

**Puerto Rico State Guard
Regulation 635-200**

Personnel - Separation

Enlisted Retention Review Board

**Headquarters
Puerto Rico State Guard
Guaynabo PR, 00968
1 December 2023**

UNCLASSIFIED

SUMMARY of CHANGE

Puerto Rico State Guard Regulation 635-200
Enlisted Retention Review Board

This major revision dated: 1 July 2023--

o This supersedes and replaces the corresponding Enlisted Retention Board guidance included in PRSG Regulation 600-200, 8 October 2020.

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Office of the Commanding General
Puerto Rico State Guard Command
Tabonuco #2 GAM Tower
Guaynabo, PR 00968
1 July 2023

**Puerto Rico State Guard
Regulation 635-200**

Effective: 1 December 2023

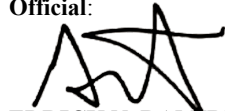
**Personnel – Separation
Enlisted Retention Review Board**

**By Order of the Adjutant General
of the Puerto Rico National Guard**



MIGUELA A. MENDEZ
*Major General, PRNG
The Adjutant General*

Official:



EDRICK N. RAMIREZ
*Brigadier General, PRSG
Commanding General*

Applicability. This regulation applies to all NCO's of the Puerto Rico State Guard Command.

Management Control Process. This regulation contains internal control provisions in accordance with other Puerto Rico State Guard Command Regulations as PRSG 600-200, Enlisted Promotions, Puerto Rico State Guard Command Regulation 600-10, Personnel and Administrative Procedures.

Proponent and Exception Authority. The proponent of this regulation is the Puerto Rico State Guard Command G1. The proponent has the authority to recommend exceptions that are consistent with the controlling law and regulation, subject to the approval of the Puerto Rico State Command, Commanding General.

Supplementation. Supplementation of this regulation, Enlisted Retentions Review Board is prohibited without prior approval from the Puerto Rico State Guard Command, Commanding General through ACOS G1, available at email regulations@prsg.us or mail PRSG.

Puerto Rico State Guard Command, Assistant Chief of Staff ACOS G1 ATTN: Tabonuco #2 GAM Tower Guaynabo, Puerto Rico 00968 1-787-731-3633 Ext. 1464.

Suggested Improvements. Comments and suggested improvements concerning this regulation, Enlisted Retention Review Board (ERRB) can be sent on DA Form 2028 directly to G1, available at email regulations@prsg.us or mail PRSG G1, ATTN: Tabonuco #2 GAM Tower Guaynabo, Puerto Rico 00968 1-787-731-3633 Ext. 1464.

History. This regulation is a major revision.

Summary. This regulation provides guidance and procedures for conducting the Enlisted Retention Review Board for, board recommendations, composition of the NCO's board, and formats for board results.

Distribution. A

Table of Contents *(Listed by paragraph and page number)*

Chapter 1

General

Objective, 1-1, *page 1*

References, 1-2, *page 1*

Explanation of Abbreviations and Terms, 1-3, *page 1*

Responsibilities, 1-4, *page 1*

Legal Authority, 1-5, *page 2*

Equal Opportunity, 1-6, *page 2*

Applicability for Review by Selective Withholding NCO Board, 1-7, *page 2*

Chapter 2

NCO Board of Selective Withholding Guide

Program Objective of the NCO board, 2-1, *page 3*

Areas of Considerations by the NCO board, 2-2, *page 3*

Contents—Continued

Composition of the NCO Board, 2-3, *page 3*
NCO Board Panel Operation, 2-4, *page 4*
NCO Board Procedures, 2-5, *page 4*
Individual communications with the NCO boards, 2-6, *page 5*
Conduct of the NCO board, 2-7, *page 5*

Chapter 3

Post-meeting actions

NCO Board Report, 3-1, *page 5*
Separation period for protection against premature termination of active status, 3-2, *page 5*
Material errors and omissions, 3-3, *page 6*

Appendixes

A. References, *page 7*
B. Sample of NCO Notification of Consideration Memorandum, *page 8*
C. Enlisted Retention Review Board Checklist, *page 9*
D. Sample of NCO Retention Memorandum, *page 10*
E. Sample of NCO's Non-Selection Memorandum, *page 11*
F. Sample Non-Retention Memorandum for NCO under Medical Board Evaluation, *page 12*
G. Instructions to Selection Boards – Non-Commissioned Officer, *page 13*
H. Sample CG Cover Memorandum and Report Format, *page 15*
I. Enlisted Retention Review Board format - Selection Board Heading with Lists 1-5, *page 17*

Glossary

Abbreviation, *page 26*
Terms, *page 27*

Chapter 1

General

1-1. Objective.

This regulation prescribes policies to establish and conduct Enlisted Retention Review Boards (ERRB) under the authority of the law 88 of 8 August 2023, also known as the Puerto Rico Military Code Century XXI in accordance with the instructions, directives, and policies adopted by the Adjutant General of Puerto Rico, who delegates authority to the Commanding General (CG) of the Puerto Rico State Guard Command. (See PRSG Regulation 600-10, Personnel and Administrative Procedures, Chapter 1.9, Review Boards, letter f, Personnel Retention Review Boards. These boards are used to identify Senior Non-Commissioned Officers who have more than 15 years in state military service and qualify for retirement. Specifically, this NCO board is used to select qualified Non-Commissioned Officers for retention in the Puerto Rico State Guard Command (PRSG) and to maintain the health and proper growth of the organization. The Commanding General (CG) of the PRSG will convene an annual selection board, known as the Enlisted Retention Review Board (ERRB), based on a calendar year (CY) meeting cycle to consider Non-Commissioned Officers in the grades of E-6 through E-9, to continuation of his/her military career beyond 15 years of State Military Service. The Commanding General of the Puerto Rico State Guard Command must announce his/her intention to hold an Enlisted Retention Review Board at least 90 days before it takes place. The Command Administrative Officer (CAO) must notify the Senior Non-Commissioned Officers selected by official letter within a minimum of 60 days before the Enlisted Retention Review Board is carried out.

