

CHAPTER 11

SATISFACTORY PARTICIPATION

11-1. Purpose. This chapter establishes standards and policies for satisfactory participation in the Indiana Guard Reserve

11-2. Authority. Title 10, Article 2, Chapter 8, Indiana Military Code.

11-3. General. Success in accomplishing Indiana Guard Reserve (IGR) missions is in direct relationship to the degree of proficiency gained and maintained through training. Satisfactory participation in scheduled IGR training is required for continued membership in the IGR.

11-4. Satisfactory Service. Satisfactory participation in the IGR consists of attendance by IGR personnel (assigned or attached) at all regularly scheduled training assemblies (UTA,s) and the three (3) day Annual Training (AT) period of each training year. The Training Year is 1 October to 30 September. Absence due to sickness, injury, or emergency may be authorized by the Brigade Commander.

11-5. Equivalent Training (ET), Code M. When an individual misses the regularly scheduled period of instruction or duty due to unforeseen emergency situations of a personal nature, the training may be made up with the consent of the unit commander. ET will be of similar nature and quality, performed in uniform, and must be at least equal in duration to the instruction missed. Annual Training may be made up by ET; however the Brigade Commander must approve this in writing and the training must consist of three (3) days. Make up of AT will be completed 30 days before or 30 days after AT and recorded on the After Action Report, Form 16-R, and forwarded to HQ IGR, G-1 Section. Staff meetings are not included as ET or as regularly scheduled drills, Staff personnel are expected to commit themselves above and beyond normal requirements.

11-6. Unsatisfactory Service.

a. An IGR member that fails to attend a minimum of 50 percent (50%) of regularly scheduled IGR training periods or annual training during the period 1 October- 30 September (IGR Training Year), will be considered as having performed unsatisfactorily for that training year.

b. Should a member be absent from any part of a scheduled training period or annual training without proper authorization, attendance at that training period will be considered unsatisfactory.

c. Continued unsatisfactory participation will result in an individual being separated/discharged from the Indiana Guard Reserve.

11-7. Inability to Participate. Members who cannot satisfactorily participate in the IGR for personal reasons are encouraged to request separation, discharge, or retirement. Commanders will maintain attendance records to ensure that individuals are given proper credit for attendance at each training period.

a. Use of the Temporary Leave of Absence (TLA) is encouraged for those personnel with personal reasons that will be resolved in a year or less.

b. IGR personnel desiring a leave of absence, for personal reasons (job demands, Pregnancy, sickness, family situations, travel overseas) must fill out JFHQIN-IGR Form 17R and complete the bottom portion upon return.

Brigade S-1's need to review the request and ensure that individual has re-enlisted, if ETS date falls within the period of the TLA.

c. Pregnant female personnel should take a leave of absence (maternity leave) during their seventh (7th) month and until the end of three (3) months after birth.

d. When individual's TLA has expired the Brigade S-1 is to notify HQ IGR of the individual's status. This may require the S-1 to contact the individual and find out their status.

e. If the S-1 is notified that an individual's TLA must be extended, then a copy of the original request is submitted to HQ IGR with an annotation as to situation and when the new expiration date is. A written request, from the individual, that the TLA be extended will be attached to the original request

f. Distribution: Original – mail to IGR HQ G-1; Copy – Maintain in Brigade personnel record file

11-8. Attendance Records.

a. Brigade and Major Subordinate Commands S-1's will collect and compile a Brigade quarterly Attendance Record (JFHQIN-IGR Form 9R) on each Training Year which begins 1 October and ends 30 September. Training year will be as follows: 1 Oct 04 – 30 Sep 05 is TY05; 1 Oct 05 – 30 Sep 06 is TY06; 1 Oct 06 – 30 Sep 07 is TY07, etc..

b. Schedule of submission for these records to G-1 are as follows:

- 1) October thru December – due G1 by 1 Feb
- 2) January thru March – due G1 by 1 May
- 3) April thru June – due G1 by 1 Aug
- 4) July thru September – due G1 by 1 Nov

c. Attendance Records are to be completely filled out. When you get a new person, annotate the month before he/she first attends with NEW. A retired individual will be annotated as RET after his/her final duty month.

d. Training Command will notify each Brigade S-1, via email, of personnel who is attending Basic Training and any IGR School. This is to include any visiting instructor, guest speaker or visitor from other Brigades. Brigades will then use that information to insure personnel are given credit for attendance. Training Command will comply with paragraph 1 above for reporting staff personnel.

e. G-1 will create a data base to track attendance for promotion boards and to assist other staff agencies that have a need for that information.

f. The Attendance Record may be submitted via email to the G-1 or mail a hard copy to HQ IGR, Attn G-1.

d. Attendance Codes annotated on JFHQIN-IGR Form 9R

- (1) P = Present for drill
- (2) E = Excused from drill (not expected to make it up)
- (3) M = Equivalent Training (will make up this drill. Attendance form will indicate date it was made up, otherwise individual will not be considered as having done so.
- (4) U = Unexcused absence
- (5) TLA = Temporary Leave of Absence