

The Adjutant General Massachusetts
TAGMA Pamphlet 600-8-7

Personnel Management

Management of the State Retired List

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
MASSACHUSETTS NATIONAL GUARD
50 Maple Street, Milford, Massachusetts 01757-3604
1 October 2010

Summary of Change

TAGMA PAM 600-8-7
Management of the State Retired List

This revision of the previously numbered TAGMA Pam 600-9 dated 1 October 2010 --

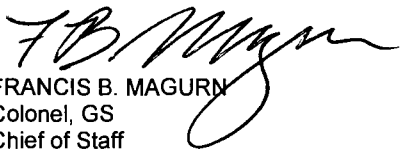
- Replaces all references to the Massachusetts State Guard with the Massachusetts State Defense Force.
- Clearly defines the role of the Deputy Chief of Staff, Personnel in advertising the State Retired List to retiring members of the Massachusetts National Guard and publishing all orders related to the State Retired List (para 1-3b and 4-1).
- Includes information that State Retired List members are amenable to courts marital (para 3-4).
- Reestablishes the practice of issuing Certificates of Appointment to members of the State Retired List (para 4-2c).
- Clearly defines eligibility criteria for placement on the State Retired List one grade higher than the highest federally recognized grade and includes a board requirement for same (para 4-3).
- Includes specific guidance on the wear of uniforms and rank insignia (para 4-5).
- Expands criteria for removal from the State Retired List (chap 5).
- Includes a sample memorandum for requesting placement on the State Retired List one grade higher (app C).

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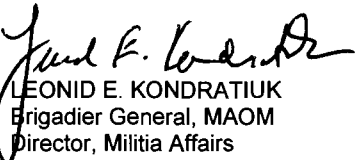
Personnel Management:
Management of the State Retired List

For The Adjutant General:



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History. This printing is a revision of TAGMA Pamphlet 600-9, dated 2 February 2007. Changes include clearly establishing procedures for advertising to National Guard members approaching retirement, clearly defining eligibility criteria for placement on the State Retired List one grade higher than the highest federally recognized grade, expanding criteria for removal, and deleting all references to the Massachusetts State Guard in lieu of the Massachusetts State Defense Force.

Summary. This pamphlet provides policies and procedures for management of the State Retired List.

Applicability. This pamphlet applies to all members of the State Retired List.

Proponent and Exception Authority. Director, Militia Affairs.

Supplementation. Supplements to this publication are not authorized without express written consent of the proponent.

Army Management Control Process. See AR 25-30 dated 27 March 2006 – Management Control Process.

Suggested improvements. Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Director, Militia Affairs, Massachusetts Joint Force Headquarters, 50 Maple Street, Milford, MA 01757-3604.

Distribution.
A

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*This TAGMA Pamphlet supersedes TAGMA Pamphlet 600-9, dated 2 February 2007.

Chapter 1

INTRODUCTION

1-1. PURPOSE: This pamphlet prescribes procedures, establishes policies and responsibilities, and provides guidance for management of the State Retired List.

1-2. REFERENCES: Required, related, and referenced publications are listed in Appendix A.

1-3. RESPONSIBILITIES:

a. The Adjutant General serves as the appointing and approval authority for State Retired List membership.

b. Deputy Chief of Staff, Personnel (J1) provides counseling on the State Retired List during all retirement briefings, includes a copy of this TAGMA Pamphlet and/or related materials outlining benefits of service in the State Retired List with all retirement orders sent out via U.S. Mail, provides retiree information to the Director, Militia Affairs, and publishes all orders related to the State Retired List.

c. Director, Militia Affairs is the responsible officer for State Retired List matters including appointment, policies, and management. Director, Militia Affairs coordinates with the State Staff, Joint Staff, Massachusetts State Defense Force, and other Massachusetts Organized Militia components.

Chapter 2

ORGANIZATION

2-1. COMPONENT: The State Retired List is a component of the Massachusetts Organized Militia.

2-2. DUTIES: Members of the State Retired List will be available to serve in or augment other components of the Massachusetts Organized Militia whenever the need arises. They shall be eligible to perform any military duty to the same extent as if not retired, and the commander-in-chief may require them to serve upon military boards, courts of inquiry and courts-martial, or to perform any other duty. They shall attend annual musters or similar events as determined by The Adjutant General. Examples for the utilization of State Retired List personnel include:

a. As the primary source for the expansion of the Massachusetts State Defense Force beyond cadre level in the event of the Massachusetts National Guard's mobilization.

b. To replace or augment the State and/or Joint Staffs when the latter are called into Federal Service.

c. To augment either or both the Massachusetts National Guard and Massachusetts State Defense Force when those components are called into Federal or State service during natural or other disasters, civil disturbances, and related emergencies.

d. As a source of commissioned and warrant officers for the Massachusetts State Defense Force.