1-2. References.

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of abbreviations and terms.

Abbreviations and special terms used in this regulation are defined in the glossary.

1-4. Responsibilities.

a. The Command Administrative Officer (CAO) is responsible for:

- (1) Review the results of the meeting to ensure compliance with regulatory guidance.
- (2) Providing notification of concurrence or non-concurrence of board results.
- (3) Providing assistance to the members of the Enlisted Retention Review Board (ERRB).
- (4) Be available to answer questions not addressed in these regulations during the scheduled meeting period. The CAO is not required to be on site during meeting proceedings.
- (5) Provide a verification memo indicating that the final report is valid (or invalid with required corrections). Invalid reports must be corrected and resubmitted to the CAO for final validation to close the board loop.

b. The Puerto Rico State Guard Command, Commanding General (CG) is responsible for:

- (1) Maintain records necessary to permit a determination of each NCO eligibility for Enlisted Retention Review Board (ERRB) consideration.
- (2) Ensure that the Senior Non-Commissioned Officers who have received a Notice of Eligibility (NOE), 60 days before beginning to be evaluated by the Enlisted Retention Review Board (ERRB), so that they are qualified will be considered by the board.
- (3) Announce the date(s) of convening of the Enlisted Retention Review Board. The Puerto Rico State Guard Command, Commanding General must notify in writing, through official memorandum, the dates of the meeting during the current year of the CY.
- (4) Request the services of a Retired Puerto Rico National Guard (PRNG) or Puerto Rico State Guard Command (PRSG) Senior Non-Commissioned Officer (NCO) to act as a board member. On occasion, the services of a Retired Senior NCO may be appointed to serve on the board, as a last resort, if a Puerto Rico State Guard Command officer is not available.
- (5) Issue military orders to Enlisted Retention Review Board members on the date(s) the board meets.

- (6) Notify the officers to be considered part of the Enlisted Retention Review Board of the date(s) and purpose of the meeting (Appendix B) no later than 60 days prior to the date the meeting is called.
- (7) Establish controls to ensure that NCO appraisal reports and other documents directly related to an NCO retention value are submitted prior to the closing date of the meeting.
- (8) Provide sufficient documentation for the board to make informed decisions.
- (9) Ensure each record has an Enlisted Retention Review Board (ERRB) Checklist (Appendix C).
- (10) Approve or disapprove the report of the meeting within 30 days after the adjournment date of the meeting.

(a) The PRSG, Commanding General may:

- Approve the report in its entirety.
- Remove an NCO name from the unselect list and place it on the select list for retention for one or two years.
- Modify the selection list to change an NCO from a one-year retention to a two-year retention.
- Disapprove the board report in its entirety and require the board to reconvene and reconsider all cases if the board report contains material clerical errors or procedural deficiencies. The Puerto Rico State Guard Commanding General will provide additional guidance to the board to correct deficiencies.

(b) The PRSG, Commanding General may not:

- Remove an NCO from the pick list and place his/her on the no pick list.
- Change the retention period of a selected NCO from two years to one year.

(11) Issue selection (Appendix D) or non-selection (Appendix E and Appendix F) memos within 30 days of approval and verification by the board chair. Notifications will be signed by the PRSG CAO.

(12) Announce the frequency of subsequent consideration of retained NCO, either annually or biennially.

(13) Establish the separation period. The separation period must be between 30 days and 3 months after the date of approval, verification and publication of the memorandum listing the NCO's who were not selected for retention. The date of separation will apply to the entire population equally, regardless of their status; however, NCO's may request an earlier separation date. An exception to the PRSG G1 policy is not required for an earlier separation date that is based on the NCO's request.

1-5. Legal authority.

A detailed list of legal authorities for specific topics is provided in the references (Appendix A).

1-6. Equal opportunities.

All actions of the board will be consistent with Administrative Order No. 2013-011 of the Adjutant General of Puerto Rico and PRSG-Directive 13-300 guidelines on Equal Opportunities; Selection consideration will not consider race, color, religion, gender, national origin, sex (including gender identity), or sexual orientation. Board members will provide fair and non-discriminatory treatment when making decisions about selections for retention.

1-7. Applicability for Review by Selective Withholding NCO Board.

a. To be considered by the Enlisted Retention Review Board, an NCO must have at least 15 years in state military service.

b. NCO's not subject to consideration by the Enlisted Retention Review Board (ERRB):

(1) Those NCO's mobilized or ordered under State Active Duty (SAD) in Puerto Rico will not be considered until 90 days after the meeting of the Enlisted Retention Review Board.

(2) NCO's designated to Puerto Rico State Guard Command, Joint Forces Headquarter (JFHQ) as a Special Staff position, which includes PRSG Command Sergeant Major, are not subject to be considerate by the Enlisted Retention Review Board.

- (3) Those NCO's suspended from favorable personnel actions (flag) for admission to the Puerto Rico State Guard Command, Weight Compliance Program, under PRSG Regulation 17-100, policies PRSGI 13-100 and PRSGI 13-200.
- (4) Those NCO's subject to retirement within 6 months of the date the board meeting is scheduled due to an approved resignation or retirement, or a Mandatory Retirement Date (MRD) for up to years of commissioned service or age. The resignations or withdrawal requests presented and/or approved prior to the call of the meeting by those who are in consideration will not be revoked, withdrawn, or rescinded.
- (5) NCO's mobilized or ordered to active duty in the United States under the Emergency Management Assistance Compact (EMAC) program will not be considered until 90 days after the Enlisted Retention Review Board meeting.
- (6) NCO's retained by the Enlisted Retention Review Board from the prior year for two years.
- (7) NCO's who were promoted or selected for promotion twelve months after the start date of the Enlisted Retention Review Board.
- (8) Command Sergeant Major (CSM) who is in office with the current Commanding General of the PRSG will not be considered for the Enlisted Retention Review Board.

