

ALASKA LEGISLATURE COMMITTEE FILES 1997-1998 86/2

9731 SENATE STATE AFFAIRS



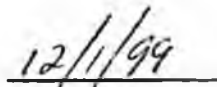
# RECORDS CERTIFICATION



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Date

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CONFIRMATION - BRIGADIER GENERAL  
STEPHEN KORENEK

CONFIRMATION - KATHLEEN HARRINGTON/APOC

CONFIRMATION - PHILIP R. VOLLAND/APOC

CONFIRMATION - RUTH G. BENSON/  
HUMAN RIGHTS COMMISSION

CONFIRMATION - CHRISTINE MARASIGAN/  
HUMAN RIGHTS COMMISSION

CONFIRMATION - JAMES H. CHASE/  
HUMAN RIGHTS COMMISSION

CONFIRMATION - MARK C. ROWLAND/APOC

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CONFIRM.:  
BRIGADIER  
GENERAL  
S. KORENEK

## BIOGRAPHICAL SUMMARY

14 February 1996

KORENEK, STEPHEN D., 454-70-3237

Spouse Name: Rebecca

Colonel, Infantry, ARNGUS

DATE AND PLACE OF BIRTH: 7 September 1946, Smithville, Texas

MANDATORY REMOVAL DATE: 31 July 1999

HOME ADDRESS: P.O. Box 1774, Nome, Alaska 99762

HOME TELEPHONE: (907)443-5158

PRESENT ASSIGNMENT: Commander, 207th Infantry Group (Scout), Alaska Army  
National Guard, Fort Richardson, Alaska 99505-5900

UNIT TELEPHONE: (907)423-6500

CIVILIAN OCCUPATION: Probation/Parole District Supervisor, State of Alaska,  
Nome District Probation Office, P.O. Box 550, Nome, Alaska 99762

BUSINESS TELEPHONE: (907)443-5249

SOURCE AND DATE OF COMMISSION: ROTC, 25 May 1968

YEARS OF ACTIVE COMMISSIONED SERVICE: Over 26 years

TOTAL YEARS OF SERVICE: Over 26 years

## MILITARY SCHOOLS ATTENDED

US Army Infantry Center and School, Infantry Officer Basic Course	1968
US Army Infantry Center and School, Ranger School	1968
US Army Infantry Center and School, Airborne School	1969
Defense Information School, Information Officer Basic Course	1970
US Army Infantry Center and School, Infantry Officer Advanced Course	1974
US Army Command and General Staff College, Command and General Staff Course	1986
US Army Command and General Staff College, Army Brigade and Battalion Command Course	1989
US Army Command and General Staff College, Army National Guard Brigade and Battalion Command Course	1989
Aviation Mishap and Prevention Course	1990
US Army War College	Enrolled

## CIVILIAN EDUCATION

## DEGREES RECEIVED

High School, William B. Travis, Austin, TX	Graduated	1964
Texas A&M University	BA (Journalism)	1968

## BIOGRAPHICAL SUMMARY

## DECORATIONS/BADGES

Bronze Star Medal  
 Meritorious Service Medal  
 Air Medal  
 Army Commendation Medal 2nd Award  
 Army Achievement Medal  
 Army Reserve Component Achievement Medal 5th Award  
 National Defense Service Medal 2nd Award  
 Vietnam Service Medal with 4 Campaigns  
 Armed Forces Reserve Medal  
 Army Service Ribbon  
 Overseas Service Ribbon 2nd Award  
 Republic of Vietnam Campaign Medal with Device  
 Republic of Vietnam Gallantry Cross Unit Citation with Palm  
 Combat Infantry badge  
 Ranger Tab  
 Parachute Badge  
 Overseas Service Bars, two

## CHRONOLOGICAL LIST OF APPOINTMENTS

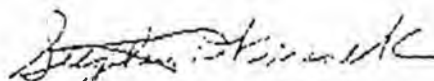
Second Lieutenant	RA	25 May 68
First Lieutenant	AUS	05 Jun 69
Captain	AUS	05 Jun 70
First Lieutenant	RA	05 Jun 71
Captain	AK ARNG	01 Dec 76
Major	AK ARNG	19 Jun 81
Lieutenant Colonel	AK ARNG	01 Jun 88
Colonel	AK ARNG	20 Oct 93

CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS  
ACTIVE DUTY

	FROM	TO
Casual, Fort Benning, GA	May 68	Jun 68
Student, Infantry School, Fort Benning, GA	Jun 68	Sep 68
Student, Ranger School, Fort Benning, GA	Sep 68	Oct 68
Executive Officer, Co C, 5th Bn, 6th Inf, 1st ARMA Div, Fort Hood, TX	Oct 68	Apr 69
Student, Airborne School, Fort Benning, GA	Apr 69	May 69
Operations Officer, Co P (Rgr), 75th Inf, 1st Bde, 5th Inf Div (M), Republic of Vietnam	Jun 69	May 70
Student, DINFOS, Fort Benjamin Harrison, IN	Jun 70	Sep 70
Information Officer, HHC, USAG, US Army Alaska, Fort Wainwright, AK	Sep 70	Oct 73
Student, Infantry School, Fort Benning, GA	Oct 73	Jul 74
Assistant S3, HQ, 4th Bn, 9th Inf, 172d Bde, US Army Alaska, Fort Wainwright, AK	Aug 74	Oct 74

## BIOGRAPHICAL SUMMARY

Company Commander, Co B, 4th Bn, 9th Inf, 172d Bde, US Army Alaska, Fort Wainwright, AK	Oct 74	Jul 75
Assistant S3, HQ, 4th Bn, 9th Inf, 172d Bde, US Army Alaska, Fort Wainwright, AK	Jul 75	Sep 75
ARNG - Not on Active Duty		
Company Commander, Co B, 5th Bn, 297th Inf, Fairbanks, AK	Dec 76	Apr 81
Commander, 134th Public Affairs Det, Camp Carroll, AK	May 81	Mar 83
Company Commander, Co B, 1st Bn (Sct), 297th Inf, Elim, AK	Apr 83	Sep 83
Executive Officer, HHD, 1st Bn (Sct), 297th Inf, Nome, AK	Sep 83	Aug 86
Student, CGSCS, Fort Leavenworth, KS	Aug 86	Dec 86
Executive Officer, HHD, 1st Bn (Sct), 297th Inf, Nome, AK	Dec 86	May 88
Executive Officer, HQ, Troop Command, STARC, Anchorage, AK	Jun 88	Jul 89
Battalion Commander, HQ, 1st Bn (Sct), 297th Inf, Nome, AK	Jul 89	Jul 93
Commander, Det 2, HQ, STARC (Trp Cmd), Fort Richardson, AK	Jul 93	Oct 93
Director, Directorate of Plans, Training, and Mobilization, HHD, STARC, Fort Richardson, AK	Oct 93	Oct 95
Group Commander, HQ, 207th Inf Grp (Sct), Fort Richardson, AK	Oct 95	



STEPHEN D. KORENEK  
COL, IN, AKARNG  
Commanding

ADDENDUM TO BIOGRAPHICAL SUMMARY

NAME: KORENEK, Stephen D. 454-7C-3237

CIVILIAN OCCUPATION: Probation/Parole District Supervisor, State of Alaska,  
Nome District Probation Office,  
P.O. Box 550, Nome, AK 99762

NATURE, SCOPE, EXTENT OF RESPONSIBILITIES:

1. Administrator for the entire Probation/Parole program in a large district of isolated Western Alaska. My immediate supervisor is located in Fairbanks, approximately 600 roadless miles away. I represent the Department of Corrections in the Nome supervision district.

2. I enforce conditions of probation and parole, using both counseling techniques and investigative methods in order to change anti-social and criminal behavior. I make independent, professional decisions concerning revocations. I appear before the Parole Board and in Court as primary revocation investigator.

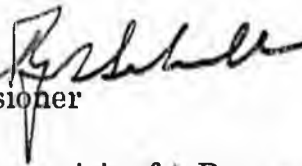
3. I conduct presentence investigations. I make recommendations to the Court based on professional expertise. I coordinate with the Superior Court, district attorneys, public defenders, local and state police agencies.

4. I assign and review the work of subordinate staff. I interview for new hires, supervise a probation officer and a clerk, and write staff evaluations.

FEB 19 1998

STATE OF ALASKA  
MEMORANDUM  
Military & Veterans Affairs  
P.O. Box 5800  
Ft. Richardson, AK 99505-5800

TO: Senator Lyda Green FAX: 465-3805  
Chair, State Affairs  
% Renee Howell

FROM: Roger T. Schnell  FAX: 428-6019  
Deputy Commissioner PH: 428-6009

SUBJ: Pre-requisite for Promotion to Brigadier General,  
National Guard of the U.S.

Enclosed are documents that define the eligibility criteria for promotion to Brigadier General and appointment to Assistant Adjutant General per your request on February 12, 1998. This is in reference to the appointment confirmation of Brigadier General Steven Korenek to Assistant Adjutant General - Army, Alaska Army National Guard.

Encl 1: Excerpt from title 26, Sec. 26.05.180 regarding state appointment.

Encl 2: National Guard Regulation NGR 600.100 Chapter 11 (General Officers) specifically refer to highlighted Chap 11-3b(3), c; Chap 11-4, all highlighted sections.

Encl 3: National Guard Bureau General Officer Management memo dated 7 January 1998, providing guidance to the states on package preparation.

Brigadier General Korenek's nomination packet was approved by the General Officer Promotion Board and he has already been promoted by Dept. of Army, Congress and the President, and received federal recognition in 1997. He was transferred from Commander, 207<sup>th</sup> Infantry Group (General of the Line) to Assistant Adjutant General - Army effective 8 June, 1997, due to the retirement of Brigadier General Sigurd Murphy. On 1 October 1997,

Brigadier General Korenek was hired full time by DMVA as Director of the Army Guard division.

I hope this information is helpful to the State Affairs Committee and Senator Green, as Chair.

Encl/as

**Sec. 26.05.135. Suspension of enforcement of civil liabilities.**

The provisions of 50 U.S.C. App. 501 - 590, pertaining to the temporary suspension of enforcement of civil liabilities of persons in the military service of the United States, apply to members of the Alaska National Guard and Alaska Naval Militia while on active duty for the state by order of the governor.

**Sec. 26.05.140. Suits against officers and enlisted persons.**

Members of the militia ordered into active service for the state by order of the governor are not liable civilly or criminally for any act done by them in their official capacity while in this such service. If a suit is commenced in a court against an officer or enlisted person of the militia as a result of an act done by the officer or enlisted person in an official capacity while in active service, the defendant may require the person instituting the suit to give security for the payment of costs. If judgment is for the defendant, treble costs shall be assessed against the plaintiff. The defendant in the action shall be defended by the attorney general at the expense of the state but the defendant may employ private counsel.

**Sec. 26.05.150. Not liable for exercise of judgment.**

A commanding officer of the Alaska militia engaged under proper authority in the suppression of any of those acts listed in AS 26.05.070 may determine the means to be used in controlling or dispersing any mob or other unlawful assembly. A commanding officer who exercises this discretion is not liable in either a civil or criminal action for an act done in the line of duty.

**Sec. 26.05.160. Appointment, qualifications, and duties of adjutant general.**

(a) The adjutant general of the state is appointed by the governor. The governor shall prescribe the grade of the adjutant general, which may not exceed major general. To be eligible for appointment as adjutant general, a person must be a citizen of the state. The adjutant general shall make returns and reports to the Chief, National Guard Bureau, and to the governor or to the officers designated by the Chief, National Guard Bureau, and the governor, at the times and in the form prescribed.

(b) The adjutant general shall execute a bond running to the state in the penal sum of \$20,000 conditioned upon the faithful performance of the adjutant general's duties. The attorney general shall approve the bond and the bond shall be filed with the Department of Administration. The state shall pay the cost of the bond.

(c) The adjutant general is the official liaison between the state and the active military in the state. The adjutant general shall provide advice and assistance to state agencies having dealings with the active military in the state.

(d) The adjutant general is the official liaison between the state and the federal Department of Veterans Affairs. The adjutant general shall provide advice and assistance to state agencies having dealings with the federal Department of Veterans Affairs.

(e) The adjutant general is the official liaison between the state and the Federal Emergency Management Agency in the state. The adjutant general shall provide advice and assistance to state agencies having dealings with the Federal Emergency Management Agency.

**Sec. 26.05.170. Governor's command and instructions exercised through the adjutant general.**

The governor's command is exercised through the adjutant general, who shall carry out the policies

of the governor in military affairs. The adjutant general represents the governor and shall act in conformity with the governor's instructions. The adjutant general shall exercise control over the military department of the state.

Sec. 26.05.180. Headquarters staff of Alaska National Guard.

(a) The headquarters of the Alaska National Guard is composed of an Army National Guard component, an Air National Guard component and a Naval Militia component. The Army National Guard component and the Air National Guard component shall each be commanded by an assistant adjutant general appointed by the adjutant general with the concurrence of the governor. An assistant adjutant general shall, while holding office, have the grade of brigadier general or a lower grade that the adjutant general may prescribe. On initial appointment an assistant adjutant general must hold a federally-recognized field-grade commission with at least five years service in the Alaska Army National Guard or in the Alaska Air National Guard.

(b) The adjutant general may appoint necessary officers, enlisted persons, and civilian employees to the headquarters staff.

Sec. 26.05.190. Administration.

(a) The adjutant general shall adopt and publish orders and regulations not contrary to law that in the adjutant general's judgment are necessary to bring the organizations, armament, equipment and discipline of the organized militia to a high degree of efficiency. The adjutant general shall perform all the administrative functions incident to the operation of the Alaska National Guard and the Alaska Naval Militia. In addition the adjutant general shall have an inventory taken at least once each year of all state military stores, property, and funds under the jurisdiction of the adjutant general.

(b) [Repealed, sec. 35 ch 126 SLA 1994].

(c) [Repealed, sec. 1 ch 37 SLA 1968].

(d) [Repealed, sec. 1 ch 66 SLA 1967].

Sec. 26.05.200. Officers' qualifications, appointment and tenure.

A person may not be commissioned or warranted in an office of the National Guard or the Naval Militia of the state unless the person is examined and adjudged qualified for the office by an examining board appointed by the commander in chief, except that at the discretion of the adjutant general the proceedings of federal examining boards may be accepted instead of a state board. The composition, appointment, and procedure of examining boards and the nature and scope of examinations shall be as prescribed by the military laws or regulations of the United States or this state.

Sec. 26.05.210. Removal of officers.

(a) The adjutant general and the assistant adjutants general serve at the pleasure of the governor.

