



Air National Guard

General Officer



Federal Recognition Handbook

Prepared by:
NGB-GO
1411 Jefferson Davis Highway
Arlington, VA 22202-3231

July 2004

It is very important that the Federal Recognition Handbook is read in its entirety. A quick reference outline is provided to assist with completion of the nomination package.

1. Call for Nominations for the Fall 2004 ANG General Officer Federal Recognition Board (GOFRB) is Announcement Number GO-04-012. **Please note all suspense dates.**
2. AF Form 709 is required for all nominees going before the Federal Recognition Board (FRB), regardless of rank or position.
3. ANG FRB Checklist is provided to facilitate suspense dates and missing items.
4. The Letter of Recommendation has been eliminated as a requirement for all nominees.
5. A Sample Age Waiver memorandum has been included, based on NGR (AF) 36-1 requirements, provided the nominee exceeds the maximum age limitations. However, please note that an **age waiver is an exception to policy.**
6. The Virtual MPF requirement was added to further assist in completing the FRB package.
7. The FRB nomination package from the state, with the information requested in the FRB announcement should be forwarded to NGB-GO ASAP, not later than the date specified.
8. The State POC Nomination Memorandum is critical.
9. The physical requires more than one copy (original plus two) and is to be mailed directly to ANG/SGOA.
10. Do not staple any originals, including the biographical summary.
11. Please ensure all items are **appropriately dated.**
12. OPRs that close out up to 15 days prior to the FRB must be faxed to NGB-GO prior to board date.
13. Provide biographical summary in Word 6.0 or 7.0 format via e-mail to betty.artis@ngb.ang.af.mil not later than **16 August 2004**. Any submissions not properly formatted will be returned to the state to be reaccomplished. Follow the example provided – no variations. When submitting the bio summary, please use **SUBJECT LINE: Fall 04 ANG GOFRB Bio Summary. File name must be: Last Name, First Name Rank - Bio Sum**

PLEASE NOTE:

If you have ANY questions while working this package, please feel free to contact our office. We are here to help. Our DSN is 327-3645 or 703-607-3645.



TABLE OF CONTENTS

Handbook Changes/Updates2
Information Paper on ANG General Officer Federal Recognition Process.....5

ANG GOFRB Policy Guidance (Air Force Instructions and Related Regulations)..... 6

ANG General Officer Federal Recognition Board Call for Nominations GO-04-012..... 7

Fall 2004 ANG GOFRB Checklist..... 10

Nomination Memorandum 11

General Officer Database Information Sheet 12

AF Form 709 - Promotion Recommendation Form..... 15

Waiver Requests..... 19

Statement of Understanding for Technician or AGR 21

State Promotion & Assignment Orders 22

AF Form 24, Application For Appointment as Reserves of the Air Force
or USAF Without Component..... 25

Weight Statement 26

Physical 28

Certification of Flying Status 29

Biographical Summary 32

Record Review List 36

Citations/Orders for Federal Decorations 37

Official Photograph 38

Investigative Statement..... 39

Security Clearance..... 41

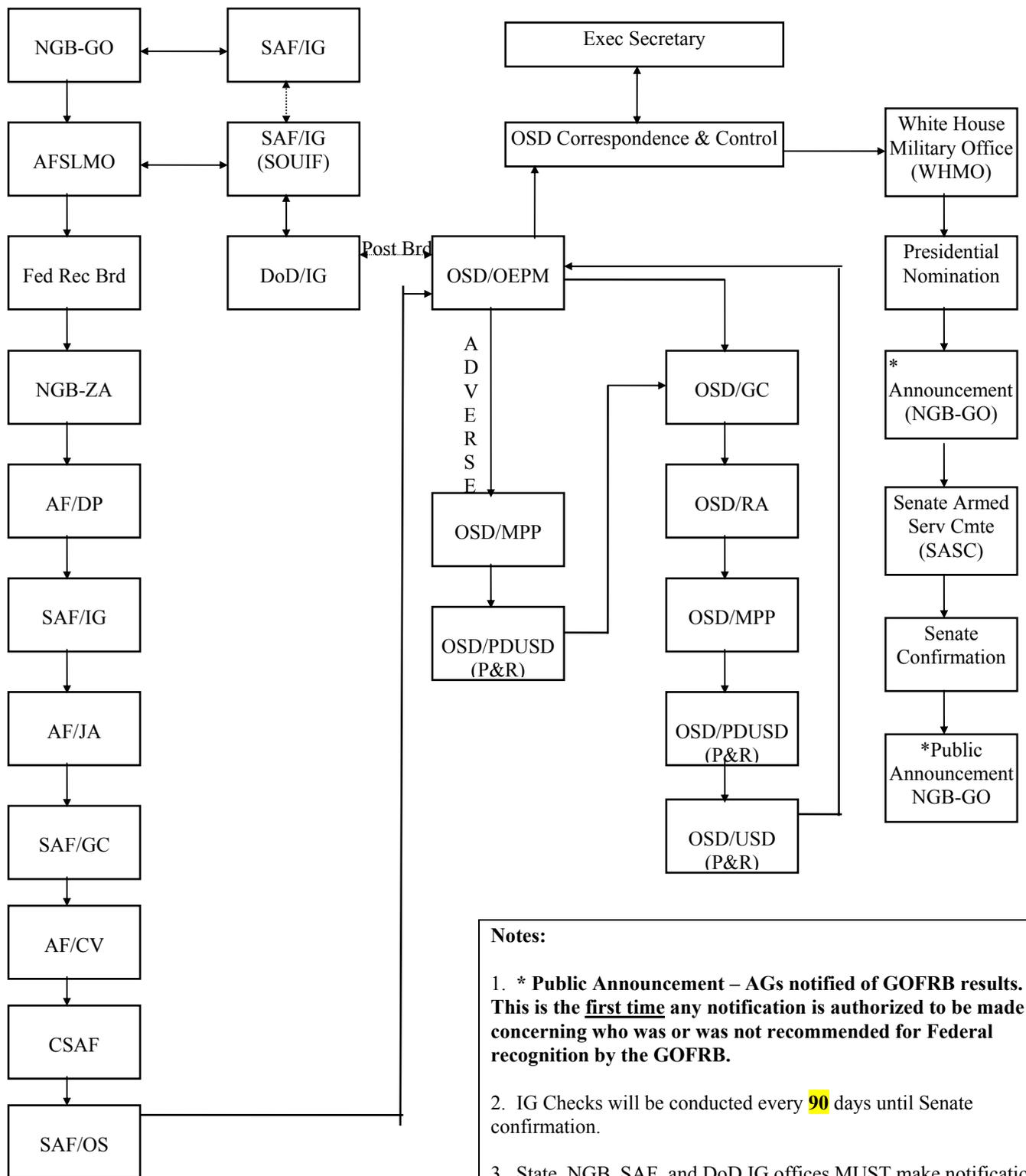
Race and Gender Analysis 42

*Denotes specific information for the July 2004 handbook. Changes and/or updates are highlighted and bolded in some cases.



Air National Guard General Officer Federal Recognition Process





Notes:

- * Public Announcement – AGs notified of GOFRB results. This is the first time any notification is authorized to be made concerning who was or was not recommended for Federal recognition by the GOFRB.**
- IG Checks will be conducted every **90** days until Senate confirmation.
- State, NGB, SAF, and DoD IG offices **MUST** make notification immediately about any potentially adverse information. IAW DoDI 1320.4, SAF/OS has 5 duty days to notify OSD of potentially adverse information.

