SUBJECT: Expiration-Term of Service (ETS) Management

References. See enclosure 1.

1. PURPOSE. This instruction sets requirements to ensure TXARNG retains quality and qualified Soldiers. If retention of the Soldier is not possible, recover equipment to ensure property accountability, and ensure discharge process is completed in a timely manner to eliminate expired ETS.

2. APPLICABILITY AND SCOPE. This issuance applies to all TXARNG units and enlisted personnel assigned to the TXARNG who are within 365 days of their current ETS date.

3. DEFINITIONS. NA

4. POLICY. Timeline, reporting, process and waivers. See enclosure 2.

5. RESPONSIBILITIES. All Commanders (CDRs), Command Sergeants Major (CSM), and First Sergeants (1SG’s) will ensure their units have a Unit Retention NCO (UNRNCO) and alternate identified on additional duty memorandum. Soldiers of their units will be properly identified, interviewed, and out-processed prior to their ETS date.

   a. Key Tasks:

      (1) Maintain 100% NGB retention mission rate.

      (2) Maximize retention by placing command emphasis on reducing the amount of MOSQ and deployable Soldiers leaving the TXARNG upon their ETS.

      (3) Foster and maintain a positive relationship within the retention team, which consists of the Brigade Strength Manager (BSM), Recruiting & Retention NCO (RRNCO), Battalion/Unit Retention NCO (BRRNCO/URNCO), and unit, Battalion (BN), and Brigade (BDE) leadership.

      (4) Maintain and standardize a CO, BN, and BDE retention program with a trained and dedicated retention team.
(5) Maintain an accurate tracking and reporting system of interviews and extensions using the Retention Management Software (RMS) and give feedback to the CO and BN CDRs on what can be improved.

(6) Reward the top retention rates annually at the BN and CO level in coordination with Recruiting Command Brigade Strength Management Team for the reward.

b. BNRNCO/URNCO will ensure the following:

(1) Each CO has a functioning sponsorship program.

(2) Distribute the State ETS Roster (Enclosure 3) and ETS Interview Record, TXARNG Form 42-E template (Enclosure 4) to the appropriate interviewers of all enlisted personnel within their 365 day ETS window.

(3) Make every effort to retain MOSQ and deployable Soldiers and ensure they are both aware of and maximizing the benefits earned by their service using the TXARNG Benefits Checklist (Enclosure 5).

(4) Prepare DA Form 4836/Reenlistment Bonus Addendum for extension (Enclosure 6) in RMS or DA Form 4187 for discharge (Enclosure 7) with assistance from the RNCO or RRNCO.

(5) Ensure Soldiers are properly recognized for their continued service or for their service performed in the event of a discharge through reenlisting information or awarding in formation.

(6) Annotate all retention interviews and extension results in the RMS and report results to the 1SG/CDR, CSM/BN CDR and BSM. At this time, include any systematic issues present in the CO/BN that could result in a poor retention rate. Ensure that you include: number of Soldiers interviewed, number of Soldiers to ETS with an explanation as to why, and the number of Soldiers extended.

c. Recruiting & Retention NCO will ensure the following:

(1) Quality retention interviews are being conducted and proper extensions are being executed.

(2) Make every effort to retain MOSQ and deployable Soldiers and ensure they are aware of and maximizing the benefits earned by their service using TXARNG Benefits Checklist (Enclosure 5).

(3) Prepare DA Form 4836/Reenlistment Bonus Addendum for extension in RMS or DA Form 4187 for discharge.
(4) Ensure Soldiers are properly recognized for their continued service or for service performed in the event of discharge through reenlisting in formation, or awarding in formation.

(5) Identify and assist with additional training requirements for URNCOs.

(6) Report any positive or negative retention trends to BSM.

d. The BSM will ensure the following:

(1) URNCOs and RRNCOs receive the State ETS Roster NLT the first (1st) and fifteenth (15th) of each month.

(2) All DA Form 4836s and 4187s are processed into SIDPERS through proper channels.

(3) Provide a retention analysis to the BDE leadership at the end of each calendar month which will include the number of Soldiers interviewed, the number of Soldiers to ETS with an explanation as to why, the number of Soldiers extended, the current and prior month’s retention rate (NGB Retention Mission), and any positive or negative trends.

(4) Ensure the CO/BN with the highest retention rate for the quarter is recognized in coordination with Recruiting Command Brigade Strength Management Team for the reward.