Chapter 3

PERSONNEL POLICIES

3-1. STATE ACTIVE DUTY: State Retired List personnel are subject to the performance of State Active Duty by direction of The Adjutant General for specific duties not limited to those outlined in Paragraph 2-2 for a period of time to be so specified. Members of the State Retired List shall be generally ordered to State Active Duty in the highest grade held but in no case lower than the highest federally recognized grade held.

3-2. PAY AND ALLOWANCES: State Retired List personnel serving on State Active Duty are entitled to pay and allowances at the state per-diem rate commensurate with their rank.

3-3. SIGNATURE BLOCK: State Retired List personnel will use the component MAOM (Ret.) for Massachusetts Organized Militia following their rank as part of their signature block in routine correspondence (example: LTC, MAOM (Ret.)). Personnel serving on State Active Duty will use MAOM as their component in signature blocks during their period of duty (example: LTC, MAOM).

3-4. COURTS MARTIAL: Members of the State Retired List shall be amenable to court martial for military offenses.

Chapter 4

MEMBERSHIP

4-1. GENERAL: Any member of the Armed Forces of the Commonwealth (Army National Guard, Air National Guard, and State Defense Force) and with five or more years service as a commissioned or warrant officer and service in time of war in the Armed Forces of the United States, or fifteen years total service as a commissioned or warrant officer, and who received an honorable discharge for such service, may, upon their own request and with the concurrence of The Adjutant General, be placed on the State Retired List. The Deputy Chief of Staff, Personnel will ensure all retiring commissioned and warrant officers of the Massachusetts National Guard are provided with accurate information on the State Retired List during the retirement process and

will forward all applications for membership to the Director, Militia Affairs.

4-2. APPOINTMENTS:

a. The Adjutant General may appoint commissioned and warrant officers to the State Retired List who completed honorable service in the Armed Forces of another state and/or of the United States which, when added to that served in the Armed Forces of the Commonwealth, total at least 15 years.

b. Any honorably discharged commissioned or warrant officer who meets eligibility requirements established in Paragraph 4-1 may, with the concurrence of The Adjutant General, be placed on the State Retired List by completing the application located in Appendix B.

c. Certificates of Appointment will be issued by the Director, Militia Affairs and presented or forwarded to new members upon initial appointment as well as whenever application for advancement to the next higher rank is approved in accordance with Paragraph 4-3.

4-3. DETERMINATION OF GRADE:

a. Appointments to the State Retired List will be in any federally recognized grade satisfactorily held while a member of the Armed Forces of the Commonwealth. Members of the State Defense Force or its preceding organizations will be appointed to the State Retired List in the highest state recognized grade satisfactorily held without the possibility for honorary advancement as outlined below; provided, however, that those members who also hold federal recognition in the same grade obtained while a member of the Armed Forces of the Commonwealth shall be eligible for placement one grade higher upon separation from the State Defense Force.

b. Personnel may request placement on the State Retired List one grade higher than the highest federally recognized grade satisfactorily held while a member of the Armed Forces of the Commonwealth, but in any case not to exceed the grade of major general; provided, however, that any such member who has had federal recognition in the grade of major general may, upon request, be placed upon the retired list in the grade of lieutenant general. For example, a federally recognized Massachusetts Army National Guard major meeting eligibility requirements outlined in Paragraph 4-1 who subsequently joins and retires from the Army Reserve will, without regard for any advancement in the Army Reserve, be eligible for placement on the State Retired List in any federally recognized grade satisfactorily held while a member of the Armed Forces of the Commonwealth up to and including

major or, if requested and approved by The Adjutant General, a lieutenant colonel. Approval of such requests will be in exceptional cases and based on a career of meritorious service to the Commonwealth as determined by The Adjutant General upon the recommendation of a State Retired List Promotion Board composed of the Director of Militia Affairs, who shall serve as chair, the Assistant Adjutant General (Executive Officer), the Assistant Adjutant General (Army), the Assistant Adjutant General (Air), and the Deputy Chief of Staff, Personnel.

c. Personnel desiring placement on the State Retired List one grade higher will submit a memorandum to the Director, Militia Affairs. The memorandum will state why the requester feels he/she merits this honor and a military biographical summary must be enclosed along with a copy of a promotion or retirement order indicating the highest federally recognized grade held. A civilian curriculum vitae must also be enclosed. The memorandum format located in Appendix C must be used.

4-4. OATH: Appointment to the State Retired List will be completed by taking the prescribed oath of allegiance to the Commonwealth.

4-5. UNIFORMS AND INSIGNIA: Members of the State Retired List may wear their federal uniforms and federally recognized rank insignia at any appropriate time in accordance with applicable military regulations. Those who are advanced one grade higher than their highest federally recognized grade upon appointment to the State Retired List and elect to wear the insignia of their state recognized grade on occasions of ceremony must wear the appropriate Massachusetts Military Uniform in accordance with TAGMA Pamphlet 670-1.

