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Headquarters United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5706

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1 July 2020

Army National Guard of the United States and U.S. Army Reserve

The Army National Guard/U. S. Army Reserve Liaison Noncommissioned Officer Program at
the U.S. Army Training and Doctrine Command

FOR THE COMMANDER:

THEODORE D. MARTIN
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

OFFICIAL:



WILLIAM T. LASHER
Deputy Chief of Staff, G-6

History. This is a major revision of the U.S. Army Training and Doctrine Command Regulation 135-6.

Summary. This regulation prescribes policies and procedures for the utilization of the Army National Guard and U.S. Army Reserve Liaison Noncommissioned Officer Program attached to Headquarters, U.S. Army Training and Doctrine Command, Deputy Commanding General, Army National Guard, and Deputy Commanding General, U.S. Army Reserves. This regulation revises policies, procedures, and administrative information.

Applicability. This regulation applies to the U.S. Army Training and Doctrine Command organizations, centers, schools, and activities.

Proponent and exception authority. The proponents of this regulation are the Deputy Commanding General, Army National Guard, and Deputy Commanding General, U.S. Army Reserves. The proponents have the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws and regulations.

Army management control process. This regulation does not contain management control provisions.

*This regulation supersedes TRADOC Regulation 135-6, dated 16 July 2014.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Commanding General, Army National Guard (ATDC-G) and/or Deputy Commanding General, U.S. Army Reserve (ATDC-M), 950 Jefferson Ave, Fort Eustis, VA 23604-5706.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Commanding General, Army National Guard (ATDC-G) and/or Deputy Commanding General, U.S. Army Reserves (ATDC-M), 950 Jefferson Ave, Fort Eustis, VA 23604-5706.

Distribution. This regulation is available in electronic media only at the U.S. Army Training and Doctrine Administrative Publications website (<https://adminpubs.tradoc.army.mil/>).

Summary of Change

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The Army National Guard/U. S. Army Reserve Liaison Noncommissioned Officer Program at the U.S. Army Training and Doctrine Command

This major revision, dated 1 July 2020-

- o Updates and delineates Army National Guard and U.S. Army Reserve roles and responsibilities (chap 1).
 - o Updates other administrative throughout this regulation.
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Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation prescribes policies and procedures for the utilization of the Army National Guard (ARNG) and U.S. Army Reserve (USAR) liaison noncommissioned officer (LNCO) and outlines the purpose and design of the ARNG/USAR LNCO Program under Headquarters (HQ), U.S. Army Training and Doctrine Command (TRADOC), Deputy Commanding General (DCG), ARNG and DCG, USAR.

1-2. References

See [appendix A](#).

1-3. Explanation of abbreviations

See the [glossary](#).

1-4. Responsibilities

See sections II and III for responsibilities.

1-5. Records management requirements

As decreed by Army Regulation (AR) 25–400–2, the records management (recordkeeping) requirements for all record numbers, associated forms, and reports are included in the Army’s Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in RRS–A at <https://www.arims.army.mil> and reference in appendix B.

Section II Army National Guard Responsibilities

1-6. Army National Guard responsibilities

a. HQ TRADOC, DCG, ARNG will-

- (1) Ensure the proper utilization, support, and efficiency of the ARNG LNCO Program.
- (2) Provide directives and guidance related to the organization, manning, training, equipping, sustaining and mission command of the ARNG LNCO support to the generating force.
- (3) Provide Chiefs of Staff for staff supervision of the ARNG LNCO Program.

b. HQ TRADOC, DCG ARNG Senior Enlisted Leader (SEL)/Program Manager will-

(1) Provide guidance for utilization of ARNG LNCOs through regulations, memorandums, standing operating procedures (SOPs), oral communications.

(2) Establish an ARNG LNCO orientation and training program.

(3) Sponsor annual ARNG LNCO conferences and workshops.

(4) Conduct staff visits to advise and assist U.S. Army Training Centers (USATC) and TRADOC centers of excellence (COE) LNCOs.

(5) Coordinate all issues covered by this regulation with HQ TRADOC DCG-ARNG or DCG-USAR offices.

(6) Coordinate ARNG LNCO selection, training, and assignments with the ARNG, to include the G-1 Human Resources Recruiting and Human Capital Management.

c. Center for Initial Military Training, ARNG Senior Liaison Sergeant Major (SGM) will-

(1) Supervise program functions across all ARNG LNCO locations.

(2) Assist the DCG ARNG SEL with the ARNG LNCO selection, training, and assignments with the ARNG.

(3) Synchronize and implement ARNG LNCO program guidance.

