# Kansas National Guard (KSNG)

# Active Guard / Reserve (AGR)

# Policies and Procedures Handbook

## AGR - Active Guard / Reserve

- Integrity First...
- Selfless Service...
- Excellence in All We Do!

Published for KSNG Supervisors and AGR Members
By:
The Kansas National Guard
Human Resources Office (HRO)
2006 Edition

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

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

The Active Guard/Reserve (AGR) Program was implemented by the direction of Congress in January 1979. The goal of the AGR Program is to improve readiness of National Guard and U.S Reserve units.

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

**ABOUT THE GUIDE**

This Guide is designed to assist commanders, supervisors, Active Guard/Reserve (AGR) members, and their dependents in becoming familiar with the AGR Program of the Kansas National Guard. It is a consolidated source of information and is intended to provide an overview of the AGR program. The guidance has been drafted based on Army, Air, and Federal statutes and regulations, as well as DoD and National Guard Bureau policy. For specific details of the AGR program, refer to NGR 600-5 and the regulations listed as references throughout the text.

**HOW TO USE THIS GUIDE**

The content of the Guide was developed in a logical sequence to thoroughly inform employees about the AGR program and to assist supervisors with the steps involved in managing and caring for a motivated and competent AGR workforce. At the beginning of each section or tab, you will find a chart of the topics covered to assist you in locating information quickly. HRO's goal is to ensure that our supervisors, managers, and employees are well informed. I hope you will find the detailed information regarding the AGR program useful.

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

Tod M. Bunting

TOD M. BUNTING, Major General, KSNG
The Adjutant General

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# CHAPTER 1 - ADMINISTRATIVE AND PERSONNEL MATTERS


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## *1-1 OVERVIEW OF AGR PROGRAM*

This Policy and Procedures Handbook is designed to help Active Guard/Reserve (AGR) personnel and their supervisors understand the Kansas National Guard AGR military program, the rules governing the management of AGR personnel, and the various entitlements and benefits that accrue to AGR personnel. As a comprehensive source of information, this handbook should be used as the "first stop" by AGR personnel and their supervisors. It is designed to provide essential information in easy to understand language in areas of major concern. While it is expected that the information contained within this handbook will answer the great majority of questions, legal and regulatory references are included as well as points of contact.

The purpose of the Active Guard/Reserve program is to provide a full-time military asset, with the capability for mobilization, to improve the readiness of the Kansas National Guard. AGRs are attached to organizations to meet mobilization standards and mobilize with units as required. AGR members provide assistance in organizing, administering, recruiting and retaining, instructing and training National Guard personnel and organizations. They provide skills, stability, continuity, and full-time availability that cannot be reasonably obtained by using Traditional Guard members.

Although on full-time National Guard duty, AGR personnel differ from active duty military personnel in that they are under the command and control of the Governor rather than the Army and Air Force directly. While AGRs have nearly the same pay allowances, benefits and privileges of active duty personnel, they are in state status (Title 32) and are covered by the same statutes and regulations as traditional Guard members.

The AGR program is managed by the J1 Div Chief of the Human Resource Office (HRO). If you are Army Guard AGR, then most of your routine personnel needs will be met by this office. Much of the day-to-day service for Air Guard AGRs has been delegated to the Military Personnel Flights (MPF), which exist at each air base. Your key link for liaison on personnel issues at the MPF is the HRO Remote Designee. The final authority on all major AGR policy decisions is the J1 Div Chief at the HRO. A list of AGR Section personnel and HRO Remote Designees with phone numbers is contained in the back of this publication.

## *1-2 IN-PROCESSING AND ORIENTATION*

When entering the AGR program for the first time, you must in-process.
**Army** personnel will be required to submit all required pay documents prior to receiving AGR orders.
**Air** personnel will in-process at their servicing MPF. Supervisors are responsible for ensuring that new personnel report to the MPF on the morning of their first duty day.
New personnel will be provided copies of orders and an In-processing Checklist. This includes information necessary to ensure that you and your dependents become eligible for medical care and other benefits. New AGR members should receive a new unit orientation within 30 days of reporting on initial tour with their immediate supervisor.

## 1-3 Identification Cards

Each AGR member will be issued a military identification card (CAC-Common Access Card). For Army personnel this will be accomplished at any DEERS terminal in the State of Kansas. Air Guard AGRs will have theirs issued at their respective bases. The ID card identifies you as a member of the Armed Forces as well as the benefits and privileges for which you are eligible. An ID card is necessary to use such facilities as the commissary, base/post exchange, and medical care. If your ID card is lost or stolen, report the loss immediately to the office that issued your card.

Your dependents are also eligible for a Uniformed Services Identification and Privilege Card (DD 1173-S). A key item to be accomplished during in-processing is to enroll you and your dependents in the Defense Enrollment Eligibility Reporting System (DEERS). This action must be completed in order to be eligible for medical care and most other benefits. In order to enroll you will need to complete a DD Form 1172, Application for Uniformed Services Identification and Privilege Card. In order to expedite processing, essential data concerning each dependent should be brought to in-processing by the new AGR member.

An ID card is federal government property and its possession and use are a privilege. The ID card may be confiscated and the user prosecuted or discharged for its improper use. ID and dependent cards must be surrendered once eligibility ends.

Reference: AR 600-8-14, AFI 36-3001, 18 U.S.C. 499
POC: DEERS Manager

## 1-4 Clothing Issue/Allowance

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

**Army Enlisted AGR Members Allowance:**

Enlisted AGR members are expected to own a sufficient amount of uniforms upon entering the program. A clothing allowance is provided to all enlisted personnel on an annual basis. In addition, organizational clothing items are issued to the individual on loan and remain the property of the unit to be turned in upon transfer or release from the program. These are items necessary to perform the mission assigned to the member's unit. This would also include specialized clothing such as maintenance coveralls and aviation clothing. The quantity and nature of uniform and equipment issued to AGR personnel vary according to unit and mission assignment. Those uniform clothing items which are approved for wear but are not mandatory are considered optional and any purchase must be at the individual's own expense.

**Air Enlisted AGR Members Allowance:**

A complete set of personal and organizational uniform items are issued to enlisted AGR personnel upon accession to the AGR program. These uniforms and items are eligible for direct exchange through the servicing unit supply room whenever the item is damaged or needs replaced. There is no uniform allowance provided. Organizational uniforms and equipment which are issued are the property of the government and must be turned in upon transfer or release from the AGR program. Those uniform items which are approved for wear but are not mandatory are considered optional and any purchase is at the individual's own expense.

**OFFICER AGR MEMBERS ALLOWANCE:**

Commissioned AGR officers are responsible for purchasing their standard uniform issue. A nominal uniform allowance can be applied for within 6 months upon entry into the AGR program as long as no other active duty uniform allowance has been received in the prior two years. Organizational equipment and clothing items are loaned by the unit of assignment to the officer and must be turned in at time of transfer or release from the program.

References: AFI 36-2914, AR 700-84, AR 735-5
POC: AGR Benefits & Comp Mgr/Financial Management Section

## *1-5 AGR SPONSORSHIP PROGRAM (ARMY)*

The sponsorship program is the best way to ensure quick and complete integration of new AGR personnel into the unit and AGR program. It also assists in helping the family of the AGR member in becoming familiar with the military and the Kansas National Guard. The sponsor is the key to a successful Sponsorship Program. The following attributes should be considered when selecting a sponsor:

1. **Attitude**
2. **Knowledge about the AGR program and local community**
3. **Should be a peer, not a supervisor**
4. **Knowledge of the unit and its mission**
5. **Dependability**

Reference: NGR (AR) 600-5

## *1-6 DRESS AND APPEARANCE*

One of the most important areas of military tradition is the military bearing and the proper wearing of the prescribed uniform. All AGR personnel must maintain a high standard of dress and military appearance. This standard consists of four elements: neatness, cleanliness, safety and military image. AGR personnel are expected to have a working knowledge of grooming and uniform standards. Supervisory personnel must ensure that minor infractions which become a pattern or habit are corrected either through disciplinary or administrative action. At the same time, application of the standard must be even-handed and the appearance of "selective enforcement" should be avoided. Supervisors have a number of options for dealing with nonconformance to dress and appearance standards. They may counsel and send the offending member home for a reasonable period to correct the problem. If the individual has been warned that he is violating the standard and shows no improvement, the individual may be punished for failure to obey a lawful order or regulation. Involuntary discharge from the National Guard and the AGR program are the ultimate option in a well-documented case.

References: AFI 36-2903, AR 670-1
POC: AGR Personnel Office/HRO Remote Designee

## 1-7 Duty Hours

AGR personnel normally work the same schedule as other full-time employees of the Kansas National Guard. The actual hours of work and scheduled days off are a matter to be resolved between the individual and supervisor. The use of flex-time and work schedules other than the standard 5 days a week, 8 hours a day are subject to the respective command's policy. Duty hours may be increased on little or no notice for short periods to complete specific missions or required tasks.

Compensatory time off is not authorized to include working on UTA weekends. In those cases where compensatory time would have been appropriate, passes and leaves are encouraged. In the event of a furlough of the technician and civilian workforce, AGR personnel are still required to report for duty. Attendance and participation at weekend drills with the member's unit of assignment is required. Additionally, AGR personnel will work duty hours as required when performing Annual Training with their assigned unit unless in a leave status, on a pass, or otherwise approved.

References: NGR (AR) 600-5, AR 600-8-10, ANGI 36-101, AFI 36-3003, Compressed Work Schedule (CWS) TAG Memorandum, dtd 25 Feb 2004
POC: AGR Personnel Office/HRO Remote Designee

## 1-8 Length of Tour/Period

**Air:** Initial tours may not exceed 6 years and are probationary. Personnel entering a second tour become career members. Follow-on tours may be from 1 year to 6 years. Tours may not be extended beyond enlisted members Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD) for Lt Col and above. Upon reaching 20 years of service, AGR Officers and enlisted personnel will be reviewed by the Selective Retention Program for consideration.

**Army:** AGR Members will be ordered to AD or FTNGD for an initial 3 year period. Subsequent officer periods of duty will be for indefinite periods. Subsequent enlisted member periods of duty will not exceed the terms of the member's enlistment or reenlistment agreement, or an extension of an enlistment or reenlistment agreement.

References: ANGI 36-101, ANGPD 36-1, DOD Directive 1205.18, ANGI 36-2606, AR 135-18, NGR 600-200, NGR 600-100, NGR 600-5
POC: AGR Personnel Office/HRO Remote Designee

**Additional Tour Information (Army)**

**Initial:** All individuals entering the Kansas Army National Guard FTNGD for the first time or after having a break in AGR service will be on an initial tour with the KSNG.

**Reassignment:** AGR members will serve in the same position for a minimum period of 18 months. Exceptions to the 18 month rule require approval of the Adjutant General. An AGR member may be moved within these time frames based on the needs of the organization and the Kansas Army National Guard. If you are interested in applying for an open AGR position, you should request to do so through your chain of command (COC). Your COC has the authority to support or deny your request for a new assignment. Members with the 73rd CST (WMD) and Rec & Ret Det have a 36 month obligation before they can volunteer for a change of duty assignment.

## 1-9 Mandatory Training (Army)

Effective 1 November 2003, formal training is mandatory for new hires in the FTS positions listed below. Commands will schedule their members to attend the appropriate course associated with their FTS position. FTS employees will be scheduled for training at PEC within the first six months of employment.

The first priority for training is new hires. However, states should develop a plan to have all FTS employees, who have not been to the appropriate course for their current position, attend formal training at PEC. Failure to complete NGB prescribed courses at PEC for new FTS personnel, within the first year of employment, may be cause for termination.

Current mandatory courses for new AGR hires may be obtained from the HRO Development Specialist at 785-274-1185.

## 1-10 Physical Fitness Program

Maintaining an acceptable level of physical fitness is a requirement for continued service in the AGR program. To ensure that AGR personnel have an adequate opportunity to achieve and maintain fitness levels, individuals are authorized three hours during the workweek for PT. Official time may be used in 1 hour increments, with only one increment per day allowed. The scheduling and nature of this physical training must be coordinated with the supervisor. Abuse of this privilege can result in its suspension or termination by the chain of command.

**Army Guard** AGRs must pass the Army Physical Fitness Test (APFT) twice a year. Failure to pass the APFT is a serious matter and results in a number of adverse consequences to the individual. These include placing a "flag" on any positive personnel actions such as promotion, attendance at schools, etc. Further, an AGR cannot have their tour of duty extended or renewed if they do not pass their last APFT. Two consecutive APFT failures without a valid medical condition may result in action to involuntarily discharge the individual from their AGR tour immediately for unsatisfactory performance.

**Air Guard** AGR fitness requirements parallel those of the Army Guard, with the exception that their fitness test is administered once a year.

AGR personnel with a documented medical condition, or pregnant personnel, are eligible for alternate APFT programs. Coordination should be made with the first sergeant or training NCO for participation in these programs.

References: AR 40-501, ANGI 36-101, Federal Full-Time Employees Use of Official Time for Physical
TAG/HRO Memorandum, dtd 25 Feb 04
POC: AGR Staffing NCOIC, Respective Supervisor/COC

## 1-11 Weight Control Program (Army)

In addition to maintaining an acceptable level of physical fitness, AGR personnel are also required to keep their body weight within certain levels. The purpose of the physical fitness and weight control programs is to maintain the efficiency, health, and well-being of the individual and to present a proper military image to the public. It is the immediate responsibility of unit commanders throughout the Kansas National Guard to ensure that those under their command (AGR and traditional guardsmen alike) are in compliance with weight control guidelines and standards.

Body Fat Measurement is the determining factor in deciding whether a member is overweight. Although the Army regulation has a weight table that is used, it is a screening device. During random or scheduled weigh-ins, individuals are weighed, and if they exceed their allowed weight in the weight table, a body fat measurement (BFM) is taken. If this measurement determines that the individual exceeds the maximum body fat, they are then placed into the weight control program. The weight control program requires a pattern of satisfactory weight loss and then keeping the weight off for a fixed period of time. Specifics on weight measurement and requirements of the weight control program can be obtained from your unit orderly room or from a cited reference.

Personnel who exceed body fat standards are ineligible for favorable personnel actions such as tour extension, promotion, or other career opportunities. Continued failure to meet weight standards could also result in a full range of adverse administrative actions to include discharge. Disciplinary action, such as a Letter of Reprimand, cannot be imposed for solely being overweight, but can be imposed for the failure to perform duties such as to report for a scheduled weigh-in. Supervisors should carefully document a member's progress in the weight control program (counseling, weigh-in results) in order to support the appropriate action.

References: AR 600-9
POC: AGR Personnel Office

## *1-12 Awards*

Title 32 AGR personnel are eligible for the full range of Army and Air Force awards and decorations. The criteria for award of any decoration are contained within the cited references. There are a number of awards, which are reserved exclusively for traditional guardsmen which AGR personnel are not eligible for.

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

References: AR 600-8-22, KS SOP 600-8-22, AFPD 36-28
POC: AGR Personnel Office/HRO Remote Designee

## *1-13 Pregnancy of AGR Members*

Any AGR who becomes pregnant is allowed to continue performing her assigned duties as long as certain precautions and procedures as outlined in the cited references are followed. Upon notification of a medically certified pregnancy, the commander will advise appropriate medical personnel as to the member's assigned duties to determine if a physical profile change is needed. In any event, the individual will receive a temporary physical profile for the duration of the pregnancy.

The individual will also be counseled by her chain of command as soon as practicable. She will be advised of her option to separate from AGR service upon delivery as well as the policies and procedures regarding pregnant members. Single mothers and dual status military members will also be advised of the need to establish a Family Support Plan for care of the child should the member elect to stay in the AGR program. AGR personnel are entitled to full medical care and assistance during the period of their pregnancy.

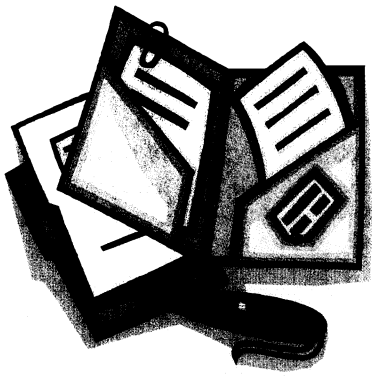
References: ANGI 36-101, 7.3, AFI 48-123, AR 135-91, AR 40-501
POC: AGR Personnel Office/HRO Remote Designee

## *1-14 Inspector General*

AGR personnel have a right to register complaints either orally or in writing with the Inspector General. All complaints will be acknowledged and handled to ensure that confidentiality will be preserved to the greatest extent possible. Individuals should attempt to resolve the perceived problem through the chain of command prior to filing the IG complaint but may contact the IG directly if they wish. If the individual is complaining about an action for which there is an established appeal process, they should use the established process prior to contacting the IG. Certain matters such as appeals of military justice actions and requests for change of established military policy are not appropriate for IG complaints.

Records of IG investigations are confidential and release is limited to only those with an official need to know. Personnel may contact the Kansas National Guard Inspector General at (785) 274-1021, or by writing State of Kansas, Department of the Army and Air Force, Joint Forces Headquarters, ATTN: IG, 2800 SW Topeka Blvd, Topeka, KS 66611-1287.

