

DMVA/ASDF Regulation 600
Eligibility, Promotions, Reductions, Awards, Separations, Retirement, State Active Duty,
Orders, and Travel

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//////SIGNED//////
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History. This ASDF REG 600 is a complete reformation. The organization has not had a “600” type regulation in the past. ASDF Regulation 600 establishes and addresses eligibility, promotions, reductions, awards, separations, retirement, state active duty, orders, and travel within the ASDF.

Summary. This regulation consolidates TAG policy and directives regarding eligibility, promotions, reductions, awards, separations, retirement, state active duty, orders, and travel for the ASDF.

Applicability. This regulation applies to all ASDF units and installations within the ASDF.

Proponent and exception authority. The proponent for this regulation is the Alaska State Defense Force, ATTN: BDE S1, 3401 East Bogard Rd. Wasilla, AK 99654. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Suggested Improvements. Users are invited to send comments or suggested improvements to the BDE, S-1.

Distribution. A/F

DMVA/ASDF REGULATION 600

PERSONNEL

(Eligibility, Promotions, Reductions, Awards, Separations, Retirement, State Active Duty, Orders, Travel)

This regulation describes the personnel qualifications and standards for commissions, enlistment, awards etc. for the Alaska State Defense Force accordance with Alaska State Statute, Title 26, and is herein referenced as the Alaska State Defense Force (ASDF). Changes to the organization or the procedures shall be submitted in final draft form to the Brigade Executive Officer for chain of command review and approval by the Commander, ASDF (CDR-ASDF). Approved revisions to this regulation will be published as numbered changes and will be maintained and posted as directed in the change transmittal. Current copies of this regulation will be maintained in electronical form by all Brigade Staff Officers, Battalion Commanders and Subordinate Unit Commanders.

FOREWORD

CHAPTER I

1-1 INTRODUCTION

1. PURPOSE: This regulation is published by the State of Alaska, Department of Military and Veterans Affairs, Headquarters, Alaska State Defense Force (ASDF). It provides procedures for the commanders and staffs in the administration regarding personnel pursuant to USC 32, Sec. 109 (c) and Alaska Statute Title 26. It will be supplemented periodically by memorandums and directives, which will provide specific instruction on matters contained herein.

2. RESCISSIONS: This regulation supersedes all previously published organization and procedures manuals regarding the ASDF Soldiers personnel.

3. MEMBERSHIP RESTRICTIONS: No person will be appointed or enlisted in the ASDF who is a member of the Armed Forces of the United States, of this state, or any other state, or has any service obligations to any Armed Force of the United States, except that any person who has been transferred under federal law to a retired list or inactive reserve list may be appointed or enlisted if otherwise qualified. Members of the Police or Fire Departments of any borough, city, town, or any other political subdivision of the State, Alaska State Troopers, or any state institution will not be appointed or enlisted unless the applicant obtains a letter of consent and waiver from the head of the department in which the individual is employed. Seventy-five percent of ASDF personnel must consist of personnel with prior military service.

DEFINITIONS

1. GENERAL:

A) The term "The Adjutant General" refers to the Adjutant General (TAG) of the State of Alaska, who is the Commissioner of the Department of Military and Veterans Affairs (DMVA).

B) The term "Commander, ASDF" refers to the senior officer of the ASDF who is under the command of the Adjutant General (TAG).

C) The term "Brigade Staff" refers to the Brigade Staff supportive the Commander, ASDF.

D) The terms "he," "his," and "him," shall also mean "she," "hers," and "her," respectively.

2. Multi-Functional Training Detachment CADRE: Personnel authorized to be appointed to the ASDF as MFTD CADRE of key personnel to perform the necessary administrative, planning and training to fulfill the assigned MFTD cadre mission.

3. M-DAY PERSONNEL: Traditional ASDF Soldiers who drill at monthly weekend drills.

4. STATE ACTIVE DUTY: Refers to Soldiers on state active duty status.

5. NATURAL DISASTER EMERGENCY: Any emergency or catastrophe resulting from natural cause, such as flood, drought, fire, earthquake, storm, or failure of a vital public utility.

6. DOMESTIC DISTURBANCE: Civil unrest or tension with eminent danger or certainty of disorderly demonstrations, rioting or disregard of civil authority.

8. ALERT: Preliminary warning if mobilization or state active duty is possible or imminent.

9. ALERT/NOTIFICATION PLAN: A plan for the orderly and efficient notification of units and members to assemble at specified locations prepared for deployment.

10. MOBILIZATION: The actual assembly of units and members at a specified location for deployment.

11. MOBILIZATION PLAN: A plan providing for the orderly entry of units or individual unit members into State Active Duty.

12. MILITARY EDUCATION: Training provided by service schools or specialized training (to include U.S. Armed Forces Distance Learning Programs) which the individual may have completed while on active service with the Armed Forces of the United States or the ASDF Education program.

13. MILITARY EXPERIENCE: Military experience includes the time an individual spent in grade on active service (Federal or State) assignment in the performance of duties as an officer, or non-commissioned officer.

14. ASSEMBLIES FOR TRAINING:

A) Assigned cadre personnel are authorized to perform training as ordered by their respective commanders. Personnel participating in ordered training will normally not have pay and allowances. However, subject to the availability of funds, in certain instances, personnel may be authorized pay, per diem and/or travel expenses. Such authorization must be approved by the Commander, ASDF.

B) An attendance roster will be prepared following the completion of each drill or ordered duty. Monthly attendance reports will be completed by each unit and submitted through channels to reach the BDE S-1, ASDF, not later than the 25th day of the month following the drill or duty.