(4) Establish, maintain and host a monthly teleconference and/or video teleconference with COEs senior ARNG LNCOs to address identified deficiencies and trends in recruiting, training, and education activities, share best practices for identifying issues, matters, and/or concerns related to communications, collaboration, and coordination with recruiting battalions and training brigades/battalions to discuss challenges and opportunities associated with training pipeline losses to inform mitigation actions.

(5) Coordinate, update, and ensure maintenance of the SOP for each USATC and/or TRADOC COE LNCO program in order to provide guidance and continuity throughout all installations.

(6) Update, coordinate and advise Center for Initial Military Training on all guidance and policy that affects ARNG Soldiers in the training pipeline.

(7) Compile monthly, quarterly and yearly reports as directed by the DCG, ARNG SEL.

d. Commanders, USATC and TRADOC COEs will-

(1) Ensure proper employment (according to the scope of duties included in this regulation) of LNCOs. When an Inter-Service Training Review Organization conducts a review in accordance with AR 351-9, ensure the LNCO aligned with the Army proponent school is available to support, with the exception of those covered under a memorandum of agreement between affected

commanders.

(2) Ensure effective command supervision and required administrative, logistical, and funding support for ARNG LNCOs, to include:

(a) Adequate office space with required privacy and security controls, with appropriate equipment, connectivity, and office supplies to support the mission. When ARNG LNCOs have access to a Soldier's personnel/medical records or a requirement to counsel Soldiers on the status of continuation in training or education due to medical/health issues the records and counseling will be Privacy Act complaint in accordance with AR 25-22.

(b) Whenever possible LNCO offices will be located in proximity to Training and Reception Battalion HQs.

(c) Computer with microphone and video capability, with access to local area network (via to virtual private network if accessing the network remotely) and capable of accessing and running mission-required systems.

(d) Multifunctional copy/print machine with scan, copy, print, and fax capability.

(e) Access to a military vehicle (non-tactical), as required for mission.

(f) A Smartphone with government email capability (one per LNCO) and service plan to allow for 24 hour emergency accessibility.

(g) Temporary duty (TDY) funds to accomplish Department of the Army (DA) and TRADOC requirements to support the ARNG LNCO.

(3) Establish procedures to provide information required by the ARNG LNCO to ensure the efficient flow of ARNG Soldiers through the Army reception battalion (RECBN) and to effectively utilize training base capacity. This includes, but is not limited to, data on actions such as: academic failures, disciplinary actions under the Uniform Code of Military Justice (UCMJ), new starts, absent without leave, confinements, medical holds, family emergencies, Army fitness test failures, death, arrival without status, dropped from rolls, convalescent leave, line of duty investigations (see AR 600-8-4), commander's serious incident reports (see TRADOC Regulation (TR) 1-8), and other situations requiring notification to the ARNG LNCO (see TR 350-6).

(4) Ensure all subordinate commanders at all levels notify the appropriate ARNG LNCO prior to initiating any action towards an ARNG Soldier scheduled for release from active duty, discharge, or any other adverse actions. When the ARNG LNCO is not available, coordinate with the Senior ARNG NCO or Officer at the USATC and TRADOC COEs.

(5) Provide information on all potential separation actions for any ARNG Soldier in training to the ARNG LNCO in compliance with TR 350-6.

e. ARNG senior officer, USATC and TRADOC COEs will-

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(1) Supervise the ARNG LNCO SGM and support the ARNG LNCO mission.

(2) Assist in determining the rating scheme for ARNG LNCOs assigned. There is no requirement for the rating scheme to be component specific in accordance with AR 623-3.

(3) Provide assistance to the ARNG LNCO SGM, ARNG Senior LNCO or LNCO non-commissioned officer (NCO) in charge to ensure LNCO's have a physical work space located at the Training Battalion level.

(4) Perform the duties of the ARNG LNCO detailed in this regulation with assistance from ARNG LNCO PM in the absence of any ARNG SEL at that location.

f. ARNG SEL, USATC and TRADOC COEs will-

(1) Support the ARNG LNCO mission.

(2) Assist ARNG Senior Officer to determine the rating scheme for ARNG LNCOs assigned.

(3) Provide assistance to the ARNG LNCO SGM, ARNG Senior LNCO or LNCO NCO in charge to ensure LNCOs have a physical work space located at the Training Battalion level.

(4) Perform the duties of the ARNG LNCO detailed in this regulation with assistance from ARNG LNCO PM in the absence of the ARNG Senior LNCO.

g. ARNG LNCO SGM, ARNG Senior LNCO or LNCO NCO in charge, USATC and TRADOC COEs will-

(1) Lead the ARNG LNCO mission for their assigned location.

