



Texas Army National Guard

INSTRUCTION

NUMBER 1332.02

OCT 23 2019

NGTX-J1

SUBJECT: Involuntary Enlisted Administrative Separations – Texas Army National Guard (TXARNG)

References. See enclosure

1. PURPOSE. Implement the requirement to expediently initiate, process and complete involuntary enlisted administrative separations within 90 days of the triggering event.
2. APPLICABILITY AND SCOPE Effective 1 January 2020, this issuance applies to all enlisted Soldiers assigned to the Texas Army National Guard (TXARNG) not serving in an active duty status.
3. DEFINITIONS.
 - a. Administrative Separation Board. A board of officers composed and appointed, in accordance with Army Regulation (AR) 135-178, to conduct administrative separation board proceedings in order to involuntarily separate Enlisted Soldiers from the TXARNG.
 - b. Respondent. A Soldier notified of an involuntary separation action.
 - c. Entry into the Integrated Disability Evaluation System (IDES) process. A Soldier has entered the IDES process when a medical evaluation board packet has been issued a tracking number in the medical board system.
 - d. Triggering Event. An event that provides the regulatory requirement or basis to initiate administrative separation.
 - (1) Abuse of Illegal Drugs: The chain of command receives notification of illicit positive drug test results.

(2) Absent without Leave: Soldier becomes an unsatisfactory participant as defined in AR 135-91.

(3) Other Misconduct: Commander is notified that a Soldier has engaged in misconduct that qualifies for administrative separation under AR 135-178 Chapter 11, and is either required to initiate separation or recommends separation of the Soldier.

e. Entrance into the IDES process. Medical evaluation board packet that has been issued the appropriate tracking number in the medical system. Submission without a valid IDES tracker number is not authorized and or valid.

4. RESPONSIBILITY.

a. Units/Commanders:

(1) Commanders will ensure that all separation actions are initiated, and all required documents are provided or mailed to the Soldier within 15 days of the triggering event or by the following drill period, whichever occurs last.

(2) All administrative separation actions are subject to the reporting requirements of TMDI 5145.01 to OPORD 19-01 (FY2019 Plans, Operations and Training).

(3) TXARNG units will utilize the newly implemented involuntary administrative separation templates and checklists. Adding to, removing, or altering the templates, checklists, or process is prohibited.

(4) Submit involuntary enlisted administrative separation packets, IAW the applicable required checklist, Enclosure 2, to their respective battalion S-1 point of contact via the Status of Discipline Tracker on SibXWeb located on the OGC eLSP page at <https://ngtxc2244dpcrh.ng.ds.army.mil:8890/ords/f?p=101:1:9143659177349>.

(5) Commanders will identify individuals to request access to the Status of Discipline Tracker in SibXWeb no later than completion of the November 2019 IDT.

(6) Ensure applicable checklist is the first page of all involuntary enlisted administrative separation packets and checklist entries are legible.

(7) Validate whether or not Soldier is currently entered into the Integrated Disability Evaluation System (IDES) process - (Medical Evaluation Board (MEB/PEB)).

(8) Command representatives shall make reasonable effort to provide the Notification of Separation to the Soldier in person. If in person notification is possible, obtain a written acknowledgment. If in person notification is not possible or the Soldier refuses to acknowledge receipt, send the notice with supporting documentation to the Soldier's last known address by certified mail, return receipt requested.

(9) Prepare an affidavit of service by mail IAW AR 135-178 (see fig 1-1). Insert the affidavit into the separation packet with a copy of the United States Postal Service certified mail form (PS Form 3800).

(10) Upon receipt of the signed election of rights, or after the 30 day response period has elapsed, enter the action into SibXWeb.

(11) Transfer the action to the brigade legal section point of contact for a legal sufficiency review.

b. Brigade Legal Sections:

(1) The brigade legal section will conduct legal sufficiency reviews for separation actions, received from their respective companies, by the expiration of the first drill period after receiving the documents in SibXWeb.

(2) Written legal sufficiency reviews will contain, at a minimum, whether the requirements of an Other Than Honorable (OTH) characterization, procedural, and substantive requirements are met. If the legal section determines the documents legally insufficient, return the packet with recommendations.

