to Army G1 for ASA (M&RA) for consideration. ARNG-HRH does not process any USPFO retentions (such requests will be returned without action).

b. **Unauthorized retention requests.** The requests under this paragraph are typically **not favorably considered** and may be denied at any level, including TAGs. Officers should be informed that the absence of a specific provision or policy regarding their individual, unique or unusual circumstances does not provide a basis for favorable consideration or approval of retention beyond their MRD. As a reminder, any officer from any category who is subject to removal at MRD and has achieved sanctuary status will be continued to 20 years for retirement, unless the SA has determined otherwise, or the officer elects to separate prior to qualifying for retirement.

(1) Basic branch, traditional officers who are not in a full-time duty program (AGR, technician) – without evidence of a critical organization shortage and need.

(2) Basic branch, traditional officers who are not in a full-time duty program (AGR, technician) – to reach age 62.

(3) Army nurses (and other AMEDD officers) who are not considered critical to the State and/or ARNG. (Some nurse practitioners may be retained as recommended by NGB Surgeon's office, as needed.)

(4) AGRs with 20 or more creditable years of service – for age or as an essential need. Some requests for an essential need may be considered in rare situations, when fully justified as a critical need, when no other resources are available. Under no circumstances will officers be retained for qualification or collection of high-3 retirement pay.

(5) Any officer beyond the maximum allowable age, by law.

(6) Traditional JAG officers – unlike AMEDD and Chaplains, there is no special branch consideration for the retention of JAG officers. They are processed the same as basic branch officers and will not be considered as special branch retention actions. JAGs in technician status may be retained based on their MilTech status.

(7) To accept and perform Active Duty for Operational Support (ADOS), One-Time-Occasional-Tour (OTOT), active component assignments or State missions.

(8) Pending promotion board consideration or awaiting DA mandatory board results of any kind, unless the SA has determined a DA mandatory board recommended list has been unduly delayed and the listed officers are specifically authorized continuation for a specified period. This provision does not provide an avenue to retain individual officers who have personally determined

they were not considered and/or promoted in a timely manner through UVP or have not received the findings of a DA mandatory board in such a timeframe they (or their commanders) may deem unreasonable.

(9) Pending employment as a new military technician or entry into the T10/32 AGR programs.

(10) Promotion to the next higher grade. A LTC promoted to COL is automatically retained two additional years, which establishes a new MRD (10 USC 14507).

(11) To meet the maximum of 3 years or minimum of 6 months' time-in-grade (TIG). A minimum of only 6 months TIG is required at MRD; officers may serve in the IRR to meet the maximum TIG.

(12) OCONUS assignments other than the mobilizations indicated in the VOL SELCON policy or as determined by the ASA (M&RA). Officers are not authorized retentions for CONUS mobilizations.

(13) To receive benefits or to transfer education or other such benefits to family members.

(14) Pending consideration for general officer appointment or a certificate of eligibility. Officers will not be retained to await General Officer Federal Recognition Board (GOFRB) results for a certificate of eligibility, general officer assignment or senate confirmation, under any circumstances. Such requests will be denied at NGB and returned to the State.

c. Special consideration by the ASA (M&RA). Requests recommended for approval by NGB for consideration by the ASA (M&RA) require various layers of coordination and may take several weeks or months before a final determination is rendered, depending on the case. The adjudication period may span from less than 30 days (in extremely rare cases) – up to 180 days or more. Processing times may fluctuate depending upon the nature of the case, coordination levels, personnel, process or policy changes and caseloads, and other mitigating factors surrounding the case. States should prepare their officers for the possibility of a lengthy adjudication period, and separation processing upon reaching MRD, unless instructed to do otherwise. As such, complete and accurate request packets should be submitted to ARNG-HRH-O early enough to avoid further delays.

(1) Exceptions for retention beyond age 60. Requests require strong justification and clear evidence of essentiality based on the critical needs of the State and the ARNG. Requests will not be determined solely for the personal needs of the affected officer. States must prove there is no other eligible and available officer in the State capable of meeting the needs of the organization. All exception requests require a valid get-well plan (refer to p2-5).

(2) Essentiality requests for MilTechs to be retained beyond the 2-year CNGB authority which does not contain sufficient justification may be denied at NGB level. ARNG-HRH has been charged with the responsibility of adjudicating these cases on behalf of CNGB/DARNG.

(3) Officers serving in critical positions and are verified as the sole available and eligible resource in the organization, require a detailed plan of action and a specific by-name replacement (or plan to obtain a replacement) with the request for an exception to retain.

(4) Hardship cases require detailed documented justification and a recovery plan.

d. Ratification of Service. Officers who are serving beyond their MRD without proper authority in a written retention beyond MRD document may require consideration for ratification of service granted by the ASA (M&RA). Ratification of service may not be automatically granted based on time served beyond MRD. Additionally, any service that is not officially ratified may not necessarily count towards retirement.

(1) State Officer Personnel Managers are responsible for preparing a request which includes: TAG request memorandum with the justification for the undocumented service; officer's request memorandum; leadership recommendations; last 3 OERs (current evaluation during undocumented period); DA 705; DA 5500/5501; PHA; get-well plan and; evidence of the officer's continuation on the RASL in good faith and continuous drilling status.

(2) Ratification of service requests are forwarded through IPPS-A to ARNG-HRH through DARNG for recommendation and submission to the Army G1 for OTJAG review (and other HQDA channels) for a final determination by the ASA (M&RA).

## **SECTION II**

### **Chapter 3**

#### **Promotions and Retentions beyond MRD**

##### **3-1. The Effect of Promotion Consideration for Officers Retained beyond MRD**

The following guidance contains key officer personnel management information regarding promotions and retention beyond MRD.

a. Officers who will reach their MRD within 90 days of the promotion board and meet the general eligibility requirement for promotion consideration by a mandatory board are not placed on the list of eligible officers.

b. Officers who have been twice non-selected for promotion are no longer eligible for retention beyond MRD. This includes MilTechs, since they must maintain their military membership as a condition of their employment. Those officers who reach 18 years of creditable service towards a retirement will be retained to qualify for a 20-year retirement, unless otherwise determined by the SA or at the officer's request.

c. Commissioned branch officers retained beyond MRD are not eligible for promotion, except certain special branch officers assigned as MC, DC, VC, AN, SP, MS, CH, and SS (LTC and below) and career-status AGR officers who are retained for retirement purposes.

d. The following officers are eligible for promotion consideration and federal recognition to the higher grade while retained beyond their MRD:

(1) Officers who have reached sanctuary and are retained to qualify for a regular or non-regular retirement.

(2) USPFOS who are not in a technician status.

(3) Warrant officers.

d. MilTechs retained beyond MRD for years of service are not eligible for promotion consideration by a mandatory board pursuant to 10 USC 14301(i). Retained MilTechs will not receive federal recognition to the higher grade. States are not at liberty to promote retained technicians.

e. Officers are not eligible to be retained beyond MRD to await board results of any kind. As an exception, a recommended list of officers considered by the DA Mandatory Selection Board, pending approval by the President may be retained beyond MRD for a specified period, if the SA (not an individual officer) has identified an extensive undue delay for approval and release of a noted list, and has declared only that list of officers will be continued in service. Such a list will be declared by the SA, in writing, indicating a specific removal date for all affected officers. This exception does not provide a basis for retention beyond MRD of individual officers who are not identified in the SA's list of exceptions. Further, it does not apply to those officers who have personally concluded an earlier determination of their board results or promotions should have been approved in their opinion, prior to reaching their MRD.