(2) Assist ARNG Senior Officer at the USATC and TRADOC COEs in determining the rating scheme for ARNG LNCOs assigned.

(3) Will ensure LNCOs have a physical work space located at the Training Battalion level.

(4) Perform the duties of the ARNG LNCO detailed in this regulation in the absence of the ARNG LNCO.

(5) Ensure that the orientation briefing at the RECBN is conducted for incoming ARNG Soldiers in accordance with the ARNG Liaison SOP.

(6) Coordinate with appropriate agencies (ARNG, HQ TRADOC, installation, and Soldier's unit) for the request, management, training, and care for ARNG LNCO augmentation personnel (Soldiers mobilized, on extended active duty, active duty operational support, Reserve component (RC), and/or contracted personnel).

(7) Notify the appropriate ARNG adjutant general of any death, serious injury, or other serious incident report concerning any ARNG Soldier immediately after the proper authority has

notified the next of kin in accordance with AR 638-8, and local policies, and procedures. Provide notification to the Office of the DCG, ARNG with verification that the appropriate adjutant general or G-1 has been notified in accordance with serious incident reporting procedures.

(8) Conduct frequent checks of RECBN and brigade/battalion training units.

(9) Establish an installation LNCO SOP in accordance with the ARNG Liaison SOP.

(10) Participate in ARNG, U.S. Army Reserve Command (USARC), HQ TRADOC, and U.S. Army Recruiting Command (USAREC) workshops/seminars relative to ARNG LNCO mission when scheduled dates do not conflict with primary mission and TDY funds are available.

(11) Input recruiting irregularities into the VULCAN Database.

(12) Provide a monthly report to TRADOC DCG-ARNG on all ARNG inputs, release from active duty, and discharge numbers.

h. ARNG LNCO, USATC and TRADOC COEs will-

(1) Assist ARNG Soldiers at USATCs and TRADOC COEs from the beginning of training until training is complete by minimizing training distracters until they are returned to ARNG control.

(2) Advise and train unit commanders and cadre on ARNG unique issues that affect Soldier's status; for example, mandatory release dates, arrivals at the RECBN without equipment or records, release from active duty, etc. Refer routine issues to installation agencies responsible for the particular function involved, such as finance, military personnel office (MILPO), Army community service, etc.

(3) Assist Families of ARNG Soldiers.

(4) Assist ARNG Soldiers mobilized to the installation with ARNG unique issues that may affect their readiness, whenever it does not conflict with the primary mission.

(5) Maintain data and submit component specific monthly reports (format provided by ARNG LNCO PM, as appropriate) that reflects the variance between the active Army and ARNG enlistment criteria, processing policies, and attrition-related information.

(6) Assist the chain of command, staff and faculty at the reception battalion on conducting the in-processing briefings for ARNG Soldiers.

(7) Interview, counsel, and mentor ARNG Soldiers on areas affecting their scheduled training to include: qualifications, medical, attitude, security clearance, training seat availability, and their potential separation action from training, in accordance with AR 612-201 and TR 350-6.

(8) Assist MILPO with ARNG Soldier actions when changes occur in the ARNG Soldier's original training path.

(9) Update and maintain a continuity book for the local ARNG LNCO office containing pertinent regulations, SOPs, local policies, etc.

(10) For ARNG Soldiers, conduct or assist in preliminary inquiries of recruiting irregularities. The ARNG LNCO will counsel the ARNG Soldier involved and take necessary action(s) in accordance with ARNG Regulation 601-1. Notify HQ TRADOC, Office of the DCG for ARNG irregularities. The ARNG Senior LNCO will input the irregularity into the VULCAN Database.

(11) Coordinate with Installation agencies and units to obtain information essential to the performance of ARNG LNCO duties. Principal agencies to coordinate with include: the student branch of the installation MILPO, training agencies and units that maintain ARNG Soldier progress records, and other agencies responsible for personnel security, medical facilities, etc.

(12) Coordinate with managers of the ARNG State Initial Active Duty for Training (ADT), Recruit Sustainment Program, and other appropriate entities regarding ARNG Soldier issues.

(13) Notify the ARNG Senior LNCO of any death, serious injury, or other serious incident report concerning any ARNG Soldier immediately.

(14) Make periodic visits to RECBN and training units to ensure ARNG Soldiers are integrated into USATC and TRADOC COEs.

(15) Establish and maintain ARNG functional and Soldier's records in accordance with AR 25-22 and AR 25-400-2.

(16) When practical and necessary, perform the above duties and responsibilities in support of USAR Soldiers.

(17) Participate in National Guard Bureau (NGB), USARC, HQ TRADOC, and USAREC workshops/seminars relative to ARNG LNCO mission when scheduled dates do not conflict with primary mission.