6. RELEASABILITY. Unlimited.

7. EFFECTIVE DATE. This instruction will expire two years from the effective date of publication unless sooner rescinded or superseded.

8. POINT OF CONTACT. TXARNG Recruiting and Retention Command Operations at 512-782-6796.

TRACY R. NORRIS
Brigadier General, TXARNG
Commanding

DISTRIBUTION:
A
KATHERINE M. BROWN
CW4, AG, USA
J5 - Issued
Enclosure 1

References

1. References.

   (a) Army Regulation 600-8-2, Suspension of Favorable Personnel Actions (FLAGS), 11 May 2016.

   (b) Army Regulation 601-280, Army Retention Program, 01 April 2016.

   (c) National Guard Regulation 601-1, Army National Guard Strength Maintenance Program, 28 April 2006.

   (d) Texas Army National Guard Regulation 601-280, Texas Army National Guard Retention Program, 15 August 2004.

   (e) NGB-ARH PM 09-026, Interim Policy for Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension.

   (f) NGB Memorandum, Army National Guard (ARNG) Extension of ARNG Selected Reserve Incentive Program (SRIP) Guidance for Fiscal Year (FY) 2017, Effective 19 April 2017.

   (g) PPOM 14-022, Implementation of Retention Management System (RMS) for All Extensions/Immediate Extensions associated with an Incentive, 09 October 2014.

   (h) PPOM 16-002, Modification of the Army National Guard Extension/Reenlistment Policy, 11 February 2016.
Enclosure 2
Timeline, reporting, process and waivers

1. Timeline

   a. 365 days until ETS. Once within 365 days of their ETS, the Soldier enters the ETS management cycle. Extension interview and counseling will be conducted by the URNCO or RRNCO, using TXARNG Benefits Checklist (Enclosure 5), to review benefits and determine the initial intentions of the Soldier. The Soldier will be advised of their ETS window and will be notified of any bonus incentives available to them (IAW the current Incentives Policy) and the timeline, to include interview and counseling milestones. Counseling will be recorded on the ETS Interview Record, TXARNG Form 42-E (Enclosure 4) and annotated in RMS. Ensure Soldier has a valid Army Physical Fitness Test (APFT) loaded into SIDPERS.

   b. 330-270 days until ETS. This is the most critical period for incentives. The First Line Leader (FLL) will begin retention counseling and inform the Soldier of the current incentives available to them, if any. The FLL will also ensure the Soldier is eligible to extend and determine whether they need performance counseling. Counseling will be recorded on an ETS Interview Record, TXARNG Form 42-E and annotated in RMS. The URNCO will report the status to the 1SG and CDR.

   c. 240-180 days until ETS. The 1SG or CDR will determine if the Soldier should be retained, check with their Force Readiness NCO (FRNCO) or URNCO and recruiter to see if the Soldier has already been interviewed, and, if they have not, perform a retention interview and counseling. The 1SG or CDR will inform the Soldier of the current incentives available as they have most likely changed since the previous counseling. If the Soldier has shown a pattern of disciplinary and or performance issues and has not made progress based on the plans of action detailed in the ETS Interview Record, TXARNG Form 42-E, the CDR may initiate a bar to reenlistment under provisions of NGB-ARH-PM 09-026 (Interim Policy for Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension). Counseling will be recorded on an ETS Interview Record, TXARNG Form 42-E and annotated in RMS.

   d. 150 days until ETS. The URNCO or RRNCO will conduct extension interview and counseling in RMS and inform the Soldier of their current bonus incentives that might
have changed since the previous counseling. The URNCO or RRNCO will validate current status of pending administrative actions and determine eligibility and options for continued service. If Soldier is not willing to extend, below is a sequence of steps that should be offered to any Soldier who is contemplating separation from a unit in the Texas Army National Guard.

(1) The key to success is providing the least restrictive alternative that satisfies the needs, wants, and desires of the Soldier. Please note the following alternatives.

(a) Same duty Military Occupational Specialty (MOS) but in another section (1st PLT to 2nd PLT transfer).

(b) Same duty MOS but in another unit (Co A to Co C transfer).

(c) Different MOS but in the same unit (11B to 11C, 63S, 92Y).

(d) Same MOS, but in a different unit (would not require schooling).

(e) Different MOS in a different unit (would require schooling).

(f) A brief period of excused absence (take a little “time off”, Excusal from AT if attendance creates a hardship on family).

(g) A specified period of time in the Inactive National Guard (ING) (6 mos /1 yr, but should not be a 6 year extension with concurrent transfer into the ING for instance).