15. IDENTIFICATION NUMBER:

A) All members of the ASDF will be assigned a number by the BDE S-1 office.

B) Prior to appointment or enlistment in the ASDF, each applicant will be required to have or obtain a social security number in order that an identification number can be assigned.

16. Federal and State Installation access: ASDF personnel may have access to various military facilities in Alaska to perform their duties. ASDF personnel are guests on these military reservations and are required to comply with all applicable Joint/Army/AKNG/ASDF Regulations and directives.

II PERSONNEL ADMINISTRATION

2-1 PERSONS NOT AUTHORIZED TO BE COMMISSIONED, ENLISTED OR RETAINED:

1. ELIGIBILITY

Unless otherwise authorized by The Adjutant General (TAG), enlistment in the ASDF is not authorized if any of the following reasons apply. Each reference given on any discharge certificate or report of separation presented by a candidate for enlistment will be carefully checked for compliance with the sub-paragraphs below:

Appointment or retention in the ASDF is not authorized if any of the following reasons apply:

- 1) Any ASDF member found by a Commander to be guilty of insubordination or conduct prejudicial to the good order of the ASDF.
- 2) A person convicted of a misdemeanor crime of domestic violence or in violation of an attendant Court Order. (Waivable under extremely limited and narrow circumstances.)
- 3) A person who has been convicted of possession of or use of an illegal controlled substance. (Waivable only for marijuana).
- 4) A person who has been convicted of illegally manufacturing, transporting, or selling a controlled substance. (Waivable only for marijuana).
- 5) A person who has been convicted of a felony (by civilian court of Alaska, the United States, or another state or territory, or by a military court).
- 6) A person who has, been convicted (by civilian court of Alaska, the United States, or another state or territory, or by a military court) of a misdemeanor crime that resulted in assault, violence or serious physical injury to another person.
- 7) A person who has, during the past 10 years, been convicted (by civilian court of Alaska, the United States, or another state or territory, or by a military court) of two or more driving-while-intoxicated offenses or chemical test refusals.
- 8) A person who has, been convicted (by civilian court of Alaska, the United States, or another state or territory, or by a military court) of a misdemeanor crime of theft, dishonesty or moral turpitude.
- 9) A person who is not of good character and temperate habits or has demonstrated a propensity to commit acts against the good orders of the ASDF.
- 10) A person having a record of mental illness, insanity or emotional instability.
- 11) A former member of the Armed Forces of the United States, including the reserve components thereof, or the ASDF or militia of any other state, whose last period of service was not honest and faithful or whose Discharge Certificate for the last period of service bears the notation "Not Recommended for Reenlistment" or "Not Recommended for Further Military Service" or "Barred to re-enlistment"
- 12) A deserter from any of the Armed Forces of the United States, to include the reserve components thereof, or from the ASDF or militia of any other state.
- 13) A subversive or disloyal person.
- 14) A person who is a member of any of the Armed Forces of the United States, any reserve component thereof, or the Organized Militia of any other state, except that retired enlisted

personnel of the Regular or Reserve components of the Armed Forces of the United States may be enlisted if otherwise qualified.

15) Any person who refuses to submit to a background investigation or mental evaluation and/or a Drug/ Alcohol test.

16) A member who violates the Alaska Statutes regarding offences against public administration or engages in activities, which constitutes official misconduct within the Alaska Statutes.

17) A person who is not a citizen of the United States.

18) A person affiliated with a gang or extremist group.

2-2 OFFICERS AND WARRANT OFFICERS

1. AUTHORITY:

A) Officers and Warrant Officers of the ASDF shall be appointed, commissioned or warranted by the Governor of the State of Alaska or his designee, The Adjutant General (TAG) or the Commander, ASDF, pursuant to Alaska Statute, Title 26.

B) Officers and Warrant Officers must be citizens of the State of Alaska and the United States.

2. INITIAL APPOINTMENT:

A) Appointment will be made to existing Table of Distribution and Allowances (TDA) vacancies only.

B) A former federally-recognized commissioned officer, honorably separated by implementation of Federal statute and not having a Reserve status (other than inactive or Retired Reserve) may be initially appointed to a position in the highest grade previously held unless otherwise directed by Commander, ASDF.

C) No person will be commissioned, warranted or appointed as an NCO unless such individual has satisfactorily completed the ASDF Professional Military Education (PME) Officers Candidate School or the ASDF Non Commissioned Officers School or the ASDF Unit Orientation course for retired or former service members. Rank will be held as brevetted until satisfactorily completing the PME, OCS or NCO Academy or the ASDF Unit Orientation Course.

D) Each candidate for commission or warrant must provide a written statement of his or her physical health. Physical limitations or ill health must be noted.

E) Officer grade appointment criteria are as follows:

(1) Candidates holding federally recognized commissions may be appointed to the highest rank achieved.

(2) Initial appointment grade of candidates without prior military service will be based on professional accreditation, education, and experience, but will not exceed the rank of 2LT, unless the position is a Medical, JAG or Chaplain in which case the maximum grade will be CPT.

OFFICER EDUCATION REQUIREMENTS

MAJ and above, Bachelor's degree required.

2LT through CPT Bachelor degree desired, minimum Associates' degree required.

Warrant Officer grade appointment criteria are as follows:

(1) Candidates holding federally recognized warrants may be appointed to the highest rank achieved.

(2) Initial appointment grade of candidates without prior military service will be based on professional/vocational certifications, education, and experience; will not exceed the rank of WO1.

