

CHAPTER 3

OFFICER AND ENLISTED PERSONNEL MANAGEMENT

SECTION 1

GENERAL

3-1. General Authority. Indiana Guard Reserve is the State Defense Force for the State of Indiana and as such, there is no formal federal affiliation. The IGR serves under the exclusive authority of the Governor of the State of Indiana through The Adjutant General of Indiana. It is a unique military organization designed to support the State of Indiana in those areas of security and emergency assistance normally provided by the Indiana National Guard in peacetime. It is envisioned that the IGR would be actively employed in those roles if the Indiana National Guard should be called to Federal active service or be otherwise unavailable to the State. This chapter provides for the appointment, enlistment management, and separation/retirement of officers and enlisted personnel of the IGR

3-2. IGR Officer and Enlisted Composition. Officer and Enlisted personnel of the IGR is composed mainly of active and reserve component retirees, and others with military service, and with members who have not previously served. The average age level in the IGR is much higher than that of the active and reserve components of the Federal military forces. That factor, joined with other general considerations such as physical condition and norms of formal education are taken into account in the policies and procedures in this chapter.

3-3. Appointment and Enlistment Standards. Standards prescribed for appointment, enlistment, promotion and assignment in the IGR may be described as those, which currently govern Officer and Enlisted Personnel of the active and reserve components of the Federal Armed Forces, but modified as necessary to accommodate the unique character of the organization. The IGR system may be broadly equated with that employed by the US government for procurement and management of Officer and Enlisted in wartime. IGR officers and enlisted of all ranks are expected to participate in appropriate professional development programs.

3-4. Purpose. This chapter establishes standards and procedures for the management of Indiana Guard Reserve (IGR) commissioned officers, warrant officers, and enlisted personnel.

3-5. Authority. The Military Code of Indiana provides statutory authority for the Indiana Guard Reserve.

3-6. Equal Opportunity. Management actions will be based solely on enhancing IGR readiness for the State missions. Each action will be free of discrimination based on race, national origin, religious or political preference, or sex.

3-7. Explanation/Definition.

a. The term officer, as used herein, applies to both commissioned and warrant officers.

b. Enlistment applies to initial entry or reentry of former IGR members with more than ninety days break in service, into the Indiana Guard Reserve.

c. ■ Reenlistment applies to continuation of service without a break, and reentry of former IGR members with less than ninety days break in service. Once orders have been produced discharging an individual, he/she will not be re-enlisted without authorization of the Personnel Action Board. Individual will submit a letter, indorsed by the Major Command Commander, to the Personnel Action Board requesting to be re-instated.

3-8. Responsibilities. Commanders at all levels will:

a. Manage the utilization of officers and enlisted in accordance with their military and personal qualifications.

b. Foster an environment in which officers and enlisted may attain their full potential while helping achieve IGR readiness goals and objectives.

SECTION 2

APPOINTMENT - REAPPOINTMENT

3-9. Purpose. This section prescribes policy and eligibility for the selection and appointment of officers and Warrant Officers. This section provides for Appointment eligibility, Examining Boards, Waivers, and Appointment Procedures.

3-10. Appointment Eligibility.

a. The following are eligible for appointment as commissioned/warrant officers in the IGR at the same rank held upon release/retirement from United States active duty forces, National Guard or Reserve:

- (1). Retired officers and warrant officers of the National Guard.
- (2). Former National Guard officers and warrant officers who were honorably separated.
- (3). Former honorably separated or retired officers and warrant officers of the active and/or reserve components of the United State Army, Air Force, Navy, Coast Guard and Marine Corps.
- (4). Officers and warrant officers with former service in the IGR or the military forces of any other State who were honorably separated.

b. Previous military service is not required for the appointment of professionals such as: Clergymen as Chaplains; Doctors, Dentists, Nurses, EMT's, etc., as Medical Officers; Engineers as Engineering Officers; and Lawyers as Judge Advocates. In the case of all professional applicants, the grade authorized for their original appointment will be commensurate with their professional background, qualifications, age, experience, and authorized vacancy.

c. Enlisted personnel of grade E-5 or above may be considered for appointment as an officer or warrant officer, if they have had prior honorable service with the active or reserve components of the United States, possess appropriate education and experience, and meet professional training requirements specified in the IGR Professional Qualification and Development Program.

d. Individuals with three full years of college ROTC training are eligible for consideration for direct appointment as Second Lieutenant or Warrant Officer One.

e. Former Active Duty E-8's and E-9's may be directly appointed to a commission provided they meet all other requirements.

f. Minimum and maximum age requirements for initial appointment:

(1). No applicant will be examined for IGR officer appointment who is less than 21 years of age, or who has attained the age shown below prior to appointment in the grade indicated.