(h) If we have nothing of interest to offer, consider another Reserve Component: 1st Choice – TX Air Guard, 2nd Choice – USAR

(i) If income stability is a concern, consider the Active Component. If eligible, transfer into the Retired Reserve; if ineligible, transfer to the Individual Ready Reserve.

(2) If the Soldier agrees to one of the alternatives then the URNCO/RRNCO must contact the unit commander, 1SG, FRNCO and BSM immediately. Counseling will be recorded on a DA Form 4856 in RMS. 1SG and CDR will report status to the BN CDR and CSM.

e. 120 days until ETS. The BN CDR/CSM or designated representative will counsel the Soldier. The Soldier will be informed that they are required to clear supply by the end of the following Inactive Duty Training (IDT) by turning in all their Organizational Clothing and Individual Equipment (OCIE) if they choose not to extend. If the Soldier has made the decision not to extend, an ETS award is submitted as appropriate. Counseling will be recorded on an ETS Interview Record, TXARNG Form 42-E and annotated in RMS. BN CSsM and CDR will report status to the BDE CSsM and CDR.
f. 90 days until ETS. The unit CDR will conduct a retention interview with the Soldier. If the Soldier chooses not to extend, they will be offered an alternative to separation. If agreed upon, a DA Form 4187 will be processed along with the DA Form 4836. Soldiers will not be allowed to transfer out of any unit that is pending mobilization. If Soldier declines to extend they will be informed that they are required to clear supply by the end of the current IDT and the unit will initiate DA Form 4187 for discharge. Counseling will be recorded on the ETS Interview Record, TXARNG Form 42-E and annotated in RMS. BDE CSsM and CDR are subject to conduct interview with Soldiers inside the 90 day ETS window by request.

g. 60 days until ETS. The Soldier will be counseled by the FLL in coordination with the Supply Sergeant on his/her pending ETS. The unit will begin the process to discharge the Soldier for their ETS. Extensions in this timeframe can still be considered and incentives are still available. Upon completion of the counseling, if the Soldier does not want to extend, the unit will submit the discharge packet and begin out-processing the Soldier. Counseling will be recorded on an ETS Interview Record, TXARNG Form 42-E, annotated in RMS, and the Soldier will complete an Exit Survey (Enclosure 5). Out-processing includes:

(1) Confirming the Soldier cleared supply and/or signed a statement of charges.

(2) The ETS award is processed as appropriate.

(3) The discharge documentation is processed and the discharge packet is complete NLT 45 days prior to ETS.

h. 30 days until ETS. Out-processing and the discharge packet is complete. The URNCO will conduct the exit interview and record in RMS. The unit will present an ETS award for honorable service (if appropriate).

2. Reporting. Retention Interviews conducted will be reported using ETS Roster (Enclosure 3).

a. Battalion Commander and CSM will provide the “365 Day ETS Interview Report” (hereafter “BDE Interview Report”) to the BDE CDR and CSM with 48 hours after IDT weekend.

b. Battalion Retention NCO will consolidate and submit the BDE Interview Report to the BSM, BN CDR, and CSM within 24 hours after IDT weekend.

c. Company Commander and 1SG will report the BDE Interview Report to the BN CDR and CSM by COB of IDT weekend. URNCO will submit the BDE Interview Report to the BN RNCO, Company Commander, and 1SG by COB IDT weekend.

3. Process. All retention documentation (DA Form 4836-Extension) will be processed in SIPDERS, iPERMS and validated within 72 hours through the following channels by utilizing RMS.
a. URNCO with assistance from FRNCO of RRNCO will prepare documentation using RMS and will submit to unit leadership for review. Upon approval URNCO will submit to BN S-1 through RMS within 24 hours of signature date for further review.

b. BN S-1 will conduct Quality Control, review, and submit upon approval of BN leadership within 24 hours to BDE S-1/BSM for final Quality Control and processing. BN S-1 will conduct Post ETS audit to verify that all required counseling was conducted and recorded in RMS.

c. BDE S-1/BSM will review all retention documents and process in SIDPERS/iPERMS/validation within 24 hours of receiving from BN S-1.

