

**BY ORDER OF THE  
CHIEF NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD  
INSTRUCTION 36-101**



**3 JUNE 2010**

**Personnel**

**AIR NATIONAL GUARD ACTIVE GUARD  
RESERVE (AGR) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on e-publishing website at  
<http://www.e-publishing.af.mil>

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: NGB/A1PO  
Supersedes: ANGI 36-101, 3 May 2002

Certified by: NGB/A1P  
(Lt Col Pamela Abbott)

Pages: 82

---

This instruction implements Department of Defense (DoD) Instruction 1205.18, *Full-Time Support (FTS) to the Reserve Components*. It applies to Air National Guard (ANG) Airmen serving in Active Guard Reserve (AGR) status under Title 32 United States Code (U.S.C.) Section 502(f), *Required Drills and Field Exercises*. The primary purpose of this instruction is to identify responsibilities for the Active Guard Reserve (AGR) program [Title 32 U.S.C. Section 502(f)]; prescribe policy and procedures for administering and managing AGR personnel to include: eligibility, selection, accessions, utilization, retention, separation, retirement, resources, controlled grades and waiver processes. Chapter 13, paragraphs 13.1, 13.2, and 13.3 (except 13.3.4.) apply to Air National Guard (ANG) Airmen serving in Active Guard Reserve (AGR) status under Title 10 U.S.C. Sections 12310(ANG Statutory Tour) pursuant to 12301(d) and prescribes policy for resources, accountability, funding, and controlled grades. Procedures relating to overall policies and procedures for the ANG Statutory Tour Program can be found in ANGI 36-6, *ANG Statutory Tour Program Policies and Procedures*. Any supplements to this instruction will be forwarded to NGB/A1P for review and approval. Refer recommended changes and questions about this publication to NGB/A1P using AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Force Support Squadron to NGB/A1P. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. The Privacy Act of 1974 affects this instruction and the Privacy Act System of Records Notices (SORNs) **F036 AF PC N, Unit Assigned Personnel Information, F033 AF D, Automated Orders, and F036 AF PC C, Military Personnel Records System**, DMDC 02 DoD, Defense Enrollment Eligibility

Recording System (DEERS), F044 AFPC A, Medical Assignment Limitation Record Systems apply. Maintain and dispose of all records created as a result of the prescribed processes IAW AFI 33-332, Air Force Privacy Act Program.

**SUMMARY OF CHANGES**

Air National Guard Instruction 36-101 is substantially revised and must be completely reviewed. This publication clarifies guidance on AGR Airman Responsibilities, Key Staff Assignments and AGR details; Incorporates guidance on Uniformed Services Employment and Reemployment Rights Act (USERRA) Restoration Rights; Adds information on Pay and Incentives to AGR Benefits; Clarifies Air force Specialty Code (AFSC) Requirements; Incorporates changes concerning Air Force Fitness Standards and Program; Clarifies AGR tour lengths and Mandatory remarks on AGR orders; Adds information on Management Directed Reassignment (MDR) (Involuntary); Adds additional information on AGRs performing Title 10 duty in support of Air force active duty requirements; Adds additional information on AGRs traveling outside the Unites States, its territories and possessions on official duty; Includes additional information on emergency and domestic and "immediate response" situations. Provides guidance on AGR Continuation Board (ACB) process; Incorporates information on resources, accounting, control grades, occasional and AGR deployment backfill tours; Adds attachment 4, MilPDS instructions; Incorporates NGB Form 801, Ready Reserve Agreement To Receive Separation Pay; Provides templates for reports from AGR Continuation Board (ACB); Includes a sample of AF IMT 1299, Officer Certificate of Statement of Service.

**Chapter 1—SCOPE AND RESPONSIBILITIES 8**

- 1.1. Scope. .... 8
- 1.2. National Guard Bureau: ..... 8
- 1.3. The Adjutant General (TAG): ..... 9
- 1.4. Human Resource Office (HRO)/AGR Manager: ..... 9
- 1.5. Wing/GSU Commander (or equivalent): ..... 10
- 1.6. Commander or Equivalent. .... 10
- 1.7. Force Support Squadron (FSS): ..... 10
- 1.8. AGR Remote Designee: ..... 11
- 1.9. Wing Financial Management: ..... 11
- 1.10. Medical Group (MDG). .... 12
- 1.11. AGR Airman Responsibilities: ..... 12

**Chapter 2—GENERAL POLICIES AND PROCEDURES 13**

- 2.1. Waivers/Exceptions to Policy (ETPs). .... 13
- 2.2. AGR Program. .... 13
- 2.3. Equal Opportunity. .... 13

2.4.	Standards of Conduct/Political Activity. ....	14
2.5.	Military Jurisdiction/Discipline. ....	14
2.6.	Off-Duty Employment. ....	14
2.7.	Substance Abuse. ....	14
2.8.	Uniformed Services Employment and Reemployment Rights Act (USERRA) Restoration Rights. ....	15
<b>Chapter 3—AGR BENEFITS AND ENTITLEMENTS</b>		<b>17</b>
3.1.	Entitlements/Benefits for AGR Personnel. ....	17
3.2.	Aviator Continuation Pay (ACP) Program. ....	17
3.3.	Clothing Allowance. ....	17
3.4.	Career Status Bonus (CSB)/REDUX . ....	17
3.5.	Education Services. ....	17
3.6.	Enlisted Bonuses and Special Duty Assignment Pay (SDAP) . ....	18
3.7.	Military Leave Program. ....	18
3.8.	Permanent Change of Station (PCS) Entitlements. ....	18
<b>Chapter 4—ANNOUNCEMENT, APPLICATION AND SELECTION</b>		<b>19</b>
4.1.	Announcement Procedures: ....	19
4.2.	Application Process: ....	20
4.3.	Assignment Process: ....	20
<b>Chapter 5—AGR ACCESSION REQUIREMENTS</b>		<b>21</b>
5.1.	Accession Standards. ....	21
5.2.	Air Force Specialty Code (AFSC) Requirements. ....	21
5.3.	Grade. ....	21
5.4.	Commissioning of Enlisted Member. ....	22
5.5.	Air Force Fitness Standards. ....	22
5.6.	Security Clearance. ....	22
5.7.	Separated for Cause. ....	22
5.8.	Retainability for an AGR Assignment. ....	22
5.9.	Sanctuary. ....	22
5.10.	Inability to attain 20 years TAFMS. ....	22
5.11.	Medical Requirements. ....	22

**Chapter 6—ASSIGNMENTS, REASSIGNMENTS, AND MANAGEMENT DIRECTED REASSIGNMENTS 23**

- 6.1. Orders—AGR Tours Lengths and Mandatory Remarks. .... 23
- 6.2. Probationary Period. .... 23
- 6.3. Tour Expiration. .... 24
- 6.4. Extension of Current Tour and Subsequent Tours: .... 24
- 6.5. Permanent Change of Station (PCS). .... 24
- 6.6. Assignment to Position/Unit. .... 24
- 6.7. Voluntary Reassignment. .... 25
- 6.8. Management Directed Reassignment (MDR) (Involuntary). .... 25
- 6.9. Key Staff Assignments. .... 26
- 6.10. Details. .... 26
- 6.11. Military Personnel Data System (MilPDS) and Defense Joint Military Pay System (DJMS). .... 26

**Chapter 7—FORCE MANAGEMENT AND UTILIZATION 27**

- 7.1. Promotions. .... 27
- 7.2. Reenlistments/Extensions. .... 28
- 7.3. Air Force Fitness Program. .... 28
- 7.4. Performance Evaluations. .... 28
- 7.5. Training and Developmental Education (DE). .... 28
- 7.6. Duties and Work Schedules of Permanent, Occasional and .... 29
- 7.7. Supervision of Personnel. .... 29
- 7.8. AGRs Performing Title 10 Duty. .... 29
- 7.9. AGRs Traveling Outside the United States, Its Territories, and Possessions on Official Duty. .... 31
- 7.10. Emergency Domestic and “Immediate Response” Situations. .... 32