General Officer through Second Lieutenant or WO1.....Age 70

(2). Waivers to age requirements may be granted by the Commanding General under exceptional circumstances (i.e., individuals with 10 or more years active military service, regular or reserve components, or holding a civilian occupation of such responsibility which would uniquely qualify them for the recommended position). A comprehensive explanation must accompany each waiver request.

g. Applicants will not be accepted unless there is assurance they will be available to participate satisfactorily with the IGR unit concerned. They must be available for immediate order to State active duty in an emergency, partial or general mobilization.

h. All commissions will be granted upon successful completion of Officer Candidate School (OCS).

i. All applicants for appointment as Commissioned Officer must possess a Baccalaureate Degree from an accredited college/university. Degree requirements may be waived for applicants with 10 years active duty in the regular components or the National Guard or Reserve of the United States or Indiana Guard Reserve.

3-11. Authority for and Duration of Appointment. Officers shall be appointed by the Governor of Indiana. Officer appointments issued will be in force at the pleasure of the Governor of Indiana.

3-12. Examining Boards.

a. The examining board for initial appointment of Officers to the IGR will be the IGR Personnel Action Board. This board is appointed by the Commanding General and will be posted in memorandum form by the Director of Personnel.

b. The board will consist of not less than three officers. Each major command will have one member appointed on the board to represent their command. The senior member of the board will act as President. When called to State active duty, one member will be a medical officer.

c. At least two members must be equal or senior in rank to the applicant being examined.

d. All personnel being considered for Commissioning will appear before the Personnel Action Board.

3-13. Appointment Procedures. Procedures for officer appointment are:

a. Action taken by the applicant:

(1). Undergo a physical examination. This requirement is applicable only if the IGR is on State active duty. The physical examination will be conducted by a qualified medical officer or by a local physician or surgeon. Report of examination will be submitted on forms, with instructions, provided by the Director of Personnel. The IGR Surgeon will review and make recommendations for approval/disapproval of all physical examinations. When not on State duty, the applicant must possess a full range of motion and be able to perform standard military duties as determined by the Commanding General.

(2). Complete JFHQIN-IGR Form 1R (Application for Appointment or Enlistment)

(3). Attach the following personal records:

(a). Birth certificate or if unattainable, other documentary evidence establishing date of birth and legal name.

(b). Copies of discharge or records of prior military service (DD Form 214, NGB Form 22, discharge/Separation orders, etc.).

(c). Evidence of citizenship (if naturalized).

(d). Ecclesiastical endorsement of Chaplains, if applicable.

(e). License to practice or evidence that applicant is an Intern in a recognized hospital for medical officer appointment.

(f). License to practice or certificate of course completion in a recognized institution for nurse and EMT officer appointment.

(g). License to practice or certificate of course completion in a recognized institution for engineering officer appointment.

(h). Certificate from the Indiana Supreme Court that the applicant is a member in good standing of the American Bar Association and is entitled to engage in the practice of law in the State of Indiana, for Judge Advocate appointment.

(i). Copies of the last three Army Officer Efficiency Reports (OER) and/or Enlisted Evaluation Reports (EER) or equivalent forms from other service for all applicants with prior military service, either active or reserve component. The Commanding General may waive this requirement only in exceptional circumstances.

(j). Physical examination (when required).

(k). Personal resume. (Officer appointments: Resume must detail why applicant wants to become an officer and what he/she offers the Indiana Guard Reserve.)

(l). Photo of applicant

(m). Police check as to convictions, parolees and those on probation for violations of State and/or Federal Laws (when required).

(n). Skill Assessment Form.

b. Immediate commanding officer action. The immediate commanding officer to whom the application is submitted will:

(1). Review the application and supporting documents for completeness and accuracy.

(2). Review the unit Table of Organization (T.O.) for position and position vacancy for which the applicant is best suited. (Note: If there is no position vacancy or the individual could be utilized better in another unit, the reviewer should inform the applicant of such and with his/her approval, forward the application to that unit).