4. Extension Waiver. All extension waivers will be submitted no later than 150 days from Soldiers ETS date.

   a. Unit will submit extension waiver packet to BN S-1 within 150 days of Soldiers ETS date.

   b. BN S-1 will submit extension waiver packet to BDE S-1 within 120 days of Soldiers ETS date.

   c. BDE S-1 will submit extension waiver packet to G-1 within 90 days of Soldiers ETS date.

   d. If Soldier if over 18 years of service, they cannot be rejected at any level. They are authorized to continue their service until 20 years.
## Enclosure 3
### ETS Roster

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Enclosure 4
ETS Interview Record

ETS INTERVIEW RECORD

1. The Extension Interview per NGB-ARH Policy Memorandum #09-026; to discuss qualifications for extension, options, goals, decisions, and available incentives; to determine Soldier’s extension eligibility and incentives for which he/she may be eligible.

2. Inform the Soldier that his/her eligibility for re-enlistment and/or incentives must be validated by the Readiness NCO (RNCO).

3. A single Texas 42E may be used for all six phases of counseling (365-day through 30-day)

   Name: 

   Rank: 

   ETS Date: 

   PEBD: 

   Height/ Weight: 

   Time is Service (TIS) at current ETS: Years- 

   Months- 

   DMOSQ: 

   Duty Posn Holder: 

   Date Last APFT: 

   APFT: 

   APFT within 14 months of extension date: 

Required ETS Interview Items to be covered

Discuss current Select Reserve Incentive Program (SRIP) benefits (1-3 below). Must meet eligibility requirements. Must have valid APFT within 14 Months (M-Day) or 8 months (AGR/MILTEC) of document posting date. If extending for REB now, can re-enlist (for 6 years) for SLRP or MGIB Kicker. Cannot receive SLRP and REB together.

1. Student Loan Repayment Program (SLRP) 6 year extension for up to $50,000 for qualifying Federal loans.


3. Re-enlistment/Extension Bonus (REB) 2 or 6 year extension within one year of ETS.
   - E7 or below Must not exceed 13 years TIS (TIS is based on contract start date, not the date of signature).
   - 6 years ($12,000) Pays 50% on first day after new contract start date, 50% at 4th year anniversary.
   - 2 years ($4,000) Pays 100% on first day after new contract start date.
   - 1 period of AWOL will terminate bonus with RECOUPMENT.
   - 2 consecutive APFT or HT/WT failures will result in termination.

Note any incentives received from enlistment or previous extensions. (Check)

- Montgomery GI Bill
- Reenlistment Bonus
- Non-Prior Service Enlistment Bonus
- Prior Service Enlistment Bonus
- Bonus Student Loan Repayment
- Affiliation Bonus

TXARNG Form 42-E, ETS Interview Schedule
ETS INTERVIEW RECORD

Discuss Features of membership in the Army National Guard.

*Low cost life, health, and dental insurance
*100% tuition reimbursement
*VA home loans
*Free health insurance at age 60 for Retirees (Tricare for Life)
*Student Loan Repayment Program
*MGIB Kicker
*Retirement income at age 60 (or earlier)
*Federal Tuition Assistance
*Transferability of GI Bill benefits to family members
*Monthly/annual income
*Free 24-hr tutoring for Soldier and family
*Thrift Savings Plan

Discuss Factors affecting decision to ETS vs. Extend. Address concerns.
- Family - Employment - Education - Leadership - Camaraderie - Esprit de corps - Training – Travel

Discuss the following regarding individual’s career development.

*Assessment of leadership skills
*Leadership potential
*MOS qualification/proficiency
*Promotion points
*NCO Professional Development courses
*Weapons qualifications
*Additional Duty Appointments
*NCO/E4 Evaluation Reports
*APFT score
*Correspondence courses
*Significance of NCO/E4 Evaluation Reports
*Potential for promotion
*Weight control
Suggested Interview Questions:

1. Are you aware of the current bonuses available thru the Retention Incentives Policy?

2. What are your short term and long term personal goals for the next few years?

3. How does your family feel about your service in the Texas Army National Guard?

4. Why did you originally join the Military / Texas Army National Guard?

5. How do you feel your military career is going?

6. How do you like your current MOS?

7. How do you like your current position?

8. Do you feel supported by your current chain of command?

9. Have you achieved all of your objectives and goals while a member of the military? If not, why?

10. Have you considered becoming an Officer or Warrant Officer thru the OCS or WOCS Program?

11. Are you planning on continuing your education or professional development thru certifications or professional licensing? If yes, how do you plan to pay for it?

