

HUMAN RESOURCE OFFICE

ACTIVE GUARD/RESERVE (AGR) BRANCH



Maryland Army National Guard

AGR HANDBOOK

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INTRODUCTION

1. This handbook has been assembled to assist you and your dependents in becoming familiar with the AGR military duty program of the Maryland Army National Guard. It is a consolidated source of information and is intended to provide an overview of the AGR program and to provide information for personnel participating in or managing the AGR program. It highlights some of the benefits and services available to you as well as discussing your rights and responsibilities as an employee of the Federal Government.
2. This handbook is not intended to be the sole document utilized for the management of the AGR program. It is not designed or intended to replace any existing or forthcoming official publications concerning the AGR program. AR 135-18 and NGR 600-5 are the governing directives for the AGR program. Program guidelines, benefits, and applicable NGB and State of Maryland regulations are subject to change. The AGR Branch of the Human Resource Officer (HRO) will keep you informed of changes.
3. Information provided herein is of a general nature. Questions concerning specific details of the program management, and operations should be addressed to your immediate supervisor. Supervisors needing additional information can contact MDNG-AG-HRO at DSN: 576-6112 commercial 410-576-6112/6114.
4. Because you are a member of a professional team that provides vital services to the citizens of Maryland as well as the nation, your job is important. Every year hundreds of individuals turn to us for protection or assistance. We must strive to do our jobs to the best of our abilities. Keep in mind that it is the policy of this department to provide prompt, courteous, and equal service to all. Good luck with your career in the AGR program and with the Maryland Army National Guard.

ABSENT WITHOUT LEAVE (AWOL)

AWOL - Absent Without Leave, AWOL is any period of time a service member is absent from their assigned duty position without permission from/or knowledge of the service members supervisor. AWOLs are not counted as good time and is measured in day increments. All pay and entitlements are terminated during the AWOL period. AWOL status constitutes sufficient reason for a service member to be separated from the AGR program.

ARMY EMERGENCY RELIEF (AER) GUIDELINES

REFER TO P&G LTR #39

AWARDS AND DECORATIONS

1. Policy, processing procedures, and approval authority for federal awards are referenced in MDARNG Regulation 672-1 and AR 600-8-22. Full-time (state) is considered to be for active Federal service purposes. However, AGR personnel are not entitled to those Federal awards and decorations specifically designed for the "Drilling Guardsmen/Reservists".
2. Enlisted personnel are eligible for the Good Conduct Medal upon recommendation of their unit commander. However, AGR personnel are not eligible for the award of the Army Reserve Component Achievement Medal while they are serving on AGR tour.
3. The Army Achievement Medal must be approved at the major command levels by an O-6 commander.
4. AGR personnel are eligible to wear State awards and decorations.

BENEFITS

1. Members of the AGR program and their dependents are entitled to the same benefits as your active duty counterpart. Included in this package are the following:
 - a. On-post government quarters if available.
 - b. Legal Assistance. This is available at any Armed Forces Staff Judge Advocate Office.

- c. Post Exchange and commissary privileges.
- d. Use of Armed Forces Recreational Areas and/or recreational equipment.
- e. Membership in Officer or NCO clubs.
- f. Educational assistance at Post Education Center.
- g. Use of on-post gymnasiums, swimming pools, golf courses, etc.
- h. Utilization of Space Available Seating on military aircraft.
- i. Other items too numerous to mention

CLOTHING ISSUE AND ALLOWANCE

1. Enlisted - All enlisted personnel will receive credit for a monthly clothing allowance after being on active duty for six continuous months. They will receive this payment in lump sum on their LES (Leave and Earnings Statement) on their yearly anniversary date coming onto AGR tour. Example: Individual starts his/her AGR tour on 18 November 1990., their eligibility date for their uniform allowance would be 17 November 1991 and each year from then on. While in AGR program, all clothing must be purchased by the individual.

a. FTRF personnel who have obtained the PMOS 79T and are certified by the Recruiting and Retention Office, are entitled to one complete Army Dress Green Uniform and a supplemental monetary allowance to purchase an Army Dress Blue Uniform. Certification must be mailed from the RRM Office to USP&FO direct.

2. Officers - An application for payment for active duty uniform allowance can be made upon entry into the AGR program. This application is only for officers who have not received any type of active duty uniform allowance within the last two years. It will be forwarded thru this office to USP&FO for Maryland for payment. The form must be read carefully prior to being signed. If officer is on an initial appointment of Active Duty, the form used can be obtained from the Human Resource Office.

CONTINUATION BOARDS

1. AGR Continuation Boards will be established to review and evaluate the records of AGR members prior to completion of each tour of duty in the AGR program.
2. The board after reviewing the records will make its recommendation to the State Adjutant General, final approval authority, as to whether the individual should be extended in the AGR program.
3. HRO/AGR office will insure that all records appearing before Tour Continuation Boards have been screened by unit personnel. The AGR office will not forward to the board, records that have the following personnel action flags:

APFT Failures.

- b. Soldier not meeting current height/weight standards.
 - c. Soldier failing to meet MEP requirements.
 - d. Soldier failing to meet PDP requirements.
4. The HRO Office will notify in writing those soldiers who have been continued or failed to be continued in the AGR program.

DURING SERVICE ENTITLEMENTS

1. SPECIAL AND INCENTIVE PAY: Members of the AGR program can receive special or incentive pay based upon the type of job they may perform or in the area in which they serve. This pay will appear on their monthly LES (Leave and Earnings Statement).
 - a. Aviation Career Incentive Pay (ACIP) is paid to aviation officers to encourage them to continue their service in the aviation field. Rates will vary on years of service.
 - b. Flight Pay (Fly Pay Crew) Officer/Enlisted members may qualify for flight pay if they have skills that are authorized flight pay and are performing jobs that require flying as a crew member.

c. Hazardous Duty Incentive Pay (HDIP) is paid to members who perform certain hazardous jobs, such as a parachutist or demolitions expert. A member may receive up to two (2) HDIPs under certain conditions.

d. Proficiency, Special duty, and incentive pay are paid to personnel who serve in critical skills or special assignments. Example: Doctors, Drill Sergeants, Retention NCOs and Recruiters.

e. Under certain conditions, when ordered to TDY from normal duty stations, members are authorized per diem and travel allowances in accordance with Joint Travel Regulations for specific amounts determined from the DD 1351-2 (Travel Voucher), which must be submitted to USP&FO NLT 10 days after completion of travel.

2. PAY OPTIONS: There is only one pay option for the service member.

a. Check mailed to soldiers address. NO LONGER AVAILABLE. This option was available only to soldiers entering the AGR Program prior to 1986.

b. Sure Pay/Direct Deposit. MANDATORY. This pay option is the only one available for soldiers entering the AGR program from 1986 to Present. Your pay is electronically transmitted directly the financial institution of your choice. The forms required for this transaction are the DA Form 3685-R and the SF Form 1199A.