Chapter 5

REMOVAL

Personnel may be removed from the State Retired List by resignation, court martial, disability, death, or transfer to the Armed Forces of the United States or another component of the Massachusetts Organized Militia. State Retired List members who fail to attend an annual muster or similar event, wear improper uniforms or insignia as required in Paragraph 4-4, or bring discredit upon the Armed Forces of the Commonwealth through conduct unbecoming a commissioned or warrant officer are also subject to removal by order of The Adjutant General. Published orders placing a member upon the State Retired List one grade higher than the highest federally recognized grade satisfactorily held while a member of the Armed Forces of the Commonwealth shall be revoked upon removal for misconduct (to include the wearing of improper uniforms or insignia) or unexcused absence.

APPENDIX A
REFERENCES

AR 670-1

Wear and Appearance of Uniforms and Insignia

Massachusetts General Laws

Chapter 33: Sections 4, 10, 24, 31, 32, 33, and 83.

NGR (AR) 600-100

Commissioned Officers - Federal Recognition and Related Personnel Matters

TAGMA Pam 10-6

Organization and Functions: Massachusetts State Defense Force

TAGMA Pam 670-1

Wear and Appearance of Massachusetts Military Uniforms

APPENDIX B

**Request for Appointment
Massachusetts State Retired List**

1. The State Retired List is a component of the Organized Militia of the Commonwealth of Massachusetts as established by the Massachusetts General Laws (Chapter 33, Section 7).
2. Officers and warrant officers who meet eligibility requirements for membership may be placed on the State Retired List by completing this form. Appointment will be in the highest federal or state grade held unless advanced one grade higher by The Adjutant General. [Reference TAGMA Pam 600-8-7, Management of the State Retired List: Paragraph 4-1 (membership eligibility) and 4-3 (determination of grade).]
3. Members of the State Retired List shall be eligible to perform any military duty to the same extent as if not retired when ordered to State Active Duty. Members will wear appropriate uniforms and insignia when completing such duty in accordance with TAGMA Pam 600-8-7, Management of the State Retired List, and TAGMA Pam 670-1, Wear and Appearance of Massachusetts Military Uniforms.
4. Forward completed applications to the Director, Militia Affairs for processing.

APPLICATION (Completed by Applicant)

I, _____, wish to be appointed to the State Retired List in my present grade according to the provisions of Massachusetts General Laws (Chapter 33, Section 31).

Signature, Grade, Date

OATH (Completed by Applicant)

I, _____, do solemnly swear that I will bear true faith and allegiance to the Commonwealth of Massachusetts and will support the constitution thereof. So help me, God.

I, _____, do solemnly swear that I will obey the lawful orders of all my superior officers. So help me, God.

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all duties incumbent upon me as a member of the State Retired List according to the best of my ability and understanding, agreeably to the rules and regulations of the constitution and laws of the Commonwealth. So help me, God.

I, _____, do solemnly swear that I will support the constitution of the United States. So help me, God.

Signature, Grade, Date

ACCEPTANCE (Completed by Officer Certifying Applicant's Oath)

This certifies that _____, appointed to the State Retired List this _____ day of _____, A.D. _____ personally appeared and took and subscribed the oaths required by the constitution and laws of this Commonwealth and by a law of the United States, to qualify him or her to discharge the duties of his or her office.

Signature, Grade, Date

APPENDIX C

Sample Memorandum Requesting Placement on the State Retired List
One Grade Higher than the Highest Federally Recognized Grade

1		
<u>2</u>	OFFICE SYMBOL (if applicable)	Date
1		
2		
<u>3</u>	MEMORANDUM FOR Director, Militia Affairs, 50 Maple Street, Milford, MA 01757	
1		
<u>2</u>	SUBJECT: Request for Placement on the State Retired List One Grade Higher	
1		
2		
<u>3</u>	1. I respectfully request placement on the State Retired List as a Colonel, one grade higher than my federally recognized grade of Lieutenant Colonel.	
	2. I feel I merit this honor due to [insert text outlining basis for request; use additional paragraphs if necessary].	
	3. I understand that if my request is approved, I may wear the insignia of my state recognized grade only on appropriate Massachusetts Military Uniforms during occasions of ceremony in accordance with TAGMA Pamphlet 670-1. I further understand that the wearing of improper uniforms or insignia will result in immediate removal from the State Retired List and revocation of promotion orders in accordance with TAGMA Pamphlet 600-8-7.	
	4. Thank you very much for your time and for consideration of my request. I am available at [email address] and [telephone number].	
1		
2		
3		
4		
<u>5</u>	4 Encls.	JOHN A. DOE LTC, MAOM (Ret.)
	1. Promotion Order to LTC, Date of Order [Example: 24 May 2008]	
	2. Request for Appointment [See Appendix B; only include if not already submitted]	
	3. Biographical Summary [See Appendix H (Biographical Summary Format), NGR 600-100, APR 1994]	
	4. Civilian Curriculum Vitae	