12. How do you plan on covering your medical expenses as you age?

13. Have you considered a fulltime job with the Texas Army National Guard?

14. What can the Texas Army National Guard offer to assist you and your family to achieve your goals?

15. If you met criteria, would you extend your enlistment at this time? If not, Why?
ETS INTERVIEW RECORD

ETS INTERVIEW DATE: _____________________________

INTERVIEWER: _______________________________ (HAVE SM SIGN TEXAS 42E)

-Soldier Will Extend current enlistment for ______ years (1, 2, 3, 4, 5, or 6) for the following SRIP incentive:

(RED, SLPR, MGIB)

-Soldier would like to Extend however: [ ] is not eligible to extend without approved waiver due to flag or medical issue that precludes him/her from taking or passing an APFT; [ ] APFT flag; [ ] Weight flag; [ ] Adverse Action flag;

[ ] Medical issue

[ ] APFT will not be valid within 14 months of proposed date of extension; date of next APFT: _____________________________

-Soldier will ETS for the following reason(s):

[ ]

[ ]

[ ]

SOLDIER WILL EXTEND? [ ]

Other than Yes, Provide Reason:

[ ]

[ ]

[ ]

SIGNATURE OF SOLDIER: _____________________________

SIGNATURE OF INTERVIEWER: _____________________________

TXARNG Form 42-E, ETS Interview Schedule
ETS INTERVIEW DATE

INTERVIEWER: COMPANY COMMANDER (90 DAYS FROM ETS)

SOLDIER WILL EXTEND? (Circle one) ________
Other than Yes, Provide Reason:

Other than Yes, BATTALION RETENTION NCO INITIATES SEPARATION PACKET AND FORWARDS TO UNIT PRIOR TO NEXT DRILL

SIGNATURE OF SOLDIER: ____________________________ SIGNATURE OF INTERVIEWER: ____________________________

CLEAR UNIT DATE ________ (60 DAYS FROM ETS)

SOLDIER WILL EXTEND ________
Other than Yes:

SOLDIER CLEARS UNIT SUPPLY.

SOLDIER AND COMMANDER SIGN SEPARATION PACKET.

UNIT FORWARDS PACKET TO BN RETENTION NCO.

SIGNATURE OF SOLDIER: ____________________________ SIGNATURE OF COMMANDER: ____________________________

SOLDIER'S LAST DRILL WITH UNIT DATE ________ (30 DAYS FROM ETS)

SOLDIER WILL EXTEND ________

If Yes, contact BN retention NCO and complete extension packet prior to completion of Drill Unit forwards packet to BN Retention NCO.

Other than Yes:
Thank the Soldier for their service and notify your local recruiter.
Extension & Reenlistment Bonus Criteria:

- Execute an extension within 365 to 1 days prior to current Expiration Term of Service (ETS).
- Soldiers **NOT** eligible for the Reenlistment or Extension bonus (REB) if APFT is older than 14 months from the signature date. Soldiers reenlisting/extend cannot receive more than one SRIP incentive during a contractual period.
- Must re-enlist/extend for 2 or 6 years
- E7 or below not to exceed 13 years TIS at current ETS
- Transferred because of Unit Re-Org, Unit Transition must be DMOSQ within 24 Months
- Soldiers “Grandfathered” with MGIB kicker can receive a REB
- Current SLRP are eligible for REB, w/the understanding they will not receive DUAL payment for new 6 Year Extension
- Must hold a primary position on the UMR.

### NGB REB Payment Rates

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<td>2 Year Reenlistment/Extension</td>
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**Student Loan Repayment Program (SLRP): (M-Day Soldiers only)**

- Soldiers with **existing loans** may **reenlist or extend for 6 years** for the SLRP agreement. The amount of SLRP will not exceed **$50,000.00** with a maximum payment of 15% or $500 whichever is greater ($7,500 cap per Soldier per year). Payment is based on the original principal and does not include interest.
- Soldiers must be DMOS qualified for the position that they are enlisting, reenlisting, or extending.
- Soldiers may not have received the SLRP as an enlistment, re-enlistment, or extension option in the past. A Soldier reenlisting or extending will not be authorized payment on loans established after the contract has been signed.
- Must extend within 365-1 days of current ETS for a minimum six-year term of service.
- Must re-enlist or extend in the grade of E-7 or below.
- Must have less than 13 years’ TIS at time of current ETS.
MGIB-R (1-888-GIBILL-1 or www.gibill.va.gov)
- **Chapter 1606 Reserve GI Bill:** Soldiers that have current eligibility for the GI Bill for Reservists and are mobilized have had their 14 year time period suspended during the mobilization. All time served during the mobilization will not count against their 14 years to use or lose current benefits and they will have an additional 4 months of eligibility added to their time. Soldiers must remain in an active drilling status.
  1. $369.00 / month (Full time)
  2. $276.00 / month (3/4 time)
  3. $184.00 / month (1/2 time)