**Chapter 8—TOUR CURTAILMENT, SEPARATION, AND RETIREMENT 34**

- 8.1. General. .... 34
- 8.2. Sanctuary. .... 34
- 8.3. Separation at Expiration of Tour. .... 34
- 8.4. Voluntary Tour Curtailment. .... 35
- 8.5. Involuntary Tour Curtailment. .... 35

8.6.	Involuntary Release. ....	36
8.7.	Involuntary Discharge. ....	36
8.8.	Mandatory Separation. ....	36
8.9.	Retirement – Active Duty. ....	37
8.10.	Retirement – Reserve. ....	37
8.11.	Documentation of Service. ....	38
<b>Chapter 9—AGR CONTINUATION BOARD</b>		<b>39</b>
9.1.	AGR Continuation Board (ACB). ....	39
9.2.	Purpose. ....	39
9.3.	Responsibilities. ....	39
9.3.1.	Adjutants General: ....	39
9.4.	ACB Composition. ....	40
9.5.	ACB Schedule. ....	40
9.6.	ACB Pre-Board Process. ....	40
9.7.	Conducting the ACB. ....	41
9.8.	ACB Post-Board Process. ....	42
9.9.	Entry into the AGR Career Program. ....	43
9.10.	Continuation Beyond 20 years Active Service. ....	43
9.11.	Non-continuation on AGR Tour. ....	43
9.12.	ACB Reconsideration Process. ....	43
9.13.	Out-of-Cycle ACB. ....	44
Table 9.1.	ACB Profile. ....	44
<b>Chapter 10—PRIORITY PLACEMENT AND REDUCTION IN FORCE</b>		<b>45</b>
10.1.	Priority Placement of Overgrade Airmen. ....	45
10.2.	Implementation of PPP. ....	45
10.3.	Notification of Overgrade. ....	46
10.4.	Reduction in Force. ....	46
10.5.	Implementation of RIF. ....	46
10.6.	AGR RIF Boards. ....	47
<b>Chapter 11—RECRUITING AND RETENTION</b>		<b>48</b>
11.1.	General: ....	48
11.2.	Entry Grade/Skill Level Qualifications. ....	48

11.3.	Selection Process: .....	48
11.4.	Length of Tours: .....	48
11.5.	Occasional Tours: .....	49
11.6.	Tour Termination: .....	49
<b>Chapter 12—MEDICAL</b>		<b>50</b>
12.1.	General. ....	50
12.2.	Eligibility for AGR Tours: .....	50
12.3.	Medical Care. ....	50
12.4.	Retention/Release of Airmen: .....	51
<b>Chapter 13—RESOURCES, ACCOUNTING, CONTROLLED GRADES, OCCASIONAL AND AGR DEPLOYMENT BACKFILL TOURS</b>		<b>53</b>
13.1.	Use of AGR Resources. ....	53
13.2.	Accountability and Funding. ....	53
13.3.	Controlled Grade Ceilings. ....	54
13.4.	Occasional Tours and AGR Deployment Backfills. ....	54
13.5.	Counter Drug Support. ....	55
13.6.	MCR AGR Grade Comparability. ....	55
TABLE 13.1.	MANPOWER CHANGE REQUEST (MCR) AGR GRADE COMPARABILITY TABLE (*See Notes). ....	56
<b>Chapter 14—PRESCRIBED AND ADOPTED FORM</b>		<b>57</b>
14.1.	Prescribed Forms. ....	57
14.2.	Adopted Forms. ....	57
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>58</b>
<b>Attachment 2—AGR ELIGIBILITY CHECKLIST</b>		<b>66</b>
<b>Attachment 3—STATEMENT OF UNDERSTANDING</b>		<b>68</b>
<b>Attachment 4—MILPDS INSTRUCTIONS</b>		<b>69</b>
<b>Attachment 5—SAMPLE NGB 801, READY RESERVE AGREEMENT TO RECEIVE SEPARATION PAY</b>		<b>71</b>
<b>Attachment 6—AGR CONTINUATION BOARD (ACB) APPOINTMENT MEMORANDUM</b>		<b>72</b>
<b>Attachment 7—PRE-REVIEW AGR CONTINUATION BOARD (ACB) NOTIFICATION MEMORANDUM (INDIVIDUAL)</b>		<b>73</b>
<b>Attachment 8—AGR CONTINUATION BOARD (ACB) WORKSHEET</b>		<b>74</b>

<b>Attachment 9—PRE-REVIEW AGR CONTINUATION BOARD (ACB) NOTIFICATION MEMORANDUM (COMMANDER)</b>	<b>76</b>
<b>Attachment 10—AGR CONTINUATION BOARD (ACB) OATH</b>	<b>77</b>
<b>Attachment 11—AGR CONTINUATION BOARD (ACB) - REPORT FORMAT</b>	<b>78</b>
<b>Attachment 12—AGR CONTINUATION BOARD (ACB) MINORITY REPORT FORMAT</b>	<b>79</b>
<b>Attachment 13—POST-REVIEW AGR CONTINUATION BOARD (ACB) NOTIFICATION MEMORANDUM (COMMANDER)</b>	<b>80</b>
<b>Attachment 14—AGR CONTINUATION BOARD (ACB) MEMBER ACKNOWLEDGEMENT OF DECISION NOTIFICATION</b>	<b>81</b>
<b>Attachment 15—SAMPLE OFFICER’S CERTIFICATE OF STATEMENT OF SERVICE (SAMPLE) (APPLICABLE TO OFFICERS AND ENLISTED).</b>	<b>82</b>

## Chapter 1

### SCOPE AND RESPONSIBILITIES

**1.1. Scope.** This ANGI provides the Adjutants General (TAGs) personnel and manpower policy for developing and managing a career program for AGR personnel within their respective States. The AGR program shall be administered as a career program that may lead to an active duty (AD) military retirement after attaining the required years of active Federal Military Service IAW Department of Defense Instruction (DoDI) 1205.18, *Full-Time Support (FTS) to the Reserve Components*. For the purposes of this instruction, a career management program is defined as a program that may afford individuals the opportunity to achieve upward mobility consistent with manpower constraints and the needs of the Air National Guard.

#### **1.2. National Guard Bureau:**

##### 1.2.1. Manpower and Resources Division (NGB/A1M).

1.2.1.1. Acts as the lead agent and provides overall personnel and program management of the AGR program.

1.2.1.2. Provides and evaluates resources, status, grade and end-strength management.

1.2.1.3. Provides implementation guidance for the management and employment of AGR personnel IAW ANGI 36-101, to include review/approval of any waivers and/or exceptions to policy (ETPs).

1.2.1.4. Provides senior leadership with long-term strategies in the management of AGR resources.

1.2.1.5. Manages the manpower and programming of AGR end-strength and ensures AGR authorizations and requirements across all organizations are updated in the Manpower Programming and Execution System (MPES).

1.2.1.6. Reports AGR end-strength IAW Title 10 U.S.C. Section 115 and controlled grades IAW Title 10 U.S.C. Sections 12011 (officers) and 12012 (enlisted).