##### **3-2. Selective Continuation (SELCON) (10 USC 14701)**

SELCON boards are typically convened immediately after DA mandatory promotion selection boards to consider certain officers of the same competitive category to be continued for YCS after they have been twice non-selected by the DA mandatory promotion selection board. These SELCON boards will only be held subject to the needs of the Reserve of the Army. SELCON is not to be confused with the retention of officers under the Voluntary Selective Continuation (VOL SELCON) policy which is a different function for continuing officers beyond MRD. The SELCON board is a secondary function of

the DA mandatory promotion selection boards for officers to be continued based on YCS once they have twice failed for selection. VOL SELCON is the continuation of LTC and COL for the purposes of mobilization, as determined by the ASA (M&RA). See p3-3.

a. The following officers selected for continuation by a SELCON board will be separated no later than the last day of the month completing the specified YCS, as indicated in subparagraphs (1) and (2) below. Since these officers remain on the RASL, they may be further considered by the mandatory promotion board, and if selected, they may be promoted, at the discretion of TAG. Officers placed on a recommended list for promotion will have an MRD based on 28 years of service; not to exceed age 60.

(1) Captains – 20 YCS.

(2) Majors – 24 YCS.

b. The following officers may be continued up to the maximum YCS, as indicated in subparagraphs (1) and (2) below. These officers may continue to be further considered by DA mandatory promotion selection boards until selected for promotion or separated/retired from the ARNG.

(1) Lieutenant Colonels – 33 YCS.

(2) Colonels – 35 YCS.

c. SELCON is authorized by the SA. Officers are selectively continued at their own request, and by the consent of the Governor of the State and TAG.

d. A LTC who is placed on a recommended list for promotion to COL will automatically have a change in MRD from 28 to 30 YCS. States may administratively change MRDs in IPPS-A once their officers have been placed on the recommended list. If a LTC is removed from the recommended list for COL, their MRD will revert back to 28 YCS.

(1) Traditional officers (LTC) who are not selected, or have declined promotion are removed from the recommended list and boarded on the next cycle. Their MRD will be reverted to the original 28 YCS. Once reverted to 28 YCS, those officers found beyond their MRD must be separated, accordingly. Otherwise, they will continue to be considered by the board until they are again selected or separated at MRD.

(2) DA selected AGR T10/32 officers are automatically delayed of promotion; however, if they are not promoted, they will remain on the recommended list until promoted, without further consideration by the board. AGR officers who revert back to a traditional status may accept their promotion upon REFRAD, if they are in an authorized higher grade position. Officers who are not placed in a higher grade position and do not accept their promotion will be managed under the delay of promotion rules for traditional officers, as indicated in AR 135-155.

e. Officers with the maximum specified YCS with at least 18 years of creditable service towards a 20-year retirement are eligible for retention beyond MRD.

### **3-3. Voluntary Selective Continuation (VOL SELCON)**

a. ASA (M&RA) established a VOL SELCON policy for retention beyond MRD for LTC and COL to mobilize under the provisions of 10 USC 12302, 12304 to designated HFP/IDP areas. NGB further defines and implements the VOL SELCON policy in PPOM #09-055. Officers may be retained for the duration of the mobilization plus 90 days, but not beyond the date on which a LTC attains a maximum of 33 YCS, or a COL attains a maximum of 35 YCS. All requests must include evidence of the alert notification, mobilization orders with the exact location of the deployment assignment identified in each TAG memorandum. Packets must also include verification of counseling for the designated deployment by the first general officer in command, as indicated in the VOL SELCON policy.

(1) Assignments to locations that are not designated as HFP/IDP areas will not be considered for continuation under the VOL SELCON policy, nor as an exception to policy for retention beyond MRD. Individual officers must be physically assigned to HFP/IDP locations specified in the DOD

Financial Management Regulation (FMR) and qualified for the special pay under DFAS regulations while deployed in order to qualify for VOL SELCON retention beyond MRD. Officers who are not assigned to a HFP/IDP locations or who are no longer assigned to the authorized imminent danger pay area are no longer eligible for continuation under the VOL SELCON policy and must be separated accordingly. The VOL SELCON policy does not provide opportunities for officers to continue service once they are re-located to a deployed area that is not listed in the DOD FMR.

(2) Officers continued under VOL SELCON may be further continued with an extended mobilization order under the current policy; however, officers may not be retained for a different mission under a new mobilization rotation or organization (e.g., Active Army, USAR, or other military service) outside of the originally scheduled mobilization.

(3) Exceptions for officers below the grade of LTC will not be considered under this authority. Such requests will be returned to the originator without action.

b. Upon completion of the mobilization, officers will be processed for separation or retirement (if eligible), unless otherwise authorized to be retained on the RASL via promotion or a valid subsequent selective continuation which has been verified by ARNG-HRH-O.

c. Officers whose unit's alert is canceled or suspended for more than 60 days will have their selective continuation cancelled and they will be processed for separation, or retirement (if eligible) within 90 days of the notification of the cancellation or suspension of the unit alert. Officers who return earlier than the scheduled mobilization end date and are beyond their MRD, must sooner separate or retire, accordingly. They are not permitted further assignment back into their State under any circumstances without retention under proper authority. Interstate transfers are not permitted under this authority. Additional mobilizations are also prohibited under these circumstances.

d. Officers retained under VOL SELCON who become medically (or otherwise) disqualified for mobilization/deployment must have their retention period terminated (returning to or "hiding" under State control without proper retention authority is not permitted). If eligible, these officers may be retained for medical/physical evaluation under separate authority.

e. MRD retentions for specialty branches and MilTechs will be managed under normal retention policies; however, information regarding mobilization should be included in the requests for officers scheduled to mobilize during these retention periods for appropriate reporting purposes. This information may also serve as additional justification for retention requests.

f. ARNG-HRH-O is responsible for submitting a monthly status report of mobilized officers to Army G1 for periodic SA inspections. As such, States must report all changes to each officer's status and include all applicable orders (to include revocations, extended orders, mobilization/deployment orders) with any supporting documents to ARNG-HRH-O, as required. Status updates must be submitted to ARNG-HRH-O on a monthly basis (not less than quarterly), during the mobilization and deployment period. States must submit separation orders, DD 214, via IPPS-A, to ARNG-HRH-O upon the conclusion of each officer's mobilization period.

### **3-4. Senior Service College (SSC) Applicants**

Officers are not retained beyond MRD to apply, attend, complete SSC, or any other military service school.

a. MilTechs are not eligible for retention beyond MRD for the purposes of applying for SSC. Specifically, these officers may not use their technician status as a basis for retention eligibility to meet the service remaining obligation for SSC.

b. Officers who are retained beyond MRD and are not eligible for promotion are inherently ineligible for SSC. This does not apply to certain special branch officers listed in paragraph 3-1c.

c. Officers are not eligible for retention beyond MRD for the sole purpose of fulfilling the 2-year service remaining obligation incurred upon completion of SSC.



d. Officers are not eligible for retention beyond MRD to await board results for schools nor will their MRD be held in abeyance until such time.

e. Retentions beyond MRD are not granted by CNGB/DARNG based on State order of merit lists or any other local internal criteria.

## **SECTION III**

### **Chapter 4**

#### **Commissioned Officers – Federal Recognition and Related Personnel Actions (NGR 600-100)**

##### **4-1. Federal Recognition for Retentions beyond MRD**

Officers retained beyond MRD require a federal recognition order to effectuate the administrative change. Officer personnel managers are responsible for coordinating with the Personnel Division (ARNG-HRP) and providing the approved MRD retention document in order to publish federal recognition orders.