(3). If needed, prepare a letter requesting a waiver and attach to the application.

(4). Forward the application by an appropriate endorsement through channels to IGR Headquarters.

c. Headquarters IGR action:

(1). If the applicant appears to meet the qualifications for Officer Candidate status and an appropriate vacancy exists, the application will be prepared for review and consideration by the examining board. A letter will be forwarded to the applicant requesting he/she personally appear before the examining board.

(2). Upon receipt of board approval of the application, orders will be published and forwarded to the appropriate Major Subordinate Unit Commander. The commander will ensure that the Oath of Office is administered and that the original signed and witnessed oath is returned to headquarters within thirty days of the date of the order (JFHQIN-IGR Form 2R will be used). The oath will reflect the effective date of appointment as stated on the order. If the board denies the application, it will be returned through channels to the unsuccessful applicant. The Oath of Office for those attending Officer Candidate School will reflect Officer or Warrant Candidate as rank. These individuals will not be entitled to a salute. Upon graduation from OCS, candidates will receive the Oath of Office with the appropriate rank.

(3). Officer/Warrant Candidates will be advised by the board that they have up to 24 months to complete required training before being appointed. Non-prior service personnel will attend Basic Training and Officer Candidate School (OCS) before being commissioned. Prior Service personnel will attend a Brigade Basic Training Orientation for a duration 2-3 hours and OCS.

(4). Failure to complete the required training will result in a prior service individual being reduced back to their former enlisted rank. Non-prior service personnel will be reverted back to lowest eligible enlisted rank.

(5). Officer/Warrant Candidates will wear OCS/WOC insignia until they are formally commissioned as an Officer in the Indiana Guard Reserve.

3-14. Request for Waiver: Certain disqualifying (age and physical) conditions may be waived to permit an individual to be appointed as an IGR officer. In addition, prescribed entry officer grades of rank may be waived to permit a qualified applicant to be appointed at a higher grade if such suits the needs of the command and applicant possesses exceptional qualifications.

a. Requests for waiver will be prepared in Memorandum format and addressed to the Commander.

b. Requests, with all supporting documents, will be attached to the application and submitted through command channels to IGR Headquarters. Each commander, in the chain, will endorse the waiver request and make recommendations for approval or disapproval.

c. Final authority for the approval, disapproval, and waivers is the Commander, Indiana Guard Reserve.

d. Request for waivers should be the exception and not the rule.

SECTION 3

ENLISTMENT - REENLISTMENT

3-15. Purpose. This section prescribes policy and eligibility for the enlistment and reenlistment in the Indiana Guard Reserve. This section provides for Enlistment and Reenlistment Eligibility, Examining Boards, and Waivers

3-16. Enlistment Eligibility:

a. Persons eligible for enlistment:

(1). Former members, including retirees, of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard who were Honorably separated.

(2). Former members of the ROTC, a Military Academy, or other State Defense Forces with a record of honorable service.

(3). Those who have no prior military service, but are persons of good moral character who have the desire to serve and whose personal standards are compatible with the needs and requirements of the Indiana Guard Reserve.

(4). Those who are High School graduate or obtained a GED certificate.

(5). Those who are either non-high school graduates nor GED certificate holders.

b. Applicants will not be accepted unless there is assurance that they will be available and able to participate satisfactorily with the IGR unit concerned. They must be available for immediate order to State Active Duty in an emergency, or partial or general mobilization. The minimum acceptable attendance requirement for retention in the IGR is Fifty percent of all scheduled training, and attendance of all Annual Training encampments. Waiver of the attendance requirement will be considered if an individual contributes to the unit's mission in other areas. Such waiver must be supported by appropriate documentation and approved by the Unit/Team Commander, Brigade Commander, and the Task Force Deputy Commander.

3-17. Persons ineligible for Enlistment or Reenlistment without waiver:

a. Persons ineligible for enlistment or reenlistment unless waiver is granted by The Adjutant General, State of Indiana:

(1). Persons who were last separated from other military service by reason of physical disability regardless of whether they meet the prescribed medical standard for enlistment.

(2). Persons on parole, probation or under suspended sentence of any criminal court.