1.2.1.7. Provides each state with their AGR Resource Allocations (RAs) and Controlled Grades.

1.2.1.8. Coordinates on all AGR promotions and accessions for the controlled grade of colonel.

##### 1.2.2. Force Management Division (NGB/A1P).

1.2.2.1. Formulates AGR policy based on DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*.

##### 1.2.3. Office of Recruiting and Retention (NGB/RS).

1.2.3.1. Provides management oversight of Recruiting and Retention AGRs.

1.2.3.2. Serves as primary OPR on 8R000 Special Duty Identifier (SDI) oversight and policy guidance.



**1.3. The Adjutant General (TAG):**

- 1.3.1. Responsible for implementing this instruction and ensuring the administration and oversight of the AGR program within the State.
- 1.3.2. Ensure AGR Airmen are provided career opportunities for promotion, career progression, retention, education and professional development consistent with assigned missions, strength limitations and policies.
- 1.3.3. Ensures AGR Airmen are assigned to validated positions compatible with their military grade, skill levels and specialties.
- 1.3.4. The TAG may delegate these responsibilities in writing to the HRO.

**1.4. Human Resource Office (HRO)/AGR Manager:**

- 1.4.1. Responsible for developing, managing, and oversight of AGR programs within the state.
- 1.4.2. Primary point of contact for communications with NGB/A1 concerning the AGR program.
- 1.4.3. Focal Point for AGR Resource Allocations (RAs) from the Manpower Resource Voucher (MRV) and Unit Manning Document (UMD).
  - 1.4.3.1. Receives, reviews, and updates the UMD and AGR RAs.
  - 1.4.3.2. Coordinates with appropriate State headquarters personnel to identify State needs for mission accomplishment and distributes RAs to units.
  - 1.4.3.3. Monitors unit manning to preclude excess and/or overgrade assignments of AGR personnel and to preclude over-execution of allocated RA.
- 1.4.4. Manages and provides oversight of AGR Controlled Grades.
  - 1.4.4.1. Compiles and submits State AGR controlled grade requirements and execution report monthly to NGB/A1M. Input should be received from respective units and consolidated. The report is due to NGB/A1M NLT the 7th of each month. NGB/A1M provides a standardized report format directly to the HRO. If the HRO does not have the template, they should contact their NGB/A1M AGR Program Manager for assistance.
  - 1.4.4.2. Ensures State does not exceed 100 percent of their allocated AGR controlled grades in each grade.
    - 1.4.4.2.1. Ensures all restorations, promotions and new hires are accommodated within controlled grade ceilings.
- 1.4.5. Has oversight for AGR Announcements and Selections.
  - 1.4.5.1. Reviews consistency of the AGR program vacancy announcement and hiring procedures.
  - 1.4.5.2. Processes all requests for AGR tour announcements to ensure compliance with directives or instructions.

1.4.5.3. Develops and distributes job announcements; reviews applications to ensure eligibility of applicants.

1.4.5.4. Receives and reviews selection package to ensure that established guidance has been followed for appointment.

1.4.6. Ensures AGRs are input into the Defense Enrollment Eligibility Reporting System (DEERS).

1.4.7. Publishes AGR tour orders, in accordance with (IAW) AFI 37-128, *Administrative Orders*, 33-101, *ANG Special Orders*, and procedures established by TAG or designated representative. Ensures order tour length and additional mandatory remarks are in accordance with paragraphs 6.1.2 and 7.8.2. The HRO will provide a copy of any AGR orders and amendments to the FSS.

1.4.7.1. Ensures all medical and fitness requirements are met for both occasional and permanent AGR tours PRIOR to publishing AGR orders.

1.4.8. Manages Priority Placement Program (PPP) and Reductions in Force (RIF).

1.4.9. Conducts periodic staff assistance visits to units.

1.4.10. Advises AGRs of changes to AGR policies and instructions.

1.4.10.1. Annually hosts AGR briefing for all AGRs assigned within the State to openly discuss AGR programs and policy issues.

1.4.11. Monitors all medical evaluations boards (MEBs), line-of-duty determinations (LODs), and possible Temporary Disability Retired List (TDRL) actions in conjunction with the Force Support Squadron (FSS) and Medical Commander. .

1.4.12. Manages AGR Continuation Board (ACB) process.

### **1.5. Wing/GSU Commander (or equivalent):**

1.5.1. Responsible for the day-to-day operational and management oversight of assigned AGRs.

1.5.2. Responsible for proper execution and not exceeding the number of RAs and Controlled Grades allocated to the wing and centrally managed by the State HRO.

1.5.3. Establishes appropriate duty hours to meet mission requirements.

1.5.4. Ensures leave policy compliance IAW AFI 36-3003, *Military Leave Program*.

**1.6. Commander or Equivalent.** Unique responsibilities for commanders include, but are not limited to the following: coordination on curtailment actions; recommendation for promotion or demotion and continuation; initiation of involuntary curtailments and manpower actions.

1.6.1. Maintains a copy of written approval, AF Form 3902, *Application and Approval for Outside Employment* of all AGR Airmen.

### **1.7. Force Support Squadron (FSS):**

1.7.1. Implements AGR policy and provides technical guidance regarding AGR policies and programs to AGR personnel and supervisors.

1.7.2. Ensures proper processing of personnel actions, i.e., annual performance reports, etc.

1.7.3. Coordinates with the Medical Group (MDG) on matters relating to physical examinations/Reserve Component Periodic Health Assessments (RCPHA) for current and potential AGR personnel.

1.7.4. Coordinates with HRO for any status change of Wing AGRs, such as deployments and changes from Title 32 to Title 10 status.

1.7.5. Enrolls AGR Airmen and family members into DEERS, issues appropriate ID cards.

1.7.6. Schedules retirement counseling for AGR personnel and coordinates retirement actions with HRO.

1.7.7. Advises Airman on the retirement program for AGR personnel qualifying under the military retirement system by counseling Airman regarding the Reserve Component Survivor Benefit Plan (RCSBP) or the Survivor Benefit Plan (SBP).

1.7.8. Monitors personnel being processed through Air Force medical channels for possible Medical or Physical Evaluation Boards (MEB/PEB), line-of-duty determinations (LODs), and possible placement on Temporary Disability Retired List (TDRL). All MEBs, LODs, and TDRL actions will be coordinated with the MDG and HRO for review and action as necessary.

## **1.8. AGR Remote Designee:**

1.8.1. Integral Airman of the FSS and performs full-time support duties in collaboration with the HRO.

1.8.2. Provides face-to-face full-time personnel services in order to alleviate distance between full-time personnel and the State HRO staff when HRO staff is geographically separated from the Wing/GSU.

1.8.3. When no AGR Remote Designee is assigned, the FSS Commander will designate another section of the FSS to assume support responsibilities.

## **1.9. Wing Financial Management:**

1.9.1. Ensures appropriate documentation is completed to assess permanent AGRs into the Defense Joint Military Pay System – Active Component as well as occasional/AGR deployment backfill tours into the Defense Joint Military Pay System – Reserve Component.

1.9.2. Ensures that AGR Airmen understand leave procedures (accrual, amount carried forward each fiscal year and request procedures).

1.9.2.1. Maintains unit's leave log.

1.9.3. Processes documentation required to ensure Airmen receive separation pay, if so entitled.

1.9.4. Receives copies of AGR orders and documentation supporting personnel actions affecting accession, separation, promotion, demotion and entitlement to incentive pay.

1.9.5. Will ensure the Command Man-day Allocation System (CMAS) is updated in order for ANG to be reimbursed for AGR's applicable Title 10 active duty tour(s). It is imperative from a fiscal perspective to ensure reimbursement for appropriations to be consistent with the purpose of the duty IAW Title 31 U.S.C. 1301(a).

**1.10. Medical Group (MDG).**

1.10.1. Coordinates with the State Air Surgeon and forwards AGR entry physical exams/RCPHAs for certification/approval. AGRs requiring medical waiver considerations must be coordinated with the HRO and State Headquarters prior to forwarding to NGB/SGPR for review and consideration. Performs and schedules annual RCPHA's.

1.10.2. Monitors periodic physical examination/RCPHA requirements and takes appropriate action to ensure AGR requirements are met within the established time frame and fully coordinated with HRO.