Chapter 2

NCO Board of Selective Withholding Guide

2-1. Program objectives of the NCO board.

- a. The objectives of the Puerto Rico State Guard Command, Enlisted Retention Review Board program are:
 - (1) Manage NCO's grade imbalance or excess force.
 - (2) Ensure that only the most capable NCO's are retained beyond 15 years of qualified service to be assigned to the relatively few senior command and staff positions.
 - (3) Provide incentives for advancement in the state military career.
 - (4) Securing an opportunity for promotion to higher grades during the peak years of an NCO effectiveness.
- b. NCO's Selective Retention Plates are not intended to be used for:
 - (1) The sole purpose of improving promotion opportunities for other NCO.
 - (2) The disposition of an NCO who would otherwise be prosecuted for separation for cause or other involuntary separation actions.

2-2. Areas of consideration by the NCO Board.

- a. All NCO's who have accumulated 15 years in state military service qualify for retirement as of December 31 of the previous year, will be considered by the current year's meeting. (For example, NCO's who accumulate 15 years of state military service as of December 31, FY 2022 will be considered for the first time in FY 2023.)
- b. The Puerto Rico State Guard Command will run the Enlisted Retention Review Board annually unless the Puerto Rico State Guard Command, Commanding General decides to postpone it to next year. The Enlisted Retention Review Board cycles will take place from January 1 to November 30 of each year.
- c. The Puerto Rico State Guard Command will submit meeting dates at least 60 days from the convening of the meeting, sufficient time to notify NCO's in consideration.
- d. Submit NCO board reports to the Command Administrative Officer (CAO) not later than 30 days after Puerto Rico State Guard Command, Commanding General approval. All reports must be submitted at the end of the board cycle.

2-3. Composition of the NCO board.

The Puerto Rico State Guard Command, Commanding General will appoint and convene a selection board comprised of a minimum of a (3) three-member panel or odd member panels organized into multiple separate panels. The number of NCO's considered for selective retention will determine the configuration of the board and/or panels. NCO Board/panel members may be selected from within the Puerto Rico State Guard Command in question, other components of the Puerto Rico National Guard (PRNG), with the approval of the Adjutant General of Puerto Rico (TAG-PR). Each panel will consider all applicable grades within each group, simultaneously. At no time will any panel consider individual ratings separately. In addition, the following applies:

- a.* The board's single panel will consist of at least three Non-Commissioned Officers. There must be at least one NCO from the Army component, and one NCO from the Air component on board. The third NCO board member will be elected, taking into consideration the number of NCO's to be evaluated on the board by different branches. All three members must be present at all board sessions. All provisions listed in paragraph 2-4 apply to single board panels.
- b.* No member of the Puerto Rico State Guard Command NCO board will have the opportunity to serve on two consecutive boards that consider the same population of candidates. Therefore, no PRSG NCO may be part of two consecutive NCO boards of the same subject. Specifically, if the NCO serves on a board held in a CY, that same NCO may not be appointed as a board member for the next board cycle. Additionally, if the meeting is held every two years and the NCO are identified for consideration by the next meeting, the same Puerto Rico State Guard Command NCO may not serve at the next meeting. This provision is inalienable. Non-voting board recorders may serve on consecutive boards.
- c.* The composition of the NCO board should, to the greatest extent possible, represent the demographics of the NCO's considered. This includes minority and gender representation. All means must be exhausted to obtain the proper membership of the NCO board; otherwise, a policy exception request must be submitted to the Command Administrative Officer (CAO) through the Puerto Rico State Guard Command, G1 before it is considered by the board. In cases where adequate board membership cannot be achieved and an exception is granted, the approved exception must be submitted with the NCO board report. Exceptions cannot be provided after the NCO board has met. The reports may not be presented by the Enlisted Retention Review Board without the due composition of the demographic NCO board, respective of the various backgrounds of the NCO considered. The Command Administrative Officer (CAO) will return the non-compliance report to the Enlisted Retention Review Board Chairman for corrective action and resubmission.
- d.* All NCO's board members must be of equal grade or higher. Each panel must be chaired by at least one E-9 with senior Date of Rank (DOR).
- e.* NCO Board membership will not include the convening Puerto Rico State Guard Command, Command Sergeant Major (CSM) or any Senior NCO not selected for retention by a prior board. It is recommended that neither the Command Sergeant Major of the PRSG be appointed to the board.
- f.* All NCO's panels must report results directly to the board chair and then to the Puerto Rico State Guard Command, Commanding General with a copy to the Command Sergeant Major. The results of the panel will be presented to PRSG, Commanding General and CSM in a single report.

2-4. NCO Board panel operation.

The Puerto Rico State Guard Command will use a three-member panel to operate the meeting process.

- a.* The panel will review all grade files for all eligible NCO's in the Puerto Rico State Guard Command.
- b.* All files are rotated through all three members. Each panel member votes on each file.
- c.* All three NCO board members must be present during all panel sessions.
- d.* NCO's who have not been recommended by the majority are retired and not recommended for retention.
- e.* NCO's recommended for retention by all three NCO board members are recommended for retention.

2-5. NCO Board procedures.

a. The Puerto Rico State Guard Command, Joint Forces Headquarters (JFHQ) will issue a Memorandum of Instructions (MOI) in the format prescribed in Appendix G and brief the NCO board as appropriate. This briefing will amplify the important features of the memorandum of instruction and give NCO board members an opportunity to ask questions.

b. NCO Board members oath.