(3). Persons who have been tried and convicted by a civilian court for other than commission of a felony. Those with a record of traffic offenses for which no sentence of confinement was imposed may be enlisted without waiver.

b. Waivers:

(1). Request for waiver must be submitted by the unit commander concerned to The Commanding General through command channels. Each request will be submitted in letterform and will include a statement by the unit commander, which indicated the proposed assignment of the applicant and his value to the service. Each commander who endorses the request for waiver will include his recommendations with respect to the applicant. Each request for waiver will be supported with original JFHQIN-IGR Form 1R, (Application for Appointment or Enlistment).

(2). In addition to the above, the following specific requirements for particular disqualifying factors relative to civilian offenses as listed in paragraph 3-17 a (2) and (3) above:

(a). Statement from civil authorities as to the offense committed with results of adjudication, to include nature of restraint with dates.

(b). Statements from at least three reputable citizens who have known the applicant for more than a year, commenting specifically relative to his character, personal habits, reputation, and record of employment.

3-18. Persons ineligible for Enlistment and Reenlistment:

a. Persons convicted of felonies and prior service personnel who committed felonies after their last period of honorable active service, and persons who have criminal charges filed and pending against them.

b. Persons last discharged from the Armed Forces of the United States, including Reserve Components thereof, under other than honorable conditions.

c. Persons who are habitually intoxicated or are insane, drug addicts, not of good character and temperate habit or who have a record of behavior disorders.

d. Persons who are deserters from any of the Armed Forces of the United States or allied nations.

e. Persons in active military status as members of the Armed Forces of the United States.

f. Persons belonging to or affiliated with unauthorized civilian Militias.

3-19. Enlistment and Reenlistment.

a. JFHQIN-IGR Form 1R (Application for Appointment or Enlistment) is the only appropriate form on which an application for enlistment in the Indiana Guard Reserve may be submitted.

b. Age limitation:

(1). No application for initial enlistment will be accepted for a person who is less than 18 years of age, or one who is over the maximum age shown in the following table for enlistment in the grade indicated.

E-8 through E-2..... Age 70.

(2). Waivers to age requirements may be granted by Commander, IGR, under exceptional circumstances (i.e., individuals with 10 or more years active military service in regular or reserve components, or holding a civilian occupation of sufficient responsibility to uniquely qualify them for the recommended position. Request for such waivers must accompany the application of such individuals.

c. All periods of Enlistments and Reenlistments in the IGR are for three (3) years.

d. An extension of enlistment is a reenlistment without a break in service. There is no limitation on the number of reenlistments for an individual except as otherwise limited by this regulation. For qualified individuals desiring to reenlist, their unit Commander will cause an oath of Enlistment or Reenlistment, (JFHQIN-IGR Form 3R) to be administered. The original Oath of Enlistment or Reenlistment from must be returned to Headquarters, IGR at least Ten (10) days before the date of the individual's normal expiration of term of service.

e. Grades:

(1). Former enlisted personnel of the Armed Forces and Reserve Components thereof with at least 24 months active service, may be considered for enlistment one grade higher than the highest grade held, up to E6, while on active duty, providing authorized vacancy exists in the unit T.O. (Table of Organization), and further provided that all other requirements of this regulation are met (i.e. Time-in-grade, etc.). If grade of individual at discharge was lower than the highest grade held on active duty, and such lower grade was not attributable to reduction for disciplinary reasons, this sub- paragraph pertains. Full documentation and signed statement by applicant explaining circumstances of this situation will accompany the completed application for Appointment or Enlistment.

(2). Those former enlisted personnel within 24 months or less prior service in the Armed Forces and Reserve Components thereof, or members of other State Defense Forces, may be enlisted in an equivalent grade held at time of discharge, providing authorized vacancy exists in the unit T.O.

(3). If applicant, indicated in Paragraph 3-19 e (1) and (2) above, is not eligible to enlist in higher or same grade due to all authorized grade vacancies being occupied, or if applicant has no prior service, the individual will be enlisted in grade E-2.

(4). All grade assignments of enlisted personnel in the IGR are to be permanent grades.

3-20. Processing of Applicant:

a. Orientation. Prior to enlistment or reenlistment, each applicant will be interviewed by the unit commander to determine his eligibility for service as a member of the Indiana Guard Reserve. The unit commander will explain to the applicant:

(1). The mission of the Indiana Guard Reserve and the unit's mission.

(2). The assigned position title and requirements, the personal involvement as a functioning member of a well trained team, and the IGR Policy on Satisfactory Participation.

