



LOUISIANA NATIONAL GUARD

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Enlisted Administrative Separations



Purpose

To assist units in processing requests for discharge promoting a high level of personnel readiness that facilitates quality training and mission accomplishment while ensuring Soldiers are processed for discharge IAW regulatory requirements and guidelines.



References

- **AR 135-178, Enlisted Administrative Separations, 30 November 2020**
- **AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 14 March 2016**
- **AR 600-8-19, Enlisted Promotions and Reductions, 16 May 2019**
- **AR 600-85, The Army Substance Abuse Program, 23 July 2020**
- **AR 601-280, Army Retention Program, 16 June 2021**
- **AR 600-8-2, Suspension of Favorable Actions (FLAG), 5 April 2021**
- **NGR 600-200, Enlisted Personnel Management, 25 March 2021**
- **NGR 680-1, Personnel Assets Attendance and Accounting, 15 April 2019**
- **NGR 350-1, Army National Guard Training, 23 June 2021**
- **<https://www.ngbpmc.ng.mil/ngr/>**
- **<https://armypubs.army.mil/>**



Reasons for Separation AR 135-178

- Expiration of Service Obligation – *Chapter 4*
- Selected Changes in Service Obligations – *Chapter 5*
- Convenience of the Government - *Chapter 6 (para 6-3, 6-6 - Medical exam is required)*
- Defective Enlistment and Reenlistment - *Chapter 7*
- Entry Level Performance and Conduct – *Chapter 8*
- Unsatisfactory Performance – *Chapter 9*
- **Substance Abuse Rehabilitation Failure – Chapter 10**
- **Misconduct (ASAP) – Chapter 11**
- **Unsatisfactory Participation – Chapter 12**
- Secretarial Plenary Authority – *Chapter 13*
- Other Reasons – *Chapter 14*
- Failure to Meet Body Composition Standards – *Chapter 15*



Counseling and Rehabilitation

Chapter 2, AR 135-178

- **Counseling.** When a Soldier's conduct or performance approaches the point where a continuation of such conduct or performance would warrant initiating separation action for one of the reasons above, the Soldier will be counseled by a responsible person about his or her deficiencies at least once before initiating separation action.
 - Counseling will include, but not be limited to, the following:
 - Reasons for counseling.
 - The fact that continued behavior of a similar nature or additional misconduct may result in the Soldier's separation.
 - The characterization of service that may be issued and the effect of each type if such action is taken and separation accomplished.
 - Counseling will be recorded in writing and delivered either in person or via certified mail



Types Characterization of Service Chapter 2, AR 135-178

- **Honorable.** *Soldier's service generally has met the standards of acceptable conduct and performance*
- **General (under honorable conditions).** *Negative aspects of the Soldier's conduct or performance of duty outweigh positive aspects of the Soldier's military record*
- **Under other than honorable conditions (OTH).** When the reason for discharge is based upon a pattern of behavior, or one or more acts or omissions that constitutes a significant departure from the conduct expected of Soldiers



Types of Notification Procedures

Chapter 3, AR 135-178

- **Notification Procedure**
 - **use when cited under a reason for separation indicated in AR 135-178**
 - Soldier's with less than 6 years of service **are not** entitled to an administrative separation board
 - Soldiers with more than 6 years of service **are** entitled to administrative separation board
 - format for Notification of Separation Proceedings, *Fig 3-2*
 - format for Soldier's Response to Notification of Separation Proceedings, *Fig 3-3*
- **Administrative Board Procedure**
 - **use when cited under a reason for separation indicated in AR 135-178**
 - **all Soldiers** are entitled to an administrative separation board
 - format for Notification of Separation Proceedings, *Fig 3-5*
 - format for Soldier's Response to Notification of Separation Proceedings, *Fig 3-6*
 - format for Conditional Waiver of Administrative Board Proceedings, *Fig 3-7*
 - Soldier may submit conditional waiver after afforded the opportunity to consult with counsel