3. INSURANCE: Individuals on active duty are covered under the Servicemen's Group Life Insurance (SGLI) program for \$250,000.00, unless they elect to participate in a lesser amount or decline the insurance completely. Upon retirement, the SGLI may be converted to Veteran's Group Life Insurance (VGLI) within 120 days of release from active duty.

4. DIC: Dependency and Indemnity Compensation (DIC) is paid to survivors of service members who die in the line of duty while on active duty. It may also be paid to survivors of veterans who die of service connected causes and to the survivors of some totally disabled veterans. Payments are made monthly and are based on the pay grade of the deceased. Additional payments may also be made for dependent children.

5. DEATH GRATUITY: A lump-sum death gratuity is payable to the spouse of a service member who dies on active duty. It is also paid if the death is a result of a service-connected disability which occurs within 120 days of discharge or retirement. If there is no surviving spouse, the gratuity is paid to surviving children, parents, sisters, or brothers. The death gratuity equals 6 months' basic pay plus incentive and special pays (including proficiency and hostile fire pay) at the rate to which the decedent was entitled on date of death, but not less than \$800.00 nor more than \$6,000.00.

DUTY HOURS

Full time military duty personnel work the same scheduled hours as their technician counterparts. Additional duty may be scheduled beyond normal duty hours if the mission requires it. The soldiers immediate full-time supervisor will determine the work schedule.

EQUAL OPPORTUNITY

All AGR personnel will be free from discrimination based on race, color, creed, religious preferences, sex, political affiliation, length of service, employment status, or non-disqualifying age or handicap. The objective of equal opportunity is to insure fair treatment of all soldiers based on merit, fitness, capability, and potential, which supports readiness.

EXIT BRIEFING

An Exit Briefing will be conducted in the Human Resource Officer with all personnel leaving the AGR Program. This briefing is part of the separation process prior to going to FGGM FA&AO for their final pay. This will include interstate transfers, retirements discharges, etc.

FINANCIAL ASSISTANCE FOR EDUCATION

1. All AGR personnel are authorized for educational benefits. Personnel in grade E-5 thru E-9 with less than 14 years active federal service are eligible to have 90% of their tuition paid. All other personnel including officers are eligible for 75% tuition paid. Contact your local post educational center for further details on how to apply.

2. The State Education Officer, located at the Fifth Regiment Armory can also help you to see if you would qualify for the State of Maryland Tuition Assistance Program.

FINANCE - MILITARY PAY AND ALLOWANCES

1. AGR personnel are paid through the active duty Joint Uniform Military Pay System - Joint Service Software (JUMPS-JSS).

2. AGR personnel will receive pay according to their grade and length of service. Individuals will receive BAQ, BAS, VHA appropriate to their grade.

3. You are required to have direct deposit of your paycheck. Standard Form 1199A can be obtained at the bank of your choice. SF Form 1199A along with DA Form 3685-R (Pay Options) will be submitted to the USP&FO for Maryland by transmittal letter for processing.

4. ALL TRANSACTIONS AFFECTING YOUR PAY CAN BE FORWARDED DIRECTLY TO THE USP&FOR FOR MARYLAND FOR PROCESSING. BE SURE TO PUT ALL DOCUMENTS ON A TRANSMITTAL LETTER FOR TRACKING PURPOSES.

5. AGR personnel are authorized to reside in government owned housing. If government housing is utilized, than BAQ and VHA payments are not authorized.

6. Variable Housing Allowance (VHA) is an offset of a soldiers BAQ. It is determined by the soldiers duty station zip code, what he/she is paying for rental/lease, principle and interest, rank and martial status. It is your responsibility to complete a new DA Form 5960 when ever any of these items changes. TIMELY SUBMISSION OF CHANGES WILL DECREASE THE CHANCE OF A FUTURE PAY PROBLEM.

7. AGR soldiers may be paid twice a month, (mid-month pay and the 1st of the month), or once a month (the first day of the month) if so desired.

HEALTH CARE

1. All AGR soldiers are entitled to health care benefits at any uniformed services facility.

2. Dependents of AGR Soldiers are entitled to Health Care benefits under TRICARE. In order to qualify for TRICARE, dependents must be enrolled into DEERS (Defense Enrollment Eligibility Reporting System) and have valid ID cards.

3. More information is available in your TRICARE Handbook or by contacting TRICARE at 1-888-999-5195.

HOME LOANS

1. The Veterans Administration will guarantee loans made by commercial lenders to eligible veterans for the purpose of buying a home. Included are mobile homes, mobile home lots, some types of condominiums and improvements on existing homes. The loan guarantee benefit is available to World War II, Korean conflict and Vietnam era veterans who served on active duty for at least 90 days. Other veterans who served between wars or after 7 May 1975, must have served at least 181 days on Title 10 active service with any branch of the service to qualify for a Certificate of Eligibility. Unmarried surviving spouses of veterans who died while on active duty or from a service connected disability may also qualify for loan guarantee benefits.

2. To find out if you qualify for a VA Loan, take a copy of your DD 214 from active duty with you to your nearest VA Office.

IDENTIFICATION CARDS

1. The DD Form 2 (Active) ID Card, next to your drivers license, is the most important document that you will carry in your wallet. It identifies you as a member of the Armed Forces and also entitles you to an array of benefits and privileges that will follow you through your military career in AGR status and into civilian life when you retire or separate.

2. ID cards are the means of identification for all rights, benefits, and privileges to which individuals are entitled., such as, medical care, fiscal matters, legal matters, post exchange and commissary benefits.

3. Lost ID Cards should be reported immediately to the Personnel Service Branch so that appropriate actions may be taken to replace them.

LEAVE ACCRUAL (CASH-IN)

1. The cashing in of Accrued Leave is authorized for enlisted AGR soldiers who are being continued on their initial AGR Tour. The maximum number days authorized for payment is 60 days throughout their military career. If you have already been paid leave days on or after 10 February 1976, you will only be entitled to the remainder not paid for.

2. Submission for payment of accrued leave is accomplished by completing DA Form 3340-R and submitting this form to the AGR Branch along with your Initial AGR continuation packet. Payment will be made when your tour continuation orders go into effect. Cashing in leave is authorized only during this period. Individuals separating from the AGR Program may wish to be paid for unused leave days provided they have not already cashed their leave prior to separation.

LEAVE AND PASS POLICY

REFER TO P&G LTR #15

LEGAL ASSISTANCE

1. All AGR members and their families are entitled to received legal assistance at any Armed Forces Legal Assistance Office (Staff Judge Advocates Office). Services are provided in areas such as marriage/separation/divorce, adoptions, bankruptcy, consumer affairs, debtor-credit problems, tax assistance matters, landlord-tenant problems, home purchases, wills and civil litigations.