(b) When federal recognition of an officer's commission or warrant has been withdrawn, the officer's state appointment as a commissioned or warrant officer may be terminated, and the commission or warrant vacated upon the recommendation of the adjutant general and approval of the governor.

(c) When a commissioned or warrant officer has successfully completed the prescribed term of service so as to be eligible for retirement, the officer may be placed upon the retired list upon the recommendation of the adjutant general and approval of the governor.

(d) Commissioned or warrant officers may tender their resignations through National Guard or

Naval Militia command channels. Resignations shall be in writing, stating the reason for resignation, and shall take effect when accepted by the adjutant general upon the approval of the governor.

Sec. 26.05.220. Retired list.

A commissioned officer and enlisted person upon reaching the maximum age prescribed for active duty by appropriate regulations and a commissioned officer or enlisted person who is disabled or incapacitated for active duty through no personal fault or dereliction, and a commissioned officer or enlisted person who serves honorably with the Alaska National Guard or with the Alaska Naval Militia in any capacity and is unable to perform further active duty due to limitations imposed by appropriate regulations may be placed upon the retired list upon recommendation by the adjutant general and approval of the governor.

Sec. 26.05.222. Creation and administration of Alaska National Guard and Alaska Naval Militia retirement system.

(a) There is established an Alaska National Guard and Alaska Naval Militia retirement system. The commissioner of administration shall administer the Alaska National Guard and Alaska Naval Militia retirement system.

(b) The commissioner of administration may adopt regulations to implement the Alaska National Guard and Alaska Naval Militia retirement system. Regulations adopted by the commissioner under this subsection relate to the internal management of state agencies and their adoption is not subject to AS 44.62 (Administrative Procedure Act).

Sec. 26.05.223. Commencement of participation in system.

A member of the Alaska National Guard or Alaska Naval Militia shall be included in this system upon commencement of membership in the Alaska National Guard, or on January 1, 1973, whichever is later, or upon commencement of membership in the Alaska Naval Militia or on July 1, 1980, whichever is later.

Sec. 26.05.224. Retirement benefits.

(a) An active member of the Alaska National Guard, or a former member who was an active member on or after January 1, 1969, or a member of the Alaska Naval Militia on or after July 1, 1980, is eligible for a retirement pension

(1) upon voluntary retirement from the Alaska National Guard or Alaska Naval Militia after a total of 20 years or more of satisfactory service in the Alaska National Guard, Alaska Naval Militia, or the armed forces of the United States, and the reserves of them, or any combination of service in these components if at least five years of the service is in the Alaska National Guard or Alaska Naval Militia; or

(2) upon involuntary separation because of federal standards imposed on the Alaska National Guard or Alaska Naval Militia, regardless of length of service, unless the separation occurs as a result of the member's own misconduct, misrepresentation, or unwillingness to satisfy established standards for continued participation.

(b) The retirement pension is \$100 a month, payable for the same number of months that the member participated satisfactorily in the Alaska National Guard or Alaska Naval Militia. The member may instead elect to receive the retirement pension

(1) in a lump sum that is actuarially determined to be equal to the value, at the time of retirement, of the entire pension due; or

(2) in a monthly amount that will result in payment by the member's 72nd birthday of an

amount that is determined to be the actuarial equivalent of the entire pension due at the time of retirement.

(c) An eligible member or former member may elect to receive the retirement pension beginning on the first day of the month in which the member or former member becomes eligible for retirement, or the member or former member may elect to defer payment to a later date. Payment of a deferred retirement benefit may not begin until application for the benefit is filed with and approved by the Department of Military and Veterans' Affairs. Deferred retirement payments shall be made monthly at the rate of \$100, unless the member elects another form of payment under (b) of this section.

(d) Upon the death of an active member who has at least five years service in the Alaska National Guard or Alaska Naval Militia or a combination of these components, the member's designated beneficiary is entitled to a lump sum benefit calculated in accordance with (b) of this section. Upon the death of a former member who has at least 20 years service, the former member's designated beneficiary is entitled to a lump sum benefit calculated in accordance with (b) of this section less any retirement benefits previously paid. Except as provided in (e) of this section, a member may change or revoke the designation of a beneficiary without notice to the beneficiary at any time. If a member designates more than one beneficiary, each shares equally unless the member specifies a different allocation. The member shall make a designation of a beneficiary or a change or revocation of a beneficiary on a form provided by the Department of Military and Veterans' Affairs. It is not effective until filed with the Department of Military and Veterans' Affairs. If a member fails to designate a beneficiary or if no designated beneficiary survives the member, the department, except to the extent provided otherwise in a qualified domestic relations order, shall pay the death benefit under this subsection to the

- (1) surviving spouse; or, if there is none surviving,
- (2) surviving children in equal parts; or, if there is none surviving,
- (3) surviving parents in equal parts; or, if there is none surviving,
- (4) member's estate.

(e) Notwithstanding any previous designation of beneficiary, the spouse of a member at the time of the member's death automatically becomes the designated beneficiary if the spouse was married to the member during part of the member's service under this chapter

(1) except to the extent a qualified domestic relations order provides for payment to a former spouse or other dependent of the member; or

(2) unless the member files with the Department of Military and Veterans' Affairs a revocation of beneficiary and a written consent to the revocation signed by the present spouse and each person entitled to benefits under the order on forms provided by the department; however, consent of the present spouse is not required if the member and the present spouse had been married for less than two years on the date of the member's death and if the member established when filing the revocation that the member and the spouse were not cohabiting.

(f) A person claiming entitlement to any benefits payable under this section shall provide the department with a marriage certificate, divorce or dissolution decree, or other evidence of entitlement. Documents showing entitlement may be filed with the department immediately after a change in the member's marital status. If the department does not receive notification of a claim before the date 10 days after the member's death, the person claiming entitlement to the benefits is not entitled to receive from the Department of Administration or Department of Military and Veterans' Affairs any benefit already paid under this section.

Sec. 26.05.225. Earlier service.

A person who was a member of the Alaska National Guard on or after January 1, 1969, is entitled to credit for service to the state and former territory of Alaska as a member of the National Guard and Territorial Guard before and after January 1, 1969, in determining eligibility for retirement benefits under AS 26.05.224.

Sec. 26.05.226. Contributions.

(a) The Department of Military and Veterans' Affairs shall contribute to the Alaska National Guard and Alaska Naval Militia retirement system the amounts determined by the commissioner of administration as necessary to

(1) fund the system based on the actuarial requirements of the system as established by the commissioner of administration; and

(2) administer the system.

(b) The amount required for contributions from the Department of Military and Veterans' Affairs under (a) of this section shall be included in the annual appropriations made to the Department of Military and Veterans' Affairs.

Sec. 26.05.227. [Renumbered as AS 26.05.229].

Repealed or Renumbered

Sec. 26.05.228. Accounting and investment.

(a) The commissioner of administration shall establish a military retirement trust fund for the system in which the assets of the system are deposited and held. The commissioner shall maintain accounts and records for the system.

(b) All income of the fund and all disbursements made by the fund shall be credited or charged, whichever is appropriate, to the following accounts:

(1) an individual account for each retired member of the system that records the benefits paid under this system to the member or surviving beneficiary;

(2) a separate account for the Department of Military and Veterans' Affairs' contribution to fund the system based on the actuarial requirements of the system as established by the commissioner of administration under this chapter;

(3) an expense account for the system; this account is charged with all disbursements representing administrative expenses incurred by the system; expenditures from this account are included in the governor's budget for each fiscal year.

(c) The Alaska State Pension Investment Board is the fiduciary of the fund and has the same powers and duties under this section in regard to the fund as are provided under AS 14.25.180.

Sec. 26.05.229. Definitions.

In AS 26.05.222 - 26.05.228

(1) "beneficiary" means a person designated by a member in a writing filed with the system by the member while alive to receive benefits that may be due from the system upon the death of the member;

(2) "member" means a commissioned or warrant officer or an enlisted person in the Alaska National Guard or Alaska Naval Militia;

(3) "qualified domestic relations order" means a divorce or dissolution judgment under AS 25.24, including an order approving a property settlement, that

(A) creates or recognizes the existence of an alternate payee's right to, or assigns to an alternate payee the right to, receive all or a portion of the benefits payable with respect to a member;

(B) sets out the name and last known mailing address, if any, of the member and of each alternate payee covered by the order;

(C) sets out the amount or percentage of the member's benefit, or of any survivor's benefit, to be paid to the alternate payee, or sets out the manner in which that amount or percentage is to be determined;

(D) sets out the number of payments or period to which the order applies;

(E) does not require any type or form of benefit or any option not otherwise provided by AS 26.05.222 - 26.05.228;

(F) does not require an increase of benefits in excess of the amount provided by AS 26.05.222 - 26.05.228, determined on the basis of actuarial value; and

(G) does not require the payment, to an alternate payee, of benefits that are required to be paid to another alternate payee under another order previously determined to be a qualified domestic relations order;

(4) "system" means the Alaska National Guard and Alaska Naval Militia retirement system.

Sec. 26.05.230. Armories, training sites, and maintenance facilities.

(a) Buildings and sites for armory purposes may be leased or constructed, based upon location and size of units to be organized, and shall be financed through state and federal appropriations or both. These facilities may be made available by local communities or by the cooperative arrangement between the state and the federal government and any local community. Leasing and construction under this subsection are governed by AS 36.30 (State Procurement Code).

(b) The armory of each battalion, company, or other unit is subject to the order of the adjutant general and under the charge of its armory board which shall keep in the armory all property furnished by the state. Except for scout battalions organized under special authority of the Secretary of the Army, a unit may not be furnished with arms or equipment until a suitable armory is provided for their deposit. Subject to regulations adopted by the adjutant general, an armory may be used for any reasonable and legitimate civilian activity so long as the activity does not interfere with its use for military purposes. Proceeds received as rental or otherwise at an armory from nonmilitary use shall be deposited in the general fund.

(c) The adjutant general shall administer all target ranges belonging to or leased by the state for National Guard purposes. Gallery ranges may be maintained at all armories occupied by state troops and every command shall be given suitable instruction in marksmanship under direction of its commander, and regulations as authorized by the adjutant general.

Sec. 26.05.235. Active duty training sites.

Unless prohibited by federal regulation, no less than once every two training years, each unit of the Alaska Army National Guard shall train for annual active duty training at a site other than its regular base training site. Every effort shall be made to select a training site in a different type of

environment from that of the regular base training site.

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## Chapter 11 General Officers

**11-1. Appointment and promotion authority**  
The appointment and promotion of ARNG officers to and within general officer grades are functions of the State concerned, as distinguished from the Federal recognition of such appointment or promotion.

**11-2. Appointment of chiefs of State military departments**

*a. Of a State.* The appointment of an individual as the Chief of the State Military department, his or her authorized assistant, and his or her tenure of office are governed by the laws of the State. (Normally, these positions are entitled State Adjutant General and State Assistant Adjutant General, but the exact titles are governed by the laws of the State).

*b. Of a Territory, the District of Columbia and the Commonwealth of Puerto Rico.* The Commanding General of the District of Columbia National Guard is appointed by the President with such grade and qualifications as he/she may prescribe. The Adjutants General, Puerto Rico and Guam are appointed by the Governor of the Commonwealth of Puerto Rico and the Governor of Guam, respectively.

**11-3. Federal recognition criteria for Chiefs of State Military Departments**

*a. State Adjutants General.*

(1) A State Adjutant General may be appointed and serve in that capacity without Federal recognition.

(2) No officer will be federally recognized to serve in the position authorized for the State Adjutant General other than the officer who is appointed as the State Adjutant General and performs the duties of that position.

(3) State Adjutants General may be federally recognized in the grade authorized by the respective State code, but not to exceed the grade of major general, subject to the following:

(a) Commissioned officers or former commissioned officers of the Armed Forces who have served in the grade of brigadier general for a minimum of one year and are otherwise qualified may, as State Adjutants General, be considered for Federal recognition in the grade of major general.

(b) Commissioned officers or former commissioned officers of the Armed Forces who have served in the grade of colonel for a minimum of one year and are otherwise qualified may, as State Adjutants General, be considered for Federal recognition in the grade of brigadier general.

(c) Commissioned officers or former commissioned officers of the Armed Forces who have attained the grade of lieutenant colonel or below may, upon appointment as State Adjutants General, be considered for Federal recognition in the highest federally recognized grade previously held.

(d) To be considered for Federal recognition in general officer grades, State Adjutants General, including officers noted in paragraph 11-3a, must meet

the requirements for the grade sought as prescribed by paragraph 11-4.

(e) Upon termination of appointment as a State Adjutant General, an officer who has so served will be eligible for Federal recognition in the highest grade and in the branch for which he/she is otherwise qualified.

*b. State assistant Adjutants General.* Officers assigned as State Assistant Adjutants General may be considered for Federal recognition in the grade of brigadier general only, subject to the provisions of chapter 8 and when one or more of the following conditions exists:

(1) The State Adjutant General is federally recognized as an Air officer by the Department of the Air Force;

(2) The State Military Department is organized into separate departments for Army and Air, under the State code, with a general officer as the head of each department;

(3) The State code provides specifically for a State Assistant Adjutant General for Army in the grade of brigadier general; or

(4) The State code provides specifically for a State Assistant Adjutant General in the grade of brigadier general who could be either Army or Air.

*c. Commissioned officers holding a certificate of eligibility for Federal recognition in the grade of brigadier general may be extended Federal recognition in that grade if appointed as State Adjutants General or State Assistant Adjutants General. Commissioned officers holding a certificate of eligibility for Federal recognition in the grade of major general may be extended Federal recognition in that grade if appointed as State Adjutant General.*

**11-4. Prerequisites for consideration for Federal recognition in general officer grades**

To be considered for Federal recognition in a general officer grade, the candidate must meet the following requirements:

*a. Hold an appointment in the ARNG of a State, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, or the District of Columbia in the grade for which being considered.*

*b. Be assigned to a federally recognized general officer position.*

*c. Have completed the following minimum promotion service computed under paragraph 8-5:*

(1) Other than as a State Adjutant General:

COL to BG	2 years
BG to MG	2 years

(2) A State Adjutant General for Federal recognition:

COL to BG	1 year
BG to MG	1 year

(3) For State Adjutants General and State Assistant Adjutants General, service in any of the Armed forces while in an active status or on the active duty list in their current grade may be counted as promotion service.

d. Be in an active status at the time a FRB is convened. This requirement is not applicable to State Adjutants General or retired Regular Army officers appointed to general officer grade as State Assistant Adjutants General.

e. Have served continuously for five years in an active status immediately preceding consideration by a FRB. When recommended by the board, this requirement may be waived by the Secretary of the Army if an officer has been in an inactive status for no more than two years during the five year period. A commissioned officer who has been in inactive status may not be considered for promotion until at least one year after the date on which he/she is returned to active status (Title 10, USC, section 3364(e)). This requirement is not applicable to State Adjutants General or retired Regular Army commissioned officers appointed to general officer grade as State Assistant Adjutants General.

f. Have sufficient time remaining in an active status as of the first day of the month in which a FRB is scheduled to be convened to meet the following promotion eligibility requirements:

(1) State Adjutants General must have at least two years remaining to serve in an active status before reaching age 64.

