

**Puerto Rico State Guard
Regulation 600-10**

Personnel—General

Personnel and Administrative Procedures

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

UNCLASSIFIED

SUMMARY of CHANGE

Puerto Rico State Guard Regulation 600-10

Personnel and Administrative Procedures

o. This is a new regulation dated: 10 February 2023--

Effective: 1 April 2023

Personnel – General

Personnel and Administrative Procedures

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



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History. This regulatory guidance incorporates five interim change/policy letters to the basic Puerto Rico State Guard (PRSG) Reg 600-10 date; 10 February 2023.

Summary. This revision updates the information concerning the enlistment, appointment, promotion, required professional military education, reduction, reassignment, transfer, selective retention, or discharge of Puerto Rico State Guard personnel, adds regulatory guidance for personnel ordered to State Active Duty with pay and provides specific direction for administration of PRSG units

Applicability. This regulation applies to all components of the Puerto Rico State Guard Command.

Proponent and Exception Authority. The proponent of this regulation is the Commanding General, PRSG Headquarters. The proponent has the sole authority to approve exceptions to this regulation that are consistent with laws and regulation. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation on Personnel and Administrative Procedures outside of the authority dictated by this regulation is prohibited without prior approval from the PRSG Commanding General, through the G1 ATTN: Tabonuco #2 GAM Tower Guaynabo, Puerto Rico 00968 Contact Number 1-787-731-3633 Ext. 1464.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this regulation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly through the G1, PRSG available at mail: regulations@prsg.us Tabonuco #2 GAM Tower Guaynabo, Puerto Rico 00968 1-787-731-3633 Ext.1464.

Distribution. This regulation is available in electronic media only and is intended for Puerto Rico State Guard.

Distribution. A

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Chapter 1

General

1-1. Purpose.

- This regulation--
- Prescribes the eligibility criteria, procedures, and instructions for appointment of Officers, Warrant Officers, and the Enlistment of qualified applicants into all MSC s of the Puerto Rico State Guard.
 - Provides policies and procedures for personnel actions concerning the enlistment, appointment, promotion, required professional military education, reduction, reassignment, transfer, selective retention, or discharge of Puerto Rico State Guard personnel.
 - Provides policies and procedures for the establishment and maintenance of personnel records.

1-2. Abbreviations & Acronyms.

Abbreviations used in this regulation are listed in Appendix A.

1-3. Definitions.

Definitions of terms shown herein are listed in Appendix B.

1-4. References.

Publications used as references in preparation of this regulation are shown in Appendix C.

1-5. Policy.

- Nondiscrimination*: Personnel actions prescribed in this regulation will be accomplished without regard to race, color, religion, sex, age, or national origin. Unless clearly applicable to only one sex, the terms noting “member”, “members”, “applicants”, and “personnel” apply to both men and women. See PRSGD Directive 13-300.
- Sexual Harassment*: All potential members, current members, and civilian employees should be free from any type of sexual harassment. Sexual harassment will not be tolerated. See PRSGD Directive 10-100
- Qualifications*: A member’s eligibility for appointment, enlistment or retention in the Puerto Rico State Guard will be determined based on that individual’s ability to meet requirements of law and regulation.
- Conduct*: Personnel of the PRSG, as members of the Puerto Rico Military Forces are subject to the Military Code of Puerto Rico, Law Number 62 of June 23, 1963. Commanders are responsible for the maintenance of good order and discipline in their command. Members having knowledge of violations of law or regulations committed by other members of the PRSG shall report such conduct to the Commander concerned. Serio’s offenses shall be reported to Headquarters, PRSG immediately and a determination will be made as to required action.

1-6. Command Responsibility.

All commanders shall ensure that the instruction, directives, policies, and procedures contained in this regulation are applied.

1-7. Recruitment.

- Prospective Member. Only qualified, responsible, and respected citizens of the community are considered prospective recruit possibilities.
- Table of Distributions and Allowance (TDA) and Unit Manning Document (UMD). Personnel will only be recruited to fill valid TDA or UMD positions for their command element. Valid positions are contained at PRSG 22 Series Regulation, *Subject: Composition of Puerto Rico State Guard and Military Structure* and PRSG 10 Series Regulation *Subject: TDA and UMD Position and Vacancy Board*.
- Recruiter. The Commander should encourage all current members of the unit to recruit new members.

1.7 Recruitment

As of 1 September 2022, all recruitment will be only through the Puerto Rico State Guard official web site at: www.prsg.us. Any other paper documents will not be accepted.

1-8. Participation.

- Recommended*. Enlisted or appointed are highly encouraged to participate to the maximum of their ability recognizing the PRSG is a volunteer organization.
- Notification*. Members are required to notify their immediate commander and give the specific reason why they are unable to attend any duty periods in advance. This includes drills and any State Active-Duty deployment.

1-9. Review Boards

- Authority*. All review boards will be under the authority of Military Code of Puerto Rico, Law Number 62 of June 23, 1963, according with the regulations, instructions, directives, and policies adopted by the Adjutant General of

Puerto Rico has delegated the authority to promote to the Commanding General of Puerto Rico State Guard. The CG will delegate the authority to promote to from E-1 to E-4, O-1 to O-2 and WO-1 to WO-2 to PRSG Major Subordinate Command Commander's (MSC) how may, determine the authority of subordinates, at their own discretion, Battalion/Squadron Commander's, and Unit/Company/Flight Commander's. All promotions must comply with PRSG 22 Series Regulation, *Subject: Composition of Puerto Rico State Guard and Military Structure* and PRSG 10 Series Regulation *Subject: TDA and UMD Position and Vacancy Board*.

b. Personnel Action Board (PAB). Personnel Action Board appointed by the PRSG CG, PRSG, will meet monthly, and as required, to make recommendations to the Commanding General for the personnel actions. A O-6 will preside as the Board President. The Board President will send a memorandum to the CG with the results of the PAB. Upon approval determination by the CG, the board will give approval or issue orders, as applicable. An officer applicant will not be considered a member of the PRSG until the Personnel Action Board has given its approval. The requests will be considered as follows:

- (1) Appointments
- (2) Enlistments
- (3) Awards
- (4) Discharges
- (5) Promotions
- (6) Reductions
- (7) Retirements
- (8) Transfers

c. Notification.

(1) Approval. After the CG has decided of the PAB's recommended actions, the PRSG Chief of Staff and the PRSG Assistant Chief of Staff (ACOS) G1 will implement the PAB's actions by endorsements or issuing orders to the (MSC) Major Subordinate Command Commander. The Major Subordinate Command Commander (MSC) will notify each member of the PAB's decision and, if decision was favorable, make presentation of promotion or award upon receipt of orders.

(2) Disapproval. If a request is denied, the applicant (member) will be notified through the chain of command and given the reason for disqualification. If the reason for rejection does not permanently bar the member from a future personnel action, the applicant will be advised of procedures and requirements for re-submission of application. Members may appeal actions in writing thru command channels within (60) sixty days of date of notification.

d. Schedule of Board Meeting. The PAB will convene during all months and other times as needed.

e. Personnel Packets. All packets must be received by the G1 office to the specific email: pab@prsg.us at least one month (30 days) prior to the Board meeting to be considered for action.

f. Officer/Enlisted Retention Review Board. Upon order of the PRSG CG, an Officer/Enlisted Retention Review Board will convene each even numbered year to including, but not limited to review performances, valid TDA/UMD position as his or her current rank and any other criteria including in this regulation. All service members in surplus position on the TDA/UMD will be evaluated by ORRB/ERRB. The Warrant Officers, WO-3, WO-4, CW-5, Senior Non-Commissioned Officers, E-8 through E-9, and Commissioned officers O-5-O-6 will receive a retention review on odd numbered years. The Boards may consist of active PRSG or PRNG officers and non-commissioned officers for NCO Boards. The Board must have at least three members and a recorder present to have a quorum. The board recorder may be an active PRSG officer. Membership of any Board will be composed of the diversity requirements issued by the CG or TAG.

1-10. Enlistment and Appointment Packet. Automated enlistment, appointment and promotion packets will be used. The Brigade S1, Air Group A1 and Medical Command S1, Personnel Officers will ensure that all forms and supporting documentation required for joining the PRSG must be complete online and correct before forwarding to PRSG-G1. (PRSG webpage: www.prsg.us) Lists of required documents are shown in Chapter 2. Until approval is received, as shown on appointment orders or PRSG Form 4187, the new applicant will be considered a visitor. Major Subordinate Command Commander are authorized to approve enlistment packages thru E-4, appointment packages thru O-2 and warrant officer packages thru WO-2 without a Personnel Action Board (PAB), if the applicant meets all the criteria in paragraph 2-1.

1-11. Puerto Rico State Guard Electronic Military Record (EMR Database). The PRSG Electronic Military Record (EMR) is the only authorized database for personnel actions and will be utilized for accountability. Correctness and completeness of member records is a high priority. PRSG-G1 is the Manager of the PRSG EMR. The PRSG

Strategic Communication Detachment (STRATCOM) and Puerto Rico Military Department (Administrative Service) maintains the server. PRSG members how are not active in PRSG EMR database, are not members of the PRSG.

Chapter 2

New Applicants

2-1. Eligibility Criteria for all Applicants

a. Citizenship.

(1) Be a resident of Puerto Rico for at least 180 days.

(2) A citizen of the United States; or --

(3) A person who has been lawfully admitted to the United States for permanent residence under the Immigration and Nationality Act (8 U.S.C. Section 1101 et seq.) An E-Verify check must also be completed prior to joining the Puerto Rico State Guard.

(4) Be at least 18 years of age.

(5) Puerto Rico Driver's License. Applicants must have and maintain a valid and current Puerto Rico driver's license or Puerto Rico as proof of Puerto Rico residency.

(6) Personal Curriculum

(7) Applicants must submit the Negative Certificate of Penal Record from Puerto Rico Police Bureau with no more than 30 days of valid.

(8) Applicants must submit the Negative Certification of Child Support Case with no more than 30 days of valid from Puerto Rico ASUME Agency

(9) Certificate of Birth. Applicant must submit the original and copy of the Certificate of Birth.

b. Age. Maximum age is 65 years, The Adjutant General (TAG) may adopt a policy regarding waiver of the maximum age requirement.

c. Social Security Number. Applicants must have a valid social security number issued by the Social Security Administration.

d. Criminal Background Check. The background check will be cleared prior to enlistment or appointment. The method and procedure for the background check is outlined in the enlistment and appointment packet document.

e. Education. A non-prior military service member may enter the PRSG as an E-3 if they have an associate degree or 60 college hours.

2-2. Physical Qualifications

a. Permanent Disability. An applicant must not have any permanent physical disorder that would interfere with his or her ability to perform all duties required of a PRSG member. Ultimate determination of physical eligibility is made by the PRSG Chief Surgeon in accordance with (IAW) the Regulation 17-100, Standards of Medical Fitness.

b. Correctable Vision. An applicant must have correctable vision as required for receipt of a valid Puerto Rico driver's license.

c. Extremities. Applicants must have full use of all extremities or cleared for duty by the Puerto Rico State Guard Chief Medical Officer (CMO) at the Major Subordinate Command, (MSC).

d. Height/Weight. An applicant must meet the height and weight criteria described in the PRSG regulation 17-100, Standards of Medical Fitness.

e. Mental. Applicants must be of sound mind and free of mental or emotional disorders.

f. Deploy ability. Applicant must be deployable, as determined by the Puerto Rico State Guard Chief Medical Officer's (CMO) at the MSC level IAW the PRSG Regulation 17-100, Standards of Medical Fitness.

2-3. Ineligibility

a. Subversive or Disloyal Acts. Applicants who have engaged in subversive or disloyal acts against the United States or the Commonwealth of Puerto Rico are ineligible to join the PRSG.

b. Criminal History. An applicant who has been convicted by a civilian or military court will be ineligible until their record has been reviewed and approved by the PRSG Staff Judge Advocate (SJA). Any applicant who has felony or class A or B misdemeanor charges pending against them may not join the PRSG until all charges have been dismissed or cleared. Applicants with a history of misdemeanor convictions will be reviewed on a case-by-case basis by the SJA.

c. Discharge Circumstances. Prior service applicants who were issue a discharged under other than honorable conditions as, signed or re-enlistment code RE-4 that are ineligible to join the PRSG. RE-4, Re-enlistment codes due to retirement are exempted.

d. Tattoos, Brands and Body Mutilation. Applicants that do not meet the current federal service uniform and appearance in PRSGI 13-600 Instruction: Tattoos, Brands and Body Mutilation are ineligible. Effective 01 September 2022, only AR 670-1 and DA Pam 670-1, Wear and Appearance of Army Uniforms and Insignia will be used to enforce this requirement.

e. Active Military Service. Applicants who are currently active members of the active duty, Reserve Forces of the United States, United State National Guard, or any State Defense Force are ineligible to join the Puerto Rico State Guard.

2-4. Prior Military Service

a. Federal Service. Prior military service in the Armed Forces of the United States, United State National Guard, or their Reserve MSC s. An applicant must have received an Honorable Discharge as evidenced by DD Form 214 (member's copy 1), NGB Form 22 or the service's equivalent.

b. State Service. Prior state service in the PRSG or State Military Forces of another state is considered acceptable service. All prior state service with interest to join newly the PRSG, need to go thru the process as a new member, pending availability of position (TDA or UMD) and rank. (Civil Air Patrol or other similar auxiliary organizations are not considered part of the State Military Forces). A member must have received an honorable discharge as evidenced by PRSG Form 4187, or equivalent state documentation. On a case-by-case basis and pending a review by a Personnel Action Board and with the Major Subordinate Commander's (MSC) approval, an applicant may be inducted at the same rank.

c. Current Members of Military Forces—

(1) *Active.* Applicants who are currently active members of the Armed Forces of the United States, National Guard of any State Defense Force are ineligible to join the PRSG.

