



## NATIONAL GUARD BUREAU

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ARNG-HRH

2 February 2017

MEMORANDUM FOR Military Personnel Management Officers of All States, Puerto Rico, Guam, the Virgin Islands, and the District of Columbia

SUBJECT: Army National Guard (ARNG) Specialty Branch Commissioned Officer Over-Grade Policy (PPOM 17-004)

1. References:

a. Army Regulation (AR) 135-155 (Promotion of Commissioned Officers and Warrant Officers Other than General Officers), 13 July 2004.

b. National Guard Regulation (NGR) 600-100 (Commissioned Officers, Federal Recognition and Related Personnel Actions), 15 April 1994.

c. Director, Army National Guard Operational Guidance FY 17, Tab A (Human Resources Support) to Appendix 2 (G-1) to Annex F (Sustainment).

d. Memorandum, NGB-ARH, 23 Aug 07, subject: Army National Guard (ARNG) Special Branches Over-Grade Policy for Commissioned Officers (NGB-ARH Policy Memo #07-023).

e. Memorandum, ARNG-CSG, 9 Nov 10, subject: AMEDD Officer Personnel Management Guidance (ARNG-HRS Policy Memo 11-064).

2. This policy memorandum supersedes references 1b and 1d, and replaces reference 1c.

3. Purpose. This memorandum establishes policy and guidance to assist in aligning specialty branch officer inventory with readiness requirements to allow for better management and promotion of officers assigned to the ARNG specialty branches of the Army Medical Department (AMEDD), Chaplain Corps (CH) and Judge Advocate General Corps (JA).

4. Applicability. This policy applies only to specialty branch (AMEDD, CH, and JA) officers.

5. Officer Strength Management and Accountability. The State military personnel officer (MILPO) is responsible for the management and accountability of all specialty branch ARNG officers assigned to either an M-Day or AGR position. The M-Day officer must serve in an active drilling status.

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6. Temporary Positions. See Personnel Policy Operational Memorandum (PPOM) 15-014, 1 Sep 15, subject: Personnel Policy Division (ARNG-HRH) Consolidated Temporary Table of Distribution and Allowances (TTDA) Policy Update.

7. Assignments. Priority assignment of specialty branch officers is the authorized grade and area of concentration (AOC) for the MTOE or TDA paragraph and line number. Improper assignment leads to incentive elimination and recoupment, as well as presenting an inaccurate picture of the ARNG specialty branch readiness posture. Specialty branch officers will be in positions that match their AOC (or in the case of Medical Service Corps (MS) officers, medical functional area (MFA)), in an authorized substitutable position. The MS officers (70 series) may occupy a basic branch position for up to 3 years with the intent of reclassifying to that branch, but are not qualified for promotion in that position.

8. Deployability. Specialty branch officers must be fully eligible for retention and deployable prior to assignment to or promotion into an over-grade position. Requests for exceptions to policy require full justification of any negative impacts to readiness, and must be signed by The Adjutant General. Address requests to the Chief, National Guard Bureau (CNGB), attention of the ARNG-HRH. The division will coordinate requests for exceptions with the appropriate specialty branch proponent.

9. Army Medical Department Officers. Following the priority in paragraph 7, assign AMEDD officers as follows:

a. Medical Corps (MC) and Dental Corps (DC) officers. Assign to any position matching the primary AOC or an authorized substitution for the position AOC, regardless of grade per Title 10, United States Code, Section 12005.

b. Army Medical Specialist Corps, MS (72-73 Series MFA), Veterinary Corps, and Army Nurse Corps officers in the rank of LTC or below. Assign to positions one grade above, same grade, or two grades below the authorized grade if the officer is AOC/MFA qualified, to include the required additional skill identifier (ASI).

c. Medical Service Corps officers (except 72-73 series MFA). Assign only to positions of the same grade, or positions one grade above the grade of the MS officer. If a State's lowest valid vacancy for MS officer is a CPT position, 2LTs may be accessed/assigned/retained in the CPT position of matching AOC/MFA. All COLs (except MC/DC) must be in authorized O-6 positions. Colonels not in authorized O-6 positions count against the State's authorized O-6 strength.

d. Army Medical Department Strength Managers (ASMs) will coordinate and maintain communication with Deputy State Surgeons to assist the management of AMEDD vacancies for the State, Territory, and the District of Columbia. The ASMs must stay aware of current and projected vacancies throughout the State. The following tools provide guidance to the State AMEDD recruiters:

(1) Director's Personnel Readiness Overview (DPRO).