(2) Officers assigned to special branches (Chaplains Branch, CH; the Judge Advocate General's Corps, JAGC; and Army Medical Department, AMEDD) positions must have at least two years remaining to serve in an active status before reaching age 60. This requirement may be waived by the Secretary of the Army in exceptional cases when recommended by a FRB.

(3) All other officers, including general officers whose branch, immediately preceding appointment in the grade of brigadier general, was other than a special branch, must have sufficient time remaining to serve in an active status before reaching age 60:

(a) Two years in the grade of major general.

(b) Five years in the grade of brigadier general.

(4) Prior service in an active status in the same grade as that sought or in a higher grade is creditable toward the remaining service requirement.

g. Have successfully completed or received constructive credit for one of the following: United States Army Command and General Staff College or equivalent course so designated in AR 351-1; the Judge Advocate General's Reserve Component General Staff Course; the Chaplain Reserve Component General Staff Course; the Army Medical Department Reserve Component General Staff Course; or a resident course of instruction at a senior service college as defined in AR 351-1. Effective 1 October 1996, colonels must

have completed Army War College or its MEL 1 equivalent prior to consideration for promotion to brigadier general.

h. Have one of the following:

(1) Command experience at battalion level or higher which totals two years for command in the Reserve Components or one year of such command while serving on active duty in the Active Component.

(2) A written description, submitted by the officer, of assignments such as an assistant division commander, chief of staff, NGB or USAR School Commandant (lieutenant colonel or higher), or a deputy of a command authorized a general officer which the officer feels should be considered as experience equivalent to command.

(3) A written explanation submitted by the officer identifying other key assignments for consideration as equivalent to command experience.

i. Be medically qualified as follows:

(1) Officers other than State Adjutants General, must meet the medical standards for retention prescribed by AR 40-501.

(2) State Adjutants General must meet the medical standards for retention prescribed by AR 40-501. Where an officer's Federal recognition in a lower grade has been authorized administratively under NGR 635-101 despite a medical disqualification or where a medical waiver for retention in an active status has been authorized previously, a FRB may recommend Federal recognition in the higher grade if it determines that the disqualification will not hamper performance of duty under mobilization conditions and recommends the officer for appointment with a waiver.

(3) All candidates must meet the weight and/or body fat standards of AR 600-9.

j. Candidates administratively retained past mandatory removal date are ineligible. This requirement may be waived by the Secretary of the Army for commissioned officers within two years following their mandatory removal date and who are otherwise qualified for consideration for Federal recognition in the higher grade. This requirement is not applicable to officers assigned to special branch positions.

k. Reserve Component officers receiving retired pay under the provisions of Title 10, USC are ineligible. However, a Reserve Component officer receiving retired pay under the provisions of Title 10, USC may be placed in an active status by the Secretary of the Army and federally recognized to serve as a State Adjutant General or Assistant State Adjutant General.

l. Have evidence of a favorable investigative files check and be in possession of a DA Form 873 (Certificate of Clearance and/or Security Determination) indicating a security clearance of Top Secret based on a favorable Background Investigation (BI) or Special Background Investigation (SBI), or Single Scope Background Investigation not older than four and one-half years. For those individuals who do not possess a Top Secret Clearance, a background

investigation must be initiated prior to the convening date of the Federal Recognition Board.

*m.* Must possess a baccalaureate degree or higher from an institution accredited by the American Council of Education. This requirement may be waived by the Secretary of the Army in exceptional cases.

#### 11-5. Frocking

*a.* The practice of frocking as described in AR 135-156, can be used in exceptional cases. The frocking of an Adjutant General requires a written request from the governor. The frocking of a promotable colonel requires a written request with justification from the Adjutant General. The request in both cases must be approved by CNGB and the Chief of Staff, Army.

*b.* State Adjutants General may be authorized to wear the grade insignia of their State appointed general officer grade. This grade may not exceed one grade above their federally recognized grade or exceed the grade of major general.

*c.* A colonel awaiting promotion to brigadier general may be authorized to wear the grade insignia of brigadier general, if he/she holds Federal commissioned status in the Reserve of the Army as a Reserve of the Army, is assigned to a general officer position, and is confirmed by the Senate for promotion to brigadier general.

#### 11-6. Prerequisites for consideration for certificate of eligibility for Federal recognition to or within general officer grades

A candidate for certificate of eligibility for Federal recognition in general officer grade must meet all requirements for consideration for Federal recognition in the grade and branch authorized for the position sought, as prescribed by paragraph 11-4 of this regulation, except for holding a State appointment in the new grade or branch and assignment to a general officer position.

#### 11-7. Limitations of Certificates of Eligibility

*a.* A certificate of eligibility for general officers is effective for two years from the date of issue, unless otherwise prohibited. The officer must remain otherwise qualified. The Certificate of Eligibility becomes invalid when the officer reaches mandatory removal date and has not been assigned to a federally recognized general officer position.

*b.* Receipt of an extension to the mandatory removal date for essentiality or to qualify for a civil service retirement annuity will not invalidate an existing Certificate of Eligibility.

#### 11-8. Recommendation procedure and documentation

*a.* Upon announcement by the CNGB that a General Officer FRB will be convened by the Secretary of the Army, the following documents will be submitted by the State to CNGB for each officer to be considered by the board.

(1) Letter of recommendation prepared in the format at appendix D. The letter must contain the specific reasons for selection of the individual for assignment to a general officer position. For candidates for a certificate of eligibility, the letter must specify the projected assignment, identify the incumbent, and provide the date and reason the incumbent will vacate the position. For State adjutants general, the letter must be signed by the Governor.

(2) Full-length, color, glossy, official military photograph (4x10 or 8x10 inches) taken within the past two years and showing the officer in an Army green uniform (less headgear) with name tag, current insignia of grade, all authorized awards and decorations, and basic branch insignia if appropriate. The photograph will meet the following specifications:

(a) Officer will be standing, with the body turned to the right about 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, with hands at sides.

(b) Retouching of negative or print is not permitted.

(c) Officer's signature must be on the back of the photograph with height and weight.

(3) Biographical summary that includes a separate addendum describing the nature of the officer's civilian occupation and the scope and extent of responsibilities. Format of the summary is prescribed in appendix H of this regulation. If individual is a candidate for certificate of eligibility, assignment should be "proposed." Enlisted military education and duty assignments should not be included. Only Federal decorations and badges should be listed. Each entry on the biographical summary must be documented on the officer's Official Military Personnel File (OMPF). If an entry is not documented on the OMPF, the substantiating document(s) must be provided in hard copy. DA Form 2-1 is not a substantiating document.

(4) For a State Adjutant General or State Assistant Adjutant General, an extract of the pertinent portion of the State code governing appointment and grade. For a State Assistant Adjutant General, the State code must provide specifically for such position in the grade of brigadier general. Executive orders or other directives which implement a State code, but are not specific, are not sufficient for Federal recognition purposes.

(5) Copy of State orders appointing and assigning the officer to general officer grade and position in the ARNG. State adjutants general and State assistant adjutants general are branch immaterial. Special branch officers will be federally recognized in their branch specialty only. Candidates for certificate of eligibility for Federal recognition in general officer grade do not need to have a copy of State orders.

(6) Copy of State order reassigning former incumbent of the position (unless the position is newly authorized). This requirement is not applicable to candidates for certificate of eligibility for Federal recognition in general officer grade.

(7) Current Retirement Points Accounting System (RPAS) printout covering the past five years or a statement of retirement points accumulated during each of the past five years, categorized as inactive

duty, membership, extension course and active duty points.

**(8) Medical examination:**

**(a)** Original copy of Standard Form 88 (Report of Medical Examination) with attachments and Standard Form 93 (Report of Medical History) executed at an Active military medical facility within one year immediately preceding the date the board is scheduled to be convened and prepared in accordance with AR 40-501.

**(b)** The medical exam must include the over 40 cardiovascular screening. DA Form 4970 (Medical Screening Summary Over 40 Physical Fitness Program) must accompany the physical examination results.

**(c)** If the date of the examination is less than one year, but more than 180 days, before the board is scheduled to be convened, a height/weight statement verified and signed by the Senior Army Adviser or by a doctor at a Federal facility within 180 days of the board must also be included.

**(d)** For an officer whose weight exceeds the screening table weight in AR 600-9, a DA Form 5500-R must be completed by a medical officer indicating that an evaluation of body fat content has been made and the percent of body fat is within the limit set by AR 600-9 for the officer's age and sex. This form must be enclosed.

**(9)** Special officer evaluation report covering service immediately preceding transmittal of application. This requirement may not be applicable to State adjutants general.

**(10)** Two color, glossy, portrait photographs (4x5 inches) taken within the past two years in Army green uniform (less headgear).

**(11)** Justification for requests for waiver, if appropriate.

**(12)** If a candidate for general officer is a technician at the time of submission, both NGB-TN and NGB-GO will be notified.

**(13)** Statement of verification of the DA Form 873 indicating current security clearance. Provide date that latest periodic reinvestigation was completed, AR 380-67 applies.

**(14)** Copy of the official transcripts from the highest civilian education completed.

**b.** Records of candidates will be screened by CNGB for accuracy and completeness and to ensure that officers meet the requirements for consideration for Federal recognition or certificate of eligibility for Federal recognition in general officer grade.

**c.** The CNGB will forward to Headquarters, Department of the Army, a list of those officers to be examined by the General Officer Federal Recognition Board. Documentation prescribed by paragraph 11-6a of his regulation, results of an investigative files check, and a microfiche copy of the officer's OMPF will be enclosed for each candidate.

**11-9. General Officer Federal Recognition Boards**

**a. Authority.** Under the provisions of Title 32, USC, section 307, a board of officers will be convened by the Secretary of the Army to determine the physical, moral, and professional fitness of candidates for Federal recognition in the general officer grade and branch for which examined.

**b. Appointment.** Boards for examination of candidates for Federal recognition in general officer grades will be appointed by the Secretary of the Army. Such boards will be convened at Headquarters, Department of the Army, twice a year, normally in May and November. As an exception, a board to consider officers for positions of State Adjutants General will be convened at such time as appointments are made by the Governor of the State concerned, and applications are received.

**c. Composition.** The board will consist of three general officers, two of whom will be from the active component and one from the ARNGUS. Additional nonvoting members, such as a medical officer and recorder, may be appointed.

**d. Organization.** The organization of the board will be prescribed by its president.

**e. Procedures.**

**(1)** The procedure and extent of the examination will be prescribed by the president of the board.

**(2)** For each officer not recommended for Federal recognition, the board will specify the deficiency or deficiencies that form the basis for its recommendation and, if appropriate, the period of time, not to exceed one year, that the officer should remain assigned to the position before being reconsidered for Federal recognition.

**(3)** Candidates will not appear before the board. Records of candidates, as prescribed by paragraph 11-6 of this regulation, will be considered by the board.

**11-10. Disposition of findings**

Board reports will be forwarded through the Chief of Staff of the Army to the Secretary of the Army for transmittal.

**11-11. Granting of Federal recognition**

Federal recognition will be extended by the CNGB to those officers found qualified by the board and approved by the Secretary of the Army after Senate confirmation of appointment. The effective date of Federal recognition will be the date of Senate confirmation if vacancies exist within the statutory limitation prescribed by Title 10, USC, section 3218, or, if no vacancies exist at that time, on the date such vacancies occur. Recess appointments will be effective on the date approved by the President or, if no vacancies exist at that time, on the date such vacancies occur.

**11-12. Date considered recommended for promotion**

ARNGUS officers who have been appointed to and within general officer grades in the ARNG are considered to be recommended for promotion within the context of Title 10, USC, section 3851 (b), as follows:

a. For an officer not holding a certificate of eligibility for Federal recognition in the higher grade, on the date the General Officer Federal Recognition Board adjourns.

b. For an officer holding a certificate of eligibility for Federal recognition in the higher grade, on the date of:

(1) Assignment to the position for which he/she was granted the certificate of eligibility or

(2) Promotion in the State if the officer is already assigned to the position.

**11-13. Reconsideration for Federal recognition in the same grade**

a. A candidate for Federal recognition in general officer grade who is not recommended for Federal recognition upon initial consideration by a board for any reason, other than medical disqualification, may be authorized to be considered by a subsequent board, provided evidence clearly indicates that the deficiency for which he or she was rejected initially no longer exists and the officer can meet all of the other requirements specified for initial consideration.

b. A candidate for Federal recognition in general officer grade who is not recommended for Federal recognition upon initial consideration by a board due to medical disqualification may be authorized to be considered by a subsequent board when circumstances specified in paragraph 11-4i of this regulation exist.

c. No candidate for Federal recognition in general officer grade, other than for the position of State Adjutant General, may be considered by a board more than twice for the same grade.

d. State Adjutants General and Assistant Adjutants General, previously federally recognized as general officers, Adjutant General Corps, who meet the eligibility criteria for line general officer may be reconsidered for Federal recognition as general officers of the line in their current grade while serving in their current position.

**11-14. Reassignment Eligibility**

a. State Adjutants General and State Assistant Adjutants General who are federally recognized in general officer grades, Adjutant General's Corps, are not eligible for reassignment to line positions in grade.

b. Federally recognized general officers of the line may be reassigned to State Adjutant General or State Assistant Adjutant General positions without change in grade or branch.

c. Reassignment of general officers serving in Adjutant General or Assistant Adjutant General positions, who are not federally recognized in the Adjutant General Corps, to a line position must be approved by the CNGB so as not to exceed statutory limitations. Mandatory removal dates must also be recalculated. No reassignments to line positions will be made without CNGB (ATTN: NGB-GO) approval.

**11-15. AMEDD assignment limitations**

An officer promoted to brigadier general or major general, ARNGUS, whose branch immediately prior to appointment as general officer was in AMEDD (other than Medical Service Corps) retains identity as an officer of the AMEDD and may not be assigned (except within the AMEDD) to a position that exercises command, including a position requiring assumption of command in the absence of the commander as an integral part of the position, such as deputy or assistant commander (Title 10, USC, section 3579(a)).