MGIB-Kicker (*M-Day Soldiers only-Skill Level 1-2 Under 14 total years of Service)*
Additional $200.00/month in GI Bill benefits
- MOS Qualified / Served last 3 consecutive years in NG / Requires 6 year contract
- MTOE units only

Post 9/11 GIBILL (1-888-GIBILL-1 or www.gibill.va.gov)
- Payout is based on percentage of entitlement.
- Tuition Assistance
- Housing allowance based off BAH (E5 w/ dependent rate)
- Books and Supplies
- Stipend

Post 9/11 GI Bill transferability to benefits
- Soldier must have completed a minimum of 6 years in the Armed Forces.
- Soldier must commit to **four years** of service on the date of election for transferability. Must do 4 years after the transfer or they take it all back.

Federal Tuition Assistance Program (FTA) (*M-Day Soldiers only*)
- The Federal Tuition Assistance Program is now being offered to all M-Day Soldiers in the Army National Guard. This is a 100% tuition cost and authorized fees with a maximum of $250 per semester hour or $167 per quarter hour, not to exceed 16 semester hours per fiscal year and will stop after you hit $4,500
- Apply at [https://www.goarmyed.com/](https://www.goarmyed.com/)
- Eligible one year after graduation of IADT.
- 10 years of service required for graduate classes.

State Tuition Reimbursement Program (STRP)
  **Public School Rate:**
- Undergrad & Graduate flat rate up to $2,250 per semester
- Covers up to 100% tuition and fees at the in-state rate
- NTE 6 credit hours per semester, Spring & Fall ONLY
Private School Rate:
- Undergraduate up to $173 per credit hour, NTE 12h/sem.
- Graduate up to $200 per credit hour NTE 12h/sem.
- An additional $100 per credit hour for mandatory fees NTE 12h/sem.
- Only institutions with headquarters located in the State of Texas are eligible.
  Go to www.txarng.com to print out application. Scan and email completed application to ngtx.strp@tx.ngb.army.mil

Dental Program:
- All National Guard Soldiers are eligible to purchase the Dental Plan.
- Sponsor only: $11.10 per month; Single: $27.76 per month; Family: $72.18 per month; Sponsor and family: $83.28

TRICARE Health Coverage:
- All National Guard Soldiers are eligible to enroll their family members in the TRICARE Standard program
- Monthly premium required; Individual $47.82/monthly. Family $217.51/monthly.
- 1-800-444-5445 or http://www.tricare.mil/Welcome/Plans

Free Academic Testing
- The CLEP/DSST/ECP Testing Programs provide Guard members and their Spouses, and Civilian employees (federal and state) of the Army National Guard with the opportunity to take college-level credit-by-exam tests free-of-charge.
- College-Level Examination Program (CLEP)
- DANTES Subject Standardized Testing Program (DSST)
- Excelsior College Examination Program (ECP)

Retirement Benefits
- If you complete 20 years of service in the TXARNG, at age 60 you could be eligible to begin receiving over $1,900 every month (example of a current member who is 29 years old, scheduled to retire as an E-7 with 17 years of traditional service and 3 years of active service to include IET/mobilizations, etc.). Refer to retirement calculator for your specific situation: https://www.hrc.army.mil/site/Reserve/soldierservices/retirement/retirementcalc.asp
- Thrift Savings Plan- tax free contributions to a retirement fund similar to a 401K
- You'll still receive those and any other retirement funds you may have coming
Tax-free Discount Shopping on Military Bases

- Guard and Families can enjoy privileges at military installations around the world, including tax-free discount shopping at any Military Exchange (department store) and commissary (grocery store). Other retail and lodging discounts are also available.