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(2) Unit Manning Roster (UMR) GPFM-1710.

(3) Automated Unit Vacancy System (AUVS).

(4) Force Management System (FMSWeb).

e. Army Medical Department Strength Managers will:

(1) Coordinate with State officer of personnel management to ensure proper tracking of mandatory removal dates (MRD) and retentions beyond MRD to identify future vacancies.

(2) Coordinate with the State officer strength manager (OSM) to ensure proper tracking of interstate transfers and accessions from Component 1 (Active Component) and Component 3 (United States Army Reserve) to identify potential vacancy fills.

(3) Coordinate with the State force integration readiness officer and review FMSWeb on future changes to force structure.

10. Chaplain Corps Officers. Following the priority in paragraph 7, fill any remaining vacancies using the following requirements:

a. Assign only Chaplain Candidates (56X) to the JFHQ TTDA. Chaplain candidates will not mobilize, deploy, or be placed on any type of active duty orders (excluding professional military education). Assign chaplain candidates only to duties indicated in AR 165-1 (Army Chaplain Corps Activities).

b. Assign only chaplains to a valid 56A position. Assigning chaplains to branch-immaterial positions is prohibited. Assign chaplains only to duties indicated in AR 165-1. Senior leaders must consider the potential risks (involving confidentiality and ecclesiastical endorsement) in allowing chaplains to serve in a dual-status military technician position other than that for which they are commissioned and endorsed to occupy.

c. All Chaplain Corps officers up to the grade of LTC may be assigned to valid 56A positions one grade above, same grade, or one grade below (e.g., a LTC may fill a COL through MAJ position; a MAJ may fill a LTC through CPT position).

d. Assign CH COLs only to positions authorized for that grade and specialty (56). All CH COL authorizations and requirements are fenced. These authorizations may not be moved or loaned to another specialty branch or basic branch officer.

11. Judge Advocate General Corps. Following the assignment priority rule in paragraph 7, fill any remaining vacancies using the following requirements:

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a. All JA officers, up to the grade of LTC, may be assigned to JA positions one grade above, same grade, or one grade below (e.g., a LTC may fill a COL through MAJ position; a MAJ may fill a LTC through CPT position). Over-grade promotions below O-6 do not require NGB approval.

b. Assign JA COLs only to positions authorized for that grade and specialty (27), unless an exception is approved (see paragraph 11c). States with force structure lacking an O-6 JA authorization may submit a request for approval to promote one JA COL (DA selected only) in an O-5 position for such duty, provided the State uses an available vacant COL authorization. Over-grade promotions to O-6 require the written approval of the Office of the Chief Counsel (NGB-JA). Forward these requests to ARNG-HRH for review and coordination with the NGB-JA prior to final approval.

c. Assign JA officers only to positions coded for AOC 27, unless granted an exception by the Office of The Judge Advocate General and the CNGB. Forward requests for assignment exception to ARNG-HRH for review and coordination with NGB-JA.

d. The JA officers in Trial Defense Service (TDS) positions are not authorized assignment over-grade unless granted an exception by Chief, ARNG-TDS. If promoted while in a TDS position to a rank that would make the assignment over-grade, the JA officer may remain in that position until the end of the rating period. Further service in the position requires the approval of Chief, ARNG-TDS.

