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Training and Doctrine Command
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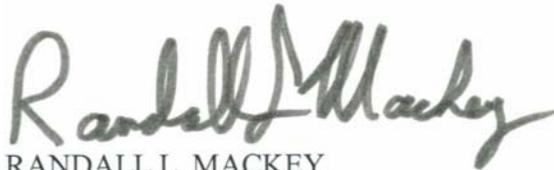
Army National Guard of the United States and United States Army Reserve

**THE ARMY NATIONAL GUARD/UNITED STATES ARMY RESERVE LIAISON
NONCOMMISSIONED OFFICER PROGRAM AT
UNITED STATES ARMY TRAINING CENTERS
AND UNITED STATES ARMY TRAINING AND DOCTRINE SCHOOLS**

FOR THE COMMANDER:

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History. This publication is a rapid action revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation prescribes policies and procedures for the utilization of the Army National Guard (ARNG) and United States Army Reserve (USAR) Liaison Noncommissioned Officer (LNCO) Program attached to Headquarters (HQ) U.S. Army Training and Doctrine Command (TRADOC), Deputy Commanding General (DCG), ARNG and DCG, USAR. This regulation revises policies, procedures, and administrative information.

Applicability. This regulation applies to U.S. Army Training Centers and TRADOC schools.

Proponent and exception authority. The proponents of this regulation are the DCG, ARNG and DCG, USAR. The proponent has 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 Reg 135-6, dated 1 November 1999.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from DCG, ARNG (ATDC-G) and/or DCG, USAR (ATDC-M), 30 Harrison St., Bldg. 116, Fort Monroe, VA 23651-1049.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DCG, ARNG (ATDC-G) and/or DCG, USAR (ATDC-M), 30 Harrison St., Bldg. 116, Fort Monroe, VA 23651-1049. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program Proposal).

Distribution. This publication is available only on the TRADOC Homepage at <http://www.tradoc.army.mil>.

Summary of Change

TRADOC Regulation 135-6

The Army National Guard/United States Army Reserve Liaison Noncommissioned Officer Program at United States Army Training Centers and United States Army Training and Doctrine Schools

This rapid action revision, dated 23 May 2008-

- Changes nomenclature throughout regulation to reflect reorganization of the Army.
- Delineates responsibility of Deputy Commanding General, Army National Guard and Deputy Commanding General, United States Army Reserve, their Chiefs of Staff, and respective program manager positions in support of the Army National Guard/United States Army Reserve Liaison Noncommissioned Officer Program (para 1-4).
- Adds paragraph clarifying responsibilities of the program manager positions (para 1-4c).
- Adds and clarifies liaison noncommissioned officer responsibility for the Inter-Service Training Review Organization sites (para 1-4d(1)).
- Expands and clarifies commander's support and supervision of their liaison noncommissioned officers (para 1-4d(2)).
- Clarifies involvement of liaison noncommissioned officers prior to any release from active duty or discharge actions of a reserve component Soldier (para 1-4d(4)).
- Adds responsibility to senior Army National Guard/United States Army Reserve Officer(s) at United States Army Training Centers and TRADOC schools with liaison noncommissioned officers (para 1-4e).
- Clarifies specific guidance for the rating scheme (para 1-4e(1) and 1-4e(2)).

- Adds responsibility to assist in the training of unit commanders, cadre, and chain of command in reserve component Soldiers' issues (para 1-4(2)).
- Expands and clarifies reporting requirements (para 1-4f(5)).
- Removes requirement to monitor Recruit Quota System and submit no-show statistics.
- Adds responsibility to develop and maintain local standing operating procedures (para 1-4f(9)).
- Clarifies responsibilities in erroneous or fraudulent enlistment incidents (para 1-4f(10)).
- Clarifies recordkeeping responsibility (para 1-4f(16)).
- Provides guiding principles in deciding the physical location of liaison noncommissioned officers on the installation (para 3-2a).
- Removes specific liaison noncommissioned officer functions during mobilization.
- Clarifies the rating scheme and supervisory responsibilities (para 3-3).
- Adds education requirement for Soldiers assigned to liaison noncommissioned officer position (para 3-4).
- Changes Army National Guard requirements for assignments to liaison noncommissioned officer positions (para 3-4a).
- Clarifies military occupational specialty requirements and assignment consideration for United States Army Reserve Soldiers as a liaison noncommissioned officer (para 3-4b).