References: AFI 90-301, AR 20-1
POC: IG



# CHAPTER 2 – ACCESS AND CONDUCT ON MILITARY FACILITIES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| 2-4 Tobacco Use in Government Facilities | 2-5 Barment from Facilities | 2-6 Vehicle Registration |
| 2-7 Military Driver's License | | |


## *2-1 PRIVATELY OWNED FIREARMS*

The Kansas National Guard is committed to providing a safe and secure work environment for all of its employees. To help ensure that this goal is met, no member or employee of the Kansas National Guard is permitted to bring a personal firearm, weapon or ammunition into their workplace. This policy also includes storing any personal weapon or ammunition in the individual's vehicle while parked in the parking lot of the National Guard facility.

This prohibition does not apply to those personnel whose duties require the possession and use of firearms such as military law enforcement. A limited exception to this policy is available for those personnel who are civilian law enforcement or who are properly authorized and licensed during various hunting seasons. In those limited cases individuals may store weapons and firearms in their vehicles with the knowledge and consent of the facility commander.

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

POC: Facility Security Office

## *2-2 WORKPLACE SEARCHES*

AGR personnel need to be aware that a supervisor has the right to search most areas within a workplace without obtaining a search warrant or the permission of the individual who works in the area. Within the workplace, a search can be conducted in those areas over which the government exercises control, such as offices, desks, toolboxes, and file cabinets.

Government offices are provided to employees for the purpose of conducting official work. Courts have ruled that a search by a supervisor or security police to retrieve work related materials or to investigate possible violations of workplace rules is a reasonable search within the limits of the 4th Amendment of the United States Constitution. Employees may avoid exposing personal belongings to being searched by leaving them at home.

Individuals are considered to have an expectation of privacy in their handbags, briefcases, and backpacks. These are not generally subject to a search without a warrant or permission of the individual. AGR personnel who are assigned to secured bases are also subject to having their vehicles randomly searched as a condition of entry.

Supervisors should always consult with the legal office prior to conducting a search of a work area unless an emergency situation exists.

References: American Postal Workers Union, et al vs. USPS, 871 F.2d 556 (6th Cir. 1989)
POC: SJA/AGR Personnel Office/HRO Remote Designee

## 2-3 Violence in the Workplace

One of the greatest threats to employee safety is the occurrence of violence in the workplace. This violence includes not only assaults, but threats, intimidation and verbal harassment. As an employer, the Kansas National Guard has a strong commitment to providing a safe and secure work environment for all of its employees.

Any AGR employee who has been assaulted, threatened, or made to fear for their or another employee's safety should report the matter immediately through their chain of command. A thorough investigation into the matter will be made and if the facts warrant, appropriate disciplinary action will be taken. If the incident is serious enough, steps will be taken to immediately remove the apparent offending party from the worksite until the investigation is complete or the matter resolved. If appropriate, the matter will also be referred to civilian law enforcement agencies for possible investigation and prosecution as a criminal case. Any actions or potential investigations should be coordinated with the HRO.

Reference: TAG Policy Letter No. 18, Workplace Violence, dtd 17 Jun 05
POC: SJA/AGR Personnel Office/HRO Remote Designee

## 2-4 Tobacco Use in Government Facilities

Current DOD and Kansas National Guard directives are designed to discourage the use of any tobacco products and prohibit their use inside federal or state buildings. AGR personnel must not smoke, chew or dip in National Guard facilities except in "designated areas" or smoking shelters provided for outside crews. Questions sometimes arise as to the frequency and length of "smoke breaks" that personnel are authorized or allowed. As there is no statutory or regulatory guidance, it should be resolved between the individual and their supervisor.

Reference: DOD Dir 1010.10, TAG Policy Letter No. 15, Tobacco Free Workplace Policy dtd 5 Nov 04
POC: AGR Manager

## 2-5 Barment from Facilities

Base and facility commanders are responsible for protecting personnel and property under their control and for maintaining order to ensure the uninterrupted and successful accomplishment of the military mission. Each base and facility commander is authorized to grant or deny access to their installation and to remove or exclude persons whose presence is undesirable or unauthorized. This process is called "barment".

While this process is rarely used in regard to AGR personnel, it may be appropriate in limited cases such as where the member has seriously assaulted another employee, made death threats, or poses a significant safety or security risk. Additionally, barment might be appropriate for personnel who are in the process of being involuntarily separated for serious misconduct.

The process for barment requires that a notice letter be personally issued to the individual stating the basis for the action, the period of time it is in effect, and the process the individual can take to have the matter reconsidered. Individuals should also be warned that a failure to honor the barment could result in apprehension and detainment by base authorities and possible prosecution for trespass.

Coordination should be made with the HRO office prior to a barment letter being issued.

Reference: 18 U.S.C. 1382, AFI 31-209
POC: AGR Personnel Office

## 2-6 Vehicle Registration

AGR personnel assigned to an Air or Army installations will be required to register and obtain an identification decal for their privately owned vehicle (POV) with the base/post security police. The registration procedure is for the purpose of identifying and controlling entry of motor vehicles onto the installation, especially during periods of heightened threat alerts.

In order to register and obtain a decal for a POV, the individual must possess a valid state driver's license; a valid state vehicle registration; possession of valid insurance upon the vehicle that meets Kansas minimum requirements; have a valid emissions IM test (if required); and, if the vehicle being registered replaces a previously registered vehicle, the decal from the previous vehicle.

Issuance of a decal requires personnel to operate and park their POV in compliance with base/post traffic and safety regulations and policies. Personnel need to be aware that a base commander may suspend base driving privileges upon a showing that the individual has violated base driving/parking regulations or if the individual has suffered a license suspension from civilian authorities. Army personnel who desire to register their vehicle can contact the Security/Military Police at any of the Air Force or Army installations.

Reference: AFI 31-209, AR 190-5
POC: AGR Personnel Office/HRO Remote Designee

## 2-7 Military Driver's License

Many AGR personnel may be called upon to operate military vehicles that ordinarily would require a Commercial Driver's License (CDL) to operate upon public roads. Federal law, however, grants an exemption to military personnel from this licensing requirement. (This waiver extends to traditional Guardsmen and Reservists). Even though a CDL is not required, all personnel operating military vehicles will be required to obtain a military drivers license for each type of vehicle. Each unit or installation may have its own internal procedure for testing and obtaining a military driver's license. Use of GSA automobiles and military vehicles also requires possession of a valid state driver's license.

Reference: 49 U.S.C. 31301
POC: AGR Personnel Office/HRO Remote Designee

# CHAPTER 3 – PROFESSIONAL DEVELOPMENT


| | | |
|---|---|---|
| 3-1 General | 3-2 Entry Into the AGR Program | 3-3 Priority Placement Program (PPP) |
| 3-4 Lateral Reassignment/Transfer | 3-5 Temporary AGR Fills (Air Only) | 3-6 Promotions |
| 3-7 Details | 3-8 Tour Continuation | 3-9 Controlled Grades |
| 3-10 Performance Evaluations | 3-11 Continuing Education | |


## *3-1 GENERAL*

The objective of the Kansas AGR Program is to provide highly qualified officer and enlisted personnel to meet support requirements for the Kansas National Guard, its projects and programs. To achieve this objective a hiring process that selects the best qualified personnel to enter the AGR program screens applicants. Once selected, the AGR program offers opportunities for career development and upward mobility so as to encourage retention by quality individuals. While entry into the program of individuals who may desire only to serve an initial or occasional AGR tour often occurs, the program is structured to allow for the achievement of sufficient years of full-time duty to qualify for retirement. This guidance is not intended to raise an individual AGR member's career expectations unrealistically. It will require careful planning by the individual AGR member, who has the primary responsibility for the management of his or her own career. AGRs should ensure their career goals are made known to their immediate supervisor. Career objectives should be addressed during evaluation counseling sessions.

Reference: NGR (AR) 600-200, NGR (AR) 600-5, AR 135-18, ANGI 36-101
POC: AGR Personnel Office/HRO Remote Designee

## *3-2 ENTRY INTO THE AGR PROGRAM*

For initial entry into the AGR program, an individual must satisfy certain basic qualifications in addition to any special requirements of the advertised position. Among the basic requirements are military membership, be physically and medically fit as prescribed by service regulations, be able to serve at least 3 years on active duty prior to their mandatory removal date, and, if an officer, have completed certain military education. Failure to satisfy one or more of these requirements will usually result in the rejection of any application.

**ARMY**: An individual previously barred from re-enlistment or involuntarily separated from active duty requires an exception to policy by DA-G1.

Application procedures and required forms will be listed on the actual vacancy advertisement as well as be available from the HRO office.

Reference: ANGI 36-101, PARA 2.1.3.9 AR 135-18, NGR (AR) 600-5
POC: AGR Personnel Office

## 3-3 Priority Placement Program (PPP)

This program is designed for the management of excess/overgrade individuals who have been placed in a lower graded position due to a Reduction in Force. The PPP will be the initial means utilized to fill vacant positions for which the AGR is qualified. A list of AGR personnel on the PPP is maintained by the HRO and will be provided to the selecting command/supervisor when an available vacancy arises. Whenever an action is taken to place an individual in an excess status, a Memorandum for Record detailing the action must be submitted to HRO for approval.

**Army PPP:**

AGR members affected by changes in the Manning Document requirements, end-strength and grade ceiling limitations may be retained in an excess or overgrade status, as appropriate, for not more than one year after the effective date established by NGB-ARP. Elimination or downgrade of manning document positions will trigger AGR members to be enrolled in the Priority Placement Program (PPP). These members will be given priority over other members in filling vacant authorized positions for which they are qualified. AGR members carried in an excess or overgrade will be offered, in writing, the opportunity to fill vacant positions. Positions offered members may not have a maximum military duty grade which exceeds the member's current grade. The PPP takes precedence over all other personnel selection processes.

**Air PPP:**

AGR personnel who become over-grade to their manning document assignment will be placed into the Priority Placement Program effective the same date as the action which caused them to become over grade, for a period not to exceed two years. Officers who are selected for Reserve Officers Personnel Management Act (ROPMA) promotion will be placed into the program on the date of their promotion if it places them over grade in their manning document position.

Reference: ANGI 36-101, ANGI 36-2101, NGR 600-5
POC: AGR Personnel Office/HRO Remote Designee

## 3-4 Lateral Reassignment/Transfer (Army and Air)

This procedure is an optional means of filling positions within the AGR force. Commanders have the authority to transfer AGR personnel within their command. This reassignment must be to a position not lower than the individual's current military grade (unless the individual consents to a demotion) nor for promotion without undergoing a competitive process. While not an absolute requirement, an AGR member should be transferred to a position to which they are MOS/AOC/AFSC qualified. If this is not possible, the AGR member will be afforded an opportunity to obtain training to reach the necessary skill level compatible with their new assignment. Members who fail to obtain the necessary qualification skills within a 12-month time will be either reassigned or terminated from their AGR status.

AGR personnel may be reassigned without consent and without geographical limitations within the boundaries of Kansas to meet the needs of the service. If the AGR member refuses a reassignment, action can be initiated to separate the individual from their AGR tour.

An AGR member who is reassigned at the request of the command is eligible to have PCS costs reimbursed. A reassignment initiated at the request of the individual is categorized as a permissive move and the AGR member will be responsible for all costs associated with the move if PCS funds aren't available. (Grade inversion is not permitted).

Reference: ANGI 36-101, NGR (AR) 600-5, ANGI 36-2101, AR 135-18
POC: AGR Personnel Office/HRO Remote Designee

## 3-5 Temporary AGR Fills (Air Only)

Commanders can utilize AGR personnel hired on a temporary basis to fill valid, vacant positions. Individuals filling these positions cannot exceed the maximum grade for the position. The AGR member must be medically qualified for worldwide deployment. Temporary tours are not required to be announced through advertising and may be terminated at any time by the commander. If a temporary tour is projected to exceed 179 days within a fiscal year, the vacancy must be advertised.

Reference: ANGI 36-101
POC: AGR Personnel Office/HRO Remote Designee

## 3-6 Promotions (General Provisions)

Promotion is not a right, but a privilege earned by performance of duties and accepting the responsibilities of the duty position.

**Army (Officer):** AGR officers who have been placed on the state promotion Order of Merit List (OML) and occupy an MTOE or TDA position commensurate with the next higher grade but the SPMD position does not provide for promotion to the next higher grade and if otherwise qualified, the officer may be placed in the next higher SPMD position to support career progression.

**Army (Enlisted):** Enlisted AGR Soldiers cannot be promoted above the grade authorized for the position held on the Full-Time Support Manning Document, even though the TDA/MTOE may call for a higher grade. The maximum grade allowed is dictated by the Manning Document. The G-1 is responsible for boarding and promoting all enlisted AGR Soldiers. The G-1 maintains the EPS Roster, however, for the purpose of filling AGR vacancies the G-1 will provide the HRO with the names of AGR soldiers (in EPS order) qualified for filling vacancies. When filling a position from the EPS list the first eligible AGR Soldier on the list will be offered the position. AGR Soldiers will not be promoted to MSG or SGM positions without a controlled grade allocation. HRO will make notification when the AGR controlled grade allocation becomes available. AGR Soldiers are not subject to the commuting distance standards, and as such are eligible for assignment state wide for any position for which they are fully qualified. AGR Soldiers declining reassignment or promotion should know that refusal is grounds for relief from full-time National Guard duty and from the promotion list. Declination of transfer and promotion of AGR Soldiers will be accomplished in writing by the Soldier and forwarded through their chain of command to the HRO. When an AGR Soldier declines, he or she will be removed from the promotion list IAW ARNG Promotion and Reduction Policy (Chapter 7) Para 7-52c. Soldier's experiencing hardships should request declination of assignment through their chain-of-command to the G-1. Hardships approved by the Adjutant General may remain on the promotion list but will not be considered for reassignment or promotion until the hardship no longer exists. Soldiers, who refuse to decline an EPS promotion in writing, will be terminated from the AGR program.

**Air:** You cannot be promoted above the grade authorized for the position you hold on the Military Personnel Employment System (MPES).

Reference: NGR (AR) 600-200, NGR (AR) 600-100, NGR (AR) 600-101, ANGI 36-101

## 3-7 Details

AGR personnel may be detailed outside of their assigned MOS/AFSC by their commander. Whenever an action is taken to detail an individual, a Memorandum for Record summarizing the action must be forwarded to HRO for approval. **Army:** Details may not exceed 139 days duration. **Air:** Details may not exceed 180 days, details beyond 180 days requires approval by NGB/MAJCOM. Supervisors need to take any extended details into account when rendering a performance evaluation.

Family members of AGR personnel will not be assigned nor detailed to organizations where one family member holds or may hold a direct command or supervisory position over another full-time support family member. In addition, this restriction applies to an assignment in which the AGR member or military technician could influence the outcome of a personnel action regarding a family member.

Reference : AR 600-21, TAG Policy Ltr #19 Unprofessional Relationships
POC: AGR Personnel Office/HRO Remote Designee

## *3-8 Tour Continuation*

Continuation in the AGR program is a privilege earned by demonstrated performance of assigned duties, maintenance of MOS/AFSC proficiency, maintaining physical fitness, meeting retention standards and having demonstrated potential for future promotion and or assignments of greater responsibility. An AGR may be separated at expiration of tour if they do not consent to a subsequent tour, non-selected for continuation in full-time military duty, or are ineligible for a subsequent tour.

**Army:** Army AGR personnel must request a tour continuation 6 months prior to the end of their tour if they desire to continue their full time employment with the Kansas Army National Guard. Subsequent tours will be reviewed for qualification IAW AR 135-18. Commanders and supervisors should review regulatory requirements to ensure AGRs in their command meet all requirements for tour continuation. A copy of the AGRs extension of military service must be attached to the request for tour continuation. The ETS date must agree with the tour end date. A copy of DA form 705 showing a passing APFT current within 6 months must be attached with tour renewal request. A qualifying HT/WT measurement within 6 months must be attached.

**Air:** Approval of AGR personnel for follow-on tours or the decision to release the individual from a tour will be at the discretion of the Wing Commanders. In case of termination, the individual will be notified in writing. Documentation of the individual's performance must substantiate the termination. In case of termination, DD Form 214 will be provided to each individual released from an AGR tour. About 120 days prior to your tour expiration you will be notified. At that time you may indicate your desire to remain with the AGR program. Normally your tour will be renewed providing you meet all the applicable criteria for renewal. Tours lengths may be from one to six years.

**RECRUITING AND RETENTION NCOs (Army and Air)**

Tour renewal for production recruiters requires approval by the Chief of Staff KSARNG or the Executive Support Staff Officer KSANG.

Reference: AR 135-18, AR 600-5, ANGI 36-101, TAG Policy Ltr #12 Recruiting Tour Renewals
POC: AGR Personnel Office/HRO Remote Designee

## *3-9 Controlled Grades*

In addition to other promotion requirements, individuals seeking advancement to certain senior officer and enlisted ranks must obtain a controlled grade authorization. In order to prevent the organization from becoming "top-heavy", the Kansas Guard is only allotted a certain number of these authorizations. Controlled grades are E8, E9, and 04 and above. Each service has established procedures for how these controlled grades will be apportioned. Specific guidance can be obtained from the Manpower Manager.