(2) *Inactive Reserve.* Members of the Individual Ready Reserve, Inactive National Guard, Standby Reserve, or Retired Reserve who have no commitment to attend drills or active-duty periods may join the PRSG unless prohibited by Regulations of their Reserve. They may enlist or be appointed at the grade listed in block 4.b. of DD Form 214, NGB 22 or equivalent document.

d. Foreign Military Service. Applicants with prior Foreign Military Service require review and approval by a Puerto Rico State Guard Personnel Action Board (PAB) prior to being allowed to enlist or be appointed in PRSG.

2-5. Officer and Warrant Officer Appointments

a. Officer Rank Structure. Officer and Warrant Officer ranks authorized are only those ranks authorized by the branches of service represented in the PRSG.

b. Leadership. The PRSG values are principles, standards and qualities considered essential for successful leaders. A potential officer applicant must possess those PRSG leadership values and the demonstrated ability to lead subordinates effectively. The Puerto Rico State Guard values are:

(1) Honor-

(2) Integrity

(3) Personal Courage

(4) Excellence in All We Do

(5) Loyalty

(6) Duty

(7) Respect

(8) Selfless Service

(1) *Prior Federal Service Officer.* A former federal Officer or Warrant Officer in the Armed Forces of the United States.

(2) *Current Enlisted Member.* Any PRSG member who meets the requirements of Officer or Warrant Officer may be appointed in that rank (see paragraph 2-7).

c. Recommendation. An applicant seeking an officer appointment must be recommended by the immediate commander of the unit they wish to join, through the chain of command. After reviewing the officer applicant qualifications for appointment and receiving approval from the immediate commander, the applicant must complete an officer's packet. Use of the automated packet officer accession packet is mandatory. The commander will initiate a letter of recommendation and then forward the completed packet through the chain of command to PRSG-G1.

d. Verification. The commander must verify that a member recommended for appointment meets all criteria listed in this regulation.

e. Assignment. Appointment of officers will only be done to fill existing on Table of Distribution and Allowance (TDA) or Unit Manning Document (UMD) vacancies. TDA and UMD are found in PRSG 22-Series Regulation through PRSG 10-Series Regulation.

f. New Officer Applicants. A non-PRSG applicant seeking an officer appointment will be considered a visitor until the Personnel Action Board has recommended, and the CG has approved, the appointment and orders have been issued. The applicant may attend a single drill up to a maximum of three drill days (documentation will be signed by applicant and O-6 Commander and maintained for record), but will not be assigned state-owned property, nor allowed to wear the PRSG uniform, nor participate in any activities or field exercises until approved for appointment. Visitors are not covered by PRSG insurance or worker's compensation if packet is in process and pending. No applicants may attend annual training, operation, or overnight exercise.

g. Oath of Office. The Oath of Office (PRSG Form 71) will be executed after completed the Military Entrance Processing Station (MEPS) upon acceptance of the appointment as an Officer or Enlistment in the Puerto Rico State Guard Command. The MEPS Personnel Officer (S1) is in charge to submit the Enlistment Orders or Appointed Orders after MEPS evaluation. Immediately, upon receipt of notice of appointment or enlistment (Military Orders), the appointee or enlisted will, in case of acceptance of the appointment or enlisted, received the Oath by MEPS Commander properly filled in, subscribed, and attested. In case of non-acceptance, the notice of appointment/enlistment will be, (By letter) indicating the fact of non-acceptance. Completion of form is mandatory. Failure to do so will cause the appointment or enlistment to be invalid.

h. Professional Skills. The PRSG recognizes the importance of having members with certain specialized professional skills that are required for missions. Proof of proficiency in a required skill must be provided in the form of certificates or licenses (in good standing with Commonwealth of Puerto Rico regulatory and licensing agency) and a civilian resume. Applicants must agree to serve in the PRSG in their recognized specialty for at least one year to be considered for officer appointments. If an officer applicant has a PRSG recognized professional skill and there is a valid TDA or UMD vacancy but prefers not to enter the PRSG based on these skills, he or she may join the enlisted ranks. Professions recognized by the PRSG are outlined in Table 2-2.

i. Branch in which Appointed.

(1) *Chaplain's Corps.* Chaplain vacancies may not be filled by other than Officers Commissioned as Chaplains. All candidates for appointment as a chaplain must also receive the approval of the Chief Chaplain's Board, Puerto Rico State Guard prior to an application being forwarded to the Personnel Action Board.

(2) *Judge Advocate General Corps.* The TAG has the exclusive authority to appoint PRSG Staff Judge Advocates recommended by the PRNG Staff Judge Advocate with referral of PRSG Commanding General, PRSG SJA will recommend candidates (Judge Advocate) to be assigned to PRSG Judge Advocate Corp. Officers and Warrant Officers assigned to TDA or UMD positions of Judge Advocate (JA) will wear appropriate branch insignia.

(3) *PAO Branch:* PRSG Officers and Warrant Officers assigned has assigned to Strategic Communication, STRATCOM at Public Information Officer (PIO) section will be allowed to wear that insignia.

(4) *Signal Corps:* PRSG Officers and Warrant Officers assigned has assigned to Strategic Communication, STRATCOM at Signal section will be allowed to wear that insignia.

(5) *Military Police Corps:* PRSG Officers and Warrant Officers assigned has assigned to Military Police (MP) will be allowed to wear that insignia.

(6) *Engineering Corps:* PRSG Officers and Warrant Officers assigned has assigned to Engineer (EN) will be allowed to wear that insignia.

(7) *Quartermaster Corps: (Service and Support).* PRSG Officers and Warrant Officers assigned has assigned to Quartermaster (QM) will be allowed to wear that insignia.

(8) *Adjutant General, Recruiting Detachment, Military Band and Military Institute,* PRSG Officers and Warrant Officers assigned has assigned to AG, Recruiting Detachment, Military Band and Military Institute will be allowed to wear the AG insignia.

(9) *Medical Officers.* PRSG Officers and Warrant Officers assigned to PRSG Medical Command TDA positions will wear Medical Service Corps branch insignia unless the TDA position calls for physician, dentist, veterinarian, physician assistant, nurse practitioner, registered dietitian, chiropractor, or registered nurse corps or one of the other Army Specialty branches.

(10) *IG Branch:* PRSG Officers and Warrant Officers assigned to IG section will be allowed to wear IG branch insignia.

(12) *Air Group MSC.* PRSG line officers appointed in the Air MSC will not be appointed in a specific branch.

(13) *Branch Insignia for Prior Service Officers.* Officers and Warrant Officers who were appointed in a branch while in federal service may wear the branch insignia for which the qualification was attained through graduation from an appropriate federal military school (i.e., Infantry Officer Basic Course, Armor Officer Advanced Course, etc.).

2-6. Officer Accessions Process

a. Officer Accession Checklist. The following automated file and documentation will be used for consideration of an applicant or member to be appointed in the PRSG. The Brigade, Medical Command or Air Group personnel officer (S1, A1) will assist in the proper procedures for completing the documentation. The Officer Appointment Packet contains the followings:

- (1) Appointment Checklist.
- (2) PRSG Form 4187 (Request for officer personnel action).
- (3) PRSG Form 2807-1 (Report of Medical History).
- (4) Must comply with PRSG 22- Series Regulation and PRSG 10 Series Regulation (TDA and UMD), whichever is applicable, showing position member is assigned to in relation to other members already assigned in the unit
- (5) Proof of prior military service as evidenced by DD Form 214 (member copy 4) or NGB Form 22 or equivalent. Equivalent documents determined on a case-by-case basis. **Prior Military Service Only.**
- (6) Evidence of college ROTC completion, if applicable.
- (7) Proof of highest civilian education as evidenced by high school diploma, GED certificate, or college transcript. College must be accredited by the United States Department of Education.
- (8) Legible copies of: Social Security card
- (9) Valid Puerto Rico driver license. high resolution color copies are required.
- (10) Federal retired military ID may be used if the Department of Defense (DoD) number is present.
- (11) Proof of professional skills as evidenced by certificate or license, if applicable.
- (12) Commander's letter of input (through the chain-of-command) as shown in Appendix K.
- (13) Submit the Negative Certification of Child Support Case with no more than 30 days of valid from Puerto Rico ASUME Agency
- (14) Submit the Negative Certificate of Penal Record from Puerto Rico Police Bureau with no more than 30 days of valid.
- (15) Background completion (PRPB/NCIC check).

b. Automated Officer Appointment Packet. The automated package contains the required forms and can be obtained from the officer of PRSG Recruiting and Retention Detachment at: [www.prsg.us/official forms](http://www.prsg.us/official%20forms).

c. Officer Candidate School (OCS)--

(1) *Process.* The member who desires to attend OCS to earn a commission is responsible for initiating the application process. The process begins when the OCS applicant presents a completed packet formatted in accordance with the OCS Regulation 13-500. The MSC Commanders at Brigade, Medical Command or Air Group level (O6-level) will board an applicant and forward the packets of selected qualified applicants to their MSC Headquarters Detachment HHD. MSC s HHD will forward qualified personnel packets to the PRSG-G1 officer personnel manager. The Officer Candidate Review Board must receive the recommendations for the officer candidate no later than 30 days prior to the next OCS class start date.

(2) *Notification.* The Officer Candidate Review Board will notify the OCS detachment of the personnel accepted into OCS within one month prior to the beginning of OCS. The OCS detachment will then contact the student with information and PRSG-G1 will issue orders for the program.

(3) *Assignment of Officer Candidates (OC).* Members appointed to OC rank will be assigned to the OCS detachment for administrative and Military Institute (MI) control. Upon commissioning the OC will be assigned back to the MSC based on PRSG Form 4187 assignment request.

(4) The OCS honor graduate will be allowed to transfer to the branch of their choice prior to graduation from OCS.

(5) Candidates who drop out of the OCS program are not allowed to wear the OC insignia and must return to their original rank designation.

2-7. Eligibility Criteria for all Officer and Warrant Officer Appointments

Officer and Warrant Officer applicants must meet the general criteria listed in paragraph 2-1. Appointments will be to one of the two functional areas.

a. Line Officer. An officer assigned to HHQ or a MSC HHD. All OCS candidates must have one-year PRSG service with successful completion of Initial Entrance Training Course (IETC) in order to (IOT) be considered for OCS.

b. Professional Skills Officer (PSO). An officer appointed based on civilian skills and licensing as authorized in Table 2-2. A PSO will not be assigned or reassigned as a line officer without the written approval of the CG PRSG for detailing the PSO to the slot.

c. Specific Criteria. The applicant for an appointment as an officer must also meet the following qualifications.

(1) *Age*. Only members between the ages of 21 and 50 years can be commissioned officers or warrant officers, except for prior federally Commissioned Officers and Warrant Officers and former PRSG Officers. These former officers and warrant officers may be appointed in the PRSG through the age of 64 years. After age 65 must have annual medical approval from PRSG Medical Board Review (MBR) to maintain retention.

(2) *Leadership*. An officer applicant must possess the attributes of a potential leader i.e., commanding presence, professional image, reasonably good health (mental & physical), projection of self-confidence & composure, innovative attitude, empathy, and resiliency in dealing with problems. Applicants will possess potential to develop the values of Honor, Integrity, Personal Courage, Excellence in All We Do, Loyalty, Duty, Respect, Selfless Service.

d. Non prior federal service: applicants will be appointed as a line officer in the rank of O-1 provided they meet all applicable conditions (see paragraph 2-8). Professional skills officer appointment will be determined by the PAB based on their experience and licensing as required by the state in their chosen profession.

(1) See Table 2-1 PRSG Rank for Prior Military Service Members and Table 2-2 Minimum Requirement Education and Licensing for Professional Skills Officers.

(2) All appointments without prior federal service are required to meet all officer PME requirements in order to (IOT) promote to the next rank. This includes, but is not limited to, Officer Basic Course (OBC), Warrant Officer Basic Course (WOBC) Basic Officer Leadership Course (BOLC), Direct Commission Officer Orientation Course (DCOOC), Officer Candidate School (OCS), Warrant Officer Candidate School (WOCS), FEMA Courses, Officer Advanced Course, or service equivalent.

e. Officers and Warrant Officers with prior federal military service may be considered for initial appointment as a line or professional skills officer in the rank shown in Table 2-1.

f. Personnel to be appointed as PSOs i.e., Chaplains, Physicians, Associated Nurse, Veterinarians, Physician Assistants, Nurse Practitioners, Registered Nurses, Judge Advocates Officers and other specialized areas as Health Care Professional, Engineers or Architects with the CG approved, may be given consideration for initial appointment in the rank, as shown in Table 2-2 below and PRSG Regulation 600-300, Professional Skills Officer.

Table 2-1 PRSG Rank for Prior Military Service Members.

Service	Rank Attained	PRSG Rank Considered
Commissioned Officers	O-1 thru O-6	Same Federal Rank
Warrant Officers	WO-1 thru CW-4	Same Federal Rank

Table 2-2 Minimum Required Education and Licensing for Professional Skills Officers.