##### **4-2. Distribution and Additional Personnel Action**

IPPS-A (CRM) does not automatically forward the final disposition of retention documents to the Personnel Division (ARNG-HRP) for iPERMS filing. Officer personnel managers are ultimately responsible for all distribution, IPPS-A and iPERMS updates and any additional actions, as required.

## **SECTION IV**

### **Chapter 5**

#### **Warrant Officers – Federal Recognition and Related Personnel Actions (NGR 600-101)**

##### **5-1. MRD for Warrant Officers**

A warrant officer's MRD is predicated by age, regardless of their active status. ARNG warrant officers will generally be separated at age 60 (IAW applicable regulations). However, a warrant officer *may* be retained with sufficient justification and upon approval to age 62 and 60 days, as outlined below.

a. To be considered for retention, warrant officers must not have applied for or received retired pay.

b. Warrant officers who reach sanctuary must be retained beyond their MRD. While requests are automatically approved, unless the officer is removed for cause or otherwise determined for denial by the SA, formal requests must be submitted in IPPS-A for processing to document approval. States are required to submit approved retentions to ARNG-HRP for federal recognition.

c. Warrant officers in sanctuary at age 60 will be retained to qualify for a regular or non-regular retirement.

##### **5-2. Retention beyond MRD**

Requests for retention beyond age 60 for warrant officers who are qualified for non-regular retired pay (per 10 USC 12731) will be considered under the procedures of AR 135–32. Warrant officers not qualified for non-regular retired pay at age 60 may request retention as an exception to the regulatory removal requirement. Regardless, retention may not exceed 60 days after reaching age 62 (10 USC 1164(a)). Requests must be based on the needs of the ARNG, and justified accordingly, and submitted through the chain of command to ARNG-HRH-O for decision, on behalf of CNGB, IAW NGR 600-101.

a. AGR warrant officers who request retention that will place them into sanctuary status requires consideration by HQDA. Warrant officers who have already qualified for a regular retirement must also be considered by HQDA for further continuation.

b. Traditional (M-Day) warrant officers may be retained under NGB authority by ARNG-HRH-O.

c. Any active-status warrant officer who have reached sanctuary/18-year lock will be retained, pursuant to 10 USC 12646 and 10 USC 12686 to qualify for retirement (p.5-5 of this publication).

d. Warrant officers may be retained beyond MRD for mobilization or an essential need in their respective State.

### **5-3. Continuation for Medical Evaluation or Hospitalization**

a. Warrant officers may be retained beyond MRD for medical evaluation under DES. Referral to an MEB/PEB on a signed profile officially denotes entry into DES. Once referred, warrant officers must remain in an active status until final determination of the case. States are responsible for not separating these officers until a final determination has been rendered and the case is closed.

b. The ASA (M&RA) may approve retention of warrant officers beyond age 62 and 60 days, for an **additional four months** for medical evaluation or hospitalization, pursuant to 10 USC 1164(b) which provides, "...for not more than four months, the separation under subsection (a) of any warrant officer if, because of unavoidable circumstances, evaluation of his physical condition and determination of his entitlement to retirement or separation for physical disability require hospitalization or medical observation that cannot be completed before the date when he would otherwise be required to be retired or separated".

### **5-4. Retention for Mobilization and Deployment**

Warrant officers who are mobilizing and deploying may be retained beyond their MRD for age, not to exceed age 62 and 60 days. The justification must specify the impending mobilization and deployment location. There are no limitations of deployment assignment locations for warrant officers. States must submit the formal request packet in IPPS-A to ARNG-HRH-O for final determination.

### **5-5. Retention beyond Age 60 to Qualify for 20 Creditable Years of Service**

a. Title 10/32 AGR Warrant Officers who have achieved 18 years or more but less than 20 years AFS when reaching age 60 will be automatically approved for retention by the CNGB until reaching 20 years of AFS. Unless the Secretary of the Army, or authorized designee, approves earlier release from active duty; the officer is retired or REFRAD under another provision of law or regulation; or the officer voluntarily requests REFRAD (10 USC 12686), continuation is mandatory. A formal request packet for retention from the Warrant Officer and TAG must be submitted to ARNG-HRH-O, via IPPS-A for action. A request is required for retention past 20 years AFS beyond age 60, not to exceed 62 years and 60 days of age.

b. M-Day warrant officers who have achieved 18 or more creditable years of service will be retained to reach 20 years towards a non-regular retirement. States must submit a formal request to ARNG-HRH-O, via IPPS-A for action.

c. ARNG-HRH-O is the approval authority.

### **5-6. Related Personnel Actions**

All approved MRD retention actions must be submitted to ARNG-HRP for federal recognition. Refer to NGR 600-101 for additional provisions regarding warrant officers.

## Appendix A

### Section I - Required Documents for Retention Requests

Mandatory Removal Date Requests Required Documents List		
<u>Documents</u>	<u>Personnel</u>	<u>Notes of Requirements</u>
MRD retention checklist	All Officers	Current checklist <u>only</u> (updates on MilSuite)
TAG request memorandum	All Officers	Signed by TAG <u>only</u> (no delegated authorities)
Officer request memorandum	All Officers	Signed by officer <u>only</u>
Commander recommendation memorandums	All Officers	Optional
Command Commissioned Warrant Officer memorandum	Warrant Officers	Optional (Recommended)
Soldier (Officer) Record Brief	All Officers	Current – dated within 6 months
Current DA 705 – passing and current ACFT	All Officers	Include age exemption election statement (age60 and over) or reference to permanent profile info
Height and weight	All Officers	Noted on PT card or training record and verified by authorized personnel/commander within 90 days
Current DA 5500/5501	All Officers	If applicable
Retirement Point Accounting Statement (RPAM)	All Officers	Current – dated within 6 months
HRO Memorandum and SF50	MilTech	Verification of civil service and technician position, service computation date and retirement eligibility
Last 3 OERs	All Officers	Required by ASA (M&RA)
Proof of Security Clearance	All Officers	Signed by Security Manager
Individual Medical Readiness (IMR) or PHA	All Officers	Current - dated within 12 months

State Medical License/Credentials	AMEDD Officers	Mandatory for medical professionals
Recommendation from State Surgeon	AMEDD Officers	Mandatory for medical professionals
Board Certification/Licensure	AMEDD Officers	Mandatory for medical professionals
Mobilization Orders (and proof of HDP/IDP area)	LTC and COL <u>only</u>	Mandatory for VOL SELCON (specify location on TAG memo)
Assignment Orders	AGR and MilTechs	Mandatory (Military orders for MilTechs)
Strength Document (Manning document/HRAR)	All Officers	Show authorized and assigned officers in therequested grade and one grade below
Previous approved MRD retention document(s) (Do not include SRB retention documents)	All Officers	Mandatory for all officers previously retained
DA 2088	Chaplains <u>only</u>	Mandatory for chaplains
DD 1506	All Officers	Mandatory for requests for MRD re-calculations
State Chaplain Recommendation	Chaplains only	Mandatory for chaplains
ARNG-HCM Recommendation	T10 Officers	T10 officers only
Get-Well Plan	All Officers	Essentiality and exception requests and for all Stateswith strength overages

Appendix A (continued)


Section II - Officer MRD Checklist <https://www.milsuite.mil/book/docs/DOC-934895>