Reference: NBG Yearly Controlled Grade Guidance Memorandums

## 3-10 Performance Evaluations

**Air:** All AGR personnel will have periodic appraisals rendered on at least an annual basis. Officers will have Officer Performance Reports (OPRs) rendered as required by AFI 36-2402, Officer Evaluation System. Enlisted personnel will be rated according to the procedures established in ANGR 39-62, Enlisted Performance Appraisal. Supervisors will counsel AGR members on their performance at least annually.

**Army:** Officer Evaluation Reports (OERs) and Noncommissioned Officer Evaluation Reports (NCOERs) will be prepared IAW current Army Regulations; 623-105 for officers and 623-205 for enlisted members. Published rating schemes should include the rated member's immediate full-time supervisor in the rating chain whenever practicable. If there is no full-time supervisor in the rating chain; the FTS supervisor should provide input to the Senior Rater.

Reference: AR 623-105, AR 623-205, AFI 36-2402, ANGR 39-62

## 3-11 Continuing Education

### Military Education

MOSQ/AOC/AFSC is an education requirement for AGR tour continuation. All AGR members must be qualified in the skill level commensurate with the grade in their AGR duty position. Cross training in another MOS/AOC, when funds are available, is perhaps the most overlooked, but most important item in career development. Air AGR personnel must progress in training to a skill level compatible with their MPES assignment. Members who do not successfully acquire the necessary skill level will either be reassigned to a position for which they are qualified or removed from the AGR program. All full-time positions require ongoing professional development and military education.

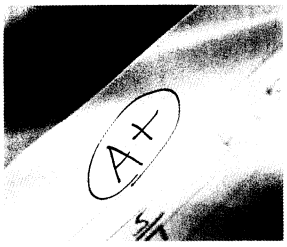
### PEC (Army)

PEC is the Professional Education Center located at Camp Robinson, Little Rock, Arkansas. Attendance at PEC for your related position, i.e., Readiness NCO/NCOIC, Training NCO, or Admin NCO is mandatory.

This training is designed to enhance capabilities to perform the day-to-day requirements of most AGR duty positions. HRO-EDS (Employee Development) provide a listing of available courses each training year as well as updates as they occur. See section 1-9 Mandatory training for more details.

### Civilian Education

**Army/Air**: Civilian education continues to be of significant value in the selection of personnel to fill leadership positions. Assistance may be obtained from the G1 Education Services Office or Installation Education Office.



# CHAPTER 4 – SEPARATIONS/RETIREMENTS


| | | |
|---|---|---|
| 4-1 General | 4-2 Voluntary Separation | 4-3 Involuntary Separation |
| 4-4 Mandatory Separation | 4-5 Retirement | 4-6 Medical Disability/Severance Pay |
| 4-7 Out-Processing Procedures | 4-8 Separation Pay | |


## *4-1 GENERAL*

All separations from the AGR program, voluntary or involuntary, are governed by directives published by National Guard Bureau. Individuals are expected to complete the period of duty specified in their AGR orders unless separated early from AGR status. All separations must be approved through the HRO-AGR Office.

## *4-2 VOLUNTARY SEPARATIONS*

Personnel may request early release from the AGR program by submitting a written request through channels to HRO-AGR, at least 60 days in advance of requested separation date. The request must state the individual's intentions towards their traditional status with assigned unit. Under no circumstances will the request itself constitute termination. If approved, the HRO-AGR office will issue appropriate orders. Termination of AGR status does not affect the remaining Kansas Guard enlistment contract. Unless specifically requested and granted, individuals will continue to perform UTA drills with their unit of assignment after termination of their AGR status. Once separated from an AGR tour, an individual is ineligible for another AGR tour for a period of one year. This requirement may be waived only by NGB.

References: NGR 600-5, ANGI 36-101, para 6.3
POC: AGR Personnel Office/HRO Remote Designee

## *4-3 INVOLUNTARY SEPARATION*

Full time supervisors at any level may initiate a recommendation for involuntary separation IAW NGR 600-5 or ANGI 36-101. The recommendation must be referred to the individual for rebuttal. A period of 15 days is ordinarily allowed to prepare and submit a rebuttal. Involuntary separations in this section include medical separations and separation for cause.

**REASON FOR INVOLUNTARY SEPARATION FOR CAUSE:**

1. **Inappropriate professional and personal conduct**
2. **Moral or professional dereliction**
3. **Loss of professional qualifications required for the performance of assigned duties.**
4. **Substandard duty performance**
5. **Acts of expressed sentiments of racism, sexism, or prejudice against ethnic or religious groups**
6. **Failure to attain and maintain medical, physical fitness, and weight standards**

**Army:** The recommendation and rebuttal are forwarded through command channels to HRO-AGR, and then forwarded to the Adjutant General for a final decision. Records of counseling and attempts to take corrective actions must be attached to the request. If the cause of the action warrants discharge from the National Guard, then that process should be followed, to include any administrative discharge board proceedings.

**Air:** All documentation relating to the separation are processed through the chain of command to their servicing MPF, and then forwarded through the HRO to the Adjutant General for a final decision. The TAG can appoint an investigating officer to informally review the matter and make a recommendation concerning separation or retention of the individual.

Reference: ANGI 36-101, NGR (AR) 600-5
POC: AGR Staffing NCOIC/HRO Remote Designee

## *4-4 Mandatory Separation*

This may occur without board action for the reasons listed below, regardless of the expiration date of current tour. Individuals should be given as much advance notice as possible.

### A. Officer Provisions

**1. Twice non-selected for promotion by mandatory consideration board or by a reserve officer promotion board (Army and Air).**
**2. Non-selection by the selective retention board (Army and Air).**
**3. Pending final guidance on Career Life Cycle Management (LCM) Program to manage AGR Officers to Mandatory Date (MRD) (Army).**
**4. Non-renewal of AGR tour (Army and Air).**

### B. Enlisted Provisions

**1. If not retained during a Quality Retention Board or if not selected for AGR REFRAD Board (Army).**
**2. Failure to meet MOS or AFSC qualification standards**

### C. Officer and Enlisted Provisions

**1. At age 60.**
**2. At Mandatory Removal Date (MRD) or Mandatory Separation Date (MSD).**
**3. Conviction by civilian or military authorities for an offense that disqualifies the individual for retention.**
**4. Removal from Active Reserve status (i.e. transferred to Inactive Ready Reserve or does not maintain KSNG membership).**
**5. When a member is no longer medically qualified to serve.**

Reference: NGR 600-100, NGR 600-101, NGR 600-200, ANGI 36-101.
POC: AGR Personnel Office/HRO Remote Designee

## 4-5 RETIREMENT (ARMY AND AIR)

a. Personnel are eligible for retirement from Active Guard/Reserve (AGR) duty upon completion of 20 years accumulated active service (AS) which includes AGR, full-time training National Guard duty (FTNGD), annual training (AT), extended active duty (EAD), initial active duty for training (IADT), active duty for training (ADT), and all other types of active service under Title 10 USC or Title 32 USC 502-505.

b. When retiring with 20 years of AS, an individual is entitled to receive an immediate annuity with all rights and privileges of Regular Retired Military except certain VA benefits (VA disability benefits are authorized). Individuals cannot receive retired reserve pay at age 60 if already retired from Active Duty and drawing that retirement annuity.

c. Upon retiring with 20 years of AS, personnel retire at the highest grade held on active duty on the date of retirement, provided they satisfy the time in grade requirements for that rank. Eligibility for retirement at age 60 requires a "highest grade" held determination by the Secretary of the respective service.

d. The individual must initiate a retirement physical examination to be completed at a qualified federal facility no earlier than four months or later than one month prior to an individual's retirement date. If the individual had a physical within the last 5 years the MTF does not have to complete another one but it may be advisable if undocumented, service-connected disabilities may have occurred. Individuals will be required to complete a DD Form 2697 (Report of Medical Assessment.) for the MTF doctor to sign.

e. Army Personnel must attend a pre-retirement briefing at the designated Separation Transfer Point (STP) 12 to 18 months prior to retirement. Attendance by spouses is not mandatory but strongly encouraged. Army personnel are strongly encouraged to attend the briefing at Fort Leavenworth, KS.

f. Air personnel will coordinate through the MPF.

g. Currently there are three retirement systems in effect: Final Basic Pay, High-3, and Redux. Below is a description of each:

| PLAN | ELIGIBLE | PAY FORMULA | COST OF LIVING ADJUSTMENT |
|---|---|---|---|
| **FINAL BASIC PAY** | Entered service prior to Sep 8, 1980 | 2.5% times the years of service times basic pay | Full inflation protection; COLA based on Consumer Price Index |
| **HIGH-3** | Entered service between Sep 8, 1980 and July 31, 1985 | 2.5% times the years of service times the average of the highest three years of basic pay | Full inflation protection; COLA based on Consumer Price Index |
| **REDUX** | Entered service after July 31, 1986 | 2.5% times the years of service minus one percentage point for each year < 30 times the highest 3 years of basic pay. At age 62, retired pay is increased to 2.5% times years of service times the average of the highest 3 years of basic pay. | Partial inflation protection; COLA based on Consumer Price Index minus 1%. At age 62, retired pay is adjusted to reflect full COLA since retirement. Partial COLA continues after age 62. |

Reference: AR 37-104-1, AR 135-32, NGR 600-5, ANGI 36-3203, ANGI 36-101, AFI 36-3209.
POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## *4-6 Medical Disability/Severance Pay*

AGR personnel separated from active duty for service related injuries or diseases may be entitled to a monthly disability payment or a lump severance pay. Eligibility rules are very specific and detailed. Individuals will be fully advised of their rights or options if they are potentially eligible for medical disability separation.

References: ANGI 36-3203, AR 635-40
POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## *4-7 Out-Processing Procedures*

a. **Army:** Upon notification of approval for separation, out-processing must be coordinated with your unit and AGR Benefits & Comp Mgr. **Air:** Out-processing will be coordinated and handled by the servicing Military Personnel Office.

b. Final pay will be made via Electronic Funds Transfer (EFT) or separate check to the HOR. **This final process may take 6-8 weeks to complete.**

c. Final pay at time of separation includes all pay and allowances due as well as payment for up to 60 days of unused leave balance.

d. **Army:** The transition point will issue the DD Form 214 (Certificate of Release or Discharge from Active Duty). **Air:** The DD 214 will be issued by the individual's servicing HRO Remote Designee.

e. Upon completion of out-processing, AGRs must turn-in all ID cards associated with the AGR program (military and dependent) to AGR Benefits & Comp Mgr or the servicing base Military Personnel Flight.

f. Physical Examination. A physical examination for terminating from AGR status is not a mandatory requirement. Failure to obtain a physical will not be grounds for retention in AGR status. If the individual has sustained major medical problems or undergone treatment during their AGR tour, they should ensure they have an approved LOD for any accident, injury or disease for which they may have been treated.

g. Dental Care. **(Air)** Federal Medical Treatment Facilities are available and must be used to get dental care prior to separation.

**1. If dental care cannot be obtained, personnel must notify HRO-AGR as soon as possible so the appropriate block can be marked on your DD Form 214.**

**2. The VA hospital will offer a "one time" exam within 90 days of separation as long as your DD Form 214 reflects that dental care was not provided.**

**3. The VA does not provide dental/eye care unless it's a result of a disability or service related injury.**

References: AR 135-178/Chap 4, AR 635-5, AR 635-5-1, AR 635-100, AR 635-200, DA Pam 600-8-1, ANGI 36-101, AFI 36-3212, AFI 36-3202
POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## 4-8 Separation Pay (Army and Air)

a. Personnel who are involuntarily separated, and have served 6 or more years of continuous active service (AS) immediately preceding their separation date, may be entitled to separation pay for specific reasons IAW the DOD Pay and Entitlements Manual. Currently, the only types of separation which warrant payment of separation pay are:

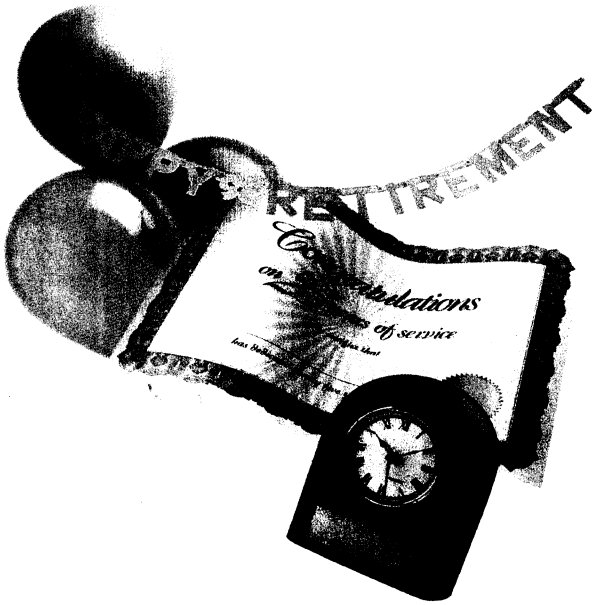
**Army:** Failure on weight control program (5%). Board Action (i.e. QRB, etc) (10%)

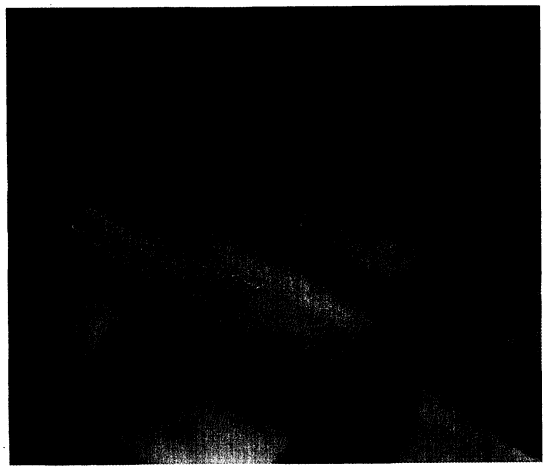
**Air:** Board action

b. If the individual subsequently becomes eligible for retirement pay, any separation pay received must be repaid. Deduction for repayment will be automatically taken from their retired pay.

c. Personnel involuntarily separated from active duty for any reason are entitled to Transition Counseling and Benefits or Transitional Assistance Program Seminar.

Reference: 10 U.S.C. 1174, AR 135-18, AR 135-175, AR 135-178, AFI 36-3212
POC: AGR Benefits & Comp Mgr/HRO Remote Designee



# CHAPTER 5 – PAY AND LEAVE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## *5-1 PAY PROCESSES (ARMY AND AIR)*

**PROCESS:**

AGR personnel are paid through Defense Joint Military Pay System (DJMS) of the Defense Finance and Accounting Office, Indianapolis, IN (DFAS-IN). **Army** Pay inquiries should be directed to JFKS-HRO, AGR Entitlement and Comp Manager, COMM: (785)274-1636 or DSN 720-8636. **Air** pay inquiries should be directed to the respective Finance Office.

**CUT OFF FOR PAY ACTIONS:**

Pay actions take place during Mid-Month and End-of-Month. For an action to take effect on a Mid-Month pay, the documents must be received by the appropriate office by the 1st of the month. For an action to take effect for an End-of-Month pay, the documents must be received by the appropriate office by the 15th of the month. It is the option of AGR personnel to be paid twice a month (on the 1st and 15th depending on holidays), or once a month (on the 1st).

POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## *5-2 DIRECT DEPOSIT OF PAY*

**ARMY DIRECT DEPOSIT:**

If the individual entered the AGR Program after 1 Oct 85, they must have direct deposit of pay (SURE-PAY). The AGR member and the financial institution (bank, savings & loan, credit union, etc) must complete a SF 1199A (Direct Deposit Sign-up Form). The form must include signature, account number, the routing number of the financial institution, and the customer service telephone number of that institution. The AGR member and the Unit Admin NCO are responsible for sending the completed SF 1199A and DA Form 3685 (Jumps-Army Pay Election), to the HRO prior to the tour starting date or hand carry the day of in-processing.

**AIR DIRECT DEPOSIT:**

Most of the same rules apply. Contact the base Military Finance Office for specific procedures.

Reference: DFAS Reg. 37-1
POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## *5-3 Allowances and Special Incentive Pays (Army and Air)*

**A. Base Pay:**

Base pay depends on your grade and length of service. Go to www.dod.mil/dfas for information on base pay.

**B. Basic Allowance for Housing (BAH):**

This allowance combines the old Basic Allowance for Quarters and Variable Housing Allowance. This tax-free allowance is for the purpose of offsetting a member's housing and utility expenses. An AGR member is authorized to live in government quarters for the length of one tour (3-4 years). **Army:** If government quarters are available and used, BAH is not authorized. An Army AGR must submit a new DA Form 5960 upon change of duty station or when there is a change in the member's dependent status. This change may affect the amount of money received for BAH. BAH is retroactive to the effective date of personnel action. The member is responsible for any difference owed if the amount decreases. The amount of BAH received is based on grade, dependency status, and duty location zip code. **Air:** Contact your base Military Finance Office for change procedures. Go to www.dtic.mil/perdiem/rateinfo.html for more information about BAH.