1.10.3. Briefs newly assessed AGR Airmen on proper procedures to follow to obtain routine and/or emergency medical care, the location of the servicing active duty installation Medical Treatment Facilities (MTFs), Veterans Administration Hospitals or Public Health Service (PHS) facilities and briefs Airmen on sick call procedures.

1.10.4. Monitors personnel being processed through Air Force medical channels for possible Medical or Physical Evaluation Boards (MEB/PEB), line-of-duty determinations (LODs), and possible placement on Temporary Disability Retired List (TDRL). All MEBs, LODs, and TDRL actions will be coordinated with the Force Support Squadron and HRO for review and action as necessary.

1.10.4.1. Coordinates with HRO and FSS on all required medical actions impacting AGR's status.

**1.11. AGR Airman Responsibilities:**

1.11.1. Responsible for maintaining a current security clearance; acquiring and/or maintaining the skill level commensurate with assigned grade and AFSC; completing necessary periodic physical examination/RCPHA requirements; maintaining physical fitness standards, and completing Professional Military Development (PMD) commensurate with grade.

1.11.2. Individuals who accept a demotion as a condition of employment must ensure their military personnel and pay record reflect the correct grade.

1.11.3. During natural disasters or national emergencies, AGRs shall follow the three-tiered approach for displaced personnel to contact their leadership, keep them informed of their location and account for family members.

## Chapter 2

### GENERAL POLICIES AND PROCEDURES

#### 2.1. Waivers/Exceptions to Policy (ETPs).

2.1.1. Requests for waivers/ETPs to this instruction must be fully documented and coordinated through command channels to HRO and TAG, prior to submission to NGB/A1M.

2.1.2. Coordinated requests must be forwarded to NGB/A1M, unless otherwise indicated, for approval/disapproval.

2.1.3. States may use email coordination to process requests for waivers and ETPs. Requests must be fully justified to include necessary background information.

2.1.4. NGB/A1M AGR Program Manager will only grant waivers/ETPs when warranted due to circumstances beyond the States' control and in accordance with current law.

**2.2. AGR Program.** The AGR Program consists of Active Guard Reserve (AGR) Full-Time Support (FTS) personnel who are responsible for assisting in the organization, administration, recruitment, instruction or training of ANG personnel and assigned primarily against mobility positions.

2.2.1. IAW DODI 1205.18, *Full-Time Support (FTS) to the Reserve Components*, after the initial six-year period, the AGR Program is administered as a career program that may lead to an Active Duty military retirement after attaining the required years of Total Active Federal Military Service (TAFMS).

2.2.1.1. A probationary period shall not exceed six years (reference paragraph 6.2). Continuation beyond the initial probationary period or service in AGR status for more than six years constitutes retention (career status) and shall require subsequent management under a career program.

2.2.1.2. Career retention and advancement will be dependent on existing force requirements and the needs of the unit, State, and Air National Guard. Applicants for the AGR program should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation. See Paragraph 5.10 for those Airmen unable to attain 20 years TAFMS.

2.2.2. AGR personnel are counted against authorized ANG end-strength for Airmen on full-time National Guard duty as authorized by Congress IAW Title 10 U.S.C. Section 115. Additionally, AGR personnel are counted against congressional authorizations for the controlled grades of E-8, E-9, O-4, O-5, and O-6 IAW Title 10 U.S.C. Sections 12011 (officers) and 12012 (enlisted).

2.2.3. By law, Airmen performing support to Counter Drug cannot be Title 32 AGRs under Title 32 U.S.C. Section 502(f).

**2.3. Equal Opportunity.** The management of AGRs will be free of discrimination based upon race, color, religion, sex, national origin and age IAW ANGI 36-7, *ANG Military Equal Opportunity Program*.

2.3.1. The AGR program will support military equal opportunity and affirmative employment efforts to achieve an AGR work force that reflects national diversity.

2.3.2. The objective is to ensure fair, equitable and nondiscriminatory treatment of all, based on merit, fitness, capability and potential.

**2.4. Standards of Conduct/Political Activity.** DoD Directive 5500.7, *Standards of Conduct*, DoD Directive 1344.10, *Political Activities by Members of the Armed Forces* and AFI 51-902, *Political Activities by Members of the US Air Force* are applicable to AGRs. HRO/AGR management must ensure AGRs are briefed annually.

**2.5. Military Jurisdiction/Discipline.** All AGR personnel are subject to State Military Code jurisdiction while in Title 32 status.

2.5.1. Applicants for AGR positions must be advised that they are subject to State military justice procedures and statutes, while in Title 32 status. When in Federal status under Title 10, the Uniform Code of Military Justice (UCMJ) applies.

2.5.2. All records of disciplinary action (memorandum of counseling/admonishment/reprimand) will be maintained by the unit. When appropriate, notify HRO when taking disciplinary action. These documents must be destroyed when indicated in the memorandum or upon separation of the Airman or IAW governing instructions.

**2.6. Off-Duty Employment.** Commanders must ensure that off-duty employment (both part-time and full-time) of AGR Airmen is in compliance with the provisions of DoD Directive 5500.7, *Standards of Conduct*.

2.6.1. Commanders must maintain a copy of written approval for all AGR Airmen on AF Form 3902, *Application and Approval for Off-Duty Employment*.

2.6.2. Mission needs must be the guiding force behind approval of outside employment. Due to possible conflicts of interest, AGR Airmen must not be employed as State civilian employees (temporary or permanent).

**2.7. Substance Abuse.** Illegal or improper substance abuse by ANG Airmen is a serious breach of discipline and is not compatible with service in the ANG.

2.7.1. Drug cases must receive prompt evaluation and disposition. Process Airmen for discharge for misconduct based on drug abuse since drug abuse is not compatible with Air Force Standards IAW AFI 36-3209, *Separation and Retirement Procedures for ANG and Air Force Reserve Members*.

2.7.1.1. The ANG does not have the resources required to implement a drug rehabilitation program.

2.7.2. Alcoholism is recognized as a progressive, non-compensable disease that affects the entire family and is both preventable and treatable. It is ANG policy to help prevent alcohol abuse and alcoholism among its personnel and to try to restore Airmen with problems attributable to alcohol abuse to full duty status. If this cannot be accomplished, administrative separation is appropriate.

**2.8. Uniformed Services Employment and Reemployment Rights Act (USERRA) Restoration Rights.** Employees who separate from full-time civilian employment (to include military technicians) to enter into the AGR program have restoration rights according to the provisions identified in the USERRA of 1994, 38 U.S.C. 4301.

2.8.1. The Secretary of the Air Force shall determine those periods of active duty designated as a critical mission or critical requirement that could be exempt from the five-year cumulative service limit. This authority shall not be used to grant exemptions to avoid the cumulative five-year service limit established by law or to extend Airmen on repeated AGR tours.

2.8.1.1. Orders to active duty or orders retaining Airmen on active duty must specify the authority for those orders.

2.8.2. Military technicians who separate from technician employment to enter into the AGR program or to accept an ANG Title 10 Statutory Tour have restoration rights IAW TPR300 (353), *Federal Personnel Manual*. Individuals will not be restored to military technician status solely to gain entitlement to a new period of restoration rights or to establish a new high 3 years of income for federal civil service retirement computation. Exceptions to this policy will not be considered. NGB/A1M will not allocate additional resources to accommodate restoration to technician status.

2.8.2.1. Job announcements must indicate that this position is temporary indefinite until such time as the departing individual is either restored or the restoration period expires.