<b>Commissioned Officer Retention Beyond Mandatory Removal Date (MRD)</b> Controlled Unclassified Information The proponent for this checklist is HRH-O		
<b>Section I. Applicant Data</b>		
Name (Last, First, MI):		Rank:
Branch:	AOC:	State:
Current Status:	Current Promotion Status:	Board Year:
Type of Request:	Other:	
<b>Section II. Document List</b>		
Place all documents in order of the checklist. Submit packet as one PDF file.		
	TAG Memorandum (TAG Signature ONLY) <i>See Note 1</i>	
	Soldier Request Memorandum	
	Chain of Command Letters of Recommendation (Optional)	
	HRO Endorsement (Must include verification of retirement annuity) (MILTECH Only)	
	Officer Record Brief (ORB) (Must be current within 30 days of packet submission)	
	Evaluation Reports (Last 3 OERs) (Only for MRD ETP requests approved by ASA M&RA) <i>See Note 2</i>	
	NGB 23A (RPAM Statement)	
	Individual Medical Readiness (IMR) (PHA must be current within 12 month)	
	ACFT Results (Must be in compliance with FM 7-22)	
	HT/WT Verification (DA 5500/5501, if applicable) (Must be in compliance with AR 600-9)	
	Security Clearance Verification Memo (Signed by Security Manager)	
	HRAR (Human Resource Authorization Report)	
	SF 50 (Personnel Action Form) (MILTECH Only) <i>See Note 3</i>	
	Assignment Orders (MILTECH Only) <i>See Note 3</i>	
	Previously Approved Retention Documents	
	DD Form 2088 (Ecclesiastic Endorsement) (Chaplains Only)	
	Senior Army Chaplain (ARNG) Letter of Recommendation (Chaplains Only) <i>See Note 4</i>	
	Current Medical License/Credentials (AMEDD Only)	
	State Surgeon Letter of Recommendation (AMEDD Only)	
	Board Certification (AMEDD Only) (If Applicable)	
	Mobilization/Alert Orders (VOL SELCON Only)	
	DA 1506 (Statement of Service - For Computation of Length of Service for Pay Purposes) (If Applicable)	
	ARNG HCM Recommendation (T10 Only)	
<b>Section III. Certifying Official Information</b>		
State Officer Personnel Manager/Officer Strength Manager		
Name (Last, First, MI):		Rank:
Email:		Phone:
Signature:		Date:
REMARKS:		
REFERENCES: NGR 635-100; NGR 600-100, PPOM 19-011 ARNG-HRH-O MILSUITE: <a href="https://www.milsuite.mil/book/groups/armg-officer-policy">https://www.milsuite.mil/book/groups/armg-officer-policy</a> IPPS-A Case Summary: NGB/Region#/ST/Retention Beyond MRD - Rank Last Name <b>NOTE 1:</b> Must include a "Get Well Plan", Officer strength overages and a statement that the Officer is not pending any adverse actions. <b>NOTE 2:</b> HQDA, DMPM, and ASA M&RA checklists require the officers OERs for MRD ETP reviews. <b>NOTE 3:</b> SF 50 required for all MILTECH. Note: MILTECHs retained beyond their MRD must submit a request to change military or technician assignments to HRH for approval, prior to reassignment. Assignments that do not meet compatibility requirements and/or the conditions of the approved retention are not authorized. <b>NOTE 4:</b> If no SR Army Chaplain, the CoS LOR and Chain of Command LORs are required. <b>OTHER NOTE:</b> The approval authority for this request is HRH. For exceptions, the Assistant Secretary of the Army (Manpower and Reserve Affairs) is the approval authority. HRH recommends.		

As of 5 January 2023

Appendix A (continued)

Section III – Warrant Officer MRD Checklist <https://www.milsuite.mil/book/docs/DOC-906532>

Warrant Officer Retention beyond Mandatory Removal Date (MRD) Checklist Controlled Unclassified Information The proponent for this checklist is HRH-O	
<b>Section I. Applicant Data</b>	
Name (Last, First, MI):	Rank: <input type="text"/>
MOS:	Current Status: <input type="text"/> State: <input type="text"/>
Type of Request: <input type="text"/>	Other: <input type="text"/>
<b>Section II. Document List</b>	
Place all documents in order of the checklist. Submit packet as one PDF file.	
<input type="checkbox"/>	TAG Memorandum (TAG Signature ONLY) See Note 1 & Note 5
<input type="checkbox"/>	CCWO Memorandum
<input type="checkbox"/>	Soldiers Request Memorandum -Statement "I have not applied for or been granted retired pay" IAW NGR 600-101, 4-9b
<input type="checkbox"/>	HRO Endorsement (Must include verification of retirement annuity) (MILTECH Only)
<input type="checkbox"/>	Officer Record Brief (Must be current within 30 days)
<input type="checkbox"/>	Evaluation Reports (Last 3 OERS) (Only for MRD ETP requests approved by ASA M&RA) See Note 3
<input type="checkbox"/>	NGB 23A (RPAM Statement)
<input type="checkbox"/>	Individual Medical Readiness (IMR) (PHA must be current within 12 months)
<input type="checkbox"/>	ACFT (Last 3, DA 705 or Printed from DTMS)
<input type="checkbox"/>	HT/WT (Last 3, Printed from DTMS) (DA 5500/5501 (if applicable)) (Must be current within 6 months of packet submission)
<input type="checkbox"/>	Security Clearance Verification Memorandum (Signed by Security Manager)
<input type="checkbox"/>	Prior Approved Retention Documents
<input type="checkbox"/>	SF 50 (Personnel Action Form) (MILTECH Only) See Note 2
<input type="checkbox"/>	Assignment Orders (MILTECH Only)
<input type="checkbox"/>	Mobilization/Alert Orders (For Mobilized/Mobilizing Officers)
<input type="checkbox"/>	MEB/PEB documents (IDES Only) See Note 4
<input type="checkbox"/>	ARNG HCM Recommendation (T10 Only)
<b>Section III. Certifying Official Information</b>	
State Officer Personnel Manager/Warrant Officer Strength Manager/Officer Strength Manager	
Name (Last, First, MI):	Rank: <input type="text"/>
Email:	Phone: <input type="text"/>
Signature: 	Date: <input type="text"/>
REMARKS:	
<p>REFERENCES: NGR 635-100; PPOM 19-011; NGR 600-101, Chapter 4, Para. 4-7 - 4-10                      ARNG-HRH-O MILSUITE: <a href="https://www.milsuite.mil/book/groups/armg-officer-policy">https://www.milsuite.mil/book/groups/armg-officer-policy</a>                      Problem Summary: NGB/Region#/ST/Retention Beyond MRD - Rank Last Name                      NOTE 1: Must include statement if Soldier is/is not pending any adverse actions.                      NOTE 2: SF 50 required for ALL MILTECH. Note: MILTECHs retained beyond their MRD must submit a request to change military or technician assignments to HRH for approval, prior to reassignment. Assignments that do not meet compatibility requirements and/or the conditions of the approved retention are not authorized.                      NOTE 3: HQDA, DMPM, and ASA M&amp;RA checklists require Officer OERs for MRD ETP reviews.                      NOTE 4: Include memo from PEBLO/Physician, specify referral to DES, estimated processing time and 10 USC 12301(h) orders.                      NOTE 5: Essentiality, Age, cases require a "Get Well Plan".                      OTHER NOTE: The approval authority for this request is ARNG-HRH-O, unless required under higher authority, as an exception.</p>	

As of 4 November 2022

## Appendix B

### MRD Packet Submission Information and Timelines

An Army National Guard officer's MRD is a mandatory function of law; however, an administrative action (e.g., State order, Federal recognition withdrawal) must be performed to effectuate the separation of an ARNG officer, upon reaching their MRD. Further, ARNG officers may be retained beyond their MRD, if eligible. Since neither separation nor retention is automatic, formal requests and actions are required. Refer to Appendix I for IPPS-A case codes and descriptions.