For more information contact
SFC Chaz R. Patterson @ 254-424-1039 or chaz.r.patterson.mil@mail.mil
Enclosure 6
Prepare Extension and Bonus

UNCLASSIFIED//FOUO

Prepare Extension & Bonus
1. Click “Search” Bar
2. Input Search Criteria for Soldier to be extended
3. Click “Search” Button
4. Choose Soldier from list
5. Choose "Case Admin" Tab

6. Choose "Extension" from Drop down

7. Click "Create Case" and confirm Warning Message

8. Double click case in list to bring up case window
9. Choose "Extend"
10. Reason "Fully Qualified"
11. Click "Record Intent"
### Eligibility Rules

- **Bilingual**: Currently enrolled in an accredited English and Spanish language program or has demonstrated a minimum of 90% proficiency in a certified Spanish language course.<br><input type="checkbox" checked="true" disabled="false" value="checked"> ✔<br><input type="checkbox" disabled="false" value="false"> ✔
- **Security Clearance**: Approved by the Commanding Officer (CO) or Designee.<br><input type="checkbox" checked="true" disabled="false" value="checked"> ✔<br><input type="checkbox" disabled="false" value="false"> ✔
- **Completed 6 months of service as a Texas National Guard Citizen-Soldier or Volunteer**.<br><input type="checkbox" checked="true" disabled="false" value="checked"> ✔
- **Served in the U.S. Army or U.S. Air National Guard for 10 or more months**.<br><input type="checkbox" checked="true" disabled="false" value="checked"> ✔<br><input type="checkbox" disabled="false" value="false"> ✔
- **Not a veteran of the United States armed forces**.<br><input type="checkbox" checked="true" disabled="false" value="checked"> ✔
- **Not in any active, reserve, or National Guard state active duty status**.<br><input type="checkbox" checked="true" disabled="false" value="checked"> ✔
- **Must not have any adverse (99%) discharge or other adverse actions/flag**.<br><input type="checkbox" checked="true" disabled="false" value="checked"> ✔
- **Must not have any UCMJ limits or convictions**.<br><input type="checkbox" checked="true" disabled="false" value="checked"> ✔

**All Eligibility Rules are met!**

12. Click “Continue”
13. Choose appropriate “Period of Extension Question”

14. Click “Record Period of Extension” Button
15. Select incentive type

16. Click "Continue" button
17. Choose
   a. Length
   b. Officer to Sign
   c. # of prior EXT on DD form 4
Note: Date locked to Bonus addendum

18. Click “Record Extension Information” button
NOTE:
Sample DA 4836 – Annex B
Sample Addendum – Annex C

19. Print DA4836
   a. Soldier SIGN
   b. Officer SIGN

20. Upload DA4836

21. Print Addendum
   a. Soldier SIGN
   b. Witness SIGN

22. Select appropriate level and click “Transfer Case” button.
Annex B
Sample DA 4836

Soldier SIGN

Officer SIGN

11
UNCLASSIFIED//FOU0

Annex C
Sample Bonus Addendum PG 8

Soldier SIGN

Witness SIGN

Texas Army National Guard
Enclosure 7
DA Form 4187 for Discharge

PERSONNEL ACTION
For use of this form, see PAM 650-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 801, E.O. 12030 (55), as amended

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 650-8.

ROUTINE USES: The DoD blanket Routine Uses that appear at the beginning of the Army’s compilation of systems of records may apply to this system.

DISCLOSURE: Voluntary however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code)
   Battalion
   Brigade

2. TO (Include ZIP Code)
   Texas Military Forces
   ATTN: NTOX-AHE

3. FROM (Include ZIP Code)
   P.O. Box 3313
   Austin, TX 78761-3313

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First M)
   GRADE OR RANK/MOS/ACO
   SOCIAL SECURITY NUMBER

5. The above Soldier’s duty status is changed from __________________________ to __________________________ effective __________________________ hours __________________________.

SECTION III - REQUEST FOR PERSONNEL ACTION

6. I request the following action: (Check as appropriate)
   a. Disciplinary Session - (Not applicable)
   b. Motive or Reserve Committed Duty
   c. On-The-Job Training - (Not applicable)
   d. Reenlistment of Reservist
   e. Separating in Army Personnel Tests
   f. Ranger Training
   g. Reenlistment Active Duty (Not applicable)
   h. Resignation
   i. Resignation
   j. Other (Specify) - Discharge

7. SIGNATURE OF SOLDIER (When required)

8. DATE (YYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

a. Reason: Discharge due to Expiration Term of Service (ETS)
   b. Authority: NGFR 600-200, 6-35 (if no obligation time left) or 6-36 (if obligation time remaining)
   c. PEBD:
   d. ETS
   e. ESMO Date
   f. ESM Date
   g. Last IDT Date:
   h. Effective Date:
   i. Soldiers Last HRS:
   j. Soldier has / has not cleared supply________________________