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Chapter 1

Introduction

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

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations

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

1-4. Responsibilities

a. HQ TRADOC, DCGs, ARNG and USAR will-

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

(2) Provide chiefs of staff (COS) for staff supervision of ARNG/USAR LNCO Program and senior enlisted advisors to serve as ARNG/USAR LNCO Program managers.

b. HQ TRADOC, COS, ARNG and USAR, through the ARNG/USAR LNCO Program managers, will-

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

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

(3) Sponsor annual ARNG/USAR LNCO conferences and workshops.

(4) Conduct staff visits to advise and assist U.S. Army Training Center (USATC) and TRADOC school LNCOs.

c. HQ TRADOC, ARNG/USAR LNCO Program managers will-

(1) Coordinate all issues covered by this regulation with HQ TRADOC.

(2) Coordinate ARNG/USAR LNCO selection, training, and assignments with the National Guard Bureau (NGB) for ARNG LNCOs and with Commander, Human Resources Command for USAR LNCOs.

d. Commanders, USATC and TRADOC schools will-

(1) Ensure proper employment (according to the scope of duties included in this regulation) of LNCOs within their USATC and TRADOC school. When an Inter-service Training Review Organization (ITRO) is conducted, ensure the LNCO aligned with the Army proponent school supports the site, 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/USAR LNCOs, to include:

(a) Adequate office space (Health Insurance Portability and Accountability Act (HIPAA) compliant) with appropriate equipment, connectivity, and office supplies to support the mission.

(b) Computer (preferably portable), with access to local area network and capable of accessing and running mission-required systems.

(c) Capability to scan, copy, and fax.

(d) Access to a military vehicle, as required for mission.

(e) A wireless communication device (one per LNCO) and service plan to allow for 24-hour emergency accessibility.

(f) Temporary duty funds to accomplish Department of the Army (DA) and TRADOC requirements to support the ARNG/USAR LNCO.

(3) Establish procedures to provide information required by the LNCO to ensure the efficient flow of reserve component (RC) accessions through the Army reception battalion (RECBN) and the efficient utilization of training base capacity. This includes data on all ARNG/USAR Soldier actions to include: drops, new starts, absent without leave, confined, hospital holds, family emergencies, Army physical fitness test holds, death, arrival without status, Uniform Code of Military Justice, drop from rolls, and other situations requiring action by the LNCO.

(4) Ensure all subordinate commanders at all levels coordinate with appropriate ARNG or USAR LNCO prior to taking any action toward any RC Soldiers scheduled for release from active duty (REFRAD), discharge, or separation. When the LNCO is not available, coordinate with ARNG/USAR LNCO Program manager(s).

(5) Provide information on all potential separation actions for any Soldier in training to the ARNG/USAR LNCO in compliance with TRADOC Regulation 350-6, paragraph 3-46a.

(6) Have Uniform Code of Military Justice jurisdiction over LNCOs assigned to their command.

e. Senior ARNG/USAR officers at USATC and TRADOC school(s) will-

(1) Serve in the rating scheme of the same component LNCO, whenever possible. If there are no officers of the same component assigned to the USATC and/or TRADOC school which the LNCO supports, the next senior officer from the same component of the LNCO on the installation will serve in the rating scheme if possible.

(2) Provide written guidance and input to the LNCO evaluation(s) when not serving in the rating scheme, if necessary.

(3) Support the LNCO mission.

(4) Perform the duties of the LNCO detailed in this regulation with assistance from ARNG/USAR LNCO Program manager(s) in the absence of the ARNG/USAR LNCO.

f. ARNG/USAR LNCO will-

(1) Assist RC Soldiers at USATCs and TRADOC schools from the beginning of training until training is complete or terminated by ensuring minimal training distracters and that they are returned to ARNG or USAR control.

(2) Assist in training unit commanders and cadre to emphasize RC-unique issues that affect Soldiers' status; for example, mandatory release dates, arrivals at the RECBN without equipment or records, REFRAD, etc. Routine issues will be referred to installation agencies responsible for the particular function involved, such as finance, military personnel office (MILPO), Army Community Service, etc.

(3) Assist families of RC Soldiers.

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

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

(6) Orient the chain of command, staff and faculty, and RC Soldiers (through inprocessing and outprocessing briefings) on personnel, training, and other aspects of the RC program, in accordance with (IAW) Army Regulation (AR) 612-201, paragraph 2-21c and chapter 3, section VIII.