Specifically, for retention beyond MRD requests:

- Packets may be submitted from the States, in IPPS-A, **no EARLIER than 12 months**, but **no LATER than 6 months** prior to the officer's MRD.
  - Short suspense (under 6 months) requests are the exception; not the rule
  - Short suspense/late cases require prior coordination and all follow-up communication with ARNG-HRH, via email, for tracking purposes
  - Late requests typically generate an influx of backlog as reprioritizing occurs at a greater pace than normal; this often disadvantages other officers who have submitted their requests in a timely manner, as their cases may be further delayed depending upon the complexity of the late requests
  - Requests recommended by NGB and forwarded through channels for ASA (M&RA) consideration are not accessible to ARNG-HRH until the final determination is rendered; OPMs are responsible for timely processing of separations and preparing their officers for removal by the time of their MRD
  - Late requests may be returned without action due to insufficient processing time and other restraints depending upon mission requirements
- Officer Personnel Managers are responsible for coordinating requests with ARNG-HRH-O to ensure their officers are not serving beyond their MRD.
  - Officers should review their files routinely to prepare for their upcoming mandatory removals
  - OPMs must be proactive in providing MRD reports to their G1s, and commanders through appropriate channels for TAG review and planning purposes; scrubbing reports 12-18 months out will prove useful in submitting timely requests for retention
  - Officers are not automatically retained because they are serving beyond their MRD; this is not a source of justification for approval and will not be used as justification for retention
  - Officers may require ratification of service to compensate officers for additional service time to continue, if eligible (refer to paragraph 2-13d for processing procedures)
  - Retention beyond MRD is not automatically granted if undocumented service is ratified; further consideration for retention beyond MRD is adjudicated separately, on a case-by-case basis (refer to paragraph 2-13d)

## Appendix C

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## Appendix D

### Section I - Examples of MRD Computations for Years of Commissioned Service

(Suggested Website: <https://www.hrcapps.army.mil/shared/mrdcalc/mrdcalc.asp>)

**Ex A: Colonel (and promotable Lieutenant Colonels)**

**First, calculate by Commission Date**

4 October 1994 (date of commission)  
+ 30 (YCS)

---

4 October 2024

**Then, calculate by Age**

25 December 1970 (date of birth)  
+ 60 (maximum age)

---

25 December 2030

**The official statutory MRD is 1 November 2024** - This example is based on **YCS**. It is the earlier date of each calculation, not to exceed the maximum age of 60. COL and promotable LTC are removed from an active status on the first day of the month following the month upon reaching 30 YCS (10 USC 14507b).

**Ex B: Lieutenant Colonel (and below)**

**First, calculate by Commission Date**

2 February 1995 (date of commission)  
+ 28 (YCS)

---

2 February 2023

**Then, calculate by Age**

31 December 1970 (date of birth)  
+ 60 (maximum age)

---

31 December 2030

**The official statutory MRD is 1 March 2023** - This example is based on **YCS**. It is the earlier date of each calculation, not to exceed the maximum age of 60. The officer is removed from an active status on the first day of the month following the month upon reaching 28 YCS (10 USC 14507a)

**Appendix D (Continued)**  
**Section II - Examples of MRD Computations for Age**

(Suggested Website: <https://www.hrcapps.army.mil/shared/mrdcalc/mrdcalc.asp>)

**Ex C: Colonel (and promotable Lieutenant Colonels)**

**First, calculate by Commission Date**

18 September 1995 (date of commission)  
+ 30 (YCS)

-----  
18 September 2025

**Then, calculate by Age**

25 December 1962 (date of birth)  
+ 60 (maximum age)

-----  
25 December 2022

**The official statutory MRD is 31 December 2022** - This example is based on **age**. It is the earlier date of both calculations. Officers removed for age will be removed on the last day of the month upon reaching age 60 (10 USC 14509 and determination by the ASA (M&RA) for Reserve Component officers).

**Ex D: Lieutenant Colonel (and below)**

**First, calculate by Commission Date**

20 July 1995 (date of commission)  
+ 28 (YCS)

-----  
20 July 2023

**Then, calculate by Age**

30 August 1962 (date of birth)  
+ 60 (maximum age)

-----  
30 August 2022

**The official statutory MRD is 31 August 2022** - This example is based on **age**. It is the earlier date of both calculations. Officers are removed on the last day of the month upon reaching age 60 (10 USC 14509 and ASA (M&RA) policy).

**Appendix E**  
**Example #1 of TAG Memorandum**

[LETTERHEAD]

[Office Symbol] (635)

[Date]

MEMORANDUM FOR Chief, National Guard Bureau, Personnel Policy Division (ARNG-HRH-O), 111 S. George Mason Drive, Arlington, VA 22204-1373

SUBJECT: Request for Retention beyond Mandatory Removal Date (MRD) – COL John Smith

1. References:

- a. Title 10, Section 14703, United States Code. (Or applicable statutory provision)
- b. National Guard Regulation 635-100 (Personnel Separations – Termination of Appointment and Withdrawal of Federal Recognition).

2. I request retention for COL Smith beyond their MRD of 1 November 2022 until 31 October 2024.....

3. BACKGROUND: (identify previous MRD retention actions and attach approved retention documents to packet; provide the officer's duty status and current position assignment with detailed information about the officer's history (verify compliance with physical fitness testing and height/weight standards (include DA 705 and DA 5500/5501)

4. JUSTIFICATION: (provide specific details of the officer's critical need in the organization and include strength data, attach a valid get-well plan)

5. My point of contact is .....

Encl  
MRD Packet

TAG SIGNATURE BLOCK

**Appendix E (continued)**  
**Example #2 of TAG Memorandum (Chaplains)**

[LETTERHEAD]

[Office Symbol] (635)

[Date]

MEMORANDUM THRU U.S. Army Deputy Chief of Chaplains, Army National Guard (Brigadier General *Insert full name*),  
111 S. George Mason Drive, Arlington, VA 22204-1371

FOR Office of the Chief of Chaplains, Chaplain (Major General *Insert full Name*), 2700 Army Pentagon, Washington, DC  
20139

SUBJECT: Justification for Retention beyond Mandatory Removal Date (MRD) – Chaplain (COL) *Insert officer's full name*

1. References:

a. Title 10, Section 14703, United States Code.

b. National Guard Regulation 635-100 (Personnel Separations – Termination of Appointment and Withdrawal of Federal Recognition).

2. I request Chaplain (COL) *Insert full name* be retained beyond their MRD of 31 July 2022 until 31 July 2024.....

3. BACKGROUND: (Identify number of previous MRD retention actions (attach pertinent documents); provide duty status and position assignment information related to the chaplain's service history; verify compliance with physical fitness testing and height/weight standards (include DA 705 and DA 5500/5501); verify SELCON status.)

4. JUSTIFICATION: (Provide details that describe specific qualifications, experience and contributions to the current assignment to justify why retention of this particular chaplain is necessary; indicate whether or not the chaplain is blocking the career progression of another qualified chaplain; include current chaplain strength data for all senior grades; and do not consider retention in order to attain YCS for retirement as a justification.)