Position	Education	Required minimum Certifications
Chaplain	Master's degree in theological studies (MDiv or its equivalent or 72 hours of graduate level courses leading to a single degree in theology).	Endorsement letter for 'Service as a Puerto Rico State Guard Chaplain' by recognized ecclesiastical body.
Physician, Dentist, Veterinarian	Doctorate in Medical, Dental or Veterinarian field	Unrestricted License to practice in the Commonwealth of Puerto Rico
Registered Nurse	Baccalaureate in Nursing	Unrestricted License to practice in the Commonwealth of Puerto Rico
Nurse Practitioner, Physician Assistant, Pharmacist, Resident Physician	Master's degree in related field	Unrestricted License to practice in the Commonwealth of Puerto Rico. Resident physician must have Institutional Permit

Judge Advocate	Doctor of Jurisprudence (JD)	Unrestricted License to practice law in the Commonwealth of Puerto Rico
Professional Engineer and Architect	Bachelor's degree in engineering or Architect	Professional Engineering or Architect license in the Commonwealth of Puerto Rico

g. Commissioned Officers who were honorably discharged from US Army Active Duty, National Guard, or Army Reserves, the MSC may be appointed the PRSG at the same rank attained not to exceed the grade of O-6 and pending availability position of TDA or UMD. See also PRSG 10-4 Series Regulation

h. A member previously Commissioned Officer in the PRSG, or other State Defense Force may be appointed at the same rank attained, not to exceed the grade of O-6 pending availability position of TDA or UMD (PRSG 10-4 Series Regulation) and if the officer meets the specific PRSG criteria for promotion to that grade.

i. Non-prior military service personnel may be considered for appointment as Professional Skills Officers from O-1 to O-3 within the appropriate MSC, See Table 2-2.

j. Officers and Warrant Officers commissioned as a Professional Skills Officer (PSO) with no prior service must complete the appropriate Officer Basic Course (OBC), Warrant Officer Basic Course (WOBC) and PRSG Basic Officer Leadership Course (BOLC) within 12 months of appointment or the appointment will be voided. If the Officer or Warrant Officer appointment is voided, the member may opt to remain in the PRSG as an enlisted member. Rank shall be determined by the approving authority.

2-8. Eligibility Criteria for appointment as O-1 Officers of the Puerto Rico State Guard are appointed commissioned and assigned by the governor or under the governor's authority. The governor may remove or reassign an officer. In addition to the general criteria listed in paragraph 2-1 and the eligibility criteria for officer appointments as shown in paragraph 2-5, the applicant must further qualify for appointment to O-1 by meeting one of the alpha qualifications listed a. thru c., below.

a. Prior Federal Service and Currently Enlisted in PRSG (Eligible for OCS Candidate)--

- (1) Served in federal active duty or federal active reserve service.
- (2) Earned a baccalaureate degree from an accredited college or university.
- (3) Participated as an enlisted member of the PRSG for a minimum of one year.
- (4) Obtained a memorandum of recommendation from Battalion/Squadron Commander and CSM/CMSgt.
- (5) Approved for physical activity as evidenced by Report of Medical History (PRSG Form 2807-1) signed by Chief Medical Officer (CMO) physician.
- (6) Completed OCS at the PRSG Military Institute.
- (7) Upon Commissioning, Officer Basic Course (OBC) must be completed within the followings 1 year (12 month), or Commission will be withdrawn.

b. Non-Prior Federal Service and Currently Enlisted in PRSG (Eligible for OCS Candidate)--

- (1) Completed the PRSG Initial Entrance Training Course (IETC).
- (2) Earned a baccalaureate degree from an accredited college or university.
- (3) Participated as an enlisted member of the PRSG for a minimum of two years.
- (4) Obtained a memorandum of recommendation from Battalion/Squadron Commander and CSM /CMSgt.
- (5) Approved for physical activity as evidenced by Report of Medical History (PRSG Form 2807-1) signed by the Chief Medical Officer (CMO) physician.
- (6) Completed OCS at the PRSG Military Institute.
- (7) Upon commissioning, OBC must be completed within the following 12 months, or Commission will be withdrawn.

c. Non-Prior Federal Service and Completed 4-year ROTC/Corps of Cadets Program--

- (1) Earned a Baccalaureate Degree from an accredited college or university.
- (2) Completed 4 years ROTC/Corps of Cadet Program.
- (3) Obtained a memorandum of recommendation from Battalion/Squadron Commander and CSM/CMSgt.
- (4) Approved for physical activity as evidenced by Report of Medical History (PRSG Form 2807-1) signed by the Chief Medical Officer (CMO) physician.
- (5) Upon commissioning, OBC must be completed within the following 12 months or Commission will be withdrawn.

d. Non-Prior Federal or State Service/New Applicant with Professional Skills Criteria for appointment as a PSO such as Chaplain, Registered Nurse, Physician, Dentist, Physician's Assistant, Pharmacist, Nurse Practitioner, Health Care

Specialist, Registered Dietician, Chiropractor, Judge Advocate, Professional Engineer, Architect, or other specialized areas are outlined in Table 2-2 and PRSG Regulation 600-300.

2-9. Eligibility Criteria for appointment as Warrant Officer (WO-1) Appointment to Warrant Officer is not a path to obtaining an Officer Commission. Warrant Officers may apply for WOCS and complete the program to attain a Warrant Officer Commission. In addition to the general criteria listed in paragraph 2-1 and the eligibility criteria for officer appointments as shown in paragraph 2-2., the applicant must further qualify for appointment to Warrant Officer one (WO-1) by meeting the qualifications listed below.

a. Prior Federal Service and Currently Enlisted in PRSG--

- (1) Served a minimum of (3) three years federal service.
- (2) Completed 30 college credit hours at an accredited college or university.
- (3) Participated as an enlisted member of the PRSG for a minimum of one year.
- (4) Obtained rank of E-5 in PRSG.
- (5) Obtained a memorandum of recommendation from Battalion Commander and CSM.
- (6) Upon appointment, appropriate WOBC course must be successfully completed within the following 1 year (12 months) or the Warrant Commission will be withdrawn. (Appendix F)

b. Non-Prior Federal Service and Currently Enlisted in PRSG--

- (1) Served a minimum of (3) three years PRSG service.
- (2) Completed 60 college credit hours at an accredited college or university.
- (3) Obtained rank of E-5 in PRSG.
- (4) Must provide a memorandum of recommendation from Battalion Commander and CSM.
- (5) Upon appointment, appropriate WOBC course must be successfully completed within the following 1 year (12 months) or Warrant Commission will be withdrawn. (Appendix F)

Chapter 3

Promotions

3-1. General Promotions will only be made to the next higher rank. Promotion criteria will be based on potential for service in the next higher grade, efficiency, time in grade, demonstrated command and staff ability, military, and civilian education. Promotion will not be used solely as a reward for past performance. All members of PRSG must comply at list one (1) year /12 month of time in grade (TIG), in order to (IOT) maintain the new rank. Fail to comply with this required, the service member can be restored but with previous rank obtained. All promotion procedures will comply with the PRSGD Directive/Policy 13-300, Puerto Rico State Guard, Equal Opportunity (EO) and Equal Employment Opportunity (EEO) and will be made without regard to race, color, religion, sex, or national origin.

3-2. Responsibility It is the responsibility of Commanders to initiate the process for promotions of qualified members within their immediate command. A letter of recommendation must accompany PRSG Form 4187 through the chain of command with supporting documentation qualifying the member.

3-3. Recommendation

a. Appropriate. A member can only be recommended by his or her immediate Commander and by the MSC Commander for promotion to the next higher grade.

b. Inappropriate. In no case is it considered appropriate for a member to recommend oneself for promotion.

c. Promotion Packet. (See Appendix G for appropriate packet formation. Incomplete packets will not be accepted. The promotion packet consists of:

- (1) A letter of recommendation from MSC Commander (i.e., with an endorsement).
- (2) Personnel Action Request (PAB), PRSG Form 4187.
- (3) Copy of highest civilian education completed transcript or diploma.
- (4) Copy of Promotion Orders for current rank and grade
- (5) Copy of required Professional Military Education completed.
- (6) Copy of required FEMA course completions transcript.
- (7) Submit the Negative Certification of Child Support Case (ASUME).
- (8) Submit the Negative Certificate of Penal Record from Puerto Rico Police Bureau (PRPB).

3-4. Table of Distributions and Allowance (TDA) and Unit Manning Document (UMD) vacancy

A member can only be promoted if there is a vacancy in the TDA or UMD that the member is qualified to fill. Unit Table of Distributions and Allowance and Unit Manning Documents are found in PRSG 10 Series Regulations. Any exceptions must be approved by the Commanding General.

3-5. Enlisted Member Appointed as an Officer or Warrant Officer When an enlisted member is appointed an Officer or Warrant Officer, an honorable discharge certificate will be issued for the enlisted career.

3-6. Authority to Promote *Recognition of Promotion.* Commanders will wait for the Personnel Action Board to approve and PRSG-G1 to issue orders on all requests for promotions which are sent to PAB before announcing promotions or presenting the new rank insignias to their members. The effective date of the promotion is the date of the Commander's signature on the PRSG Form 4187. No "field" or "temporary" promotions are authorized. Promotion ceremonies are a formal event in the PRSG. See 3-10 and 3-11 for additional authority to promote not applicable to PAB requirements.

3-7. Rank Insignia A member will not wear the rank insignia of the next higher rank until the promotion order is issued by PRSG-G1 and received by the unit of assignment.

3-8. Exception to Policy

a. Waivers. Waivers are replaced by exceptions to policy. Exceptions to policy originate from the State Guardsman's O-6 Commander (not the individual) and are routed through the MSC's Commanders (Major Subordinate Command Commanders) to the President of the PAB. This request must be submitted in a memo format (See Appendix J) and explain the reason the exception is requested, the benefits to the PRSG of granting the exception, and verify that the guardsman is in good standing and meets all other requirements for promotion. The exception memorandum will be attached to the promotion request form as a coversheet. MSC Commanders are not delegated promotion authority under this paragraph. All requests will be forwarded to PRSG-G1, and a PAB will be convened for approval.

b. Civilian Education and Federal Service Requirements. All Officers, Warrant Officers, and Enlisted personnel are required to meet current criteria for promotion.

c. PME. There will be no exception to policy for PME.

d. FEMA Courses. There will be no exception to policy for FEMA courses.

e. Mandatory Courses. There will be no exception to policy for Cyber Awareness, Communication Secure, EO and EEO and Sexual Harassment annual courses.

3-9. Time-in-Grade (TIG) State Guardsman's time-in-grade represents a zone of consideration for promotion. At no time will a promotion be based solely on a member's time-in-grade.

3-10. Officer and Warrant Officer Promotions

a. Authority to Promote and Recognition of Promotion. Commanders will wait for the Personnel Action Board to approve and PRSG-G1 to issue orders on all requests for promotions which are sent to PAB before announcing promotions or presenting the new rank insignias to their members. The effective date of the promotion is the date of the Commander's signature on the PRSG Form 4187. No "field" or "temporary" promotions are authorized. Promotion ceremonies are a formal event in the PRSG.

(1) *Personnel Action Board (PAB).* A Personnel Action Board will be appointed by the CG, PRSG. The PAB will make recommendations to the CG, PRSG for promotions of all officers and warrant officers. Promotion to the grades of O-3 through O-6 and W-3 through W-5, or any promotion that requires an exception to policy, must be reviewed by PAB for recommendations to the Commanding General PRSG (Appendix J) The PAB will meet monthly and the MSC Personnel Officer (S1/A1) will be notified of the date for the following month PAB at the start of each quarter. PRSG PAB will conform to the requirements outline in the PRSG 22 Series Regulation, *Subject: Composition of Puerto Rico State Guard and Military Structure* and PRSG 10 Series Regulation *Subject: TDA and UMD Position and Vacancy Board*.

(2) *Promotion Packets.* An electronic packet consisting of the items in Appendix G. Promotion packet contents checklist is used at all levels to determine if a member is qualified for promotion. The packets must be reviewed by the S1 or A1 MSC personnel officer or senior NCO and then forwarded to the G1 promotions mailbox,

promotions@prsg.us for final review and quality evaluation before making the changes of the rank in the PRSG EMR. PRSG Form 4187 is used as the promotion order for all non-PAB promotions up to the grade of O-2 or W-2. The date on PRSG Form 4187 is the Date of Rank (DOR) for the member.

b. O-2 and W-2 Promotions. Unit/Company Commanders and Flight Commanders has the authority to initiate requests for promotion up to the grade of O-2 and W-2, provided the officer/warrant officer meets all criteria in this regulation. The completed promotion packet is submitted to the higher-level Battalion/Squadron Commander for approval. The Major Subordinate Commander (MSC) must recommend approval. Upon approval of the request on PRSG Form 4187 and submitted to the G1 promotions mailbox, *promotions@prsg.us*. Upon approval, the PRSG G1 officer can change the rank in the PRSG EMR. Wearing of the higher rank is not permissible until the unit commander has formally promoted the member.

c. O-3 Through O-5 and W-3 to W-4 Promotions. The Battalions and Squadron Commanders or has the authority to initiate requests for promotion of a member to the grade of O-3 through O-5 and W-3 to W-4 provided the member meets all criteria in this regulation. The completed promotion packet is submitted to the higher- level, Brigade, Air Group or Medical Command Commander for approval. After MSC level approval of the request on PRSG Form 4187 the MSC S1 submitted to the to the PAB mailbox, *pab@prsg.us* for review and final approval of the board. Upon approval the promotion by PAB, the PRSG G1 personnel officer can change the rank in the PRSG EMR. Wearing of the higher rank is not permissible until the Unit/Company or Flight Commander's, Battalion/Squadron Commander's or Brigade, Air Group or Medical Command has formally promoted the member.

d. Senior Officer's O-6 and CW-5 Promotions. The Commanding General of PRSG, has the authority to appoint and promote up to the grade O-6 or W-5, only with the endorsement of The Adjutant General of Puerto Rico National Guard.

(1) Appointment of officers will only be done to fill existing on Table of Distribution and Allowance (TDA) or Unit Manning Document (UMD) vacancies. TDA and UMD are found in PRSG 22-Series Regulation through PRSG 10-Series Regulation.

(2) All promotion procedures will comply with the PRSGD Directive/Policy 13-300, Puerto Rico State Guard, Equal Opportunity (EO) and Equal Employment Opportunity (EEO)

e. O-7 Promotions. The Military Code of Puerto Rico, Law 62 of June 23, 1969, is the authority for General Office appointment.