G) Mandatory Retirement Date (MRD). All ASDF Soldiers will be boarded annually after the age of 65 to ensure the successful completion of their assigned duties and capability for state wide deployment to support the mission of the ASDF. The board will consist of the Soldiers Commander, the BDE S-1 and the Brigade Surgeon. The board will adhere to the following criteria: The Soldier *is*: positively contributing in an authorized position, deemed medically competent to serve in his/her assigned position and is not a health risk when assisting the public when in the field.

H) Nomination of Officers and Warrant Officers shall be processed according to the following:

(1) A nomination for initial appointment requires a signed application.

(2) The unit commander initiating the recommendation of nomination will submit all nomination papers and documents listed below through channels to the BDE S-1, ASDF, for Selection, Promotion and Retention Board action:

(a) ASDF Application Form completed and signed with the nominating officer's recommendation.

(b) Three references, two of whom may not be relatives of the applicant, must be provided.

(c) If applicable, DD Form 214, or NGB 22, Prior Service Separation Record. If not available, this document can be ordered. Contact the BDE S-1 for instructions.

(d) All nominees will be required to sign an agreement of understanding and Consent to Obtain Information Form.

(3) The BDE S-2 will perform a secondary background check of selected personnel applying to the ASDF. No officer applicant who has been convicted of a felony may be eligible for appointment or retention. (Waivable)

(4) If the applicant fulfills all requirements and meets the published standards then the BDE S-1 will process the application. If there are extenuating circumstances then the BDE S-1 will convene a Selection, Promotion and Nomination Board, (here-in referred to as the Brigade Board) to further review the applicant's packet.

(a) The board will be composed of:

i) Officers between O-4 and O-6.

ii) If the Board involves enlisted personnel at least one senior NCO.

iii) If the Board involves a medical concern a medical professional may be selected to serve as a member of the board.

(b) The Inspector General and Chaplain will not be members of the Board as they are an appellate authority.

(c) The board will make recommendations for the disposition of the application to the Chief of Staff for approval.

(d) Decisions of the board may be appealed to the Commander, ASDF.

(e) If the board's recommendation is approved by the Chief of Staff, the Commanding General will be notified of the final recommendation and then the candidate will be given

the Oath of Office by an authorized Officer of the ASDF. The Oath of Office shall be completed and forwarded to the BDE S-1.

(5) Upon receipt of the properly completed Oath of Office form, the BDE S-1 will take the appropriate action to have orders issued appointing the nominee.

4. PROMOTION OF OFFICERS AND WARRANT OFFICERS:

A) Promotion of officers and warrant officers will be based upon all of the following criteria:

(1) Satisfactory performance of military duty as evidenced by annual evaluation reports. Standards are set forth in this section.

(2) Completion of appropriate level of Officers Education System course commensurate with rank. 2LT through CPT will have an associate's degree, Majors and above must have a Bachelor's degree from an accredited college.

(3) Minimum requirements to include time in grade will be as follows:

From	To	
2LT	1LT	2 year
1LT	CPT	4 years
CPT	MAJ	5 years
MAJ	LTC	7 years
LTC	COL	7 years

WARRANT OFFICERS

From	To	
WO1	WO2	2 year
WO2	CW3	4 years
CW3	CW4	7 years
CW4	CW5	10 years

NOTE: Satisfactorily demonstrated performance for two years when assigned in a higher grade TDA position may be substituted for the minimum time in grade requirement for one grade advancement twice in one's career.

(3) Demonstrated command or staff ability at the appropriate level.

(4) To achieve the rank of Lieutenant Colonel or Colonel documented potential for promotion reflected in Officers Evaluation Forms (OER) and meritorious or exemplary service are required.

(5) Each officer who is responsible for rating subordinates shall, each calendar year in January or upon transfer of the individual or the rater, submit an officer or enlisted evaluation report. A copy of the evaluation form shall be retained by the ratee for his personal records.

(6) Nomination for Promotion documentation will be prepared and forwarded through channels to HQ, for each request for promotion for an officer or warrant officer. The Commander will consider the following as a requirement for promotion:

Annual Evaluation Report

Technical Qualifications

Moral Character

Completion of Training

Physical Qualifications

Drill Attendance

Professional Qualifications

Any other contributing factors

B) Performance of Duty (Annual Evaluation Report) shall be evaluated as follows:

(1) Promotion to 1LT, CPT and MAJ: The minimum performance of duty was "Performs This Duty Satisfactorily" as indicated by the annual evaluation report.

(2) Promotion to Lieutenant Colonel and Colonel: The minimum performance of duty was "Performs his Duty in a meritorious or exemplary manner" as indicated by the annual evaluation report, with supporting comments.

(3) Promotion to Warrant Officer: The minimum performance of duty was "Performs This Duty Satisfactorily" as indicated by the annual evaluation report.

5. REASSIGNMENTS, TRANSFER AND LEAVES OF ABSENCES:

A) Officers and Warrant Officers may be reassigned or as required by the Brigade S-1.

B) Transfers will be accomplished by orders issued by the Brigade Headquarters and must have the approval of the losing and gaining commanders.

C) Officers and Warrant Officers may be temporarily transferred from the ASDF Inactive List, for three months only, to TDA vacancies in the ASDF, at the discretion of the Brigade S-1, upon submission of a letter of request through channels to the BDE S-1, ASDF.

D) To effect permanent transfer status, the initiating unit commander must submit a copy of transfer orders, through channels, to the BDE S-1, ASDF and requires Brigade Commander's approval.