**C. Basic Allowance for Subsistence (BAS):**

This tax-free allowance is designed to defray meal and food costs incurred by the member and is the same amount whether the member has dependents or not. AGR members need to be aware that when they attend annual training and draw meals from the unit mess, their BAS or rations not available (RNA) allowance will be subject to collection for that period. BAS is an entitlement for both officers (at a flat rate) and enlisted (at the rations in kind not available rate). Go to www.dod.mil/dfas for information on BAS, military pay rates.

**D. Cost of Living Allowance (COLA):**

COLA is a tax-free entitlement used to offset higher cost living areas. COLA is established based on your duty location, pay grade, years of service, and number of dependants up to 5. A DA 4187 must be submitted for change of COLA when an AGR member's duty location or number of dependants change. The member is responsible for any difference owed if the amount decreases. To inquire specific COLA rates go to www.dtic.mil/perdiem/rateinfo.html.

**E. Family Separation Allowance (FSA):**

An AGR is entitled to receive a tax-free Family Separation Allowance (FSA) for any period of TDY or mobilization that exceeds 30 days. The current rate is $250 per 30-day period. Partial months (after first 30 days) are prorated by day. Individuals must submit a completed DD Form 1561, copy of orders, DD Form 1351-2 to HRO AGR Benefits & Comp Mgr or Military Finance Office to qualify for this payment.

**F. Clothing Allowance:** See Paragraph 1-4.

**G. Special/Incentive Pays:**

AGR personnel are eligible for special or incentive pay based upon the types of jobs they perform or the areas in which they serve. Some incentive pays are treated as tax-free and are usually paid monthly.

1. **Aviation career incentive pay (ACIP) is paid to aviation officers to encourage continued service in aviation. Rates vary with years of aviation service up to a maximum dollar amount per month.**
2. **Enlisted members may qualify for flight pay if they have skills that are authorized flight pay and are performing jobs that require flying as a crew member.**
3. **Hazardous duty incentive pay (HDIP) is paid for performing certain hazardous jobs, such as parachutist or demolitions duty. A member may receive up to two HDIPs under certain conditions.**
4. **Proficiency pay, special duty assignment pay (SDAP), incentive pay, and bonuses are paid to members who serve in critical skills or special assignments. Examples are Recruiting and Retention NCOs.**

**H. TRAVEL ALLOWANCES:**

Under certain conditions, when ordered to TDY away from a normal duty station, AGR personnel are authorized per diem and travel allowances as established by Joint Federal Travel Regulations. Specific amounts are determined from the DD Form 1351-2 (Travel Voucher), which **Army** AGRs must submit to USPFO no later than 5 days after completion of travel. Also, entitlement to a Family Separation Allowance arises when on TDY over 30 days. **Air:** Submit all travel claims to your Military Finance Office.

**I. CAREER STATUS BONUS:**

Beginning 1 August 2001, certain members will now have the option of returning to the REDUX retired pay plan. Members with a Date Initial Entry into Uniformed Service/Military Service (DIEUS/DIEMS) of 1 August 1986 or later will be allowed to opt for a $30K Career Status Bonus (CSB) at 15 years of *active duty service* in exchange for agreeing to, and being eligible to, remain under the REDUX retirement plan and serve at least 20 years of active duty service. This option is called **"CSB/REDUX."** ***Once a member makes their election, the decision is permanent and irrevocable.***

Subsequent to the creation of the "CSB/REDUX" option, the Fiscal Year 2002 National Defense Authorization Act, Section 620, Public Law 107-107, December 28, 2001, permits those eligible members opting to receive the CSB to do so in either one lump sum, or in a series of up to five annual installment payments. Receiving the CSB in installment payments instead of a lump sum may allow less tax on the bonus proceeds by deferring tax through greater contributions to the Thrift Savings Plan (TSP), a traditional IRA, or some other tax strategy. Under the new program, the CSB will be available under five options:

1) One payment of $30,000
2) Two annual installments of $15,000 each
3) Three annual installments of $10,000 each
4) Four annual installments of $7,500 each, or
5) Five annual installments of $6,000 each (This option does not apply to members with 16 or more years TAFMS).

***NOTE:*** Members who declined the CSB with an election effective date prior to 28 Dec 01 and those who elected to receive a CSB and were paid before 28 Dec 01 are not provided any additional options under the revised law. Therefore, these individuals *are still only eligible for lump sum payment*. However, all other members who are eligible or will become eligible for a CSB and those who had an effective election to decline the bonus on or after 28 Dec 01 fall under the revised law. Therefore, these members *are eligible to elect one of the multiple annual installment payment options.*

Reference: DFAS Regulation 37-1.
POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## *5-4 Allotments (Army and Air)*

An AGR member is entitled to make allotments from monthly pay. The total allotments cannot exceed the amount of base pay and BAH after taxes and other authorized deductions (SGLI, dental insurance). Voluntary allotments of military pay and allowances of service members in active military service are limited to discretionary and non-discretionary allotments.

### A. Discretionary Allotments:

An AGR is authorized no more than six (6) allotments. DFAS is no longer authorized to pay allotments by any method other than electronic funds transfer (EFT). All allotments to individuals and organizations, with the exception of Child Support Enforcement Agencies, must go to or through an institution with a routing number or company code. **Air**: Contact your Military Finance Office. **Army:** You must submit a DD Form 2558 for the following:

1. **Commercial life insurance**
2. **Payment to a dependent or relative**
3. **Support payments**
4. **Deposits to a financial institution, mutual fund company or investment firm**
5. **Payment of car loan**
6. **Payment to mortgage company, realtor or landlord**
7. **Payment of a loan to repay consumer credit**

### B. Non-Discretionary Allotments:

- **Savings Bonds (DD Form 2559)**
- **Army Emergency Relief and American Red Cross**
- **** Combined Federal Campaign**
- **** Any debt owed to the government**
- **** Relief organizations**
- **** Payment of delinquent local, state or federal income tax**
- **** Allotments are made for indefinite periods of time, EXCEPT the ones marked (**). Allotments may be continued into retired status; however, once the retiree discontinues any such allotment, it cannot be re-established.**

Reference: DFAS Regulation 37-1
POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## 5-5 Pay Inquiries

**Army:** The HRO AGR Benefits & Comp Mgr will assist individuals with pay problems when necessary. Most pay problems can be corrected through the HRO-AGR office and the USPFO for Kansas. Call the AGR Benefits & Comp Mgr at (785)274-1636. **Air:** Contact your Military Finance Office for assistance and inquiries.

## 5-6 Life Insurance and Dependent Indemnity Compensation

a. AGR personnel are covered under the Servicemen's Group Life Insurance (SGLI) program for $400,000, unless an election is made to participate for a lesser amount or decline insurance. Upon retirement, the SGLI may be converted to Veteran's Group Life Insurance (VGLI) within 120 days of release from active duty. If the amount of SGLI coverage is changed by law, and the individual elects less coverage or not to participate, a new VA Form 29/8286/SGLV 8286 must be completed.

b. Dependent Indemnity Compensation (DIC): An annuity paid to survivors of AGR personnel if they die in the line of duty on active duty, active duty for training (ADT), or while traveling to or from ADT. If the individual has qualified for (and elected) the Survivor Benefit Plan (SBP), survivors will be paid the greater of DIC or SBP. DIC may also be paid to survivors of some totally disabled veterans. See also para. 8-6.

POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## 5-7 Commonly Used Pay Documents

**Army:** Following is a list of the most commonly used pay documents. Please contact the HRO AGR Benefits & Comp Mgr with any questions concerning their preparation. **Air:** The Air Force uses many forms that are the equivalent of the DA Forms listed below. The DD forms are standard across services. Consult your Military Finance Office for specific instructions.

- **DA Form 3685 (JUMPS – JSS Pay elections)**
- **DA Form 5960 (Authorization to Start, Stop, or Change BAH)**
- **DA Form 4187 (Recoup BAS - Enlisted)**
- **DA Form 4187 (Recoup BAS - Officer)**
- **DA Form 4187 (Start BAS-Enlisted)**
- **DA Form 4187 (Start COLA)**
- **DD Form 2058 (State of Legal Residence Certificate)**
- **DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active duty or Retired Personnel)**
- **DD Form 2559 (Savings Bond Allotment Authorization/Active Duty or Retired Pay)**
- **SF Form ll99A (Direct Deposit Sign-Up Form)**
- **FBH Form 19-1-68 (Payment of Uniform Allowance-Officer Personnel)**
- **Form W4 (For Federal and State Taxes)**
- **SGLV 8286**
- **SGLV 8286A**
- **TSP-U-1**
- **DD 1561 Family Separation Allowance**

- **Promotion/Reduction Orders**

Reference: DOD 7000.14-R, JFTR Vol. 1, JTR Vol. 2, NGB Pam 600-15, AR 37-104-3
POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## *5-8 Leave and Passes (Army and Air)*

**Policy and Scope**

Leave and Pass management (vacation/time-off) is an important function of full-time supervision. The full-time supervisor of an AGR member has the responsibility to ensure the member performs his/her assigned duties, is present for duty when required, and is afforded fair and reasonable treatment (to include reasonable time-off consistent with responsibilities to the mission of the organization).

Leave is an individual entitlement that should be pre-planned and scheduled to obtain the maximum benefit for the individual and the organization. Supervisors should make every reasonable effort to grant leave during holiday periods, during significant family events, after major training periods, and other times as appropriate.

Federal Holidays: When a holiday falls on Saturday, the preceding Friday is usually considered a holiday. When a holiday falls on Sunday, the following Monday is usually considered a holiday; however, scheduling off days for holidays is based on mission requirements:

| | | | | |
|---|---|---|---|---|
| *New Years Day* | *President's Day* | *Independence Day* | *Columbus Day* | *Thanksgiving Day* |
| *M L K's Birthday* | *Memorial Day* | *Labor Day* | *Veteran's Day* | *Christmas Day* |

Reference: AR 600-8-10, AFI 36-3203
POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## *5-9 Leave Administration Procedures*

a. **Army:** AGR personnel must initiate and submit a DA Form 31 (Army) to their full-time supervisor for approval and signature. If the leave request is approved, the supervisor will complete the form and hold for further processing.

(1) When an individual departs for leave, the departure date and time will be annotated on the DA 31. Upon approval of the leave, the supervisor should request a Leave Control Number (LCN) from higher headquarters. The completed DA Form 31 should be sent to the higher Headquarters for tracking and forwarding to the AGR Benefits & Comp Mgr for processing through military pay.

(2) AGR personnel who request leave mid-week i.e. Wednesday thru Friday and traveling through Saturday and Sunday must take leave Saturday and Sunday if they cannot make it back to their duty stations within 12 hours in the event they are called back. Due to the urgent nature of the 73rd CST (WMD) mission, approval of leave requests of this type is at the commander's discretion

(3) Personnel must retain a copy of the approved leave form to keep with them during the period of leave. The immediate supervisor will approve or deny requests for leave. If the request is disapproved, the supervisor will provide a brief written explanation on the form and return it to the requesting AGR.

b. **Air:** AGR personnel must initiate or file a transmission through Leave Web through their respective base website. Leave will then be approved by the supervisor and coordinated through the Military Finance Office.

c. AGR personnel intending to travel out of country must have a Leave Control Number (LCN). The leave form must include the following: (1) Country(s) to be visited; (2) Purpose and length of visit; (3) Point of Contact address and telephone number, if possible. NOTE: Space A flight dispatch, overseas military vacation and housing coordination, and some airlines require an LCN on the leave form.

Reference: AR 600-8-10, ANGI 36-101
POC: HRO AGR Benefits & Comp Mgr/HRO Remote Designee

## *5-10 Convalescent Leave*

Convalescent leave requires a signed doctor's statement, with a full explanation of injury or illness, to be submitted with the leave form through the chain of command to the AGR office or MPF. **Army:** The Human Resources Officer may approve up to 30 days leave with an appropriate medical recommendation. Requests for more than 30 days require approval from either National Guard Bureau Health Services (NGB-HS) or a hospital commander's approval. All convalescent leave recommended by civilian physicians must be submitted to the AGR office for approval prior to the start of the convalescent leave. **Air**: AGR members must coordinate with their Base Medical Clinics for guidelines.

POC: HRO AGR Benefits & Comp Mgr/HRO Remote Designee

## *5-11 Maternity Leave*

This leave can be granted for up to 42 days of convalescence for female AGR personnel after the successful conclusion of their pregnancy. This 42 days period may be extended with the recommendation and justification of the individual's doctor and approval from NGB-HS for Army AGR and to the Base Medical Clinic for Air AGR personnel.

Reference: AR 600-8-10, ANGI 36-101
POC: HRO AGR Benefits & Comp Mgr/HRO Remote Designee

## *5-12 Transition/Terminal Leave*

Transition/terminal leave is ordinary leave that may be granted in conjunction with a transition (i.e., ETS, Resignation, and Retirement). Leave should begin only after all out-processing activities have been completed. The amount of leave approved will not exceed the individual's leave balance. Leave will not be granted if it interferes with timely out processing or transition requirements. Leave will be continuous, and must end on the effective date of the individual's separation. The DA Form 31 (Army) or AF 988 (Air) must be submitted prior to the start date of leave. Any leave not used may be turned in for pay upon final separation, as long as the total leave paid within the individual's career does not exceed 60 days.

Reference: AR 600-8-10, AFI 36-3003
POC: AGR Benefits & Comp Mgr/HRO Remote Designee

## *5-13 Passes*

A pass is leave time provided as non-chargeable time-off, granted by the immediate full-time supervisor. A pass will not exceed 96 hours in length and must include two weekend days. Passes should only be granted if an individual's performance or arduous duty merits approval of additional time-off. For **Army**, the DA Form 31 will be used to document all passes. The full-time supervisor will place a check in block #7 (other), and annotate in the space provided "pass". A pass begins and ends at the duty location, or at the location where the member normally commutes to duty. The individual must physically be at one of these locations when departing to and returning from a pass. (Authorization of time off from duty for less

than the majority of the duty day is a regular pass). DA Form 31 is NOT submitted to HRO but maintained in member's supervisor file. A pass can be granted in conjunction with TDY, but not in conjunction with leave. **Air** AGR personnel are granted passes via a memorandum format detailing the specific event/achievement that warranted the pass.

Reference: AR 600-8-10, AFI 36-3003

## 5-14 Chargeable Leave

Chargeable leave includes ordinary, transition/terminal, advanced, and emergency leave. When a holiday falls within an individual's leave dates, the holiday must be charged as leave. When leave begins on a holiday, or when it terminates on a holiday, it is generally not charged as leave. Non-Chargeable Leave includes official travel time, sick-in-quarters, sick-in-hospital, convalescent, permissive TDY, and mental incapacity.

Reference: AR 600-8-10, AFI 36-3003

## 5-15 Leave Accrual

Leave accrues at a rate of 2.5 days per month or 0.5 days per 6 days of duty. Leave cannot be taken in half day or hourly increments. AGR personnel can only carry over 60 days of accrued leave at the start of a new fiscal year (1 October). Any leave exceeding 60 days is normally forfeited absent compelling circumstances beyond the individual's control (ex. mobilized).

Reference: AR 600-8-10, NGR (AR) 600-5, AFI 36-3003, DFAS
POC: AGR Personnel Office/HRO Remote Designee

## 5-16 Absent Without Leave (AWOL)

AWOL is any period of time an individual is absent from their duty station without their supervisor's knowledge or consent. An individual is considered AWOL when they have not reported for a period of more than 24 hours. AWOL time is counted as lost time and is measured in one-day/24-hour increments. All pay and allowances are terminated during the AWOL period. AWOL status constitutes sufficient reason for an individual to be separated from the AGR program. **Army:** Once an individual fails to report for duty for a 24 hour period, the OIC reports the AWOL status by telephone to HRO-AGR. The OIC must submit a change of duty status report on DA Form 4187 to change status from duty to AWOL effective the beginning of the AWOL period. If the member returns to duty, a second DA Form 4187 must be submitted in order to bring the member back to duty for pay and administrative purposes. **Air:** Once an individual fails to report for duty for a 24 hour period, the supervisor reports by telephone the AWOL status to the Commander. The OIC must submit a change of duty status report on AF Form 2096 to change status from duty to AWOL effective the beginning of the AWOL period.

Reference: AR 600-8-10, AFI 36-3003
POC: AGR Personnel Office/HRO Remote Designee

## 5-17 Permissive TDY

Permissive TDY is performed at no expense to the government and is not charged as leave to the member/airman. The activity must be semi-official in nature and beneficial for service. The activity must not be a requirement of assigned military duties. An example of an authorized permissive TDY trip would be to go on a house-hunting trip as a result of PCS orders to a new location.

**Army:** Request for Permissive TDY is submitted by the member on a DA Form 31, in accordance with AR 600-8-10 and forwarded to the G-1. **Air:** A request for permissive TDY is submitted on AF Form 988 and forwarded to the Military Finance Office.

