

**CTNG Regulation 600-2  
General Order 2010-3**

**Personnel – General**

# **Promotion of Members upon Retirement**

**Joint Force Headquarters  
Connecticut National Guard  
Hartford, Connecticut  
1 October 2010**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

CTNG Regulation 600-2  
Promotion of Members upon Retirement

This revision, dated 1 October 2010 –

- Supersedes CTNG Regulation 600-2, dated 1 April 2010.
- Incorporates changes implemented by Connecticut Public Act 10-15 and Public Act 10-130

Joint Force Headquarters  
CTNG Regulation 600-2  
Connecticut National Guard  
Hartford, Connecticut 06105-3795

## PERSONNEL – GENERAL

### PROMOTION OF MEMBERS UPON RETIREMENT IN ACCORDANCE WITH SECTION 27-53 OF THE CONNECTICUT GENERAL STATUTES

**Summary.** This regulation prescribes the policies and procedures for the promotion of members to the next higher grade upon retirement IAW Section 27-53 of the Connecticut General Statutes and wearing of insignia with the uniform. This regulation also governs the use of state general officer flags.

**Applicability.** This regulation is applicable to all members of the armed forces of the State of Connecticut.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval of the Adjutant General.

**Suggested Improvements.** The proponent agency of this regulation is the Connecticut Military Department (CTMD) Historical Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Adjutant General, ATTN: CTNG-HS, Governor William A. O'Neill State Armory, 360 Broad Street – Room #113, Hartford, CT 06105-3795.

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## **1. PURPOSE**

a. This regulation prescribes the policies and procedures governing promotion upon retirement IAW section 27-53 of the Connecticut General Statutes.

b. Establish a Promotion Review Board to make recommendations to The Adjutant General.

c. To ensure that all members being considered for promotion to the next higher grade under the provisions of section 27-53 of the Connecticut General Statutes are qualified and have distinguished themselves to merit a retirement promotion.

## **2. REFERENCES**

Connecticut General Statutes (Section 27-53).

## **3. POLICY**

### **a. Currently Serving Officers & Warrant Officers**

An Officer or Warrant Officer upon completion of twenty years service who has served continuously for a minimum of three (3) years as an Officer or Warrant Officer, has a minimum of one (1) year in grade, and prior to his or her retirement, may request in writing, through the chain of command, to be considered to the next higher grade under the provisions of section 27-53 of the Connecticut General Statutes. Promotion above the grade of Brigadier General is not authorized.

### **b. Currently Serving Non-Commissioned Officers**

An NCO upon completion of twenty years service who has a minimum of one (1) year in grade, and prior to his or her retirement, may request in writing, through the chain of command, to be considered to the next higher grade under the provisions of section 27-53 of the Connecticut General Statutes. For Army personnel, promotion to the ranks of Command Sergeant Major and First Sergeant are not authorized. The ranks of Sergeant Major and Master Sergeant will be utilized respectively. For Air Force personnel, promotion to the ranks of Command Chief Master Sergeant and First Sergeant are not authorized. The ranks of Chief Master Sergeant, Senior Master Sergeant or Master Sergeant will be utilized as appropriate.

### **c. Qualified Retired Members**

A retired member of the armed forces of the State of Connecticut or the Governor's military staff, whose service was honorable, who served thirty or more years and who did not apply for a retirement promotion prior to retirement, may apply directly to the Adjutant General to be commissioned at or promoted to the next higher grade that the highest grade at which he or she may have held at any time, either in the armed

forces of the state or the Governor's military staff or the armed forces of the United States, which higher grade shall not be above the grade of a Brigadier General (O7) or Sergeant Major (E9). For Army personnel, promotion to the ranks of Command Sergeant Major and First Sergeant are not authorized. The ranks of Sergeant Major and Master Sergeant will be utilized respectively. For Air Force personnel, promotion to the ranks of Command Chief Master Sergeant and First Sergeant are not authorized. The ranks of Chief Master Sergeant, Senior Master Sergeant or Master Sergeant will be utilized as appropriate.