5. My point of contact is .....

Encl  
MRD Packet

TAG SIGNATURE BLOCK

**Appendix F**  
**Example #1 of an Officer Request Memorandum**

[LETTERHEAD]

[Office Symbol] (635)

[Date]

Memorandum for Chief, National Guard Bureau, Personnel Policy Division (ARNG-HRH-O), 111 S. George Mason Drive, Building 2, Arlington, VA 22204-1373

SUBJECT: Request for Retention beyond Mandatory Removal Date (MRD) – COL John Smith

1. References:

a. Title 10, Section 14702, United States Code.

b. National Guard Regulation 635-100 (Personnel Separations – Termination of Appointment and Withdrawal of Federal Recognition).

2. I request retention beyond my MRD of 31 July 2021 until 31 July 2023.....

3. BACKGROUND: (Identify previous MRD retention actions; provide duty status and position assignment and information about the officer's history; verify compliance with physical fitness testing and height/weight standards.)

4. JUSTIFICATION: (Provide specific details of the officer's need in the organization and basis for retention; describe specific qualifications, experience and contributions to the current assignment.)

5. My point of contact is .....

Encl  
MRD Packet

SIGNATURE BLOCK

**Appendix F (continued)**  
**Example #2 of an Officer Request Memorandum (Chaplain)**

[LETTERHEAD]

[Office Symbol] (635)

[Date]

MEMORANDUM THRU Deputy Chief of Chaplains (Brigadier General *Insert Name*), Army National Guard, 111 S. George Mason Drive, Arlington, VA 22204-1371

FOR Office of the Chief of Chaplains, Chaplain (Major General *Insert Name*), 2700 Army Pentagon, Washington, DC 20139

SUBJECT: Request for Retention beyond Mandatory Removal Date (MRD) – Chaplain (COL) *Insert full name*

1. References:

a. Title 10, Section 14703, United States Code.

b. National Guard Regulation 635-100 (Personnel Separations – Termination of Appointment and Withdrawal of Federal Recognition).

2. I request that my MRD of 31 July 2018 until 31 July 2020.....

3. BACKGROUND: (Identify previous retention actions; provide duty status and position assignment and information about the officer's history; verify compliance with physical fitness testing and height/weight standards; verify SELCON status (see paragraph 3-2 of this publication))

4. JUSTIFICATION: (Provide specific details of the officer's need in the organization and basis for retention; include current strength data and provide detailed qualifications, contributions to the organization; and do not consider retention in order to attain YCS for retirement as a justification.

5. Prior action under retention policy: (Specify all previous retention actions – ex: Retained until 31 July 2022 by NGB; second retention until 31 July 2023 by the ASA (M&RA (include approved retention documents))).

6. The point of contact is the undersigned.....

Encl  
MRD Packet

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**Appendix G**  
**Example of an HRO Memorandum (MilTechs)**

[LETTERHEAD]

[Office Symbol] (635)

[Date]

Memorandum for Chief, National Guard Bureau, Personnel Policy Division (ARNG-HRH-O), 111 S. George Mason Drive, Building 2, Arlington, VA 22204-1373

SUBJECT: Request for Retention beyond Mandatory Removal Date (MRD) – COL John Smith

1. References:

- a. Title 10, Section 14702, United States Code.
- b. National Guard Regulation 635-100 (Personnel Separations - Termination of Appointment and Withdrawal of Federal Recognition).

2. COL Smith is currently serving as a military technician as indicated below.

- a. Official Mandatory Removal Date (MRD): 1 August 2020. Previously retained until 31 July 2022.
- b. Service Computation Date for retirement: 12 September 2004.
- c. Total years of federal service: 15.
- d. Unreduced annuity eligibility date: 11 September 2023, if discontinued service/loss of military membership and military service deposits are made.
- e. MTOE/TDA assignment: Assistant Chief of Staff, G3, HHC, 184th Sustainment Command (WX6XAA, 110/01).
- f. Civil Service retirement status (include technician position): Federal Technician serving in the position of Deputy Logistics Management Officer for the Mississippi Army National Guard (MSARNG), GS-0346-13, with a technician computation for retirement purposes under the FERS annuity. Eligible for retirement on..... (Specify type of retirement and date eligible for an unreduced annuity.)

3. (Additional information)

4. My point of contact is .....

Encl  
MRD Packet

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## Appendix H Example of a Get-Well Plan

### **Get-Well Plan Information with Example Language for Retentions beyond Mandatory Removal Dates (MRD) and Selective Retention Board (SRB) Exemption/Exception Requests**

The following provides examples of “get-well” plans for State requests for MRD retention or seeking exemption from holding the SRB. Similar language may be used to support and justify the need for any exceptions. Get-well plans are mandatory for States with strength overages, and for ETPs.

*\*\*NOTE: This is only an example of a request, based solely on the specific circumstances of that organizational structure, at that time. A similar request may be submitted for any State, using the respective State’s information, State affiliation and State Code and the specific justification for the State. A ‘get-well’ plan does not automatically render an approval on any request for MRD retention or SRB. However, this information does provide a snapshot to NGB to make determinations for MRD retentions, SRB actions and promotions.*

### **Example of an SRB Exemption/Exception Request with Justification and a Statistical Data Chart**

1. References...

2. Purpose. Request exemption for the [STATE] Army National Guard ([STATE]ARNG) Selective Retention Board (SRB) for Calendar Year (CY) 22. Heightened personnel readiness requirements placed upon [STATE] for CY22 have amplified our need to retain qualified Officers in leadership and technical assignments.

3. The [STATE]ARNG current fiscal year (FY) 22 End Strength Objective (ESO) is 3,277 which consists of 422 Officers and 2,855 Enlisted Soldiers. In order to meet DARNG objectives, it is paramount that we retain our current formations.

4. Due to the composition of the local workforce [STATE] can be very transient in nature causing unpredictable attrition rate at times. With that we are continuing to experience higher than normal attrition, currently we are forecasting 21 officer losses with an unknown amount coming into the window for the remainder of the FY.

5. FY21 field grade officer losses surpassed expectations. Recruiting efforts for the past four years increased which provided a stabilization in overall strength but resulted in deficits in senior grades and CPT. We are currently awaiting promotion of one COL to BG as the LCC and one COL loss to the USAR to put us at 11 COL executed.

6. The above factors coupled with an increasingly difficult recruiting dynamic will make it more difficult than ever to meet our readiness objectives. Recruiting projections for FY22 are 25 Commissioned Officers and 10 Warrant Officers. The following is a by grade projection without recruiting variables.

7. The most favorable recruiting estimates will provide an Officer fill of 110% and 99% for our Warrant Officers. Senior officers and CPT will still be at a deficit. Due to these heightened readiness requirements, increased attrition, and uncertain recruiting landscape we request favorable consideration of this request.