**Chapter 12****ROTC Early Commissioning Program****12-1. General**

AR 145-1, Senior ROTC Program, Organization, Administration, and Training, authorizes the early commissioning of ROTC cadets who have completed all ROTC requirements except that of obtaining a baccalaureate degree.

**12-2. Eligibility for Appointment**

a. The Early Commissioning Program (ECP) is restricted to Military Junior College (MJC) cadets who contract into the ROTC Advanced Course after 1 Dec 91. Other ROTC Cadets who contracted into the ROTC Advanced Course on or prior to 1 Dec 91, who have been accused Reserve Forces Duty (RFD), and who have been accepted by The Adjutant General into a valid ARNG MTOE/TDA officer vacancy will also be eligible for the ECP.

b. MJC ECP cadets are allowed the full 24 months to complete a baccalaureate degree, no exceptions or extensions will be granted beyond this period.

**12-3. Commissioning of cadets**

A cadet is first commissioned in the USAR under normal ROTC procedures. A memorandum of acceptance from the ARNG unit for a valid unit vacancy verified by The Adjutant General (flg 12-1) and a memorandum of understanding signed by the cadet (flg 12-2) are required prior to commissioning. A copy of these memoranda will accompany the application for Federal recognition.

**12-4. Applying for Federal recognition**

Lieutenants seeking ARNG appointments from the ECP will apply for Federal recognition IAW the procedures for transfer from the USAR established in chapter 3 of this regulation.

**12-5. Military personnel records Jacket (MPRJ)**  
The PMS or ROTC camp commander will establish an MPRJ for each cadet commissioned under the ECP. Within 30 working days after commissioning, the PMS will forward the MPRJ to The Adjutant General for officers being assigned to ARNG units.

**12-6. Establishment and transfer of OMPF and accessions into ARNGUS**

**a.** The Commanding General, ARPERCEN, will establish the OMPF and notify each officer by letter of the obligation to report changes in status (e.g., address, college enrollment status, physical) promptly to ARPERCEN.

**b.** After administering the State oath to an officer commissioned under this program, the State will prepare an DD Form 368, Request for Clearance from USAR for enlistment/appointment in the ARNG, and forward to Commanding General, ARPERCEN, ATTN: DARP-OPL-A. The DD Form 368 will be annotated "Early Commissioning Program."

**c.** Upon receipt of a DD Form 368 from The Adjutant General, the Commanding General, ARPERCEN, will forward the officer's OMPF to NGB-ARP-CO.

**12-7. Control of officer pending call to AD or initial active duty training (IADT)**

**a.** The Commanding General, ARPERCEN, will establish controls over all officers commissioned under this program to ensure that they are processed for RA, AD, RFD, or graduate delay status upon graduation. Failure to enroll in a baccalaureate program, disenrollment from college, or failure to obtain a baccalaureate degree within 24 months will cause control of the officer to transfer to ARNG.

**b.** IAW AR 611-101, the reporting classification code for all ROTC commissionees awaiting initial active duty for training in the appropriate resident officer basic course will be designated as 00D.

**12-8. OBC training for officers commissioned under ECP**

**a.** Early commissionees will attend an Active Component resident OBC upon graduation from college or they may volunteer to attend an Active or Reserve Component resident OBC upon appointment.

**b.** Resident attendance at OBC is the only method for a newly appointed basic branch officer to become branch qualified and eligible for the award of the appropriate AOC.

**c.** Officers selected for RFD will be scheduled to attend a resident OBC as soon as practical following graduation, unless required to attend prior to that time IAW the policy in this paragraph. The ARNG policy is that all newly appointed officers complete OBC within 12 months of commissioning. Waivers may be granted to 18 months by The Adjutant General. At the end of

24 months after appointment, if the officer has not completed OBC, that officer will be discharged.

**d.** The Reserve Component versions of OBC currently offered by the Infantry, Armor, Engineer, and Signal Schools were designed for officers commissioned from OCS through the State military academies and ROTC-ECP commissionees required to attend prior to graduation. If not accomplished prior to graduation, all ROTC graduates attending OBC following completion of degree requirements must attend the full length OBC in the appropriate branch.



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
2500 ARMY PENTAGON  
WASHINGTON, D.C. 20310-2500

Enclosure 3

S: 18 Feb 98

NGB-GO-AR (600-100)

7 January 1998

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, the  
Virgin Islands, Guam and the District of Columbia

SUBJECT: (All States Log No. 198-0061 ) Semi-Annual Army National Guard General  
Officer Federal Recognition Board

1. Department of the Army will convene a board to examine the records of Army National Guard candidates for federal recognition in general officer grades during June 1998.
2. Paragraphs 11-4 and 11-6, NGR 600-100 dated 15 April 1994, provide eligibility criteria.
  - a. All candidates for federal recognition must have completed Army War College or its Military Education Level 1 (MEL 1) equivalent. AR 351-1 paragraph 3-6d lists MEL 1 equivalent courses.
  - b. In accordance with Interim Change I01 to NGR 600-100, paragraph 11-4c, Colonels (06) and Brigadier Generals (07) with one year time in grade are eligible for consideration for federal recognition to the next higher grade.
  - c. Transcripts from highest civilian education must be provided. The institution from which the degree was received must be accredited by the American Council of Education.
  - d. Physical will be conducted within 12 months of the date of the board, at an active military treatment facility, and in compliance with AR 40-501. **Physicals, with supporting documents and the DA 4970-E will be forwarded to NGB-ARP-H, for processing. States will coordinate directly with NGB-ARP-H for approval of NGB Surgeon (this is a change from previous instructions). NGB Surgeon approved physical will be forwarded to this office.**
  - e. OER. In accordance with AR 623-105, paragraph 8-23c(Mandatory reports-other than 120 day minimum), and NGR 600-100, paragraph 11-8a.(9), a report is mandatory when an officer is being nominated for promotion to general officer. The THRU date of the report will be 18 Feb 98, code 32 and reason for submission will be NGB GO Nomination.

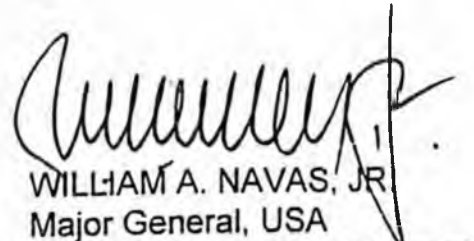
NGB-GO-AR (600-100)

SUBJECT: (All States Log No. 198-0061 ) Semi-Annual Army National Guard  
General Officer Federal Recognition Board

6. Point of contact is MSG Thomas, DSN 227-3471, Commercial (703) 697-3471, FAX  
Commercial (703) 693-3413.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl  
as

  
WILLIAM A. NAVAS, JR.  
Major General, USA  
Director, Army National Guard

CF:  
HQDA (DACS-GOM) w/o encl  
NGB-ARZ w/o encl  
State MILPO w/encl  
NGB-ZA (1)  
NGB-ARZ (1)  
NGB-ARP (1)  
NGB-IG (1)  
NGB/CF (1)  
NGB-PA (10)  
NGB-PL (1)

**DETAILED INSTRUCTIONS**

**SPRING 1998**

**FEDERAL RECOGNITION  
BOARD**



**ARMY NATIONAL GUARD  
GENERAL OFFICER  
MANAGEMENT  
NGB-GO-AR**

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## INTRODUCTION

The Federal Recognition Board process for an individual to become a General Officer can be quite lengthy. In an effort to minimize delays in the process, it is absolutely essential that records submitted to the board reflect the highest standards of accuracy and completeness.

General Officer prerequisites and required documentation are found in Chapter 11, NGR 600-100. In addition, the enclosed checklist and examples are provided to assist with the preparation of a General Officer nomination packet. The examples provided must be used simply as guides; each nominated officer's individual situation must be described as accurately as possible.

Any questions concerning a nomination packet, or suggestions for improving the enclosed information can be addressed to NGB General Officer Management Office, ATTN: NGB-GC-AR, Room 2D366, 2500 Army Pentagon, Washington D.C. 20310-2500. Commercial (703) 697-1826/3471 or DSN 227-1826/3471. Telefaxes can be sent to (703) 693-3413 or DSN 223-3413.

## THE FEDERAL RECOGNITION PROCESS

NGB - Federal Recognition Orders Issued



Senate Confirmation

Senate - (Board packet must sit for at least seven days before a vote)



2. Public Announcement Made

1. WhiteHouse - Presidential Signature  
(Senate must be in session)



2. Secretary of Defense Signature

1. Processed through Office of Secretary  
of Defense (OSD).



5. Chief of Staff of the Army and Secretary of the Army Signatures

4. DA Legal Review

3. DA - Post Board Checks

2. DA - Conduct Federal Recognition Board

1. DA - Pre-Board Checks



2. DA - Develop Board Packets



1. NGB - Review Promotion Packets

FEDERAL RECOGNITION BOARD CHECKLIST

ITEM

REFERENCE

Letter of Recommendation

Para 11-8a(1) NGR 600-100 and Para 3b, AllStates Letter.

Include specific reasons for selection to the assignment as a general officer. For Certificate of Eligibility, the letter must specify the projected date of assignment, and identify who will vacate the position. Letter must be signed by the Adjutant General. For appointment of the state Adjutant General, the letter must be signed by the governor.

Photographs:

(4) - 8x10 Head & Shoulders

Para 11-8a (2) NGR 600-100, and AR 640-30, Photographs for Military Personnel Files.

Photographs must be taken within the past year showing the officer in army green uniform (less headgear) with name tag, current insignia grade, all authorized awards and decorations in proper sequence (IAW AR 670-1), and basic branch insignia (i.e., Infantry, Armor, etc.). When necessitated by number of ribbons authorized, ensure that ribbons are properly stacked so that all ribbons and their appropriate devices are in plain view. Take special care to ensure correct number of ribbons and number of devices are displayed. Photographs must be high quality and in sharp focus. Avoid distracting foregrounds or backgrounds. Retouching of negative or print is not permitted. Effective December 1995, only head and shoulders photographs will be submitted for promotion board processing.

Resume of Service Career

Format used is found on Page 16 of this Handout

Include a separate addendum describing the nature of the officer's full time occupation and the scope and extent of responsibilities. When writing the biographical summary, spell out all military terms; Do NOT use abbreviations. If the individual is a candidate for a Certificate of Eligibility, include "Proposed Assignment". Do NOT list enlisted military duty assignments. List only Federal decorations and badges. Awards must be in the correct order of precedence (highest to lowest). Each entry on the biographical summary must be documented on the officer's Official Military Personnel File (OMPF). If an entry is not documented on the OMPF, the substantiating document(s) must be provided in hardcopy. The biographical summary must indicate if the nominee is a technician or state employee. The officer will sign the bottom of the biography to verify the information.

State Code

Para 11-8a (4) NGR 600-100.

For a State Adjutant General or Assistant Adjutant General, an extract of the pertinent portion of the State Code Governing appointment and grade must be provided. For an Assistant Adjutant General, the State Code must provide specifically for such a position in the grade of Brigadier General. Executive orders or other directives which implement a State Code, but are not specific, are not sufficient for federal recognition purposes. States authorized two Assistant Adjutant General positions in lieu of a Deputy STARC Commander must ensure that at least one Assistant Adjutant General is a General of the Line.

State Assignment Orders

Para 11-8a (5&6) NGR 600-100.

Copy of state orders assigning the officer to general officer position in the ARNG. Copy of State orders reassigning former incumbent of the position (unless the position is newly authorized). Candidates for a Certificate of Eligibility do not need State orders, but a letter must specify the projected date of assignment, and identify who will vacate the position. Letter must be signed by the Adjutant General.

## FEDERAL RECOGNITION BOARD CHECKLIST (Continued)

## ITEM

## REFERENCE

State Appointment Orders

Para 11-8a (5) NGR 600-100.

State orders appointing the officer to the general officer grade. Not applicable to Certificates of Eligibility.

Medical Examination (NEW GUIDANCE)

Para 11-4i and Para 11-8a (8)  
NGR 600-100, Para 9-1, 7-2, and 5-6  
NGR 40-501 and page 7, Detailed  
Instructions.

The physical examination must be prepared IAW AR 40-501 and must be taken at an active medical treatment facility within 12 months prior to the date of the Federal Recognition Board. ORIGINAL (or legible copy) physical and all supporting documents to include DA Form 4970, Over-40 cardiovascular screening and any profile, will be forwarded to NGB Surgeon (ATTN: NGB-ARP-H) for approval. A cover sheet has been provided at Encl to identify GO Board Physicals to NGB-ARP-H for expeditious processing, detach and forward with physical.. SF 93 must be signed or countersigned by a Medical Corps Officer. Approved NGB physical (Standard Form 88 and 93, profiles (if applicable) and a height and weight statement (if the physical is more than 180 days prior to date of board) will be forwarded to NGB-GO-AR, 2500 Army Pentagon, Room 2D366, Washington, DC 20310-2500 not later than 30 days prior to the date of the board. **ONLY NGB SURGEON OVERSTAMPED APPROVED PHYSICAL (SF 88/93) WILL BE FORWARDED TO NGB-GOMO.**

Officer Evaluation Reports

Para 11-8a (9) NGR 600-100,  
Para 8-23c AR 623-105,  
Personnel Evaluations and Page 10,  
Detailed Instructions.

Nomination packets with missing OERs will NOT be forwarded to the Federal Recognition Board. When applicable, request(s) for non rated time will be submitted. If the period between close out of last OER and date scheduled for the board is greater than 120 days, a special OER will be done covering the service immediately preceding transmittal of the nomination packet. This is not applicable for the State Adjutant General.

Current RPAS

Para 11-8a (7) NGR 600-100.

Retirement Points Accounting System printout covering the past five years.

Request for Waiver

Para 11-8a(11) NGR 600-100 and page 11,  
Detailed Instructions.

Waiver requests must be submitted as soon as possible to provide enough time to act on the request, prior to the board. Requests for more than one waiver will not be considered.

Verification of DA Form 873

Para 11-4i and 11-8a (13),  
NGR 600-100, and page 12, Detailed  
Instructions.

Investigation for Top Secret Clearance should not be more than four and one-half years old. For those individuals who do not possess a Top Secret Clearance, a background investigation must be initiated prior to the convening date of the Federal Recognition Board. The statement must provide the date that the latest investigation/reinvestigation was completed. AR 380-67 applies.

FEDERAL RECOGNITION BOARD CHECKLIST (Continued)

**ITEM** **REFERENCE**

**DA Form 705** **NGB-GO-AR Policy.**

All nominees must have passed an APFT within one year of the Federal Recognition Board, or have a medical profile. A copy of DA Form 705 or the medical profile will be forwarded as part of the nominee's packet.