d. Members may be promoted on a one time basis under the provisions of section 27-53 of the Connecticut General Statutes.

e. The Adjutant General shall convene a Promotion Review Board to consider individuals requesting promotion. The Promotion Review Board will be chaired by the Assistant Adjutant General and consist of two Colonels for Officers, two Chief Warrant Officer Fives for Warrant Officers and two Sergeant Majors for NCOs. The Promotion Review Board will review the member's whole career by reviewing types of assignments, evaluation reports, overall contributions to the organization, etc., and submit recommendations to The Adjutant General for final approval.

f. The member will complete a promotion packet that will contain at a minimum:

- Memorandum to Adjutant General (Sample 1)
- NGB Form 22 received upon discharge
- Promotion Order to current rank or retired rank
- Certificate of Completion for highest professional military education
- Three most recent evaluations/performance reports
- Memorandum from current commander verifying no suspensions of favorable actions (Sample 3) (for current members only)

g. The following documents are optional, but may be included in the promotion packet:

- Military Resume (Sample 2)
- All awards and certificates
- All DD Form 214s
- Official Military Photograph (or current photograph for retirees)

h. Promotion to the grade of Brigadier General will be made in exceptional circumstances and only after a recommendation of the Promotion Review Board and with the approval of The Adjutant General. To be considered for promotion to Brigadier General an Officer must have a minimum of one year of recognized service as a Colonel before being considered for promotion.

i. If at the time of separation a member has failed the physical fitness test, is on weight control, or has a suspension of favorable personnel actions or bars to promotion or reenlistment on file, he or she will not be considered for promotion.

j. All promotions made under section 27-53 of the Connecticut General Statutes are for state military (primarily ceremonial) purposes only. Retirement promotions have no impact on any (state or federal) retirement benefits. Federal retirement benefits derived from service are based upon the highest satisfactorily held federally recognized rank. State benefits relative to retirements are not affected by a retirement promotion under Section 27-53 of the Connecticut General Statutes.

#### 4. WEAR OF UNIFORM

a. Individuals promoted under the provisions of Section 27-53 of the Connecticut General Statutes are authorized to wear the insignia of the rank promoted to at in-State functions only, provided they conform to the regulatory standards for wear of the uniform and appearance.

1) The U.S. insignia is not authorized for wear. The individual must purchase the CT insignia.

2) A black name plate bearing the last name of the individual and **CSGR** (Connecticut State Guard Reserve) below the last name will be worn in place of the standard name plate on the appropriate uniform.

3) A "CT" insignia will be worn on the Mess Dress uniform by all service members.

(a) Army personnel will wear a brass "CT" ¼ inch above the notch on both lapels above their regimental crest and awards respectively. See Figure 1.



Figure 1. Location of "CT" on Army Mess Dress Uniform

(b) Air Force personnel will wear a silver "CT" even with the point of the collar of the shirt. See Figure 2.





Figure 3. Connecticut General Officer Flag

c. The General Officer Flag will only be used at in-State functions and will not be used outside the state of Connecticut. Officers are not authorized to use the flags of the United States Army or Air Force prescribed to federally recognized General Officers.

## 7. REVOCATION OF PROMOTION

Failure of members or retirees who have received a retirement promotion under section 27-53 of the Connecticut General Statutes to comply with the provisions of this General Order will result in the revocation of the promotion. Upon completion of a due process review, the Promotion Review Board will make a finding and recommendation of revocation to the Adjutant General.

THADDEUS J. MARTIN  
Major General  
The Adjutant General

OFFICIAL:

Ronald P. Welch  
COL, IN, CTARNG  
Chief of Staff

**SAMPLE 1: LETTER TO THE ADJUTANT GENERAL**

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YOUR LETTERHEAD

1 September 2009

The Adjutant General  
State of Connecticut  
Governor William A. O'Neill State Armory  
360 Broad Street  
Hartford, CT 06105-3706

Dear Major General Martin:

In accordance with Connecticut General Statutes section 27-53 and Connecticut National Guard Regulation 600-2, I formally request to be considered for promotion to the next higher grade of Brigadier General in conjunction with my retirement from the Connecticut National Guard on 31 December 2009.