**INFORMATION PAPER
ON
ANG GENERAL OFFICER FEDERAL RECOGNITION PROCESS**

The NGB General Officer Management Office (NGB-GO) developed this handbook to assist the States in submitting a nomination packet that will satisfy all regulatory and statutory requirements. It includes explanatory remarks as well as samples that are to be used as guides.

The Federal recognition nomination process to the grade of brigadier or major general is to provide a uniform qualification standard review. The Governor or Adjutant General appoints and recommends qualified officers to the grade of brigadier or major general. The Federal recognition nomination package is forwarded by the state to NGB for further processing.

The criteria prescribed in NGR (AF) 36-1 are minimum requirements that qualify applicants for consideration by a General Officer FRB (GOFRB).

-- Prior to the GOFRB convening NGB sends an announcement of the GOFRB date to states as furnished by the Secretary of the Air Force.

-- Adjutant General or State Inspector General (for AGs meeting the GOFRB) signs statement that investigative files in the state have been reviewed and that there is no evidence of conflict of interest or misconduct by the officer.

-- State submits packages to NGB-GO.

-- NGB requests colonel officer selection folders from Headquarters Air Reserve Personnel Center (HQ ARPC). General officer selection folders are maintained by NGB-GO.

-- NGB provides list of nominees to SAF/IG to screen investigative files.

-- NGB conducts quality check and screening on each nominee's recommendation package and required documentation.

-- Chief, NGB certifies eligibility and forwards individual selection records to Air Force Senior Leader Management Office (AFSLMO).

-- GOFRB convenes and post board FRB actions:

-- Officer Selection records and Senior Officer Unfavorable Information Files (SOUIFs) are provided to the GOFRB for review and recommendation or non-recommendation to the Secretary of the Air Force.

-- GOFRB Report is prepared, including those officers recommended and not recommended for a Reserve of the Air Force appointment in the next higher grade and Federal recognition.

-- GOFRB Report is forwarded through the Secretary of the Air Force through the Offices of the Secretary of Defense to the Secretary of Defense for approval and signature. The Secretary of Defense forwards the list of recommended officers to the White House for the President to nominate to the Senate for confirmation.

--- Adjutants General are notified by NGB-GO of the GO-FRB actions at the time the list is forwarded from the White House to the Senate. **This is the first time any notification is authorized** to be made concerning who was or was not recommended for Federal recognition by the GOFRB IAW DoDI 1320.4.

ANG GOFRB Policy Guidance

(Air Force Instructions and Related Regulations)

1. The governing regulation is NGR (AF) 36-1, Federal Recognition of General Officer Appointment and Promotion in the ANGUS and as a Reserve of the Air Force.

2. NGR (AF) 36-1 is IAW Title 10 USC, Subtitle E, Part III, Title 32 USC, Chapter 3, <http://USCODE.HOUSE.GOV/USC.HTM>
3. Other related regulations and guidelines are:
 - a. All-States Memorandum Log Number P03-0012 dated 13 March 2003, SUBJECT: Certificate of Eligibility for Air National Guard General Officer Federal Recognition Process
 - b. DoD Instruction 1320.4, Military Officer Actions Requiring Approval of the Secretary of Defense or the President, or Confirmation by the Senate <http://www.defenselink.mil/>
 - c. AFI 36-2406, Officer and Enlisted Evaluation Systems
 - d. AFI 36-2632, Official Photographs of Air Force General Officers
 - e. AFI 36-2803, The Air Force Awards and Decorations Program
 - f. AFI 36-2903, Dress and Personal Appearance of Air Force Personnel
 - g. AFI 48-123, Medical Examination and Standards
 - h. AFI 90-301, Inspector General Complaints
 - i. ANGI 36-2101, Assignments Within the ANG
 - j. ANGI 38-101, ANG State Headquarters Manpower/Organization Guide
 - k. ANGI 40-502, The Weight and Body Fat Management Program
 - l. TPR 715, Voluntary and Non-Disciplinary Actions



Call for Nominations for Fall 2004 ANG General Officer Federal Recognition Board

Announcement Number

GO-04-012

FOR All ESSOs

SUBJECT: Fall 2004 ANG General Officer Federal Recognition Board (O7-O8)

1. The Secretary of the Air Force has approved the date of **4 November 2004** for the convening of the Spring 2004 Air National Guard General Officer Federal Recognition Board (FRB). To be eligible for consideration for this GOFRB, an officer must not have reached his/her mandatory separation date (MSD) prior to FRB date, **4 November 2004**. Nomination packets must be forwarded to NGB-GO, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231, to arrive **NLT 16 August 2004**.

2. All nomination packets are to be completed IAW the **July 2004** ANG GO Federal Recognition Handbook. While there have not been major changes to the process, the substantial number of minor changes based on lessons learned dictate you look at this document with fresh eyes. Remember, this Handbook provides the required formats to be used when completing all required documentation. Uniformity ensures that individual officer records do not stand out from another, thus reducing board member questions and concerns. Use only the Handbook that is on the website; do not use earlier editions. The Handbook is accessed through the NGB GOMO website (<http://www.ngb.army.mil/ngbgomo>) and is located in the "News" section. Access to this section is restricted and requires User ID and password. All ESSOs and their staffs handling general officer actions should be registered users. Those who have not registered must complete the registration form located at the "News" section and receive a User ID and password from this office. Refer questions to Mr. John Ellington at DSN 327-3641.

3. Suspense dates for sending the required nomination documents are to be sent to NGB-GO (ATTN: SMSgt Artis) 1411 Jefferson Davis Highway, Arlington, VA 22202-3231 as follows:

16 August 2004 – Nomination Packet consisting of:

- Nomination memorandums
- Database Information Sheet
- Applicable request for waivers
- Statement of Understanding for Technician or AGR
- ANG GO FRB Checklist
- AF Form 709 (most current version)
- State Promotion and Assignment Orders (not for Certificate of Eligibility packets)
- AF Fm 24 (most current version)
- Weight Statement
- Certificate of Flying Status (Dir of Ops or WG Cmdrs - GO positions only)
- Biographical Summary
- Records Review Rip
- Awards & Decorations (if not included in member's personnel records)
- Official Photo (For promotion to Maj Gen)
- Investigative Statement
- Security Clearance Memorandum
- Race & Gender Analysis sheets
- **NLT 13 Sep 04** - Forward RCPHA (Reserve Component Periodic Health Assessment) to ANG/SGOA (original & 2 copies)