2.8.3. Beyond the USERRA rights outlined in law in paragraph 2.8, ANG policy allows restoration of AGR Airmen to their prior or a comparable position. AGR personnel who enter an ANG Title 10 Statutory Tour, assigned to the NGB UMD (e.g. Title 10 U.S.C., Sections 10211, 10305, 12402 and 12310) have restoration rights not to exceed five years, to the State from which they entered their initial Statutory Tour. Individuals will not be restored to AGR status solely to gain entitlement to a new period of restoration rights. Exceptions to this policy will not be considered. Each AGR Airman who enters an ANG Title 10 Statutory Tour must be informed in writing and acknowledge such notice that the individual is entitled to revert to the same military grade held prior to the Statutory Tour assignment. Personnel promoted while on Statutory Tour may be placed into the Priority Placement Program (PPP) as outlined in Chapter 10 if a full-time UMD position is not available to support their current military grade. When the Airman in question is serving in a controlled grade, the State must accommodate the Airman within their current controlled grade allocations. NGB/A1 will not allocate additional controlled grades to accommodate the Airmen return to State control nor allocate additional resources to accommodate restoration to AGR status. .

2.8.3.1. When filling positions vacated by AGR personnel entering a Title 10 ANG Statutory Tour, job announcements must indicate that this position is temporary indefinite until such time as the departing individual is either restored or the restoration period expires.

2.8.4. Each TAG may authorize the retention or restoration of Airmen with more than 20 years Total Active Federal Military Service (TAFMS). Restoration rights do not automatically apply to these Airmen.



## Chapter 3

### AGR BENEFITS AND ENTITLEMENTS

**3.1. Entitlements/Benefits for AGR Personnel.** AGR personnel and their family members are entitled to most benefits provided by law to personnel on active duty in Federal service. However, for the purpose of Title 38 U.S.C., Veterans' Benefits, service in AGR status under Title 32 U.S.C. Section 502(f) may not be considered by the Veteran's Administration (VA) to be qualifying service for a variety of VA benefits. AGR Airmen should contact their State VA office to determine their VA entitlements/benefits.

**3.2. Aviator Continuation Pay (ACP) Program.** AGRs may be eligible for ACP based on current NGB/A1 fiscal year ACP policy. AGRs should contact their Wing Commander appointed ACP coordinator for specifics and eligibility requirements.

**3.3. Clothing Allowance.** The Air Force provides certain clothing allowances to officers and enlisted Airmen. Eligibility and amounts are found in the DoDFMR, Volume 7A, Chapter 29, and AFI 36-3014, *Clothing Allowances for Air Force Personnel*, and are paid to the Airman. Some allowances are provided to all enlisted Airmen, while others are provided on an as needed basis. For specific entitlement information, see DoDFMR, Volume 7A, Chapter 29 and AFMAN 65-116 V1, Chapter 3, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures*.

**3.4. Career Status Bonus (CSB)/REDUX .** The CSB/REDUX retirement system applies to those who entered Service on or after August 1, 1986, and who elect to receive the \$30,000 CSB at their 15th year of service IAW the most current CSB guidance. The FSS will identify AGR Airmen eligible for CSB election.

3.4.1. General Eligibility Criteria. An Airman of a uniformed service is eligible to make a REDUX/CSB election only if the Airman meets all of the following criteria:

3.4.1.1. Is serving on active duty.

3.4.1.2. Became an Airman of a Uniformed Service on or after August 1, 1986.

3.4.1.3. Meets quality standards and is recommended by the commander.

3.4.1.4. Is granted career status and has completed 15 years of AD in the Uniformed Services and is eligible and selected to continue on AD until completion of 20 years of TAFMS.

3.4.1.5. Executes a written agreement to remain on continuous AD until completion of 20 years of TAFMS.

3.4.2. AGRs who have not been granted career status may request consideration of career status pending application for REDUX.

**3.5. Education Services.** AGRs may be eligible for various educational benefits and services. This list is not meant to be comprehensive and each AGR Airman should contact their State VA office and the nearest AD education office.

3.5.1. Montgomery GI Bill-Active Duty Educational Assistance Program, Chapter 30 of 38 U.S.C. An AGR may be eligible as a veteran or service member, if they entered AD for the

first time after June 30, 1985, and served continuously for 3 years and have not previously declined in writing upon entry into active duty. Refer to VA Pamphlet 22-90-2, revised 2007.

3.5.2. Tuition Assistance (TA). AGRs are eligible to receive college TA through their active duty FSS, Force Development Flight.

3.5.3. Post 9/11 Education Assistance Act of 2009. AGRs may be eligible for benefits under the Post 9/11 Education Assistance Act of 2009 based on verifiable Title 10 Active Service.

### **3.6. Enlisted Bonuses and Special Duty Assignment Pay (SDAP) .**

3.6.1. Enlisted AGRs are not entitled to bonus incentives IAW ANGI 36-2607, *Air National Guard Retention Program* and *Fiscal Year (FY) ANG Incentive Program - Operational Guidance*. Exceptions are outlined in the FY Operational Guidance.

3.6.2. AGRs may be entitled to special pay IAW AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*.

**3.7. Military Leave Program.** The provisions of AFI 36-3003, *Military Leave Program* apply to AGR personnel, to include administration of accrued leave, convalescent leave, maternity leave, paternity leave, terminal leave, permissive TDY, and special passes. Any supplement to established supplemental administrative leave and pass policies and procedures must be coordinated with HQ AFPC/DPSFC.

**3.8. Permanent Change of Station (PCS) Entitlements.** AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JFTR)-PCS entitlements. Contact the servicing Financial Management office for pay and travel entitlements, as they may be affected by tour length, etc.

## Chapter 4

### ANNOUNCEMENT, APPLICATION AND SELECTION

#### 4.1. Announcement Procedures:

4.1.1. The HRO will ensure vacant or projected vacant UMD AGR positions are advertised and filled within the State's allocated RA and controlled grade ceilings (reference Chapter 13 of this instruction).

4.1.2. Occasional tours as outlined in paragraph 13.4.1, and AGR deployment backfill tours as outlined in paragraph 13.4.2, need not be advertised through normal announcement procedures.

4.1.3. When announcing positions vacated by AGR personnel entering an ANG Title 10 Statutory Tour, job announcements must indicate that this position is temporary indefinite until such time as the departing individual is either restored or the restoration period expires.

4.1.4. With HRO concurrence, commanders may elect a Management Directed Reassignment (MDR) of an AGR Airman to a vacant position without advertising the position and without the Airman's consent. See paragraph 6.8 for Management Directed Reassignments. .

4.1.5. Key Staff positions are referenced in paragraph 6.9 (Key Staff Assignments).

4.1.6. AGR personnel and military technicians may be considered concurrently for the same full-time position vacancy. Announcements may be posted as two concurrent announcements (Technician and AGR). However, if a concurrent announcement is used, both military technician and AGR duty information (military title, grade, qualifications, etc.) must appear on the announcement.

4.1.6.1. HRO is responsible to ensure proper alignment of the UMD, the RA, and the Airman IAW classification and accountability rules (see Chapter 13). RAs within a fenced PEC will not be realigned outside the PEC.

4.1.6.2. A State should consider if an AGR officer position should be announced as a commissioning opportunity.

4.1.6.3. Applicants for E-8 positions, must have completed the Senior Noncommissioned Officer Academy to apply for the AGR position.

4.1.7. Fair and equitable treatment of all personnel, regardless of their employment status, is paramount. Traditional Airmen, military technicians, and AGR personnel must be given equal opportunity to be considered for AGR vacancies. Specific procedures for application and verification of eligibility will be established by each TAG within the following guidelines:

4.1.7.1. State procedures must include widespread advertising of AGR positions to ensure that no eligible individual is overlooked.

4.1.7.2. A position may not be advertised or filled until a review of overgrade/excess AGR personnel has been accomplished, and the HRO has certified that no overgrade/excess AGR Airmen exist who could be offered the position IAW Chapter 10 of this instruction.