Notification Procedures Chapter 3, AR 135-178

- **Reminders:**
 - Refer to checklist when determining which notification procedure to use
 - Notification requirements vary by recommended
 - characterization of service (OTH requires the use of Admin Board Procedure)
 - Notification requirements vary by reason for discharge (i.e. misconduct, unsat performance, convenience of the government, etc...)
 - Characterization of service at separation is affected by which memo was sent to the Soldier (i.e. if Soldier with less than 6 yrs svc pending discharge for misconduct sent memo using notification procedure; OTH discharge not authorized)



Soldier's Rights Admin Bd Procedure Chapter 3, AR 135-178

- ***Soldier's Rights:***
 - Must be notified of immediate commander's recommended characterization of service upon discharge (***least favorable characterization of service authorized for proposed separation***)
 - To a separation physical if PSTD or mTBI diagnosis/claims contributed to undesirable act(s) when recommending OTH
 - Request a hearing before an administrative separation board regardless of years of service for OTH discharge
 - Submit a conditional waiver of right to a hearing before an admin separation board ILO recommended characterization of service



Conditional Waiver

Chapter 3, AR 135-178

- Soldier offers to waive administrative separation board ILO an upgrade to the characterization of service that the commander recommended
- Serves as an option **only if** Soldier is entitled to or has elected an administrative separation board
- Soldier must have opportunity to consult with counsel
- Figure 3-7, AR 135-178 is the required format
- Separation authority can either approve or disapprove the conditional waiver
- If approved, the higher characterization of service will be authorized
- If disapproved, the administrative separation board will be held (this is delegated to the DRU level per SJA)



Letter of Instruction (Unexcused Absence) Chapter 4, AR 135-91

- **Unexcused Absences:**
 - Unless an absence is authorized, a Soldier failing to attend a scheduled single or multiple unit training assembly (MUTA) will be charged with an unexcused absence.
 - When absence involves a MUTA (or any portion of a MUTA), the charge will be one unexcused absence for each 4-hour period not attended, but not to exceed four unexcused absences
 - ***If absent from a MUTA 5 or MUTA 6, the maximum number of unexcused absences charged is four***
 - Soldiers will be charged with unsatisfactory participation when without proper authority they—
 - Accrue in any one-year period a total of nine or more unexcused absences from scheduled inactive duty training (IDT)s. (In the case of IMAs who are required to perform fewer than 48 inactive duty training (IDT)s per year, see paragraph 4-7b(2).)
 - Fail to attend or complete AT
- **Notice of unexcused absence.**
 - *A prescribed letter of instructions—unexcused absence (fig 4-1) will be delivered to the soldier. Delivery will be either in person or by U.S. mail, as provided in paragraphs (1) and (2) below*
 - If U.S. mail is used in lieu of delivery in person, the notice will be mailed during or immediately following the unit training assembly (UTA) or multiple unit training assemblies (MUTA) from which absent



Suspension of Favorable Action (FLAG)

Chapter 2, AR 600-8-2

- **Purpose** - to prevent and/or preclude execution of favorable actions to a Soldier who may be in an unfavorable status
- **Types of FLAGS:**
 - Nontransferable. The flagged Soldier may not be transferred to another unit (except as provided for in para 2–8)
 - Transferable. The flagged Soldier may be transferred to another unit
- **Review of FLAGS:**
 - Active Flag cases will be reviewed at least monthly. Unit level commanders will review and validate Flag reports monthly
 - BN level commanders will review and validate all Flags over 6 months old monthly
 - ***A Flag will be removed within 3 working days after the Soldier's status changes from unfavorable to favorable***



Bar to Reenlistment

- **Purpose:**

- The BAR is a non-punitive probationary device intended to serve notice that a Soldier is not a candidate for reenlistment, immediate reenlistment or extension and may be discharged if the circumstances that led to the bar are not overcome
- A BAR should not be used for Soldiers pending discharge for which an RE3 or RE4 will be issued