(7) Counsel and mentor RC Soldiers on areas affecting their scheduled training to include: qualifications, medical, attitude, potential separation actions on Soldiers in training, etc., IAW TRADOC Regulation 350-6, paragraph 3-46a and AR 612-201, paragraph 2-21c.

(8) Assist MILPO with ARNG/USAR Soldier actions when changes in status occur from their original training path.

(9) Develop, update, and maintain standing operating procedures for the USATC and/or TRADOC school LNCO Program to assist them in accomplishing their responsibilities governed by this regulation.

(10) Conduct or assist preliminary inquiries of erroneous or fraudulent enlistments. The LNCO will take necessary action(s) IAW National Guard Regulation 601-1, paragraph 4-15 or U.S. Army Recruiting Command (USAREC) Regulation 600-8, appendix B, as appropriate. Counsel the Soldier involved and notify to HQ TRADOC DCGs, ARNG/USAR COS, as appropriate. The appropriate COS will then forward the appropriate documentation of the preliminary inquiry to NGB or USAREC, as required.

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

(12) Coordinate with TRADOC, NGB, U.S. Army Reserve Command (USARC), and ARNG/USAR units, as appropriate, regarding Soldier issues.

(13) Participate in TRADOC, NGB, USAREC, and USARC workshops/seminars when scheduled dates do not conflict with primary mission.

(14) Notify the appropriate ARNG Adjutant General Department or USARC G-1 of any death, serious injury, or other serious incident report concerning any ARNG/USAR Soldier immediately after the proper authority has notified the next of kin according to AR 600-8-1, chapter 5, and local policies, and procedures. Provide notification to the Office of the DCG, ARNG or DCG, USAR (as applicable) with verification that the appropriate Adjutant General or G-1 has been notified.

(15) Conduct periodic checks of RECBN and training units to ensure RC Soldiers are integrated into and through USATC and/or TRADOC schools with minimal training distracters.

(16) Keep the appropriate files, records, and data as required IAW AR 25-400-2 for the performance of LNCO duties as detailed by this regulation.

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

(18) Perform the above duties and responsibilities in support of both ARNG and USAR Soldiers regardless of their component. This applies to accomplishing of such tasks as providing

orientation at the RECBN of incoming ARNG and USAR Soldiers and providing RC LNCO Program continuity during the absence of an ARNG LNCO or USAR LNCO.

Chapter 2

Establishment and Mission of Liaison Noncommissioned Officer (LNCO) Program

2-1. Establishment of LNCO Program

The ARNG/USAR LNCO Program provides NGB, USARC, TRADOC, and USATCs and TRADOC schools assistance in the reception, processing, counseling, and training management of RC Soldiers on initial active duty for training (IADT) and active duty for training (ADT) orders. The ARNG/USAR LNCO is the central point of coordination and communications at TRADOC activities for NGB, USARC, State/Territory Joint Forces Headquarters, USAREC, and the ARNG/USAR Soldier's parent unit on matters pertaining to ARNG/USAR Soldiers in initial military training or on ADT orders.

2-2. Mission of LNCO Program

The mission of the ARNG/USAR LNCO Program is to support keeping quality RC Soldiers in training to a successful completion of IADT/ADT. The ARNG/USAR LNCO will assist in the reception and processing of RC Soldiers into, through, and to completion of their training.

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

b. The ARNG/USAR LNCO will support commanders by coordinating and assisting in issue resolution between USATC and Soldier's parent unit, when an RC Soldier has an issue involving either activity.

Chapter 3

LNCO Authorization, Program Design, and Supervision

3-1. Authorization

a. HQDA authorizes the ARNG/USAR LNCO to perform functions and responsibilities directed by this regulation. ARNG/USAR LNCOs are part of the Active Guard and Reserve (AGR) Program. They are assigned on the table of distribution and allowances of USATC and TRADOC school as a non-add position (as they are not counted against the active Army budgeted end strength). When there is not an ARNG/USAR LNCO attached at an activity or unit, the senior ARNG/USAR officer at the USATC and TRADOC school will perform the

duties detailed in this regulation, with the assistance of the ARNG/USAR LNCO Program manager.