#### **4.2. Application Process:**

4.2.1. As a minimum, application packages will include: NGB Form 34-1, *Application for Active Guard Reserve (AGR) Position*, current Report of Individual Person (RIP), and most recent *Report of Individual Fitness* from the Air Force Fitness Management System (AFFMS).

4.2.2. Any enlisted Airmen applying for a commissioning opportunity announcement must be qualified for commissioning at the time of application IAW ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

#### **4.3. Assignment Process:**

4.3.1. Assignment of AGR personnel must be to a vacant UMD AGR position and within RAs and AGR Controlled Grade ceilings (if applicable) (Reference Chapter 13).

4.3.2. Each State must establish an AGR selection process plan approved by TAG.

4.3.3. The Adjutant General (TAG) is the final approval authority for selection of applicants. TAG may delegate this responsibility in writing.

## Chapter 5

### AGR ACCESSION REQUIREMENTS

**5.1. Accession Standards.** Reference this Chapter and Attachment 2, *AGR Eligibility Checklist* to assist in accession of an AGR. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, *Medical Examinations and Standards*. Airmen with a DD Form 469, *Duty Limiting Condition Report* reflected at the time of an AGR physical package evaluation, will not be deemed medically qualified. However, accession of a member is possible as long as the member is medically cleared of any Duty Limitation Code (DLC)/medical profile prior to starting an AGR order.

**5.2. Air Force Specialty Code (AFSC) Requirements.** The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain to include the statement in paragraph 5.2.1.1.

5.2.1. Retraining. Enlisted Airmen currently serving in AGR status may be selected for a vacant UMD AGR position without the awarded duty AFSC and are subject to the following restrictions.

5.2.1.1. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned immediately. The following statement will be included in the remarks section of the AF Form 2096 *Classification/On-The-Job Training Action*: "I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." The AF Form 2096 must be accomplished before the orders are published.

5.2.1.2. If the Airman fails to successfully complete the required formal training IAW AFI 36-2201, Volume 2, *Air Force Training Program-Training Management* and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.

5.2.1.3. Individuals must continue to progress in training IAW AFI 36-2201, Volume 2, *Air Force Training Program-Training Management* and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* to a skill-level compatible with their UMD assignment. Airmen who do not progress to the next skill-level will be removed from AGR status.

5.2.1.4. Airmen approved for retraining may incur an ANG service commitment IAW ANGI 36-2101, *Assignments Within the Air National Guard* upon completion of training.

**5.3. Grade.** To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference paragraph 6.6. for proper assignment to a position/unit.

5.3.1. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the

position. Acceptance of demotion must be in writing and included in the assignment application package.

5.3.2. Approval in writing from NGB/A1M is required prior to the accession of any O-6. In addition, any officer may not enter the AGR program in an overgrade status.

**5.4. Commissioning of Enlisted Member.** Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

**5.5. Air Force Fitness Standards.** AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program* until superseded by AFI 36-2905, *Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

**5.6. Security Clearance.** AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Joint Personnel Adjudication System (JPAS).

5.6.1. AGR follow-on assignments will not be issued without a current favorable adjudicated security clearance investigation.

5.6.2. If a top secret security clearance is not held by Airmen selected for an AGR assignment that requires access to top secret information, the Airman must initiate a security clearance update. The AGR selectee must notify their unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until security clearance upgrade is initiated and the member has a current favorable investigation.

**5.7. Separated for Cause.** To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

**5.8. Retainability for an AGR Assignment.** Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

**5.9. Sanctuary.** It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*.

**5.10. Inability to attain 20 years TAFMS.** AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in Attachment 3. The HRO will maintain the completed and signed Statement of Understanding.

**5.11. Medical Requirements.** Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in Chapter 12.

## Chapter 6

### ASSIGNMENTS, REASSIGNMENTS, AND MANAGEMENT DIRECTED REASSIGNMENTS

#### 6.1. Orders—AGR Tours Lengths and Mandatory Remarks.

6.1.1. Length of Tours. Initial AGR tour orders are probationary. The probationary period will not exceed six years (Reference paragraph 6.2).

6.1.1.1. Follow-on tours will not exceed six years and will not extend beyond an enlisted Airman's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD).

6.1.1.2. Individuals selected for continuation until retirement and electing Career Status Bonus (CSB) must be extended to the date they will achieve 20 satisfactory active duty years on their AGR orders.

6.1.1.3. Rated AGR officers eligible for ACP agreements must have AGR orders to match the length of their ACP agreement (i.e. To be eligible for a 4-year ACP agreement, the Airman must have at least a 4-year order.) ACP agreements will be IAW the current fiscal year ACP policy for initial or renewal eligibility.

6.1.2. AGR orders will be accomplished IAW ANGI 33-101, *Air National Guard Special Orders*. The following statement applies to all ANG Title 32 AGR orders upon acceptance of an AGR tour. This statement will be included as a mandatory remarks in the AGR order: **"Upon approval and by order of federal command authority, ANG AGR Airmen will automatically convert to Title 10 U.S.C. Section 12301(d)/12302/12304 status (as appropriate) when performing duty OCONUS or CONUS, supporting Active Duty requirements for operations/missions/exercises. This AGR order will be amended to include any Title 10 duty for 30 or more consecutive days and reflect the Title 10 authority, Title 10 duty inclusive dates, named mission and GMAJCOM being supported. Less than 30 consecutive days of Title 10 duty will be captured on AF IMT 1299, *Officer's Certificate of Statement of Service* and certified by the commander. While performing duty under Title 10 orders, AGR Airmen are assigned to the 201st MSS, ANGRC, Joint Base Andrews, MD for ADCON purposes and subject to the Uniform Code of Military Justice (UCMJ). AGR Airmen will revert to their original Title 32 U.S.C. Section 502(f) status upon completion of this period. This policy applies to both CONUS and OCONUS duty supporting current or future operations. By order of the commander, ANG AGR Airmen will automatically convert to Title 10 U.S.C. 10147 status when performing duty OCONUS for training purposes."** Refer to paragraph 7.8.2 for further information and tracking of applicable Title 10 duty of AGRs.

**6.2. Probationary Period.** In accordance with DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components* the probationary period for all AGRs begins when the individual starts their initial AGR assignment and is defined by the length of the initial tour. States have the option to conduct an ACB to select for career status.

6.2.1. The probationary period will not exceed 6 years.

6.2.2. It's recommended States use the ACB to review AGRs prior to the end of initial probationary AGR assignment. The ACB process is outlined in Chapter 9 of this Instruction.

**6.3. Tour Expiration.** Individuals who are not granted career status after the probationary period or are not renewed will be separated on the expiration of their AGR order. All AGRs, regardless of their career status, are entitled to separate on the expiration of their AGR order with applicable entitlements.

**6.4. Extension of Current Tour and Subsequent Tours:**

6.4.1. Extension of the current tour or selection for subsequent tours is based on the mission needs of the unit, Airman's performance, and authorized force structure. An AGR Airman will be considered career status upon completion of the initial AGR tour and order renewal.

6.4.2. The HRO will ensure that Airmen are notified 180 days prior to tour end date if they will not be renewed on their AGR tour. This does not apply to Airmen on an initial tour of one year, occasional tours, or AGR deployment backfill tours. Their notification will be made as soon as possible but not less than 30 days prior to tour end date.

**6.5. Permanent Change of Station (PCS).** Travel and transportation entitlements will be as prescribed by the appropriate JFTR. Wing comptrollers are responsible for advising State and unit personnel managers on PCS entitlements to support approved PCS moves.

6.5.1. The following procedures apply to permanent change of station (PCS) assignments:

6.5.1.1. The gaining State will publish the AGR order with the concurrence of the losing State's TAG. The order is contingent upon the conditional release of the individual and subsequent enlistment or appointment in the gaining State.