E) Officers and Warrant Officers whose civilian duties preclude their attendance at scheduled drills for an extended period of time can be placed in a Leave of Absence status. Orders must be issued by the BN or BDE S-1, ASDF, and approved by the Commander, ASDF.

6. RETIREMENT:

A) Officers and Warrant Officers, upon completing twenty years of combined military service, of which 3 years must have been with the ASDF may be retired and transferred to the ASDF Retired List by issue of orders from the BDE S-1, ASDF, unless otherwise authorized by the Commander, ASDF.

(1) Personnel may retire for medical reasons, after 20 years of service, if certified by the appropriate medical authority as being unable to perform their duties for medical reasons.

(2) Mandatory Retirement Date (MRD). All ASDF Soldiers will be boarded annually after the age of 65 to ensure the successful completion of their assigned duties and capability for state wide deployment to support the mission of the ASDF. The board will consist of the Soldiers Commander, the BDE S-1 and the Surgeon General. The board will adhere to the following criteria: The Soldier *is*: positively contributing in an authorized position, deemed medically competent to serve in his/her assigned position and is not a health risk when assisting the public when in the field. The ASDF recognizes the Army Physical Fitness Standards and embraces these standards as ASDF goals.

7. SEPARATIONS:

A) Officers and Warrant Officers requesting to resign will furnish such request in memorandum form to their immediate commander. If approved, the commander will forward the request to the BDE S-1, who will issue the appropriate orders. Resignations are not effective until orders are issued by the BDE S-1.

B) In all cases where a property responsible officer submits a request for separation, the following actions will be accomplished by the officer authorized to nominate a replacement for the vacancy, prior to accepting and forwarding the request for separation to the BDE S-1:

(1) Cause a new Property Responsible Officer (PRO) to be designated on orders.

(2) Require a special inventory of all accountable property to be conducted.

(3) Assure that the special inventory is sent to the BDE S-1 through the BDE S-4.

C) Where the former responsible officer is not available to conduct a special inventory with his successor; the new property officer will conduct the inventory in the presence of a disinterested/third officer, and will submit same to the BDE S-1 through the BDE S-4.

D) Headquarters will not process requests for resignations that concern PROs until the BDE S-4 advises the BDE S-1 that such Officer or Warrant Officer is not responsible to the State of Alaska for property.

E) The acceptance of an Officer's or Warrant Officer's resignation shall not be processed or accepted before final settlement of his property accountability has been satisfied. Failure to

conclude settlement adequately may be punishable by the Alaska Code of Military Justice (ACMJ) or by other disciplinary actions such as Non Judicial Punishment (NJP).

F) In forwarding a request for resignation, the immediate commander is certifying that the Officer or Warrant Officer requesting such action is not indebted to the command or the State, and that the individual has turned over all property, vehicle identification stickers, personal identification, security badge(s), and/or funds for which the individual has been accountable or responsible.

G) In cases where a resignation is submitted, if the Commander, ASDF, accepts the resignation, the Officer or Warrant Officer shall receive a discharge when applicable. If the Officer or Warrant Officer has committed an offense punishable by the ACMJ he may be given a discharge in such form as the Commander directs.

H) Where, an officer's purposed separation is the result of alleged unsatisfactory performance; the officer's unsatisfactory performance must be documented three times using a counseling statement Department of the Army Form (DA4856) or an Officers Evaluation form; an investigating officer shall be assigned by the Commander ASDF. The investigating officer shall be of equal or higher rank than the individual subject to separation for cause. An officer may be discharged if there is no cause without assigning an investigative officer, at the direction of the Commander ASDF.

I) Where an officer is subject to separation for cause, a board shall convene to consider all circumstances which gave rise to the decision of separation and submit a finding to the Commander, ASDF, and a recommendation of retention or separation. Prior to issuing a finding, which may result in a separation of the Officer or Warrant Officer, the individual subject to the board's action shall be notified and will be given the opportunity to appear before the board in his own behalf. If, having heard all of the evidence, the board makes a finding for separation of the officer or warrant officer, the individual subject to the action shall be notified of the finding of the board and its recommendation. The officer subject to separation for cause shall be notified in writing of the decision, that the decision is final and that the decision may be appealed to the Adjutant General in writing within thirty days. All procedures shall comply with the Alaska Code of Military Justice.

J) Officers on leave status for more than one year are automatically discharged on the day following the anniversary date of leave status. Officers on leave status over one year may request reinstatement from the BDE S-1.

K) The death of an Officer or Warrant Officer will be reported by the immediate commander of the deceased directly to the Commander ASDF simultaneously notifying the BDE S-1 and BDE S-3 by the most expeditious method possible, detailing the date and cause of death.

L) In the event the deceased was a responsible for state property, the immediate commander will take appropriate action to secure and inventory property.

M) If, at the time of his death, the Officer or Warrant Officer was responsible for State funds, his immediate commander will take immediate action to audit the finances.

2-2 ENLISTED PERSONNEL

1. AUTHORITY: Enlisted personnel of the ASDF shall be assigned under this regulation in accordance with Alaska Statute Title 26 (AS 26.05.030(2)(d)).