(1) Appointments are made at the pleasure of the Governor of Commonwealth of Puerto Rico with the advice of the Adjutant General of Puerto Rico National Guard.

(2) Appointment and promotion criteria for General Officer are listed in this regulation, Chapter 3-10, (n).

f. Time-in-Grade—

(1) *Federal Service.* An officer who was honorably discharged from federal service may count their time- in-grade for promotion consideration in the PRSG at the last grade held in federal service.

g. Officers with Professional Skills. Officers assigned within their professions must have a current ordination, certification or license and show a reasonable amount of continuing education within their professional field to be considered for promotion. PME requirements for all grades appointed above must be completed before promotion. Table 2-2 lists the PSO PRSG Regulation 600-300, Professional Skills Officers.

h. General Requirements for Promotion of all Officers and Warrant Officers. In addition to the general criteria listed in paragraph 2-1, all Officers and Warrant Officers should be considered for promotion based on their potential to assume additional responsibilities and the needs of the organization. For PME and FEMA courses requirements see Appendix F.

i. Promotion to O-2-- In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

(1) Medically fit to deploy.

(2) Certification of 80% drill attendance from date of current rank (averaged for TIG).

(3) Education. Earned a BA degree from an accredited institution.

(4) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.

(5) FEMA Course Completion. IS 100, 200, 700, 800, 42, 75, 97.

- (6) Completion of Basic Orientation Leadership Course (BOLC), Officer Candidate School (OCS), or Direct Commission Officer Orientation Course (DCOOC) for non-prior service members.
- (7) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (8) Completion of Web EOC training
- (9) Completion of Web Sexual Harassment Course.
- (10) Attendance at Annual Training (AT) and other required training events, approved, and documented by immediate Commander.
- (11) TIS, two (2) years
- (12) TIG O-1, (18) months

j. Promotion to O-3-- In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy.
- (2) Certification of 80% drill attendance from date of current rank (averaged for TIG).
- (3) Education. Earned a BA degree from an accredited institution.
- (4) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.
- (5) Completion of FEMA IS-75, 100, 200, 700, 800, 42, 75, 97, 520, 915, 2200.
- (6) Completion of Tabletop Exercise for MEMS Academy (Basic Badge) QL.
- (7) Completion of Captain Career Course (CCC) and Company Commander Pre-Command Course (CoCPCC) for Company or Unit Commanders.
- (8) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (9) Completion of Web EOC training
- (10) Completion Web Sexual Harassment Course
- (11) Attendance at Annual Training (AT) and other required training events, approved, and documented by immediate Commander.
- (12) Personnel Action Board (PAB), Board Selected (O-3)
- (13) TIS, five (5) years.
- (14) TIG O-2, two (2) year.

k. Promotion to O-4-- In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy
- (2) Certification of 80% drill attendance from date of current rank (averaged for TIG).
- (3) Education. Master's degree preferred from an accredited institution; NOT required.
- (4) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.
- (5) Completion of FEMA: AWR-160 Professional Development Serie.
- (6) Completion of Officer Advanced Leadership Course (ADLC), Intermediate Level Education (ILE); Command and General Staff Course Face I (CGSC) or federal equivalent and Battalion Commander Pre-command Course (BNCPCC), for Battalion Commanders
- (7) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (8) Completion of Web EOC training.
- (9) Completion Web Sexual Harassment Course.
- (10) Attendance at Annual Training (AT) and other required training events, approved, and documented by immediate commander.
- (11) Personnel Action Board (PAB), Board Selected (O-4)
- (12) TIS, nine (9) years.
- (13) TIG O-3, four (4) years.

l. Promotion to O-5-- In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy
- (2) Certification of 80% drill attendance from date of current rank (averaged for TIG).
- (3) Education. Master's degree preferred from an accredited institution; NOT required.
- (4) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.
- (5) Completion of FEMA: IS 300, IS 400.
- (6) Completion MEMS Academy for Senior Badge QL.

- (7) Completion of Command and General Staff Course Face II (CGSC) or federal equivalent and Brigade Commander Pre-Command Course (BDECPCC), for Brigade Commanders.
- (8) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC).
- (9) Completion of Web EOC training.
- (10) Completion Web Sexual Harassment Course.
- (11) Attendance at Annual Training (AT) and other required training events, approved, and documented by immediate commander.
- (12) Personnel Action Board (PAB), Board Selected (O-5)
- (13) TIS, fourteen (14) years.
- (14) TIG O-4, five (5) years.

m. Promotion to O-6-- In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy
- (2) Certification of 80% drill attendance from date of current rank (averaged for TIG).
- (3) Education. Master's degree preferred from an accredited institution; NOT required.
- (4) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.
- (5) Completion of FEMA: IS-908 and G-0402 NIMS ICS for senior's officers
- (6) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (7) Completion of Web EOC training.
- (8) Completion Web Sexual Harassment Course.
- (9) Attendance at Annual Training (AT) and other required training events, approved, and documented by immediate commander.
- (10) Personnel Action Board (PAB). If the O-5 is board selected for O-6, the officer must complete the Senior Service Course (SSC) or federal equivalent before being promoted to O-6. There will be no exception to policy for Senior Service Course.
- (11) TIS, nineteen (19) years
- (12) TIG O-5, five (5) years.
- (13) All O-6 Board selected needs the Puerto Rico National Guard Adjutant General endorsement

n. Promotion to O-7-- In addition to the general criteria listed in the Military Code of Puerto Rico, Law 62 of June 23, 1969, 25 L.P.R.A., The General Officer must meet all qualifications listed below to be considered for appointment.

- (1) All General Officer appointments are made at the pleasure of the Governor with the advice of the Adjutant General.
- (2) All candidates will be screened by The Adjutant General of Puerto Rico National Guard.
- (3) The CG, PRSG must meet with the coalification listed below to be considerate for a General Officer.
 - (a) Education: Earned a master's degree or PhD from an accredited institution and successful completion of an Intermediate Service School.
 - (b) FEMA Course Completion. IS 100, 200, 700, 800, 546, 547, 775, 300 and 400.
 - (c) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.
 - (d) Must have been:
 - (1) A United State citizen
 - (2) Served a minimum 15 years at PRSG or combined service as a Commissioned Officer in the National Guard, Regular Component of U.S. Military, or US Military Reserve Component.
 - (3) Must be resident on Puerto Rico minimum for the last two years

o. Promotion to W-2. The warrant officer must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy
- (2) Certification of 80% drill attendance from date of current rank (averaged for TIG).
- (3) Education. Earned a minimum 60 semester hours from an accredited institution.
- (4) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.
- (5) Completion of FEMA: IS 100, 200, 700, 800, 42, 75, 97.
- (6) Completion of the Initial Entrance Training Course (IETC) for non-prior service member or Warrant Officer Candidate School (WOCS) and Warrant Officer Basic Course (WOBC) or federal equivalent.
- (7) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (8) Completion of Web EOC training.

- (9) Completion Web Sexual Harassment Course.
- (10) Attendance at Annual Training (AT) and other required training events, approved, and documented by immediate commander.
- (11) TIS, six (6) years
- (12) TIG W-1, 24 months, or 2 years.

p. Promotion to W-3. The warrant officer must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy
- (2) Certification of 80% drill attendance from date of current rank (averaged for TIG).
- (3) Education. Earned a minimum 60 semester hours from an accredited institution or BS.
- (4) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.
- (5) Completion of FEMA: IS 100, 200, 700, 800, 42, 75, 97, 520, 915, 2200
- (6) Completion of Tabletop Exercise for MEMS Academy (Basic Badge) QL.
- (7) Completion of Warrant Officer Advance Course (WOAC) or federal equivalent.
- (8) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (9) Completion of Web EOC training.
- (10) Completion Web Sexual Harassment Course.
- (11) Attendance at Annual Training (AT) and other required training events, approved, and documented by immediate commander.
- (12) Personnel Action Board (PAB), Board Selected (W-3)
- (13) TIS ten (10) years
- (14) TIG W-2, 48 months, or 4 years.

q. Promotion to W-4. The warrant officer must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy
- (2) Certification of 80% drill attendance from date of current rank (averaged for TIG).
- (3) Education. Earned a BA/BS/MS degree from an accredited institution.
- (4) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.
- (5) Completion of FEMA: AWR-160 Professional Development Series, IS 300, IS 400.
- (6) Completion MEMS Academy for (Senior Badge) QL.
- (7) Completion of Warrant Officer Intermediate Level Education (WOILE); Command and General Staff Course Face I and Face II (CGSC) or federal equivalent.
- (8) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (9) Completion of Web EOC training.
- (10) Completion Web Sexual Harassment Course.
- (11) Attendance at Annual Training (AT) and other required training events, approved, and documented by immediate commander.
- (12) Personnel Action Board (PAB), Board Selected (W-4)
- (13) TIS, fourteen (14) years.
- (14) TIG, W-3, 48 months, or 4 years.

r. Promotion to CW-5. The warrant officer must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy
- (2) Certification of 80% drill attendance from date of current rank (averaged for TIG).
- (3) Education. Earned a BA/BS/MS degree from an accredited institution.
- (4) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements.
- (5) Completion of FEMA; IS-908 and G-0402 NIMS ICS for senior's warrants.
- (6) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (7) Completion of Web EOC training.

- (8) Completion Web Sexual Harassment Course.
- (9) Attendance at Annual Training (AT) and other required training events, approved, and documented by immediate commander.
- (10) Personnel Action Board (PAB), if the W-4 is board selected for CW-5 must complete with the Warrant Officer Senior Service Course (WOSSC) or federal equivalent before being promoted to CW-5. There will be no exception to policy for Warrant Officer Senior Service Course.
- (11) TIS nineteen (19) years.
- (12) TIG, W-4, 48 month or 4 years.
- (13) All CW-5 Board selected, needs the Puerto Rico National Guard Adjutant General endorsement.

Promotion to Chief Warrant Officer. In addition to the general criteria listed in paragraph 2-1, the applicant must further qualify for promotion to chief warrant officer by meeting the minimum qualifications listed below:

Grade	Minimum College	TIG
CW-2	60 Semester Hours	24 Mo as WO-1
CW-3	60 Semester Hours/BS	48 Mo as CW-2
CW-4	BA/BS/MS	48 Mo as CW-3
CW-5	BA/BS/MS	48 Mo as CW-4

3-11. Enlisted Personnel Promotions

a. Authority to Request Promotion. The Commanding General of PRSG has delegated the authority to promote E-1 to E-4 to PRSG MSC Commanders who may, in turn distribute and determine authority of subordinates, at their discretion. No “field or “temporary” promotions are authorized. Promotion ceremonies are a formal event in the PRSG. (For PME and FEMA requirements see Appendix F.)

b. Personnel Action Board (PAB). Promotion to the grades of E-5 through E-9, or any promotion that requires an exception to policy, must be reviewed by PAB for recommendations to the PRSG Commanding General (Appendix J). The PAB will meet monthly and MSC Personnel Officer (S1/A1) will be notified of the date for the following month PAB at the start of each quarter. PRSG PAB will conform to the requirements outline in the PRSG 22 Series Regulation, Subject: Composition of Puerto Rico State Guard and Military Structure and PRSG 10 Series Regulation, Subject: TDA and UMD Position and Vacancy Board.

c. Promotion Packets. An electronic packet consisting of the items in Appendix G. Promotion Packet Contents checklist is used at all levels to determine if a member is qualified for promotion. The packets must be reviewed by the S1 or A1 MSC personnel officer or senior NCO and then forwarded to the G1 promotions mailbox, promotions@prsg.us. for final review and quality evaluation before making the changes of the rank in the PRSG EMR. PRSG Form 4187 is used as the promotion order for all non-PAB promotions up to the grade of E-5. The date on PRSG Form 4187 is the Date of Rank (DOR) for the member.

d. E-2 Through E-4 Promotions. Unit/Company Commanders and Flight Commanders has the authority to initiate requests for promotion up to the grade of E-4, provided the member meets all criteria in this regulation. The completed promotion packet is submitted to the higher-level Battalion/Squadron Commander for approval. The Major Subordinate Commander (MSC) must recommend approval. Upon approval of the request on PRSG Form 4187, submitted to the G1 promotions mailbox, promotions@prsg.us. Upon approval, the PRSG G1 officer can change the rank in the PRSG EMR. Wearing of the higher rank is not permissible until the unit commander has formally promoted the member.

e. E-5 Through E-7 Promotions. The Battalions and Squadron's Commanders has the authority to initiate requests for promotion of a member to the grade of E-5 through E-7, provided the member meets all criteria in this regulation. The completed promotion packet is submitted to the higher-level Brigade, Air Group or Medical Command Commander for approval. After MSC level approval of this request on PRSG Form 4187, the MCS S1/ A1 submit to the PAB mailbox, pab@prsg.us for review and final approval of the board. Upon approval the promotion by PAB, the PRSG G1 personnel officer can change the rank in the PRSG EMR. Wearing of the higher rank is not permissible until the Unit/Company or Flight Commander's has formally promoted the member.

f. E-8 Through E-9 Promotions. The Battalions and Squadron Commanders or Flight Commanders has the authority to initiate requests for promotion of a member to the grade of E-8 through E-9 with the consent and approval of the PRSG CSM, provided the member meets all criteria in this regulation. The completed promotion packet is submitted to the higher-level Brigade, Air Group or Medical Command Commander for approval. After MSC level approval of this request on PRSG Form 4187, the MSC S1/A1 personnel officer submitted to the PAB mailbox, pab@prsg.us for review and final approval of the board. Upon approval the promotion by PAB, the PRSG G1 personnel officer can change the rank in the PRSG EMR. Wearing of the higher rank is not permissible until the unit commander has formally promoted the member.