Reference: AR 600-8-10, AFI 36-3003
POC: AGR Personnel Office/HRO Remote Designee

## *5-18 State Active Duty*

AGR members are not entitled to State Active Duty (SAD) compensation while receiving AGR pay, even while in a leave status in accordance with the National Defense Authorization Act, P.L. 107-107.

POC: AGR Personnel Office/HRO Remote Designee

## *5-19 Collection of Debts to the Government*

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

The government usually prefers to collect its debts in a lump sum; however agreements can be made for installment payments if the member is unable to pay off the debt at one time. Interest and penalty payments can also be added once payment is first demanded.

Under certain circumstances an AGR can seek to have a waiver or remission of a debt. Specific guidance on this procedure should be obtained from the controlling regulations. Such a waiver will usually only be allowed where the debt or erroneous overpayment was not caused by an act of the member and a collection of the money will result in a serious financial hardship to the member.

Reference: DOD Reg. 7000-14
POC: AGR Benefits & Comp Mgr/Military Finance Office

## *5-20 Garnishment of Pay*

In addition to the ability to withhold money owed the government, recent changes in the law now allow garnishment (seizure) of the pay of federal civilian and military personnel for debts owed to outside parties. This would include debts owed banks, credit card companies, retail establishments and child/spousal support obligations.

In order for an AGR member's pay to be garnished, a court order establishing the debt must exist. No more than 25% of a persons monthly gross pay can be garnished each month. Members or Airmen facing possible collection action for private debts should consult with a JAG attorney for a full explanation of their rights and responsibilities.

References: 42 U.S.C. 659, 5 U.S.C. 5520, AFI 36-2906, 5 CFR Part 581, 32 CFR Parts 112, 113, 513
POC: AGR Benefits & Comp Mgr/SJA/Military Finance Office

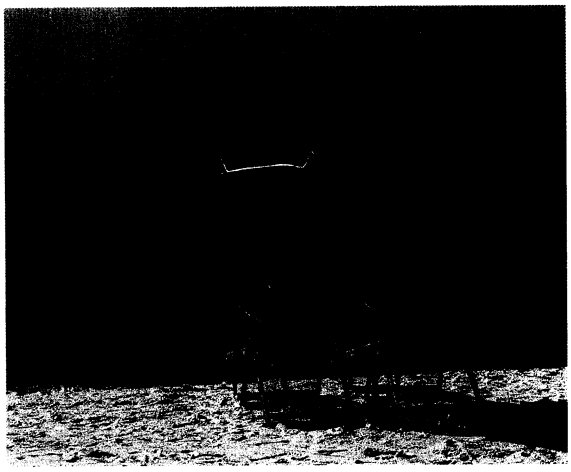
## 5-21 Government Issued Credit Cards

During the course of duty, AGR members are often required to travel on temporary duty. To facilitate this official government travel they are issued credit cards for payment of gas, meals, lodging and other approved expenses. These cards are issued with the sole purpose of being used for government travel;

they are not for personal use. You are not authorized to use this card in conjunction with a PCS move. Use of these cards for other than authorized purposes could result in disciplinary action.

Members using the credit card are responsible for making payments on charges made with the card to the company, which issued the card. The card is to defray the immediate need for cash. Upon completion of the temporary duty the individual must still file a travel voucher for reimbursement of all expenses incurred. When filing travel vouchers, individuals and supervisors will ensure that the split disbursement block is checked with the amount owed on the government credit card indicated or the words "all" annotated. If the member is delinquent in making payment on the card, the government may now collect the debt owed directly from the member's pay. There is a 15% limit on the amount that can be collected at any one time.

References: Travel and Transportation Reform Act of 1998,
POC: AGR Benefits & Comp Mgr/Military Finance Office



# CHAPTER 6 –MEDICAL CARE


| | | |
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| 6-1 TRICARE: The Basics | 6-2 TRICARE Prime | 6-3 TRICARE Standard |
| 6-4 TRICARE Extra | 6-5 DEERS – Def Enroll Eligibility System | 6-6 Routine/Non-Emergency Care |
| 6-7 Emergency Care | 6-8 Civilian Hospitalization | 6-9 Military Treatment Facilities |
| 6-10 Dental Care | 6-11 Prescriptions | 6-12 Physical Profiles |
| 6-13 Physical Performance Evaluation System (Army) | 6-14 Medical Evaluation Boards (Air) | 6-15 Exceptional Family Member Program (Army) |


## *6-1 TRICARE: THE BASICS (ARMY AND AIR)*

TRICARE is the medical program for active duty members, qualified family members, eligible retirees and their family members and survivors of all uniformed services. It is designed to expand access to care, assure high quality care, control health care costs for patients and taxpayers alike, and improve medical readiness.

The TRICARE program is managed by the military in partnership with civilian contractors. Each of the regions of the U.S. has a Lead Agent who is a commander of a military treatment facility and responsible for overseeing the program. TRICARE offers beneficiaries three choices for their health care: TRICARE Standard, a fee-for-service option; TRICARE Extra, a preferred provider option that saves money over Standard; and TRICARE Prime, where Military Treatment Facilities (MTFs) and civilian network providers are the principal source of health care. The main challenge for most is deciding which TRICARE option—Prime, Extra or Standard—is best for them. Enrollment is only required for TRICARE Prime and TRICARE Prime Remote. There are no enrollment fees for active duty families in TRICARE Prime.

If your dependents have other primary health care insurance, TRICARE Prime may not be your best option. However, all active duty personnel are required to enroll in TRICARE Prime. Whatever the individual's medical situation, Health Benefits Advisors are available at the local TRICARE Service Center or military treatment facility to help decide which option is best.

**CONTACT TRICARE:** 888-874-9378 or visit the TRICARE web-site at www.tricare.osd.mil. The web site is the best way to get detailed information about the TRICARE options listed below, update DEERS information, find a list of providers, etc.

Reference: DOD Pamphlet "Your Military Health Plan"
POC: AGR Health Services Specialist/HRO Remote Designee

## *6-2 TRICARE PRIME*

While required for AGR personnel, TRICARE prime is the managed care option offered by the Department of Defense. It integrates military and civilian health care into a single health care system. Beneficiaries who choose this option agree to a one-year enrollment, and select a Primary Care Manager (PCM) to provide or arrange for their health care needs. The TRICARE Prime option offers additional wellness and preventive care services.

**TRICARE Prime Remote** (TPR) provides health care coverage through civilian network or TRICARE-authorized providers for Uniformed Service members and their families who are on remote assignment, typically 50 miles from a military treatment facility (MTF). TRICARE Prime Remote for Active Duty Family Members (TPRADFM) is the TPR benefit for family members with similar benefits and program requirements. TPR/TPRADFM is offered in the 50 United States only, and both require enrollment.

**ASPECTS OF PRIME:**

- **Advantages:**
- **No enrollment fee for active duty & family**
- **Small fee per visit to civilian providers and no fee for active duty members**
- **No balance billing**
- **Guaranteed appointments (access standards)**
- **Primary care manager supervises and coordinates care**
- **Away-from-home emergency coverage**
- **Point-of-Service option**
- **Disadvantages:**
- **Provider choice limited**
- **Specialty care by referral only**
- **Not universally available**

POC: AGR Health Services Specialist/HRO Remote Designee

## *6-3 TRICARE STANDARD*

TRICARE Standard is a fee-for-service option. Beneficiaries using this option have the greatest choice of civilian providers, but at a higher cost. The beneficiary is responsible for a deductible, plus co-payments. Enrollment is not required to participate.

**ASPECTS OF STANDARD:**

- **Advantages:**
- **Broadest choice of providers**
- **Widely available**
- **No enrollment fee**
- **May use TRICARE Extra**
- **Disadvantages:**
- **No Primary Care Manager**
- **Patient pays:**
- **Deductible**
- **Co-payment**
- **Balance if bill exceeds allowable charge and Provider is non-participating (up to 15% additional)**
- **Non-availability statement for civilian inpatient care may be required for MTF areas**

Reference: DOD Pamphlet, "Your Military Health Plan"
POC: AGR Health Services Specialist/HRO Remote Designee

## 6-4 TRICARE EXTRA

TRICARE Extra is similar to TRICARE Standard but offers discounts to patients when they use TRICARE network providers. This option allows beneficiaries to receive their care from civilian network providers at a reduced cost compared to TRICARE Standard. There are no claim forms to file-just pay your reduced co-payment after satisfying the deductible. You may use a combination of the TRICARE Extra and Standard programs at any time, depending on whether you choose providers inside or outside the network. Enrollment is not required to participate.

**ASPECTS OF EXTRA:**

- **Advantages:**
- **Co-payment 5% less than STANDARD**
- **No balance billing**
- **No enrollment fee**
- **No deductible when using retail pharmacy network**
- **No forms to file**
- **May use TRICARE Standard**
- **Disadvantages:**
- **No Primary Care Manager**
- **Provider choice is limited**
- **Patient pays:**
- **Deductible**
- **Co-payment**
- **Non-availability statement for civilian inpatients may be required for MTF areas**
- **Not universally available**

POC: AGR Health Services Specialist/HRO Remote Designee

## 6-5 DEERS –DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM

DEERS—The Defense Enrollment Eligibility Reporting System—is a worldwide database of military sponsors, families and others who are covered by TRICARE. The Defense Department uses DEERS to check those who are eligible for TRICARE health care benefits. The DEER computer database helps service families by protecting the health benefit for those who are actually entitled to care. AGR personnel are automatically enrolled when an ID card is issued, but they must take action to enroll their family members into TRICARE and make sure they are correctly entered into the system. All information in the DEERS files—such as home addresses and information about spouses and children—is listed and updated only if the military sponsor specifically gives the information to DEERS. Addresses can be updated in DEERS through the TRICARE website www.dmdc.osd.mil/apj/address/index.jsp.

When military sponsors do not update the DEERS files, problems can arise. For example, TRICARE contractors use home addresses in the DEERS files when they send information about health benefits to families. It's estimated that up to half of the addresses of active-duty military families in the DEERS files are incorrect because the sponsor did not update the DEERS file when a family moved. So, the information goes to the wrong address, and the family may never receive it.

It also causes problems when a military sponsor gets married, divorced, has a child, adopts a child, etc., and doesn't tell DEERS about the change. Claims for health care under TRICARE may be denied because the DEERS files were not updated by the sponsor, and have no record of a new spouse or a child. Or, a claim may be paid by mistake because there was no record in DEERS of a divorce or death, or by regaining Medicare entitlement. The government is required by law to get the money back from the person, to whom it was incorrectly paid, regardless of who was responsible for the mistake. Family members who are not enrolled, or who have questions, should contact the nearest military personnel office of any uniformed service for assistance. To verify enrollment, call the DEERS office at 1-800-538-9552. For a list of DEERS locations, go to www.dmdc.osd.mil/rsl/owa/home.

Military sponsors and family members should report any changes in status (discharges, births, divorce, etc.) or location to the nearest personnel office of any uniformed service immediately, to avoid experiencing claims problems or having important information go to the wrong address.

Reference: AR 600-8-14, AFI 36-3026(1)
POC: AGR Health Services Specialist/HRO Remote Designee/DEERS Program Manager

## *6-6 Routine/Non-Emergency Care*

All AGR personnel must select a TRICARE network provider or nearest MTF, then complete and submit the enrollment form. All routine medical care must be obtained from the PCM, a TRICARE network provider or MTF unless there are not providers within 50 miles of the AGRs duty station or the HOR. Routine specialty care requires a referral from the PCM, who will in turn contact TRICARE for prior authorization. The AGR must obtain a pre-authorization prior to all specialty care appointments (ex. Physical Therapy), except at a MTF.

POC: AGR Health Services Specialist/HRO Remote Designee

## *6-7 Emergency Care*

Emergency care is defined as "the sudden and unexpected onset of a medical condition, or the acute worsening of a chronic condition, that is threatening to life, limb or sight, and which requires immediate medical treatment, or which requires treatment to relieve suffering from painful symptoms." Medical emergencies include heart attacks, cardiovascular accidents, poisoning, convulsions, kidney stones, and other acute conditions that are determined to be medical emergencies. Pregnancy-related medical emergencies must involve a sudden and unexpected medical complication that puts the mother, the baby, or both, at risk. If an AGR has an obvious medical emergency, they should contact 911 or go to the nearest hospital.

The AGR member or someone from their unit must contact the AGR Health Services Specialist (HSS) within 24 hours or on the first business day following the emergency. Use of the military ID card for insurance care is recommended in addition to informing the clerk of TRICARE coverage. If admitted to the hospital due to the emergency, the unit POC must provide the name, city and phone number of the hospital along with the AGR member's information and reason for hospitalization. The AGR HSS will contact the hospital to ensure coordination with TRICARE has been made and obtain patient status. The AGR HSS will report any condition updates to the individual's Administrative Officer during emergency hospitalization. The Military Medical Support Office (MMSO) will coordinate with the hospital and determine if the AGR member should be moved to a MTF, if follow-up evaluations at a MTF are necessary, or if the case requires a medical evaluation board. Medical personnel control the determination of patient transfer from a civilian hospital to a MTF.

POC: AGR Health Services Specialist/HRO Remote Designee

## 6-8 Civilian Hospitalization

In order to obtain civilian hospitalization, the PCM or specialist must contact TRICARE for prior authorization. TRICARE is the approving authority for scheduled hospitalizations. Upon approval, TRICARE will issue an authorization number to the PCM or specialist. Contact must be made with the AGR office for a control number prior to any scheduled hospitalizations. The TRICARE authorization number must be provided when obtaining the control number.

POC: AGR Health Services Specialist/HRO Remote Designee

## 6-9 Military Treatment Facilities

AGR personnel may use any military treatment facility. Military identification or DEERS verification is required before treatment. If the AGR is using a network PCM and need/want to see a specialist at the MTF, a referral from the PCM is still required. The PCM must contact TRICARE to coordinate a referral. If the PCM is the MTF, then the AGR will go through the Primary Care Clinic for referral to a specialist.

POC: AGR Health Services Specialist/HRO Remote Designee/DEERS Program Manager

## 6-10 Dental Care

AGR personnel have the option of receiving dental care by a military dental clinic, VA clinic or through a civilian dentist of choice. AGR personnel are entitled to routine and preventive care as a covered benefit. This includes annual dental examinations, x-rays, bi-annual examination and cleaning, and fillings as needed. Any special dental care provided by a civilian doctor beyond these services will require prior authorization from the individual's service POC. No pre-authorization is required when using a military facility. All AGR personnel are required to have an annual dental examination.

Dependents can obtain Family Member Dental Plan (FMDP) coverage through their AGR sponsor for a minimal monthly fee. Enrollment can be done online, or by contacting the AGR Health Services Specialist for enrollment forms at **785-274-1164.** If the enrollment forms are received by United Concordia by the 20th of the month, then the family will be eligible for covered care by the 1st day of the next month. Family members may use any civilian dentist of their choice; however, additional savings will be realized if the dentist participates in the United Concordia FMDP. Additionally, participating dentists are required to submit any claim paperwork directly, thereby saving on unnecessary paperwork. Any questions regarding the FMDP can be made toll-free to United Concordia at 800-866-8499 or by visiting the website at www.ucci.com.

**Dental Care with TRICARE Prime Remote:** Active duty service members are covered under the Tri-Service Remote Dental Program (RDP). There is no enrollment for this service; the only requirement is the member be enrolled in TRICARE PRIME REMOTE. There is no preferred dental network, so care can be received from any licensed civilian dentist in the area. Active duty service members may contact their SPOC directly for information and authorizations related to dental treatment. More information about the RDP can be found at the MMSO Dental Web site at http://mmso.med.navy.mil/MMSO_Dental_Info.html or by calling MMSO customer service at 1-888-MHS-MMSO (1-888-647-6676). Family members are still covered under the TRICARE Dental Program (TDP). Any AGR members that are seen by a civilian dentist must have a DD form 2813 completed at the time of care, and submit it to KS Medical Readiness Team so their dental classification can be entered in their military records. If this is not done the member will remain a Dental class 4.

Reference: TRICARE Information Pamphlet FMDP23/web site
POC: AGR Health Services Specialist/HRO Remote Designee

## 6-11 Prescriptions

AGR members may use any of the following prescription services:

### TRICARE Network/non-network Pharmacy

**Network Pharmacies:** TRICARE Prime enrollees must fill prescriptions at either a military pharmacy or at a TRICARE Network pharmacy in order to avoid higher costs under the Point-of-Service Option. If you are not enrolled in TRICARE Prime, you are encouraged to have your prescriptions filled at either a military pharmacy or a TRICARE network pharmacy.

**Non-Network Pharmacies:** In most cases, when using a non-network pharmacy, you must pay the full retail price at the pharmacy and then file a claim for reimbursement. Claim forms can be downloaded at www.TRICARE.osd.mil/Claims or contact AGR Health Services Specialist.