2. QUALIFICATIONS FOR ENLISTMENT: Applicants for enlistment in the ASDF must meet the following standards:

- A) Enlisted personnel must be citizens of Alaska and of the United States.
- B) Applicants with no prior service must be at least seventeen years of age with parental or legal guardian consent.
- C) Physical Requirements include meeting the Height/Weight Standards and a medical review at the discretion of the commander.
- D) Each applicant must have high moral character and personal qualifications. An applicant may be required to furnish evidence of good character, usually in the form of two letters of recommendation, as attachments to his ASDF Application Form and the applicant shall submit a notarized criminal background check from the Alaska State Troopers.

3. PERSONS NOT AUTHORIZED TO BE ENLISTED OR RETAINED: Unless otherwise authorized by The Adjutant General (TAG), enlistment in the ASDF is not authorized if any of the following reasons apply. Each reference given on any discharge certificate or report of separation presented by a candidate for enlistment will be carefully checked for compliance with the sub-paragraphs below:

Appointment or retention in the ASDF is not authorized if any of the following reasons apply.

- 1) Any ASDF member found by a Commander to be guilty of insubordination or conduct prejudicial to the good order of the ASDF.
- 2) A person convicted of a misdemeanor crime of domestic violence or in violation of an attendant Court Order. (Waivable under extremely limited and narrow circumstances.)
- 3) A person who has been convicted of possession of or use of an illegal controlled substance. (Waivable only for marijuana).
- 4) A person who has been convicted of illegally manufacturing, transporting, or selling a controlled substance. (Waivable only for marijuana).
- 5) A person who has been convicted of a felony (by civilian court of Alaska, the United States, or another state or territory, or by a military court).
- 6) A person who has, been convicted (by civilian court of Alaska, the United States, or another state or territory, or by a military court) of a misdemeanor crime that resulted in assault, violence or serious physical injury to another person.
- 7) A person who has, during the past 10 years, been convicted (by civilian court of Alaska, the United States, or another state or territory, or by a military court) of two or more driving-while-intoxicated offenses or chemical test refusals.
- 8) A person who has, been convicted (by civilian court of Alaska, the United States, or another state or territory, or by a military court) of a misdemeanor crime of theft, dishonesty or moral turpitude.
- 9) A person who is not of good character and temperate habits or has demonstrated a propensity to commit acts against the good orders of the ASDF.
- 10) A person having a record of mental illness, insanity or emotional instability.
- 11) A former member of the Armed Forces of the United States, including the reserve components thereof, or the ASDF or militia of any other state, whose last period of service was not honest and faithful or whose Discharge Certificate for the last period of service bears the notation "Not Recommended for Reenlistment" or "Not Recommended for Further Military Service" or "Barred to re-enlistment"
- 12) A deserter from any of the Armed Forces of the United States, to include the reserve components thereof, or from the ASDF or militia of any other state.
- 13) A subversive or disloyal person.

- 14) A person who is a member of any of the Armed Forces of the United States, any reserve component thereof, or the Organized Militia of any other state, except that retired enlisted personnel of the Regular or Reserve components of the Armed Forces of the United States may be enlisted if otherwise qualified.
- 15) Any person who refuses to submit to a background investigation or mental evaluation and/or a Drug/ Alcohol test.
- 16) A member who violates the Alaska Statutes regarding offences against public administration or engages in activities, which constitutes official misconduct within the Alaska Statutes.
- 17) A person who is not a citizen of the United States.
- 18) A person affiliated with a gang or extremist group.

4. ENLISTMENT POLICY AND PROCESSING PROCEDURES:

A) If the applicant fulfills all requirements and meets the published standards then the BDE S-1 will process the application. If there are extenuating circumstances then the BDE S-1 will convene a Selection, Promotion and Nomination Board, (here-in referred to as the Brigade Board) to further review the applicant's packet.

(a) The board will make recommendations for the disposition of the application to the BDE XO.

(b) Decisions of the board may be appealed to the Commander, ASDF.

(c) If the board's recommendation is approved by the BDE XO, the ASDF Commander will be notified of the final recommendation and then the candidate will be given the Oath of Office by an authorized Officer of the ASDF. The Oath of Office shall be completed and forwarded to the BDE S-1.

(5) Upon receipt of the properly completed Oath of Office form, the BDE S-1 will take the appropriate action to have orders issued appointing the nominee.

B) Processing of enlistment records will be as follows:

(1) The applicant complete/submit the following forms and related material with a letter of transmittal to the BDE S-1.

(a) ASDF Application Form.

(b) Agreement of Understanding & Consent.

(c) Record of Prior Service (DD 214/NGB 22) if applicable.

(d) Identification I.D. Card Request Form.

(e) State of Alaska criminal history report (available from the Alaska State Troopers)

(f) Copy of their State of Alaska driver's license or identification card

(g) Copy of their Social Security Card

(h) Resume

(i) Diplomas and certificates earned

(j) Declaration of No Domestic Violence

(k) Consent for Drug and Alcohol Testing

(l) Consent to Obtain Information

(m) Current W-4

(n) SBS / Select Benefits Form

(o) Current notarized Criminal Background check from the Alaska State Troopers.

(2) The final step in the enlistment process is the issuing of enlistment orders and a Certificate of Enlistment by HQ, ASDF, after receipt and approval of the documents noted in (1) above.

5. GRADE AT ORIGINAL ENLISTMENT:

A) Enlistment with prior military service will be based upon the grade at the time of separation.

B) Enlistment without prior military service will be confirmed on completion of ASDF Individual Entry Training.

6. ENLISTED PERSONNEL: Each officer or NCO who is responsible for rating enlisted personnel shall submit to the BDE S-1, ASDF, an Enlisted Personnel Evaluation Report each calendar year. This report shall be emailed to the BDE S-1 within 90 days of the end of the rated period.