4. **An AF Form 709** is now required for **all officers** being nominated for the board. A **Letter of Recommendation** is **no longer required** on any officer meeting the FRB, regardless of rank or position. Please do not confuse this action with the requirement for a **nomination memorandum** that is still required for all officers meeting the FRB (see handbook for details).
5. Provide the biographical summary to NGB-GO in Word 6.0 or 7.0 format attached as a *.doc file to an e-mail message addressed to betty.artis@ngb.ang.af.mil NLT **16 August 04**. When submitting a bio summary, please use **SUBJECT LINE: Fall 04 ANG GOFRB Bio Summary**. **File name must be: Last Name, First Name, Rank, Bio Sum**
6. An original plus two copies of the completed RCPHA should be forwarded directly to ANG/SGOA to arrive NLT **13 September 2004**. RCPHA's may not be dated prior to **4 May 2004** (6 months prior to the GOFRB date). The RCPHA must be coordinated with nominee's servicing ANG medical facility. The nominee's point of contact with their servicing ANG medical facility must be indicated on the cover sheet of the package. Requests for additional information relating to this exam will be directed to that individual from the servicing ANG medical facility. **The RCPHA's are not to be held and sent with the nomination package**. Medical examinations for promotion to general officer may be done by an active-duty medical treatment facility or the local servicing ANG Medical Squadron (MDS). The Preventive Health Assessment (PHA) done by the active-duty medical facility or the Reserve Component Periodic Health Assessment (RCPHA) done by the ANG MDS is acceptable for review for promotion to general officer. The RCPHA consists of the SF507 overprint, the updated AF Form 422 and the SF 600 overprint. Any consultations or recommended follow-up evaluations done at the time of the PHA or RCPHA must accompany the assessment. Refer all questions to SMSgt Jovy Juanillo, Superintendent, Flight Medicine/Medical Standards Air National Guard, DSN 278-8750. **Reminder -- An original plus two copies of the RCPHA are required.**
7. The investigative statement must be signed by the Adjutant General (or State Inspector General for AGs meeting the FRB) and is extremely important. This statement is not exclusive to IG inquiries/investigations; **it includes any adverse action taken against senior officials, commander-directed inquiries, and EO investigations against senior officers**. Please refer to AFI 90-301, *Inspector General Complaints*, dated 30 Jan 01, para 3.8. Please ensure that this is completed after your state IG has reviewed all state files. If after sending in the investigative statement, an allegation is made against the officer, contact NGB-GO immediately. Also, if during this review there is any question concerning reporting requirements, etc., please contact either NGB-GO or SAF/IGQ at DSN 588-1547.
8. Official color photos are required for nominees meeting the board for federal recognition to the grade of major general. Photos are not required for those nominated to the grade of brigadier general. In accordance with AFI 36-2632, *Official Photographs of Air Force General Officers*, dated 1 Aug 95 (available on our website in the "Regulations" section), finished photos will be **8 by 10 inches**, in color, without a border or frisket, and **a self-adhesive label stating the officer's name, SSAN, and date of photo, placed on the reverse of all photos (prior to mailing to this office)**. All official photos must be in the individual's federally recognized grade. If photos are not IAW AFI 36-2632, they will have to be re-accomplished before the FRB convenes.
9. All original documents must be dated and submitted to this office except for the RCPHA, which must be submitted to ANG/SGOA in original and two copies. All documents must track and reflect consistency throughout -- especially the Record Review RIP (***** Please note: 8 x 10 size only *****) and biographical summary (i.e., duty title, duty history, dates of rank, decorations, etc.). **Do not staple any documents.**
10. Security requirements. Applicants must possess a top secret clearance or have initiated a request for the top secret security clearance prior to the convening date of the FRB IAW NGR (AF) 36-1. If the security clearance is older than five years, initiate the required paperwork to re-certify it.

11. The ANG GO Federal Recognition Handbook on our website (www.ngb.army.mil/ngbgomo) provides example formats that are to be followed when completing all required documentation. The ANG GOFRB process can be quite lengthy. In an effort to minimize delays in the process, it is essential that records submitted reflect the highest standards of accuracy and completeness. Therefore, our point of contact for these actions will be each Military Personnel Management Officer. Your review of the final product prior to submission to this office will assist in the efficiencies of providing quality documents to the Department of Air Force. This review will also reduce the requirement to staff documents back to your office for corrections and/or additional information.

12. Your assistance in this very important task is greatly appreciated. Specific questions concerning the required documentation may be directed to SMSgt Betty Artis, 703-607-3645 or DSN 327-3645.

STEPHANIE K. WALSH
Colonel, USAF
Chief, General Officer Management
Office

FALL 2004 ANG GOFRB CHECKLIST

(Complete all blank lines and columns. Enclose with nomination packet)

Rank/Name: _____ *State:* _____
State POC: _____ *Phone:* _____ *Fax* _____

GOMO Handbook Checklist Items

All documents must be dated & submitted in original, with original signatures.

Do not staple any documents

SUSPENSE ITEMS (DUE NLT 16 August 04)	ATTACHED Enter the date mailed	STATUS
-- Forward Promotion Package to NGB/GO:		
-- Forward PHA to ANG/SGOA Submit Original plus 2 copies NLT 13 Sep 04		
1. Nomination Memo		
2. GO Database Information Sheet		
3. ANG GOFRB Checklist		
4. AF Fm 709, (current edition) - Promotion Recommendation		
5. State Promotion Order		
6. State Assignment Order		
7. AF Fm 24 (current edition) Application for Appointment		
8. Statement of Understanding for Technician or AGR		
9. Weight Statement		
10. Certificate of Flying Status (Dir of Ops or WG Cmdrs)		
11. Biographical Summary (Must match Records Review RIP & be sent via email to GOMO)		
12. Records Review RIP (8x10 size only; must match Bio Summary)		
13. Awards & Decorations Additional Citations/Orders must be included, if awarded within 6 months prior to board date or if missing from officer's personnel records		
14. Official Photo (Req'd for Promotion to Maj Gen)		
15. Investigative Statement		
16. Top Secret Clearance w/in 5 years (needs to reflect on RIP) Security Managers Ltr sent w/package only if RIP not current		
17. Race & Gender Analysis by State – signed by AG)		
Additional Notes:		

Reference: NGR (AF) 36-1 and ANG GOFRB Handbook, dtd July 2004

<http://www.ngb.army.mil/ngbgomo>

POC: Col Walsh or SMSgt Artis @DSN 327-3645

NOMINATION MEMORANDUM FOR ALL NOMINEES

Nomination memorandums must specify the current and projected assignment information. The memorandum must also identify if the nominee is to be considered for Federal recognition as a General Officer of the Line (GOL) or a tenured position. For a Certificate of Eligibility, it must identify the

current incumbent and reason the incumbent will vacate the position. An officer considered for a COE for GOL must meet all minimum requirements at the time of consideration and should be able to meet time in grade requirements for retirement upon projected assignment date, in conjunction with State General Officer Force Management plan. All required information, as indicated on the sample, must be provided on the nomination memorandum.

To be eligible for consideration for this GOFRB, an officer must not have reached his/her mandatory separation date (MSD) prior to FRB date, 4 November 2004.

----- *SAMPLE* -----
----- *NOMINATION MEMORANDUM* -----

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO

FROM: State POC (Office Symbol)
address
address

Date

SUBJECT: Nomination for *Federal Recognition/A Certificate of Eligibility* for Officer

Under the provisions of NGR (AF) 36-1, the following named officer is recommended for *Federal Recognition/A Certificate of Eligibility* in the State Air National Guard:

- a. Name: *Last, First, MI*
- b. SSN: *XXX-XX-XXXX*
- c. Date of Birth: *DD MMM YY*
- d. Date of Rank: *DD MMM YY*
- e. Mandatory Separation Date: *DD MMM YY*
- f. Total Federal Commissioned Service Date (TFCSD): *DD MMM YY*
- g. Status: *Technician/AGR/Traditional/Retired*
- h. Aero Rating: *Command Pilot/Non-Rated*
- i. Current Position (indicate UMD position number/duty title): *30G0, Group Commander, 183 FG, VA ANG*
- j. Date Assigned (if in GO Position otherwise N/A): *DD MMM YY*
- k. Current Incumbent (COE only): *GO name*
- l. Date Current Incumbent Vacates Position & Reason: *3 Nov 04, Retiring*
- m. Grade, position and unit for which recommended (Projected Position): *Brigadier General, Chief of Staff, 182 VA ANG*
- n. Federal recognition type: *AGC (AG & AAG positions) or GOL (all other positions) choose one*
- o. ESSO POC: *DSN, Commercial phone number and Fax number.*

This officer meets all requirements and does not require any waivers.