2. If you have difficulties in contact a military attorney, use the chain of command to seek assistance. You may contact a Judge Advocate Legal Assistance Officer at the nearest military installation.

MATERNITY CARE, PROFILING, AND COUNSELING OF PREGNANT SERVICE MEMBERS

REFER TO P&G LTR #36

MEDICAL CARE (AGR MEMBERS) - ARMY

REFER TO P&G LTR #14

MILITARY EDUCATION PROGRAM (MEP/PDP)

REFER TO P&G LTR #26

MILITARY JUSTICE - DISCIPLINE

1. AGR soldiers are subject to the State Militia Code of Military Justice while serving in AGR status Title 32 USC 502 (f). Disciplinary guidance for AGR members is given in MDNG Regulation 27-3, and NGR 600-5.
2. All AGR members are expected to maintain standards of conduct required of all military personnel, regardless of assignment, and to avoid conflicts and the appearances of conflicts between private interests and official duties.
3. AGR personnel are required to review NGR 600-5 and will be given an oral standards of conduct briefing during their initial in-processing into the AGR Program. Thereafter commanders and supervisors are required to provide the AGR member with the required semi-annual Standards of Conduct briefing. Documentation must be maintained to show this requirement was accomplished.

NON-RENEWAL OF TOUR

1. Reasons for Non-Renewal. An AGR soldier may be denied renewal of his/her AGR tour if such denial is in the best interest of the MDARNG, even if the individual's conduct or performance during the current tour would not warrant early termination under NGR 600-5. Reasons for non-renewal of tour include, but are not necessarily limited to:
 - a. Change in mission requirements.
 - b. Lack of potential for future performance.
 - c. Untrainability. These are individuals who were found to be lacking the ability or aptitude and required frequent or continued special instructions or supervision in order to accomplish their prescribed duties relating to their immediate jobs.

d. Unsuitability. These are individuals whose conduct or performance demonstrates they may be unsuitable for continued military service in the AGR Program. Evidence of unsuitability may include frequent involvement in minor misconduct; inaptitude for AGR service; inability to expand efforts constructively in AGR assignment; apathetic attitude towards job or duties; AWOL losses of equipment or clothing; substandard personal appearance or hygiene; continuous indebtedness with repeated late payments or reluctance to pay which reflect upon the reputation of the military services; frequent traffic violations; misuse of sick call or sick leave without medical justification or excuse; inability or failure to follow orders; shirking duties; lack of cooperation with fellow soldiers or involvement in frequent difficulties with them; disinterest in duties; or inadaptability to military life.

e. Performance. These are individuals whose performance of duties do not measure up to, or maintain, the high standards expected of full-time personnel. The reasons may include a failure of the member to respond to counseling or the opportunity to improve his/her duty performance to required standards.

f. Does not have a valid NAC/Security Clearance.

g. Failure of APFT (Army Physical Fitness Test).

h. Failure to complete required MEP (Military Educational Program) or PDP (Professional Development Program).

i. Medical reasons.

ORIENTATION AND SPONSORSHIP OF NEW AGR SOLDIERS

REFER TO P&G LTR #34

OUTSIDE EMPLOYMENT

SEE APPENDIX E-1 & E-2

PCS MOVES

1. PCS moves are authorized by the Joint Travel Regulation (JTR). PCS moves are only authorized one time during a fiscal year.
2. PCS moves and authorizations for moves will be handled on case by case basis as the situation arises.

PERFORMANCE REPORTS

1. Performance rating procedures for AGR personnel OER's and NCOER's are periodic evaluations. They will correspond with published rating schemes from the unit or organization.
2. Procedures for preparation and submission of reports will be found in the following directives:
 - a. Officer/Warrant Officers: AR 623-105
 - b. Enlisted Personnel : AR 623-205
 - c. AR 135-18 and NGR 600-5.

PHYSICAL REQUIREMENTS (APFT)

REFER TO P&G LTR #38

POLITICAL ACTIVITIES

1. The following guidelines regarding political activities are published for the information of all AGR members. Rules governing political activities of service members are found in DOD Directive 13344.10 entitled "Political Activities by Members of the Armed Forces". The directive, supersedes all individual service regulations whenever discrepancies between the DOD directive and service regulations occur.
2. A member in AGR status MAY NOT:
 - a. Contribute money to the campaigns of presidential nominees or other partisan political candidates.
 - b. Use his/her official authority or influence to interfere with elections by affecting their outcome, soliciting votes for a

particular candidate or issue, or requiring or soliciting political contributions from others.

c. Be a candidate for or hold civil office.

d. Seek, while in AGR status a civil office to be held upon termination of his/her AGR tour.

3. A member of the AGR Program MAY:

a. Register, vote, and express his/her personal opinion on political candidates and issues, but not as a representative of the armed forces.

b. Register and vote while in uniform.

c. Make monetary contributions to political organizations such as state or national political parties.

d. Attend partisan and nonpartisan meetings or rallies as a spectator when in uniform.

e. Encourage others to vote, but not for a particular candidate.

f. Join a political club and attend meetings in civilian attire.

g. Serve in local part-time, nonpartisan civil office with permission of the service secretary or his/her designee.

h. Sign a petition for legislation or place the name of the candidate on a ballot, but not as a member of the armed forces and as long as it does not obligate the member to partisan political activity.

i. Express views to news reporters while off duty, not in uniform, and not as a member of the armed forces.

j. Write personal letters (not for publication) expressing preference for a specific political candidate or cause, as long as it is not part of a letter writing campaign on behalf of the candidate or cause.

PRIVACY ACT

Members of the AGR workforce are protected under the Privacy Act. This means that without written permission, information considered private (like SSN, home address, home telephone number, etc) cannot be released to any private company, individual or government agency that does not have a need to know. Government agencies with a need and right to know will be given full cooperation.

PROMOTIONS (AGR)

REFER TO P&G LTR #35

REASSIGNMENT OPPORTUNITIES

1. Military personnel (AGR) who are interested in being reassigned to another position in the same grade or lower grade in which are FULLY QUALIFIED should prepare a letter in format (SEE APPENDIX C-1) and submit it to this office.
2. These requests will be maintained by the HRO Office. An update will be established each fiscal year, and reassignment requests will be maintained only for the current fiscal year.
3. The positions that can be considered are any positions on the staffing guide (funded and not funded) commensurate with the pay grade of the position currently held by the AGR member. Personnel who are overgrade for the position they hold, can request reassignment to any position up to the grade currently held.
4. If you are considering more than one (1) position, you must submit a request form for each position desired.
5. When a vacancy occurs, the supervisor of the vacancy may make a selection from the names provided him/her by this office. If no selection is made, then the position may be filled by another method.
6. Permanent change of station (PCS) allowance will be authorized to the AGR member who is reassigned to the vacancy if entitled to same by current travel regulations.