g. PRSG CSM appointments. A PRSG CSM position can only be filled by an E-9. All PRSG E-9, Command Sergeant Major/Command Chief Master Sergeant CCMSgt positions are filled PRSG PAB review of qualified individuals. Before a member can be authorized to wear the insignia of Command Sergeant Major (CSM), Command Chief Master Sergeant (CCMSgt), Sergeant Major (SGM) or Chief Master Sergeant (CMSgt) they must be appointed to the authorized TDA or UMD position for that rank.

h. Distinctive Rank Insignia. Only a member who has an order from PRSG-G1 promoting or laterally appointing them to the position of First Sergeant, Command Sergeant Major, Command Chief Master Sergeant the TDA or UMD is authorized to wear the distinctive rank insignia for that position.

i. Promotion to E-2-- The enlisted must meet the qualifications listed below to be considered for promotion

- (1) Medically fit to deploy.
- (2) 80% drill attendance from date of current rank (averaged for TIG).
- (3) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements
- (4) Completion of FEMA IS-100, 200, 700, 800.
- (5) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (6) Completion of Web EOC training
- (7) Completion of Web Sexual Harassment Course.
- (8) Attendance at Annual Training (AT).
- (9) Completion of Initial Entrance Training Course (IETC).
- (10) TIS, 6 months.
- (11) TIG E-1, 6 months

j. Promotion to E-3-- The enlisted must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy.
- (2) 80% drill attendance from date of current rank (averaged for TIG).
- (3) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements
- (4) Completion of FEMA IS-100, 200, 700, 800.
- (5) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (6) Completion of Web EOC training
- (7) Completion of Web Sexual Harassment Course.
- (8) Attendance at Annual Training (AT)
- (9) TIS, one (1) year.
- (10) TIG E-2, six (6) months.

k. Promotion to E-4-- The enlisted must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy.
- (2) 80% drill attendance from date of current rank (averaged for TIG).
- (3) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements

- (4) Completion of FEMA IS-75, 100, 200, 700, 800, 42, 97, 520.
- (5) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (6) Attendance at Annual Training (AT)
- (7) Completion of Web Sexual Harassment Course.
- (8) Completion of Web EOC training
- (9) TIS two (2) years
- (10) TIG E-3 One (1) year * *All PRSG members with grade of E-4 are Specialist.*

l. Promotion to E-5-- The enlisted must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy.
- (2) 80% drill attendance from date of current rank (averaged for TIG).
- (3) Meet prescribed PRSG regulation 17-100, Height and Weight Standard requirements
- (4) Completion of FEMA IS-75, 100, 200, 700, 800, 42, 97, 520, 915, 2200.
- (5) Completion of Warrior Leader Course (WLC) or federal equivalent.
- (6) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (7) Completion of Web Sexual Harassment Course.
- (8) Completion of Web EOC Training
- (9) Attendance at Annual Training (AT).
- (10) Personnel Action Board (PAB), Board Selected.
- (11) Authorized TDA or UMD vacancy position for that rank.
- (12) TIS four (4) years.
- (13) TIG E-4 two (2) years.

m. Promotion to E-6-- The enlisted must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy.
- (2) 80% drill attendance from date of current rank (averaged for TIG).
- (3) Meet prescribed PRSG regulation 17-100 Height and Weight Standards requirements.
- (4) Completion of Advance Leader Course (ALC) or federal equivalent.
- (5) Completion of Tabletop for MEMS Basic Badge QL.
- (6) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (7) Completion of Web EOC training
- (8) Completion of Web Sexual Harassment Course.
- (9) Attendance at Annual Training (AT)
- (10) Personnel Action Board (PAB), Board Selected.
- (11) Authorized TDA or UMD position vacancy for that rank.
- (12) TIS seven (7) years
- (13) TIG E-5 three (3) years TIG.

n. Promotion to E-7-- The senior enlisted must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy.
- (2) 80% drill attendance from date of current rank (averaged for TIG).
- (3) Meet prescribed PRSG regulation 17-100 Height and Weight Standards requirements.
- (4) Completion of FEMA AWR-160, Professional Development Series.
- (5) Completion of Senior Leader Course (SLC) or federal equivalent.
- (6) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (7) Completion of Web EOC training
- (8) Completion of Web Sexual Harassment Course.
- (9) Attendance at Annual Training (AT)
- (10) Personnel Action Board (PAB), Board Selected.
- (11) Authorized TDA or UMD position vacancy for that rank.
- (12) TIS eleven (11) years.
- (13) TIG E-6, four (4) years.
- (14) Endorsed by Brigade CSM, Medical Command CSM or Air Group CCMSgt.

o. Promotion to E-8-- The senior enlisted must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy.

- (2) 80% drill attendance from date of current rank (averaged for TIG).
- (3) Meet prescribed PRSG regulation 17-100 Height and Weight Standards requirements.
- (4) Completion of FEMA IS-300, IS-400, and MEMS Senior Badge QL.
- (5) Completion of Mater Leader Course (MLC) and First Sergeant Course (FSC) for lateral appointments or federal equivalent.
- (6) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (7) Completion of Web EOC training
- (8) Completion of Web Sexual Harassment Course.
- (9) Attendance of annual training (AT)
- (10) Personnel Action Board (PAB), Board Selected.
- (11) Authorized TDA or UMD position vacancy
- (12) TIS fifteen (15) years.
- (13) TIG E-7, four (4) years.
- (14) Endorsed by PRSG Command Sergeant Major.

p. Promotion to E-9-- The senior enlisted must meet the qualifications listed below to be considered for promotion.

- (1) Medically fit to deploy.
- (2) 80% drill attendance from date of current rank (averaged for TIG).
- (3) Meet prescribed PRSG regulation 17-100 Height and Weight Standards requirements.
- (4) Completion of FEMA IS-908 and G-0402 NIMS ICS for CSM's
- (5) Completion of Sergeant Major Course (SGMC) and Command Sergeant Major Course (CSMC) or federal equivalent.
- (6) Completion of Web Cyber Awareness Course (CAC), and Communications Secure Course (COMSEC)
- (7) Completion of Web EOC training
- (8) Completion of Web Sexual Harassment Course.
- (9) Attendance of annual training (AT)
- (10) Personnel Action Board (PAB), Board Selected.
- (11) Authorized TDA or UMD position vacancy for that rank.
- (12) TIS nineteen (19) years.
- (13) TIG, E-8 four (4) years.
- (14) Endorsed by PRSG Command Sergeant Major

Chapter 4 Reductions

4-1. Authority to Recommend Reduction Any member may have his or her rank reduced by any Commander in the member's Chain of Command who has the authority to promote to the grade of the member whose rank is to be reduced.

4-2. Reductions

a. Involuntary. A member may have his or her rank reduced involuntarily. Some reasons for reduction in rank include, but are not limited to:

- (1) Absences
- (2) Failure to adapt or participate satisfactorily
- (3) Insubordination
- (4) Misconduct

4-3. Determination

a. Officer. The Personnel Action Board must approve a reduction in rank of Officers. If an Officer decides to join the Enlisted ranks, the board will decide which rank the member will be authorized to use. Field grade officers' reduction requires a Commander's inquiry.

b. Enlisted. All commanders in the enlistee's (E-2 thru E-6) direct chain of command through Major Subordinate Command level must approve the reduction in rank. E-7 thru E-9 reduction requires an AR 600-20 Commander's Inquiry.

Chapter 5

Retention and Relief

5-1. Retention of Field Grade Officer and Senior Officers A Senior Officer Board will meet on odd numbered years to review the performance of O-4, O-5, and O-6 to determine the potential of those Officers for assignments of greater responsibilities in the PRSG.

5-2. Retention of Warrant Officers, and Senior Enlisted Members The CG will convene boards that will meet on even numbered years to review the performance and determine the potential CW-4, CW-5 E-8 and E-9 members for retention in the PRSG. See Appendix H.

5-3. Maximum Age for Retention No member may serve in an active PRSG position past their 65th birthday unless annual medical approval is received from PRSG Medical Review Board.

5-4. Relief of Commanders Relief for cause of any field grade officer from command will require a Commander's Inquiry.

Chapter 6

Reassignments and Transfers

6-1. Reassignment Reassignment of a member from one TDA or UMD position to another within Major Subordinate Command or Detachments may be requested by the member or be decided by the chain-of-command with the approval of the MSC Commander or Detachment Commander. See also PRSG 10-Series Regulation.

6-2. Reassignment and Transfer

a. Between Units of Same MSC Command. Reassignment of a member between units of the same MSC Command may be requested by the member or be decided by the losing and gaining Commanders and approved by the MSC Command Commander.

b. Between MSC Commands. Transfer of a member between MSC Commands may be requested by the member and must be approved by the chain of command and the Commanding General. These individuals are ineligible for promotion for 6 months following a cross-MSC transfer. Individuals who transfer between MSC s must wait 36 months before requesting a second cross-MSC transfer.

6-3. Procedure for Transfer between Major Subordinate Commands (MSC)

a. A member requesting to be transferred must receive verbal approval from both the losing and gaining Major Subordinate Command Commander. The member will supply the gaining Commander contact information for the losing Commander.

b. The gaining Commander will contact the losing Commander for confirmation of the transfer. The gaining commander will supply the followings information to the losing Commander:

(1) New unit member is being transferred to.

(2) New Assignment as authorized position in TDA or UMD (PRSG 10 Series Regulation).

(3) Address to mail transfer request form (PRSG Form 4187) and changes the service member at the EMR file.

c. The gaining Commander will authorize the member to begin drilling with the new unit.

d. The losing Commander will notify their personnel Officer or admin NCO to initiate the transfer PRSG Form 4187. The losing Commander will sign the form, both the PRSG Form 4187 and changes the service member at the EMR.

e. The gaining Commander will sign the transfer form and forward it to PRSG HHQ for final approval.

f. Normal Command Tenure is 36 months. All Changes of Command will be coordinated with the PRSG Commander.

Chapter 7 Discharges

7-1. Statutory Authority Under the authority of Military Code of Puerto Rico, Law Number 62 of June 23, 1963, allows for a member to be discharged from the Puerto Rico State Guard (State Military Forces) according to regulations and policies adopted by the Adjutant General of Puerto Rico.

7-2. Authority to Discharge The personnel who have the authority to initiate a request promotion as listed in paragraphs 3-10 and 3-11 also have the same authority to initiate a request discharge the same grade of members.

7-3. Certificate and Order of Discharge On termination of the appointment of an Officer, Warrant Officer or terminating the enlistment of an Enlisted member in the Puerto Rico State Guard, they shall be given a copy of his or her PRSG Form 412 state military record and certificate of discharge and orders stating the character of the member service.

7-4. Classes of Discharge

a. Honorable. A form of discharge given under honorable conditions to a member of the PRSG whose service has been honest and faithful.

b. Administrative. A form of discharge given under honorable or dishonorable conditions depending on the circumstances. Administrative discharges under honorable conditions include, but are not limited to, discharging an officer, warrant officer or enlisted member of the PRSG due to a reduction in strength, inactivation, reorganization, consolidation, or conversion of units. This type of discharge may also be given when required documentation is not submitted or ineligible enlistment due to administrative error. Administrative discharges given under dishonorable conditions include, but are not limited to, actions causing embarrassment to the Puerto Rico State Guard or the Commonwealth of Puerto Rico. Also, anyone intentionally falsifying documentation required by the PRSG will be given an administrative discharge.

c. Other than Honorable. This type of discharge is a formal release from the PRSG without honor. It may only be given to a member upon conviction by a felony or no meeting PRSG requirement of conduct concurrence of the PRSG Commanding General (CG) and The Adjutant General of Puerto Rico (TAG).

7-5. Reasons for Discharge Since the PRSG is a voluntary organization, officers, warrant officers, or enlisted members may request discharge at any time. Members are highly encouraged to serve at least three years in the PRSG.

a. Resignation. A member may request discharge via written notice, email, or verbal communication to their immediate Commander or personnel officer. When the request of discharge is verbal, the immediate Commander has the authority to make a memorandum for record including the reasons for the service member decision, effective date and the immediate commander signature. The memorandum should be emailed with a PRSG Form 4187 through the chain-of command to PRSG-G1 to complete the resignation.

b. Hardship. A member may be discharged if membership in the PRSG is causing undue hardship. An honorable discharge is issued.

c. Change of Residence. A member may be discharged if the member moves out of state and an honorable discharge is issued unless disqualified. The same holds true for PRSG members who move within the Commonwealth of Puerto Rico but are too far for a PRSG unit to participate.

d. Incompatible Occupation. A member may request a discharge due to incompatible occupation. This reason is used when it is determined the member's participation in the PRSG sufficiently interferes with their civilian occupation. An honorable discharge is issued.

e. Physically or Mentally Disabled. If a member becomes physically or mentally unable to perform the duties of the position assigned, the member may be discharged. An honorable discharge is issued.

f. Unfitness. A member may be discharged for unfitness due to frequent incidents of a discrediting nature with civil or military authorities. These kinds of incidents include, but are not limited to, sexual perversion, drug addiction, an established pattern for shirking, an established pattern of failure to pay just debts, or an established pattern for failure to contribute adequate support to dependents. An administrative discharge is issued.

g. Intentional Omission. A member may be discharged for intentional omission or concealment of prior service, true citizenship status, a felony conviction by a civilian or military court, or any other information that is intentionally omitted to join the PRSG or to obtain a higher rank than is qualified to receive. An administrative discharge is issued.

h. Fraudulent Entry. A member may be discharged for entering fraudulent information on required appointment or enlistment PRSG documents. A member may also be discharged for providing fraudulent documents or changing information on legal documents. An administrative discharge is issued.

i. Underage. A member who joined the PRSG at the age of 17 or younger and is still underage will be released from the PRSG. An administrative discharge certificate will be issued.

j. Conviction of a Crime. Conviction of a crime as an adult or adverse adjudication as a juvenile will carry the same weight when a member is being considered for discharge by the PRSG. The member's immediate commander must submit a written recommendation as to what action should be taken. It may be in the best interest of the PRSG to retain the member. Discharge action may be initiated against a member under the following's circumstances:

(1) When convicted by civil authorities or action is taken that is tantamount to a finding of guilt of a felony. This includes a similar adjudication in juvenile proceedings.