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

10. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -
   [ ] HAS BEEN VERIFIED [ ] RECOMMEND APPROVAL [ ] RECOMMEND DISAPPROVAL [ ] IS APPROVED [ ] IS DISAPPROVED

11. COMMANDER/AUTHORIZED REPRESENTATIVE

12. SIGNATURE

13. DATE (YYMMDD)

DA FORM 4187, MAY 2014
SUPERSEDES DA FORM 4187, JAN 2000
AND REPLACES DA FORM 4187-1-R, APR 1995

Page 1 of 2
AND LC 101B
Enclosure 8
Exit Survey

Name and Rank: _______________________________ Date: ______________
HOR Address: _______________________________
City __________________ State ___________ Zip Code ______________
Phone (Home): ____________ Phone (Cell): ____________ Phone (Next of Kin): ____________

Put a number (prioritize) by reasons why you joined the guard:
   ___ Education Benefits
   ___ Wanted to serve my country
   ___ Wanted to learn a skill for my civilian career
   ___ Wanted to gain leadership skills
   ___ Retirement
   ___ Other (explain) _____________________________________________

Put a number (prioritize) by the reasons why you left the National Guard:
   ___ Completed my education
   ___ Family Conflicts
   ___ Job Conflicts
   ___ It wasn’t FUN anymore
   ___ Pay issues in the Unit
   ___ Not enough time training
   ___ Poor leadership
   ___ Not getting necessary schools to advance
   ___ No Bonus was given

What are the top 3 good qualities do you think your unit had?
1. __________________________________________
2. __________________________________________
3. __________________________________________

What are the top 3 issues you think your unit could have improved?
1. __________________________________________
2. __________________________________________
3. __________________________________________

Did your family support your career in the guard? ____________________________
<table>
<thead>
<tr>
<th>ADVANCEMENT AND RECOGNITION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Training opportunities</td>
<td></td>
</tr>
<tr>
<td>b. Your chance of being promoted or receiving a reassignment which includes a pay increase</td>
<td></td>
</tr>
<tr>
<td>c. Military Awards</td>
<td></td>
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<tr>
<td>d. Public image of TXARNG</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPENSATION AND BENEFITS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>a. Your pay (excluding benefits)</td>
<td></td>
</tr>
<tr>
<td>b. Retirement</td>
<td></td>
</tr>
<tr>
<td>c. Health benefits</td>
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<tr>
<td>d. Life insurance</td>
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<tr>
<td>e. Thrift Savings, 401k, and the like</td>
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</table>

<table>
<thead>
<tr>
<th>RESOURCES AND LOCATION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>a. Administrative Staff at the Unit</td>
<td></td>
</tr>
<tr>
<td>b. Commuting time</td>
<td></td>
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</tbody>
</table>

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<tr>
<th>OTHER</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>a. Being discharged for a reason other than expired term of service</td>
<td></td>
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</tbody>
</table>

At this time would you consider coming back in the National Guard? □ NO □ YES

List 3 top reasons why or why not?

1. __________________________________________

2. __________________________________________

3. __________________________________________

Were you MOS qualified for your duty position? □ NO □ YES

Were you on Active Duty prior to entering the National Guard? □ NO □ YES
Do you believe your unit leaders did a good job taking care of Soldiers?

- First Line Leader: □ NO □ YES
- Platoon Sergeant: □ NO □ YES
- First Sergeant: □ NO □ YES
- Company Commander: □ NO □ YES

Did your leaders thank you for a job well done?

- First Line Leader: □ NO □ YES
- Platoon Sergeant: □ NO □ YES
- First Sergeant: □ NO □ YES
- Company Commander: □ NO □ YES

The following list covers many items that influence people’s decisions to leave. Please rate the extent to which you agree or disagree with each of the following as reasons for you to leave Army service.

<table>
<thead>
<tr>
<th>YOUR WORK</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Current Job Duties</td>
<td></td>
<td></td>
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<tr>
<td>b. Opportunities to work on challenging assignments</td>
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<td>c. Opportunities to apply your abilities on the job</td>
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<td>d. Level of job stress</td>
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<td>e. Opportunities to have an impact</td>
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<tr>
<td>f. Organizational policies and rules</td>
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</table>

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<tr>
<th>PEOPLE YOU DEAL WITH</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Soldiers in your unit</td>
<td></td>
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<tr>
<td>b. Soldiers in other units</td>
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<td>c. Your immediate supervisor</td>
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<td>d. Company Commander and 1SG</td>
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