**Official Transcripts of Highest Civilian Education** **Para 11-4m and 11-8a (14), NGR 600-100. Educational Institution must be listed in the Accredited Institutions of Post Secondary Education published by the American Council of Education**

**Investigative Statement** **NGB-GO-AR Policy and page 13 Detailed Instructions.**

All nomination packets will include an investigative statement. This statement must be signed by the Adjutant General. If the nominated officer is the Adjutant General, the statement must be signed by the State Inspector General.

**Command Equivalent Statement** **Para 11-4h NGR 600-200, and page 14, Detailed Instructions.**

A written description of command equivalent assignments is required for all candidates with less than 24 months of battalion command. The statement should be addressed to the president of the board and be signed by the individual.

**Documentation Missing from OMPF** **NGB-GO-AR Policy.**

The nominating state will request a copy of the officer's latest OMPF from the Personnel Division (NGB-ARP) and review it for accuracy. Documents missing from the OMPF (i.e. original officer evaluation reports, training certificates, etc.) will be forwarded as part of the nomination packet. Do NOT forward documents that are on the OMPF. It is imperative that a current state file copy of the OMPF is not used for review. Requesting a new copy of the OMPF will ensure that NGB-ARP's records on the potential General Officer are current. Telefax OMPF requests to NGB-ARP-CO, DSN 327-7184 or commercial (703) 607-7184. The request should state that the OMPF is needed to support a General Officer federal recognition board packet.

**Statement Regarding Technician/AGR Relinquishment** **Para 11-8a(14) NGR 600-100, Para 3b, Allstates Letter, and page 15, Detailed Instructions.**

**DA Form 2-1, Officer Qualification Record.** **NGB-GO-AR Policy.**

A certified copy to support awards documented solely by DA Form 2-1 annotation.

**GO Data Base Information** **Page 20, Detailed Instructions.**

A reproducible copy of the GO data base information sheet is provided. The data should be entered as accurately and completely as possible.

**GUIDELINES FOR GENERAL OFFICERS  
ANNUAL AND PROMOTION PHYSICAL EXAMINATIONS**

**Guidelines for completion of the Standard Form 88/93 and Supporting Documentation**). The entire physical examination should be reviewed for completeness and accuracy by the State Surgeon prior to submission to the NGB Surgeons Officer (NGB-ARP-H). The review should be indicated by the State Surgeon's signature on a transmittal letter to NGB.

a. Special Attention should be paid to the following items on the SF 88:

(1) #16. date of physical examination. must be entered.

(2) #15. name and complete address of physical examination facility.

(3) #18 through #31. checked "normal" or "abnormal", as appropriate. A mammogram (#28), is required for all female officers. All abnormal findings must be addressed in the notes section by the examining physician. Date of last HIV screening, this test is required to be done every five years for basic reporting, other requirements may require a more frequent test.

(4) #32. the examining physician must specifically address:

(a) prostate gland.

(b) stool hemocult results.

(5) #33 through #42. checked "normal" or "abnormal", as appropriate. All abnormal findings must be addressed in the notes section by the examining physician.

(6) #43. pelvic examination. to include a PAP smear, is required for all female officers.

(7) #44. dental. must be reported "acceptable" or "non-acceptable", as appropriate, in the remarks section. Dental chart need not be completed.

(8) #45. urinalysis (specific gravity, albumin, sugar, microscopic), must be entered, and the laboratory report form attached to the SF 88.

(9) #48. EKG. results must be entered. The EKG print-out and interpretation must be attached to the SF 88.

(10) #50. the following test results must be entered, and the laboratory report form(s) attached to the SF 88.

(a) cholesterol.

(b) fasting blood sugar.

(11) #51. height, in inches, must be entered.

**GUIDELINES FOR GENERAL OFFICERS**

**Guidelines for Completion of Standard Form 88/93 and Supporting Documents (Continued)**

(12) #52, weight, must be entered. DA Form 5500-R (Body Fat Content Worksheet), must be accomplished and attached to SF 88, if appropriate.

(13) #57a, blood pressure (sitting), must be entered.

(14) #59, uncorrected and corrected distant vision, must be entered.

(15) #61, uncorrected and corrected near vision, must be entered.

(16) #71, audiometer, recorded in decibels, at the 500Hz, 1000Hz, 2000Hz, 3000Hz and 4000Hz levels, in both ears, must be entered.

(17) #74, summary of defects and diagnoses, must be recorded by the examining physician as appropriate.

(18) #75, recommendations-further specialist examinations indicated, as appropriate.

(19) #76, physical profile, IAW AR 40-501, must be entered.

(20) #77, qualified/Not Qualified, as appropriate, IAW AR 40-501, chapter three.

(21) #82, Signature of State Surgeon or Physician Designee for other than MEPS or active army physical.

b. An over 40, cardiovascular screen is required with all physicals. The DA form 4970-E must be attached to the SF 88. If an exercise stress test is accomplished in an Active Component medical facility, the medical report must be attached to the SF 88. If an exercise stress test is accomplished in a civilian medical facility, it must be a maximum exercise stress test following the Bruce protocol guidelines. The Protocol sheet and original stress EKG print-out, must be attached to the SF 88.

c. **Special Attention should be paid to the following items on the SF 93.**

**(1) #6, date of physical examination, must be entered.**

**(2) #7, name and complete address of physical examination facility.**

**(3) #8, statement of present health, and medications currently used.**

**(4) #9 through #11, appropriate response must be recorded for each entry.**

**(5) #12, must be recorded for all female officers.**

**(6) #15 through #24, all details must be fully recorded.**

**(7) #25, all positive responses recorded in #9 through #24, must be fully addressed by the examining physician.**

d. Appropriate medical consultations must be included for all surgeries, orthopedic problems, ulcers, and all other conditions which have required medical treatment.

EXAMPLE OF NON RATED TIME  
STATE LETTERHEAD

XXX-XX (600)

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO-AR,  
2500 Army Pentagon, Room 2D366, Washington DC  
20310-2500

SUBJECT: Officer Evaluation Report (OER) Non-Rated Period

1. Request that the period from (Date) through (Date) (\_\_\_\_ days) pertaining to Colonel John A. Doe, SSN, be declared a non-rated period.
2. The rating chain members for Colonel Doe during the period in question are no longer members of the (State) Army National Guard. Efforts to secure the Officer Evaluation Report have been unsuccessful and it is apparent that any future attempts will be futile.
3. Colonel Doe has been placed in a general officer position and will be recommended for consideration for the (Date) Federal Recognition Board.

FOR THE ADJUTANT GENERAL:

XXXXX X. XXXXXXXXX

LTC, IN, ARNGUS

Director,

Military

Personnel

EXAMPLE OF WAIVER  
STATE LETTERHEAD

XXX-XX (600)

DATE

MEMORANDUM FOR Chief, National Guard Bureau. ATTN: NGB-GO-AR,  
2500 Army Pentagon, Room 2D366, Washington DC  
20310-2500

SUBJECT: Request for Waiver

1. Colonel John J. Doe has been selected as the Assistant Adjutant General (AAG) for the (State) Army National Guard (ARNG). This is a request for waiver of paragraph 11-4f, NGR 600-100, which requires that an individual have sufficient time remaining in an active status to serve five years in the rank of brigadier general before reaching age 60.
2. On (Date) Colonel Doe will be 56 years old. His current mandatory removal is (Date). His assignment to the position of AAG was (Date). With this waiver, Colonel Doe will be available for service for up to four years as a brigadier general.
3. Prior to assuming the AAG position, Colonel Doe was assigned as the Deputy STARC Commander and full-time Chief of Staff of the (State) ARNG since (Date). In this position, he acquired invaluable experience on command, control, operations, and state-level unit readiness. This experience greatly enhances his capability to function effectively as the AAG.
4. Colonel Doe clearly demonstrates the required fitness for the responsibilities and duties of the position, rank, and branch for which recommend. He spent the first 24 years, including nine years enlisted, of his career with troop units, culminating that period as the S3, Headquarters, \_\_\_\_\_ Armored Cavalry Regiment, after successfully commanding the Headquarters Troop, \_\_\_/\_\_\_ Armored Cavalry Regiment. Colonel Doe then had the key staff assignment as the Director of Personnel and Administration within Headquarters, (State) ARNG. In addition, Colonel Doe served on active duty from (Date) in numerous CONUS and OCONUS positions, including Chief, \_\_\_\_\_ Division, National Guard Bureau. He completed Army War College by corresponding studies in 19\_\_ and received a Master Degree in Management from the University of (State).
5. Colonel Doe's service exemplifies the finest military traditions. His ability to employ a rational, common sense approach to complex problems has earned him the respect of superiors, subordinates, and peers alike. Because of his vast experience throughout all levels of command, Colonel Doe is able to provide the insight, knowledge, and expertise demanded by the military's everchanging mission. His experience at both state and national levels has been and will continue to be most beneficial to improving unit readiness in the (State) ARNG. Colonel Doe is clearly the best qualified officer within my command for the position of AAG. He has demonstrated superb leadership throughout his career as an officer. In fact, both raters and senior raters for the past five years (to include the present Vice Chief of Staff, U.S. Army) have indicated a high potential for promotion to general officer. His ability to motivate others to excel and his concise, common sense approach to problem solving are instrumental in his successes. These same qualities, plus the capacity to provide logical and insightful directions in difficult situations, are exactly what I need to ensure the success and complete readiness of all (State) ARNG units.
6. There is universal agreement that Colonel Doe has performed exemplary duty in the past, and I have no doubt that he will continue to do so in the future. His appointment as AAG is an essential part of my program for the future of the (State) ARNG.

XXXXX X. XXXXXXXXXXXXX  
Major General, ARNGUS  
Commanding

General

EXAMPLE OF DA FORM 873 VERIFICATION  
STATE LETTERHEAD

XXX-XX (600)

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO-AR,  
2500 Army Pentagon, Room 2D366, Washington DC  
20310-2500

SUBJECT: Verification of Security Clearance

I have seen the original DA Form 873, Certificate of Clearance and/or Security Determination, issued by the US Army Central Personnel Clearance Facility on (DATE) stating that (NAME) (SSN) has a security clearance at Top Secret level based on a (Type of Investigation, i.e. SBI). Date investigation completed: (DATE), date final clearance granted: (DATE). The original DA Form 873 is on file in the soldier's MPRJ.

FOR THE ADJUTANT GENERAL:

XXXXX X. XXXXXXXX  
LTC, IN, ARNGUS  
Director, Military Personnel

EXAMPLE OF INVESTIGATIVE STATEMENT  
STATE LETTERHEAD

XXX-XX (600)

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO-AR,  
2500 Army Pentagon, Room 2D366, Washington DC  
20310-2500

SUBJECT: Spring 1998 1994 ARNG General Officer Federal Recognition Board

Investigative files maintained in the Military Department, state of (your state) referring to (rank and name of nominated officer) 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.

SIGNATURE BLOCK  
TAG/State I.G.

EXAMPLE OF COMMAND EQUIVALENT STATEMENT  
STATE LETTERHEAD

XXX-XX (600)

DATE

MEMORANDUM FOR President, Federal Recognition Board

SUBJECT: Equivalent Experience to Command

1. I, (RANK, NAME), have been selected as the (POSITION) for the (STATE) Army National Guard. This position became/becomes vacant on (DATE). This information is being submitted IAW paragraph 11-4h(2), NGR 600-100, which allows my assignments to be considered as experience equivalent to command.
2. I have served as the Chief of Staff of the (STATE) Army National Guard for over XX years as military technician and as a drilling National Guard Officer. The eighteen months prior to becoming the Chief of Staff, my military assignment was Commander, (UNIT), which is an O6 command.
3. As the Garrison Commander, I was responsible for (LOCATION) and the licensed facilities at (LOCATION). We maintained and operated ranges, maneuver areas and garrison facilities to support (STATE) National Guard, Reserve, Active, and ROTC units from all branched of the service. The average federal expenditure was over five million dollars annually with facilities replacement cost of over 40 million dollars.
4. As Chief of Staff, I was the state senior federal full-time employee responsible to direct, manage and control all aspects of the Army National Guard as principal advisor to the Adjutant General. I insured that all units were adequately staffed, trained, equipped, supported and administratively prepared for state and national emergencies. I managed a multi-million dollar budget which covered pay and allowances for over 5,000 National Guardsmen and 1400 full-time support personnel, real property acquisition and construction, supplies and services, and environmental programs, to name but a few.
5. I managed and directed the administration, coordination, planning, development, execution and supervision of all Army National Guard programs. Responsible for the operations and activities applicable to functions such as Mobilization and Readiness, Aviation, Surface and Logistics Readiness, Construction and Facilities Management, Environmental Protection and Compliance, Occupational Health and Industrial Hygiene, Military Personnel, Civilian Personnel and Administration, Military Support, Information Management, Safety, and Training Sites.
6. While I served as the Chief of Staff, (STATE) successfully mobilized and deployed over 1300 soldiers in support of Desert Storm. During that five year period, (STATE) placed 1st, 2nd or 3rd in the Army Community of Excellence (ACOE) Competition, winning over \$500,000.00.
7. I feel my experience as the Garrison Commander and Chief of Staff equates to the responsibilities of a commander at the O5 level.
8. I request that favorable consideration be granted for constructive credit for command experience.

XXXXX X. XXXXXX  
COL. XX, ARNGUS  
XXXXXXXXXXXXXXXXXX

EXAMPLE OF STATEMENT  
REGARDING TECHNICIAN/AGR RELINQUISHMENT  
STATE LETTERHEAD

XXX-XX (600)

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO-AR,  
2500 Army Pentagon, Room 2D366, Washington DC  
20310-2500

SUBJECT: Relinquishment of Technician/AGR Status

This is to certify that I will relinquish my position as (POSITION AND UNIT) upon being granted Federal Recognition as a General Officer.