6.5.1.2. The AGR assignment order will include the number of days required for the Airman to travel to the gaining State. The Airman must travel inside the tour start and stop dates.

6.5.1.3. The same procedures apply for PCS moves between units in the same State.

**6.6. Assignment to Position/Unit.** AGR Airmen are responsible for assisting in the organization, administration, recruitment, instruction or training of ANG personnel and primarily assigned against mobility positions. The TAG may approve AGR assignments to the State Headquarters, HRO, or Joint Force Headquarters provided a validated full-time manpower requirement exists on the UMD.

6.6.1. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard. .

6.6.2. ANG AGR Airmen must be assigned against a funded vacant AGR position on their Unit Manpower Document (UMD) as extracted from the Manpower Programming and Execution System (MPES). AGR Officers are only assigned to funded military positions identified with a Resource Identifier Code (RIC) "0034" (AGR Officer). Enlisted AGRs are only assigned to funded military positions with a RIC "0148" (AGR Enlisted) on the UMD.

6.6.2.1. AGR Airmen must be assigned as the sole occupant of their AGR position (not double-billed) IAW ANGI 36-2101, *Assignments Within the Air National Guard*.



6.6.2.2. AGRs cannot be assigned to positions identified on the UMD with the following RICs: “0028” (Drill Officer), “0036” (Student Officer), “0127” (Student Enlisted), “0128” (Drill Enlisted), “0160” (T5 Civilian), “0170” (Technician), or “8888” (Contract Manpower Equivalent).

6.6.2.3. If a full-time position on the UMD is identified with a RIC “0170” and the unit wants to execute it as an AGR, the unit must change the position on the UMD via the published Manpower Change Request (MCR) process to either RIC “0034” or “0148” before assigning a person in AGR status to the position.

**6.7. Voluntary Reassignment.** Reassignment to an AGR position requires the new position to have a grade no lower than the individual's current military grade (unless the enlisted Airman agrees in writing to a reduction in grade IAW ANGI 36-2503, *Administrative Demotion of Airmen*). The reassignment must not lead to an overgrade, excess, or a promotion beyond the highest AGR grade identified for the current position when advertised and hired (Reference paragraph 13.6 and Table 13.1).

6.7.1. An amendment to the Airman's AGR order reflecting the new UMD position must be accomplished.

6.7.2. AGR personnel affected by UMD reductions will be given first priority for reassignment to any available vacant AGR position within the State for which they are or can become qualified (reference Chapter 10).

6.7.3. New hires may only be authorized after AGR Airmen affected by the UMD reductions have been placed (reference Chapter 10).

6.7.4. Airmen who are reassigned to a new position should remain in that position for a minimum of 24 months. TAG may approve waivers when in the best interest of the unit, State, and Air National Guard.

**6.8. Management Directed Reassignment (MDR) (Involuntary).** Commanders will leverage the MDR program to effectively integrate personnel force development goals, operational requirements, and career management objectives that sustain and support unit/wing/State requirements.

6.8.1. With HRO concurrence, commanders may elect a lateral Management Directed Reassignment of an AGR Airman without advertising the position and without the Airman's consent. Individual must be fully qualified for the military position. MDRs will not create an overgrade or excess assignment nor lead to a promotion beyond the highest military grade identified for the current position when advertised and hired. Exceptions are permitted for officers who have been selected by a promotion board and have not yet pinned and are currently occupying a higher graded position.

6.8.2. AGRs should serve at least 24 months in their present position to be considered for a MDR. MDRs with less than 24 months in current assignment require waiver approval by TAG.

6.8.3. AGRs Airmen who decline a MDR will be released from the AGR program no earlier than 120 days after the date they decline. Airmen who desire to be released earlier than 120 days must make a written request through their chain of command to HRO.

**6.9. Key Staff Assignments.** A key staff position is a dual status, managerial position which the incumbent is an Airman of the immediate staff of the State Adjutant General or who serves under direct supervision of the State Adjutant General. The TAG has the authority to non-competitively appoint military technicians, AGR Airmen, and traditional Guard Airmen in order to accommodate either an “overarching military consideration” or a military assignment at the key staff level. Key staff positions are identified by NGB-J1-TN.

**6.10. Details.** Details are one time, short term assignments designed to meet an emergent need. AGR Airmen detailed outside their AFSC will not be detailed for more than 120 days within a four year period. Consecutive or “back to back” details are prohibited. All details must be coordinated with and monitored by the State Human Resources Office (HRO) AGR Manager.

**6.11. Military Personnel Data System (MilPDS) and Defense Joint Military Pay System (DJMS).** Permanent, occasional and AGR deployment backfill tours will be entered into MilPDS IAW Attachment 4. Permanent AGRs will be paid through the Defense Joint Military Pay System – Active Component (DMJS-AC) and occasional/AGR deployment backfill tours will be paid through the Defense Joint Military Pay System - Reserve Component (DJMS-RC).

## Chapter 7

### FORCE MANAGEMENT AND UTILIZATION

**7.1. Promotions.** While serving in AGR status, existing ANG promotion policies in ANGI 36-2504, *Federal Recognition of Promotion in the Air National Guard of the United States and as a Reserve of the Air Force Below the Grade of General Officer* and ANGI 36-2502, *Promotion of Airmen*, will apply to both officers and enlisted personnel, respectively. The grades of Senior Master Sergeant, Chief Master Sergeant, Major, Lieutenant Colonel, and Colonel are congressionally controlled IAW Title 10 U.S.C. Sections 12011 and 12012. Promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings, or the individual controlled grade allocation provided to each respective State (reference Chapter 13 of this instruction). Therefore, the following controls are necessary.

7.1.1. Officer and enlisted AGR personnel selected for promotion must be the sole occupant of a higher-grade UMD full-time funded AGR (RIC “0034” or “0148”) position prior to assuming the new grade. Promotion opportunity is limited to the authorized grade on the incumbent’s current AGR position as reflected on the UMD. By law, officers not occupying a higher-grade position, or constrained by controlled grade limitation may not assume the new grade.

7.1.1.1. Example: A major cannot be position vacancy promoted to lieutenant colonel if the authorized grade on their UMD AGR position is major. To advance/further promotion opportunity, the individual must find a different AGR job with greater responsibility and higher authorized military grade.

7.1.1.2. Example: A major can be position vacancy promoted to lieutenant colonel if the authorized grade on their UMD AGR position is lieutenant colonel or higher.

7.1.2. Officers selected for promotion under Reserve Officer Promotion Management Act (ROPMA) can only be promoted within the State’s controlled grade ceilings. The availability of a controlled grade and an assignment in a funded AGR (RIC “0034” or “0148”) UMD position will be determining factors. Promotions will be involuntarily delayed, indefinitely, if a controlled grade is not available. Reference AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force* for additional guidance.

7.1.2.1. The promotion is considered involuntarily delayed due to controlled grade limitations IAW Title 10 U.S.C. Section 14311. When the controlled grade becomes available, the officer may assume the higher grade.

7.1.3. Colonel (O-6) Controlled Grades are centrally managed by NGB/A1M.

7.1.3.1. All AGR colonel promotion nominations will be coordinated through the State HRO/AGR Manager and MPMO, to NGB/A1P.

7.1.3.2. All AGR colonel promotion nominations will be submitted as a Certificate of Eligibility (COE).

7.1.4. Enlisted AGRs must be fully qualified and may not be promoted above the grade of their UMD position. Exception: AGRs promoted under the Deserving Airman Promotion Program (DAPP) must meet the criteria outlined in ANGI 36-2502, *Promotion of Airmen*.

**7.2. Reenlistments/Extensions.** Enlisted AGRs who are granted continuation as a result of the ACB or are extended on their AGR tour are authorized to reenlist or extend to support the retainability requirement regardless of their current ETS.