### Tricare mail order (express script)

This program is managed by Express Script. You should use the Express Script for long-term prescriptions such as medication to reduce blood pressure or treat asthma, diabetes, or any chronic health conditions, and birth control pills. To use the TRICARE Mail Order, call Express Script at 866-363-8667 or visit the web site at www.express-script.com.

### Military Treatment Facility (MTF)

AGR members within the catchments area must use the MTF for all prescriptions. AGR members outside the catchments area may use an MTF for prescription services, even if a civilian provider issued the prescription.

POC: AGR Health Services Specialist/HRO Remote Designee

## 6-12 Physical Profiles

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

Reference: AR 40-501, AFI 36-3212
POC: AGR Health Services Specialist

## 6-13 Physical Performance Evaluation System (Army)

This program is designed to evaluate military personnel with permanent medical conditions to determine if they can perform satisfactorily in their primary MOS in a worldwide field environment.

## LINE OF DUTY INVESTIGATIONS

When an AGR member incurs an injury/illness that may have a permanent affect to life-long health it is necessary to complete a LOD. It is also required to have an LOD if you are going before a Medical Evaluation Board, if you have been in a vehicle accident, hospitalized, if alcohol was involved, etc. Submit LODs (DA Form 2173) to JFHQ-G1-M for approval/disapproval. Your unit will be informed if a Formal Investigation is indicated. A copy of an approved LOD will be forwarded for inclusion in your 201 file. LODs are essential for protecting both the individual concerned and the US Government, when service is interrupted by injury, disease, or death. The results of the LOD may determine eligibility for medical treatment in a MTF or VA facility after separation from AGR status. Contact JFHQ-KS-G1-M for additional information on how to complete a LOD investigation.

### FITNESS FOR DUTY (FFD)

When a commander believes that one of their personnel is unable to perform the duties of their office or rank because of physical or mental disability, the command will submit a FFD request along with all medical documentation and DA Form 705 to the AGR Health Services Specialist for evaluation. In most cases, this examination will be performed at an Active Duty MTF. The request for evaluation will be in writing and will state the commander's reasons for believing that the individual is unable to perform duties. An individual referred for a mental health evaluation has certain legal protections that must be observed prior to referral. Specific questions on these procedures should be directed to the HRO. See DoDD 6490.1 for further guidance on command directed Mental Health Evaluations.

### MOS MILITARY RETENTION BOARD (MMRB)

The MMRB is an administrative screening board to evaluate members with permanent medical conditions to determine if they can satisfactorily perform their PMOS. The MMRB evaluation process is not intended to be used as an assessment of the quality of the member's performance or promotion potential nor does it determine whether a member should be separated for medical disability. Its sole function is to determine if the member has the physical ability to reasonably perform in their primary MOS. All AGR personnel who are issued a permanent physical profile with a numerical score of "3" in one or more of their physical profile serial (PULHES) factors are required to be referred to a MMRB unless they have been previously evaluated through the formal disability system. A member is entitled to advance written notice and the opportunity to personally appear before the board as well as to present relevant evidence. The MMRB can recommend that an individual be reclassified into another PMOS or to be placed into a probationary status. If the MMRB determines that the member cannot perform their MOS duties, they will be referred to a Medical Evaluation Board.

### MEDICAL EVALUATION BOARDS (MEB)

This is an administrative screening board charged with evaluating an individual's ability or inability to physically perform their duties, and fully document their medical status and any limitations. An AGR member with a permanent physical profile and a numerical factor of a "3" or "4" in one or more of their physical profile serial (PULHES) are required to be referred for evaluation by the MEB. Although the AGR member is not physically present for MEB sessions, they are provided advance notice of the hearing and afforded a full opportunity to provide statements, medical records, and other evidence they wish the MEB to consider. If the MEB determines that the individual does not meet retention standards, the board will recommend that the individual be discharged as well as the percentage of disability and amount of payment. The AGR member will be advised of the results of the MEB and given the opportunity to read and sign the report of MEB proceedings. If the individual does not agree with all or part of the MEB report, they will be advised of their appeal rights to the Physical Evaluation Board.

**PHYSICAL EVALUATION BOARDS (PEB)**

The function of the PEB is to evaluate all cases of physical or mental disability in a manner fair to both the individual and the Kansas National Guard. The PEB is a two stage hearing process with an informal proceeding and a later, formal hearing if requested by the individual. The AGR member is entitled to present evidence in their behalf and to have the assistance of appointed military legal counsel. The PEB will make a final determination as to whether the individual should be retained or separated and the disability entitlement. If separation is mandated, the orders will be forwarded through medical channels for discharge action. AGR personnel who are pending MEB or PEB action may not reenlist. They may be voluntarily extended past their scheduled ETS until a final determination is made in their case.

Reference: AR 635-40, AR 40-501, AR 600-60, AFI 36-3212, AFI 48-123
POC: AGR Health Services Specialist/HRO Remote Designee

## *6-14 MEDICAL EVALUATION BOARDS (AIR)*

A Medical Evaluation Board (MEB) will be conducted by a unit's physicians whenever an AGR member sustains an injury, incurs a disease, or has a medical condition that places continued qualification for further active duty service in doubt. The AGR member will be provided written notice that their case will be considered and afforded the opportunity to provide any evidence or documentation that they feel is relevant to their medical condition. There is no right to a personal appearance before the MEB. If the MEB determines that the individual is medically disqualified for continued service, then their recommendations and findings are routed through the command to the National Guard Bureau Surgeon General. Again, the AGR member may dispute the findings and provide rebuttal information for consideration by the NGB/SG. If, after review, the NGB/SG approves the findings of the MEB, then that office will direct the Kansas Air National Guard to process the individual for discharge.

Reference: AFI 41-115, AFI 41-120
POC: AGR Health Services Specialist

## *6-15 EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) (ARMY)*

Certain duty locations do not have adequate medical access for individuals with special medical needs. If an AGR member suspects that the medical or educational needs of a family member may require special attention, they should immediately contact the AGR HSS. Medical personnel will review the appropriate medical records to determine potential enrollment into the EFMP. Once medical personnel have developed a treatment plan for the EFMP member, they will determine if adequate care can be located near the military duty location. If care is not available, the member or airman may elect to reside at the duty location geographically separated from family members, may request reassignment to a location near which the specialized medical or educational services are available, or may request resignation from the AGR program. Each member's case must be considered individually, as no two cases are the same.

Reference: AR 608-75
POC: AGR Health Services Specialist

# CHAPTER 7- DISCIPLINARY MATTERS


| | | |
|---|---|---|
| 7-1 Military Justice Jurisdiction | 7-2 Admonitions and Reprimands | 7-3 Involuntary Separation |
| 7-4 Administrative Discharge | 7-5 Arrest by Civilian Authorities | 7-6 Legal Assistance |


## *7-1 MILITARY JUSTICE JURISDICTION*

Jurisdiction is the term which defines a commander's authority to take disciplinary action. As is the case with traditional Guard members, this jurisdiction can change to the Uniform Code of Military Justice when the member deploys for overseas duty, initial training, or active federal service and they are placed in a Title 10 status, which should be noted on their orders. Even though AGR members are subject to disciplinary action by their military chain of command, they are still subject to civilian criminal laws. Some offenses are violations of both civil and military laws and both authorities can take action although as a practical matter, the Kansas Guard will defer to civilian authorities. There are however, some offenses which are uniquely military (AWOL, insubordination, disobeying orders) in which the chain of command will take exclusive action.

If an AGR member is convicted of an offense by civilian authorities, the chain of command is not prohibited from taking some form of administrative action or non-judicial punishment. This could include a letter of reprimand, bar to re-enlistment, termination of tour and administrative discharge. The level of action should be dictated by the seriousness of the underlying civilian case. If the member receives a significant sentence of imprisonment (i.e. greater than 6 months), action to involuntarily separate or drop the individual from the rolls should be commenced immediately.

References: ANGI 36-101, AR 600-20
POC: AGR Personnel Office/HRO Remote Designee/SJA

## *7-2 ADMONITIONS AND REPRIMANDS*

The underlying philosophy towards discipline within the Kansas National Guard is that any misconduct should be resolved at the lowest appropriate level. The purpose of discipline is to get the member's attention and put them on notice that certain conduct will not be tolerated. To the extent that this can be accomplished with minor disciplinary measures, it is encouraged. Admonitions and letters of reprimand are suggested methods for dealing with minor disciplinary infractions.

An admonition is a warning, reminder or written criticism given to deter repeat behavior on the part of a member. It also serves to advise the individual that more serious consequences will result if the misconduct is repeated. It can be delivered orally and noted in the member's file or delivered in the form of a written warning. In short, it falls between "counseling" and a letter of reprimand.

A reprimand is an act of censure which formally criticizes the offender for misconduct and puts them on notice that more severe measures will be taken for repeat offenses. It should be in writing and made part of the personnel file. Reprimands must be coordinated through the HRO. Assistance in drafting and procedural guidelines can also be obtained from that office.

References: AFI 36-2907, AR 600-37
POC: AGR Personnel Office/HRO Remote Designee

## 7-3 Involuntary Separation

Continued retention in the AGR program is a privilege and not a right. A commander has a number of options for removing AGR personnel who are neither fit nor suitable for continued service.

AGR personnel can be processed for involuntary separation prior to the expiration of their tour for unsatisfactory duty performance, a pattern of minor misconduct or the commission of a serious offense. Actions based upon unsatisfactory performance and pattern of misconduct must be adequately documented by counseling statements, reprimands or other official documentation establishing the allegations. If the proposed separation is based upon the commission of a serious offense, no counseling or documentation is required other than that which establishes the misconduct. For example, if an individual is indicted for felonious assault by civilian courts, the indictment or conviction entry from the court would be sufficient.

If the AGR member is pending trial on civilian criminal charges, the commander is not required to await the outcome of the trial to initiate involuntary separation action. If a review of the available evidence convinces the commander that the offense was committed, the action may proceed. An acquittal on the underlying criminal charges does not prevent an involuntary separation nor invalidate an earlier separation. The involuntary separation is based upon a lower standard of proof than that required for a criminal conviction. Commanders should consult with HRO prior to any involuntary separation action.
The procedure for initiating and processing an involuntary separation action from an AGR tour is outlined in NGR 600-5 para. 6-5 and ANGI 36-101.

Reference: AR 135-18, NGR 600-5, ANGI 36-101
POC: AGR Personnel Office/HRO Remote Designee

## 7-4 Administrative Discharge

An involuntary separation from the AGR program does not automatically result in a loss of military membership and position as a traditional Guardsman. If the commander should desire to separate the individual from the military entirely, an administrative discharge action must be initiated. There are a number of different grounds for initiating an administrative discharge action to include those cited in the involuntary separation from AGR tour (i.e. unsatisfactory performance, pattern of misconduct, etc.).

The discharge authority is The Adjutant General. Individuals with 18 years or over of total military service require NGB approval before a discharge can be approved. The specific procedures, basis for action and rights of the individuals are outlined more fully in the references. Procedures differ between commissioned officers and enlisted personnel.

Reference: AR 135-175, AR 135-178, NGR 600-200, NGR 635-101, NGR 635-101, ANGI 36-3209
POC: AGR Personnel Office/SJA/HRO Remote Designee

## 7-5 Arrest by Civilian Authorities

In the event AGR personnel are arrested or charged by civilian authorities with having committed a civilian criminal offense, a number of actions need to be taken. First, the chain of command should contact the civilian authorities and inform them that the individual is a full-time member of the Kansas National Guard. This will enable the civil authorities to understand why you are calling. Obtain a copy of the police report if you can. Ask what actual charges have been or will be brought, the circumstances of the case, and the maximum punishment possible. This will help determine whether the offense is a "serious offense" for purposes of possible administrative action to discharge the individual. The individual should be advised that a JAG attorney cannot be appointed to represent them in the civilian criminal matter.

During the period that an AGR is awaiting trial, consideration should be given to withholding action on promotions, performance appraisals, retention, and school orders. Any deployment orders should also be cancelled until the civilian criminal matter is resolved. If the evidence in the case appears strong enough, a decision to administratively discharge the individual can be made prior to the case being resolved. In most cases however, such a decision should await the final outcome of the criminal trial. If the AGR cannot post bail prior to the trial, it is recommended that their absence be charged to annual leave, or if their leave balance is exhausted, as excused. If the final result is a conviction, the member should be charged as AWOL for any jail time after providing them with the due process rights outlined in applicable guidance.

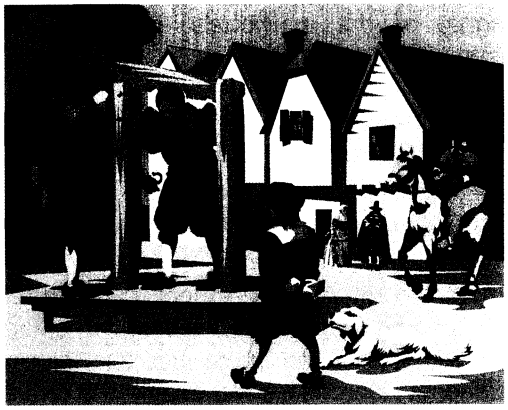
Reference: AFI 36-3209, AR 27-10
POC: AGR Personnel Office/HRO Remote Designee/SJA

## *7-6 Legal Assistance*

AGR personnel and their families are entitled to receive legal assistance and advice. This service can be obtained from either the Judge Advocates who drill with the Kansas National Guard or at the Staff Judge Advocate Office at nearby military bases. Assistance on a full range of civil legal problems such as wills, domestic relations, and bankruptcy is available. The extent of the legal service provided is left to the professional discretion of the Judge Advocate providing the service. However, Judge Advocates may not appear in civilian court or have their name appear on documents submitted to a civilian court. While they are licensed attorneys, they are prohibited from making such an appearance.

Judge Advocates can provide advice and representation to AGR personnel on military legal problems. This would include providing advice on a response to a reprimand. Attorney-client privileges are applicable in a military setting. As noted in the previous section, a Judge Advocate cannot advise or represent a member facing civilian criminal charges.

Reference: AR 27-40, AFI 51-504
POC: AGR Personnel Office/HRO Remote Designee/ SJA



# CHAPTER 8 – ENTITLEMENTS/BENEFITS


| | | |
|---|---|---|
| 8-1 TDY | 8-2 PCS Moves | 8-3 Requesting Orders |
| 8-4 Unemployment Compensation | 8-5 Life Insurance | 8-6 Dep and Indemnity Comp (DIC) |
| 8-7 Veterans Benefits | | |


## *8-1 TEMPORARY DUTY (TDY)*

a. AGR members are authorized TDY allowances for travel performed away from their duty station while on orders. Levels of allowances are detailed in the Joint Federal Travel Regulation (JFTR) and depend on the availability of government quarters, rations at the TDY station and the cost of living for that area.

b. VISA - The Kansas National Guard issues government travel cards to assist those who must travel on official business. Individuals are issued a card in their own name. Each month, charges made during official travel are consolidated on one statement and mailed to the individual for payment. Payment must be made to VISA in the full amount of the bill within 25 days of the billing date. Travel vouchers will continue to be processed by the servicing pay office in the usual manner. **AGR members are not authorized to use their government travel card for PCS costs.**

c. Claims for travel reimbursement are made by submitting DD Form 1351-2 with orders, lodging receipts and other applicable documents. This should be accomplished within five days of the completion of travel directly to USPFO **(Army)** or to their Military Finance Office **(Air)**. In the event travel orders are issued but the mission is canceled, the pay office should be notified ASAP so that the funds can be de-obligated. The travel order needs to be revoked if the mission is canceled.

Reference: Joint Federal Travel Regulation (JFTR)
POC: AGR Benefits & Comp Mgr/Military Finance Office

## *8-2 PERMANENT CHANGE OF STATION (PCS) MOVES*

a. PCS moves are governed by the Joint Federal Travel Regulation (JFTR). More than one PCS move in a fiscal year is not authorized; exceptions are made by NGB on a case-by-case basis (i.e. PCS to new duty station and then PCS to school). However, only one dislocation allowance can be paid in a fiscal year.

b. When AGR Personnel Office/HRO Remote Designee approves PCS, orders are published. When orders are received the AGR member must contact the travel office.

c. When an AGR member moves more than 50 miles from one duty station to another the member is eligible for the following:

(1) The AGR member may choose either the Government Bill of Lading (GBL) and/or Do-It-Yourself (DITY) move.