(3). The schedule of events, training, etc. for the current year, and the uniform requirements of members for attending these events.

b. The unit commander will, in addition to this orientation, personally or by direction:

(1). Conduct a local police records check for non-prior military applicants and for prior military personnel who have been separated for more than 90 days.

(2). Assist in and verify completeness and accuracy in preparation and assembly of required documents for submission of the total enlistment application package. Cause a suspense file copy of the total package to be prepared and held pending notification of headquarters action copy of the total package to be prepared and held pending notification of headquarters action upon the application.

(3). Conduct a 2-3 hours Basic Training Orientation for prior service personnel with two (2) years or more break in service.

(4). Prepare and submit all required requests for waivers pertaining to enlistment.

(5). Administer Oath of Enlistment, upon receipt of authorization by Headquarters, IGR. When it has been determined that an applicant meets the requirements for membership in the Indiana Guard Reserve, Headquarters will prepare and publish the Order which authorizes the enlistment, and will specify the effective date of the enlistment on the order. The oath shall be administered by a commissioned officer of the Indiana Guard Reserve. (A warrant officer may not administer oaths unless serving in a command capacity).

3-21. Preparation and Disposition of Enlistment Records:

a. The completed Application, a properly executed Oath of Enlistment, and an Order of enlistment bearing the Seal of The Adjutant General is evidence of an initial three (3) year enlistment in the Indiana Guard Reserve.

b. For subsequent three (3) year periods, a properly executed Oath of Reenlistment, and an Order of Reenlistment bearing the Seal of The Adjutant General is sufficient evidence. The Brigade S-1 will issue a Certificate of Reenlistment.

c. Evidence of promotions, transfers, assignments, reassignments, awards, and other actions taken by the IGR regarding the individual are documented by JFHQIN-IGR forms submitted or Orders published, and are to become a permanent part of each individual's military personnel file. Great care should be taken to keep all pertinent documents in this file, and to ensure that the file is current and accurate.

d. All documents, requests, waivers, etc., applying to individual's personal military file will be typed or block printed legibly using only black ink.

SECTION 4

ASSIGNMENT AND REASSIGNMENT

3-22. Purpose. This Section prescribes policy and procedures for the assignment and reassignment of Officers and Enlisted of the Indiana Guard Reserve.

3-23. Assignment:

a. Officers and Enlisted Personnel will be assigned to unit vacancies in which their personal skills and experience (both civilian and military) can be utilized to the fullest. In doing so, the readiness stature of the IGR and the member will be enhanced.

b. Assigned Officer and Enlisted strength will not exceed authorized T.O. strength.

3-24. Reassignment/Transfer. Commanders will utilize JFHQIN-IGR Form 6R, to request the transfer or reassignment of IGR personnel, within or between Brigades. This form will be forwarded through channels to IGR HQ for assignments between Brigades/Commands. Brigades/Commands will produce orders for reassignments within their perspective Brigade/Command.

a. Personnel (grade E6 and above) will be assigned on orders in a T.O. position for one (1) year prior to request for promotion in that T.O. position.

b. Personnel filling a T.O. position higher in rank will not wear the higher rank until promoted on orders.

3-25. Orders. Upon approval of assignment, transfer, or reassignment, appropriate orders will be published to document the personnel action and provide a chronological record of the member's service.

a. The effective date of the assignment/transfer/reassignment will be that date specified in the order.

b. Orders distribution will be specified in the order. It is important that one copy be placed in the member's personnel file maintained at the unit and a copy forwarded for file at IGR HQ.

3-26. Personnel Files. When a member transfers between IGR units, the profile sheet and promotion and assignment sheet will be forwarded to the gaining unit by the losing unit.

SECTION 5

PROMOTIONS

OFFICER & WARRANT OFFICER

3-27. Purpose. This section prescribes policy and procedures for promotion of IGR officers.