Additional information on this officer may be found in the GO database information sheet in the nomination package. My telephone number is XXX-XXX-XXXX if you have any questions concerning this nomination package. My fax number is XXX-XXX-XXXX.

1 Atch
Nomination Package

/s/
MARK R. JOHNSON
Major, XX ANG
State POC

DATABASE INFORMATION SHEET

1. A reproducible copy of the general officer database information sheet is available on the website (<http://www.ngb.army.mil/ngbgomo>). Officer should complete both pages of the form as accurately and completely as possible.
2. The officer must update the database information sheet as often as needed during the Federal recognition process, **especially when the duty assignment changes**. This information is used by the NGB Senior Leadership and must be accurate. Email (or fax) updated sheets to Gomailbox@ngb.ang.af.mil.
3. At some point during the Federal recognition process, the ESSO will be asked to verify the current duty position of the officer. In order to avoid unnecessary delays upon Senate confirmation, whenever there are any changes to the submitted information, notify NGB-GO (ATTN: SMSgt Artis) immediately via email at betty.artis@ngb.ang.af.mil.

GENERAL OFFICER DATABASE INFORMATION SHEET

In order to maintain the NGB-GO general officer database, the information below is requested on all general officers and colonels in or being nominated for general officer positions. Please send initial data base info sheet with GO package. Send subsequent updates to data base info sheet to Gomailbox@ngb.ang.af.mil or mail to Chief, National Guard Bureau, ATTN: NGB-GO, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231, You may also fax it to commercial (703) 607-1313, DSN 327-1313. If form clarification is needed, call (703) 607-3645.

NAME: _____ NICKNAME: _____ SSN: _____
(Last, First, Middle) *(If applicable)*

STATE RANK: _____ STATE DOR _____ MRD/MSD: _____ OFFICER'S GO TYPE: GOL /AGC
(Circle One)

FEDERAL RANK: _____ FEDERAL DOR: _____

COL BRANCH (n/a ANG): _____ AOC I _____ AOC 2 _____
(ADA, AG, FA, IN, QM, TC, etc.)

UNIT ASSIGNED: _____

POSITION ASSIGNED: _____ DATE ASSIGNED POSITION: _____

COMPLETE UNIT ADDRESS: _____

UNIT PHONE: (CML) _____ DSN: _____

FAX: (CML) _____ DSN: _____

UNIT E-MAIL ADDRESS: _____
(Please print clearly and indicate upper/lower case)

RACE: _____ BIRTHPLACE: _____ DOB: _____

SPOUSE'S NAME: _____ NICKNAME: _____
(If applicable)

HOME ADDRESS: _____
Street

_____ *City* _____ *State* _____ *Zip Code*

HOME PHONE: _____ CELL PHONE/PAGER: _____
(area code & number) *(circle one)* *(area code & number)*

Page 1 of 2

This document falls under the Privacy Act. Release of personal information to unauthorized individuals or agencies without prior written consent is prohibited.

GENERAL OFFICER DATABASE INFORMATION SHEET

BEST E-MAIL ADDRESS: Please provide the best e-mail address to contact you. Ensure you identify if it is case sensitive:

_____ *(Please print clearly and indicate upper/lower case)*

FULL-TIME OCCUPATION: _____ **TYPE:** _____
(AGR, Technician, State, Civilian)

WORK PHONE: _____ **(DSN)** _____ **FAX:** _____
(area code & number) (If applicable)

HIGHEST MILITARY EDUCATION LEVEL: _____ **YEAR:** _____

METHOD OF ATTENDANCE: _____
(Correspondence, In Residence)

HIGHEST CIVILIAN EDUCATION LEVEL: _____ **YEAR:** _____

CIVILIAN MAJOR: _____

HIGHEST MILITARY AWARD: _____ **DATE ISSUED:** _____

SECURITY CLEARANCE: _____ **DATE OF CLEARANCE:** _____
(Level)

Note: The information provided on this sheet will be used to set up an account for access to our General Officer Management Office Website (<http://www.ngb.army.mil/ngbgomo>). The user ID, password, and instructions for access to this website will be faxed at a later date.

AS OF _____
(Day, Month, Year)

Principal Purpose: To identify the officer and provide officials with updated information concerning the officer's contact data.

Routine Uses: The SSN, address, and phone numbers assist General Officer Management personnel in expeditiously identifying and contacting the officer.

AF FORM 709 - PROMOTION RECOMMENDATION FORM

An AF Form 709, Promotion Recommendation Form is required to be completed IAW AFI 36-2406, Chapter 8. This Promotion Recommendation Form is required for all officers who are meeting the Federal recognition board.

PLEASE NOTE:

For those individuals who are being recommended and WHO ARE NOT RATED, do not use such comments as: has overall management of the flying program, directs air operations, etc., in Section III of the AF Form 709. Non-rated individuals do not and cannot manage flying programs.

Bullet statements must be used.

Ensure that blocks V, VI, VII and VIII are annotated, as noted in the sample. **We must have an original signature on the AF Form 709**, and it must be signed by the Adjutant General. The Governor is required to sign the AF Form 709 for his/her Adjutant General meeting the board. Mark Section IX, Overall Recommendation, DEFINITELY PROMOTE.

***Sections I, II, & III – Include the current position information**

***Section IV – Include factors that demonstrate desired general officer traits and projected position information**

FormFlow does not allow you to enter “Non-EAD” in block 3 or “N/A” in block V – You MUST enter this data manually.

PROMOTION RECOMMENDATION			
I. RATEE IDENTIFICATION DATA (Read AFI 36-2402 carefully before filling in any item)			
1. NAME (Last, First, Middle Initial) GUARD, JOHN Q.	2. SSN 123-45-6789	3. GRADE COL (NONEAD)	4. DAFSC 90G0
5. ORGANIZATION, COMMAND, LOCATION 1XXTH Wing (ACC), XXXX Air National Guard, XXXXX ANGB, City, State, Zip			6. PAS CODE XXXXXXXX
II. UNIT MISSION DESCRIPTION			
Provides leadership, vision and planning for the training groups consisting of three flying squadrons and support units for resource management, medical, security, engineering, transportation and communication. Provides air rescue, tactical airlift and air refueling to 11AF and PACAF.			
III. JOB DESCRIPTION			
1. DUTY TITLE: Chief of Staff			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Commands approximately 1900 members of the XXXXX Air National Guard that operates XXX aircraft. Serves as the XXXXX National Guard (XX ANG) prime interface with the XXXXXXXX Command, COM's warfighting, subunified command in the north. Directly supervises two flying group commanders and headquarters staff. Gets the needed resources so the XX ANG can do its mission.			
IV. PROMOTION RECOMMENDATION			
<ul style="list-style-type: none"> - Superior performance as an IP, Flight, Squadron, and Group Commander and State Headquarters DO. - Brought character, courage, integrity, service above self, superior judgement, and visionary leadership to progressively more demanding assignments, earning the genuine respect of his peers and subordinates. - Led cultural change within the XXXXX resulting in increased mission readiness, "best seen to date" Stan/Eval inspection, the unit's first "Excellent" UEI and ORI, and first award of XXXXXXXXX. - Guided short notice, XXX transition of an F-16 unit to the F-15, ahead of schedule, without mishap. -- Used F-16 to support F-15 training saving \$35 million and 12 months, while maintaining pilot currency. -- F-15s successfully performed alert and met real world XXX contingency operation during conversion. - A leader of vision and a manager of change, performing at the General Officer level. 			
V. PROMOTION ZONE		VI. GROUP SIZE	VII. BOARD
BPZ <input type="checkbox"/>	I/APZ <input type="checkbox"/>	N/A	N/A
N/A		N/A	N/A
IX. OVERALL RECOMMENDATION		X. SENIOR RATER	
DEFINITELY PROMOTE <input checked="" type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION John D. Doe, Maj Gen, XX ANG HQ XX ANG (ANGRC) City, State, Zip	
PROMOTE <input type="checkbox"/>		DUTY TITLE The Adjutant General	
DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		SSN 000-00-0000	SIGNATURE
Instructions			
Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format.			
Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.			
Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.			