(2) Other basic entitlements may include:

- **Temporary storage up to 90 days.**
- **Mileage from old HOR to new duty station.**
- **Per-Diem en-route (one trip only).**
- **Temporary lodging expense at new duty station.**

(3) Everything except Dislocation Allowance (DLA) is taxable income. For guidelines on taxable income, contact the IRS and ask for Publication 521 which outlines what specifically is taxable and the percentage.

d. DLA. The purpose of this allowance is to partially reimburse you whether you have dependents or not, for expenses incurred in relocating your household. DLA is not allowed for a PCS move to your first duty station unless the dependents actually move from the member's residence to the Permanent Duty Station (PDS).

e. Upon completion of the PCS move, the individual must submit a claim, within one year of the effective date of PCS, thru Military Finance Office for processing. The following is a list of forms needed:

1. **DD Form 1351-2**
2. **DD Form 1351-4**
3. **Copy of PCS orders**
4. **DD Form 1155 - provided by active installation**
5. **DD Form 1299 - provided by active installation transportation office**
6. **DD Form 2278 - provided by active installation transportation office**
7. **Certified weight tickets (FOR DITY MOVE ONLY) secured by AGR**
8. **Lodging receipts**
9. **All receipts incurred (DITY MOVE)**

References: AR 37-104-4, AR 37-106, Joint Federal Travel Regulation (JFTR)
POC: AGR Personnel Office/Military Finance Office

## *8-3. Requesting Orders (Army and Air)*

a. Tour Renewal Orders. AGR Personnel Office/HRO Remote Designee will handle all Tour Renewals.

b. Amendments, revocations, and corrected copies will be handled by the AGR Personnel Office/HRO Remote Designee

POC: Manning Branch NCOIC/ HRO Remote Designee

## *8-4 Unemployment Compensation*

Individuals who lose their full-time employment with the Kansas National Guard are entitled to apply for and receive state unemployment compensation. Benefits are paid under the guidelines established by Kansas law.

Reference: 5 U.S.C. 8501

## *8-5 Life Insurance*

An AGR member is entitled to enroll under the Servicemen's Group Life Insurance (SGLI) program for $400,000, unless you elect to participate for a lesser amount or decline insurance. Upon retirement, the SGLI may be converted to Veteran's Group Life Insurance (VGLI) within 120 days of release from Active Guard/Reserve duty. If the amount of SGLI coverage is changed by law to elect less coverage or elect not to participate, complete a new VA Form 29-8286 or SGLV 8286, September 2005 form.

Family Coverage Election: Spouses are automatically insured for $100,000 or the amount of SGLI coverage on the AGR member, which ever is less. Premium is based on the age of the spouse. To elect less than the automatic amount submit a completed SGLV 8286A, September 2005 form.

Each child of an AGR member is automatically covered for $10,000 if the member carries SGLI. There is no premium for this coverage.

## 8-6 Dependency and Indemnity Compensation (DIC)

This is a benefit that is authorized to the survivors of AGR personnel who die in AGR status. It may also be paid to survivors of some totally disabled veterans or for death after completion of service if the death is due to a service-connected disability. DIC payments are authorized for surviving spouses (who have not remarried), with additional amounts for children under 18. There is also provision for payments to low income parents of deceased veterans. Payments are made monthly at an equal rate for all ranks. Benefits are subject to possible offset by social security benefits.

Reference: Public Law 102-568
POC: AGR Personnel Office/HRO Remote Designee

## 8-7 Veterans Benefits

The United States has a long and honorable history of providing monetary and other benefits to veterans of military service and to their dependents and survivors. The Department of Veterans Affairs, a cabinet level department established in 1989, administers all veteran benefit programs. These benefits include medical treatment, hospital and nursing home care, disability benefits, job training assistance, vocational rehabilitation, re-employment assistance, education benefits, life insurance programs, home loan mortgage guaranties, death benefits for survivors, and burial assistance.

The laws and regulations governing eligibility and level of benefit can be complex. As a general rule, a person must have served on active duty for a continuous period of 180 days in order to qualify for most benefits. Most benefits are also conditional on the individual being discharged under honorable conditions.

# CHAPTER 9- EQUAL OPPORTUNITY


| | | |
|---|---|---|
| 9-1 Mil Discrimination Complaint Process | 9-2 Release of Information | 9-3 Rights of Alleged Disc Official |
| 9-4 Sexual Harassment | 9-5 Membership In Extremist Groups | 9-6 Employee Assist Program (EAP) |


## *9-1 MILITARY DISCRIMINATION COMPLAINTS PROCESS*

The Equal Opportunity (EO) program is designed to ensure that the business and administration of the Kansas National Guard is free from wrongful discrimination and to provide equal opportunity and treatment regardless of color, national origin, race, religion or sex. The Kansas Guard is committed to a policy of eliminating discrimination and its effects. When AGR personnel feel that they have been the victim of sexual harassment, or any form of discrimination, they can bring the matter to the attention of their supervisory chain or file an administrative complaint with the one or more of the following:

- **Army or Air National Guard – EEO Office, an Inspector General, or a Judge Advocate.**
- **Air National Guard – Military Equal Opportunity (MEO) Office located at the member's wing**
- **Army National Guard – ARNG State Human Relations Equal Opportunity Advisor**

All discrimination complaints must be in writing to be acted upon, and must identify the kind, date and act of discrimination and other facts surrounding the incident. The complaint must also list the requested corrective action. Very often, as a practical matter, an individual will initially make the complaint orally. While informal inquiries can be initiated based upon an oral complaint, the complaint must be in writing and filed with one of the above offices within 180 days of the event in order to be formally processed. A failure to meet this time requirement could result in the complaint being dismissed without formal action.

Discrimination or sexual harassment complaints that are properly filed by AGR personnel will be thoroughly investigated and processed for review through the Adjutant General and NGB. The individual making the complaint will be kept advised as to the progress of their complaint and given the opportunity to provide any evidence or witnesses they believe relevant to the inquiry. Specific rights and complaint procedures can be obtained from contacting one of the above listed offices. Unlike technician complaints, AGR discrimination cases cannot be appealed to courts and no monetary damages can be sought.

References: AR 600-200, DoD Directive 1350.2, National Guard Military Discrimination Complaint System, NGR (AR) 600-22/ NGR (AF) 30-3, 1 Oct 92, Military Complaints Process, NGB
POC: State Equal Employment Manager (SEEM)

## *9-2 RELEASE OF INFORMATION*

Official discrimination complaints and associated documents are maintained and safeguarded in the same manner as other sensitive personnel files. While the complaint, documents, evidence and witness statements will be given a high degree of protection and confidentiality, no promises of total confidentiality can be made and kept by EO or command personnel involved in the matter. The party or parties against whom a complaint is made will be informed at some point as to the nature of the complaint and the evidence in the matter so they can provide a response to the charge.

The individual presenting a complaint is entitled to a complete copy of their case file. Any Report of Investigation which is compiled as a result of the complaint may only be released to the individual, their representative, and any Kansas Guard or NGB office charged with processing the complaint.

Reference: NGR (AR) 600-22/NGR (AF) 30-3
POC: State Equal Employment Manager (SEEM)/SJA

## *9-3 Rights of the Alleged Discriminating Official*

The Kansas Guard has a strong interest in processing discrimination complaints completely, objectively, and efficiently. This requires fairness to all parties concerned. AGR personnel who have been accused of a discriminatory act or sexual harassment have certain due process rights that must also be observed. This includes the right to be informed of the nature of the complaint and of any evidence in the matter. The individual may also make a statement in their behalf and to identify any witnesses or documents that they believe the investigation should include and consider. They also have a right to consult with counsel and to be represented. If the allegation involves potential violations of the KCMJ, then JAG counsel will be made available upon request.

POC: State Equal Employment Manager (SEEM)/SJA

## *9-4 Sexual Harassment*

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

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

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

1. **The victim and harasser may be a woman or a man. The victim does not have to be of the opposite sex.**
2. **The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.**
3. **The victim does not have to be the person harassed but could be anyone tangibly affected by the offensive conduct.**
4. **Unlawful sexual harassment may occur without the victim suffering economic injury or an adverse personnel action.**

Reference: AR 600-70, NGB Sexual Harassment Policy
POC: State Equal Employment Manager (SEEM)

## 9-5 Membership in Extremist Groups

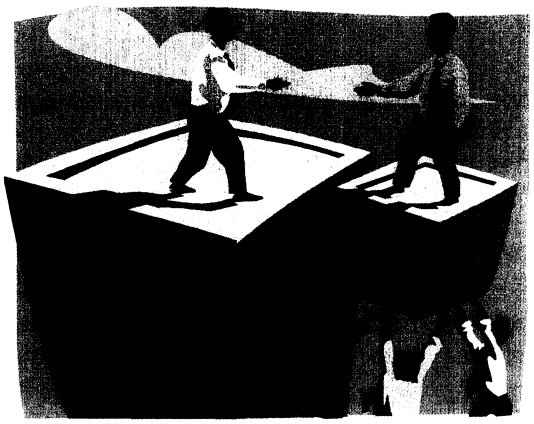
The Kansas National Guard is committed to a membership free from prejudice, hate and extremism. Furthermore, participation in extremist organizations or related activities is inconsistent with the Department of Defense and National Guard Bureau's goals, beliefs and values concerning equal opportunity.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

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

For additional information regarding extremist groups and their activities, contact the State Equal Employment Office. AGR personnel and supervisors who need assistance with reporting possible extremist activity, or enforcing DoD or service-specific extremist group policies should contact their local Judge Advocate.

References: DoD Directive 1325.6. Subject: Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces, 01 Oct 96; NGB All States Memorandum Number I96-0180,"Extremist/Gang/and Hate Group Insignia"

POC: State Equal Employment Manager (SEEM)/SJA



# CHAPTER 10 – SECURITY INFORMATION


| | | |
|---|---|---|
| 10-1 Security Clearances | 10-2 Suspension/Revocation of Security Clearances | 10-3 Threat Levels |
| 10-4 FOIA / Privacy Act | | |


## *10-1 SECURITY CLEARANCES*

Most AGR personnel will be required to obtain a security clearance as part of their job. All commissioned officers, warrant officers and senior enlisted must have at least a SECRET level clearance. Other AGR enlisted personnel may be required to obtain a security clearance depending upon their duty assignment. If after a security clearance investigation, the results are unfavorable and the individual is unable to obtain the required clearance, immediate action may be taken to terminate the AGR tour of the individual or reassign them to a duty position not requiring a clearance. Questions regarding security clearance issues should be addressed to the AGR Manager or Base Personnel Security Manager. Interim security clearances may be granted for up to 180 days for personnel awaiting final action on granting their clearance. Personnel who receive a "Top Secret" or "Secret" level clearance are subject to a periodic reinvestigation. For Top Secret these are accomplished every 4 ½ years, for Secret, every 9 ½ years.

Reference: AR380-67, AFI 31-501
POC: Personnel Security Manager

## *10-2 SUSPENSION/REVOCATION OF SECURITY CLEARANCES*

When a commander receives information that an AGR has committed a serious offense or a breach of security, or has behaved in a manner that indicates that the individual is a security risk, the commander must determine whether action should be taken to suspend and possibly permanently remove that individual's security clearance.

Although the Army and Air Guard have slightly differing procedures, the starting point is for the commander to temporarily suspend the clearance of the individual and recover any badges, access, or classified information in their possession. Efforts to thoroughly document the basis for the suspension need to be taken immediately.

As a general rule, security clearances should be suspended, and a determination made on whether to revoke when evidence indicates one or more of the following:

- **Mental or emotional instability**
- **Excessive alcohol abuse that impairs judgment and/or performance**
- **Falsification or deception related to official documents**
- **Declaration as Conscientious Objector**
- **Arrest for commission of serious offense**
- **Repeated statements of anti-government views**
- **Two or more security violations in past 12 months**
- **Indications of excessive indebtedness or financial irresponsibility**

Results of security investigations will be processed through channels as described in the references for a final determination on revoking a clearance. Army Guard commanders will submit a DA Form 5248-R to the Personnel Security Manager once derogatory information is discovered on the AGR member. If the AGR loses his security clearance, action will be taken to immediately terminate their tour. There are limited rebuttal and appeal rights available to an AGR pending a suspension or loss of a clearance. Commanders do not need to await the results of the security clearance investigation to initiate other disciplinary or administrative action which the underlying misconduct might call for.

Reference: AR 380-67, AR 604-5, AFI 31-501
POC: Personnel Security Manager

## *10-3 Threat Levels (National)*

The world has changed since September 11, 2001. We remain a Nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The Homeland Security Advisory System contains five Threat Conditions, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

Low = Green; Guarded = Blue; Elevated = Yellow; High = Orange; Severe = Red.

The Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each of the following Threat Conditions are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

**Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. The following general measures in addition to the agency-specific Protective Measures should be implemented:
1. Refining and exercising as appropriate preplanned Protective Measures;
2. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
3. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

**Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, the following general measures in addition to the agency-specific Protective Measures should be implemented:

1. Checking communications with designated emergency response or command locations
2. Reviewing and updating emergency response procedures
3. Providing the public with any information that would strengthen its ability to act appropriately

**Elevated Condition** . An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the following general measures in addition to the Protective Measures should be implemented:

1. Increasing surveillance of critical locations
2. Coordinating emergency plans as appropriate with nearby jurisdictions
3. Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures
4. Implementing, as appropriate, contingency and emergency response plans

**High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the following general measures in addition to the agency-specific Protective Measures should be implemented:

1. Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations
2. Taking additional precautions at public events and possibly considering alternative venues or even cancellation
3. Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce
4. Restricting threatened facility access to essential personnel only

**Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, the following general measures in addition to the agency-specific Protective Measures should be implemented:

1. Increasing or redirecting personnel to address critical emergency needs
2. Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources
3. Monitoring, redirecting, or constraining transportation systems
4. Closing public and government facilities

## *10-4 Freedom of Information Act/Privacy Act*

AGR members, like any private citizen, have the right to access and obtain copies of government documents and records. The Freedom of Information Act (FOIA) is the law which permits access to this information. The Privacy Act is the law which serves to prevent release of information that an individual generally would not want released (e.g. medical and financial records) and to ensure their accuracy. The general policy is that the Kansas National Guard discloses the records within its control upon request to the public except for those specifically exempted or will result in a clear harm to the Kansas Guard or an individual. As a practical matter, personnel will usually be interested in obtaining documents or records in which they have a direct interest. Individuals requesting their own personnel records should cite the Privacy Act as the authority. Requests for other information should cite the Freedom of Information Act. Requests do not need to follow any specific format but should:

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

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

Reference: 5 U.S.C. 552, 32 CFR 806, AR 25-55, AFI 37-131
POC: SJA/AGR Personnel Office/HRO Remote Designee

# CHAPTER 11 – STANDARDS OF CONDUCT


| | | |
|---|---|---|
| 11-1 Fraternization and Professional Relationships | 11-2 Political Activities | 11-3 Gambling and Lotteries |
| 11-4 Gifts to Supervisors | 11-5 Solicitation of Subordinates | 11-6 Gifts from Outside Sources |
| 11-7 Off-Duty Employment | | |


## *11-1 FRATERNIZATION AND PROFESSIONAL RELATIONSHIPS*

It has been a longstanding custom within the military and the Kansas National Guard to regulate fraternization and relationships between members of different ranks that could be detrimental to good order and discipline. While the rules in this particular area are in a state of change and differ in extent and application between the Army and Air Guard, there are some basic guidelines which have remained constant.

Fraternization is the specific term used to describe certain officer-enlisted relationships which are prohibited. What association is prohibited depends upon the circumstances of each case but it is generally accepted that an officer should not become involved in a friendship or relationship with an individual subject to their supervisory control and authority. This not only diminishes the command authority structure, but creates an actual or perceived perception of possible favoritism. Not all social relationships and contacts between officer and enlisted are improper, for instance participating on the same athletic team or occasionally attending the same social function is certainly acceptable. On the other hand, becoming frequent "drinking buddies" or dating a subordinate is not acceptable.

In addition to fraternization, AGR members should also avoid relationships which have the potential of creating the appearance of partiality or preferential treatment. This extends to all ranks, officer and enlisted. For instance, it is obviously improper for a platoon sergeant to date a member over whom they have supervisory responsibility. While this is not technically "fraternization" within the legal definition, it is unprofessional and detracts from good order and discipline. A commander could lawfully give an order to both members to desist. If they continued their relationship, disciplinary action for disobeying a lawful order would be warranted.

In summary, this is an area where respect for military customs with a common sense application should be the rule. AGR members with questions or concerns on this issue should contact their Judge Advocate for guidance.

Reference: AR 600-20, DODD 5500.7-R, TAG Policy Ltr #19 Unprofessional Relationships
POC: AGR Personnel Officer/HRO Remote Designee/SJA

## *11-2 POLITICAL ACTIVITIES*

In the United States, there is a long tradition of the military being politically neutral, subject to civilian control and of no military influence on the political process. While AGR personnel are encouraged to carry out their responsibilities as citizens, by virtue of being full-time military there are a number of restrictions on the political activity they can become involved in.

**PERMITTED – AGR PERSONNEL:**

- **MAY be candidates for public office in nonpartisan elections**
- **MAY register and vote as you choose**
- **MAY assist in voter registration drives**
- **MAY express opinions about candidates and issues**
- **MAY contribute money to political organizations**
- **MAY hold office in political clubs or parties**
- **MAY attend and be active at political rallies and meetings**
- **MAY join and be an active member of a political party or club**
- **MAY sign nominating petitions**
- **MAY campaign for or against candidates in partisan elections**
- **MAY make campaign speeches for candidates in partisan elections**
- **MAY distribute campaign literature in partisan elections**
- **MAY attend political fundraising functions**

**PROHIBITED – AGR PERSONNEL:**

- **MAY NOT use official authority to interfere with an election**
- **MAY NOT collect political contributions unless both individuals are members of the same labor organization or employee organization and the one solicited is not a subordinate employee**
- **MAY NOT knowingly solicit or discourage the political activity of any person who has business before the agency**
- **MAY NOT engage in political activity while in uniform or while using a Government vehicle**
- **MAY NOT solicit political contributions from the general public**
- **MAY NOT be candidates for public office in partisan elections**
- **MAY NOT engage in political activity while on duty**
- **MAY NOT engage in political activity in any Government office**

Reference: Joint Ethics Regulation DODD 5500.7-R, AR 600-20
POC: SJA

## *11-3 GAMBLING AND LOTTERIES*

Current law prohibits AGR personnel from participating in gambling activities while on duty or in Guard facilities. Gambling activities, lotteries and raffles are also prohibited inside Guard installations except when conducted by a registered charitable organization.