RECRUITMENT AND SELECTION

1. When vacancies exists for fill by an AGR, there are two (2) methods for recruitment and selection:

a. Advertised Jobs - A vacancy announcement will be prepared for the specific position listing all basic prerequisites for consideration including military qualifications, grade restrictions etc. and distributed throughout the state to be posted on unit bulletin boards.

b. Non-Advertised Jobs - The State Adjutant General is authorized to fill Army AGR positions with qualified and competent personnel without publishing vacancy announcements. SF 52 will be submitted to the HRO Office for evaluation and possible fill utilizing current STAP listings.

2. Personnel applying for initial entry AGR tours must meet all the basic eligibility requirements outlined in AR 135-18 and NGR 600-5.

REDUCTION IN FORCE (RIF)

RIFs are not expected any time in the future, but they should be mentioned. A RIF is the loss of positions (jobs) or grades within the work force. Redocumentation of positions are done by NGB. Every effort will be made to place all individuals into positions to retain them and their grade. If that is not possible, then every effort will be made to reassign personnel in the best interests of the individual and the agency. If a RIF occurs where individuals are placed in lower graded positions, they may remain in grade for a period not to exceed one (1) year from effective date of the reorganization or until AGR tour termination date, whichever occurs first. The AGR member who has not been assigned to a position authorizing the higher grade at the end of one year will be administratively reduced or separated from the AGR program accordingly.

RESTORATION RIGHTS (MILITARY TECHNICIAN)

1. If a Military Technician was selected for an AGR tour he/she may, if eligible, exercise restoration rights to a Military Technician position. Individuals will not be restored to

technician status solely for the purpose of gaining entitlements to a new period of restoration rights.

2. Military Technicians who separate from technician employment to enter the AGR Program have restoration rights for five (5) years.

3. You must apply for restoration rights within 90 days from end of AGR tour. State must restore the technician within 30 days from the date of application.

4. NGB will not allocate additional manpower authorizations.

RETIREMENT

1. 20 years satisfactory service in the AGR program is creditable as qualifying service for an Active Duty retirement.

2. AGR commissioned and warrant officers will retire after completing 20 years Active Federal Service unless extended by proper authority.

3. Mandatory retirement for enlisted ranks are as follows:

E-6 and Below	20 Years of Active Service
E-7	24 Years of Active Service
E-8	27 Years of Active Service
E-9	30 Years of Active Service

4. Requests for retirement must be submitted by the individual soldier. An application for retirement may be submitted six (6) months before individual qualifies for retirement.

5. All individuals retiring from the AGR Program are entitled to receive an immediate annuity with all rights and privileges of the Retired Regular Military except VA benefits (unless medically discharged). Personnel cannot receive retired reserve pay at age 60 if they are already retired from Active Duty.

6. State retirements have no relationship to an Active Duty retirement and are authorized.

7. Military retirees are accorded a number of privileges. These privileges are not guaranteed and may not be extended to retirees at all times. Retirees family members who are entitled to ID Cards are also eligible for privileges. With exception of commissaries, retirees may be excluded from using facilities deemed inadequate. Commissaries are open to retirees at all installations in the United States, regardless of adequacy. The same is usually true of exchanges. Facilities such as recreational service activities, libraries, open messes, chapels and theaters, golf courses are usually open to retirees. Legal assistance is available for personal purposes but not for businesses.

RIGHTS OF THE INDIVIDUAL

1. All military personnel have the right to register complaints orally or in writing with the Inspector General. All complaints will be acknowledged and action taken to protect the interests of the individual(s) concerned and/or the Government.
2. Individuals are encouraged to discuss their problems or grievances with their Commanding Officer or immediate supervisor first. However, personnel who have a complaint which they do not wish to discuss with their supervisor or commander will be permitted direct contact with the Inspector General of their military command.
3. Complaints may be registered with the Inspector General at the following address:

Maryland Army National Guard
Attn: Inspector General
Fifth Regiment Armory
29th Division Street
Balto, MD 21201-2288

SECURITY CLEARANCES

1. All AGR personnel must have a current favorable National Agency Check (NAC), or one initiated upon entry into the AGR program. The individual must meet the security clearance requirements of the MTOE/TDA position and grade held. If the

clearance request has not been acted on by NGB, the individual will be given a one year extension. A copy of the request must accompany the request for extension. If there is not copy of the request for clearance, and there is no clearance, initial AGR tour orders will not be issued.

2. If no clearance or a favorable NAC is on file, and neither has been requested, then the individual will not receive an extension order. This will result in the individual being released from the AGR Program.

3. If the results of the investigation are unfavorable, the state will notify the HRO Office, which will in turn take immediate action to terminate the individual's tour.

SEPARATIONS

1. All separations, voluntary and involuntary from the AGR Program will be governed by NGR 600-5. All members are expected to complete their period of duty specified in the AGR orders unless terminated early from AGR status.

2. Early termination from the AGR program will be accomplished as follows:

a. Voluntary Termination. Personnel in AGR status may request early release from the program by submitting a written request through command channels to HRO at least 15 days in advance of termination date. If approved by the Adjutant General, appropriate orders will be issued by MDNG-AG-HRO. Termination of AGR status does not effect the remaining MDARNG enlistment contract, and the individual will return to his or her unit of assignment for continued Guard membership. Once voluntarily separated from the AGR program, all soldiers are ineligible for an AGR tour for a period of one (1) year.

b. Involuntary Termination. Personnel in AGR status may be involuntarily terminated from such status when their degree of efficiency, manner of performance of duty, military conduct, or the commission of any derogatory act would require such action. A

recommendation for involuntary termination may be submitted at any time by the individuals supervisor/commander.

(1) Commanders at all levels may submit recommendations for involuntary termination through command channels to the Chief of Staff for consideration.

(2) Intermediate commanders will recommend approval/disapproval, indicating the reasons, and forward it to the next higher headquarters as soon as possible.

(3) AGR personnel may be released under the provisions of the Selective Retention of ARNG Officers or Enlisted Selective Retention Programs.

(4) The Adjutant General will review all recommendations and make final decision on the matter.

(5) Once separated Involuntarily from an AGR tour, an individual is ineligible for an AGR tour. No waivers authorized.

SUBSTANCE ABUSE

Substance abuse (alcohol and drugs) will not be condoned. The objectives are to prevent abuse of alcohol and other drugs, identify alcohol abuses and other drug abuses as early as possible, and restore military alcohol abusers and other drug abusers to effective duty, or separate rehabilitation failures from military service.