An officer who is meeting the Federal Recognition Board must not have reached the age indicated for the grade and/or position for which recommended on the date of consideration by the Federal recognition board:

GRADE	AGE
Major General	58
Adjutant General	62
Brigadier General	56
Assistant Adjutant General	58

If the officer exceeds the appropriate age limit, the state Adjutant General must request a waiver on him/her IAW NGR (AF) 36-1. If the Adjutant General must request a waiver, the State Governor is the appropriate authority to request a waiver.

**Also note that IAW NGR (AF) 36-1, para 7c (1) and (2), the minimum Time-In-Grade requirements are as indicated below:

From Colonel to Brigadier General: 2 years in the grade of Colonel

From Brigadier General to Major General: 1 year in the grade of Brigadier General

-----~~SAMPLE~~-----
-----~~Waiver Request~~-----

STATE LETTERHEAD

MEMORANDUM FOR NGB-GO

DATE

FROM: STATE TAG

SUBJECT: Request for Age Waiver for Rank and Name

1. I have selected rank, full name as the position title for the State Air National Guard. This is a request to waiver NGR (AF) 36-1, para 5e. Colonel John Q. Guard, 123-45-6789 will be submitted for the Spring 2003 ANG GO Federal Recognition Board.
2. State background information applicable to the waiver request, the officer's situation and why this officer is critical to the mission.
3. State HQ POC information.

Signature Block
TAG

STATEMENT OF UNDERSTANDING FOR TECHNICIAN OR AGR

1. **Technicians**, other than officers occupying general officer Wing Commander positions, are ineligible for Federal Recognition consideration unless the nomination package includes a clear, unequivocal statement of understanding that technician employment will be terminated NLT 14 days following date of Federal recognition as a brigadier general. The statement must be signed by the Adjutant General and officer concerned. For officers being considered for Certificates of Eligibility, a Statement of Understanding must still be provided IAW TPR 715.
2. **AGRs** are ineligible for Federal Recognition consideration unless the nomination package includes a clear, unequivocal statement of understanding that AGR status must be terminated NLT one day prior to Federal recognition as a brigadier general. The statement must be signed by the Adjutant General and officer concerned. For officers being considered for Certificates of Eligibility a Statement of Understanding must still be provided. See examples on the following pages.
3. **Ensure that the state Personnel Office is provided a copy of this statement so they take appropriate actions in a timely manner.**

PLEASE NOTE:

***AGR officers (colonel and below) with 20 or more years of total active federal military service (TAFMS) are to be advised by the ESSO of the options/impacts regarding active duty retirement and effects of meeting a Federal recognition board for 0-7. ESSOs are requested to contact NGB-GO with any questions and to also ensure they have the latest policy, statutory and/or regulatory information to provide the officer.**

----- *SAMPLE* -----
----- *Technician Status* -----

(Your State Letterhead)

MEMORANDUM FOR NGB-GO

Date

FROM: TAG (your state)
address
address

SUBJECT: Statement of Understanding - Technician Status

I unequivocally understand that my employment as an Air Technician will be terminated not later than 14 days following the date of Federal recognition as a brigadier general.

JOHN Q. GUARD
rank, (state)ANG
title

Adjutant General's name
rank, affiliation
The Adjutant General

cc:
State Personnel Office

----- *SAMPLE* -----
----- *AGR Status* -----

(Your State Letterhead)

MEMORANDUM FOR NGB-GO

Date

FROM: TAG (your state)
address
address

SUBJECT: Statement of Understanding - AGR Status

I understand that I must terminate my AGR status (Title 32 or Title 10) with enough time to allow for proper administrative processing (as designated by each state), but not later than one day prior to the date of Federal recognition as a brigadier general.

JOHN Q. GUARD
rank, (state) ANG
title

Adjutant General's name
rank, affiliation
The Adjutant General

cc:
State Personnel Office

STATE ORDERS

A state order assigning the officer to a general officer position (or an AF Form 2096) and a state promotion order are required except for candidates for Certificates of Eligibility for Federal recognition in the general officer grade. The assignment and promotion orders are two **separate** documents. An example of each is provided.

PLEASE NOTE:

You will not wear insignia of new rank and will not be paid as a Major/Brigadier General until Federal Recognition is confirmed.

----- *SAMPLE* -----
----- *State Promotion Order* -----

(YOUR STATE LETTERHEAD)

SPECIAL ORDER
NUMBER

DATE

COLONEL JOHN Q. GUARD, 123-45-6789, Headquarters, (state) Air National Guard, (address), (Position: Brigadier General; AFSC: 90G0, Chief of Staff; FAC: XXXXX; DPN: XXXXXXXX; PAS: XXXXXXXXX) is promoted to the grade of BRIGADIER GENERAL in the (state) Air National Guard effective DD MMM YY. You will not wear insignia of new rank and will not be paid as a Brigadier General until Federal Recognition is confirmed. Authority: NGR (AF) 36-1.

BY ORDER OF THE GOVERNOR

OFFICIAL

(NAME)
Major General, (XXANG)
The Adjutant General

Signature Block

DISTRIBUTION
1-XXXXXXXX
4-XXXXXXXX
1-NGB-GO

PLEASE NOTE:

This requirement is not applicable to candidates for Certificates of Eligibility for Federal recognition in the general officer grade.

----- *SAMPLE* -----
----- *State Assignment Order* -----

(YOUR STATE LETTERHEAD)

SPECIAL ORDER
NUMBER

DATE

COLONEL JOHN Q. GUARD, 123-45-6789, is relieved from assignment as Director of Operations, Headquarters, (state) Air National Guard, (address), and appointed Chief of Staff, Headquarters (state) Air National Guard, filling the position of Brigadier General, Chief of Staff; AFSC: 90G0; FAC: XXXX; DPN: XXXXXXXX; PAS: XXXXXXXX; effective (date).

BY ORDER OF THE GOVERNOR

OFFICIAL

(NAME)

Major General, (XXANG)

The Adjutant General

Signature Block

DISTRIBUTION

1-XXXXXXXX

4-XXXXXXXX

1-NGB-GO

PLEASE NOTE:

This requirement is not applicable to candidates for Certificates of Eligibility for Federal recognition in the general officer grade.

AF FORM 24

Application for Appointment as Reserve of the Air Force or USAF Without Component

Use most current edition. Please ensure that the nominee fills in **every** item/block. If an item/block **does not apply**, put **N/A** in the item/block – *this includes block 15.