XXXXXXXXXX X. XXXXX  
COL, XX, ARNGUS  
XXXXXXXXXXXXXXXXXXXX

EXAMPLE

RESUME OF SERVICE CAREER

OF

JOHN TIDWELL DOE, Brigadier General (ARNGUS)

DATE AND PLACE OF BIRTH 25 December 1942, Heavens, Puerto Rico

YEARS OF COMMISSIONED SERVICE Over 30 Years

TOTAL YEARS OF SERVICE Over 30 years

PRESENT ASSIGNMENT Commander, 129th Engineer Brigade, California Army  
National Guard, Sunny Beach, California 99999

PROPOSED ASSIGNMENT Assistant Adjutant General, California Army  
National Guard, Sunny Beach, California 99999

SOURCE AND DATE OF COMMISSION OCS, 19 Januray 1963

MILITARY SCHOOLS ATTENDED

Engineer School, Engineer Officer Basic Course  
US Army School Europe, Post Engineer Course  
Engineer School, Engineer Officer Advanced Course  
Infantry School, Infantry Officer Advanced Course  
Command and General Staff College (Distinguished Graduate)  
John F. Kennedy Special Warfare Center, Terrorism in Low Intensity Conflicts  
Army War College

EDUCATION DEGREES

Harvard University, Boston, Massachusetts - BS Degree - Psychology  
Harvard University, Boston, Massachusetts - JD Degree - Law

MAJOR DUTY ASSIGNMENTS

<u>FROM</u>	<u>TO</u>	<u>ASSIGNMENT</u>
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USAR - Not on Active Duty

Dec 65	Apr 66	USAR Control Group (Delayed)
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ACTIVE DUTY

Apr 66	Jun 66	Student, Engineer School
Jun 66	Aug 66	Casual Status
Aug 66	Sep 66	Assistant Professor of Military Science, Harvard University
Sep 66	Nov 66	Assistant Engineer Officer, Wertheim Subdistrict, Federal Republic of Germany
Nov 66	Aug 67	Commander, Wertheim Subdistrict, Federal Republic of Germany
Aug 67	Mar 68	Post Engineer, Wertheim Post, Federal Republic of Germany

ARNG FALL 96 FEDERAL RECOGNITION BOARD  
**EXAMPLE OF RESUME OF SERVICE CAREER, Continued**

JOHN TIDWELL DOE, Colonel. (ARNGUS)

Mar 68	May 68	Casual Status
May 68	May 69	Commander, Company A, 168th Engineer Battalion (Combat), Republic of Vietnam
May 69	Jun 69	Casual Status
Jun 69	Jun 70	Engineer Advisor, U.S. Army Advisor Group (National Guard), California

**USAR - Not on Active Duty**

Jun 70	Jun 70	USAR Control Group (Reinforcement)
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**ARNG - Not on Active Duty**

Jun 70	Aug 72	Commander, Company C, 135th Engineer Battalion (Combat)
Aug 72	Jan 74	S2/S3, 120th Military Police Battalion
Jan 74	Nov 75	Executive Officer, 120th Military Police Battalion
Nov 75	Jul 77	Commander, 120th Military Police Battalion
Jul 77	Aug 77	Administrative Officer, Headquarters and Headquarters Detachment, California Army National Guard
Aug 77	Aug 78	S3, Headquarters and Headquarters Detachment, California Army National Guard
Aug 78	Apr 80	Commander, 1st Battalion, 290th Infantry
Apr 80	Jul 81	S3, 95th Infantry Battalion (Separate)
Jul 81	Jul 81	Director, State Area Command Section, Headquarters and Headquarters Detachment, California Army National Guard

**ACTIVE DUTY**

Jul 81	Jun 82	Student, Inter-American Defense College
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**ARNG Not on Active Duty**

Jun 82	Jul 82	Director, State Area Command Section, Headquarters and Detachment, California Army National Guard
Jul 82	Jan 84	G3, Headquarters, State Area Command, California Army National Guard
Jan 84	May 84	Commander, Combined Task Force, 19th Infantry Brigade
May 84	Jul 87	Director, Plans, Operations, Training and Military Support Headquarters, State Area Command, California Army National Guard
Jul 87	Jun 90	Chief of Staff, Headquarters, State Area Command, California National Guard
Jun 90	Jun 90	Assistant Commander, 129th Engineer Brigade, California Army National Guard
Jun 90		Commander, 129th Engineer Brigade, California Army National Guard

**RESUME OF SERVICE CAREER) (Cont)****PROMOTIONS****DATES OF APPOINTMENT**

	<u>Component</u>	<u>Date</u>
2LT	USAR	3 Jun 74
2LT	RA	8 Jun 74
1LT	AUS	8 Jun 76
1LT	RA	8 Jun 77
JOHN TIDWELL DOE, Colonel. (ARNGUS)		
CPT	USAR	3 Mar 79
MAJ	ARNG	5 Jun 83
LTC	ARNG	5 Jun 87
COL	ARNG	4 Oct 90
BG (Line)	ARNG	7 Jan 94
MG (AGC)	ARNG	9 Jun 96

**US DECORATIONS AND BADGES**

Legion of Merit  
 Bronze Star Medal  
 Defense Meritorious Service Medal  
 Meritorious Service Medal with one bronze Oak Leaf Cluster  
 Air Medal  
 Army Commendation Medal with two bronze Oak Leaf Clusters  
 Army Reserve Components Achievement Medal  
 National Defense Service Medal with one bronze Service Bronze Star  
 Vietnam Service Medal with four bronze Service Stars  
 Armed Forces Reserve Medal with one Hourglass Device  
 Army Service Ribbon  
 Overseas Service Ribbon  
 Army Reserve Components Overseas Training Ribbon with numeral 2

**EXAMPLE OF RESUME OF SERVICE CAREER, (Continued)**

**ADDENDUM TO RESUME OF SERVICE CAREER**

JOHN TIDWELL DOE, Colonel, (ARNGUS)

**CIVILIAN OCCUPATION:** Vice President of Logistics Spalding & Smith, Inc. Warrenburg, California

**NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES:**

Responsible for customer service and all logistical operations in the United States and Puerto Rico for Spalding & Smith, Inc., the nation's second largest industrial steel distributor. Responsible for 1,300 employees and capital and expense budgets of over \$100 million per year. The logistical network for Spalding & Smith, Inc. includes over 100 distribution centers and over 1,000 delivery vehicles. Other responsibilities include environmental compliance; regulatory compliance with over 50 Federal and State governmental agencies , procurement, personnel, training, engineering and information systems.

## ARNG GENERAL OFFICER DATA BASE INFORMATION SHEET

In order to maintain the ARNG General Officer data base, the below information is requested on all General Officers and Colonels in General Officers position. Please send initial and update information to Chief, National Guard Bureau, ATTN: NGB-GO-AR, Room 2D366, 2500 Army Pentagon, Washington DC 20310-2550, or telefax it to commercial (703) 693-3413 or DSN 223-3413.

AS OF \_\_\_\_\_  
(Day, Month, Year)

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
Last, First, Middle

BIRTHPLACE: \_\_\_\_\_ FEDERAL RANK: \_\_\_\_\_ FEDERAL DOR: \_\_\_\_\_

STATE RANK: \_\_\_\_\_ STATE DOR: \_\_\_\_\_ MRD: \_\_\_\_\_ GO BRANCH: LINE / AGC

### PHYSICAL INFORMATION

DATE OF PHYSICAL: _____	PULSES: _____	PT TEST DATE: _____
HT/WT: _____	TAPED: YES / NO	PHYSICAL APPROVED DATE: _____

### GENERAL INFORMATION

PAY ENTRY BASIC DATE: _____		SOURCE OF COMMISSION: _____ <small>(Rotc, OCS, Direct Appt., etc.)</small>	
COL BRANCH: _____	DATE OF COMMISSION: _____	AOC1 _____	AOC2 _____
POSITION ASSIGNED: _____	SECURITY CLEARANCE: _____		
UNIT ASSIGNED: _____	DATE OF CLEARANCE: _____		
DATE ASSIGNED: _____	SOURCE OF INVESTIGATION: _____		
UNIT ADDRESS: _____	TYPE OF INVESTIGATION: _____ <small>NAC/B/SBI</small>		
_____	MIL. EDUC LEVEL: _____		
_____	CIV EDUC LEVEL: _____		
UNIT PHONE (DSN): _____	NICKNAME: _____		
COMMERCIAL FAX: _____	RACE: _____		
ENLISTED SERVICE: YES / NO	NO YEARS: _____	TOP AWD: _____	DATE: _____
COMBAT VET: YES / NO	LOCATION: _____	MONTHS COMMAND TIME: _____	
ORIG DATE ASSIGNED AS GO: _____	ARMY AREA OF ASSIGNMENT: _____		

**EMPLOYMENT INFORMATION**

FULL-TIME OCCUPATION _____	WORK PHONE: _____ <small>(Area Code &amp; Number)</small>
FULL-TIME POSITION TYPE: _____ <small>(AGR, Technician, State, Civilian)</small>	

**PERSONAL INFORMATION**

HOME ADDRESS: _____	SPOUSE NAME: _____
_____	SPOUSE NICKNAME: _____
_____	SPOUSE DOB: _____
HOME PHONE: _____ <small>(Area Code &amp; Number)</small>	SPOUSE SSN: _____



# GENERAL OFFICER PROMOTION PHYSICAL

\_\_\_\_\_  
NAME, GRADE, STATE, SSN

PLEASE EXPEDITE

IF THE PHYS REQUIRES ADDITIONAL  
INFORMATION, RETURN TO (STATE)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF THE PHYS IS APPROVED, FORWARD  
TO NGB-GO-AR, ATTN MSG THOMAS



CONFIRM.:  
HARRINGTON  
APOC

**KATHLEEN HARRINGTON**

*Attorney at Law*

1242 St. Gotthard Avenue  
Anchorage, Alaska 99508

(907) 561-8654

**RESUME**

**PROFESSIONAL WORK**

Attorney, private practice.	1989-present
Mediator, private practice.	1994-present
University of Alaska, Anchorage, adjunct professor.	1990-1991
Commissioner, Alaska Women's Commission.	1990-1991
State Superior Court Probate and Family Master.	1983-1989
Bazeley and Harrington, partner.	1979-1983
Merdes, Schaible, Staley and DeLisio, associate attorney.	1976-1979

**EDUCATIONAL DEGREES/CERTIFICATES**

Erickson Mediation Institute, Advanced Divorce Mediation Training Certificate.	1994
Advanced Mediation Skills Institute.	1994
Illinois Institute of Technology/Chicago Kent College of Law, J.D.	1972-1976
Chicago State University, MS Ed.	1969-1971
Mundelein College, BA	1963-1967

**COMMUNITY/PROFESSIONAL SERVICE**

Municipality of Anchorage Child Advocacy Network, Executive Committee Member.	1993-1996
AWRC, Chair, Volunteer Attorney Legal Clinic.	1991-present
Northwest Women's Law Center, Regional Advisory Board Member.	1993-1996
Anchorage Association of Women Lawyers.	1980-present
Alaska Bar Association	1976-present
Alaska Bar Association Bar Examiner.	1986-1988

CONFIRM.:

P. VOLLAND

APOC



**RICE, VOLLAND & TAYLOR, P.C.**

**Philip R. Volland**

Philip Volland attended New York University School of Law as a Root-Tilden Scholar and received his J.D. in 1976. He was admitted to practice in Alaska in 1977.

Beginning in 1974, Mr. Volland began working for Alaska Legal Services Corporation, first as a law clerk, then staff attorney and, finally, as the Supervising Attorney of the Anchorage Office. During this time Mr. Volland traveled extensively to rural communities on the North Slope, Yukon River and Kuskokwim Delta representing Alaska Natives in employment discrimination and housing discrimination cases.

In 1980, Mr. Volland entered private practice with the firm of Reese, Rice, & Volland. Since that time he has maintained a general civil practice concentrating on domestic relations cases and complex civil litigation. He is now managing partner of the firm of Rice, Volland & Taylor.

Throughout his 16 years of private civil practice, Mr. Volland has represented a wide variety of clients including small businesses, non-profit corporations, and individuals. His litigation experience includes divorce and juvenile cases, unfair labor practices and wrongful discharge cases, personal injury and wrongful death, workers compensation, and civil rights. In 1989, he served as special counsel for the Alaska Commission on Judicial Conduct regarding proceedings against a sitting Supreme Court Justice. In 1996, he served as a special investigator for the City of Homer investigating allegations of police misconduct within the city's police force. Since 1982 he has been actively involved with representing drug and alcohol treatment centers to expand the availability of alcoholism treatment throughout the state.

In 1990, Mr. Volland negotiated a settlement to Alaska's long-standing lawsuit over prison conditions. The settlement now forms the basis for management of Alaska's prison system.

In 1994, Mr. Volland was instrumental in settling a divisive 15-year-old lawsuit involving the Alaska Mental Health Lands Trust, and successfully defending the settlement in complex proceedings before the Superior Court in Fairbanks. The settlement involved compromise between mental health advocates, coal, mining and oil interests, and environmental groups, and established a \$200 million endowment for mental health programs.

Throughout his practice, Mr. Volland has been active in community and bar association affairs. Mr. Volland served as president of the Alaska Bar Association between 1994-1995 and was a member of the Board of Governors for six years beginning in 1990. As Bar Association president, Mr. Volland promoted Bar-sponsored community awareness programs at its annual convention on cultural bias in the law, domestic violence, and the legal implications of breast cancer research and treatment.

From 1988-1990, Mr. Volland served as Chair of the Bar Association Law Related Education Committee. During this time he established what is now an ongoing Bar Association course for teachers in law related subjects and expanded the Law Related Education Committee to include grade school teachers, high school teachers and administrators.

Between 1991-1994, Mr. Volland served as Vice Chair of the Alaska Sentencing Commission along with legislators and state policy-makers. The Commission spent nearly three years examining Alaska's sentencing laws and practices, and made recommendations to the Legislature in 1994.

Mr. Volland served as the only attorney on the Special Supreme Court Committee to Review the Code of Judicial Conduct during the committee's work in 1993 and 1994. The Committee's recommendations for a revised code of judicial ethics is now before the Supreme Court.

In 1994 and 1995, Mr. Volland sat as a member of the Joint-State and Federal Gender Equality Task Force examining gender discrimination issues in the legal profession.

Mr. Volland is also a member of the American Bar Association, the American Trial Lawyers Association, the American Judicature Society, and the Alaska Academy of Trial Lawyers. He is a regular faculty member in Bar sponsored continuing legal education programs on ethics and trial practice, and has been an instructor at National Institute of Trial Advocacy programs in Alaska. He also teaches trial practice classes to high school students aspiring to participate in Anchorage Youth Court.