3-28. Policy:

a. Promotion of officers will be based on satisfactory attendance, length of service, time in grade, total commissioned service, efficiency, completion of professional development programs, capacity for future service, and demonstrated command or staff ability at the appropriate level, for an authorized T.O. position.

b. Person(s) being recommended must have attended a minimum of seventy-five percent (75%) of all scheduled training and the Annual Training period(s), for the time ensuing from the date of current rank to the date of request for promotion to the next higher grade. Promotion request will be submitted on JFHQIN-IGR Form 6R.

c. Officers holding an active or reserve component commission/warrant prior to becoming officers in the IGR may be recommended for promotion upon completion of the following time in grade. Outstanding prior commissioned Officers/Warrants may be considered for promotion after one (1) year of service in the IGR. (This requirement may be waived by the Commander, IGR, in the case of officers assigned to Command, key General Staff Officers, or for exceptional merit, when the best interest of the IGR is served):

<u>RANK/GRADE</u>	<u>TIME-IN-GRADE</u>	<u>SCHOOL</u>
First Lieutenant O1 or CW2	3 Years as 2LT or WO1	AC/IGR OBC/OCS
Captain O3 or CW3	3 Years as 1LT or CW2	AC/IGR OBC/OCS
Major O4 or CW4	4 Years as CPT or CW3	AC/IGR OAC
Lieutenant Colonel O5	4 Years as MAJ	AC/IGR OAC
Colonel O6	4 Years as LTC	AC/IGR OAC

d. Officers who had not held an active or reserve component commission/warrant prior to becoming officers of the IGR must complete a professional development program and complete the minimum time in-grade as listed above to be recommended for promotion. Completion of the professional development program will not be waived.

e. A member must have a minimum of one year service in the T.O. Position to be considered for promotion and the T.O. position must authorized the rank.

f. Officers will not be promoted who have attained the following maximum ages:

General Officer and below.....70 years

g. Waivers to age requirements may be granted by the Commander, IGR, under exceptional circumstances (i.e. individuals with 10 or more year's active military service, regular or reserve components, or holding a civilian occupation of such responsibility that would uniquely qualify them for the recommended position. Circumstances of exceptional merit by demonstrated skill or expertise could also be a qualification for waiver).

h. All officers being considered for promotion to Major/Chief Warrant Officer 4 and above must appear before a Personnel Action Board conducted by Headquarters Indiana Guard Reserve.

3-29. Promotion Procedure. Commanders desiring to promote an IGR Officer will utilize JFHQIN-IGR Form 18R (Recommendation for Officer Promotion), to recommend the promotion. The completed form will be forwarded through channels to Headquarters IGR.

3-30. Orders. Upon approval of the recommendation, appropriate promotion orders will be published. Date of promotion will be the effective date on the promotion order.

3-31. Promotion Announcement. To formally recognize the officer concerned, the promotion should be announced by appropriate ceremony during unit formations.

SECTION 6
PROMOTIONS
ENLISTED

3-32. Purpose: This section prescribes policy and procedure for the promotion and reduction of enlisted members of the Indiana Guard Reserve.

3-33. Policy:

a. Promotion of enlisted members will be based on attendance; length of service, time-in-grade, demonstrated ability to perform in the next higher grade, and consideration of other factors. Person(s) being recommended must have attended a minimum of seventy-five percent (75%) of all scheduled training and the Annual Training period (s), for the time ensuing from the date of current rank to the date of request for promotion to the next higher grade. Promotion request will be submitted on JFHQIN-IGR Form 15R (Request for Enlisted Promotion).

b. The T.O. position in which the member serves must be authorized for the grade to which promotion is requested. The objective is to select the best-qualified personnel for advancement.

c. Promotion authority for enlisted personnel in the Indiana Guard Reserve is vested in the Commander, IGR.

3-34. Promotion Procedure:

Commanders desiring to promote an enlisted member will utilize JFHQIN-IGR Form 15R (Request for Enlisted Promotion), to recommend the promotion. If waiver of time-in-grade, or any other waiver is desired, it must accompany the promotion request.

1. Authority to promote.

a. The authority to promote the grades is as follows:

(1) Grades: Pv2 (E2), PFC (E3), CPL (E4) and SGT (E5). Promotion authority: Brigade Commanders may promote assigned personnel who meet eligibility requirements.

(2) Grades: SSG (E6) thru CSM (E9). Promotion authority: HQ IGR.

b. A higher-level commander within the chain of command may restrict promotions by a lower level commander. Such restriction must be in writing with the reason for the restriction described, and is limited to a one-year period.