Section III

U.S. Army Reserve Responsibilities

1-7. U.S. Army Reserve responsibilities

a. HQ TRADOC, DCG, USAR will-

(1) Ensure the proper utilization, support, and efficiency of the USAR LNCO Program.

(2) Provide directives and guidance related to the organization, manning, training, equipping, sustaining, employment, and mission command of the USAR LNCO support to the generating

force.

(3) Advocate on behalf of USATCs and TRADOC COEs in support of sufficient manning in order to ensure LNCOs are able to execute their mission in direct support of USAR Soldiers participating in training or education.

(4) Inform and/or educate senior leaders within USATCs and TRADOC COEs about the purpose, scope, desired outcomes, and/or changes to the USAR LNCO support to the generating force.

(5) Subject to availability of funds, sponsor an annual orientation and training session for assigned USAR LNCOs.

(6) Provide Chief of Staff and SEL for staff supervision of the USAR LNCO Program.

b. HQ TRADOC, Chief of Staff, USAR, through the HQ TRADOC, DCG USAR SEL will-

(1) Provide guidance for utilization of USAR LNCOs through regulations, memorandums, standing operating procedures (SOPs), oral communications.

(2) Establish a USAR LNCO orientation and training program.

(3) Subject to the availability of funds, conduct staff visits to USATCs and TRADOC COEs.

(4) As appropriate, serve in the rating chain of assigned USAR LNCOs.

c. HQ TRADOC, USAR SEL will-

(1) Serve as the USAR LNCO PM.

(2) Coordinate all issues covered by this regulation with HQ TRADOC DCG-ARNG and DCG-USAR.

(3) Coordinate USAR LNCO selection, training, and assignments with the U.S. Army Human Resources Command-Reserve Personnel Management Directorate.

(4) As appropriate, serve as rater or senior rater for assigned USAR LNCOs.

(5) Establish and host a monthly teleconference and/or video teleconference with USAR LNCOs to address identified deficiencies and trends in recruiting, training, personnel support and education activities as well as to share best practices for identifying issues, matters, and/or concerns.

(6) Develop and collect a periodic status report from assigned USAR LNCOs and through appropriate NCO support channels to gain awareness of USAR Soldiers and their status. The report

should identify USAR Soldiers participating in training or education and those that are in a “hold under” or “hold over” status.

(7) Plan for and execute orientation and training sessions for assigned USAR LNCOs.

d. Center for Initial Military Training, USAR SEL will-

(1) As directed, support the HQ TRADOC, USAR SEL in execution of the USAR LNCO program.

(2) As directed, participate in USAR LNCO teleconferences, orientations, and training.

(3) Update, coordinate with, and advise Center for Initial Military Training on all guidance and policy that affects USAR Soldiers in the training pipeline.

(4) As directed, assist the USAR LNCO PM in planning and execution of orientation and training sessions for assigned USAR LNCOs.

e. Commanders, USATCs, and commandants, TRADOC COEs will-

(1) Allow proper employment of USAR LNCOs within the spirit and scope of their documented duty position descriptions that will best support the respective training and/or education missions.

(2) Ensure effective command supervision and required administrative, logistical, and funding support for USAR LNCOs, to include:

(a) Separate, secured, and dedicated office spaces with reasonable and customary office equipment and supplies, telephonic equipment, and shredding equipment to support USAR LNCO duties and responsibilities. When USAR LNCOs have access to a Soldier’s personnel/medical records or a requirement to counsel Soldiers on the status of continuation in training or education due to medical/health issues the records and counseling will be Privacy Act compliant in accordance with AR 25-22.

(b) Whenever possible LNCO offices will be located in proximity to Training and Reception Battalion HQs.

(c) Computer with microphone and video capability, with access to local area network (via to virtual private network if accessing the network remotely) and capable of accessing and running mission-required systems.

(d) Multifunctional copy/print machine with scan, copy, print, and fax capability.

(e) Access to a military vehicle (non-tactical), as required for mission.

(f) A wireless communication device with government email capability (one per LNCO) and service plan to allow for 24 hour emergency accessibility.

(g) Temporary duty (TDY) funds to accomplish DA and TRADOC requirements to support the USAR LNCO.

(3) Establish procedures to provide information and data required by the USAR LNCO to ensure the efficient flow of USAR Soldiers through the RECBN processing and into training or education. This includes, but is not limited to, information and data on actions such as: academic failures, non-judicial punishment under Article 15 of the UCMJ and part V, Military Courts Martial, or convening of a general or special courts-martial in accordance with the provisions of the Rules for Court Martial, the UCMJ, 10 U.S. Code Chapter 47, as amended, and 28 U.S. Code Section 2101, new starts, , confinements, medical holds, hospitalizations, family emergencies, Army fitness test failures, death, arrival without status, dropped from rolls, convalescent leave, line of duty investigations (see AR 600-8-4), commander's serious incident reporting (see TR 1-8), and other situations requiring notification to the USAR LNCO (see TR 350-6).