- **Procedure:**

- A BAR should not be used for Soldiers pending discharge for which an RE3 or RE4 will be issued (court-martial, non-judicial punishment or other administrative action)
- Normally, a BAR will normally not be initiated against a Soldier within 90 days of ETS; is acceptable if Soldier will reach ETS date prior to completion of involuntary separation action
- NGB Form 602-R BAR will be prepared in original and two copies.
- Total service will be computed as of the ETS, not the date the BAR was prepared.
- The commander will refer the BAR certificate to the Soldier concerned for a statement on their behalf, if the Soldier so desires. The Soldier will be allowed a period of 30 days for the preparation of a statement and collection of any documents and/or pertinent materials. The Soldier's unit commander may grant an extension to this period.
- For Soldiers with **less than ten years** of qualifying service for retired pay at ETS, the approval/disapproval authority is the first commander, Lieutenant Colonel (O-5) or above, in the Soldier's normal chain of command. No delegation of authority is authorized.



Bars to Reenlistment

- **Procedures (cont):**

- For Soldiers with **at least ten but less than 18 years** of qualifying service for retired pay at ETS, those with more than 20 years of service at ETS, and those when action is taken to extend the Soldier to complete 20 years of service, the approval/disapproval authority is the first commander, Colonel (O-6) or above, in the Soldier's normal chain of command. No delegation of authority is authorized.
- Soldiers, who upon ETS, **will have at least 18 but less than 20 years** of qualifying service, will be allowed to extend to the point where they could attain 20 years. They may, after the extension is executed, be barred. The approval/disapproval authority for this bar is TAG. These Soldiers may be processed for separation before they attain 20 years of service but will not be separated before that point without approval of Chief, NGB.

- **Review of Bars to Reenlistment:**

- An approved BAR will be reviewed by the appropriate unit commander every six months (for M-Day Soldiers) or every three months (for AGR Soldiers) after the date of approval and 30 days before the Soldier's scheduled departure from the unit of discharge from service.

Note: If Soldier is AWOL, Bar to Reenlistment will be mailed by certified mail to the Soldier's home of record. Bar will not become effective until 30 days following date of signature on Certified Mail Receipt or date of Unclaimed notice; DRU's will ensure Bars to Reenlistment are scanned into iPERMS and entered into IPPS-A. 290



Enlisted Branch Requirements

- If Soldier is AWOL, Bar to Reenlistment will be mailed by certified mail to the Soldier's home of record. **Bar will not become effective until 30 days following date of signature on certified mail receipt or date of unclaimed notice**
- If Soldier is AWOL, Notification of Intent to Reduce will be mailed by certified mail to the Soldier's home of record. Reduction will become effective on date of delivery. DRU will process E2-E3 reductions
- State will process E4-E9 reductions; unit will submit request for reduction to MSG Richard at the EPS mailbox [\\nglaa7-cbj8-fsa\J1\Unit Data\ EBranch\2023 EPS\REDUCTIONS](#)
- All documents mailed via certified mail will have certified mail receipt number annotated on unit copies submitted with discharge packets.
- **Use of code A - Excused Absence on DA Form 1379 is not authorized after unit has submitted discharge packet for unsat participation. Units will continue to code Soldier AWOL if appropriate and continue to notify the Soldier of his AWOL status via U.S. mail**
- Battalions/DRUs will ensure all DA Forms 268, Suspension of Favorable Action entered into IPPS-A
- DRUs will ensure all Bars to Reenlistment are uploaded into iPERMS and entered into IPPS-A, if applicable



Separations Overview

- Every type of separation has a checklist
 - <\\nglaa7-cbj8-fsa\J1\ Public Folder\Enlisted Branch>
Follow the Checklist
- Commanders' Report is crucial
- Notification Memos are KEY to ALL <\\nglaa7-cbj8-fsa\J1\ Public Folder\Enlisted Branch\DISCHARGE PACKET SAMPLE DOCUMENTS>
- Characterization of Service
 - Depends upon type of Separation
 - Make Sure Soldier is properly counseled
- <https://arngg1.ngb.army.mil/v3/Portal/RibbonMenu.aspx?ProviderName=DSROProvider>



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QUESTIONS?