7. NCO APPOINTMENTS, PROMOTIONS AND REDUCTIONS:

A) Purpose: To describe the promotion policy and the provisions for promotion and reduction of enlisted personnel of the ASDF.

B) Objectives: The objectives of the ASDF promotion system are as follows:

(1) To fill authorized enlisted vacancies with qualified personnel who have demonstrated the potential for increased responsibility.

(2) To provide for career progression.

(3) To attract and retain high-caliber individuals.

(4) To provide an equitable system of advancement.

(5) To preclude from promotion unqualified and non-productive personnel.

C) Promotion and Appointment:

(1) Individuals with prior service may be promoted to the highest grade previously held at any time after their original appointment. Promotion of such individuals beyond their previously-held highest grade will be in accordance with required time-in-grade, as indicated in paragraph (4).

(3) Other individuals may be promoted in accordance with the required time-in-grade as indicated in Paragraph (4).

(4) Minimum time-in-grade requirement for promotion is:

From To Time-in-grade

PVT E1 to PV2 E2 4 months

PV2 E2 to PFC E3 6 months

PFC E3 to SPC/CPL E4 6 months

SPC/CPL E4 to SGT E5 12 months

SGT E5 to SSG E6 24 months

SSG E6 to SFC E7 36 months

SFC E7 to MSG/1SG E8 36 months

MSG/1SG E8 to SGM/CSM E9 36 months

(5) Publication of promotion orders will be by Headquarters, ASDF.

D) Criteria for promotion will be based upon a review of the annual performance evaluation and any other considerations deemed appropriate by the enlisted person's commanding officer.

E) Promotions to a rank higher than that assigned to the TDA position occupied by the enlisted person under consideration is not authorized.

F) Reductions in rank of enlisted personnel may be made by the enlisted person's commanding officer (Company grade or higher) upon summary finding of poor performance or other causes. The CSM must be notified of all reductions in rank of enlisted personnel. Enlisted person being reduced may appeal to the Commander, ASDF, for reconsideration. The ACMJ will be adhered to.

8. REASSIGNMENTS AND TRANSFERS: Enlisted personnel may be reassigned or transferred within or between units by issue of orders of the next higher headquarters.

9. SEPARATIONS:

A) A request for separation from the ASDF shall be made by the unit commander in memorandum form.

B) Commanders may separate ASDF members due to lack of performance, lack of confidence or relief for cause.

C) Separation requests will be transmitted through channels to the BDE S-1. Commanders shall continue to carry applicants for discharge as members of their units until orders for their discharge are received.

D) Application for discharge may be made for the following reasons:

(1) Movement from the State or to a place within the State where there is not an ASDF unit.

(2) For the purpose of enlisting or accepting an appointment in the Armed Forces of the United States or reserve component thereof.

(3) Inability to perform voluntary duties required by ASDF members.

E) Separations for cause:

(1) Where an enlisted person's proposed separation is the alleged result of unsatisfactory performance or other cause, a board shall be convened which shall consist of two officers and one senior NCO, with an additional NCO as an alternate.

(2) Where an enlisted person is subject to separation for cause, the board shall convene to consider all circumstances which gave rise to the decision of separation. The board shall submit a finding to the Commander, ASDF, which includes a recommendation of retention or separation. Prior to issue of a finding by the board which may result in a separation, the individual subject to the board's action shall be notified and will be given the opportunity to appear before the board in his own behalf. If, having heard all of the evidence, the board makes a finding for separation of the enlisted person, the individual subject to the action shall be notified of the finding of the Board and its recommendation to include but not limited to honorable, less than honorable, dishonorable discharges. The board shall make a further recommendations for or against re-enlistment.

F) Honorable discharge will be issued for all periods of honorable service prior to separation. Enlisted personnel must obtain clearance from their immediate commanding officer stating that the individual is not indebted to the command or the state, and that the individual has turned over all property, vehicle identification stickers, personal identification, security badge(s), and/or funds for which the individual may be accountable or responsible.

11. LOSS OF RECORD: If an enlisted record forwarded to HQ, ASDF, is lost, the respective unit Commander will, upon notification, take immediate action to find the lost record. If not found within 90 days, a duplicate/replacement record will be compiled and forwarded to HQ, ASDF.

2-3 PREPARATION OF PERSONNEL RECORDS (ASDF 201 Files)

1. GENERAL: Documents discussed in this section form the basis for the military record of the individual during his military service. Upon separation from military service, these documents will become part of the permanent records of the ASDF. Reference is made to them to determine all questions that may arise as to the military service of an individual and are, therefore, very valuable to the State, the individual, and his descendants.

2. LETTERS OF TRANSMITTAL:

A) ALL personnel actions will be accompanied by a memorandum of transmittal from the originating unit and will be signed by the unit commander or his designated representative.

B) Each letter of transmittal will contain the following:

- (1) Originating unit designation will be completed with the proper date.
- (2) Addressed properly to unit's next higher headquarters.
- (3) Paragraph 1 completed to explain the reason for the personnel action.

4) Paragraph 2 completed to show any pertinent information that may be required or helpful to HQ Staff to complete the requested action.

(5) Paragraph 3 will contain the commander's recommendation concerning the action.

C) Original Enlistment: The unit CO initiating an individual's enlistment will complete and sign the recommendation block will be indicating that all forms and /or correspondence required are complete, correct and appended thereto and that the individual concerned is able eligible for enlistment within the guidelines provided in this regulation.