(4) Ensure all unit commanders notify the appropriate USAR LNCO prior to initiating any action mentioned within paragraph 1-7e(3). When the USAR LNCO is not available, coordinate with the senior USAR officer or NCO assigned or attached to the USACT or COE.

(5) Provide information on all potential separation actions for any USAR Soldier in training to the USAR LNCO in compliance with AR 635-200 and TR 350-6.

(6) Have UCMJ Authority over LNCOs assigned to their command.

f. Senior USAR officer assigned or attached to each USATC and COE will-

(1) Oversee employment of the USAR LNCO(s) assigned and/or attached to a USATC or COE to support USAR Soldiers participating in training or education.

(2) In the absence of a USAR SEL assigned or attached to the USATC or COE or their availability, perform the duties and responsibilities of a USAR LNCO prescribed in this regulation with guidance and assistance from the USAR LNCO PM.

g. USAR SEL, SGM or senior USAR NCO at each USATC or COE will-

(1) Advise and assist with the employment of the USAR LNCO(s) assigned and/or attached to the USATC or COE to support USAR Soldiers participating in training or education.

(2) Verify that the assigned or attached USAR LNCOs receive administrative control support required to execute their prescribed duties and responsibilities.

(3) Facilitate communications from the USAR LNCO through the NCO support chain to the USAR LNCO PM.

(4) Notify the USAR LNCO PM once the commander/commandant approves release of information related to the death, serious injury, or other serious incident report concerning any

USAR Soldier participating in training or education. The USAR LNCO PM will provide notification to the TRADOC DCG-USAR Chief of Staff for additional transmittal of information to USAR leadership.

(5) Facilitate the collection of information and/or data related to the reporting of inappropriate treatment of initial entry training (IET) Soldiers, training abuse and prohibited practices, IET trainee abuse and sexual assault investigations and reporting, and/or allegations of recruiting improprieties in accordance TR 350-6.

(6) In the absence of a USAR LNCO assigned or attached to the USATC or COE, perform the duties and responsibilities of an USAR LNCO prescribed in this regulation with guidance and assistance from the USAR LNCO PM.

(7) As appropriate, serve in the rating chain of LNCOs assigned or attached to that location.

(8) As directed, participate in orientation and training sessions for assigned USAR LNCOs.

h. USAR Senior LNCO at each USATC or TRADOC COE will-

(1) Lead the USAR LNCO Mission for their assigned location.

(2) As appropriate, serve in the rating chain of LNCOs assigned or attached to that location.

(3) Perform the duties of USAR LNCO detailed in this regulation in the absence of an assigned or attached USAR LNCO.

(4) As directed, participate in orientation and training sessions for assigned USAR LNCOs.

i. USAR LNCOs at each USATC or COE will-

(1) Assist USAR Soldiers at USATC or COE from the reception in-processing to graduation out-processing while minimizing distractors until reattached to their respective parent unit.

(2) Advise and assist commanders, commandants, staffs, and cadre within each USATC or COE with USAR unique regulations, policies, procedures, and/or practices that affect the Soldier's status; for example, but not limited to, mandatory release date, arrivals at the RECBN without equipment or records, release from active duty, etc. Refer routine issues to installation agencies responsible for the particular function involved, such as finance, human resources, transportation, housing, Army community service, etc.

(3) Maintain data and submit component specific monthly reports through the NCO support chain to the USAR LNCO PM.

(4) In accordance with AR 612-201 and TR 350-6, assist the commander, staff, and cadre at the RECBN with conducting the in-processing and orientation briefings to USAR Soldiers.

(5) In accordance with AR 612-201 and TR 350-6, ensure USAR Soldiers have been

interviewed, counseled, and mentored in areas affecting their scheduled training to include: qualifications, medical, attitude, security clearance, training seat availability, and their potential separation action from training.

(6) Assist USAR Soldiers with personnel actions when changes occur in the Soldier's original training path.

(7) Update and maintain a continuity book for the local USAR LNCO office containing pertinent regulations, SOPs, local policies, and any other site specific information necessary for operations.

(8) In accordance with AR 612-201, assist in preliminary inquiries of matters related to the reporting of inappropriate treatment of USAR Soldiers attending IET, training abuse and prohibited practices taken against USAR Soldiers, IET trainee abuse and sexual assault investigations and reporting committed upon or by USAR Soldiers during initial military training, and/or allegations by USAR Soldiers of recruiting improprieties.