2. Announcing promotions.

All promotions will be announced in orders in accordance with the following:

- a. An order for advancement to E2 is not required.
- b. Promotions to E3 through E5 will be announced in orders from the promotion authority.
- c. Promotions from E6 to E9 will be announced in orders from HQ IGR.

d. Copies of the promotion order, JFHQIN-IGR Form 15R, and any attachments or proof of training, will be immediately forwarded to IGR-G1 for inclusion in the individual's personnel file.

e. Official date of rank (DOR) will be the date cited in the orders issued at the promotion authority level.

3. Orders issued by each brigade will be numbered as follows:

Brigade series, sequential number and year. (i.e. IGR Order 100-12-04) 100 will indicate Brigade, 12 will indicate 12th order issued, 04 indicates 2004.

- a. 1st Brigade – 100 series
- b. 2nd Brigade – 200 series
- c. 3rd Brigade – 300 series
- d. 4th Brigade – 400 series
- e. Spt Cmd – 500 series
- f. Tng Cmd – 600 series
- g. HHD – 700 series
- h. HQ IGR – 900 series

A copy of each order published will be retained by the Brigade S-1 for audit and review by higher headquarters.

4. Auditing of promotions.

a. It is the responsibility of the ACoS of Personnel and Administration (G1), to randomly audit promotions on a regular basis to ensure compliance with all current standards for promotion. A report of audit findings will be submitted to the Commander, IGR not less than annually.

b. Promotions found to have been approved in contradiction to standards will be revoked by G-1 and the person authorizing the promotion subject to administrative disciplinary action.

5. Recommendations for promotions.

JFHQIN-IGR Form 15R, Recommendation for Enlisted Promotion, will be used for ALL promotion recommendations. Upon completion of the form, it will be distributed as follows:

- a. Original to the appropriate Review Board along with appropriate backup paperwork.
- b. One copy retained by the recommending unit.

6. Procedure.

a. Promotion recommendations will be forwarded through personnel channels until reaching the level wherein the promotion authority is resident. At that point the Sergeant Major or Command Sergeant Major who has direction responsibility at that level will establish a Review Board.

b. All enlisted promotions require the action of a Review Board; the depth of the board's review process should correspond to the level of the promotion.

c. The Board's recommendation will be forwarded with the promotion recommendation to the promotion authority for action.

d. All promotions to grade E6 and above require a High School Diploma or GED certificate.

7. **Grade Structure.** The enlisted grade structure, including and precedence, in the Indiana Guard Reserve will be the same as prescribed for the active Army and the Reserve Components. Personnel will wear their rank promoted to, on orders, and not the rank of the T.O. position being filled.

8. **Eligibility.** In order to be eligible for promotion, an individual must complete the following Time-in-Grade and certify by document that they have completed the Federal or IGR school requirements indicated:

<u>GRADE</u>	<u>TIME IN GRADE</u>	<u>SCHOOLS</u>
Sergeant Major E-9	36 Months E-8	Group A or B
First Sergeant/Master Sergeant E-8	36 Months E-7	Group A or B
Sergeant First Class/Platoon Sergeant E-7	30 Months E-6	Group A or C
Staff Sergeant E-6	24 Months E-5	Group A or C
Sergeant E-5	18 Months E-4	Group A or C
Corporal E-4	12 Months E-3	None
Private First Class E-3	6 Months E-2	Basic Training

9. Schools referred to in above table are as indicated below:

- (1). Group - A (Federal Schools): PLDC, BNCOC, ANCOC, SNCOC, USASMA
- (2). Group - B (IGR Schools): ANCOC
- (2). Group - C (IGR Schools): NCOBC

3-35. Reduction Procedure:

- a. Promotion authority has reduction in grade authority.
- b. Request for reduction will be submitted by the Unit Commander through channels to the promotion authority. Reason for reduction will be included in the request.
- c. Members may be reduced more than one grade for Inefficiency or Misconduct.
- d. Reduction in grade, without prejudice may be submitted in writing to the Unit Commander, by the member, who in turn will forward such request through channels to the promotion authority.
- e. Reduction in grade of enlisted members will be announced in orders published by the promotion authority and a copy forwarded to Headquarters, Indiana Guard Reserve.