(1) The following oath shall be administered by the Command Administrative Officer (CAO) to the NCO members of the board: "You (identify each member by grade and name) solemnly swear (or affirm) that you will do so, without prejudice or bias, and in view of both the special suitability of the people such as the efficiency of the Puerto Rico State Guard Command and Puerto Rico National Guard, comply with the duties imposed on them and, furthermore, that they will not disclose the procedures or results of this meeting except to the corresponding authority". (Each board member will respond: "Yes, I do.")

(2) The Command Administrative Officer (CAO) shall administer the following oath to the NCO registrar: "You (identify member by grade and name), as the registrar of this board, solemnly swear (or affirm) that you will perform the duties imposed on you. by the chairman of this meeting, and further, that he will not divulge the proceedings or results of this meeting except to the proper authority." (The whiteboard recorder will reply: "Yes, I accept.")

2-6. Individual communications with the NCO boards.

- a.* NCO's selected for Enlisted Retention Review Board consideration are not authorized to appear before a meeting in person on their own behalf or on behalf of another NCO's interests.
- b.* NCO's being considered for the Enlisted Retention Review Board may submit memos to the NCO board chairman on any matter.
- c.* It is inappropriate for an NCO to request non-selection.
- d.* Unsolicited communications, including communications from third parties that are critical of or reflect the character, conduct or motives of any NCO, will not be made available to the board.

2-7. Conduct of the NCO board

- a.* The boards will consider the potential benefit that can be expected from each NCO's continued service on the board.

The NCO board must consider the following in reaching its decision:

- (1)* Availability of qualified replacements.
 - (2)* Adequate civilian and military education required for the performance of duties associated with the NCO's higher-level position or special assignments as G*Staff SGM.
 - (3)* The demonstrated performance of an NCO (evaluation reports, academic evaluations, and results of inspections and evaluations that cite the form of performance of the NCO's). At this moment NCOER's total or partial had not performed by the chain of command in many instances, this alone can't not be cause for no selection of NCO's by the NCO Board until further instructions by Commanding General.
 - (4)* The medical and physical fitness of an NCO and its impact on future assignments.
- b.* The NCO board may recommend one of the following for each NCO:
 - (1)* Select and be reconsidered in two years
 - (2)* Select and be reconsidered in one year.
 - (3)* Not selected.
 - c.* If the vote is not unanimous, any dissenting NCO board member may prepare a minority (dissenting) report to support their position. A copy of the minority report shall be attached to each copy of the NCO board report.
 - d.* Prior to closing, the NCO board will prepare a preliminary report (Appendix H) indicating the number of Non-Commissioned Officer (NCO) considered by grade. The final report will be approved by the Puerto Rico State Guard Command, Commanding General and becomes an annex to the Selective Withholding NCO Board Report (Annex I).

Chapter 3

Post-meeting actions

3-1. NCO Board report.

- a.* Reports will be prepared in the format prescribed in Appendix H to include the cover memorandum signed by the Enlisted Retention Review Board Chairman. All copies of the report will be sent to Puerto Rico State Guard Command, Commanding General. After the Puerto Rico State Guard Command, Commanding General approves the NCO board procedures and signs the report, the Puerto Rico State Guard Command will send a copy of the board report with all attachments to the Adjutant General of Puerto Rico (TAG-PR) and the State Command Sergeant Major of PRNG within 30 days of the Puerto Rico State Guard Command, Commanding General approval.
- b.* Reports submitted and verified by the Command Administrative Officer (CAO) are final. The results cannot be altered after verification, except when a material error is discovered (the CAO is the approval authority).
 - (1)* The results of the meeting that contain administrative errors or non-compliance with the applicable policies will be returned for correction with a suspension date to inform the Command Administrative Officer (CAO) for further review and verification.
- c.* The Puerto Rico State Guard Command will keep a copy of each NCO board report for 5 years.

3-2. Separation period for protection against premature termination of active status.

- a.* The Puerto Rico State Guard Command, Commanding General may set the separation date at any time between 30 days and 3 months after the memo listing the NCO not selected for retention is approved, verified, and published.

- b.* All NCO's will be withdrawn on the established date.
- c.* The Puerto Rico State Guard Command must ensure adequate time for replacements, retirements, personnel, and any other processing when determining the date of retirement.
- d.* When NCO are not approved for retention and it is later determined, prior to separation, that they have not completed 15 years of qualified service or are ineligible for separation, the non-selection memorandum will be removed from all files and destroyed. Additionally, the NCO name will be removed from the NCO board proceedings, and they will revert to their previous status.

3-3. Material errors and omissions.

NCO's whose record is reviewed by the NCO board that contains errors or omits required documents relevant to an NCO board file may be reconsidered.

a. The Puerto Rico State Guard Command, Commanding General may, before presenting the final report to the TAG-PR with a copy to SCSM reconvene the meetings to:

- (1)* Reconsider the cases in which they determined that a material error was made in the registry.
- (2)* Reconsider cases of NCO that should have been considered by a previous meeting but were omitted from consideration.

b. There is no formal appeal process for NCO's who have not been selected for retention; however, NCO's may request a reconsideration by the Puerto Rico State Guard Command, JFHQ. NCO's may request a reconsideration based on material errors and/or omissions, if all two conditions have been met:

- (1)* When your records contain a material error (through no fault of your own) or are incomplete or inaccurate.
- (2)* Within 30 days of receipt of the notification of non-selection.

c. If the Enlisted Retention Review Board has discovered a material error after submitting the final report, the Puerto Rico State Guard Command, Commanding General should request a policy exception to convene a new Enlisted Retention Review Board, as needed. If the request for a new board is approved and upheld, once completed.