b. Current ARNG/USAR LNCO positions are authorized as full-time manning requirements based upon the estimated workload. Commanders will not assign ARNG/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. LNCO Program Design

a. The ARNG/USAR LNO Program is designed to provide USATC and TRADOC school commanders and training managers ARNG/USAR expertise to assist in areas specifically related to ARNG/USAR Soldier progress and status during IADT/ADT. This includes (but is not limited to), Soldier aptitude, attitude, motivational problems, and associated actions, such as new start, MOS Training, REFRAD, and separation. The ARNG/USAR LNCO Program provides a link between HQ TRADOC, training commanders, installation support activities (such as RECBN, MILPO, medical, finance, etc.), the appropriate ARNG/USAR HQ and supporting agencies to ensure the needs of the individual Soldier are met.

b. The physical location of the ARNG/USAR LNCO is vital to mission success and must be accessible by Soldiers, the training staff, and support personnel. Likewise, the ARNG/USAR LNCO must have access to the USATC, TRADOC school, RECBN, initial reception point, training brigades/battalions, student branch of the installation MILPO, and the initial entry training management office in order for maximum effectiveness. ARNG/USAR LNCOs must be as close to the RC Soldier's training location as possible, while maintaining working relationships with the critical installation staff and support personnel. Factors to consider in locating ARNG/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 identified in paragraph 1-4d(2).

3-3. Supervision and Evaluation

The commander (USATC or TRADOC school) determines the rating schemes for the ARNG/USAR LNCO within their commands, ensuring raters and senior raters are from the same component as the ARNG/USAR LNCO, whenever possible; however, raters, senior raters, and reviewers may be from any component. When more than one ARNG/USAR LNCO is present, senior LNCOs will rate junior LNCOs by component whenever possible. The rater will invite input from the TRADOC ARNG/USAR LNCO Program managers. TRADOC ARNG/USAR LNCO Program managers and senior ARNG/USAR officer(s) on the installation will provide guidance and input to the evaluation. The respective program manager will make periodic staff assistance visits to TRADOC USATC and TRADOC schools.

3-4. LNCO Qualification

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

a. ARNG LNCO must have the qualifications required to attain MOS 79T, recruiting and retention NCO, within 1 year of assignment. Prior experience with human resource management, such as personnel assignments, recruiting, retention, career management, etc. is preferred.

b. USAR LNCO may hold any MOS, but are encouraged to hold an MOS related to the USATC and TRADOC school 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, DA pamphlets, and DA forms are available at <http://www.usapa.army.mil/>. TRADOC publications and forms are available at <http://www.tradoc.army.mil/publications.htm>.

AR 135-200

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

AR 600-8-1

Army Casualty Program

AR 612-201

Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers (RCS MILPC-17 (R1))

TRADOC Reg 350-6

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 25-400-2

The Army Records Information Management System (ARIMS)

AR 135-18

The Active Guard/Reserve Program

AR 140-30

Active Duty in Support of the U.S. Army Reserve (USAR) and Active Guard/Reserve Management Program.

TRADOC Reg 135-6

AR 140-158

Enlisted Personnel Classification, Promotion, and Reduction

AR 600-200

Enlisted Personnel Management System

AR 601-210

Regular Army and Army Reserve Enlistment Program

AR 635-200

Enlisted Personnel

National Guard Reg 601-1

Army National Guard Strength Maintenance Program (Available at http://www.ngbpdc.ngb.army.mil/pubs/601/ngr601_1.pdf.)

TRADOC Reg 350-70

Systems Approach to Training Management, Processes and Products

USAREC Reg 600-8

U.S. Army Recruiting Command Liaison Noncommissioned Officer at U.S. Army Reception Battalion (Available at http://www.usarec.army.mil/im/formpub/REC_PUBS/r600_8.pdf.)

Glossary

ADT	active duty for training
AGR	active guard and reserve
AR	Army regulation
ARNG	Army National Guard
COS	chiefs of staff
DA	Department of the Army
DCG	deputy commanding general
G-1	personnel
HIPAA	Health Insurance Portability and Accountability Act
HQ	headquarters
HQDA	Headquarters Department of the Army
IADT	initial active duty for training
IAW	in accordance with
ITRO	Inter-service Training Organization
LNCO	liaison noncommissioned officer
MILPO	military personnel office
MOS	military occupational specialty
NGB	National Guard Bureau
RC	reserve component

Reg	regulation
RECBN	reception battalion
REFRAD	released from active duty
TRADOC	U.S. Army Training and Doctrine Command
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