**ADJUTANT GENERAL'S CORPS
REGIMENTAL ASSOCIATION (AGCRA)
CHAPTER RECOGNITION PROGRAM
MEMORANDUM OF INSTRUCTION (MOI)**

4 February 2026

1. Purpose.

   a. This document updates the AGCRA Chapter Recognition Program first established by the National Executive Council (NEC) in 2016. Concept of operations, procedures, and responsibilities in this Memorandum of Instruction (MOI) replace those outlined in the 2025 MOI. This MOI is effective for the Fiscal Year 2026 program and beyond. This MOI includes new chapter compliance requirements, new scoring criteria, a new virtual chapter category, and increased award amounts.

   b. The AGCRA Chapter Recognition Program is an incentive performance reporting system that encourages and supports Association Chapters to remain active and consistently engaged in AGCRA membership recruitment and professional development efforts.

2. Intent.

   a. The goals and aspirations of the AGCRA can best be served by strong Chapters in the field.

   b. Historically, the strength of many AGCRA Chapters ebbs and flows between an active and inactive status based on leadership personalities and the continuing turnover of Chapter Officers through PCS, deployment, or separation / retirement.

   c. The intent of this program focuses on an AGCRA Chapter performance accounting and reporting system that provides recognition, incentive, and reward for Chapters that remain active and engaged despite personnel turnover and turbulence. The revised program strengthens the recognition provided to the AGCRA's best chapters.

   d. Additionally, by capturing the history of its various Chapters, the legacy of the AGCRA is strengthened.

3. Background.

   a. The AGCRA is a nonprofit organization providing opportunities for all U.S. Army active or retired Adjutant General's Corps Soldiers; Human Resources (HR) Soldiers, Musicians, and Professional Recruiters of the Active force, Army National Guard, or Army Reserve; Federal Civilian employees affiliated with the Army's Human Resources Community; spouses, widows, or widowers of Active members, Soldiers and Federal Civilian employees; military service members and civilians of DOD, other U.S. sister services, and allied nations with a close affinity to the AG Corps, or Association, to aid in preserving the proud heritage of the U.S. Army Adjutant General's Corps and AGCRA for posterity.

b. Activities of AGCRA and its Chapters include, but are not limited to, the following:

(1) Sponsoring new HR methods, improved techniques, developments, and other innovations designed to increase the efficiency of the United States Army, while promoting high standards of proficiency in members of the Adjutant General's Corps and the Army's Human Resources Community.

(2) Providing a forum for the mutual exchange and discussion of ideas and information of interest to members of the Association.

(3) Promoting esprit de corps among all members of the Association through AGCRA events, the sale of unique AG-related merchandise, and execution of an aggressive awards program.

(4) Publication of the Association's magazine *1775*, the professional journal of AGCRA.

(5) Encouraging improvements in research and development programs in the fields of personnel, administration, and human resources management; as well as postal operations, recruiting & retention, and Army Band operations.

(6) Researching, recording, and perpetuating an understanding of the history of the Adjutant General's Corps and the Association.

4. Procedures.

a. This is an annual program based upon fiscal year (that is, from 1 October through 30 September of the following year).

b. The winning chapters will be recognized with the presentation of certificates and cash awards at the annual National AG Ball in Columbia, South Carolina - typically held in May or June of the following fiscal year.

c. Chapters shall compete in this program based on size. There are two competitive categories (large and small).

(1) Large Chapters are defined as Chapters co-located at a large troop post or with a large population of eligible AG Soldiers & Civilians. This category currently includes:[1]

Aloha (Fort Shafter)
Carolina (Fort Jackson)
Gold Vault (Fort Knox)
Lone Star (Fort Hood)
Mount Rainier (JBLM)
Potomac (NCR)
Screaming Eagle (Fort Campbell)

Bison (Fort Riley)
European
Iron Mike (Fort Bragg)
Morning Calm (Korea)
Pike's Peak (Fort Carson)
Rock of the Marne (Fort Stewart)
Sun City (Fort Bliss)

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[1] Some of the Chapters listed may currently be in an inactive status

(2) Small Chapters are defined as Chapters not located at a post with a large population of eligible AGCRA Soldiers & Civilians. This category currently includes:[2]

Alamo (JBSA)	Arctic Adjutants (JBER, Alaska)
Anne Arundel (Fort Meade)	"Black Jack" Pershing (Nebraska NG)
Fort Benning	Crossroads of the Revolution (JBMDL)
Gator (Fort Polk)	Golden State (California NG)
Hudson Valley (USMA)	Konza (Kansas NG)
Lightning Bolt (Tampa, FL)	Lion of St. Mark (Vicenza, Italy)
Masters City (Fort Gordon)	Mediterranean (Naples, Italy)
Nihon (Japan)	Old Dominion (Virginia NG)
Oregon S.H.I.E.L.D.	Ozark (Fort Leonard Wood)
Patton's Gateway (Kuwait)	Pony Express (Fort Leavenworth)
Red River (Fort Sill)	Rocket City (Redstone Arsenal)
Saguaro (Phoenix, AZ)	Space Coast (Patrick AFB)
Spartan (Fort McCoy)	Thunder Mountain (Fort Huachuca)
Tidewater (JBLE)	Tri-City Adjutants (Fort Lee)
Volunteer (Tennessee NG)	

(3) Virtual Chapters are defined as Chapters not located at a specific geographic location, and which support a unique category of AGCRA Members.