## 12. Promotions.

a. Promotions are not authorized for officers assigned to temporary positions, except for medical/dental students or Interservice Physician Assistant Program (IPAP), Army Fayetteville State University Master of Social Work, Social Work Internship Course, and Chaplain Candidate (56X) students who meet all requirements for mandatory promotion, to include completion of their respective Specialty Branch Basic Officer Leader Course.

b. States may not reassign officers currently occupying over-grade positions to allow another officer assignment and promotion over-grade without prior approval from ARNG-HRH.

c. All over-grade promotions authorized by this policy require the officer to be the primary occupant of the higher grade position and selected for promotion to the higher grade by a DA Mandatory Board.

d. Over-grade promotions for AMEDD officers are limited to the following criteria:

(1) The officer's specialty must match or be an authorized substitution for the position, per the substitutability list published by the ARNG Office of the Chief Surgeon (ARNG-CSG).

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(2) All Medical Corps officers in 60/61/62 series AOCs (except 60B, 60U, 61Q, 61R, and 61U) may be promoted up to COL regardless of the authorized grade position.

(3) All Dental Corps officers in 63 series AOC may be promoted up to COL regardless of the authorized grade position.

(4) Veterinarian Corps (64 series AOC), Physician Assistants (65D), Army Nurse Corps (66 series AOC), Medical Service Corps (67 series AOC), Preventative Medicine Sciences (72 series AOC), and Behavioral Sciences (73 series AOC) may be promoted up to LTC in a position of the same grade or 2 grades below.

(5) Health Services Plans, Operations, Intelligence Security and Training officers (70H AOC). Qualified CPTs serving on the civil support teams in 70H positions may be promoted to MAJ if DA selects them.

e. Staff all Federal recognition packets for specialty branch promotions with the appropriate office (ARNG-CSG, ARNG Office of the Staff Chaplain (ARNG-CSO-CH), NGB-JA) before processing by the National Guard Bureau, Personnel Division, Officer Management Branch.

(1) The ARNG-CSG will review all ARNG AMEDD officer promotion packets, M-Day and AGR, regardless of their position assignment, to ensure the officer has maintained current licensure and meets medical personnel standards. The AMEDD officers, including those inappropriately slotted, count against the requirement for that grade.

(2) The ARNG-CSO-CH will review all chaplain officer promotion packets, M-Day and AGR. The ARNG-CSO-CH also will review all chaplains and chaplain candidates in the rank of 1LT, to ensure that the officer meets the requirements of the annual Chaplain Captain Certification Review (CCCR).

(3) All over-grade promotions for Chaplain Corps officers are limited up to LTC in a position of the same grade or one grade below (e.g. a LTC may fill a LTC or MAJ position; a MAJ may fill a MAJ or CPT position). Over-grade promotions up to LTC and below do not require NGB approval.

13. Reorganization and Inactivation. Specialty branch officers (not receiving incentives) who become excess due to unit reorganization or inactivation may be carried excess for up to 1 year from the date of reorganization/inactivation, or the effective date of this policy, whichever is later. States cannot transfer officers into an inactivating unit. At the end of the 1-year period, place the officer in an authorized duty position that meets the requirements contained in this memorandum, or separate the officer from the ARNG.

14. Transfer from the USAR. Officers transferred from the ARNG to the USAR and then subsequently promoted to the next higher grade in the USAR may not transfer back to the ARNG unless assigned to a position of the promoted grade and AOC.

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15. Control Measures.

a. Federal recognition (FEDREC). States/Territories/District exceeding the authorized over-strength manning of officers and warrant officers may have a delay in the promotion of others to the affected grades in their States/Territories/District. The NGB may delay extension of FEDREC to additional officers in the affected grades, until the State/Territory/District has either eliminated the unauthorized excess, or has implemented a viable plan to return to authorized levels within a fixed and reasonable period. The approval authority for the FEDREC "Get Well" plan is the ARNG Human Resources Directorate (G-1).

b. Retention beyond MRD. The ARNG-HRH may delay or disapprove requests to retain officers beyond MRD for States/Territories/District exceeding the authorized over-strength manning of officers and warrant officers, until the State/Territory/District has either eliminated the unauthorized excess or has implemented a viable plan to return to authorized levels within a fixed and reasonable period. The approval authority for the retention beyond MRD "Get Well" plan is the ARNG G-1.

16. My point of contact for this policy is COL Glen D. Chancellor, Chief, Personnel Policy Division, at DSN 327-5904, 703-607-5904, or glen.d.chancellor.mil@mail.mil.

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