(9) Coordinate with installation agencies and units to obtain information essential to enhance the knowledge of USAR LNCOs and their assigned duties and responsibilities. Principal agencies to coordinate with, include the student branch of the installation human resources office, training agencies and units that maintain Soldier progress records, and other agencies responsible for personnel security, medical facilities, etc.

(10) Coordinate with USARC G-1, Initial Military Training Cell, and other appropriate entities regarding RC Soldier issues and/or unique regulations, policies, procedures, and/or practices that affect a USAR Soldier's training or education status.

(11) Notify the USAR LNCO PM once the commander/commandant approves release of information related to the death, serious injury, or other serious incident report concerning any USAR Soldier participating in training or education. The USAR LNCO PM will provide notification to the TRADOC DCG-USAR Chief of Staff for additional transmittal of information to USAR leadership.

(12) Visit RECBNs and training brigade units to ensure USAR Soldiers are fully integrated into reception in-processing and/or training or education with minimal distractors in accordance with AR 612-201.

(13) Establish and maintain USAR functional and Soldier's records in accordance with AR 25-22 and AR 25-400-2.

(14) When practical and necessary, perform the above duties and responsibilities in support of ARNG Soldiers.

(15) Obtain and maintain access to the following vital programs and systems required, for the success of USAR LNCO duties and responsibilities: Reception Module, Reserve Components

Manpower System, Army Training Requirements and Resources System, Medical Electronic Data Care History and Readiness Tracking System, and Medical Protection System.

- (16) As directed, participate in orientation and training sessions for assigned USAR LNCOs.
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Chapter 2

Establishment and Mission of Liaison Noncommissioned Officer Program

2-1. Establishment of Liaison Noncommissioned Officer Program

The ARNG and USAR LNCO Programs provide NGB, USARC, TRADOC, USATCs and TRADOC COEs assistance in the reception, processing, counseling, and training management of RC Soldiers on initial active duty for training (ADT) and ADT orders. The ARNG and USAR LNCOs are the central point of coordination and communications at the USATCs and TRADOC COEs for NGB, USARC, state/territory Joint Forces Headquarters, USAREC, and the ARNG or USAR Soldier's parent unit on matters pertaining to ARNG and USAR Soldiers in initial military training or on ADT orders.

2-2. Mission of Liaison Noncommissioned Officer Program

The mission of the ARNG and USAR LNCO Programs is to retain quality RC Soldiers in training to a successful completion of initial ADT and ADT. The ARNG and USAR LNCO will assist in the reception and processing of RC Soldiers into, through, and to completion of their training.

a. The ARNG and USAR LNCO will accomplish their mission by assisting RECBN/USATC and TRADOC COEs in the reception, orientation, processing, and initial training assignment of RC Soldiers. ARNG and USAR LNCOs will assist the training unit in managing ARNG and USAR Soldiers DA, ARNG, USARC, TRADOC, and State policies. The ARNG and USAR LNCOs at RECBN, USATC and TRADOC COEs will provide information to local commanders for early coordination and resolution of ARNG and USAR specific issues. Services will include, but not be limited to, resolving recruitment issues, military occupational specialty (MOS) reclassification, new start actions, and issues of concern to the individual Soldier.

b. The ARNG and USAR LNCOs will support commanders by coordinating and assisting in RC Soldier issue resolution between the USATC and the State ARNG Recruit Sustainment Program or USARC.

Chapter 3

Liaison Noncommissioned Officer Authorization, Program Design, Supervision, and Qualifications

3-1. Authorization

a. The ARNG and USAR LNCOs are part of the Active Guard and Reserve Program in accordance with AR 135-18. HQ DA authorizes LNCOs to perform functions and responsibilities directed by this regulation. They are assigned on the table of distribution and allowances of USATC and TRADOC COE as a non-add position (as they are not counted against the active Army budgeted end strength). When there is not an ARNG or USAR LNCO or any senior ARNG or USAR enlisted personnel attached at the USATCs and TRADOC COEs, the senior ARNG or USAR officer at the USATC and TRADOC COE will perform the duties detailed in this regulation, with the assistance of the ARNG or USAR LNCO PM.

b. Current ARNG and USAR LNCO positions are authorized as full-time manning requirements based upon the estimated workload. Commanders will not assign ARNG and USAR LNCOs additional duties (such as installation duty or detail) beyond the scope of this regulation, as they are on call 24-hours a day.