ARSOF	Citizen Soldier
Freedom's Front Door (MEPCOM)	John F. Gathers Global SGMs

(4) Chapters can petition the NEC to move from one competitive category to another based on changing demographics at their post or within their Chapter's geographic footprint. Petitions may be submitted to the VP, History, with a final decision on any move made by the President, AGCRA.

d. The following awards are established within each competitive category. Winning Chapters will receive a framed certificate and cash award in the amount listed after each category below.

(1) AGCRA Chapter of the Year -- $2,000

(2) Runner-Up Chapter -- $ 1,500

e. Upon the recommendation of the Vice President, History, and with approval of the President, the NEC may present the following additional awards if warranted.

(1) Award for most Significant/ Notable Achievement -- $ 500

(2) Most Improved Chapter -- $ 250

Chapters will receive points towards recognition as AGCRA Chapter of the Year and Runner-up Chapter based on the enclosed matrix. Awards listed in para 4e, above, will

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[2] Some of the Chapters listed may currently be in an inactive status

be based upon the subjective review of annual historical summaries submitted by Chapters, as well as other information available to the NEC.

5. Responsibilities.

    a. President, AGCRA:

    (1) Provide oversight of the Chapter Recognition Program.

    (2) Approve slate of winning Chapters provided by the VP, History.

    b. VP, History, AGCRA:

    (1) In coordination with the VP, Public Relations, announce Chapter Recognition Program, annually, to Chapters by e-mail, article in 1775, AGCRA newsletter, and other AGCRA social media.

    (2) Collect Chapter Annual Historical Summaries from AGCRA Chapters.

    (3) Provide a recommended list of winning Chapters to the AGCRA President.

    (4) Following approval by the President, announce winning Chapters by e-mail, article in 1775, AGCRA newsletter, and AGCRA social media accounts.

    c. Treasurer, AGCRA: Provide payment of awards to approved winning Chapters.

    d. Chapters:

    (1) To be eligible to compete, each Chapter must demonstrate full compliance with the Association's administrative, legal, and regulatory expectations. Those are spelled out in the enclosure titled Chapter Compliance Requirements.

    (2) Provide Chapter Annual Historical Summaries and other information to VP History, AGCRA by the published suspense date to compete in the annual AGCRA Chapter Recognition Program.

6. Annual program milestones:

    a. 15 August - Publicize the annual Chapter Recognition Program to AGCRA Chapters, with key milestones for the annual program.

    b. 15 October to 15 February - Chapters submit annual historical summaries to the VP, History, AGCRA.

    c. 15 February to 1 April - Determination of winning Chapters / approval of program awards.

    d. NLT 15 April - Announcement of winning Chapters.

    e. May/June - Presentation of awards to winning Chapter at National AG Ball in Columbia, SC.

7. The proponent of this program is the Vice President, History, AGCRA, History@agcra.com.

2 Encls   Dr. Mark A. Clark, Jr.
                                     SGM (USA, Ret)
                                     President, AGCRA

Enclosure: Chapter Compliance Requirements

To be eligible to compete for **AGCRA Chapter of the Year**, each Chapter must demonstrate full compliance with the Association's administrative, legal, and regulatory expectations. Chapters shall ensure the following requirements are met **prior to the competition submission deadline**:

1. Constitution and Bylaws Currency

- Chapters must maintain an updated Constitution and Bylaws.
- Documents must have been reviewed, updated, and formally approved **within the last three (3) years**.
- Chapters shall submit the most recent signed and dated version as part of their competition packet.

2. State Non-Profit Registration

- Chapters must be registered as a **non-profit organization** in the state in which they operate.
- Proof of current registration (e.g., state-issued certificate, annual report confirmation, or equivalent documentation) must be included.
- Chapters are responsible for ensuring their state registration is active and in good standing.

3. IRS Employer Identification Number (EIN)

- Chapters must possess a valid **Employer Identification Number (EIN)** issued by the Internal Revenue Service.
- A copy of the IRS EIN Assignment Letter shall be submitted as verification.

