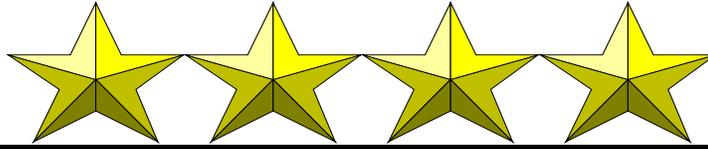


NATIONAL GUARD BUREAU  
GENERAL OFFICER MANAGEMENT OFFICE



NGB-GO, 111 South George Mason Drive, Building 2, Arlington, VA 22204-1382

## Call for Nominations

# CY 2014 Army National Guard General Officer Federal Recognition Board

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## Announcement Number GO-14-004

1. The Secretary of the Army has announced **24 October 2014** as the tentative date to convene the Army National Guard (ARNG) General Officer Federal Recognition Board (GOFRB). In view of the importance of consideration to the general officer grades, your personal attention and expeditious action is requested. To be eligible for consideration by this GOFRB, an officer's mandatory removal date must be on or after **1 June 2015**. Phase I items must be forwarded to NGB-GO, via email to ([ng.ncr.arng.mbx.gomailbox@mail.mil](mailto:ng.ncr.arng.mbx.gomailbox@mail.mil)), or mailed to 111 South George Mason Drive, Building 2, Arlington, VA 22204-1373 to arrive NLT **15 June 2014**. Phase II items must be forwarded to NGB-GO, NLT **15 July 2014**.
2. All nomination packets are to be completed IAW the **October 2014** ARNG GO Federal Recognition Handbook. 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 one another, thus reducing board member questions and concerns. Use only the Handbook that is on the website; do not use earlier editions. The Handbook can be accessed through the NGB-GO Restricted Site (<https://gkoportal.ngb.army.mil/sites/gomo>) and is located in the "*Library*" section. Access to the Restricted Site requires a GKO User ID and password. If you do not have a GKO User ID and password, you can register at <https://gko.ngb.army.mil>. Once you receive a GKO User ID and password, contact Mr. Mike Herron at [michael.p.herron.civ@mail.mil](mailto:michael.p.herron.civ@mail.mil) with your GKO user ID. Please do not e-mail your GKO password. If you have a GKO User ID and password and still cannot access the NGB-GO Restricted Site, contact Mr. Herron for assistance.
3. Forward documentation to NGB-GO at [ng.ncr.arng.mbx.gomailbox@mail.mil](mailto:ng.ncr.arng.mbx.gomailbox@mail.mil), referencing, "State, Last Name, Rank, CY14" (i.e. NC, Jones, COL, CY 14) in the subject line.

a. **15 May 2014**

- Nomination Memorandums signed by TAG (**Governor if being nominated for TAG position**)
- Database Information Sheet (current version)
- Senior Service College Certificate (ie. War College) or DA Form 1059

b. **15 June 2014 - Phase I**

- Applicable Requests for Waivers
- Adverse Information Internal Review Memorandum
- Detainee Operations Verification Memorandum
- Mandatory Removal Date Statement of Understanding
- Retirement Statement of Understanding
- Extract of State Code (AG/AAG Nominees Only)
- Appropriate relinquishment Memorandum
- General Officer Workday Verification Letter (GO's Only)
- Workdays Statement of Understanding
- Security Clearance Verification (JPAS)/(E-QIPS)

c. **15 July 2014 – Phase II**

- Biographical Summary (Word Version) with Addendum (**signed by nominee**)
- Officer Record Brief (ORB), Board Version (Validated)
- OMPF Review Checklist (**signed by nominee**)
- Army Physical Fitness Test, DA Form 705 and DA Form 5500 if needed
- General Officer Physical Requirements Checklist (only) **\*\*Date of physical must not be prior to 1 May 2014\*\***
- State Promotion and Assignment Orders (not required for Certificate of Eligibility)
- Retirement Points Accounting Statement
- Race and Gender Analysis Sheet (**signed by the Adjutant General**)

d. **NLT 5 August 2014 – Official Photograph**

- Official Photograph (IAW AR 640-30, para 8.a. for GO and para 8.c. for COLs) should be forwarded NLT above date.

Physical exams are to be scheduled to ensure that all consultations or recommended follow-up actions are accomplished and final medical qualification is determined in order to meet the suspense. Nominees with P3 physical profiles should appear before the appropriate medical board.