**CONFIRM.:  
R. BENSON  
HUMAN  
RIGHTS  
COMMISSION**

# (

## PROFESSIONAL BIOGRAPHY

Ruth Gronlid Benson

Fairbanks, Alaska

### Education:

Northwestern University, BS in Nursing, 1955  
Evanston Hospital School of Nursing, Diploma  
St. Olaf College, Northfield, Minnesota, 1949-1952

### Continuing Education:

As required to maintain licensure during employment

### Certificates:

RN License, Alaska (AA1831) October, 1960 - November 1992  
Licensed 1955-62 in Illinois, 1956-62 in California  
Lifetime licensure (SRN) by Nurses Registration Board of England and Wales,  
1968  
Nurse Practitioner Authorization, Alaska Board of Nursing, July 1981-92  
(0039-02)  
Alaska Business License BL085301  
IRS Employer ID 92-0123255

### Employment:

Pasadena, California, Visiting Nurse Association [VNA] 1956-57; staff nurse  
Part time staff nurse and charge nurse, Huntington Memorial Hospital,  
Pasadena, California 1958-59  
Part time and substitute positions with Fairbanks North Star Borough School  
District, Fairbanks Pioneer Home, St. Joseph and Fairbanks  
Community Hospitals [Labor and Delivery, Newborn Nursery]  
1961-71  
College Health Nurse/Nurse Practitioner, University of Alaska Fairbanks  
Center for Health and Counseling, 1972-86  
Independent Nurse Practitioner Contractor, 1986-92 (Fairbanks Health Center)  
Retired November, 1992

### Professional Activities and Offices:

Committees, State Convention Delegate (Public Health Section), California  
State Nurses Association, 1956-59  
Various offices and committees, District 4 Nurses Association (AaNA),  
Fairbanks, including President and Treasurer, 1962 - present.  
(Treasurer 1995--)  
Secretary, 2 terms; President and ANA Delegate, 2 terms, Alaska Nurses  
Association, 1967 - 76  
Advisor (Nursing) Comprehensive Health Advisory Committee, State of  
Alaska, 1971-74  
Director, American Nurses Association, 1976-80. Member of ANA  
Committee on Finance

Trustee, Aleyene (Dixie) Orsini Nursing Education Fund, Fairbanks, 1985 - present (District Nurses Association awards scholarships to qualified students in basic and graduate Nursing programs)

Member, Commission on Economic and General Welfare, Alaska Nurses Association, 1996-1998

**Volunteer activities**

Organizing Group, Fairbanks Family Planning, 1970-72

Fairbanks Family Planning Volunteer [Client interviewing and instruction] 1973-76

University Community Presbyterian Church, Bingle Camp Program, Camp Nurse and/or Co-Director, 1969-84. Program Committee and Camping Committee, Bingle Camping Ministries, 1984-95.

Synod of Northwest and Alaska, Presbyterian Church USA, Division of Higher Education, Member, 1984-86; Life and Mission Unit, 1992-93

Member, Presbytery of the Yukon Christian Education Committee, 1985-89

Elder, University Community Presbyterian Church, Fairbanks: ordained 1986; on Session, UCPC, 1986-90, 1996-present (term expires 1998)

Area Elder Representative, Yukon Presbytery Council, 1990-96. Moderator, Committee on Representation, 1997-99.

Commissioner to Assembly, Synod of Alaska-Northwest, Presbyterian Church (U.S.A.), 1993-96, 1996-99 (Moderator, Ecumenical Relations and Higher Education Mission Unit, 1993-96)

Moderator, Synod of Alaska Northwest, 1997-99

United Campus Ministry, UAF, Board member 1980-present, President 1982-83, Vice President 1983-84, President 1984-85, Secretary 1994-97, Treasurer 1997-98.

League of Women Voters, Tanana Valley League and LWVAlaska, Member, 1967 to present. President-Elect and President, TVLWV, 1986-88, 1989-91. Director, various terms to present.

**Publications:**

Quarterly President's Message, The Alaska Nurse, 1969-73; Occasional articles and letters, *Ibid.*, 1965-68.

Editor, The Alaska Nurse, 1981-84; Quarterly editorials.

**CONFIRM.:**

**C. MARASIGAN**

**HUMAN**

**RIGHTS**

**COMMISSION**

# CHRISTINE R. MARASIGAN

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1512 Mission Road ❖ Kodiak, AK 99615 ❖ (907) 486-7004 wk ❖ (907) 486-2372 hm

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## EDUCATION

**B.A. English & Communications.** *Lewis & Clark College, Portland, OR 1992*  
**Diploma with Honors.** *Kodiak High School, Kodiak, AK 1988*

## EMPLOYMENT

**Programs Manager, Alutiiq Museum & Archaeological Repository; Kodiak, Alaska**  
*On Contract February-June, Permanent Hire July 1996-Present*

Responsible for planning and scheduling Museum gallery events and calendar, tracking attendance figures and other statistics, all publicity and general outreach. Position also produces a quarterly newsletter, assists with the development of the museum store, supervises docent program, administers membership program and plans traveling exhibits and public programming on consultation with the director.

**Program Assistant, Oregon Folk Arts Program; Oregon Historical Society**  
*January 1991-May 1995*

Responsible for handling a three-line phone, correspondence, filing and ordering supplies. This position provided administrative support by tracking the expenditure of federal and state grants awarded to the program, handling all billing, reimbursements, and inconsistencies with the program's payroll. Was the liaison between the museum's director of finance and program coordinator, attended meetings in coordinator's absence, and assisted with grant writing and final grant reports. Assisted with publicity, press releases, flyers and brochures. This position also indexed and transcribed tapes from interviews, accessioned slides into the archive, assisted with the planning of exhibits, assisted with exhibit and project events such as receptions, panels and festivals.

## SPECIAL PROJECTS

**Educational Forum on Labor & Human Rights, Kodiak, AK. December 13, 1997**  
Co-convened a meeting hosted by the Filipino American Association of Kodiak to provide information and a chance to ask questions about labor and human rights. Contacted and coordinated with three presenters, the Director of Investigations of the Human Rights Commission, the Director of the Office of Equal Employment Opportunity and the local Office Manager of the State of Alaska Dept. of Labor. Set up meeting place, time, publicity, and outreach to participants. Over thirty people attended the Latino and Filipino population of Kodiak.

**Alutiiq Elders Gathering, Kodiak, AK. September 16-19, 1997**

Coordinated with the Arctic Studies Center (Smithsonian Institution) to host a gathering of the Alutiiq Nation at the Alutiiq Museum. Assisted with arrangements to feed and house over 30 invited guests. Coordinated hospitality packets, opening ceremony, and transportation. Approximately 125 people attended the opening ceremony and various open sessions.

***Traveling Exhibits Coordinator, Kodiak, AK. 1996-1997***

Researched and brought to the Alutiiq Museum two traveling exhibits. "Chihuly Baskets" in fall of 1996 and "Reaching Home: The Lifecycle of the Pacific Salmon" in summer of 1997. Made all arrangements for rental, shipping/transport, set-up, take down, opening reception and advertising.

***Filipino American Heritage Week, Kodiak, AK. June 1996, 1997***

Developed and implemented a proposal for the Filipino American Association in Kodiak to provide educational activities during Filipino American Heritage Week. Activities have included a traveling exhibit entitled, "Alaskeros: Pioneering Filipino Alaskan Cannery Workers" displayed at a local venue. A weeklong series of videos on Filipino American history and culture. Made all arrangements for rentals, space, and publicity. Supervised all activities and set-up.

***Representative at Northwest Booking Conference, Boise, ID. January 1995***

Managed a small Western States Arts Federation grant awarded to the Oregon Folk Arts Program. Prepared promotional materials (demo tapes, 8 x 10 black and white portfolio photographs, and short biography) for traditional musicians for display and distribution at an annual booking conference. During the conference acted as the Oregon representative and participated in seminars and workshops for how to organize events and work with artists.

***Presenter at Refugee Forum, Portland, OR. November 1994***

Prepared and delivered a 20-minute speech with slides on the Oregon Folk Arts Program and upcoming projects to 10 community leaders and 15 organizational representatives. Encouraged refugee community leaders to inform artists in their neighborhoods to participate.

***Assistant Coordinator for ATLATL Annual Conference, Portland, OR. October 1994***

Worked with a representative from ATLATL (A Native American Arts Advocacy organization) to provide meeting space and audio-visual equipment for their national annual conference. Assisted with and was present to contract with vendors for refreshments and luncheons.

***Folk Arts Coordinator for Artquake Festival, Portland, OR. Summer 1993***

Coordinated a folk arts area consisting of a stage, demonstration and exhibition area for Artquake, a three day, ten city blocks festival held every Labor day in downtown Portland. Duties included negotiating and contracting over 15 visual and performing artists/groups, coordinating set-up times with stage, sound and street vendors, scheduling performances, writing flyers, brochures and other promotional material.

#### **SPECIAL TRAINING/AWARDS/HONORS**

*Smithsonian Institution, Center for Museum Studies, American Indian Studies Program; Training Course: Managing a Small Tribal Museum; Peridot, AZ February 11-14, 1997*

An application process selected participants. Applicants from all over the U.S. and Canada were submitted. Only 12 out of 40 applications were invited to attend. Course took place at the San Carlos Apache Cultural Center and consisted of a series of lectures, videos and discussions with professional museum administrators on such topics as financial management, board building, Native American Graves Protection and Repatriation Act (NAGPRA), and museum planning. A stipend was provided for travel expenses.

*Arts Administration Fellow, National Endowment for the Arts; Washington DC September-December 1995*

Fellows were selected on a competitive basis from around the country. Fellows were required to attend and assist with various events and administrative duties. This included reviewing and preparing grant applications for panel sessions, organizing and presenting media support materials during deliberations. Over 150 applications complete with forms and various media were organized and presented. Attended the National Heritage Fellowship Awards, on hand to assist with visiting traditional artists, checking on arrangements/itineraries, fielding questions, providing support, was present at the performance, honorary dinner, and White House awards ceremony. During this period Fellows also attended a series of seminars, special guest lectures and related field trips.

*Overseas Program Participant, Lewis & Clark College; Ecuador September-December 1990*

Students applied and were interviewed for admission to this particular program. Participants were required to live with a host family and attend morning sessions on Spanish, Ecuadorian history and culture. Participants were also expected to complete two papers (one in Spanish), keep up a journal, and attend field trips, special guest lectures and program events. Upon returning to the U.S., participants presented a slide show to the campus.

#### **CONFERENCES/WORKSHOPS ATTENDED**

- Managing a Small Tribal Museum training course; Peridot, AZ 1997
- Museums Alaska annual meeting; Anchorage, AK 1996 and Sitka, AK 1997
- National Assembly of Local Arts Agencies workshops; Juneau, AK 1996.
- American Folklore Society annual meeting; Eugene, OR 1992 and Lafayette, LA 1995.
- Northwest Booking conference; Boise, ID 1995.
- People of Color Caucus; Portland, OR 1995.
- ATLATL Annual Conference; Portland, OR 1994.

**SKILLS**

- Reading comprehension of Spanish, knowledge of Tagalog & Pangasinan
- Works well with the public
- Light bookkeeping experience
- Grants writing experience
- Computer literate: familiar with both Apple & IBM compatible computers, familiar with the following software: Microsoft Office (Word, Excel), Microsoft Works, Pagemaker (both versions), WordPerfect, FilemakerPro, Claris, Adobe Photoshop, and Netscape Navigator, knowledgeable about email, internet, scanning, and desktop publishing
- Excellent communications skills; written and verbal
- Able to work independently and with a group

**MEMBERSHIPS**

- Alutiiq Museum & Archaeological Repository
- American Association of Museums
- American Folklore Society
- Filipino American Association of Kodiak
- Kodiak Arts Council
- Kodiak Historical Society
- Kodiak Public Radio (KMXT)
- Museums Alaska
- Oregon Historical Society

**COMMITTEES/BOARDS/VOLUNTEER ACTIVITIES**

- Alaska State Council for the Arts: Local Arts Agency Granting Panel
- Chamber of Commerce: Membership, Crab Festival, and Scholarship Committee
- Town Hall: Entertainment and Outreach Committee
- Filipino American Association of Kodiak Scholarship Committee
- Kodiak Island Convention and Visitor's Bureau Board Member
- Filipino American Association of Kodiak Public Relations Officer
- Kodiak Arts Council: Member and production

**CONFIRM.:**

**J. CHASE**

**HUMAN**

**RIGHTS**

**COMMISSION**

JAMES H. CHASE  
P.O. Box 5506  
Fort Richardson, Alaska, 99505-0506  
Work 907 428 6854  
Home 907 345 8350  
FAX 907 345 9706

FORMAL EDUCATION

Master of Science, Industrial Management  
University of North Dakota  
Grand Forks, North Dakota

Bachelor of Science, Biology  
Morgan State College  
Baltimore, Maryland

MOST RECENT POSITION

Aug State of Alaska  
1995 to Department of Military and Veteran's Affairs  
present P.O. Box 5800  
Ft. Richardson, AK 99505-5800  
907 428 6854, FAX 907 428 6872

Director, Governmental Affairs Office

As a temporary fully exempt employee I coordinated the implementation of the Board of Inquiry (BOI) recommendations. Additionally, I act as the unofficial Ombudsperson for all units within the Alaska National Guard and the Department of Military and Veteran's Affairs. I travel to the various unit locations and extend the open door policy by my presence. My other duties as assigned include, trainer, mediator, project team leader and committee member.

Since Owner, Polychrome Consultants  
1977 State of Washington, UBID # 601 237 356  
State of Washington, MBE Cert # M3M4710193  
State of Alaska, BL # 203294 SIC 8740

Present workshops, seminars and provide other management services to a variety of clients on the subject of team building, cross cultural communications, assertive behavior, conflict and stress management, organizational development, survey development, implementation and analysis, and affirmative action and equal opportunity.

TEACHING EXPERIENCE

1977- Adjunct Instructor, School of Education, University of  
1983 Alaska, Anchorage, 3211 Providence Drive, Anchorage, AK 99508.

ED 480 Education of Culturally Different Youth  
ED 493 Small Group Techniques for High School Educators

1986- Adjunct Instructor, Alaska Pacific University,  
1987 4101 University Dr, Anchorage, AK 99508

Management Science 492, Special Topic, Human Relations Management  
Management Science 492, Special Topic, Employment Discrimination

1989 Adjunct Instructor, School of Business, University of Alaska  
Southeast, 11120 Glacier Highway, Juneau, AK 99801

Business Administration 301, Principles of Management

PRIOR POSITIONS

1992- Grays Harbor College  
1995 1620 Edward P Smith Drive  
Aberdeen, WA 98520-7599 360 538 4022

Coordinator, Customized Industry Training & TIET Program  
Identifies potential clients, assesses their needs, writes and  
presents proposals, implements and administers customized training  
program. Currently providing an 80 hour program to the prospective  
and present employees of a revitalized paper mill. The training is  
centered on Communications, Team Based Participative Management and  
Business Training for Employees. Developed and currently instructs  
an experimental course in Total Quality Management (TQM) for  
vocational, occupational and science disciplines. Certified in  
D.I.S.C. and a presenter of the MBTI. Identifies eligible  
individuals who demonstrate the potential for developing as  
entrepreneurs. Offers practical, functional training in basic  
business and personal skills. Responsible for delivering no cost,  
high quality technical support and consultation services to the  
subject population.

