



DEPARTMENTS OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS, KENTUCKY NATIONAL GUARD  
BOONE NATIONAL GUARD CENTER, 100 MINUTEMAN PARKWAY  
FRANKFORT, KENTUCKY 40601-6168

S: 3 May 2019

NGKY-PER-Z

22 JAN 2019

MEMORANDUM FOR Commanders, Kentucky Army National Guard

SUBJECT: FY 2019 Officer Selective Retention Board Memorandum of Instruction

1. Reference NGR 635-102
2. The Officer Selective Retention Board (SRB) convenes 13 May 2019 to consider commissioned officers and warrant officer who have completed 20 years of qualifying service for non-regular retirement validated by receipt of a 20-year letter as of 31 December 2018.
3. Those not considered.
  - a. Title 10/32 AGR officers.
  - b. Officers who will attain their MRD or have an approved retirement within 12 months of board convene date.
  - c. Mobilized officer or those with a published DA mobilization order. This includes officers who were released from Active Duty within 90-days of the convene date (13 February 2019).
  - d. Officers who were promoted or pending promotion twelve months from the start date of the SRB.
  - e. Flagged for other than Army Physical Fitness Test (APFT) or Army Body Composition Program (ABCP) failure.
  - f. WO1 and newly commissioned officers with less than 36 months of time in grade (TIG) from when the board convenes.
4. Enclosure 1 is the list of officers with or those that will have 20 or more years of creditable service toward retirement, as of 31 December 2018, to be considered by this board. Commanders must review the list and report any discrepancies to this office immediately. Notify each Soldier of your command using the enclosed sample notification memo (enclosure 2).
5. Officers pending evaluation by a Medical Evaluation Board or Physical Evaluation Board action are considered, but will not be separated until a final determination by the Integrated Disability Evaluation System. The Medical Evaluation Board and the Physical Evaluation Board must have been ordered prior to the convening date of the board.
6. Officers are not permitted to appear in person before this board. Soldiers may write a

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letter to the President of the Board for any matter of record that they would like brought to the attention of the board. Correspondence to the Board President must be in memorandum format and addressed to: President, SRB, ATTN: NGKY-PER-PO, 124 Minuteman Parkway, Frankfort, KY 40601-6168.

7. Officers should initiate a thorough review of their individual records and make required updates. **Submit packets IAW the G1 Boards Submission desktop reference NLT 3 May 2019.** Major Subordinate Commands (MSC) are responsible for accounting of all the packets and submission to this office.

8. Packets will consist of the following items in listed order. Solders failing to complete their part of the packet below are still considered by the board:

a. Officer's memorandum to the President of the Board addressing specific issues (if applicable).

b. Rater and Senior Rater Recommendation Form (enclosure 3).

c. Current Record Brief.

d. Individual PQR.

e. AGO KY Form 11-62, Weight Certification (enclosure 4) completed no earlier than 17 September 2018.

f. Current DA Form 705 (showing last 3 years record APFT) and DA Form 5500/5501s for past 3 years (if applicable). Current DA 3349 will be attached for personnel authorized an alternate APFT, or those who have not taken an APFT due to profile. Previous DD 3349s must be provided to support previous APFT events affected by profiles.

9. Officers are highly encouraged to review their current Officer Record Brief (ORB) and update their electronic Army Military Human Resource Record (AMHRR) in iPERMS as the performance portion is used during the board review. Changes and updates to military personnel files must be completed NLT the above suspense date. No exceptions will be granted.

10. Point of contact for this memorandum is LTC John Harvey at (502) 607-1249, or CW3 Larry Arnett at (502) 607-1244.



DENNIS R. HAWTHORNE  
COL, FA, KYARNG  
Deputy Chief of Staff, Personnel

4 Encls

1. Soldier Listing
2. Sample Notification Memo
3. Recommendation Form
4. Weight Certification