Here are some helpful hints in filling out the form. There are three blocks directly under the form title. Check the **middle block, FEDERAL RECOGNITION AND APPOINTMENT AS A RESERVE MEMBER OF THE AIR FORCE.**

Item 1. TO: Enter NGB-GO.

Item 2. SPECIALTY. If meeting the board for a unit vacancy, enter 90G0. If meeting the board for a Certificate of Eligibility, current Duty AFSC is indicated.

Item 13. I UNDERSTAND I AM BEING CONSIDERED FOR APPOINTMENT:
Check the block **To fill an authorized position vacancy in the Ready Reserve** (applicable for nominees for unit vacancies and Certificates of Eligibility). Leave **INITIALS BLOCKS** blank. All other blocks in Item 13 should be annotated as **N/A**.

Item 14. EDUCATION. In the block indicated **Military** only annotate Professional Military Education (PME) completed and in the Major Subject column indicate correspondence, seminar, or in residence.

Item 17. CHRONOLOGICAL STATEMENT OF SERVICE AND TRAINING IN ANY COMPONENT OF THE UNIFORMED SERVICES. It is not necessary to list every assignment. It is necessary to list every military component in which the nominee served. Remember to include service academies and preparatory schools, ROTC, OTS, etc.

Item 18. ARE YOU CURRENTLY A MEMBER OF ANY BRANCH OF THE UNIFORMED SERVICES
Check the **YES block** and indicate **ANGUS** as the branch of the uniformed services.

Item 25. CHRONOLOGICAL STATEMENT OF CIVILIAN EMPLOYMENT INCLUDING PART-TIME POSITIONS
Only list the previous seven (7) years, starting with the most recent.

If Items 26 and 26a are checked YES, a detailed explanation as to the circumstances is required. This explanation must be included on page 4 or on a continuation sheet.

Item 31. AFOQT SCORES Enter **N/A**.

Page 4. Strike through Items 1 and 2 (preprinted).

PLEASE NOTE:

Applicant MUST sign the form on page 3. This form and signature must be an original. The signature must be complete - first, middle and last names. Remind the applicant to read the statement they are signing.

WEIGHT STATEMENT

A statement signed by the Adjutant General that the officer meets the weight/body fat measurement standards IAW ANGI 40-502, *The Weight and Body Fat Management Program*, is required.

If the nominee is the Adjutant General, the statement must be signed by the state Air Surgeon.

See example on the following page.

----- *SAMPLE* -----
----- *Weight Statement* -----

(Your State Letterhead)

MEMORANDUM FOR NGB-GO

Date

FROM: TAG (your state)
address
city, state zip

SUBJECT: Weight Statement

Colonel John Q. Guard, 123-45-6789, Headquarters (your state), meets
the weight/body fat measurement standards IAW ANGI 40-502.

Adjutant General's name
rank, affiliation
The Adjutant General

PHYSICAL

The physical exam must be coordinated with the officer's servicing ANG medical facility. Their POC with the servicing ANG medical facility must be indicated on the exam. Requests for additional information relating to this exam will be directed to the officer from the servicing ANG medical facility. Medical examination for promotion to general officer may be done by an active-duty medical treatment facility or the local servicing ANG medical squadron. It should be scheduled as soon as possible, but not more than six months prior to the date of the FRB. Since the date of the FRB can be adjusted, **do not** schedule the physical to be done exactly at the 6-month point.

The Preventive Health Assessment (PHA) done by the active-duty medical facility is acceptable for review of promotion to general officer. Medical examinations done by the ANG MDS consist of an SF88 and SF93 or the Reserve Component Periodic Health Assessment (RCPHA). The RCPHA consists of the SF 507 overprint, the updated AF Form 422, and the SF 600 overprint. Any consultations or recommended follow-up evaluations done at the time of the PHA, RCPHA, or SF88 and SF93 must accompany the assessment.

Three (3) copies (original plus two) of the physical are required. Forward the completed physical to ANG/SGOA; you do not have to, nor should you, wait until the rest of the Federal Recognition package is completed.

If you forward your three copies of the nominee's physical prior to submission of the entire Federal Recognition package, you will receive a copy of the approved physical from ANG/SGPS. It is not necessary to make any copies of the approved physical to send with the Federal Recognition package; ANG/SGOA will send a copy to NGB-GO.

Questions concerning physicals may be referred to ANG/SGPS, DSN 278-8750 or 301-836-8750.

PLEASE NOTE:

Nominees will not meet the FRB without having a medically qualified physical.

CERTIFICATION OF FLYING STATUS

PLEASE NOTE:

***This requirement is only applicable for officers assigned to or projected as the State Director of Operations or Wing commanders. (General officer positions only)**

If the nominee is assigned to or projected for a rated general officer position, a statement signed by the Operations Group Commander certifying the member's current flying status and proficiency in the unit's current aircraft must be submitted (samples provided). Also, include the individual's most recent Flying History Report.

----- *SAMPLE* -----
----- *Flying Status Certification* -----

(Your State Letterhead)

MEMORANDUM FOR NGB-GO

Date

FROM: Office Symbol
address
address

SUBJECT: Certification of Flying Status

I certify that Colonel John Q. Guard, 123-45-6789, is currently on flying status and participates in regular and frequent aerial flights in the (type) aircraft.

Questions may be directed to the undersigned at DSN XXX-XXXX.

Signature block
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX

Attachment:
Flying History Report

----- *Flying Status Certification* -----

(Your State Letterhead)

MEMORANDUM FOR NGB-GO

Date

FROM: Office Symbol
address
address

SUBJECT: Certification of Flying Status for State Director of Operations (or Wing Commander Positions)

I certify that Brig Gen John Q. Guard, 123-45-6789, is rated as a (command pilot; navigator, etc).

Questions may be directed to the undersigned at DSN XXX-XXXX.

Signature block
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX

Attachment:
Flying History Report

cc:
State DO

BIOGRAPHICAL SUMMARY

Before preparing your nominee's biographical summary, please carefully review the guidelines listed below. ***Use the sample on the following pages as a guide for completion of the biographical summary.** Note where bold characters should be, based on the sample, as well as upper and lowercase characters.

- **Only use Word 6.0 or 7.0.**
- **Font - Arial; font style - regular; size - 10 pitch.**
- **1 inch margins for left, right, top and bottom.**
- **Use tabs.**
- **Do not use templates.**
- Use upper and lower case letters.
- Center **the words "BIOGRAPHICAL SUMMARY"** 1 inch from the top.
- Underline only as the sample reflects.
- Check for spelling errors.
- Use all titles and subtitles as shown.

AGE:

Reflect age as of the date the board convenes.

CURRENT MILITARY ASSIGNMENT:

May not reflect additional duty assignments. ***An example of current duty assignment for State HQ general officer positions would be one of the following: Adjutant General, Assistant Adjutant General for Air, and Chief of Staff, -- not Commander, XXX ANG.**

SCHOOLS:

The nominee's civilian schools should only include undergraduate, post-graduate, etc., that resulted in a degree. Military schools are only professional military education (PME) courses that have been completed, such as Squadron Officer School. ***List chronologically from earliest to most recent.**

DECORATIONS AND AWARDS:

- List them in order of precedence (IAW AFI 36-2903).
- Instead of "devices" **use the word "oak leaf clusters" or call the award by its actual title** (i.e. silver oak leaf cluster, hourglass, etc). Be consistent throughout.
- Use correct name of decoration/award with correct name of oak leaf clusters (IAW AFI 36-2903).
- Ensure the Record Review List, the photo (if applicable), and the biographical summary ALL reflect the same number and names of ribbons and oak leaf clusters.
- Do not abbreviate any names.
- If the general officer is wearing state ribbons in photo, they must be on the biographical summary. Colonels may list all or none of their state decorations and awards.
- If state ribbons are not being worn, they must not be on the biographical summary.

CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS:

- Account for ALL time, INCLUDING any breaks, ISLRS, etc.
- Do not include prior enlisted time.
- Examples of acceptable entries in the "Station" column are: XXX MAW, XXANG (indicate specific unit); HQ XXANG; XXX TFG, Randolph AFB, TX (for active duty periods); or HQ ARPC, Denver CO (for NARS, ISLRS).
- The FROM and TO dates must match up. The previous TO date must be the FROM date of the following assignment. An assignment cannot end Mar 63 and the follow-on start Apr 63. They must both end and start the same month. *Send the biographical summary as a Word 6.0 or 7.0 document to betty.artis@ngb.ang.af.mil. An original biographical summary must also be included in the Federal Recognition package.

TRAINING POINT SUMMARY:

- List most recent five good years.
- Always start with oldest transactions.

*****NOTE:**

REPEAT - FROM and TO dates must match up. The previous TO date must be the FROM date of the following assignment. An assignment cannot end Mar 83 and the follow-on start Apr 83. They must both end and start the same month.

BIOGRAPHICAL SUMMARY

NAME: First, Middle Initial, Last

SSAN: 000-00-0000

RANK/COMPONENT: Colonel, (your state) Air National Guard

DATE OF RANK: 25 September XXXX

AERONAUTICAL RATING: Command Pilot

AGE: 48

DATE OF BIRTH: 20 September 19XX

CIVILIAN OCCUPATION: President, Forest Company

CIVILIAN ADDRESS: 2400 South Forest, city, state, zip code (Note: This is the officer's home address.)

CURRENT MILITARY ASSIGNMENT: Chief of Staff
Headquarters, (your state) Air National Guard

<u>SCHOOLS:</u> (Civilian and Military)	<u>DEGREE</u>	<u>YEAR COMPLETED</u>
University of Idaho	BS	1971
Squadron Officer School	Comp	1977
Troy State University	MS	1979
Air Command and Staff College	Comp	1987
National Security Management Course	Comp	1990

DECORATIONS AND AWARDS:

Legion of Merit
Meritorious Service Medal
Air Medal with 1 oak leaf cluster
Air Force Commendation Medal
Air Force Outstanding Unit Award with Valor and 7 oak leaf clusters
Combat Readiness Medal with 5 oak leaf clusters
National Defense Service Medal with 1 oak leaf cluster
Armed Forces Expeditionary Medal
Vietnam Service Medal
Armed Forces Service Medal
Air Force Overseas Service Ribbon - Short Tour
Air Force Overseas Service Ribbon - Long Tour
Air Force Longevity Service Award with 6 oak leaf clusters
Armed Forces Reserve Medal with silver hourglass
Small Arms Expert Marksmanship Ribbon with 1 bronze star
Air Force Training Ribbon
Vietnam Gallantry Cross with Palm
Vietnam Campaign Medal
(your state) National Guard Service Medal with 1 oak leaf cluster

CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS:

<u>DUTY</u>	<u>STATION</u>	<u>FROM</u>	<u>TO</u>
Undergraduate Pilot Training	3646 Stu Sq, Laughlin AFB, TX	Jun 71	Jun 72
Operational Training Crs, F-4C	58 TFTW, Luke AFB, AZ	Jun 72	Feb 73
Aircraft Commander, Tac Ftr F-4	25 TFS, Ubon Airfield, Thailand	Feb 73	Nov 73
Aircraft Commander, Tac Ftr F-4E	496 TFS, Hahn AB, Germany	Nov 73	Nov 75
Ftr Weapons Instr Crs, F-4	USAF Ftr Wpns Sch, Nellis AFB, NV	Nov 75	Jan 76
Aircraft Comdr, Tac Ftr F-4E	496 TFS, Hahn AB, Germany	Jan 76	Nov 76
Instructor Pilot, Tac Ftr F-4E	496 TFS, Hahn AB, Germany	Nov 76	Jul 77
Student - Squadron Officer School	Maxwell AFB, AL	Jul 77	Sep 77
Weapons and Tac Officer, F-4E	347 TFW, Moody AFB, GA	Sep 77	Jul 78
Chief, Weapons & Tactics Div	347 TFW, Moody AFB, GA	Jul 78	May 79
Inactive Status	HQ ARPC (NARS), Denver, CO	May 79	Jul 80
Pilot, Tactical Fighter A-10	123 TFS, ID ANG	Jul 80	Jul 81
Chief of Safety	123 TFG, ID ANG	Jul 81	Jul 83
Pilot, Tactical Fighter A-10	123 TFS, ID ANG	Jul 83	Jul 84
Training Officer	123 TFG, ID ANG	Jul 84	Jul 87
Operations Officer	456 TFS, ID ANG	Jul 87	Jul 89
Commander	456 TFS, ID ANG	Jul 89	Jun 90
Commander	456 TFG, ID ANG	Jun 90	Jun 91
Commander	456 FG, ID ANG	Jun 91	Jun 95
Chief of Staff	HQ, ID ANG	Jun 95	Present

TRAINING POINT SUMMARY (Last Five Years):

<u>RETIREMENT</u>	<u>ACTIVE</u>	<u>INACTIVE DUTY</u>	<u>ECI</u>	<u>GRATUITOUS</u>	<u>TOTAL</u>
<u>YEAR</u>	<u>DUTY</u>				
1999	64	48	0	15	127
2000	104	48	0	15	167
2001	79	48	0	15	142
2002	35	48	0	15	98
2003	59	48	0	15	122

PROMOTIONS:

<u>RANK:</u>	<u>EFFECTIVE DATE:</u>
2d Lt	3 June 1971
1 st Lt	3 December 1972
Capt	3 June 1975
Maj	15 January 1983
Lt Col	12 June 1987
Col	29 June 1990

RECORD REVIEW LIST (RRL)

A current Record Review List Report of Individual Personnel (RRL RIP) must be included in the package. Check it over carefully. The RRL must be **8 ½ x 11** size only. It **must agree** with the biographical summary. Is all duty information, including AFSC, correct? Is the duty title correct (what **position** the nominee is being promoted in, if not being submitted for certificate of eligibility)? Have all decorations/awards been updated (including devices)?

****Please have each officer check his/her personnel records via the Virtual MPF at website <http://www.afpc.randolph.af.mil/default.htm> to make sure all awards/decorations have been updated (including devices) on his/her records and no OPRs are missing. This way, the officer can work with personnel to get any missing items corrected and any OPRs in his/her records prior to submitting the Federal recognition package to State Headquarters. **This requirement and must be stressed by the State POC and ESSO.****

PLEASE NOTE:

The decorations/awards must agree with the photo (if required) and biographical summary.

CITATIONS/ORDERS FOR FEDERAL DECORATIONS

If the officer has received a federal decoration within the past six months, please include a copy of the citation and order with your package. Also, ensure that it is reflected on the RRL, biographical summary, and photo (if applicable).