(2) When specific circumstances or the offense warrants discharge.

k. Nonparticipation. A member will be discharged due to continued absence from military duty more than 6 months or 6 drills within a 12-month period. If the member did not provide a valid reason for the absence and did not notify the commander, they may be discharged. Members may be discharged for failure to turn in, or loss of, state-owned equipment. An Honorable Discharge is issued with a bar to re-appointment or re-enlistment.

l. Failure to Maintain at Puerto Rico Commonwealth a property. General discharge.

m. Deceased. An Honorable discharge certificate will be issued upon notification of member's death.

n. Ineligible Appointment or Enlistment. A member who is found to be ineligible and was appointed or enlisted through administrative oversight will have their appointment or enlistment voided.

o. Appointment or Enlistment in the Armed Forces of the United States. A member who joins the Armed Forces of the United States will be issued an honorable discharge.

p. Any Other Reason. A member may be discharged for any other reason indicated in the Military Code of the Commonwealth of Puerto Rico or by the CG, PRSG, The Adjutant General or the Governor of Puerto Rico. The CG will determine the type of discharge, PRSG.

7-6. Letter of Resignation. A member initiating their resignation from the PRSG is required to write a letter of resignation. (Submit via email). The letter should include the effective date of the resignation, the reason and member's signature. The letter should be hand-delivered or emailed to the member's immediate Commander and forwarded with a signed PRSG Form 4187 through the chain-of command to PRSG-G1.

7-7. Reduction in Rank or Dismissal. When a member is being discharged for other than honorable conditions, the separation authority has the prerogative to reduce the rank of the enlisted member to the lowest enlisted grade of E-1. Officers will be dismissed.

Chapter 8

Personnel Benefits

8-1. Awards

a. Purpose. The awards program is to provide recognition to members and units for acts of valor, exceptional service and achievements attained while serving in the Puerto Rico State Guard. Award of decorations, service medal commendation medal and ribbons, provide a powerful incentive to greater effort and are instrumental in building and maintaining *the moral* and *esprit de corps* in the PRSG service members.

b. Policy. The policy, criteria, and administrative procedures for awarding ribbons, certificates and badges are described in PRSG Awards Regulation 600-8-22. No hand delivered awards will be accepted, except for the appreciation coins or token from Flag's Officers, MCS Commander's, MSC CSM or CMSgt. All award submissions must be sent electronically to awards@prsg.us

c. Federal Awards. At no time will the PRSG provide awards, ribbons, or medals earned during federal service to any member.

8-2. Identification Cards

a. Purpose. ID Cards are to provide all members of the Active PRSG with viable proof of membership in the Puerto Rico State Guard and is for internal use only. It is a federal offense to use the Puerto Rico State Guard ID card in the Army or Air Force Exchange System (AAFES-PX), Fort Buchanan (AAFES), or the Camp Santiago Joint Maneuver Training Center (CSJMT) AAFES facility.

- b. Ownership.* Identification cards (ID) are property of the Puerto Rico National Guard and Government of Puerto Rico.
- c. Responsibility.* Commanders are fully responsible for ID cards issued to their subordinates and will inventory ID cards annually at the Soldiers Readiness Program (SRP) as part of a Personnel Asset Inventory (PAI).
- d. ID Issued.* An ID card will be issued when SM finishes the Initial Entry Training Course or Direct Commission Officer Orientation Course, the G1 must verify if the Member is in active status in the PRSG EMR Database.
- e. ID uses.*
 - (1) Identifies active members in the PRSG, a part of Puerto Rico State Guard.
 - (2) At no time will a Puerto Rico State Guard ID be used by its members to gain access to a federal military installation.
- f. Possession.* Members must always carry their PRSG ID cards while in uniform.
 - (1) When the service member wear civilian clothes as part of his or her official duties, should wear PRSG ID card issuing visible ID carrier. (e.g., at the PRSG office, special activities).
- g. Replacement.* Replacement cards will only be issued for the following's reasons:
 - (1) *Expiration.* Expiration of the period for which it was issued.
 - (2) *Loss, stolen or destruction of the card.* The member who is requesting a replacement of an ID card must provide a Puerto Rico Police Bureau complaint number, write, and signed statement explaining the circumstances of how the card was lost or destroyed. The statement will be given to the member's immediate Commander. The Unit Commander will verify that the request is valid and forward true the PRSG Provost Marshall. The Provost Marshall will evaluate the request and validate the information received. Once the information was validated, the Provost Marshall will request to replace the ID through the change of command of MSC personnel officer S1/A1 and for issuing a new ID card. The PRSG G1 will replace the new ID by an official memorandum from Provost Marshall and endorsed by the MSC S1/A1.
- h. Change of Information.* A request for a new ID card due to change of any data will be submitted through the personnel officer NCO and routed through the Major Subordinate Command (S1 or A1) personnel officer. The request should be submitted to the designated ID card email account (idcard@prsg.us) the old ID card must be returned to the personnel officer NCO upon receipt of new card.
- i. Disposition.* A member possessing an ID card shall relinquish it to their immediate Commander upon separation from the PRSG. The ID card will then be destroyed. Failure to return the ID card upon request may result in prosecution, discharge certificate withheld, and annotation in personnel file for future reference.
- j. Alterations.* No PRSG ID card shall be altered in any manner. Changes in status shall be accommodated by the issuance of a new ID card.

8-3. State Guard Association of Puerto Rico (SGAPR) The State Guard Association of Puerto Rico is a voluntary membership association whose mission is to promote and support to Puerto Rico State Guard, preserve and perpetuate the history and traditions of the Puerto Rico Military Forces. PRSG recognizes these as a voluntary military association, but prohibits any practice that involves or implies compulsion, coercion, influence, or reprisal in the conduct of membership campaigns. This prohibition includes repeated orientations, meetings, or similar counseling of persons who have chosen not to join after given a chance to do so. It also includes using membership statistics in support of supervisory influence.

8-4. State Guard Association of the United States (SGAUS). The State Guard Association of the United States is a voluntary membership association that fosters and supports the militia concept in the Constitution of the United States of America and aids and support to the duly authorized militias of the various states and territories. PRSG recognizes these as a voluntary military association, but prohibits any practice that involves or implies compulsion, coercion, influence, or reprisal in the conduct of membership campaigns. This prohibition includes repeated orientations, meetings, or similar counseling of persons who have chosen not to join after given a chance to do so. It also includes using membership statistics in support of supervisory influence.

Chapter 9

Soldier Readiness Program

9-1. Annual Soldiers Readiness Program (SRP)

- a.* No later than 30 January of each year, all members of the PRSG shall submit to the Units/Company or Flight Readiness NCO—
 - (1) Negative Certificate of Penal Record from Puerto Rico Police Bureau (PRPB) with no more than 30 days of valid.
 - (2) Negative Certification of Child Support Case (ASUME) with no more than 30 days of valid from Puerto Rico Agency.

- (3) Any other document requested from HHQ, including, but not limited to, professional licenses or certification applicable. (e.g., physician, registers nurses, lawyers, engineers, etc.)
- b.* Failure to submit or comply with the annual SRP requirements by 30 January deadline can result in flag status, disciplinary actions, and changes of the deployment status to NDPTEM.
- c.* All changes in deployable status (flags) shall be changed on the EMR. If there are questions or concerns referent of your deployable status, you shall contact your S1/A1 personnel officer or NCO to resolve such matters.
- d.* PRSG members may have legal issues that are effectively managed but may still require a legal clearance. PRSG members with questions about their status are encouraged to contact the Battalion Judge Advocate to resolve such matter.

9-2. Falsification of documents

- a.* All PRSG members are required to fully disclose all legal history to the best of their knowledge.
- (1) Failure to disclose—either in full or in part— can result in punitive action, including, but not limited to change of deployment status or disciplinary action.
- b.* PRSG members falsifying information on any PRSG official documents, Puerto Rico Government documents or any other official documents will be designated as NDPTEM pending for investigation, such an offense is punishable without limit to under the Military Code of Puerto Rico, PRSG Regulations, Directives, Instructions, or policies.

Chapter 10

Periodic Heath Assessment

10-1. Periodic Heath Assessment (PHA)

- a.* No later than 30 January of each year, all members of the PRSG shall submit to the MSC's Chief Medical Officer an updated of medical review using PRSG Form 2807-1 PDF or Verification of Health Status for the Periodic Heath Assessment (PHA) of all members of PRSG.
- b.* Failure to submit an updated PRSG 2807-1 by the 30 January deadline will result in the PRSG member's deployment status being changed to NDPTEM until the submission requirement is resolved. An incomplete PRSG Form 2807-1 may result in the PRSG members' deployment status being changed to NDPTEM.
- c.* All changes in health status shall be noted on the updated PRSG Form 2807-1 PDF. If there are questions or concerns noted on the Form 2807-1, the chief medical officer (CMO) will contact the PRSG member to resolve such matters.
- d.* PRSG members may have medical issues that are effectively managed but may still require evaluation for proper medical clearance. PRSG members with questions about their status are encouraged to contact the chief medical officer (CMO).
- e.* Any change in the health of a PRSG member requires the submission of an updated PRSG Form 2807-1 to the chief medical officer (CMO).

10-2. Falsification and Full Disclosure

- a.* All PRSG members are required to fully disclose all medical history and medications to the best of their knowledge. Failure to disclose—either in full or in part— can result in punitive action, including change of deployment status, disciplinary action, and/or waiving of rights related to worker's compensation benefits.
- b.* PRSG members falsifying information on the PRSG Form 2807-1 or in response to any other official request of medical information will be designated as NDPTEM pending investigation, such an offense is punishable under the Puerto Rico Military Code.

10-3. Consults

- a.* PRSG members with concerns about their health and/or medical fitness are encouraged to contact the chief medical officer (CMO) for a consult. All consults are confidential and protected under the Health Insurance Portability and Accountability Act (HIPAA). Following a CMO consult, the PRSG member may be referred to their primary care physician (OCP) for further examination and completion of a Health Status Verification form.

10-4. Command Directed Medical Review

- a.* The Commanders of a member's unit; or medical officer may direct a PRSG member to undergo a medical examination whenever, in the authority's opinion, the member's medical, physical, dental, or mental condition is such that an examination is indicated. (See PRSG Regulation 17-000, Figure 3-1).

10-5. Change to Deployable Status

a. The chief medical officer (CMO) may request that a PRSG member take a PRSG Physician's Verification of Health Status to their Primary Care Physician (PCP) for clearance at any time there is concern for the deployment status of the PRSG member. The PRSG member's commanding officer and PRSG Chief Surgeon will be notified that a Physician Verification has been requested. The chief medical officer (CMO) will re-designate a new deployable status for such member until the PRSG member's Health Status Verification form is completed, returned, reviewed and a determination is made relating to such matter.

10-6. On Duty/Deployment

a. In the event of injury/illness to a PRSG member (new or pre-existing) while on duty and/or in a deployed status, the commanding officer and/or a PRSG medical provider may order the member to seek medical attention. Failure to comply with will result in removal from duty, a change in deployment status to NDPTM, and subject the member to disciplinary action under the PRSG.

10-7. Waiver

a. Waiver requests for a change in deployment/ enlistment/ appointment/ retention status, may be submitted to the CMO (See PRSG Regulation 17-100, Figure 3-1).

b. Requests will be considered on a case-by-case basis.

c. Waiver requests that are denied may be reconsidered as follows:

(1) The PRSG member may request reconsideration in writing to the CMO within fifteen (15) calendar days of notification of the denied waiver.

(2) Request will include written documentation the member wishes considered in support of reconsideration.

(3) The PRSG Chief Surgeon will appoint a three-member panel of physicians to review the request for reconsideration.

(4) The panel's determination—which is final—will be made within forty-five (45) calendar days of receipt of the request for reconsideration.

Chapter 11

Administrative Procedures

11-1. Military Orders

a. Authority. PRSG-G1 will issue orders affecting all levels of command. Orders issued by higher levels of command will override any conflicting orders issued by lower levels of command.

b. Types.

(1) *Permanent Orders.* Only PRSG HHQ can issue permanent orders. Various types of permanent orders include, but are not limited to, the following:

(a) Establishment of the unit.

(b) Unit reorganization or deactivation actions.

(c) Record the awarding of the followings medals and ribbons:

(1) PRSG Medal of Valor

(2) PRSG Distinguished Service Medal

(3) PRSG Legion of Merit Medal

(4) PRSG Meritorious Service Medal

(5) PRSG Commendation Medal

(6) PRSG Achievement Medal

(7) PRSG Humanitarian Service Medal

(8) PRSG Soldier / NCO of the year Ribbon

(9) PRSG Community Service Ribbon

(10) PRSG Hurricane Maria Service Ribbon

(11) PRSG Good Conduct Medal

(12) PRSG Physical Fitness Ribbon

(13) PRSG Recruiting Ribbon

(14) PRSG Officer Professional Military Education Ribbon

(15) PRSG NCO Professional Military Education Ribbon

(16) PRSG Physical Fitness Ribbon.

(2) *Orders Issued by PRSG HHQ.*

(a) All personnel actions affecting officers and warrant officers. PRSG Form 4187, Action Personnel Form, will be submitted for actions affecting officers and warrant officers.

