Inactive National Guard (ING) Counseling Checklist

1. The following information is provided concerning your transfer to the Inactive Army National Guard (ING). As a member of the ING:

a. You are in inactive status. In inactive status you are not entitled to pay, not eligible for promotion, and not eligible to earn retirement points.

b. You are subject to immediate involuntary mobilization in the event of Federal or State mobilization.

c. You do receive longevity credit for basic pay purposes while in inactive status.

d. You are required to report to a one-day annual muster with your unit of assignment.

e. You are required to maintain a current periodic health assessment, performed annually per AR 40-501, paragraph 8-20.

f. You are required to keep your unit commander or designated representative informed of any change in your home address, your e-mail address, or your home, work, or mobile phone numbers.

g. You are required to keep your unit commander or designated representative informed of any changes in your status (such as physical status or family situation) that may affect your potential for future service as a mobilization asset.

2. Official notice:

a. Your transfer to the ING, effective _____, is based on the provisions of National Guard Regulation (NGR) 614-1, paragraph 2-1 __._____

b. The reason for such transfer is: _____
_____
_____

3. Your SGLI terminates on the 120th day after separation from active status (assignment to the ING). Soldiers transferred into the ING are entitled to and can apply for part-time SGLI and VGLI coverage. See NGR 37-104-3 for entitlements and administrative processing. Additional guidance and cost information is provided on the Department of Veterans" Affairs Life Insurance web site: http://www.insurance.va.gov/miscellaneous/index.htm.

4. At any time you may request transfer from the ING to active status in the Army National Guard (ARNG). You may also request temporary transfer to active status in order to attend Annual Training (AT) or a military school. You will be temporarily transferred to active status if you are required to participate in an administrative board. You may not be temporarily transferred into active status in order to attend Inactive Duty Training (IDT) (i.e.: weekend drills). In order to be transferred to active status pursuant to your request you must meet the standards of existing ARNG retention policies, and your request must be approved by your unit commander and the chain of command. You may also request to be released from your ARNG commitment and transfer into the Individual Ready Reserve (IRR) of the United States Army Reserve (USAR).

5. NGR 614-1 outlines the policy concerning the ING. If you have any questions concerning your transfer to the ING or your responsibilities while a member of the ING you should contact your unit commander or designated representative. If you believe that you have been inappropriately transferred to the ING you may request that the order transferring you to the ING be revoked.

Figure 2-3. Inactive Army National Guard (ING) Counseling Checklist

c. Soldiers in the ING who volunteer to attend AT will be temporarily transferred to an active status at least 15 days prior to the first day of AT, but no earlier than the first day of the reporting month. They will revert to the ING not later than seven days following the last day of AT.

d. ING Soldiers who incur an injury while on AT/ADT orders or during Annual Muster will complete Line of Duty paperwork and be retained in an active status until medically cleared.