I can be contacted at (860) 555-0000 or myemail@email.com.

Sincerely

Windsor J. Connecticut  
Colonel, US Army  
Chief, Operations & Training

Enclosures

**SAMPLE 2: MILITARY RESUME**

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**RESUME OF SERVICE CAREER**

OF

JAMES BRANFORD HARTFORD, JR, Colonel, Infantry (CTARNG), 123-00-9876

DATE AND PLACE OF BIRTH 29 August 1950, New Haven, Connecticut

YEARS OF COMMISSIONED SERVICE Over 21 years

TOTAL YEARS OF SERVICE Over 29 years

PRESENT ASSIGNMENT Director of Personnel, Joint Force Headquarters – Connecticut, 360 Broad Street, Hartford, CT 06105, since 13 July 2007

CURRENT OCCUPATION Director of Information Technology, Major Civilian Corporation, 1642 Bedford Street, Stamford, CT 06902, since 7 March 1998

**MILITARY SCHOOLS ATTENDED**

Basic Combat Training  
 Advanced Individual Training  
 Airborne School  
 Primary Leadership Development Course  
 Officer Candidate School  
 Infantry Officer Basic Course  
 Ranger School  
 Infantry Officer Advanced Course  
 Combined Arms & Services Staff School  
 Command & General Staff College  
 Army War College

**EDUCATIONAL DEGREES**

University of Connecticut – BA Degree – Communications  
 University of Hartford – MS Degree – Information Technology

**MAJOR DUTY ASSIGNMENTS**Active Duty

FROM	TO	ASSIGNMENT
May 1980	Jul 1980	Trainee, D Company, 1-48 <sup>th</sup> , 3 <sup>rd</sup> Training Brigade, Fort Leonard Wood, MO
Jul 1980	Sep 1980	Trainee, A Company, 266 <sup>th</sup> QM Bn, 23d QM Bde, Fort Lee, VA

JAMES BRANFORD HARTFORD, JR, Colonel, Infantry (CTARNG), 123-00-9876

Sep 1980	Nov 1980	Trainee, C Company, 1 <sup>st</sup> Bn, 507 <sup>th</sup> Regiment, Fort Benning, GA
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Active Duty

FROM	TO	ASSIGNMENT
Nov 1980	Jan 1983	Supply Specialist, Headquarters, 504 <sup>th</sup> Parachute Infantry Regiment, 82 <sup>nd</sup> Airborne Division, Fort Bragg, NC
Jan 1983	Jun 1986	Supply Sergeant, B Company, 102d Signal Battalion, Wiesbaden Army Airfield, Germany

National Guard – Not on Active Duty

Jun 1986	Jun 1987	Supply Sergeant, C Company, 1 <sup>st</sup> Battalion, 102d Infantry Regiment, Bristol, CT
Jun 1987	Jul 1988	Student, 169 <sup>th</sup> Leadership Regiment, OCS, Camp O'Neill, CT

National Guard – Active Duty

Jul 1988	Oct 1988	Student, C Company, 1 <sup>st</sup> Battalion, 11 <sup>th</sup> Infantry Regiment, Fort Benning, GA
Oct 1988	Dec 1988	Student, Ranger Training Brigade, Fort Benning, GA