(b) All actions affecting enlisted members. PRSG Form 4187, Action Personnel, will be submitted for actions affecting for enlisted personnel up to E5.

(3) *Standing Orders.* Orders for an indefinite period issued by HHQ-G1 authorizing a member to wear his/her PRSG uniform and perform duties in relationship to his/her position in the PRSG. These duties are carried out at other times than at regularly scheduled events.

(4) *Rescission Orders.* Orders to rescind standing orders are issued when a member is no longer performing regular duties requiring the wearing of the uniform. An order to rescind is also issued to invalidate a previous order.

(5) *Employer Orders.* Orders for members as required for employers for drill, annual training, or other PRSG recognized events. These orders will be written for the specific date(s) of the event. Non-pay employer orders will not be written for individual community events without prior approval of immediate commander. Abuse of non-pay orders will not be tolerated and subject to disciplinary action.

c. Order Numbers.

(1) Order numbers will be utilized as appropriate for the type of order issued.

(2) Order numbers consist of the year, Julian date, followed by the number of the order created.

(Example: Order 143-01)

(3) The numbering of orders starts over each calendar year beginning 1 January. They do not restart based on the PRSG fiscal year of 1 September.

d. Distribution. After orders for personnel actions have been approved by the Personnel Action Board, distribution of the order will be made as follows:

(1) Headquarters, PRSG – Original order.

(2) Major Subordinate Command Headquarters Detachment (HHD) – 1 copy.

(3) Member affected by order – 1 copy.

11-2. Correspondence PRSG HHQ will use *AR 25-50 Preparing and Managing Correspondence*, for all Puerto Rico State Guard official correspondence.

11-3. Email The official PRSG e-mails are the official method of communication to use in the PRSG. The general procedures used on other correspondence should be followed when using the PRSG official email. PRSG members will NOT use civilian email systems for official correspondence.

11-4. Electronic Personnel File

a. Purpose. An electronic personnel file, referred to as a EMR file, is a chronological history of a member's activity while a member of the PRSG.

b. Responsibility. All official EMR files will be maintained by PRSG HHQ G1. EMR files will not be maintained below the Major Subordinate Command level. Major Subordinate Command S1, A1, the section can keep the following: training records, PT test, promotions, and awards. Members are encouraged to keep a copy of their own member files. All other documents can be forwarded to G1 for inclusion in the permanent EMR file. Everyone is responsible for the safekeeping and privacy of these files. All social security numbers should be redacted down to last 4 (excluding the social security card).

c. Documents. The official EMR file will consist of initial application documents, transcript of civilian education, professional certification or license, documentation of prior military service, personnel action forms, awards documentation, and a picture of the member. Only documents and records pertaining to the member's PRSG service or qualifications will be kept in the member's official EMR file.

d. Distribution. The official EMR file will be kept on each member at PRSG HHQ. All original documentation will be forwarded to PRSG HHQ with electronic versions kept at Major Subordinate Command level only.

e. Access. Information from EMR files may only be given out to authorized personnel of the PRSG on a need-to-know basis only. A member may request to view his or her own file, but the procedure must be done in the presence of the personnel officer/NCO responsible for the file or a leader in the member's chain of command. The time of the viewings will be scheduled with the G1 through their Change of Command.

f. Disposition upon Transfer or Reassignment. Upon issuance of orders to transfer or reassignment of a member, the losing unit will inventory the member's personnel records for accuracy and completeness, post them to date, and forward them directly to the gaining unit within 30 days.

g. Disposition upon Discharge or Separation. When a member of the PRSG is discharged for any reason, the S1, A1 will forward any convenient copies to PRSG HHQ. The PRSG G1 will store the discharged member's EMR file in the PRSG Cloud Storage Military Files

h. Confidentiality. Shall be always maintained on medical and personal information. Refer to policy on laptops and encrypted only flash drives. Need to handle personnel and medical records separately.

11-5. Unit Files. Battalion/Squadron Headquarters Detachment's personnel sections at every level are required to maintain file copies of documents, records, and publications applicable to the operation of their unit. Unit files will normally be maintained an electronic version. They will be available for inspection by representatives from higher headquarters, the Inspector General of the PRSG or the Adjutant General' representatives. The items listed below are the minimum files maintained by each unit personnel section. Some items listed may not be applicable to every unit.

Electronic Personnel Files.

Description	Section
Training Records	Personnel & Admin
PT Records	Personnel & Admin
Weapons qualifications, and certification	Personnel & Admin
Orders	Personnel & Admin
Orders Issue ed by MSC Commanders	Personnel & Admin
Orders Issue ed by MSC Commanders	Personnel & Admin
PRSG Regulations	Personnel & Admin
End of Month/Quarter Reports	Personnel & Admin
Reports of Command Inspection	Commander
Alert Roster	Operations
Operation Plans	Operations
Annual Training Program	Operations
Training Progress Chart	Operations
Quarterly Training Schedule	Operations
Area Studies	Operations
Area Maps	Operations
State-Owned Property Records	Supply
Locally Acquired Property Records	Supply
Directive Memorandums	All Sections
Informative Memorandums	Personnel & Operations
Correspondence Letters	Personnel
Standing Operating Procedures	Personnel & Operations

11-6. Blank Forms

a. Website. The forms used most often by PRSG personnel are available online at // [www. http.prsg.us /official form.pdf](http://www.http.prsg.us/official%20form.pdf). Everyone will utilize automated forms from the PRSG Database to fill in the forms before printing rather than printing the forms then writing the information in by hand. Handwritten forms are unacceptable. Accession packets, Form 4187s, and all monthly Commander Update Briefing (CUB) reports will be available online.

b. Procurement. Automated forms may be downloaded from the PRSG website. The rest of the forms may be obtained from the next higher-level headquarters. Only the most current revisions of the forms are to be used.

c. Duplication. All forms may be reproduced. If a form is printed on both sides of one sheet of paper, then the copy of the

form must be printed the same way.

11-7. Routing of Reports and Requests All routine requests and reports must be routed through chain of-command.

11-8. Worker's Compensation (CFSE)

- a.* Leaders at all levels are responsible for the reporting of injuries involving a PRSG member who is activated for state active duty by a JTF-PR directed deployment order or attending drill under a HHQ PRSG approved unit training schedule. The member's attendance must have been documented on a command-certified duty reporting document at the beginning of such duty.
- b.* An incident must be reported within 12 hours of its occurrence; failure to do so may affect possible worker's compensation benefits. When an incident/injury occurs, a member must immediately notify their "front line supervisor". This is the leader with direct supervisor of the injured person, not the higher chain of command. The supervisor will immediately call the PRSG G1 and PRSG Safety Officer (SO), at (787) 731-3633 Ext.1464 to report the circumstances of the injury (the who, what, when and where of the accident).

Chapter 12

State Active-Duty processing

12-1. State Active-Duty Orders and Pay Processing

- a.* In preparation for missions where service members will be authorized State Active Duty Pay (mobilizations for emergencies or other authorized events) The MSCs will provide to PRSG G1 a secure database listing of all assigned personnel. This database listing will be used to issue SAD pay orders. The HHQ-G1 will submit the military orders for activated service members.
- b.* Activated SM can provide the military order to their civilian employer to notify employers of required attendance and or mobilization.
- c.* The PRSG G1 will be responsible for preparing the database file, reviewing all necessary paperwork and orders, and providing the State Comptroller all required documents for SAD pay processing.
- d.* During extended missions, a SAD payroll will be processed by the PRNG J1 in a joint with PRSG G1 assigned personnel every 15 days.

12-2. State Active-Duty In-Processing Upon state activation, the MSC S1/ A1, personnel will be responsible to send to PRSG G1 an Alert Roster with the SM who completed the annual PHA and SRP (see PRSG Instruction 16-100, 16-200), all PRSG members needs to be good standing for in-processing. All the personnel arriving at the designated in-processing site for in-processing will consist of verifying service members present for duty, verifying members personal information, to include, but not limited to home of record (HOR), PRSG Form 93, Emergency Contact Information, Puerto Rico Driver's License, Puerto Rico State Guard ID, PRSG Form 2807-1 Medical Review and be in good standing for Negative Certification of Child Support Case with no more than 30 days of valid and Negative Certificate of Penal Record from Puerto Rico Police Bureau with no more than 30 days of valid. (See also PRSG Instruction 16-300 and 16-400) and copies of SAD pay orders. Only those service members that are in the Active Database will be mobilized for State Active Duty or missions authorized State Active Duty pay.

- a.* When possible, a central point of in-processing will be used by all MSC's. This center point of in-processing allows Commanders more control and accountability of those service members being activated. In addition, a central in-processing provides service members a consistent starting and ending point for personnel actions.
- b.* During in-processing Service Members will review and verify personal information and provide any required documents. The SM member will receive a copy at their request and the original signed order will go to PRSG G1.

12-3. State Active-Duty Out-Processing Upon completion of the mission, all personnel will report back to the out-processing location where they will be out-processed or released. During out processing, the PRNG J1 personnel in a joint with PRSG G1 designated personnel, will again verify the members address and all dates of SAD. Service members will sign the release documentation and once all administrative duties are accomplished, service members will be released from SAD and travel to their HOR.

- a.* *PRSG Form 21*-Certificate of Release or Discharge from Active Duty. PRSG G1 designated personnel will complete the PRSG Form 21 for each SM after SAD Release or Discharge.
- b.* Pay for all service members activated for State Active Duty in support of emergency missions will be accomplished within 30 days after the completion of Active Duty.

12-4. State Active-Duty Strength Reporting

- a.* Formatted strength report from JTF-PR will be utilized for each SAD mission. This is an attachment to the FRAGO.
- b.* Reports will be emailed to pre-designated email (sad.strenghtreport@prsg.us) at times required by the mission according to FRAGO/OPORD.

Appendix A PRSG Commissioned Officer's and Warrant Officer's Authorized Rank & Abbreviation.

ARMY OFFICER RANK	AIR FORCE OFFICER RANKS	WARANT OFFICER RANK
 SECOND LIEUTENANT (2LT)	 SECOND LIEUTENANT (2 Lt.)	 WARRANT OFFICER 1 (WO-1)
 FIRST LIEUTENANT (1LT)	 FIRST LIEUTENANT (1 Lt.)	 CHIEF WARRANT OFFICER 2 (WO-2)
 CAPTAIN (CPT)	 CAPTAIN (Capt.)	 CHIEF WARRANT OFFICER 2 (WO-3)
 MAJOR (MAJ)	 MAJOR (Maj.)	 CHIEF WARRANT OFFICER 2 (WO-4)
 LIEUTENANT COLONEL (LTC)	 LIEUTENANT COLONEL (Lt. Col.)	 CHIEF WARRANT OFFICER 2 (CW2)
 COLONEL (COL)	 COLONEL (Col.)	
 BRIGADIER GENERAL (BG)	 BRIGADIER GENERAL (Brig. Gen.)	

Appendix A PRSG Enlisted and Airman Authorized Rank & Abbreviation.

ARMY ENLISTED RANK		AIR FORCE ENLISTED RANK	
	PRIVATE (PV2)		AIRMAN (Amn)
	PRIVATE FIRST CLASS (PFC)		AIRMAN FIRST CLASS (A1C)
	SPECIALIST (SPC)		SENIOR AIRMAN (SrA)
	SERGEANT (SGT)		STAFF SERGEANT (SSgt)
	STAFF SERGEANT (SSG)		TECHNICAL SERGEANT (TSgt)
	SERGEANT FIRST CLASS (SFC)		MASTER SERGEANT (MSgt)
	MASTER SERGEANT (MSG)		SENIOR MASTER SERGEANT (SMSgt)
	FIRST SERGEANT (1SG)		CHIEF MASTER SERGEANT (CMSgt)
	SERGEANT MAJOR (SGM)		COMMAND CHIEF MASTER SERGEANT (CCM Sgt)
	COMMAND SERGEANT MAJOR (CSM)		

Appendix B

Definitions

Accredited - This is recognition by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA) that the institution or program meets quality standards. In the U.S. there are three types of accreditations: Regional, National and Specialized or Professional accreditations. A full list of the accrediting agencies that the U.S Department of Education and CHEA recognize is available online.

Applicant – A member who voluntarily applies for appointment or enlistment in the PRSG.

Below the zone (BTZ) - is a competitive early promotion offered to personnel who stand out from their peers and perform duties at a level above their current rank.

CDC – A Career Development Course is an Air Force specialty course. These courses are not accepted or approved by PRSG-G1 as PME for promotion or award.

Combat Duty Uniform (CDU) – Generic term for ACU, ABU, utility, or any other Class C combat uniform worn by a specific branch of service.

Commander –Members in command of a unit. That means command time is an actual assignment and performance as a commander of a Company, Flight, Squadron, Battalion, Group, Wing, Brigade, Regiment, or Major Subordinate Command.

Conscientious Objector – A member who refuses to serve in the armed forces or bear arms on moral or religious grounds.

Correspondence – All forms of written communication.

CG – Commanding General.

Disloyal Acts – Actions that demonstrate absence of allegiance, devotion, obligation, faith, or support against state or federal government.

EMR

Electronic Military Record

Excess – A status an officer holds while waiting for a vacancy in a position on the Table of Distribution and Allowance (TDA) or Unit Manning Document (UMD) for which the officer is qualified to fill.

Initial Entry Training Course (IETC) – Basic military training for enlisted members who are not prior service or have not completed basic training when they were prior service.

Memo – A short term used for memorandum.

MSC – Members are assigned either to the Major Subordinate Command of PRSG Army, Air, Medical Command.

Officer – A member appointed a commission in the Puerto Rico State Guard. The term “Officer” used herein will include both Officers and Warrant Officers.

OCS – Officer Candidate School, a multi-month course. Consisting in a combination of online class and field training exercises for entry level leaders to be commissioned as Second Lieutenants.