3. PERSONNEL FILE CONTENTS:

A) The personnel files for officers, warrant officers and enlisted personnel will contain the following documents:

(1) ASDF Application Form - This will be the basic form that will provide original data on the individual ASDF member at the time of entering the ASDF.

(2) Separation Form (DD 214/ NGB 22) - Where a member has served in the United States armed forces, this form must be included in the file. Department of Defense Form 214 (DD 214/ NGB 22) provides authentication of prior military service. This form is required in all ASDF 201 files for personnel with prior service in any of the U.S. Armed Services. In order to obtain a copy of an applicant's DD 214/NGB 22 file a Request for Verification of Prior Military Service DD 214/NGB 22.

(3) Personnel File Data Sheet - This form acts as a locator card which includes the latest information on the individual's address, employer, phone number, etc.

(4) Miscellaneous training data will also be maintained in the file, to include all operational and correspondence course data, certificates of completion and related data.

(5) Copies of all ASDF orders related to the individual ASDF member.

(6) Oath of Office - A signed copy of the oath of office.

(7) Agreement of Understanding and Consent to Obtain Information.

B) Two personnel files will be maintained; the first will be kept on file at ASDF headquarters, the second, often called a field file, will be maintained by the local unit to which the individual member is assigned at the discretion of the Battalion Commander. All personnel files are to remain secured at all times when not in use and accessed only by authorized personnel for official use only.

2-4 MILITARY PERSONNEL ORDERS

1. AUTHORITY:

A) Battalion Headquarters are authorized to issue orders pertinent to the following:

- (1) Reassignment of officers and warrant officers within the Battalion.
 - (2) Promotion, reduction and reassignment of enlisted personnel within the Battalion below the rank of Staff Sergeant. (Copies must be forwarded to the BDE S-1 of all promotion orders issued.)
 - (3) Granting leave of absence and does not exceed three months.
 - (4) Battalion participation in training, exercises, parades and ceremonies. Such formations must stay within the authority and policy established by HQ, ASDF, and may not involve the expenditure of ASDF funds. Prior authorization by HQ, ASDF, is required for training schedules and content, and for all public appearances for ASDF units.
- B) Battalion orders can only be signed by the Battalion Commander or Executive Officer in the absence of the BN CDR.
- C) Copies of all orders issued by the Battalions must be forwarded to BDE S-1 on the day they are issued.
- D) All other orders will be issued by the BDE Staff.

2. STATE ACTIVE DUTY:

- A) State Active Duty SAD must be authorized by the Adjutant General.
- B) The authorization to State Active Duty (Paid) shall be in the form and manner outlined in DMVA SAD SOP, which includes completion of a State Active Duty Request Form.
- C) All State Active Duty must be performed in uniform.

3. ORDERS FORMAT:

A) The following information and format will be observed by all units concerned in the issuance of orders. All orders will conform to the sample order contained in Appendix 2-A. Where a particular situation is present the body of the sample orders may be modified, but the basic format of the orders will be followed.

(1) Orders will be numbered using the year, Julian, Staff Position, unit, order number.

For example: "2013-173-G1-HQ-001"

(2) Each paragraph required in an order will be numbered as shown in the example (Appendix 2-A). The word or abbreviation of the word "paragraph" is not required.

(3) Orders must be signed by the individual responsible for their issuance. The signature must appear over a complete signature block as indicated in the example.

2-5 QUALITATIVE RETENTION REVIEW

1. YEARLY REVIEW: Each calendar year, the records of each member of the ASDF will be reviewed to assure that they are continuing to be active volunteers. This is to assure that TDA positions are not filled by personnel who are not performing so that the positions can be opened for recruitment of more productive staff.

A) The yearly reviews will be performed by the BDE S-1 or his designee. In the case of reviews of enlisted personnel, the CSM, ASDF, or his designee, will be present.

B) The yearly reviews will cover the following items:

- (a) Drill attendance
- (b) Correspondence course completion
- (c) Productivity within the unit or section
- (d) Annual evaluations

2-6 AUTHORIZED FORMS

1. ASDF FORMS: - Authorized Forms and Correspondence for use by the ASDF are contained in the Administrative SOP as issued by the BDE S-1.

A) Copies of all correspondence are to be maintained in a unit reading file and retained for a period of three years.

2-7 DRILL ATTENDANCE

1. SCHEDULED DRILLS: The ASDF will drill a minimum of twenty-four days per year on dates, times and locations approved by the Commander, ASDF. A schedule of drill dates will be published yearly and training schedules must be approved by the BDE S-3.

A) All personnel are required to attend a minimum of 10 drills per year to remain in good standing. ASDF personnel not attending this minimum number of drills and without authorized absence approvals may be discharged from the ASDF if such action is recommended by the Battalion Commander.

2. OTHER ATTENDANCE: Special exercises may be held at the discretion of the Commander, ASDF.

2-8 EMPLOYER RELATIONSHIP

1. AUTHORITY TO DRILL: Employers in Alaska are required by AS 26.05.075 to allow employees time off from work to attend active duty service and to provide reemployment at the end of active duty service. If ASDF personnel have difficulty in obtaining time off, a letter may be issued by the unit commander pointing out the legal status of ASDF personnel. See the example provided in Appendix 2. Each use of the letter requires that the G-1 receive a copy.

2-9 ETHICS

1. SOA/AKNG/ASDF ETHICS: All ASDF personnel are subject to the ethics requirements stipulated by the State as noted in the Alaska Administrative Code and the AKNG TAG policy.