8. Statistical data is reflected in the chart below:

GR	Auth	Asgn	T10	Pending Losses	Scrolled for Promotion	Special Branch Authorized Over-strength	Projected Execution (based on losses and promotions)*	% Execution**
O6	12	13	2	2	0	0	11	92%
O5	35	28	1	1	0	0	27	74%
O4	70	58	3	5	4	1	57	83%
O3	118	91	1	8	11	7	94	79%
O2/O1	68	130	2	5	4	14	129	189%
<b>SUM</b>	<b>303</b>	<b>320</b>	<b>9</b>	<b>21</b>	<b>19</b>	<b>22</b>	<b>317</b>	106%
W5	7	5	0	0	0	N/A	5	71%
W4	11	12	1	0	1	N/A	13	118%
W3	27	31	0	1	1	N/A	31	115%
W1/W2	59	45	0	2	1	N/A	44	75%
<b>SUM</b>	<b>104</b>	<b>93</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>N/A</b>	<b>93</b>	89%

NOTES:

- (1) \* Post UV promotions and losses. Does not contain any recruiting accessions.
- (2) \*\* Expected Execution (Assigned) at the end of FY23.
- (3) Overages of the highlighted grades must be mitigated for consideration of MRD retentions or SRB exceptions.
- (4) T10 AGR officer numbers do not count against States and are factored in when mitigating overages
- (5) Numbers of deployed officers (including projected deployments) must be identified, by grade, to mitigate strength concerns

## Example of a By-Name List for MRDs and SRBs with Justification

Any State that has significant overages should provide a more comprehensive (by-name) list, along with justification, to request retentions beyond MRD and/or an exemption from holding an SRB. The example below depicts a request to exceed total colonel authorizations which also provided a 'get-well' plan to ARNG-HRH.

*\*\*NOTE: This is only an example of a request, based solely on the specific circumstances of that organizational structure, at that time. A similar request may be submitted for any State, using the respective State's information, State affiliation/State Code and the specific justification for the request. A 'get-well' plan does not automatically render an approval on any request for MRD retention or SRB action. This information provides a snapshot to NGB to make determinations for MRD retentions, SRB actions and promotions.*

### **Example:**

1. The [STATE] Army National Guard ([ST]ARNG) force structure is authorized 16 colonels. [STATE] currently has 15 colonels encumbering these authorizations.
2. [STATE] requests to exceed the total colonel authorizations to support promotion and assignment of colonels vice retiring colonels. The following is a line by line explanation of the current status of each of our colonels. Based on this, our State will be within our amount of colonel authorizations by 30 September 2022.
  - a. [OFFICER'S NAME] – Basic Branch; AGR; MRD 2023. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
  - b. [OFFICER'S NAME] – Specialty Branch; pending retirement May 2022.
  - c. [OFFICER'S NAME] – Basic Branch; AGR; MRD 2023. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
  - d. [OFFICER'S NAME] – Basic Branch; MilTech; Senate Confirmed for BG; MRD 2023; requesting MRD retention due to indispensability as the [STATE] Chief of Staff. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
  - e. [OFFICER'S NAME] – Specialty Branch; MRD 2023. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
  - f. [OFFICER'S NAME] – Basic Branch; Title 10 AGR; will return to NGB after his deployment in FY22; DOES NOT COUNT TOWARDS [STATE] AUTHORIZATIONS.
  - g. [OFFICER'S NAME] – Basic Branch; MRD 2023. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
  - h. [OFFICER'S NAME] – Basic Branch; Title 10 AGR; retiring JAN 2022; DOES NOT COUNT TOWARDS [STATE] AUTHORIZATIONS.
  - i. [OFFICER'S NAME] – Basic Branch; Title 10 AGR; DOES NOT COUNT TOWARDS [STATE] AUTHORIZATIONS.
  - j. [OFFICER'S NAME] – Basic Branch; MilTech; MRD 2022. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.

- k. [OFFICER'S NAME] – Basic Branch; retiring May 2022.
- l. [OFFICER'S NAME] – Basic Branch; Title 10 AGR; retiring upon return from mobilization in FY22.
- m. [OFFICER'S NAME] – Basic Branch; MilTech; MRD 2022; requesting MRD retention due to indispensability as the State Senior Army Aviation Officer. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
- n. [OFFICER'S NAME] – Specialty Branch; MRD 2029. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
- o. [OFFICER'S NAME] – Basic Branch; AGR; MRD 2023. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
- p. [OFFICER'S NAME] – Basic Branch; MilTech; MRD 2022. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
- q. [OFFICER'S NAME] – Basic Branch; MilTech; MRD 2023. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
- r. [OFFICER'S NAME] – Basic Branch; AGR; MRD 2026. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
- s. [OFFICER'S NAME] – Basic Branch; Title 10 AGR; MRD 2025; DOES NOT COUNT TOWARDS [STATE] AUTHORIZATIONS.
- t. [OFFICER'S NAME] – Basic Branch; AGR; MRD 2022.
- u. [OFFICER'S NAME] – Specialty Branch; Title 10 AGR; MRD 2023. DOES NOT COUNT TOWARDS [STATE] AUTHORIZATIONS.
- v. [OFFICER'S NAME] – Specialty Branch; MRD 2024. WILL COUNT TOWARDS [STATE] AUTHORIZATIONS AT FY END.
3. Six of the above 22 colonels are Title 10 AGR and are in authorized temporary TDA positions. Therefore, they should not count towards [STATE] 16 authorizations. Taking this, and the upcoming retirements, into consideration; [STATE] will be in compliance with colonel authorizations by 30 September 2022 with 13 current colonels encumbering our 16 authorizations. [STATE] will only promote up to a maximum of 3 lieutenant colonels to colonel so as not to exceed our 16 authorizations.
4. [STATE] requested three temporary colonel authorizations in FY22 to backfill the three retiring colonels (COL [NAME], COL [NAME], and COL [NAME]).

## Appendix I

### Section I - IPPS-A Case Entry Codes and Descriptions

Use the IPPS-A problem summary and description format when entering requests in IPPS-A for action by ARNG-HRH-O. Add the applicable region number after the word "Region" and include the appropriate two-letter State code in place of "ST". Do not add additional spaces – follow the exact naming convention. (Example: NGB/Region3/FL/ETP/Retention beyond MRD – LTC Doe)

#### Officer Actions

eTracker Definition	IPPS-A Problem Summary	IPPS-A Description
OB- Waiver - AGE	NGB/Region/ST/Waiver/Age - Rank Last Name	Request Age Waiver for (BR, ie. Aviation or Logistics) to appoint/reappoint as (Rank).
OB - Waiver - CIVED	NGB/Region/ST/Waiver/CIVED - Rank Last Name	Request Civilian Education Waiver for (Name of the board and MILPER Message). Suspend to HRC is ___; or Officer completed civilian education
OB - Waiver - MILED	NGB/Region/ST/Waiver/MILED - Rank Last Name	Request Military Education Waiver for (Name of the board and MILPER Message). Suspend to HRC is ___.
OB - Ext Beyond MRD	NGB/Region/ST/ETP/Retention Beyond MRD - Rank Last Name	Request retention from ___ to ___ due to Essentiality, Annuity or Sanctuary for (Officer status) MilTech, AGR, M-day. Branch is ___.
OB - ETP - Reappt of Officer 2X Non - Select	NGB/Region/ST/ETP/Reappt of Officer 2XNS - Rank Last Name	Request exception to reappointment of (Status of officer, ie. former USMC / Navy or Army). All other require waivers or no other waivers are required, such as civil/medical. Separation code is ___.
OB - ETP - Reentry Code	NGB/Region/ST/ETP/Reentry Code - Rank Last Name	Request reentry code to reappoint as (Branch). Have not received a reentry waiver before.
OB - ETP - SRB - Separation	NGB/Region/ST/ETP/SRB - Separation	Request exception to separate on ____, due to ___.
OB - ETP - SRB - Rule/Conduct	NGB/Region/ST/ETP/SRB - Rule/Conduct	1) CY ___ SRB Projected Dates are _____. 2) Request exemption to conduct CY ___ SRB due to ___.
OB - SRB Results Review	NGB/Region/ST/SRB Results Review	Request validation of CY__ Board Results. TAG will retain or will not retain # with projected separation date of .
OB - ETP - SRB - Other	NGB/Region/ST/ETP/SRB - Other	Request an exception for ___ based on ___.
OB - Exception to Policy	NGB/Region/ST/ETP - Rank Last Name	Request an exception to ___ (Reference, ie NGR 600-100) due to (Justification)___.
OB - Waiver - Other	NGB/Region/ST/Waiver/Other - Rank Last Name	Request a waiver for ___ (Reference, ie. NGR 600-100) due to (Justification)___.
OB - Predet - AOC/ASI	NGB/Region/ST/Predetermination/AOC/ASI - Rank Last Name	Request AOC (Indicate the AOC/ASI, ie 89E, also for FA).
OB - Predetermination for Branch Transfer	NGB/Region/ST/Predetermination/Branch Transfer - Rank Last Name	Request branch transfer from ___ (ie Logistics, 90A) to ___ (Infantry, 11A).
OB - Predetermination for Direct Commission	NGB/Region/ST/Predetermination/Direct Commission - Rank Last Name	Request Approval of Direct Commissioning for (Branch).
OB - Predet - Appt	NGB/Region/ST/Predetermination/Appointment - Rank Last Name	Request predetermination for appointment / reappointment into (Branch, ie, Logistics) Branch or Corps.
OB - Temp TDA	NGB/Region/ST/Temp Templet - Rank Last Name	Request additional temp templet for CH/JA/AMEDD or Medical Reasons.