Appendix A References

Section I Required Publications

PRSGI 13-100

Height and Weight Management Program Instruction.

PRSGI 13-200

Weight Compliance Program Instruction.

PRSGD 13-300

Equal Opportunity (EO) and Equal Employment Opportunity (EEO) Directive.

PRSG Regulation 600-8-2

Suspension of Favorable Personnel Actions, as a reference.

PRSG Regulation 17-100

Standards of Medical Fitness (Cited in Appendix G, Section G1, para *b* (2)).

PRSG Regulation 600-10

Personnel and Administrative Procedures. Periodic Health Assessment, (Cited Chapter 10 in para 10-1).

PRSG Regulation 600-200

Enlisted Promotion - Height and Weight compliance (Cited in para 1-5 (9)).

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

PRSG Form 2807-1

Report of Medical History.

PRSG Form 30

Physical Verification of Health Status

Appendix B Sample of NCO's Notification of Consideration Memorandum



**GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND**
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

PRSG-OFFICE SYMBOL

DD MM YYYY

MEMORANDUM FOR RANK NAME OF (NCO ON CONCERNED)

SUBJECT: Consideration for Enlisted Retention Review Board (ERRB).

1. An Enlisted Retention Review Board will convene at ____ hrs. at ____ (place) ____ on ____ (date) ____ to consider NCO's in the grade of (E-9) and below who have completed at least 15-years in active state military service and qualifying for retired.
2. The records of this headquarters indicate that you meet the criteria for consideration by the (year) selection board. The authority and purpose of the board are contained in PRSG Regulation 635-200 (Year) selection.
3. You are not permitted to appear in person before the selection board on your own behalf or in the interest of another NCO. You may, however, write a memorandum to the selection board inviting attention to any matter of record concerning yourself that you feel important in the review of your records. Communications should be addressed as follows:
 - a. President. Enlisted Retention Review Board
(Mailing Address)
4. If you have not already done so, I recommend that you consult PRSG Regulation 635-200, which contains an explanation of the Puerto Rico State Guard Command, Enlisted Retention Review Board program.
5. The point of contact for this matter, is undersigned at xxxxx@prsg.us

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Appendix C Enlisted Retention Review Board Checklist

Instruction:		
Name		Rank:
REVIEW ONLY, NOT INCLUDED IN PACKET SOLDIER WILL INITIAL & DATE	Initial	Date
1. EMR Review: Specific item below will be verified as present and accrued		
a. Evaluations: EMR for last 3 years current and signed. LAST EVALUATION THRU DATE (ENTER YYYYMM)		
b. Awards: Last 3 years, ensure actual certificates are in EMR.		
c. PRSG Photo: Current within 5 years.		
d. Professional Military Education: Highest level and training certificates:		
e. Civilian Education: Highest education level		
f. FEMA Courses: Highest education level		
2. Medical Readiness Date of last PHA: _____ PULHES: _____ Permanent profile: Y N If yes, Date Perm. Profile: _____		
Available for SAD Y N If no, limiting code: _____		
3. NCO: Date of Rank: Selection at current rank Selection Pending at current rank: SELCON:		
4. MOS Qualify		
DOCUMENTS INCLUDED AS PART OF SCANNED PACKET:	INITIAL	N/A
a. Soldiers signed and dated notification of ERRB memo.		
b. Any current flagging action if applicable.		
c. Any current, temporary, or permanent profiles.		
d. Semiannual Weigh-in. (ADD PRSG Medical Status Verification Form)		
e. OPTIONAL: Letter to the President of the NCO Board: Should address community involvement and/specific concerns/items missing from record.		
f. OPTIONAL: Recommendation letter from Commander/ Senior NCO or Supervisor.		
Soldier Signature:		Date:
EMR review with Soldier, Name		
BN Review		
MSC Review		

Appendix D Sample of NCO's Retention Memorandum



**GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND**
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

PRSG-OFFICE SYMBOL

DD MM YYYY

MEMORANDUM FOR (COMMAND CHANNELS)

FOR: (NCO concerned)

SUBJECT: Consideration for Enlisted Retention Review Board under the provisions of PRSG Regulation 635-200
Date: MMYYYY.

1. The (year) Enlisted Retention Review Board has adjourned and forwarded its recommendations to me. I am pleased to inform you that you have been selected for retention.
2. As required by Puerto Rico State Guard Command Regulation 635-200, you will be considered again in FY__*
3. You should take particular pride in the confidence that has been evidenced by your selection. I urge you to continue your education and enhance your effectiveness at every opportunity.
4. The Puerto Rico State Guard Command will continue to rely on you in meeting its objectives.
5. The point of contact for this matter, is undersigned at xxxxx@prsg.us

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Appendix E Sample of NCO's Non-Retention Memorandum



**GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND**
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

PRSG-OFFICE SYMBOL

DD MM YYYY

MEMORANDUM FOR (COMMAND CHANNELS)

FOR: (NCO concerned)

SUBJECT: Withdrawal of Puerto Rico State Guard Command pursuant to the findings of an Enlisted Retention Board.

1. Puerto Rico State Guard Command, Regulation 635-200 provides that an NCO who is considered for retention and fails to be selected will be processed for retirement.
2. You have been considered for retention in accordance with the above procedures and have not been selected. According with this Regulation you will be separated from the Puerto Rico State Guard Command by ____ (date).
3. Upon discharge from the Puerto Rico State Guard Command you will be officially retired by the State Military Service.
4. In determining your eligibility for retention, I can assure you that the selection board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable, and your records will reflect that.
5. All of us have the opportunity to serve only for a limited time. Your many personal sacrifices to the Puerto Rico State Guard Command during your period of service are sincerely appreciated. You may take just pride in having contributed to the success of the Puerto Rico State Guard Command. Thank you for your service.
6. The point of contact for this matter, is undersigned at xxxxx@prsg.us

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Appendix F Sample Non-Retention Memorandum for NCO's under Medical Board Evaluation.



**GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND**
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

PRSG-OFFICE SYMBOL

DD MM YYYY

MEMORANDUM FOR (COMMAND CHANNELS)

FOR: (NCO concerned)

SUBJECT: Withdrawal of Puerto Rico State Guard Command pursuant to the findings of a Enlisted Selective Retention Board for NCO's under Medical Board Evaluation process.

1. Puerto Rico State Guard Regulation 635-200 provides that an NCO who is considered for retention and fails to be selected will be processed for retirement.
2. You have been considered for retention in accordance with the above procedures and have not been selected. Accordingly with this regulation, you will be separated from the Puerto Rico State Guard Command by (date)____. NCO's currently in the medical board process will have their separation delayed until receiving a final medical disposition. If you are retained by the medical board, your separation will be effective NLT 30-days after the medical disposition.
3. In determining your eligibility for retention, I can assure you that the selection board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable, and your records will reflect that.
4. All of us have the opportunity to serve only for a limited time. Your many personal sacrifices to the Puerto Rico State Guard Command during your period of service are sincerely appreciated. You may take just pride in having contributed to the success of the Puerto Rico State Guard Command. Thank you for your service.
5. The point of contact for this matter, is undersigned at xxxxx@prsg.us

SIGNATURE BLOCK

Appendix G

Instructions to Selection Boards.

Section I

G-1. General

a. The Enlisted Retention Review Board is designed to:

- (1) Provide maximum career incentive.
 - (2) Give recognition for sustained excellent or better performance.
 - (3) Provide a highly motivated NCO corps and a high retention rate among the top-quality NCO's.
- b.* No evaluation of demonstrated performance or potential for future service can be complete or objective without a review of the entire record. The "whole person" concept should govern. An isolated example of excellence or mediocrity should not be a determinant for selection or non-selection. The analysis of individual records should include a careful review of all the following:
- (4) The degree of efficiency demonstrated in the assignment held; the degree of responsibility and the magnitude of the functions involved; and the type of assignments and the leadership and managerial ability required.
 - (5) Status of the NCO regarding meeting the general physical condition and medical fitness standards for retention IAW PRSG Reg. 17-100, Chapter 3, meeting satisfactory height and weight standards and deployment criteria laid out in paragraphs 2-2a. through 2-2d, table 2-3 (Fitness Standards), if the NCO passed the PRSG Physical Fitness Test within prescribed timeframes.
 - (6) Demonstrated performance as attested to by evaluation report, academic reports, and results of inspections and annual field training evaluations.

G-2. Evaluation reports

- a.* The evaluation report is the most important document in the individual's record. The performance and potential section in each report must be closely examined. Look for patterns of strengths and weaknesses. These reports should be weighed considering—
- (1) Whether the report is based on daily contact, infrequent observation, indirect observation, etc.
 - (2) Length of time in assignment.
 - (3) Length of time covered by each report.
 - (4) Continuity of raters or senior raters.
 - (5) Trend in efficiency as experience is gained.
- b.* Scores on evaluation reports should not be converted to an overall index or average score. The score of each evaluation report must be considered in conjunction with the narrative portion of the report. While a numerical score is a consideration, it alone should not be considered the determining factor in evaluating an individual's performance.

G-3. Derogatory information

- a.* The weight to be given derogatory or disciplinary information is a matter for the collective judgment of the NCO board.
- b.* The NCO board should give greatest weight to the most recent years of service and the significance of the information reflecting that service. Undue weight should not be given to unfavorable comments of a derogatory nature that are followed by continuous excellent or outstanding performance of duty.

Section II

Objectives for the NCO Retention

G-1. General

- a.* Ensure uniform advancement to the higher grade during the peak years of an NCO's effectiveness.
- b.* Ensure that only the most capable NCO's are retained beyond 15 years of service for future assignment to higher-level and staff positions.
- c.* Ensure appropriate civilian, FEMA Courses, and military education required for performance of duties associated with higher-level command and special assignments. NCO's must demonstrate continued military educational advancement and refresher training, as appropriate. Attendance at PME courses, satisfactory progress in appropriate concourses, or attendance at PRSG Military Institute are evidence of efforts to improve military educational status.

G-2. Command position or special assignments.

a. There is no substitute for command. At the same time, it must be recognized that the number of command positions is limited and that being placed in such a position is primarily a matter of assignment over which an NCO has little control. The opportunity for command of NCO in the technical or administrative service is even more limited.

Therefore, for NCO's did not afford the opportunity to command, the NCO board must carefully weigh the degree of responsibility, managerial skill, and personal leadership required of these NCO's in their non-command assignments against that of their peers.

b. The proper development of an NCO also requires assignment to staff positions throughout their career at various grade levels. NCO's with good performance records in both command and special assignments have high retention value.

G-3. Specialization

The PRSG requires NCO's to provide continuing leadership in specialized career fields, just as it does in command and special positions. Assignment and education pattern followed by a specialty usually develop that NCO's strength and potential in one or more functions and are indicative of that NCO's commitment and dedication. Moreover, in many specialty areas, specialized education and repetitive assignments are required to achieve a high level of professional proficiency. These factors are considered for the NCO board.

Appendix H Sample CG Cover Memorandum and Report Format.



**GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND**
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

PRSG-Z

DD MM YYYY

MEMORANDUM FOR: The Commanding General of Puerto Rico State Guard, Tabonuco # 2 GAM Tower, San Patricio, Guaynabo, Puerto Rico 00968.

SUBJECT: Report of CY__, Puerto Rico State Guard Command, Enlisted Retention Review Board (ERRB).