A) The Staff Judge Advocate is the designated "Ethics Supervisor" under AAC and processes all complaints and keeps the required files and related information.

2. USE OF RANK, POSITION AND SIGNATURE: ASDF personnel are restricted in the use of their signature, when it includes notations of their rank and/or position in the ASDF, to military correspondence within the ASDF and between military organizations.

A) Published material may not include such notations without the express written permission of the Commander, ASDF. Material for which an ASDF Soldier seeks permission to sign using his rank or position in the ASDF that will be distributed outside the ASDF, must be submitted in draft form for review prior to submission for possible publication.

B) Copies of all correspondence are to be maintained in a unit reading file and retained for a period of one year, electronic copy.

APPENDIX 2-A

ENTER SAMPLE OF ORDER HERE

APPENDIX – LETTER TO CIVILIAN EMPLOYERTWO

State of Alaska
Department of Military & Veterans Affairs
Alaska State Defense Force
3401 E. Bogard Rd.
Wasilla, AK
99654

SUBJECT: Drill Attendance and Reemployment Rights of Alaska State Defense Force Personnel

Dear (Insert name of employer):

Participation as a citizen soldier is a great American tradition, which has worked during the life of this country to preserve order in time of war and natural disaster. As a matter of public policy, it (Rev 12 April 2015)

is in the best interest of government to promote the participation of men and women in the defense of the country.

Both Congress and the Alaska State Legislature have mandated, through legislation that military reservists, such as members of the Alaska National Guard, Alaska State Defense Force or the Alaska Naval Militia, will not be discriminated against in employment for complying with orders to perform active state service or to attend regularly scheduled monthly weekend drills.

Alaska Statute 26.05.075(a) makes it mandatory for an employer to grant a leave of absence to a member of the Alaska State Defense Force to perform active state service or to perform training at weekend drills.

Alaska Statute 26.05.075(b) provides that, when an employee is released from a period of active state service or training, the employee is entitled to return to the employee's former position, or a comparable position at the pay, seniority, and benefit level the employee would have if the employee were not absent as a result of training or full time duty.

If the employee has suffered a permanent disability sustained because of the employee's active service, and is no longer qualified to perform his former duties, he is then entitled to perform duties of another position with the employer.

Compliance with the reemployment rights of members of the Alaska State Defense Force is not discretionary with the employer.

The State of Alaska, Department of Labor, shall enforce reemployment rights by appropriate regulations in cases where the employee is employed in private industry.

In cases where the employee is employed by the State of Alaska, the Division of Personnel in the Department of Administration shall enforce the reemployment rights.

As an additional remedy under Alaska Statute 26.05.075(e), an employee aggrieved under this section may bring an action in the Superior Court to enforce reemployment rights.

Yours truly,

2. SECURITY:

A) Unit commanders will notify the COS, ASDF, any time the level of security of ASDF property or supplies has changed, is compromised, or when accountable property has been stolen. Notification shall be by the most expeditious means available at the time of the discovery.

B) Unit commanders will take immediate action to insure that no further compromise of security has taken place and protect the area involved until investigating authorities have released the area for continued operation.

FISCAL MANAGEMENT

7-1 INTRODUCTION

1. AUTHORITY:

A) State law prohibits individuals from financially obligating the State of Alaska without proper authority.

B) Expenditure of funds allocated for support of the ASDF is subject to the statutory provisions and regulations of the State of Alaska. Guidelines are provided in the State Administrative Manual.
2. GENERAL: ASDF personnel may not incur expenses or obligations which may result in a legal financial obligation chargeable to the State of Alaska without prior written authorization from the Commander, ASDF.

7-2 TRAVEL

1.GENERAL: Due to the limited funding available to support the ASDF, it is anticipated that expenditures will be limited primarily to travel expenses incurred for training and meetings that are deemed appropriate by the Adjutant General. Such expenses must have the prior written approval of TAG on a Travel Authorization Form.

2. FORM: The Travel Authorization form, commonly called a "TA", is the basic travel document used in state government. In addition to being the base document on which travel approval is indicated, the TA serves as a request for per diem advance, claim reimbursement when travel is completed and as a permanent record of travel, including information on payment documents. No travel expenses shall be paid unless claimed and authorized on a TA. A TA must be completed for all travel even though per diem is not claimed by the traveler.

A) DMVA provides an example of a Travel Authorization form with references to the information that must be entered onto the form before submission for reimbursement.

B) DMVA provides an example of a completed TA as it would be submitted by an ASDF member. DMVA further provides an example of a finalized TA which includes typical computations used to determine the amount to be reimbursed to the member. These computations are not the responsibility of ASDF personnel. This example is provided only to illustrate how the required data are utilized.

C) Completed and signed TA documents are to be submitted through the BDE G4 to the state travel office (DMVA) Department of Military And Veterans Affairs, Attention: Travel Desk, P.O. Box 5800, Fort Richardson, Alaska 99505-5800.

7-3 DEFINITIONS

1. PER DIEM: Per Diem is a flat rate based upon the amount of time a person is traveling on state business that is meant to provide the traveler with sufficient funds to cover the cost of meals and lodging. In specific instances, when the per diem rate is insufficient to cover anticipated cost, a traveler may request, in advance, to be reimbursed for actual cash outlays. This must be approved in advance in writing by the Adjutant General, DMVA. Travelers must retain and turn in receipts from trips in order to avoid paying income tax on the per diem payments.

2. TRAVEL AUTHORIZATION: The Travel Authorization (TA) form is a State of Alaska Form 02-027 that is used to document all travel.