3-2. Program design

a. The ARNG and USAR LNCO Programs are designed to provide commanders, commandants and training cadre with ARNG and USAR expertise in order to assist them in areas specifically related to RC Soldier progress and status during initial ADT and ADT. This includes, but is not limited to, Soldier's aptitude, attitude, motivational problems, and associated actions, such as new start, MOS reclassification, release from active duty, and separation. The ARNG and USAR LNCO Programs provide a link between HQ TRADOC, training commanders, installation support activities (such as, RECBN, MILPO, medical, finance, etc.), the appropriate ARNG or USAR HQ and supporting agencies to ensure the RC Soldier's needs are met.

b. The physical location of the ARNG and USAR LNCO is vital to mission success and must be accessible to RC Soldiers, the training cadre and support personnel. Factors to consider in locating ARNG and USAR LNCOs include: component mix of assigned LNCOs, personnel strength by component, distance between Soldiers in training and the essential support services, and available adequate office space with access to required equipment. For maximum effectiveness, the ARNG and USAR LNCOs must have access to the USATC, TRADOC COE, RECBN, training brigades/battalions, student branch of the installation MILPO, and the initial entry training management office. LNCOs will maintain working relationships with the critical installation staff and support personnel.

3-3. Supervision and evaluation

a. The ARNG or USAR LNCOs rating schemes will be determined by the Senior Component Officer where they are assigned or attached.

b. The respective PM will make periodic staff assistance visits to TRADOC USATC and TRADOC COEs.

3-4. Qualifications

The TRADOC Liaison/Initial ADT Manager Course at the ARNG Professional Education Center is required for all ARNG and USAR LNCOs within 1 year of assignment.

a. The ARNG LNCO must be a qualified MOS 79T (Recruiting and Retention NCO). Prior experience with human resource management, such as personnel assignments, career management, etc. is preferred. If a qualified 79T is not available, the ARNG may assign non-79T personnel if their MOS matches that of the center of excellence they will be assigned to.

b. USAR LNCO may hold any MOS, but are encouraged to hold an MOS related to the USATC and TRADOC COE to which they are assigned. Prior experience with human resource management, such as personnel assignments, recruiting, retention, career management, etc. is preferred.

Appendix A References

Section I Required Publications

ARs and DA forms are available at <https://armypubs.army.mil/>. TRADOC publications and forms are available at <https://adminpubs.tradoc.army.mil/index.html>.

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

AR 638-8

Army Casualty Program

AR 612-201

Initial Entry/Prior Service Trainee Support

TR 350-6

Enlisted Initial Entry Training Policies and Administration

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

AR 25-22

The Army Privacy Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 135-18

The Active Guard Reserve Program

AR 600-8-4

Line of Duty Policy, Procedures, and Investigations

AR 614-200

Enlisted Assignments and Utilization Management

AR 601-210

Regular Army and Reserve Components Enlistment Program

AR 623-3

Evaluation Reporting System

AR 635-200
Active Duty Enlisted Administrative Separations

National Guard Regulation 601-1
Army National Guard Strength Maintenance Program

TR 1-8
U.S. Army Training and Doctrine Command Operations Reporting

TR 350-70
Army Learning Policy and Systems

**Appendix B
Records**

B. ARNG and USAR records

See table B-1, for a list of some of the records required to be maintained in accordance with the AR 25-400-2 ARIMS record disposition.

Table B-1.
ARNG and USAR records

ARIMS RN/category	ARIMS description/category	Disposition
135/ARNG and USAR	General Army National Guard and Army Reserve correspondence files – Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature.	Keep event unknown (KEN). Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in current file area (CFA) until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
135a/ARNG and USAR	Reserve Component evaluations - Information related to evaluating the readiness conditions, personnel status, and logistics status of Reserve Component units by those elements of the Active Army responsible for assisting and monitoring their annual training. Included are reports, letters, forms, and other related information developed as a result of the evaluation.	Keep (K) 2. Keep in CFA until no longer needed for conducting business, then destroy record when the record is 2 years old.
135-200a/ARNG and USAR	Active duty for special work (ADSW) and active duty for training (ADT) files to include budget and resource management files; ADSW and ADT tour request approvals and disapprovals; exception to policy request approvals and disapprovals	Keep event (KE) KE3. Event is until funds have been disbursed and the fiscal year has been closed out. Keep in CFA until event occurs and then until no longer needed for conducting business, then destroy the record 3 years after the event.