SECTION 7**SEPARATION/RETIREMENT**

3-36. Purpose. This section prescribes policy and procedures for the Separation and Retirement of IGR Officers and Enlisted

3-37. Separation. The separation of IGR Officers and Enlisted will be accomplished through appropriate orders and a discharge certificate, Honorable or General, will be issued. Reasons for separation are:

a. Honorable:

- (1). Resignation.
- (2). Entry into the active or reserve components of the United States military.
- (3). Relocation from the State of Indiana.
- (4). Incompatible occupation.
- (5). Physical disqualification.
- (6). Deceased.

b. General:

- (1). Unfit, unsuitable, misconduct.
- (2). Fraudulent entry.
- (3). Conviction of a felony.
- (4). For the best interests of the service as determined by the Commander, Indiana Guard Reserve.
- (5). Absent without leave for three months.
- (6). As recommended by the Board of Officers and approved by the Commanding General.
- (7). Loss of professional license or certification due to misconduct.

3-38. Request for Separation. Commanders will utilize JFHQIN-IGR Form 6R, (Request for Reassignment, transfer, retirement, discharge, service ribbons) to request the separation of IGR Officers and Enlisted. Request will include the reason for the separation and requested effective date. The request will be forwarded through channels to Headquarters IGR. The following documents, that apply, will be attached:

- a. Individual's letter of resignation.
- b. Attendance report(s) or any other document(s) to justify action requested.

3-39. Separation Orders. Headquarters, IGR will publish and distribute appropriate orders.

3-40. Retirement.

a. All Officers and Enlisted who have served or who shall serve a total of ten (10) years in the IGR, or who in addition to three (3) years in the IGR and seven (7) years or more active/reserve for a total of ten (10) years service, or who shall become permanently unable to perform their duties may apply, upon their retirement from the IGR, to have their name added to the "Indiana Guard Reserve Retired List".

b. Personnel retiring may select to retire at Annual Training (AT) or the Dining Out (usually in April) or they may chose to retire at a ceremony at their unit assembly. A determination must be made in sufficient time to allow for the preparation of the appropriate honors and awards.

c. If approved, orders will be issued upon retirement. Officers and Enlisted will be transferred to the IGR Retired List at the highest rank held. All Officer and Enlisted personnel that appear on the Retired list, "SHALL NOT" be entitled to receive any military pay or entitlement from the State.

d. An Identification Card, (MDI-SDF Form 2), marked "IGR RETIRED" will be issued, along with One (1) copy of the Retirement Order. These documents will be mailed to the members last known home address

e. On occasion of IGR ceremony, retired individuals shall be entitled to wear the uniform of the highest IGR rank held.

f. Retired list individuals may volunteer, with the approval of the Commander, IGR, to assist in short term projects, as long as they are in good health, at which time they may wear the uniform and grade at time of retirement. Individuals in this status are not eligible for promotion, or any military pay or entitlement from the State during this period of service.

3-41. Mandatory Retirement. Upon reaching their 75th Birthday, all Officers and Enlisted members will be retired or discharged as appropriate and will select an option for their retirement ceremony IAW para 3-40b. Regardless of the option selected the retirement date will be the date of the ceremony and may not extend beyond the retirement age of 75. All duty with the IGR will cease at the retirement date selected. There will be no exceptions to this paragraph.

3-42. Announcement of Death. Upon notification of the death of any IGR member, IGR Headquarters will publish Permanent Orders "Announcement of Death". Prompt notification is needed to ensure timely publication of orders. If possible, furnish a copy of the death announcement that may have been published in the member's hometown newspaper. Major Command Commanders, will hand carry a copy of the order and present same to the next of kin.

3-43. Disposition of Personnel Files. Upon separation, retirement, or death of an IGR Officer or Enlisted member, any personnel records maintained at the unit will be forwarded to Headquarters, IGR. A complete personnel record of the individual will be retained in archive at Headquarters, IGR for future reference of the member's service.

3-44. Retention Boards. The Commander, Indiana Guard Reserve may convene a board to consider the retention of IGR personnel at his pleasure.

SECTION 8
COUNSELING

3-45. Purpose. This section prescribes policy and procedures for the counseling of IGR Officers and Enlisted

3-46. Reason for Counseling. Personnel will be counseled for conduct unbecoming an IGR officer, warrant officer or enlisted.

a. DA Form 4856-E will be used for all counseling statements.

b. Counseling statement (DA Form 4856-E) and all paperwork will be forwarded to Headquarters Indiana Guard Reserve for placement in Individual's Personnel file.

3-47. Counseling statements may be used in any action being considered by the Personnel Action Board.