PLEASE NOTE:

After review of the officer selection folder, if there are any missing documents, we will need these documents prior to forwarding the Federal recognition package to the board. The earlier these missing items come in to our office, the better.

OFFICIAL PHOTOGRAPH

This requirement is only for nominees being submitted for Federal recognition to the grade of major general.

Compliance with AFI 36-2903 and AFI 36-2632 is mandatory.

This must be a recent color photo, taken specifically for the purpose of meeting the FRB.

Format is 8 x 10 without border.

Ensure the awards and decorations in the photo agree with the RRL and the biographical summary.

All official photos must be in the individual's Federally recognized grade.

PLEASE NOTE:

Please check the order of precedence of awards and decorations.

The Kuwait Liberation Medal goes after the Republic of Vietnam Campaign Medal.

The Armed Forces Service Medal (AFSM) shall take precedence immediately after the Southwest Asia Service Medal.

Are any ribbons covered by the coat lapel? If so, you may have to use a new setup.

Are wings centered over the top row of ribbons?

Flags may be included in the background, but **no state flags**.

Do not reflect name and SSAN on front of photo. A label **MUST** be affixed to the back of **EACH** photo with this information **AND** the date of the photo.

INVESTIGATIVE STATEMENT

This statement (examples on the following page) must be submitted on each nominee meeting a FRB and **must be signed by the Adjutant General**. If the Adjutant General is meeting the board, the statement **must be signed by the state Inspector General**.

PLEASE NOTE:

It is imperative that a **THOROUGH** review be accomplished within the state prior to submission of this statement. In order to prevent any delay of the nomination process, please refer to AFI 90-301, dtd 12 Aug 99, para 3.8.

Per DoD Instruction 1320.4: "For promotion to O-7, the Secretary of the military department concerned shall review all adverse information during the last 10 years of an officer's career to identify trends. The Secretary of the military department concerned need not report adverse information identified during that 10-year review unless, in his or her judgment, such information would effect the nomination process."

The backgrounds of general officer nominees are checked at several levels to include the inspectors general at Air Force and DoD; criminal investigative agencies, such as AFOSI; and other administrative agencies. IAW DoD Instruction 1320.4, any adverse information found on a nominee generated by actions within the past 10 years of his/her career will be provided to the Air Force Senior Leadership Management Office (AFSLMO) for use in the FRB process. It is imperative we ensure all adverse information pertaining to any officer who is to be nominated for Federal recognition is promptly reported through appropriate channels to SAF/IG (if not previously reported).

----- *SAMPLE* -----
----- *Investigative Statement* -----

(Your State Letterhead)

MEMORANDUM FOR NGB-GO

Date

FROM: TAG (your state or state Inspector General)
address
address

SUBJECT: **(Enter date of board)** ANG General Officer Federal Recognition Board -
Investigative Statement

Investigative files and all systems of records maintained in the state of (your state) referring to Colonel/Brigadier General (name) (SSAN) by name or identifying particulars have been reviewed, and we find no evidence of conflict of interest or failure to adhere to required standards of conduct. Additionally, there is no evidence of misconduct, nor is there, to our knowledge, a pending investigation of alleged misconduct by this officer.

Questions may be directed to the undersigned at DSN XXX-XXXX.

Signature block
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX

SECURITY CLEARANCE

Officers being considered for Federal recognition must possess a **Top Secret clearance or have initiated a background investigation** prior to the convening date of the FRB.

The security clearance **must not be more than five years old from the date of the board. If more than five years, a periodic reinvestigation must be initiated.**

PLEASE NOTE:

If a request has been initiated (does not reflect in the system), please submit a statement with the nominee's package, indicating the date the action was initiated.

RACE AND GENDER ANALYSIS

Ref: DoD Instruction 1320.4

An original form for the **appropriate grade** must be completed and included with the nomination package.

PLEASE NOTE:

*All calculations **must** be based on the date the FRB is scheduled to convene. "As of" date should be date signed by the Adjutant General.

If using category "Other" then **must define** what "Other" is.

Each form **must be signed** by the Adjutant General; this cannot be delegated.

See following pages for examples.

Example

Race and Gender Analysis
for
National Guard General
Federal Recognition

This is who was recommended by the State for consideration by the Board.

As of: Example

Make sure the correct form is used.

		Male		Female		Total	
		O-6 Eligibles	Recommended for Fed Rec	O-6 Eligibles	Recommended for Fed Rec	O-6 Eligibles	Recommended for Fed Rec
Potential candidates for O-7	White	4	0	1	0	5	0
	Black	2	0	1	1	3	1
	Hispanic	1	0	0	0	1	0
	Nat Amer	0	0	0	0	0	0
	Asian	0	0	0	0	0	0
	Other *	1 ()	0	0	0	1	0
	Total		8	0	2	1	10

This column must balance across and down.

All currently assigned O-6's in the state who were eligible for consideration (TIG, etc.) must be included in the number breakout.

All rows and columns MUST have an entry. No blanks.

* "Other" = must specify

Eligibility: Number of officers in the state, who have served minimum required time in grade, meet all MRD/MSD and Military education requirements for Federal recognition to next higher grade.

Eligibility data does not consider:

- Medical Fitness
- Height/Weight Standards
- Civilian Education
- Physical Fitness Results
- Geographic Availability

If not listed in one of the 5 categories above then must use "Other" and specify what that is.

- Note:**
- All calculations must be based on the date the Federal Recognition Board is scheduled to convene.
 - Each form **must** be signed by the Adjutant General.

Must be signed by the AG. Include signature block below the line.

Example

**Race and Gender Analysis
for
National Guard General Officer
Federal Recognition Board**

State: _____

As of: _____

		Male		Female		Total	
		O-6 Eligibles	Recommended for Fed Rec	O-6 Eligibles	Recommended for Fed Rec	O-6 Eligibles	Recommended for Fed Rec
Potential candidates for <u>O-7</u> *If no O-7 candidates, please do not accomplish this form	White						
	Black						
	Hispanic						
	Nat Amer						
	Asian						
	Other *						
	Total						

* "Other" = must specify

Eligibility: Number of officers in the state, who have served minimum required time in grade, meet all MRD/MSD and Military education requirements for Federal recognition to next higher grade.

Eligibility data does not consider:

- Medical Fitness
- Height/Weight Standards
- Civilian Education
- Physical Fitness Results
- Geographic Availability

- Note:**
1. All calculations must be based on the date the Federal Recognition Board is scheduled to convene.
 2. Each form **must** be signed by the Adjutant General.

**Race and Gender Analysis
for
National Guard General Officer
Federal Recognition Board**

State: _____

As of: _____

		Male		Female		Total	
		O-7 Eligibles	Recommended for Fed Rec	O-7 Eligibles	Recommended for Fed Rec	O-7 Eligibles	Recommended for Fed Rec
Potential candidates for O-8 *If no O-8 candidates, please do not accomplish this form	White						
	Black						
	Hispanic						
	Nat Amer						
	Asian						
	Other *						
	Total						

* "Other" = must specify

Eligibility: Number of officers in the state, who have served minimum required time in grade, meet all MRD/MSD and Military education requirements for Federal recognition to next higher grade.

Eligibility data does not consider:

- Medical Fitness
- Height/Weight Standards
- Civilian Education
- Physical Fitness Results
- Geographic Availability

- Note:**
1. All calculations must be based on the date the Federal Recognition Board is scheduled to convene.
 2. Each form **must** be signed by the Adjutant General.