(3) When the packet is determined legally sufficient, the legal section completes a written legal review, uploads the review in SibXWeb, and reassigns the action to the battalion S1 point of contact.

(4) Legal Sections are required to login to SibXWeb each IDT period and complete any administrative discharge actions pending legal review in SibXWeb.

c. Battalion Commanders / Battalion S1:

(1) Commanders will ensure that subordinate units initiate and process separation actions to the Brigade S1 within 15 days of receipt or by the following drill period, whichever occurs last.

(2) All administrative separation actions are subject to the reporting requirements of TMDI 5145.01 to OPORD 19-01 (FY2019 Plans, Operations and Training).

(3) Ensure all required documents are reviewed and attached IAW the applicable checklist.

(4) Ensure battalion commander's signature is affixed on all applicable documents.

(5) Battalion commander may not delegate signature authority.

(6) Reassign submitted packet in SibXWeb to the Brigade S1 or point of contact.

d. Brigade Commander / Brigade S1:

(1) Commanders will ensure that subordinate units timely initiate separation actions according to this Instruction.

(2) Brigade S1 will review submitted packet for accuracy and completeness and ensure that actions are processed and routed to MACOM within 15 days of receipt or by the first drill period, whichever occurs last.

(3) All administrative separation actions are subject to the reporting requirements of TMDI 5145.01 to OPORD 19-01 (FY2019 Plans, Operations and Training).

(4) Brigade S1 ensure brigade commander's signature is affixed on all applicable documents or initialed at the THRU line on the recommendation memorandum.

(5) Brigade S1 reassign separation packet in SibXWeb to MACOM point of contact.

(6) Brigade S1 monitor all Brigade separation actions in SibXWeb until final disposition.

e. Major Command (MACOM) Commander / MACOM G1:

(1) Commanders will ensure that subordinate units timely initiate separation actions according to this Instruction.

(2) All administrative separation actions are subject to the reporting requirements of TMDI 5145.01 to OPORD 19-01 (FY2019 Plans, Operations and Training).

(3) MACOM G1 ensures the MACOM commander's signature is affixed on all applicable documents or initialed at the THRU line on the recommendation memorandum.

(4) MACOM G1 completes the checklist, and reassigns to to NGTX-J1 (NGTX-AHE) point of contact within 15 days.

f. TMD J1 (NGTX-AHE):

(1) Conducts final review and reassigns the separation packet in SibXWeb to the point of contact at the Office of the General Counsel (OGC).

(2) Issue a FRAGO tasking TXARNG MACOMS to provide officers for appointment to the standing involuntary administrative separations board for a 12 month period.

(3) Issue MILPO Orders, upload completed actions into iPERMS, and complete SIDPERS/IPPS-A transactions for separated Soldiers.

(4) Maintain administrative separation board actions for five (5) years in accordance with Army records management regulations.

g. NGTX-GC:

(1) Process non-board eligible packets for separation through the Adjutant General .

(2) Coordinate involuntary administrative separation boards quarterly or as directed by the Adjutant General.

(3) Ensure board-eligible packets are processed and scheduled for an administrative separation board.


(4) Ensure finalized proceedings are forwarded to TXARNG J1 for final disposition.

6. INFORMATION REQUIREMENTS. n/a

7. RELEASABILITY UNLIMITED.

8. EFFECTIVE DATE. This instruction will expire 2 years from the effective date of publication unless otherwise rescinded or superseded.

9. POINT OF CONTACT. CW5 Anita L. Cannaday, Senior HR Advisor, J1, TMD at 512-782-5510 or anita.l.cannaday.mil@mail.mil.


TRACY R. NORRIS
Major General, TXARNG
Adjutant General

DISTRIBUTION:



REFERENCES

AR 15-6, Procedures for Investigating Officers and Boards of Officers

AR 27-3, The Army Legal Assistance Program

AR 27-10, Military Justice

AR 40-501, Standards of Medical Fitness

AR 135-9, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 380-67, Personnel Security Program

AR 600-8-2, Suspension of Favorable Personnel Actions (Flag)

AR 600-8-19, Enlisted Promotions and Reductions

AR 600-9, The Army Body Composition Program

AR 600-20, Army Command Policy

AR 600-85, The Army Substance Abuse Program