**Appendix I**  
**Section II - IPPS-A Case Entry Codes and Descriptions**

**Warrant Officer Actions**

eTracker Definition	IPPS-A Problem Summary	IPPS-A Description
WO Age Waiver	NGB/Region/ST/Waiver/Age - Rank Last Name	Request Age Waiver for (BR, ie. Aviation or Logistics) to appoint/reappoint as (Rank).
WO - ETP - OVRGDASSN	NGB/Region/ST/ETP/Over-grade - Rank Last Name	Request exception to over-grade assignment due to _____. Duration.
WO - Retention beyond MRD	NGB/Region/ST/Retention Beyond MRD - Rank Last Name	Request retention from ____ to ____ due to Essentiality, Annuity or Sanctuary for (Officer status) MilTech, AGR, M-day. Branch is
WO - ETP - PROM	NGB/Region/ST/ETP/Promotion - Rank Last Name	Request an exception to promote from ____ to ____ due to _____.
WO - ED Waiver	NGB/Region/ST/Waiver/Education - Rank Last Name	Request equivalent (WOCS) or constructive (PME) credit for _____.
WO - Waiver - Other	NGB/Region/ST/Waiver/Other - Rank Last Name	Request a waiver for ____ (Reference, ie. NGR 600-101) due to (Justification) _____.
WO - ETP - Other	NGB/Region/ST/ETP/Other - Rank Last Name	1) Request an exception to promote from ____ to ____ in an XZ position. 2) Request an exception to policy for ____ (Reference, ie. _____).
WO - Temp TDA	NGB/Region/ST/Temp Templet - Rank Last Name	Request additional ____ (grade) temp templet for Medical Reasons.
WO - Waiver - 2xNS	NGB/Region/ST/Waiver/2XNS - Rank Last Name	Request exception to reappointment of (Status of officer, ie. former AD Army). All other require waivers or no other waivers are required, such as civil/medical. Separation code is _____.

**Appendix J**  
**Example - Termination of MRD Retention Request**

[LETTERHEAD]

[OFFICE SYMBOL] (635)

[DATE]

MEMORANDUM FOR Chief, National Guard Bureau (ARNG-HRH), 111 S. George Mason Drive, Arlington, VA 22204-1373

SUBJECT: Request for Termination of Retention beyond Mandatory Removal Date (MRD) – COL DOE, JOHN

1. References:

a. National Guard Regulation (NGR) 635-100 (Personnel Separation – Termination of Appointment and Withdrawal of Federal Recognition).

b. Memorandum, Virgin Islands National Guard (NGVI-TAG), XX Xxxxx 2022, subject: Request for Retention beyond Mandatory Removal Date (MRD) – COL DOE, JOHN.

c. Memorandum, National Guard Bureau, Personnel Policy Division (ARNG-HRH), XX Xxxxx 2022, subject: Request for Retention beyond Mandatory Removal Date (MRD) – COL DOE, JOHN.

2. The Virgin Islands National Guard (VING) has determined the organizational structure does not provide an adequate position for COL Doe; however, there are now other opportunities for available officers under new requirements.

3. In an effort to ensure this organization has the necessary assets to fill the current mission, it is my desire to exercise my permissive authority in removing this officer from his retention beyond MRD. Specifically, I request the support of the Chief, National Guard Bureau of an early termination of the retention beyond MRD as noted in the retention document, as referenced in paragraph 1c. The effective date for separation would be no later than 1 February 2023.

4. The point of contact is...

TAG SIGNATURE BLOCK

## **APPENDIX K**

### **References**

#### **SECTION I**

##### **Required and Related Publications**

Title 10, United States Code  
Reserve Officer Personnel Management Act (ROPMA)

AR 135-32  
Retention in an Active Status after Qualification for Retired Pay

AR 165-1  
Army Chaplain Corps Activities

AR 600-8-24  
Personnel – General, Officer Transfers and Discharges

AR 600-9  
The Army Weight Control Program

AR 601-280  
Army Retention Program

NGR 600-100  
Commissioned Officers – Federal Recognition and Related Personnel Actions

NGR 600-101  
Warrant Officers – Federal Recognition and Related Personnel Actions

NGR 635-100  
Personnel Separations, Termination of Appointment and Withdrawal of Federal Recognition

NGR 635-102  
Officers and Warrant Officers Selective Retention

Memorandum, SAMR-PO, 31 October 2007, subject: Mandatory Removal Date (MRD) – Maximum Age for Reserve Component (RC) Officers (Colonels and Below)

Memorandum, AHRC-CH, 26 February 2005, subject: Implementation Procedures and Eligibility for Re-computation of MRD

Memorandum, Director of Military Personnel Management, 20 December 2004, subject: Exclusion of Chaplain Candidate Service from the Computation of Years of Service for Mandatory Retirement Date (MRD)

Memorandum, ARNG-HRH, 4 June 2012, subject: Mandatory Removal Date (MRD) Continuation beyond Age 60 for Officers in Sanctuary/18 Year Lock (ARNG-HRH Policy Memo #12-045)

## **APPENDIX K (continued)**

### **References**

Memorandum, ARNG-HRH, 21 July 2011, subject: Retention beyond Mandatory Removal Date (MRD) of Army National Guard Chaplains (ARNG-HRH Policy 11-047)

Memorandum, ARNG-HRH, 27 April 2011, subject: Eligibility for Promotion Consideration of Officers Extended beyond Their Mandatory Removal Date (MRD) (ARNG-HRH Policy Memorandum #11-007)

Memorandum, NGB-ARH, 22 December 2010, subject: Voluntary Selective Continuation of Alerted and Mobilized Army National Guard Lieutenant Colonels and Colonels under the Provisions of Section 14701, Title 10, United States Code (NGB-ARH Policy #09-055)

Reserve Officer Personnel Management Act (ROPMA) Handbook, September 1996

## **SECTION II**

### **Recommended Websites**

CSRS/FERS Handbook

<https://www.opm.gov/retirement-services/publications-forms/csrsfers-handbook/>

MRD Calculator

<https://www.hrcapps.army.mil/shared/mrdcalc/mrdcalc.asp>