1. Recommendations of the board are approved and the appropriate memorandum to the affected NCO's will be issued.
2. The established separation date for all NCO's who were not selected for retention is (dd/mm/yyyy).
3. The board results are amended as follows:
 - a. CSM John A. Doe - Changed from not retained to retained for two years.
 - b. CSM Luz C. Agua - Changed from not retained to retained for one year.
 - c. CSM Sara J. Mar Tierra - Changed from not retained to retained for one year.
 - d. SGM Elizabeth O. Doe - Changed from not retained to retained for one year.
 - e. ISG Kenneth R. Jones - Changed from not retained to retained for one year.
4. All efforts were made to obtain the appropriate board membership demographic per PRSG 635-200; however, the G-1 office was unable to locate a minority member to fulfill the requirement of this board.
5. The point of contact is COL John Doe Assistant Chief of Staff, G-1, (111) 222-3333 or via email at xyzzzz@prsg.us

JUAN DEL PUEBLO
Brigadier General, PRSG
Commanding General

Appendix H (Continued)

Sample Cover Memorandum and Report Format-Demographic and Statistics.



GOVERNMENT OF PUERTO RICO
 PUERTO RICO NATIONAL GUARD
 STATE GUARD COMMAND
 Tabonuco #2 GAM Tower
 San Patricio, Guaynabo, Puerto Rico 00968

PRSG-Z

DD MM YYYY

MEMORANDUM FOR: Adjutant General of Puerto Rico, Joint Forces Headquarter Puerto Rico National Guard, 545 Readiness Center, Fort Buchanan, Puerto Rico 00966.

SUBJECT: Results of CY__ Puerto Rico State Guard Command, Enlisted Retention Review Board (ERRB).

	Males				Females				Total Overall			
	Non		%		Non		%		Non		%	
	Con	Sel	Sel	Sel	Con	Sel	Sel	Sel	Con	Sel	Sel	Sel
CSM												
SGM												
1SG												
MSG												
SFC												

JUAN DEL PUEBLO
 Brigadier General, PRSG
 Commanding General

Appendix I Enlisted Retention Review Board Format-Selection Board Heading with List 1-5



**GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND**
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

PRSG-OFFICE SYMBOL

DD MM YYYY

MEMORANDUM FOR: Commanding General Tabonuco # 2 GAM Tower, San Patricio, Guaynabo, Puerto Rico 00968.

SUBJECT: Report of the Enlisted Retention Review Board, CY ____.

1. Pursuant to instructions contained in reference 6a, the Selection Board appointed therein convened at ____ (hours) ____
____ (date) ____ at ____ (place) ____.
2. The purpose of the ERRB is to recommend Puerto Rico State Guard Command NCO to include E-9 to E6 in
accordance with PRSG 635-200.
3. The NCO Board, acting under oath and having in view the special fitness of NCO's and the efficiency of the PRSG, has
carefully reviewed the case of every NCO submitted to it for consideration. The individuals named on enclosure 2 are
recommended for retention. The individuals named on enclosure 3 are not recommended for retention in the PRSG.
4. A review of the records of the NCO's selected for retention reveals that they can be expected to make significant
contributions to the Puerto Rico State Guard Command.
5. The NCO Board adjourned at ____ (hours), ____ (date) ____.
6. References:
 - a. Memorandum, Subject: Appointment of 20XX Enlisted Retention Review Board, AGO ____
dated ____ (encl I).
 - b. PRSG Reg. 635-200, dated ____.

[signature block]
President of Board

[signature block]
Member of Board

[signature block]
Member of Board

5 Encls

1. Memo ____, AGO ____, dtd ____
2. List of the NCO's recommended for selective retention (List Number 1)
3. List of the NCO's not recommended for selective retention (List Number 2)
4. Minority reports
5. Results of ERRB

FOR OFFICIAL USE ONLY

Appendix I (Continued)

Enlisted Retention Review Board Format-Selection Board Heading with List 1-5



**GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND**
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

PRSG-OFFICE SYMBOL

DD MM YYYY

MEMORANDUM FOR: Commanding General Tabonuco # 2 GAM Tower, San Patricio, Guaynabo, Puerto Rico 00968.

SUBJECT: Report of the Calendar Year 20XX (CY-XX Enlisted Retention Review Board (ERRB)).

1. References.

- a. Appointment of Board Members (enclosure 1).
- b. Memorandum of Instruction to Enlisted Retention Review Board (enclosure 2).

2. To comply with instructions contained in the above references, the ERRB convened at (hours) (date) at (place).

3. The following NCO board members* were present:

- a. (Grade, Name President.
- b. (Grade, Name) Member - Female.
- c. (Grade, Name Member - Minority.
- d. (Grade, Name) Member - (Non-voting) Board Recorder.

4. The NCO board has carefully reviewed the records of those NCO's in the zone of consideration for selective retention in units of the Puerto Rico State Guard Command.

5. The names of those NCO's recommended as best qualified for continued retention are listed by grade, name, duty status and retention period at the following separate enclosures:

- a. CMS (enclosure 3).
- b. SGM (enclosure 4).
- c. MSG (enclosure 5).
- d. SFC and below (enclosure 6).

6. The names of those NCO's not recommended as best qualified for continued retention are listed by grade, name, and duty status (enclosure 7).

7. The board adjourned at (hour) on (date).

8. Recommend the NCO's listed on enclosures 3 through 6 be retained in units.

AUTHORITY LINE:

9 Encls

[Signature block, board President]

Appendix I (Continued)
Memorandum of Instruction for NCO Board



GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

PRSG-OFFICE SYMBOL

DD MM YYYY

MEMORANDUM FOR: President of the Enlisted Retention Review Board, CY ____.

SUBJECT: Memorandum of Instruction for the Calendar Year 20XX, Report of Enlisted Retention Review Board.