SURVIVOR BENEFIT PLAN

Privileges continue after the retirees death for family members who remain eligible for ID Cards, but retirement does not. Participation in the Survivor Benefit Plan (SBP), however, will ensure that as much as 55 percent of retirees pay continues to go to survivors. SBP is relatively inexpensive, considering the potential benefits. The cost and benefits paid depend on the base amount and beneficiary category selected by the retiree. An important feature of SBP is the cost of living adjustment. The base amount, benefit and cost are adjusted whenever retirement pay is, by the same percentage. Although the retiree is not taxed on

the portion of retirement pay that is dedicated for SBP, the benefits are taxable, Members on active duty are covered under SBP automatically and free of charge as soon as they complete 20 years of service, if they stay on active duty. They do not have to elect to continue participation after retirement until just before their retirement date. Unless unmarried, however, if they decline reduced coverage, they cannot change their minds after retirement.

TOUR CONTINUATIONS

1. Enlisted consecutive AGR tours will be no longer than six (6) year increments provided the tour does not extend beyond the enlisted members ETS on DA 4836 (Oath of Enlistment).

2. Officer consecutive AGR tours will be indicated on orders as Voluntary Indefinite.

a. Policy. It is MDARNG policy that only personnel of high moral, character, professional and technical competence, who have demonstrated adaptability to the requirements and high standards of the profession of soldiering and proper attitude for effective functioning in the military environment of the AGR program will be extended the privilege of a consecutive or extended tour in the AGR program. Personnel who do not, or cannot measure up to and maintain these standards, but whose early termination from AGR status may not be appropriate under NGR 600-5, will be extended or granted consecutive tours only when it is in the best interests of the Maryland Army National Guard.

b. Procedures. 60-90 days prior to the normal termination date of an individual's AGR tour of duty, the HRO will forward an extension packet to the individual's supervisor/commander. The supervisor/commander will complete the necessary forms to extend or terminate the individual. The completed forms will be returned to the HRO NLT established suspense date prior to the end of the tour.

c. All tour continuations and career retention decisions will be made in accordance with the guidance provided in NGR 600-5.

d. Upon the Adjutant Generals approval of the Continuation Boards recommendations, the HRO will provide written notification to the AGR member of selection/non-selection.

3. Renewal of Tour (Medical reasons). Individuals in AGR status undergoing extensive medical treatment or medical board proceedings will be extended past normal tour ending date until such time as a final decision is received.

TOUR OF DUTY

All initial AGR tours will be for a period of three (3) years, Officer and Enlisted. AGR personnel will be stabilized during their initial tour of duty for a period of eighteen (18) months, except in the event of mobilization, or for the convenience of the military with the approval of NGB. Members who accept a subsequent tour are subject to involuntary reassignment when the needs of the service dictate. Reassignment can only be within the boundaries of Maryland.

UTILIZATION OF AGR PERSONNEL

1. All AGR personnel are required as a condition of their employment to maintain membership in the Army National Guard. They must hold the military MTOE/TDA position to which they are hired to support and must perform the duties for which they were hired.

2. AGR personnel will participate with their unit of assignment during Unit Training Assemblies (UTAs) and annual training periods, to include deployments, special projects, and exercises. However, in order to preclude conflict with daily work schedules and mission requirements, concurrence with the duty supervisor (when different from Commander) is mandatory prior to assignments that are over and above regular scheduled UTAs and AT periods.

3. AGR personnel may not participate in exercises or deployments outside the Continental United States or its boundaries, Guam, Puerto Rico, or the U.S. Virgin Islands while on Title 32 USC 502 (f) status. Upon deployment personnel will automatically assume status as Title 10.

4. An AGR member may be utilized, in AGR status, to assist in state active duty missions and continue to be entitled to federal pay and benefits subject to the following:

a. Unit in which assigned is called or ordered to state active duty. An exception is Full-time Recruiting Force (FTRF) personnel who are not in official leave status, can only be used one (1) day per month.

b. AGR member performs substantially the same duties as those normally performed in the AGR program.

c. AGR members unit of assignment is not activated and member is in an official leave status during the entire state active duty period. Individual in leave status may receive state active duty pay while continuing to receive federal pay and allowances.

5. AGR personnel who normally perform their regular duties at an armory may be utilized to support, in an AGR status, state mission use of armory provided state mission does not interfere with performance of regular AGR duties. AGR personnel other than those regularly assigned to the armory on a full-time basis will not be used for these purposes in an AGR status.

WORK HOURS/RELEASE FROM MILITARY DUTY/MILITARY JUSTICE

REFER TO P&G LTR #19

APPENDIX A

1. FORMS REQUIRED FOR AGR FILES:

- a. DA 5960 Authorization to START, STOP or CHANGE Basic Allowance for Quarters (BAQ and/or Variable Housing Allowance (VHA)).
- b. SF 1199A Direct Deposit Sign Up Sheet
- c. W4 Federal Tax Withholding Form
- d. DD 2058 State of Legal Residence Certificate
- e. MW507 Maryland State Tax Withholding Certificate
- f. DA Form 4836 (Oath of Enlistment)
- g. Copy of DA Form 2-1 Personnel Qualification Record
- h. MOS, Promotion Orders
- i. School Completion Certificates, DA 1059's etc.
- j. Proof of NAC Check or clearance
- k. Individual Photograph
- l. NGR Form 34-1 Application for AGR employment
- m. Prior service records, Awards, DD214's etc.
- n. Copy NGB Form 23 Retirement Point Credits
- o. Copy of PQR 1970 Report

2. ADDITIONAL DOCUMENTS NEEDED:

- a. Marriage Certificate
- b. Birth Certificate of Children
- c. SF 52 Request for Personnel Action
- d. Active duty Physical SF 88 & 93, within 18 mos

APPENDIX B

MARYLAND STATE FEDERAL MEDICAL FACILITIES

CITY	FACILITY & ADDRESS	PHONE
Baltimore (HBA)	Uniformed Service Medical Treatment Facility, Homewood North Hospital, 3100 Wyman Park Drive, Balto, MD	301-338-3000
Bethesda (HBA)	Bethesda Naval Hospital Bethesda, Maryland	202-295-2206 (AV) 295-2206 301-295-5134
Patuxent (HBA)	Patuxent River Naval Hospital Patuxent, Maryland	301-863-1460 (AV) 356-1460 301-863-1457
Camp Springs (HBA)	Malcolm Grow USAF Medical Cntr Andrew Air Force Base Camp Springs, MD	301-981-3001 (AV) 854-5614 301-981-5614
Odenton (HBA)	Kimbrough Army Hospital Fort George G. Meade, MD	301-677-4124 (AV) 923-3982 301-677-3982

APPENDIX C

Date

FOR HQ-STARC-MDARNG, Attn: MDNG-AG-HRO, Fifth Regiment Armory,
Baltimore, MD 21201-2288

SUBJECT: Request for Military Personnel (AGR) Reassignment
Opportunity Consideration

1. I, the undersigned voluntarily request consideration for reassignment in my current or lower pay grade, to the following position and location(s) for which I am fully qualified to perform the duties and responsibilities of the position:

Name:

Home Address:

Home Phone No:

Work Phone No:

2. Request reassignment to the following position and facility:

Position Title:

Auth Grade of Position:

DMOS of Position:

Employment location (1st Choice):

Additional choices:

3. The following information is my current AGR status:

Present Position Title:

Auth Grade of Position:

DMOS Position:

Current Grade:

Current PMOS:

Current Duty Station:

4. I consider myself FULLY QUALIFIED for the above reassignment requested by virtue of the following reasons (list reasons, i.e. experience, schooling, training (Attach, Diplomas, DA 1059's, MOS Orders, etc.)