4. IRS 501(c) Status Application

- Chapters must have submitted a formal request to the IRS for recognition under **501(c)** tax-exempt status.
- Acceptable application forms include:
  - **Form 1023** – Application for Recognition of Exemption (for 501(c)(3) organizations), or
  - **Form 1024** – Application for Recognition of Exemption (for other 501(c) categories), or
  - **Form 1023-EZ** – Streamlined Application (if eligible).
- Chapters shall provide proof of submission (e.g., IRS confirmation email, payment receipt, or submission acknowledgment).

5. IRS Annual Filing Requirements

- Chapters that have already been granted 501(c) status must have completed the appropriate **IRS Form 990** filing for the previous tax year.
  - Acceptable filings include:
  - **Form 990-N (e-Postcard)**
  - **Form 990-EZ**
  - **Form 990**
- Chapters must submit evidence of filing (e.g., IRS acceptance notice or filing confirmation).

6. Documentation Submission

- All compliance documents must be included in the Chapter's competition submission packet.

Incomplete or missing documentation will result in ineligibility for consideration

ENCLOSURE: MATRIX OF HISTORICAL ACTIVITIES					
Supported Goal	Type Activity	Points	Frequency	Additional Points / Remarks	Maximum Points
Forum for the mutual exchange and discussion of ideas and information	Membership Meetings	1 point per event	Max 12/Yr	1 additional point per event with Professional Development Speaker	24
Forum for the mutual exchange and discussion of ideas and information	Newsletter Submissions	1 point per substantive newsletter submission	Unlimited	To ensure consistency and fairness, the VP of Public Relations will award points only for submissions provided by the chapter, not for content written or supplied from the historian's perspective. This ensures the scoring reflects genuine chapter effort and participation.	26
Forum for the mutual exchange and discussion of ideas and information	Social Media Presence	5 points per actively maintained platform (e.g., Facebook, Instagram, LinkedIn, X).		Actively maintained is efined as posting at least once per month.	20
Promoting Esprit de Corps	Social Media Followers	2 points for every 1,000 followers on each platform		This category recognizes chapters that grow their audience and enhance AGCRA's national reach	Unlimited
Promoting Esprit de Corps	Annual Ball	10 points per event	1 time per year		10
Promoting Esprit de Corps	Other events (e.g., 1OK Run, Bake Sale, Volks March)	2 points per event			4
Promoting Esprit de Corps	AGCRA Awards Approved	1 point per approved award	Unlimited	Does not include awards for which Chapter is the approval authority	Unlimited
Promoting Esprit de Corps	Nominees for AG Corps "of the Year" Awards (Proponent is the AG School)	1 point per nomination submitted; 2 points per nominee selected	Unlimited		Unlimited
Promoting Esprit de Corps	Scholarship donations	Points awarded for % of members who make a donation of $100 or greater each year. 20% of chapter members donating = 20 points, 10% of members donating = 10 points, 5% = 5 points. Nothing for less than that.			20
Publication within the Association's magazine, 1775	Article Submission & Publication by Chapter Member	5 points per published author	Unlimited	Does not inlcude submissions for the weekly newsletter.	Unlimited
Encouraging improvements in research and development programs	Awarded by the NEC for recognizing significant Chapter activities in this area	10 points per recognized contribution	Unlimited	5 additional points for articles published in other scholarly / academic publications (e.g., Military Review)	Unlimited
Researching, recording, and perpetuating an understanding of the history of AGCRA	Appointment of Chapter VP, History	1 point	1 time per year		1
Researching, recording, and perpetuating an understanding of the history of AGCRA	Submission of Chapter Historical Summary	10 points	1 time per year		10
Reducing Chapter Turnover	Points awarded for every year of continuous Chapter operations (i.e., not in an inactive status)	5 points for each year of continuous operations	1 time per year	This data will be based on the historical Chapter lineage maintained by the VP, History	Unlimited
Reducing Chapter Turnover	The percentage of Active Chapter members who do not have a ".mil" email address as their username, nor account email (points given for 100%, 90%, and 80%).	10 Points for 100%. 9 points for 90% to 99%. 8 points for 80% to 89%. 0 points for 79% and below.	1 time per year	Chapters will be automatically scored by the NEC on the last day of the fiscal year	10
Reducing Chapter Turnover	The percentage of Active Chapter Members who have completed their account profiles (points given for 100%, 90%, 80%, and 70%).	10 Points for 100% 9 points for 90% to 99%. 8 points for 80% to 89%. 7 points for 70% to 79%. 0 points for 69% and below.	1 time per year	Chapters will be automatically scored by the NEC on the last day of the fiscal year	10
Recruitment	The percentage of Active Chapter Members who are Lifetime members (points given for 25%, 20%, 15%, and 10%).	25 points for 25% and higher. 20 points for 20% to 24%. 15 points for 15% to 19%. 10 points for 10% to 14%.	1 time per year	Chapters will be automatically scored by the NEC on the last day of the fiscal year	25
Recruitment	Total Chapter Membership	1 point for each 5 Active Members	1 time per year		Unlimited