- 1.
- 2.
- 3.
- 4.
- 5.

[signature block of convening authority]

Appendix I (Continued)
List number 1



GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

Command Sergeant Mejer
Recommendation for Retention

Grade	Full name	Branch	Military Status	Retention Period
CSM	Brad Pitt Doe	MC	Active member	2 Years
CSM	Mary White Green	AG	Active member	2 Years

JOHN DEAN DOE
MSG (PR) AG
Board Recorder

Appendix I (Continued)
List number 2



GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

Sergeant Major
Recommendation for Retention

Grade	Full name	Branch	Military Status	Retention Period
SGM	Brad Pitt Doe	EN	Active member	1 Year
SGM	Mary White Green	MP	Active member	1 Year

JOHN DEAN DOE
MSG (PR) AG
Board Recorder

Appendix I (Continued)
List number 3



GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

Master Sergeant
Recommendation for Retention

Grade	Full name	Branch	Military Status	Retention Period
MSG	Brad Pitt Doe	JA	Active member	2 Years
MSG	Mary White Green	SS	Active member	1 Year

JOHN DEAN DOE
MSG (PR) AG
Board Recorder

Appendix I (Continued)
List number 4



GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

Sergeant First Class and below
Recommendation for Retention

Grade	Full name	Branch	Military Status	Retention Period
SFC	Brad Pitt Doe	MS	Active member	2 Years
SFC	Mary White Green	MP	Active member	1 Year
SSG	Johnny Dos Tres	LG	Active member	1 Year

JOHN DEAN DOE
MSG (PR) AG
Board Recorder

Appendix I (Continued)
List number 5



GOVERNMENT OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
STATE GUARD COMMAND
Tabonuco #2 GAM Tower
San Patricio, Guaynabo, Puerto Rico 00968

NCO's
Recommendation for Retention

Grade	Full name	Branch	Military Status	Retention Period
CSM	Joe Sample	MC	Active Service	2 Years
CSM	Amy Jimenez	MP	Active Service	2 Years
SGM	John Done	MS	Active Service	2 Years
SGM	Ashley Gerona	SS	Active Service	2 Years
ISG	Jerry Lorenzo	AG	Active Service	1 Year
MSG	Ken Gomez	AG	Active Service	1 Year
SFC	Marcia Ruiz	EN	Active Service	1 Year
SFC	Kenneth Tompson	NC	Active Service	1 year
SSG	Ray Ban	JA	Active Service	1 Year

JOHN DEAN DOE
MSG (PR) AG
Board Recorder

Appendix I (continued)

Enlisted Retention Review Board Checklist

ERRB Board Report Checklist for Submission to Puerto Rico State Guard Commanding General.

- _____ Convening Authority's approval/disapproval of Board Report (para 1-4)
 - _____ ERRB Conducted, January - November (para 1-1)
 - _____ NCO Board Report with enclosures (App H)
 - _____ Enclosure 1: Appointment Orders signed by Convening Authority (para 1-4)
 - _____ NCO Board Composition (para 2-3) (Identify female as a board member on appointment orders)
 - _____ 1 Senior Non-Commissioned Officer (1 Board President)
 - _____ 2 Senior Non-Commissioned Officers (1 retired ARNG, 1 Active PRSG)
 - _____ 1 Recorder Non-Commissioned Officer (Non-Voting Member)
 - _____ Enclosure 2: Memorandum of Instruction for NCO (App I)
 - _____ Enclosure 3: CSM recommended list (App I, List 1)
 - _____ Enclosure 4: SGM recommended list (App I, List 2)
 - _____ Enclosure 5: MSG recommended list (App I, List 3)
 - _____ Enclosure 6: SFC and below recommended list (App I, List 4)
 - _____ Enclosure 7: List of NCO's not recommended (App I, List 5)
 - _____ Enclosure 8: Statistical data (Indicates number of NCO's considered and not retained by grade & category)
- (App H)

Glossary
Section I
Abbreviations

PRSG-PFT

Puerto Rico State Guard Physical Fitness Test

ARNGUS

Army National Guard of the United States

CG

Commanding General

DOR

Date of Rank

MEDB

Medical Evaluation Board

MOI

Memorandum of Instruction

MOS

Military Occupational Specialty

MRD

Mandatory Removal Date

NCO

Non-Commissioned Officer

NLT

No later than

PRNG

Puerto Rico National Guard

ERRB

Enlisted Retention Review Board

PRSG

Puerto Rico State Guard Command

TAG

The Adjutant General

Section II

Terms

Army National Guard (ARNG)

A land force that is part of the organized militia of the several States, Territories, Puerto Rico, and the District of Columbia that is Federally recognized and that is wholly or in part funded at Federal expense.

State Active Duty (SAD)

Service on active duty, full-time on operation support with the National Guard under State Military Order.

Commanding General (CG)

This term refers to the Commanding General of the Puerto Rico State Guard Command, organized state militia created by law 88 of 8 August 2023, also known as the Puerto Rico Military Code Century XXI.

Material Error and Omissions

Records which contain errors or have omitted required documents relevant to an officer's board file.

Non-Commissioned Officer

Non-Commissioned Officer appointed by a Commissioned Officer, generally to supervise enlisted soldiers and aid the Commissioned Officer corps.

State(s)

As used in this regulation, the term "State" or "States" refers to, either singularly or collectively, the 50 States of the United States, the Commonwealth of Puerto Rico, the territories of Guam and the U.S. Virgin Islands, and the District of Columbia.

The Adjutant General (TAG)

This term refers to The Adjutant General of the 54 authorized National Guard organizations existing in the States, the Commonwealth of Puerto Rico, Territories of Guam and the U.S. Virgin Islands, and the Commanding General of the District of Columbia.

UNCLASSIFIED