Signature

Fields 48 through 60 contain additional Pay Data.

PAY DATA	BAQ TYPE 48	BAQ DEPN 49	VHA ZIP 50	RENT AMT 51	SHARE 52	STAT 53	JFTR 54	DEPNS 55	2D JFTR 56	BAS TYPE 57	CHARITY YTD 58	TPC 59	PACIDN 60
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- Field 48 **BAQ TYPE.** The type of Basic Allowance for Quarters being paid.
- Field 49 **BAQ DEPN.** A code that indicates the type of dependent.
 I - Member married to member/own right
 R - Own right
 A - Spouse
 C - Child
 W - Member married to member, child under 21
 G - Grandfathered
 D - Parent
 K - Ward of the court
 L - Parents in Law
 S - Student (age 21-22)
 T - Handicapped child over age 21
- Field 50 **VHA ZIP.** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.
- Field 51 **RENT AMT.** The amount of rent paid for housing if applicable.
- Field 52 **SHARE.** The number of people with which the member shares housing costs.
- Field 53 **STAT.** The VHA status; i.e., accompanied or unaccompanied.
- Field 54 **JFTR.** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.
- Field 55 **DEPNS.** The number of dependents the member has for VHA purposes.
- Field 56 **2D JFTR.** The JFTR code based on the location of the member's dependents for COLA purposes.
- Field 57 **BAS TYPE.** An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers.
 B - Separate Rations
 C - TDY/PCS/Proceed Time
 H - Rations-in-kind not available
 K - Rations under emergency conditions
- Field 58 **CHARITY YTD.** The cumulative amount of charitable contributions for the calendar year.
- Field 59 **TPC.** This field is not used by the Navy.
- Field 60 **PACIDN.** The activity Unit Identification Code (UIC).

REMARKS	YTD ENTITLE _____	YTD DEDUCT _____
61	62	63

- Field 61 **REMARKS.** Notices of starts, stops and changes to a member's pay items as well as general notices from varying levels of command may appear.
- Field 62 **YTD ENTITLE.** The cumulative total of all entitlements for the calendar year.
- Field 63 **YTD DEDUCT.** The cumulative total of all deductions for the calendar year.

UNDERSTANDING YOUR DJMS LEAVE AND EARNINGS STATEMENT

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (LAST, FIRST, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED								
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY								
	TYPE	AMOUNT		TYPE	AMOUNT		TYPE	AMOUNT									
A									+ AMT FWD								
B									+ TOT ENT								
C									- TOT DED								
D									- TOT ALMT								
E									+ NET AMT								
F									- CR FWD								
G									+ EOM PAY								
H																	
I																	
J																	
K																	
L																	
M																	
N																	
O																	
	TOTAL																
LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES	WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD		
FICA TAXES	WAGE PERIOD	SOC WAGE YTD	SOC TAX YTD	MED WAGE YTD	MED TAX YTD	STATE TAXES	ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD					
PAY DATA	BAQ TYPE	BAQ DEPN	VHA ZIP	RANT AMT	SHARE	STAT	JFTR	DEPN	2D JFTR	BAS TYPE	CHARITY YTD	TFC	PACIDN				
REMARKS YTD ENTITLE _____ YTD DEDUCT _____																	

DFAS Form 702, May 92

**Defense Finance and Accounting Service
Cleveland Center
Code FFS
October 1997**

Your pay is your responsibility. This publication is intended to be used as a guide to aid you in understanding the DJMS Leave and Earnings Statement (LES) DFAS Form 702. Every month you will receive an LES showing entitlements, deductions and allotments. Besides obvious format differences, there are also differences in the content of the LES. The Sea Service Counter will now be displayed in the remarks portion of the LES and the Other Pay Date (OPED) is no longer present on the LES. The LES will now be one page in length.

Verify and keep your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult with your disbursing office.

Fields 1 - 9 contain the identification portion of the LES.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT									
ID	NAME (LAST, FIRST, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED
	1	2	3	4	5	6	7	8	9

- Field 1 **NAME.** The member's name in last, first, middle initial format.
- Field 2 **SOC. SEC. NO.** The member's Social Security Number.
- Field 3 **GRADE.** The member's current pay grade.
- Field 4 **PAY DATE.** The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).
- Field 5 **YRS SVC.** In two digits, the actual years of creditable service.
- Field 6 **ETS.** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- Field 7 **BRANCH.** The branch of service, i.e., Navy.
- Field 8 **ADSN/DSSN.** The Disbursing Station Symbol Number used to identify each disbursing office.
- Field 9 **PERIOD COVERED.** This is the period covered by the individual LES. Normally it will be for one calendar month. If this is a separation LES, the separation date will appear in this field.

Fields 10 through 22 contain the entitlements, deductions, allotments, their respective totals and a mathematical summary portion.

	ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY	
	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT		
A	10		11		12		+ AMT FWD	13
B							+ TOT ENT	14
C							- TOT DED	15
D							- TOT ALMT	16
E							= NET AMT	17
F							- CR FWD	18
G							+ EOM PAY	19
H								
I								
J								
K								
L								
M								
N								
O								
TOTAL	20		21		22			

- Field 10 **ENTITLEMENTS.** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the

remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.

- Field 11 **DEDUCTIONS.** The description of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- Field 12 **ALLOTMENTS.** In columnar style the type of the actual allotments being deducted. This includes discretionary and nondiscretionary allotments for savings and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen allotments. If a member has more than one of the same type of allotment, the only differentiation may be that of the dollar amount.
- Field 13 **+AMT FWD.** The amount of all unpaid pay and allowances due from the prior LES.
- Field 14 **+ TOT ENT.** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- Field 15 **- TOT DED.** The figure from Field 21 that is the total of all deductions.
- Field 16 **- TOT ALMT.** The figure from Field 22 that is the total of all allotments.
- Field 17 **= NET AMT.** The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions and allotments due on the current LES.
- Field 18 **- CR FWD.** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.
- Field 19 **= EOM PAY.** The actual amount of the payment to be paid to the member on payday.
- Fields 20 - 22 **TOTAL.** The total amounts for the entitlements and/or allowances, deductions and allotments respectively.

Fields 23 through 30 contain leave information.

LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USELOSE
	23	24	25	26	27	28	29	30

- Field 23 **BF BAL.** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).
- Field 24 **ERND.** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.
- Field 25 **USED.** The cumulative amount of leave used in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year.
- Field 26 **CR BAL.** The current leave balance as of the end of the period covered by the LES.
- Field 27 **ETS BAL.** The projected leave balance to the member's Expiration Term of Service (ETS).
- Field 28 **LV LOST.** The number of days of leave that has been lost.
- Field 29 **LV PAID.** The number of days of leave paid to date.

Field 30 **USE/LOSE.** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

Fields 31 through 36 contain Federal Tax withholding information.

FED TAXES	WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD
	31	32	33	34	35	36

- Field 31 **WAGE PERIOD.** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- Field 32 **WAGE YTD.** The money earned year-to-date that is subject to FITW.
- Field 33 **M/S.** The marital status used to compute the FITW.
- Field 34 **EX.** The number of exemptions used to compute the FITW.
- Field 35 **ADD'L TAX.** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.
- Field 36 **TAX YTD.** The cumulative total of FITW withheld throughout the calendar year.

Fields 37 through 41 contain Federal Insurance Contributions Act (FICA) information.

FICA TAXES	WAGE PERIOD	SOC WAGE YTD	SOC TAX YTD	MED WAGE YTD	MED TAX YTD
	37	38	39	40	41

- Field 37 **WAGE PERIOD.** The amount of money earned this LES period that is subject to FICA.
- Field 38 **SOC WAGE YTD.** The wages earned year-to-date that are subject to FICA.
- Field 39 **SOC TAX YTD.** Cumulative total of FICA withheld throughout the calendar year.
- Field 40 **MED WAGE YTD.** The wages earned year-to-date that are subject to Medicare.
- Field 41 **MED TAX YTD.** Cumulative total of Medicare taxes paid year-to-date.

Fields 42 through 47 contain State Tax information.

STATE TAXES	ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD
	42	43	44	45	46	47

- Field 42 **ST.** The two digit postal abbreviation for the state the member elected.
- Field 43 **WAGE PERIOD.** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
- Field 44 **WAGE YTD.** The money earned year-to-date that is subject to SITW.
- Field 45 **M/S.** The marital status used to compute the SITW.
- Field 46 **EX.** The number of exemptions used to compute the SITW.
- Field 47 **TAX YTD.** The cumulative total of SITW withheld throughout the calendar year.



WILLIAM DONALD SCHAEFER
GOVERNOR
COMMANDER-IN-CHIEF

STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
28TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2286

JAMES F. FRETTERD
MAJOR GENERAL
THE ADJUTANT GENERAL

MDNG-AG

16 July 1990

MEMORANDUM FOR All AGR and Military Technician Personnel (Army and Air)

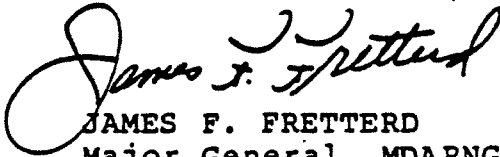
SUBJECT: Outside Employment for MDNG Full-Time Employees (Technician and AGR) Army and Air

1. Reference:
 - a. Federal Personnel Manual 735.
 - b. ANGR 35-03.
 - c. AFR 30-30.
 - d. AR 600-50.
2. The following is paraphrased from Executive Order No. 11222: the maintenance of high standards of honesty, integrity, impartiality and conduct by Government employees and military personnel is essential to assure the proper performance of the Government's business and the maintenance of confidence and respect of the citizens in their Government and military forces.
3. Therefore, full-time employees are prohibited from engaging in any outside employment which would be incompatible with Government employment if the employment:
 - a. Would impair the employees mental or physical capacity and thereby interfere with their efficient performance of Government duties, or
 - b. Might bring discredit on or cause unfavorable and justifiable criticism of the Government, or
 - c. Might otherwise result in a conflict of interest, or an appearance of conflict of interest with official duties and responsibilities.
4. Nor may an employee accept a fee, compensation or a gift or any other thing of monetary value in circumstances in which acceptance might result in, or create the appearance of, a conflict of interest.

MDNG-AG

SUBJECT: Outside Employment for MDNG Full-Time Employees
(Technician and AGR) Army and Air

5. Before engaging in outside employment, employees must submit a written request through their supervisory chain to the Support Personnel Management Office (MDNG-AG-SPMO) for approval. The request shall identify the organization, duties, hours of work, and remuneration pertaining to the outside employment.



JAMES F. FRETTERD
Major General, MDARNG
The Adjutant General

APPENDIX F

FEEDBACK SHEET

Please help up to evaluate this publication by completing and mailing back this brief questionnaire.

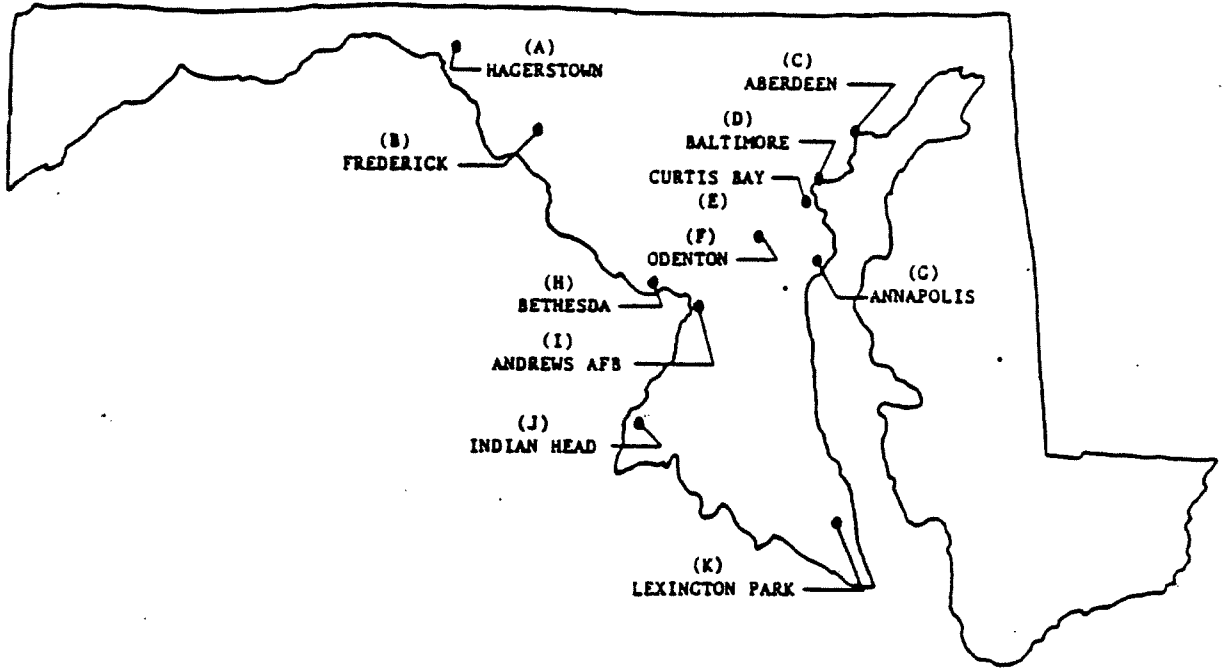
1. Name, unit and phone number:
2. Did you find the information helpful?
3. Suggestions for improving this publication?
4. What is your overall opinion of this handbook?
5. What specific questions do you have that were not addressed in this handbook?