Operational Camouflage Pattern (OCP) – Generic term for CDU, BDU, ABU or any other Class C combat uniform worn by a specific branch of service.

PAB – Personnel Action Board (formerly the Personnel Action Screening Board)

PAI – Personnel Asset Inventory

PPI – Protected Personal Information

PME – Professional Military Education

Puerto Rico Military Forces – Combined military forces located in the Commonwealth of Puerto Rico composed of the Puerto Rico Army National Guard, Puerto Rico Air National Guard, and Puerto Rico State Guard.

PRSG MI – Puerto Rico State Guard Military Institute.

Shirk - To evade the performance of an obligation.

Sound Mind – Having the ability to reason and make good judgmental decisions.

Subversive Acts – Attempts to overthrow the government or political system by secretly working from within the organization.

TDA- Table of Distribution and Allowance refers to the specific PRSG 10 Series Regulation listing of authorized position for PRSG Army Component fill.

UMD – Unit Manning Document refers to the specific PRSG 10 Series Regulation listing of authorized position for PRSG Air Component fill.

Unit - A few members organized hierarchically into groups of various sizes for functional, tactical, and administrative purposes. Examples of the most common units in the PRSG are Company, Detachment, Brigade, Flight, Squadron, Group, and Headquarters.

Upper-Level Degree – Master’s degree or equivalent from accredited institution.

Warrior Leader Course (WLC) – Leadership course emphasizing the skills and knowledge small-unit leaders need to excel in contemporary operational environment.

WOCS – Warrant Officer Candidate School, a multi-month course. Consisting of a combination of online class and field training exercises for entry level leaders to be commissioned as Warrant Officer.

Appendix C

Reference

- a.* AR 25-50 Preparing and Managing Correspondence.
- b.* PRSG Regulation 600-8-22 State Guard Awards.
- c.* PRSG Regulation 22-4, Organization and Functions of the Multifunctional Brigade of Puerto Rico State Guard.
- d.* PRSG Regulation 22-7, Organization and Functions of the Air Component of Puerto Rico State Guard.
- e.* PRSG Regulation 22-9, Organization and Functions of the Medical Command of Puerto Rico State Guard.
- f.* PRSG Regulation 10-4, TDA and UMD Position and Vacancy Board of the Puerto Rico State Guard.
- g.* PRSG Regulation 20-1, Puerto Rico State Guard Complaint Management System.
- h.* PRSG Regulation 20-10, General Inspections of Puerto Rico State Guard Units.
- i.* PRSGD Directive/Policy 13-300, Puerto Rico State Guard, Equal Opportunity (EO) and Equal Employment Opportunity (EEO).
- k.* PRSGD Directive/Policy 10-100, Puerto Rico State Guard, Prevention of Sexual Harassment Policy.

Appendix D

MALE: Height and Weight Table						
Height (inches)	Height (feet)	Minimum Weight (regardless of age)	Maximum Weight			
			17-20 years	21-27 years	28-39 years	40 years and over
60	5' 0"	100	160	162	164	167
61	5' 1"	102	166	168	170	174
62	5' 2"	103	170	173	176	179
63	5' 3"	104	176	178	182	185
64	5' 4"	105	182	184	188	191
65	5' 5"	106	187	190	193	197
66	5' 6"	107	193	196	199	204
67	5' 7"	111	200	202	206	209
68	5' 8"	115	206	208	212	215
69	5' 9"	119	212	214	217	222
70	5' 10"	123	217	221	224	229
71	5' 11"	127	223	227	231	235
72	6' 0"	131	230	233	237	242
73	6' 1"	4187	236	239	244	248
74	6' 2"	139	243	246	251	255
75	6' 3"	143	250	253	258	262
76	6' 4"	147	256	260	265	269
77	6' 5"	151	263	267	271	276
78	6' 6"	153	270	274	278	284
79	6' 7"	159	277	281	285	290
80	6' 8"	166	284	288	293	298

Appendix E

WOMEN: Height and Weight Table						
Height (inches)	Height (feet)	Minimum Weight (regardless of age)	Maximum Weight			
			17-20 years	21-27 years	28-39 years	40 years and over
58	4' 10"	90	129	132	137	140
59	4' 11"	92	133	137	141	145
60	5' 0"	94	138	141	146	146
61	5' 1"	96	143	146	151	155
62	5' 2"	98	148	152	158	160
63	5' 3"	100	153	158	162	166
64	5' 4"	102	158	162	167	170
65	5' 5"	104	162	167	171	176
66	5' 6"	106	168	173	177	182
67	5' 7"	109	171	177	183	186
68	5' 8"	112	177	183	189	192
69	5' 9"	115	182	187	193	198
70	5' 10"	118	187	193	199	204
71	5' 11"	122	192	198	204	209
72	6' 0"	125	198	204	210	216
73	6' 1"	128	204	209	216	222
74	6' 2"	130	210	217	223	228
75	6' 3"	133	216	223	230	235
76	6' 4"	136	223	230	237	240
77	6' 5"	139	229	236	243	247
78	6' 6"	141	235	242	248	253
79	6' 7"	144	240	247	255	260
80	6' 8"	147	246	253	261	267

Appendix F

REQUIRED PROFESSIONAL MILITARY EDUCATION

Discrepancies between this chart and language defaults to language that exists in the Chapter as appropriate.

TO BE PROMOTED TO GRADE	TIME IN GRADE	REQUIRED PME COURSE	REQUIRED FEMA COURSES
E-1	6 mo.	IETC	IS 100, 200, 700, 800.
E-2	6 mo.	IETC	IS 100, 200, 700, 800.
E-3	1 year	IETC	IS 100, 200, 700, 800.
E-4	2 years	IETC	IS 100, 200, 700, 800, 42, 97, 520.
E-5	3 years	WLC	IS 100, 200, 700, 800, 42, 97, 520, 915, 2200.
E-6	4 years	ALC	MEMS Basic Badge QL.
E-7	4 years	SLC	AWR-160 Series
E-8	4 years	MLC, FSC	IS 300, IS 400. MEMS Senior Badge QL
E-9	----	SGMC, CSMC	IS-908 and G-0402 NIMS ICS for CSM

TO BE PROMOTED TO GRADE	TIME IN GRADE	REQUIRED PME COURSE	REQUIRED FEMA COURSES
W-1	24 mo.	IETC, WOCS	IS 100, 200, 700, 800.
W-2	48 mo.	WOBC	IS 100, 200, 700, 800, 42, 75, 97
W-3	48 mo.	WOAC	IS 100, 200, 700, 800, 75, 42, 97, 520, 915, 2200. MEMS Basic Badge QL
W-4	48 mo.	WOILE CGSC Faces I & II	AWR-160 Series and IS 300, IS 400. MEMS Senior Badge QL
W-5	----	WOSSC	IS-908 and G-0402 NIMS ICS for Senior's Warrant.

TO BE PROMOTED TO GRADE	TIME IN GRADE	REQUIRED PME COURSE	REQUIRED FEMA COURSES
O-2	18 mo.	OCS, DCOOC, BOLC	IS 100, 200, 700, 800, 42, 75, 97
O-3	4 years	CCC, CoCPCC	IS 100, 200, 700, 800, 75, 42, 97, 520, 915, 2200. MEMS Basic Badge QL
O-4	5 years	ADLC, ILE CGSC Face I, BNCPCC	AWR-160 Series.
O-5	5 years	CGSC Face II, BDECPCC	IS 300, IS 400 MEMS Senior Badge QL.
O-6	----	SSC	IS-908 and G-0402 NIMS ICS for Senior's Officers.

Appendix G
Promotion Packets Checklist.

1	PRSG Form 4187 completely and correctly filled in and signed.
2	Letter of recommendation from Battalion or MSC commander (Appendix K).
3	Copy of transcript or diploma from accredited institution of highest civilian education.
4	Color Copy of PRSG military identification card.
5	Copy of FEMA or PREMA preparing Puerto Rico transcript or certificates (not less than the minimum required).
6	Copy of DD-214, NGB 22 or other relevant prior military service documents.
7	Copy of highest PME certificate of completion or letter from the PME registrar indicating course completion.
8	Certification there has been at least 80% attendance at drills and required training events—including AT—averaged over the TIG period.
9	Completed PRSG automated Height, Weight, Standard Form.
10	Any additional documents related to experience, education, and training relevant to performance in the PRSG. This includes counseling statements and all laudatory and derogatory information.
11	Copy of promotion order for current rank and grade.
12	Submit the Negative Certification of Child Support Case (ASUME).
13	Submit the Negative Certificate of Penal Record from Puerto Rico Police Bureau.

a. Personnel packets for the promotion board must:

- (1) Be submitted electronically to *promotions@prsg.us*
- (2) No hand delivered packets will be accepted.
- (3) All documents will be in one email as one file (e.g., pdf format).

Appendix H
Retention Packets.

1	PRSG Form 4187 completely and correctly filled in and signed.
2	Letter of recommendation from (O-6) MSC Commander (Appendix K).
3	Copy of transcript or diploma from accredited institution of highest civilian education.
4	Color copy of PRSG military identification card.
5	Copy of FEMA or PREMA preparing Puerto Rico transcript or certificates (not less than the minimum required).
6	Copy of highest PME certificate of completion or letter from the PME registrar indicating course completion.
7	Any additional documents related to experience, education, and training relevant to performance in the PRSG. This includes counseling statements and all laudatory and derogatory information.
8	Submit the Negative Certification of Child Support Case (ASUME).
9	Submit the Negative Certificate of Penal Record from Puerto Rico Police Bureau.

a. Personnel packets for the retention boards must:

- (1) Packets must be submitted electronically to: *retentionboard@prsg.us*
- (2) No hand delivered packets will be accepted.
- (3) All documents will be in one email as one file (e.g., pdf format).

Appendix I
Physical Training (PT) Standards

PUSH UPS											
AGE	18+	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62-66	67+
MALE	15	14	13	11	11	8	7	5	3	1	1
FEMALE	5	4	3	3	2	2	2	2	1	1	1
SIT UPS											
AGE	18+	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62-66	67+
MALE	21	19	17	15	13	12	11	10	9	8	7
FEMALE	20	18	16	14	12	11	10	9	8	7	6
1-MILE WALK / RUN											
AGE	18+	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62-66	67+
MALE	11:13	11:42	12:11	12:40	13:09	13:37	13:52	14:00	14:35	14:50	15:05
FEMALE	13:23	13:52	14:50	16:02	16:32	17:00	17:15	17:30	17:51	18:05	18:35

a. The Army Physical Fitness Test Scorecard can be found at the following link:

- (1) <http://armypubs.army.mil/eforms/pdf/a705.pdf>
- (2) Strongly encouraged for promotion.

Appendix J
Exception to Policy Memorandum Format



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

PRSG-OFFICE SYMBOL

Day Month Year

MEMORANDUM FOR MSC Commander, Tabonuco #2 GAM Tower San Patricio, Guaynabo, Puerto Rico 00968.

SUBJECT: Exception to Policy for Rank, Last Name, Name, Last 4 SS.

1. This memorandum forwards you may strongest recommendation that Rank, Last Name, Name, last 4 SS be granted. An exception to policy (describe specific policy exception) in Puerto Rico State Guard Command.
2. State the reason for the exception, must include the benefits to the Puerto Rico State Guard for ganging the request. Verify the State Guardsman is in good standing and meet all other requirements for promotion.
3. Rank, Last Name current holds the Table of Distribution and Allowance/ Unit Manning Document position of line = XX, Position Title, Branch and C Unit.
4. The following information has been verified pertaining to Rank, Last Name, Name:
 - a. Time in Service (TIS): X Years X months.
 - b. Date of Current Rank: dd mm yyyy.
 - c. Time in Grade: X years, X Months.
 - d. Age: XX (dd mm yyyy)
 - e. Education: Member meet with all required FEMA and PME. Requirements.
 - f. Negative Certification of Child Support Case with no more than 30 days of valid from ASUME Agency
 - g. Negative Certificate of Penal Record from Puerto Rico Police Bureau with no more than 30 days of valid.
5. POC for this, is undersigned at xxxxx@prsg.us or by phone (xxx) xxx-xxxx.

FIRST, LAST
RANK, BRANCH
Commander

Appendix K.
Commander's Letter of Recommendation Format



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

PRSG-OFFICE SYMBOL

Day Month Year

MEMORANDUM FOR RANK NAME, NAME OF BOARD OR TITLE, ATTN: PRSG-X-BOARD, XX@prsg.us.
Tabonuco #2 GAM Tower San Patricio, Guaynabo, Puerto Rico 00968.

SUBJECT: Letter of Recommendation to the xxx Board on behalf of Rank Last, Name, First Name, (last 4).

1. This memorandum forwards you my strongest recommendation that Rank Last Name, First Name, be promoted to XX.
2. Use this paragraph to describe reasons why this member should be considered for promotion.
3. Use this paragraph to certify the member meets the standards in either Appendix
4. Use this paragraph to verify the member has attended a minimum of 80% of drills.
5. Use this paragraph to verify the following:
 - a. Time in Service: # years, # months
 - b. Date of Current Rank: dd mm yyyy.
 - c. Time in Grade: # years, # months
 - d. FEMA classes: Transcript preferred; certificates accepted.
 - e. Professional Military Education: Military education, prior service military education, i.e., certificates, DD214 or NGB 22.
 - f. TDA or UMD vacancy to which the individual will be assigned upon promotion.
 - g. Negative Certification of Child Support Case with no more than 30 days of valid from ASUME Agency
 - h. Negative Certificate of Penal Record from Puerto Rico Police Bureau with no more than 30 days of valid.
6. POC for this, is undersigned at xxxxx@prsg.us or by phone (xxx) xxx-xxxx.

FIRST, LAST
RANK, BRANCH
Commander

UNCLASSIFIED