JAMES H. CHASE, PAGE 3

10/91 Pierce College  
thru 9401 Farwest Drive SW  
12/91 Tacoma, WA 98498-1999  
Telephone: 206 964 6543

Director, Economic Development Education

I served as the lead developer for Continuing Education Programs which deal with the various aspects of ECONOMIC DEVELOPMENT. The basic tenet of the position was to assess the continuing education needs of the Pierce College Service District which have a directed emphasis on ECONOMIC DEVELOPMENT. I reported at agreed upon intervals to the Dean of Continuing Education.

PRIOR POSITIONS, CONTINUED

1/91 Pierce College Foundation  
thru 9401 Farwest Drive S.W.  
9/91 Tacoma, WA 98498-1999 Telephone: 206 964 6633

Director, Veterans' Entrepreneurial Training Program

Responsible for the delivery of quality small business training for 100 veterans, spouses of veterans and survivors of veterans. Recruited participants. Scheduled core workshops, basic workshop and individualized instruction. Prepared and delivered a variety of business related workshops. Counseled program participants. Directed staff, monitored grant budget, prepared progress reports and completed final program evaluation. Planned and coordinated the scheduling of community volunteers, mentors and speakers. Guided assembly of individual business plans.

12/1989 Northwest Resource Associates  
thru 909 NE 43rd, Suite 208  
02/1990 Seattle, WA 98105 Telephone: 206 632 1201

Systems Manager, responsible for analyzing current operations in office procedures, accounting, data processing, word processing and resource utilization. Planned, developed and implemented processes and procedures to enhance total firm operations. Wrote curricula and developed lesson plans for a variety of training seminars and workshops. Acted as facilitator for a variety of training seminars and workshops.

5/1988 State of Alaska, Division of Pioneers' Benefits  
to P.O. Box CL, Juneau, Alaska 99811  
11/1989 Telephone: 907 465 4400

Administrator, Longevity Bonus Program

This position had overall responsibility for the administration of the Longevity Bonus Program. This program was a statewide program with nearly 19,000 participants and an annual budget of more than \$56,000,000 in FY89. Explained, advocated and defended the position or action taken by the Division before the public and the legislature.

Responsible for management of and planning for computer systems resources for the division which includes the central office and Pioneer's Homes at six locations across the state.

PRIOR POSITIONS, CONTINUED

11/1987 Special Assistant to the Chancellor, University of Alaska  
to Southeast, 11120 Glacier Highway, Juneau, AK 99801,  
4/1988 Telephone: 907 789 4550.

Duties: On-site-administrator for the Institute of Mining Technology. Provided daily counseling to students and faculty. Interacted regularly with industry representatives, legislators, and local, state and federal government agencies.

1/1979 Director of Affirmative Action, University of Alaska,  
to Anchorage and Anchorage Community College, 3211 Providence  
11/1987 Drive, Anchorage, AK 99508, Telephone: 907 786 1434

Duties: Responsible for implementing, coordinating and monitoring the University's Affirmative Action Plan for the local campuses in compliance with federal and state legislation, Presidential Executive Orders and court decisions. Insured that all educational services were delivered without illegal discrimination. Trained managers and first-line supervisors and other employees with regard to their affirmative action duties and responsibilities. Prepared and submitted reports as required.

Developed an accurate applicant and employee database in order to provide meaningful goals and timetables for the Affirmative Action Plan.

Represented the units served at federal and state agency hearings, grievance and court proceedings. Advised students, employees and applicants of their rights including mechanisms both internal and external which could help the individual obtain relief from a complaint.

PRIOR POSITIONS, CONTINUED

8/1977 Senior Associate, Center for Equality of Opportunity in  
to Schooling, Alaska Native Foundation, 411 West 4th Avenue,  
10/1978 Anchorage, AK 99501, Telephone: 907 274 2541

Duties: Organized and conducted workshops related especially to sex desegregation; provided technical assistance on race/sex desegregation issues to urban and rural school districts in developing needs assessment statements, program plans, affirmative action plans and grievance procedures. Analyzed race/sex desegregation problems and aided in planning for resolutions. Planned and facilitated workshops, seminars and conferences on multicultural values clarification, effective communications, team building, assertive behavior and other human relations subjects.

2/1975 Director, Human Relations/Equal Rights Commission for the  
to City and Municipality of Anchorage, Alaska  
6/1977

Duties: Directed the Commission's program; trained and supervised all staff employees; recommended the establishment of ordinances dealing with equal opportunity; made public appearances as required before groups and the general public; held workshops and seminars; counseled employers, investigated complaints and mediated the resolutions; maintained direct liaison with news media; sat as principal administrative officer at Commission meetings; prepared annual and supplemental budget.

7/1972 Chief, Social Actions Office, 21st Composite Wing, Elmendorf  
to Air Force Base, Alaska  
11/1974

Duties: Developed and administered Drug and Alcohol Education and Rehabilitation, Race Relations Education, Dissident and Protest, Domestic Actions, Equal Opportunity and Affirmative Action programs. Served a population of more than 11,000 persons.

3/1970 Chief, Management Engineering Division, Manpower and  
to Organization, Alaskan Air Command, Elmendorf Air Force Base,  
6/1972 Alaska

Duties: Reviewed and analyzed the command's manpower resources to assure credible and defensible utilization of authorizations. Utilized techniques of systems analysis, statistical analysis, time and motion study and layout process flow analysis. Quantified a reduction of 124 man power spaces equating to a savings of more than \$2 million.

JAMES H. CHASE, PAGE 6

4/1969 Commander, Cape Newenham Air Force Station, Alaska

to  
3/1970 Duties: Responsible for the air defense mission and the supporting functions of the remote Arctic radar station on a 24 hour a day basis. Responsible for the health, welfare and morale of more than one hundred officers, enlisted persons and Department of the Air Force civilians on isolated duty in an Arctic environment.

11/1954 Commissioned Officer, United States Air Force

to  
11/1974 Duties: Various worldwide assignments as an Aircraft Pilot, Missile Crew Commander, Staff Officer and Instructor.

#### COMMUNITY AND PROFESSIONAL ACTIVITIES

Member American Affirmative Action Association  
Northwest Region

Member Association of Psychological Type

Flotilla U.S. Coast Guard Auxiliary, Flotilla 2-2, Anchorage, Alaska  
Commander

Member Anchorage Concert Chorus

Commissioner Alaska State Commission for Human Rights  
1980-1989

Member International Association of Official Human Rights  
Board of Agencies  
Directors 1978-1987

Charter Juneau-Gastineau Club, Alaska Rotary International  
Member 1988

President National Association of Human Rights Workers  
1983-1984

President Nu Zeta Lambda Chapter, Alpha Phi Alpha Fraternity, Anchorage,  
Alaska  
1981-1982

HONORS AND AWARDS

- 1997 Commander's Award, U.S. Coast Guard Auxiliary  
Flotilla 02-02, Anchorage, Alaska
- 1996 Vice Commander's Award, U.S. Coast Guard Auxiliary  
Flotilla 02-02, Anchorage, Alaska
- 1994 Speakers Award, Hoquiam Rotary, Hoquiam, Washington
- 1994 Past President's Award, Masterworks Choral Ensemble, Olympia,  
Washington
- 1991 Speakers Award, Lakewood Kiwanis, Tacoma, Washington
- 1988 Service Recognition Award, Institute of Mining Technology, for  
"Contributing to the Rebirth of Underground Mining in Alaska"
- 1987 Service Recognition Award, National Association of Human Rights  
Workers
- 1985 Employment Law Presenter Award, AAAA
- 1985 Service Recognition Award, Anchorage Community College
- 1985 Service Recognition Award, University of Alaska, Anchorage
- 1984 President's Award, National Association of Human Rights Workers
- 1980 Arts Affiliate Award, Anchorage Community College
- 1979 Farnsworth Service Award, Campfire
- 1977 Speaker Award, The Lions Club
- 1976 Golden Spike Award, Alaska Railroad
- 1974 Meritorious Service Medal, USAF
- 1973 Presidential Award, Anchorage NAACP
- 1973 Presidential Award, The Black Arts Association
- 1971 Outstanding Member of the Year, Alaska Industrial Management  
Society
- 1970 Commendation Medal w/Oak Leaf Cluster, USAF
- 1969 Commendation Medal, USAF
- 1967 Combat Readiness Award, USAF

**CONFIRM.:**

**M. ROWLAND**

**APOC**

MARK C. ROWLAND  
C.V. OUTLINE

1. Born:

Larchmont, N.Y. February 16, 1937

2. Education:

Chatsworth Ave. Elementary School, Larchmont N.Y., 1943-1949

Mamaroneck Junior High School, Mamaroneck, N.Y. 1949-1951

Deerfield Academy, Deerfield, Mass. 1951-1955

Cornell University, 1955- 1958

University of Arizona, 1961-1965

3. Military:

U.S. Army active duty, 1958-1960

4. Bar memberships:

Arizona Bar, admitted 1965

Alaska Bar, admitted 1967

5. Professional employment::

1965-1967, Attorney General's Office, State of Alaska. Employed as legal assistant and then, upon admission to the Bar, Assistant Attorney General working in large measure with the Department of Revenue, Department of Health and Social Services, and the Office of the Lieutenant Governor.

1967-1968, District Attorney's Office, Third Judicial District, State of Alaska. Employed as an Assistant District Attorney prosecuting criminal cases, both felonies and misdemeanors.

1968-1977, Engaged in private practice centered on personal injury, contract, construction and criminal law with an emphasis on litigation.

1977-1996, Superior Court Judge, Third Judicial District, State of Alaska. Mixed calendar consisting of civil, criminal, domestic and appellate cases. The appellate work resulted from appeals taken from the lower courts and administrative agencies of the State to the Superior Court.

1985-1988, Presiding Judge of the Superior Court, Third Judicial District, State of Alaska. Responsible for the administration of the trial courts within the Third Judicial District.

BOARD OF COMMISSIONERS

APR 06 1998

**SB**

**4**

# Alaska State Legislature



## Committee Membership

Senate Finance  
Senate Resources  
Senate Rules  
Legislative Budget & Audit

*Senator John Torgerson*

**District Address:**  
145 Main St. Loop; Ste. 226  
Kenai, AK 99611  
(907) 283-2690  
fax 283-9267

**Session Address:**  
State Capitol: Room 514  
Juneau, AK 99801-1182  
(907) 465-2828  
fax 465-4779

## Sponsor Statement

### **SB 4: LB Sabbatical to PFD Eligibility**

As we all know, many of Alaska's elderly residents often escape to warmer climates during the harshest winter months. Unfortunately, an elderly resident who leaves the state for more than 3 months loses eligibility for the Permanent Fund Dividend. While this seems practical at first blush, our senior citizens, who as a group rely the heaviest on their dividends for financial survival, are often on legitimate sabbaticals created by the Legislature for Longevity Bonus purposes.

The entire thrust of SB 4 is to conform eligibility requirements for the Permanent Fund Dividend with the unpaid sabbatical provisions in §47.45.035 governing the Longevity Bonus Program, so that both programs are consistent.

Under this section, a recipient of the Longevity Bonus may take an unpaid sabbatical for a period of up to 12 months. A recipient having properly notified the Department of Administration within a 30 day period before leaving Alaska may make application upon return to the state to again receive the bonus. However, by law, an unpaid sabbatical recipient may only take one sabbatical every five years.

Simply put, SB 4 would allow a senior citizen to take a sabbatical from the state no more than once every 5 years without losing eligibility for the Permanent Fund Dividend. This bill does not open a loophole in the eligibility process for receipt of the Permanent Fund. It is specifically tailored to allow only those who are on a legitimate sabbatical as recognized by §47.45.035 to remain eligible for receipt of the Permanent Fund Dividend.

From a policy perspective, SB 4 is good government at work as it encourages seniors to maintain residence in the state by not punishing them financially for leaving on a legitimate sabbatical as recognized by the Longevity Bonus Program. Further, SB 4 encourages travel which in these tight budgetary times will force savings from payments made under the Longevity Bonus program.

# Alaska State Legislature



## Committee Membership

Senate Finance  
Senate Resources  
Senate Rules  
Legislative Budget & Audit

*Senator John Torgerson*

District Address:  
145 Main St. Loop; Ste. 226  
Kenai, AK 99611  
(907) 283-2690  
fax 283-9267

Session Address:  
State Capitol; Room 514  
Juneau, AK 99801-1182  
(907) 465-2828  
fax 465-4779

## Sectional Analysis

### **SB 4: LB Sabbatical to PFD Eligibility**

**Section 1:** Inserts new subsection (k) to AS 43.23.095(8), subsection being the unpaid sabbatical under AS 47.45.035 \*

**Section 2:** Effective date of legislation.

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\* **Sec. 47.45.035.** Unpaid sabbaticals. Notwithstanding AS 47.45.030, after qualification, a recipient may take an unpaid sabbatical for a period of up to 12 consecutive months by notifying the Department of Administration of the period the recipient elects to be on unpaid sabbatical status. The notice shall be provided to the department at least 30 days before the first day of the unpaid sabbatical period. While on unpaid sabbatical status, the recipient no longer receives bonuses, but the recipient may be absent from the state at any time without being disqualified. The recipient may again make application for a bonus after returning to the state at the end of the sabbatical period. A recipient who has taken an unpaid sabbatical may not elect to do so again until a period of at least five years has elapsed beginning on the day after the sabbatical ended.

sa: sb 4: S(STA) 2/14/97: mj

# LEGAL SERVICES

DIVISION OF LEGAL AND RESEARCH SERVICES  
LEGISLATIVE AFFAIRS AGENCY  
STATE OF ALASKA

(907) 465-3867 or 465-2450  
FAX (907) 465-2029  
Mail Stop 3101

130 Seward Street, Suite 409  
Juneau, Alaska 99801-2105

## MEMORANDUM

February 15, 1997

**SUBJECT:** Allowable absence under the permanent fund dividend program  
(SB 4)

**TO:** Senator Lyda Green

**FROM:** Tamara Brandt Cook  
Director

**Sec. 1.** Amends the definition of "state resident" under the permanent fund dividend program to add as a new allowable absence an absence for an unpaid sabbatical under the longevity bonus program.

**Sec. 2.** The effective date is tied to the beginning of the next dividend year.

TBC:pl  
97-034.plm