National Guard – Not on Active Duty

Jan 1989	Jan 1991	Platoon Leader, C Company, 1 <sup>st</sup> Battalion, 102d Infantry Regiment, Bristol, CT
Jan 1991	Jun 1992	Executive Officer, C Company, 1 <sup>st</sup> Battalion, 102d Infantry Regiment, Bristol, CT
Jun 1992	Oct 1994	Personnel Officer, 1 <sup>st</sup> Battalion, 102d Infantry Regiment, New Haven, CT
Oct 1994	Feb 1996	Company Commander, A Company, 1 <sup>st</sup> Battalion, 102d Infantry Regiment, New Britain, CT
Feb 1996	Aug 1999	Assistant Operations Officer, 85 <sup>th</sup> Troop Command, New London, CT
Aug 1999	Apr 2003	Logistics Officer, 143d Area Support Group, Waterbury, CT

National Guard – Active Duty

Apr 2003	Jul 2004	Executive Officer, 143d Area Support Group, Baghdad, Iraq
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JAMES BRANFORD HARTFORD, JR, Colonel, Infantry (CTARNG), 123-00-9876

National Guard – Not on Active Duty

July 2004	May 2007	Director of Public Affairs, Joint Force Headquarters, Hartford, CT
May 2007	Present	Director of Personnel, Joint Force Headquarters, Hartford, CT

Promotions

Dates of Appointment

Rank	Component	Date
PV2	USA	18 July 1980
PFC	USA	22 August 1981
SPC	USA	14 February 1983
SGT	USA	31 July 1985
SSG	CTNG	22 April 1987
2LT	CTNG	10 October 1988
1LT	CTNG	1 November 1991
CPT	CTNG	5 December 1994
MAJ	CTNG	17 June 1999
LTC	CTNG	4 April 2004
COL	CTNG	19 October 2008

US DECORATIONS AND BADGES

Bronze Star Medal

Meritorious Service Medal (with 1 Oak Leaf Cluster)

Army Commendation Medal (with 3 Oak Leaf Clusters)

Army Achievement Medal (with 1 Oak Leaf Cluster)

Army Reserve Components Achievement Medal (with 2 Oak Leaf Clusters)

National Defense Service Medal (with 1 Bronze Service Star)

Armed Forces Reserve Medal (with Bronze Hourglass)

Iraq Campaign Medal

Overseas Service Ribbon

SOURCE OF COMMISSION OCS (October 1988)

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Signature

Date

ADDENDUM A TO RESUME OF SERVICE CAREER

JAMES BRANFORD HARTFORD, JR, Colonel, Infantry (CTARNG), 123-00-9876

CURRENT OCCUPATION Director of Information Technology, Major Civilian Corporation, 1642 Bedford Street, Stamford, CT 06902, since 7 March 1998

NATURE, SCOPE & EXTENT OF RESPONSIBILITIES

Responsible for the information technology needs for a major corporation with offices in 23 states and 12 countries worldwide serving 13,750 employees in 8 different languages. Directly supervises 14 regional IT directors who in turn supervise an average of 22 IT office managers. Reports directly to the Chief Information Officer (CIO) and assists in the development of an annual IT budget of over \$12 million worldwide. Support designers, developers and manufacturers of gizmos that are sold in over 150 countries across the globe.

**SAMPLE 3: MEMORANDUM FROM COMMANDER**

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LETTERHEAD

OFFICE SYMBOL

1 July 2009

MEMORANDUM FOR President, Promotion Board, Connecticut National Guard, ATTN:  
Historical Section, 360 Broad Street, Room #113, Hartford, CT 06105

SUBJECT: Colonel Griswold D Ansonia, 444-99-0000

1. In accordance with Connecticut National Guard regulation 600-2, I have reviewed the personnel record of the above named soldier and there are currently no suspensions of favorable actions or flagging actions in his record.
2. I further attest that he currently meets the standard of physical fitness and weight control in accordance with army regulations.
3. There are currently no bars to promotion or reenlistment in his official military record.
4. Point of contact for this memorandum is Captain Alice T. Commander at 860-555-9999 or [alice.commander@us.army.mil](mailto:alice.commander@us.army.mil).

AUTHORITY LINE:

ALICE T. COMMANDER  
CPT, MP, CTARNG  
Commanding