PLEASE RETURN TO: HQ-STARC-MDARNG
Attn: MDNG-AG-HRO
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288

APPENDIX G

1A Pam 360-1

MARYLAND



NUMERICALLY CODED LIST OF POSSIBLE SERVICES

- | | |
|-------------------------|-------------------------------------|
| 1. ID CARD FACILITY | 18. SPECIAL SERVICES (RECREATIONAL) |
| 2. COMMUNITY SERVICES | 19. THEATER |
| 3. CHAPLAIN | 20. BOWLING |
| 4. LEGAL SERVICES | 21. HOBBY SHOP |
| 5. MEDICAL | 22. GOLF |
| 6. DENTAL | 23. PICNIC AREA |
| 7. VETERINARIAN | 24. STABLES |
| 8. MILITARY POLICE | 25. HUNTING |
| 9. COMMISSARY | 26. FISHING |
| 10. POST/BASE EXCHANGE | 27. SWIMMING |
| 11. PACKAGE STORE | 28. TRAILER PARK/CAMPGROUND |
| 12. GAS STATION | 29. TRANSIENT BILLETING |
| 13. LAUNDROMAT | 30. SPACE AVAILABLE AIR TRAVEL |
| 14. OFFICERS CLUB | 31. THRIFT SHOP |
| 15. NCO/CPO CLUB | 32. FURNITURE WAREHOUSE (NEEDY) |
| 16. ENLISTED CLUB | 33. LIBRARY |
| 17. DAY CARE FACILITIES | 34. MARINA |

INSTRUCTIONS FOR USE: Listed are military installations in the state of Maryland that offer certain family services and recreational facilities. Installations are alphabetically coded to the cities indicated on the map, preceding page. Use the numerically coded list of services below the state map to determine which services are available at each installation.

(A) Fort Ritchie:

Location: 18 miles northeast of Hagerstown on Route 64.

Telephones: Operator assistance	AUTOVON: 277-1300
ID card facility	COMMERCIAL: (301) 878-1300
Army Community Service	COMMERCIAL: (301) 878-5176
	COMMERCIAL: (301) 878-5100

Services: 1-6, 8-12, 14-23, 26-29, 31 and 33.

(B) Fort Detrick:

Location: 2 miles north of Frederick off I-70.

Telephones: Operator assistance	AUTOVON: 343-1110
ID card facility	COMMERCIAL: (301) 663-8000
Army Community Service	COMMERCIAL: (301) 663-2191
	COMMERCIAL: (301) 663-2452

Services: 1-8, 10, 12, combined 14-16, 17, 20, 21, 23, 26, 27, 29, 31 and 33.

(C) Aberdeen Proving Ground:

Location: 2 miles southeast of Aberdeen off Route 40.

Telephones: Operator assistance	AUTOVON: 283-1110
ID card facility	COMMERCIAL: (301) 278-5201
Army Community Service	COMMERCIAL: (301) 278-5257
	COMMERCIAL: (301) 278-2508

Services: 1-12, 14-29 and 31-34.

(D) Maryland Air National Guard, Baltimore:

Location: 2701 Eastern Boulevard, East Baltimore.

Telephones: Operator assistance and all facilities	AUTOVON: 235-9210
	COMMERCIAL: (301) 687-6270
	Ask for facility desired

Services: 1, 5, 6, 8, 14, 15 and 16.

(E) Coast Guard Yard, Curtis Bay:

Location: 9 miles south of Baltimore, off Beltway 695 on Ordnance Road.

Telephones: Operator assistance and all facilities	COMMERCIAL: (301) 789-1600
	Ask for facility desired

Services: 4-6, 9-12, 14-16, 18, 20, 21, 23, 26, 27, 29 and 34.

(F) Fort Meade:

Location: Between Baltimore and Washington, DC; off Baltimore - Washington Parkway (295); use exits to Routes 32, 175 or 198.

Telephones: Operator assistance	AUTOVON: 923-1110
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(F) Fort Meade (continued):

ID card facility	COMMERCIAL: (301) 677-6261
Army Community Service	COMMERCIAL: (301) 677-3883
	COMMERCIAL: (301) 677-3418

Services: 1-10, 12-14, combined 15 and 16, 17-23, 27, 29, 31 and 33.

(G) US Naval Academy and Naval Station:

Location: City of Annapolis; King George Street.

Telephones: Operator assistance	AUTOVON: 281-0111
ID card facility	COMMERCIAL: (301) 267-6100
Family Service Center	COMMERCIAL: (301) 267-3898
	COMMERCIAL: (301) 267-2602

Services: 1-12, 14-23, 26-28, 31, 33 and 34.

(H) National Naval Medical Center:-

Location: Wisconsin Avenue exit south from Beltway 495.

Telephones: Operator assistance	AUTOVON: 227-0101
ID card facility	COMMERCIAL: (202) 295-5385
	COMMERCIAL: (202) 295-0087

Services: 1, 3-6, 10-12, 14-16, 19, 20, 23, 27, 29, 31 and 33.

(I) Andrews Air Force Base:

Location: 10 miles southeast of Washington, DC; use exit 9 from Beltway 495.

Telephones: Operator assistance	AUTOVON: 858-1110
ID card facility	COMMERCIAL: (301) 981-9111
Family Services	COMMERCIAL: (301) 981-3034
	COMMERCIAL: (301) 981-7322

Services: 1-10, 12-23, 27-31 and 33.

(J) Indianhead Naval Ordnance Station:

Location: 20 miles south of Washington, DC, off Route 210.

Telephones: Operator assistance	AUTOVON: 364-4011
ID card facility	COMMERCIAL: (301) 743-4000
	COMMERCIAL: (301) 743-4941

Services: 1, 3, 5, 6, 10, 12, 14, combined 15 and 16, 17-23, 25-27, 29, 31, 33 and 34.

(K) Naval Air Station - Patuxent:

Location: Off Route 235, near Lexington Park.

Telephones: Operator assistance	AUTOVON: 356-0111
ID card facility	COMMERCIAL: (301) 863-3000
Family Service Center	COMMERCIAL: (301) 863-3231
	COMMERCIAL: (301) 863-4911

Services: 1-29, 31, 33 and 34.