**ALL PHYSICALS MUST BE COMPLETED BY ACTIVE COMPONENT FACILITIES OR MEPS (no exceptions). Physicals completed by National Guard/Reserve units and State surgeons are not authorized for this process and will be returned. NOTE: Exams are to be loaded into the Medical Action Tracking System (MATS) by the State Surgeon's Office – Physicals Will No Longer Be Sent To NGB-GO.** We recommend State surgeons review physicals and assist with any additional requirements. Please forward the approved memorandum from MATS to NGB-GO once completed.

4. The ARNG 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 State Military Personnel Officer. Your review of the final product prior to submission to NGB-GO will assist in the efficiencies of providing quality documents to the Department of Army. This review will also reduce the requirement to staff documents back to your office for corrections and/or additional information.

5. It is essential that each Military Personnel Office assists the nominated officers in reviewing their Official Military Personnel File. To ensure the OMPF is complete and that it matches both, the Biographical Summary and the (ORB), the **OMPF Review** has been added to Phase II. In the handbook, you will find an **OMPF Review Checklist** to assist you in this review. Forward this checklist to NGB-GO upon completion of the OMPF review **DO NOT WAIT UNTIL OMPF HAS BEEN REPAIRED TO FORWARD THE CHECKLIST.** Examples of entries are displayed on the checklist. Missing or illegible documents (i.e. missing OERs, NGB Forms 25, DA Forms 1059s, missing awards or transcripts) must be submitted and loaded into iPERMS. A request for an NGB Form 25 will be submitted to ARNG-HRP-R OER section with a DA Form 200, Transmittal Form. To ensure prompt attention, mark DA Form 200 as **ARNG GOFRB Documents.** **ALL OERs to include the special officer evaluation report as prescribed in NGR (AR) 600-100, paragraph 11-8a.(9), will be forwarded to Human Resources Command (HRC) no later than 1 September 2014.** Remember that the Official Military Personnel File (OMPF) must be reviewed online. **Nominees and/or MILPO personnel are responsible for tracking all changes made to the OMPF. Anything not placed on the OMPF before the transfer (1 September 2014) may not be seen by the board. Remember, OERs must be profiled to be seen by the board.**

6. Adjutants General may nominate a colonel or a brigadier general in every valid GO position for each GOFRB. States must carefully align the nomination with the State's Force Management Plan since the COE is valid for only 24 months after Senate confirmation.

7. Adjutants General who wish to nominate a colonel for a brigadier general Certificate of Eligibility (COE) or a brigadier general for a major general COE may do so using **ARNG Special Assistant** as the projected position. Each State may nominate only **one** officer for a brigadier general COE and only **one** officer for a major general COE per board with ARNG Special Assistant as their projected duty title.

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8. The biographical summary is a significant representation of the nominee, it is extremely important that it is correct and in the proper format. Anything that detracts from a uniform appearance causes the biographical summary to "stand out" and possibly have a negative effect on the nominee's board file. All biographical summaries that are not within the guidelines described in the current version of the GO Handbook will be returned and will not be submitted until corrected.

9. Another item to closely monitor is the quality of the officer's official photo. Ensure that authorized patches, badges and ribbons are worn properly and include the appropriate devices. All awards and decorations on the uniform must match the ORB, biographical summary and OMPF. The ORB and biographical summary should be updated (electronically) and forwarded to NGB-GO, along with a new photo, if changes occur during this process.

**IT IS THE SOLDIERS RESPONSIBILITY FOR ENSURING THEIR PHOTO IS FORWARDED TO THE PROPER PLACE, i.e. COL PHOTOS TO DAPMIS AND GO PHOTOS TO NGB-GO NLT 5 August 2014.**

10. The board members will also analyze and take into consideration the items listed below. And, while no single deficiency should be considered a disqualifier, a combination of more than one could result in non-selection.

- a. Job Performance and Potential
- b. Leadership
- c. Breadth of Experience (scope and variety of assignment history) for GOL Submissions
- d. Overall Experience
- e. Awards, Decorations and Commendations
- f. General Physical Condition
- g. Education (civilian and military)
- h. Judgment, Maturity, Integrity and Character
- i. Mobilization History (for nominees submitted for GOL qualification)

11. Your assistance in this very important task is greatly appreciated. Specific questions regarding the ARNG GOFRB may be directed to MSG James McLaughlin, DSN 327-3646, COMM 703-607-3646, or james.e.mclaughlin.mil@mail.mil.