A limited exception is also available when organizations composed of Guard personnel and their families conduct activities for the benefit of welfare funds for their own members or the benefit of other DOD employees or their families. Private wagers or purchase of lottery tickets off premise or off duty is not prohibited. Questions should be addressed to the Staff Judge Advocate.

Reference: 5 C.F.R. 735.201, Joint Ethics Regulation DODD 5500.7-R, AR 600-20
POC: SJA

## 11-4 Gifts to Supervisors

During the course of a tour of duty, AGR members will probably be approached to contribute money for a going-away gift for a co-worker or superior or to mark a special event. There are a number of restrictions that have been placed upon this activity to protect an individual from being pressured into an uncomfortable situation.

No more than $10 can be solicited or accepted from any individual for a gift for a superior. If the gift is to be given as part of a dinner, the dinner price is not to be considered as applying to the $10 limit, but the invitation should set out the amount.

An AGR member cannot accept a gift or gifts that exceed a total value of $300 when part or all of the contributions are from a subordinate.

Reference: Joint Ethics Regulation DODD 5500.7-R
POC: SJA

## 11-5 Solicitation of Subordinates

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

Reference: Joint Ethics Regulation DODD 5500.7-R
POC: SJA

## 11-6 Gifts From Outside Sources

AGR members are limited in their ability to accept gifts in their official capacity from outside sources. This is particularly true in the case of personnel who hold positions of financial accountability or have input into how contracts for goods and services are awarded. As a general rule, members can accept gifts from outside parties which have a nominal value (e.g. pen, calendar, pocket calculator, etc.). As the rules in this area are extremely complex, the Staff Judge Advocate should be consulted in most situations.

Reference: Joint Ethics Regulation DODD 5500.7-R
POC: SJA

## 11-7 Off-Duty Employment

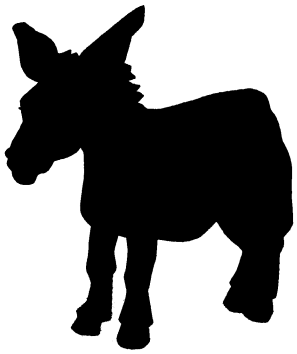
AGR members may obtain off-duty employment which does not conflict with their assigned military duties. Prior to accepting outside employment, written notice of the proposed job, nature of duties, and hours of employment must be provided through their supervisor to their commanding officer and written permission obtained. Copy must be furnished to AGR Personnel Officer. When evaluating these requests the commander should take into account a number of considerations to include:

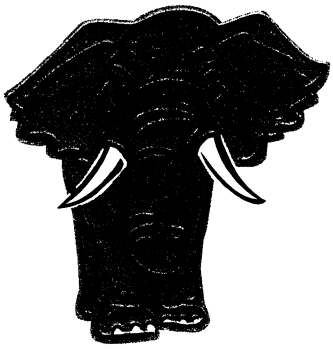
1) The job should not interfere with nor create a conflict of interest with the individual's military duty nor should the job create a risk of bringing discredit to the individual or the Kansas National Guard.

2) The outside employment must not hamper the individual's ability to satisfactorily perform their military duty. This would occur when the outside job entailed such hours and physical demands that the AGR member would continually report for work physically or mentally drained or create an undue risk of injury.

3) The outside employment must be accomplished during regularly scheduled off-duty hours. Military time and/or equipment cannot be utilized for the purpose of the AGR member to perform their outside employment. If the proposed outside employment creates a problem in one of these areas or during the course of the employment a problem arises, a commander may deny or revoke permission for the outside employment.

Reference: Joint Ethics Regulation, DODD 5500.7-R
POC: AGR Personnel Office/HRO Remote Designee





# CHAPTER 12- MISCELLANEOUS


| | | |
|---|---|---|
| 12-1 Substance Abuse | 12-2 Urinalysis | 12-3 Military Unions |
| 12-4 Jury Duty | | |


## *12-1 SUBSTANCE ABUSE*

Drug and alcohol abuse is not tolerated in the Kansas National Guard. Commanders must be vigilant to evidence of substance abuse due to the serious impact it may have upon safety and accomplishment of the mission.

The primary focus of the commander must be identifying abusers, controlling their duty assignments and disciplining and/or initiating separation from the AGR program. Consideration should also be given to immediately suspending access to classified information and revoking any security clearance. Unlike alcohol abuse, which the Guard views as a preventable and treatable disease, abuse of illegal drugs is dealt with more strictly, in that the identified drug abuser is subject to punitive action and/or termination of their military service.

Reference: AR 600-85, ANGR 30-2, TAG Policy No 3, dtd 26 Feb 04
POC: AGR Personnel Office/HRO Remote Designee

## *12-2 URINALYSIS*

One of the key features of the Kansas National Guard drug deterrence effort is the urinalysis program. The Urinalysis tests for cocaine, marijuana and other drugs using a series of tests. The urine samples can be collected as part of a unit wide inspection or a specific individual can be directed to give a sample. This would occur under the following limited circumstances:

**1. The individual displays bizarre or unlawful behavior and the commander has reason to believe drugs may be the cause;**

**2. The individual is required to give samples as part of a drug rehabilitation program; or**

**3. Where the commander has a reasonable belief that the member is currently using illegal drugs.**

Urine specimens collected as part of routine medical care is also subject to being tested for the presence of illegal drugs.

Reference: AR 600-85, AFI 36-27, NGR (AR) 600-85
POC: AGR Personnel Office/HRO Remote Designee

## *12-3 MILITARY UNIONS*

A member of the National Guard serving in AGR status may not be a member of a military union or labor organization. Regardless of its name, this would be any organization that attempts to engage in representing military personnel in connection with any grievance, complaint or changing the terms and condition of their military service. Current law prohibits this because of concern that military unions may impede the military mission of the Guard and present a danger to discipline, loyalty and obedience to the lawful orders of the chain of command.

**AGR PERSONNEL, IN LIEU OF UNIONS, CAN:**

**1. Present complaints or grievances concerning military issues through the military chain of command;**
**2. Seek redress through Inspector General channels;**
**3. Contact their Legislator or Member of Congress; or**
**4. Voice personal views or complaints through authorized advisory councils, PAT teams, or similar committees.**

AGR personnel who have been authorized off-duty employment are not prohibited from joining a union in connection with their civilian job.

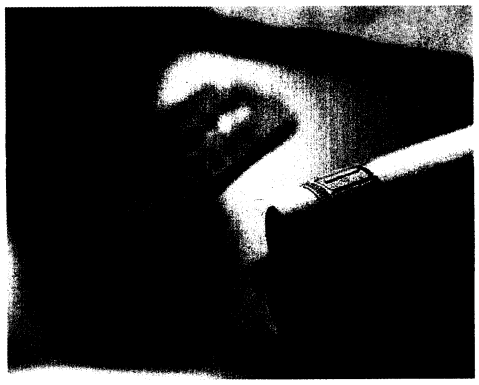
Reference: 10 U.S.C. 976, AFI 51-906, AR 600-20
POC: AGR Personnel Office/HRO Remote Designee

## *12-4 JURY DUTY*

AGR members are authorized to be absent for jury duty or for participating as a witness on behalf of the federal, state or local government. This absence is considered excused and the member does not suffer a loss of leave or pay for attending. Excused absence is not available for AGR members attending as a witness in a private matter not involving a government agency. In those cases use of annual leave is appropriate.

Wherever a summons to appear in court or report to jury duty is received, it should be presented to the supervisor. Upon returning to duty, the member should submit documentation from the court reflecting the dates and hours of their attendance. Any fees received for jury duty or as a government witness (except for parking and transportation) should be turned in to the appropriate military payroll office.

References: AFI 51-301, AR 27-40 Comptroller General Decision B-217845, Kansas Military Code 38-2-276
POC: AGR Personnel Office/HRO Remote Designee/SJA.



NO NO NO **NO!!**

# GLOSSARY

## Abbreviations:

### A

**ACIP** – Aviation Career Incentive Pay
**ACMJ** – Kansas Code of Military Justice
**AD** – Active Duty
**ADSM** – Kansas Distinguished Service Medal
**ADSW** – Active Duty Special Work
**ADT** – Active Duty for Training
**AFI** – Air Force Instruction
**AFPD** – Air Force Position Description
**AFS** – Active Federal Service
**AFSC** – Air Force Specialty Code
**AGR** – Active Guard/Reserve
**KS** – Kansas
**KSNG** – Kansas National Guard
**KSNG-ARS** – Kansas National Guard-Advanced Records System
**ANGI** – Air National Guard Instruction
**ANGR** – Air National Guard Regulation
**AOC** – Area of Concentration
**APFT** – Army Physical Fitness Test
**AR** – Army Regulation
**AT** – Annual Training
**ATTN** – Attention
**AWOL** – Absent Without Leave

### B

**BAH** – Basic Allowance for Housing
**BAQ** – Basic Allowance for Quarters
**BAS** – Basic Allowance for Subsistence

### C

**CDL –** Commercial Drivers License
**CFR** – Code of Federal Regulations
**COC** – Chain of Command
**COLA** – Cost Of Living Allowance

### D

**DA** – Department of the Army
**DDP** – Dependent Dental Plan
**DEERS** – Defense Enrollment Eligibility Reporting System
**DFAS** – Defense Finance and Accounting Office
**DIC** – Dependency and Indemnity Compensation
**DITY** – Do-It-Yourself
**DJMS** – Defense Joint Military Pay System

**DLA** – Dislocation Allowance
**DMVA** – Department of Military and Veterans
**DOB** – Date of Birth
**DOD** – Department Of Defense
**DODD** – Department Of Defense Directive
**DOM** – Date of Marriage
**DTD** – Dated

## E

**EAD** – Extended Active Duty
**EAP** – Employee Assistance Program
**EDS** – Estimated date of Separation
**EFT** – Electronic Funds Transfer
**EO** – Equal Opportunity
**EPS** – Enlisted Promotion System
**ETS** – Expiration Term of Service
**EUMD** – Extended Unit Manning

## F

**FFD** – Fitness for Duty
**FMDP** – Family Member Dental Plan
**FOIA** – Freedom of Information Act
**FSA** – Family Separation Allowance
**FTNGD** – Full-Time National Guard Duty
**FTS** – Full-Time Support
**FTTD** – Full-Time Training Duty

## G

**GBL** – Government Bill of Lading
**GSA** – General Services Administration

## H

**HDIP** – Hazardous Duty Incentive Pay
**HHG** – House Hold Goods
**HOR** – Home Of Record
**HR/EO** – Human Relations Equal Opportunity
**HRO** – Human Resources Office
**HSS** – Health System Specialist

## I

**IADT** – Initial Active Duty for Training
**IAW** – In Accordance With
**ID** – Identification (card)
**IDT** – Initial Duty Training
**IG** – Inspector General
**IM** – Emissions
**IRS** – Internal Revenue Service

## J, K

**JAG** – Judge Advocate Generals
**JFTR** – Joint Federal Travel Regulation
**JTR** – Joint Travel Regulation

## L

**LCN** – Leave Control Number
**LOD** – Line of Duty

## M

**MEB** – Medical Evaluation Board
**MEO** – Military Equal Opportunity
**MGR** – Manager
**MMRB** – MOS Military Retention Board
**MMSO** – Military Medical Support Office
**MOS** – Military Occupational Specialty
**MOSQ** – MOS Qualified
**MPF** – Military Personnel Flight
**MRD** – Mandatory Removal Date
**MSD** – Mandatory Separation Date
**MTF** – Military Treatment Facility
**MTOE** – Modified Table of Organization and Equipment

## N

**NCO** – Non-commissioned Officer
**NCOER** – NCO Evaluation Report
**NCOIC** – NCO In-Charge
**NGB** – National Guard Bureau
**NGB/SG** – NGB Surgeon General
**NGB-HS** – National Guard Bureau Health Services
**NGPEC** – National Guard Professional Education Center
**NGR** – National Guard Regulation

## O

**OIC** – Officer-In-Charge
**OER** – Officer Evaluation Report
**OPR** – Officer Performance Report

## P

**PAT** – Process Analysis Team
**PCM** – Primary Care Manager
**PCS** – Permanent Change of Station
**PDS** – Permanent Duty Station
**PEB** – Physical Evaluation Board
**PEBD** – Pay Entry Base Date
**PEC** – Professional Education Center

**PMOS** – Primary MOS
**PO** – Post Office
**POC** – Point of Contact
**POV** – Privately Owned Vehicle
**PPP** – Priority Placement Program
**PT** – Physical Training
**PULHES** – Physical Profile Serial
**P**-Physical Capacity or Stamina
**U**-Upper Extremities
**L**-Lower Extremities
**H**-Hearing
**E**-Eyes (Vision)
**S**-Psychiatric

## Q

**QRB** – Qualitative Retention Board

## R

**RDP** – Remote Dental Program
**REFRAD –** Release from Active Duty
**RFO** – Request for Orders
**RNA** – Rations Not Available
**ROPMA** – Reserve Officer Personnel Management Act

## S

**SAD** – State Active Duty
**SBP** – Survivor Benefit Plan
**SDAP** – Special Duty Assignment Pay
**SEEM** – State Equal Employment Manager
**SGLI** – Servicemen's Group Life Insurance
**SGLV** – Servicemen's Group Life Insurance (Form)
**SJA** – Staff Judge Advocate
**STP** – Separation Transfer Point System
**SRB** – Selective Retention Board

## T

**TAG** – The Adjutant General
**TDA** – Temporary Duty Assignment
**TDA** – Table of Distribution and Allowances
**TDY** – Temporary Duty
**TOE** – Table of Organization and Equipment
**TPR** – TRICARE Prime Remote
**TPRADFM** – TRICARE Prime Remote for Active Duty Family Members
**TSC** – Training Support Center

## U

**UIC** – Unit Identification Code

**US** – United States
**USC** – United States Code
**USPFO** – United States Property and Fiscal Office
**USPS** – United States Postal Service
**UTA** – Unit Training Assembly

## V, W, X, Y, Z

**VA** – Veteran
**VGLI** – Veteran's Group Life Insurance
**VHA** – Variable Housing Allowance

## WEB SITES:

| Information : | Notes: |
|---|---|
| https://55.1.6.189/hro/Employment.htm – KSNG employment opportunities | |
| http://www.tsp.gov - Thrift Savings Plan Website | |
| http://emss.dfas.mil - Employee Member Self-Service Website from DFAS | |
| http://www.anthemalliance.com - TRICARE Pharmacy Website | |
| http://www.merck-medco.com - National Mail-Order Pharmacy Website | |
| http://www.ucci.com - United Concordia Website (Family Dental) | |
| www.dtic.mil/perdiem/rateinfo.html – DFAS for BAH info | |
| www.dod.mil/dfas – Base pay/BAS info | |
| www.dtic.mil/perdiem/rateinfo.html – COLA info | |
| http://www.onlinedmv.com/AK_Kansas_dmv_department_of_motor_vehicles.htm – Department of Motor Vehicles | |
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## CONTACT NUMBERS:

| Information : | Phone Numbers : |
|---|---|
| HRO | 785-274-1181 |
| Deputy HRO | 785-274-1167 |
| HRO Manpower Manager | 785-274-1167 |
| Supervisory Human Resources Specialist | 785-274-1183 |
| HRO AGR Manager | 785-274-1182 |
| HRO AGR Manning NCOIC | 785-274-1186 |
| AGR Benefits & Comp Mgr (Army) | 785-274-1636 |
| AGR Health Services Specialist (Army) | 785-274-1164 |
| AGR Travel Pay (Army) | 785-274-1225 |
| HRO Development Specialist | 785-274-1185 |
| HRO Equal Opportunity Office | 785-274-1166/1168 |
| Staff Judge Advocate | 785-274-1481/1024 |
| HRO Remote Designee (190th) | 785-861-4790 |
| HRO Remote Designee (184th) | DSN 743-7421 |
| Labor Relations | 785-274-1162 |
| Administrative Assistant | 785-274-1180 |
| Human Resources Specialist (Recruit/Placement/Compensation) | 785-274-1160 |
| Personnel Classification Specialist | 785-274-1161/1184 |
| Family Readiness | 785-274-1171/1173 |
| ESGR | 785-274-1559 |
| Employee Services Division | 785-274-1170 |
| Employee Relations Specialist | 785-274-1172 |
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**NOTES:**