



Texas Army National Guard

INSTRUCTION

NUMBER 1300.05

25 July 2019

NGTX-AZ

SUBJECT: Inactive Army National Guard (ING) Status as a Retention Tool

References. (a) National Guard Regulation 614-1, Inactive Army National Guard, dated 18 March 2010

(b) National Guard Regulation 601-1, Army National Guard Strength Maintenance Program, dated 1 January 2019

1. PURPOSE. This instruction provides guidance based on regulatory guidelines and directives to enable commanders at all levels to utilize the ING as a retention tool as an alternative to separation. The ING is a status that enables Soldiers to remain in the TXARNG in a non-drilling status. Soldiers in the ING do not attend any unit training, incur any obligations, count as strength against a unit's authorization, or receive/accrue any retirement points. Soldiers may stay in the ING for up to 365 days. Commanders should consider the ING as an option for Soldiers in two specific cases.

a. If a Soldier is temporarily unable to satisfactorily participate in unit drilling activities for a finite period of time for a defined reason. Examples include temporary civilian employment or educational situations that preclude them from drilling with their assigned unit, or family issues that prevent them from satisfactory participation. Commanders must counsel their Soldiers in writing and annotate the circumstances and proposed period of time the Soldier will remain in the ING. Approval authority is the first O5 commander in the Soldier's chain of command.

b. Alternative to separation. If a Soldier is unwilling to extend his or her enlistment as an active drilling member of the TXARNG, leaders should recommend a one year extension into the ING. Recruiting & Retention Command (RRC) Brigade Strength Managers (BSMs) will track these Soldiers on a quarterly basis to attempt to extend them back into an active drilling status. If the Soldier does not elect to extend, the BSM will ensure they are processed for discharge after 12 months. Approval authority in this situation is the company commander.

2. APPLICABILITY AND SCOPE. This instruction applies to all enlisted members assigned to the Texas Army National Guard (TXARNG) not in an active duty status.

3. DEFINITIONS. N/A.

4. RESPONSIBILITIES.

a. The Enlisted Personnel Management Section (EPM), G1 is the proponent and manager of the ING administrative process.

b. All MACOM G1's are responsible for timely processing and submission of ING administrative actions.

c. Unit Commander's will ensure Soldiers administrative request are actioned IAW NGR 614-1, mitigating any delays

d. Brigade Strength Managers (BSMs) will ensure Soldiers are aware of ING option when approaching Expiration Term of Service (ETS).

5. INFORMATION REQUIREMENTS. N/A.

6. RELEASABILITY UNLIMITED.

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

8. POINT OF CONTACT. CW5 Anita L. Cannaday, Senior HR Advisor, G1, TXARNG at 512-782-5510 or anita.l.cannaday.mil@mail.mil.

- 2 Enclosures
- 1. TXARNG ING Option Flowchart
- 2. ING Enlisted Checklist


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ENLISTED INACTIVE ARMY NATIONAL GUARD (ING) CHECKLIST



(References: NGR 614-1, NGR 600-200)

LNAME, FNAME: _____	RANK: _____	SSN: XXX-XX-_____
UNIT: _____		MOS: _____
UIC: _____	SUC: _____	PARA: _____
LINE: _____	Duty Title: _____	

Company Level

- Soldier's Request (memorandum of justification)
- DA Form 4187 (signed by company commander)
- Required Counseling (IAW template in NGR 614-1, figure 2-3)
- DA Form 4836 (if applicable) (must have one year remaining in service obligation from effective date to ING)

Battalion

- Concurrence memorandum/or line through on Unit Commander's endorsement (as applicable)

Brigade

- Concurrence memorandum/or line through on Battalion Commander's endorsement (as applicable)

MACOM

- Concurrence memorandum/or line through on Brigade Commander's endorsement (as applicable)

G1, TXARNG

- Review, validate and Process IAW NGR 614-1 and NGR 600-200

Point of Contact: _____ Telephone Number: _____

Date: _____