Table B-1.
ARNG and USAR records, continued

135-381a /ARNG and USAR	Incapacitation Pay case files - Documents relating to compensation claims for Reserve component Soldiers who become ill or injured in the line of duty. Included are cover letters, memorandums, endorsements, approval documents, Line of Duty investigation data, monthly claim forms, Soldier acknowledgement forms, medical documents, physical statements, prognosis statements, Veterans Administration disability waiver statement, disability processing documents (medical evaluation board/physical evaluation board), incapacitation pay vouchers, and other documents used in initiating, processing and substantiating claims.	KE5. Event is after case is closed. Keep in CFA until event occurs, then destroy 5 years after the event.
350-1d2/Training	Training operations - TOE units and other offices - Documents related to planning and conducting basic training, general training, command post exercises, field maneuvers, and other actual training operations. Included are exercise plans, observation inspection reports, scenarios, critiques, map exercises, general training programs, final reports and comments on unit technical training programs, emergency deployment and readiness exercises, opposing force program, and similar information. Not included are common task tests and skill qualification tests; see number 350-37a.	K2. Keep in CFA until record is 2 years, then destroy.
5-10a/ Management (Mgt)	Program briefings - Information related to periodic presentations of proposed programs, approved programs, forecasts, trends, and results of the execution of programs. Included are presentation materials, such as charts, vugraphs, and other aids, memorandums of actions directed, records of questions and answers, and related information.	Transfer permanent (TP). Upload to the Army Electronic Archive (AEA). The AEA will transfer to the National Archives 20 years after the event.
5-10b/Mgt	Program progress reports/Management - Information which reflects actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals. Included are cost and performance reports, statements of analysis, commander s narratives, summaries, and related information.	TP. Upload to the AEA. The AEA will transfer to the National Archives 20 years after the event.
5b1/Mgt	Agreements - Office requesting support and office providing support: Memorandums of understandings and memorandums of agreements involving transfer of personnel spaces and materiel - Information relating to understandings and agreements between elements of the Army, between the Army and other military Services or Federal agencies, or between the Army and other non-Federal organizations or agencies (but not with foreign countries). These MOUs and MOAs are negotiated for providing and obtaining various types of support services. The services include logistical, medical, administrative, fire protection, facilities, payroll, and similar support. They can be one-time or continuing, and on either a reimbursable or a non-reimbursable basis. Included are agreements, agreement checklists, MOUs, MOAs, review comments, and similar information.	KE 6 years in CFA until event occurs, then destroy 6 years after the event. Event is after supersession, cancellation, or termination of the memorandum of understanding or memorandums of agreement.

Table B-1.
ARNG and USAR records, continued

1-1r/Admin	Budget execution funds - Information used by resource management offices to control funds. Included are reports from higher headquarters and Defense Finance and Accounting Service (DFAS) showing allotment and allocation of funds, obligations, expenditures, disbursements, reimbursements and collections of funds for which the resource management office is responsible. Also included are copies of obligation documents forwarded to higher headquarters and DFAS for accounting purposes not covered under the office housekeeping records category.	TE10. Event is close of the fiscal year involved. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to the AEA. The AEA will destroy the record 10 years after the event.
1-1m1/Admin	Conference official files - Information accumulated by conference host. This information relates to discussions, new policies, important events, and significant trends in the Army. Included are plans for the conference, transcripts of presentations and discussions, conference agenda, list of participants, and other information relating to the conference.	TP. Upload to the AEA. The AEA will transfer to the National Archives 20 years after the event.
360-1b/Army information	News media and releases – Mobilization - Offices in a combat environment, or designated as combat support elements, and offices having Army-wide responsibility. Information on the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media. Included are printed or processed press releases, speeches, radio, television, and motion picture scripts, and the coordinating information gathered in obtaining clearances for the releases.	TP. Event is after cessation of hostilities. Upload to the AEA. The AEA will transfer to the National Archives 20 years after the event.
Note: This record list is not all encompassing. Visit ARIMS for the complete RRS–A at https://www.arims.army.mil		

Glossary

ADT	active duty for training
AR	Army regulation
ARNG	Army National Guard
DA	Department of the Army
DCG	deputy commanding general
G-1	assistant chief of staff for personnel
HQ	headquarters
IET	initial entry training
LNCO	liaison noncommissioned officer
MILPO	military personnel office
MOS	military occupational specialty
NCO	noncommissioned officer
NGB	National Guard Bureau
PM	program manager
RC	Reserve component
RECBN	reception battalions

RRS-A	Records Retention Schedule-Army
SEL	senior enlisted leader
SGM	sergeant major
SOP	standard operating procedure
TDY	temporary duty
TR	U.S. Army Training and Doctrine Command regulation
TRADOC	U.S. Army Training and Doctrine Command
UCMJ	Uniform Code of Military Justice
U.S.	United States
USAR	U.S. Army Reserve
USARC	U.S. Army Reserve Command
USAREC	U.S. Army Recruiting Command
USATC	U.S. Army training center