**7.3. Air Force Fitness Program.** AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program* until superseded by AFI 36-2905, *Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 points or higher to qualify for any personnel actions, such as promotion, PME attendance, etc. For Airmen with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

**7.4. Performance Evaluations.** Officer and Enlisted personnel will have Officer Performance Reports (OPR), Enlisted Performance Reports (EPR) and Performance Feedback Worksheets (PFW) rendered IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

7.4.1. The unit/wing commander or a designated representative will establish the supervisory/evaluation chain and the rating IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*. The rating chain must include a full-time supervisor (AGR or military technician) as the rater, additional rater, or reviewer.

**7.5. Training and Developmental Education (DE).** AGRs will be afforded the same opportunity for enhancing their military knowledge and career as is presently available to all other ANG Airmen. AGRs attend all service schools in AGR status. Orders will indicate the fund citation for travel and per diem provided under the school quota authorization.

7.5.1. Ancillary Training. All AGR personnel are required to complete all required ancillary training.

7.5.2. Skills Training. Individuals must continue to progress in training IAW AFI 36-2201, Volume 2, *Air Force Training Program – Training Management* to a skill level compatible with their UMD position. If an Airman fails to successfully progress in upgrade training, the individual could be reassigned to a qualifying vacant UMD position, involuntarily demoted IAW ANGI 36-2503, *Administrative Demotion of Airmen*, Chapter 3 and/or removed from the AGR program.

7.5.3. Formal Training. Formal training courses listed in the Education and Training Course Announcements (ETCA) will be requested when the need for training is mission essential. Training requests will be submitted through FSS Force Development.

7.5.4. Training Waivers. AGRs will use the training waiver procedures currently prescribed by AFI 36-2201, Volume 5, *Air Force Training Program - Career Field Education and Training*, Chapter 4 and AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, Chapter 8.

7.5.5. Developmental Education (DE). AGRs are afforded the same opportunities for DE as other Airmen of the ANG. AGRs may apply for in-residence participation or elect completion through distance learning. AGRs may incur an ANG service commitment IAW ANGI 36-2101, *Assignments Within the Air National Guard*, upon completion of training.

7.5.6. Retainability. AGRs will meet appropriate retainability requirements according to the education and training course announcements.

#### **7.6. Duties and Work Schedules of Permanent, Occasional and AGR Deployment Backfill Tour Personnel:**

7.6.1. Duties of AGR personnel will be governed by the functions inherent to the AGR positions they occupy on the UMD and Duty Air Force Specialty Code (DAFSC).

7.6.2. AGR Airmen will perform a minimum of forty hours of duty per week. Regular or alternate work schedules for AGRs, as approved by TAG, should not deviate from those approved for military technicians.

7.6.3. All AGR Airmen are required to participate with their unit of assignment during Unit Training Assemblies (UTA) or equivalent periods of training unless excused from duty IAW AFI 36-3003, *Military Leave Program*. AGR personnel will also be available to participate in annual training periods, deployments, and exercises, when required.

7.6.4. UTA does not count towards the 40 hour work week commitment.

7.6.5. AGR Airmen are available for duty 24 hours a day, seven days a week and therefore, compensatory time off for duties performed in excess of established working hours is not authorized. However, Airmen who earn the privilege may be granted a special pass IAW AFI 36-3003, *Military Leave Program*.

**7.7. Supervision of Personnel.** The concept of the senior military individual being assigned supervisory responsibilities is an essential element of military service and an inherent part of the military organizational structure. Supervisory authority for AGR Airmen shall correspond to military operational lines of authority.

7.7.1. Commanders will maintain unity of command and integrity of supervisory relationships. Military rank is the determining factor when designating supervisory responsibilities. Grade inversion is detrimental to the military nature of the ANG and is not authorized.

7.7.2. The assignment of family members to the same unit is only permissible in accordance with ANGI 36-2101, *Assignments Within the Air National Guard*.

**7.8. AGRs Performing Title 10 Duty.** Upon acceptance of an AGR tour and orders, an Airman provides individual consent to Title 10 duty with the inclusion of the mandatory remarks outlined in paragraph 6.1.2. Performance of approved and validated Title 10 duty includes Airman's consent, command authority, accountability, and fiscal authority. ANG AGR Airmen are still considered AGRs during the period of Title 10 service, and would be considered serving any established AGR probationary period concurrently.

7.8.1. AGRs called or ordered to Title 10 federal active duty (OCONUS/CONUS) supporting Active Duty requirements for operations/missions/exercises/training (Title 10 U.S.C. 12301(d), 12302, 12304, or 10147) will not be terminated from their Title 32 U.S.C. Section 502(f) orders.

**7.8.2. AGRs Performing Title 10 Duty in Support of Air Force Active Duty Requirements.** Upon approval and by order of a Federal command authority, AGRs performing Title 10 duty for 30 or more consecutive days in support of the active Air Force pursuant to Title 10 Sections 12301(d) , 12302 or 12304 for which reimbursement of AGR accounts may be required as set forth in paragraph 7.9.4, must have their AGR order amended to include in the remarks section the following information: Authority in which they are called to Title 10, inclusive dates of the Title 10 duty, named mission they are supporting, and active duty MAJCOM they are being tasked to support. An example is as follows: **“AGR Airman will convert to Title 10 U.S.C. Section 12301(d) in support of OPERATION ENDURING FREEDOM from 15 January 2009 to 26 May 2009, GMAJCOM: ACC.”** If the GMAJCOM releases the AGR Airman from Title 10 duty sooner than original expiration day, an AGR amendment must reflect the appropriate end date of the Title 10 duty.

7.8.2.1. AGRs placed on Title 10 status for less than 30 consecutive days for which reimbursement of AGR accounts may be required as set forth in paragraph 7.9.4, will have their Title 10 time documented on AF IMT 1299, *Officer's Certificate of Statement of Service*. This form must be completed by the unit, certified by the AGR's commander and provided to the Force Support Squadron for update into MiLPDS and to assist in DD Form 214, *Certificate of Release or Discharge from Active Duty* completion. Examples of such missions that may require an AGR to perform occasional Title 10 duty/day(s) are: Air Sovereignty Alert (ASA), North East Tanker Task Force (NETTF), Unmanned Aircraft Systems (UAS)/Remotely Piloted Aircraft (RPA) (such as Predator, Reaper, Global Hawk), Distributed Common Ground System (DCGS), State Partnership Program (SPP), etc. A sample of AF IMT 1299, *Officer's Certificate of Statement of Service* can be found in Attachment 15. The AF IMT 1299 will be entered into the Automated Records Management System (ARMS) as a source document to an Airman's records or filed in the Unit Personnel Record Group (UPRG), as applicable. Please note this form is applicable to Officers and Enlisted Airmen.

7.8.3. Commanders placed on Title 10 status cannot take Title 32 command action as they are (Title 32 U.S.C. Section 325) relieved of their State Title 32 status while federally activated on Title 10.

7.8.4. An AGR while on Title 10 active duty orders must primarily support the active duty mission and any Title 32 business conducted should be incidental to that primary support of the Title 10 federal mission.

7.8.5. Title 10 activations (voluntary or involuntary mobilization) of AGRs are normally in support of AEF rotations for contingency operations. Title 10 activations of 365 days are beyond the intent and purpose of the AGR program.

**7.9. AGRs Traveling Outside the United States, Its Territories, and Possessions on Official Duty.** DoDD 1215.06, *Uniform Reserve, Training, and Retirement Categories*, provides that Airmen must be in Title 10 status when outside the United States, its Territories, and possessions. Title 32 ANG AGRs may have to travel outside the United States, its Territories, and possessions in connection with their AGR duties (e.g. AEF Rotations, State Partnership Program Director etc.). In such cases by accepting entry into the AGR program, the Airman consents to being automatically converted to Title 10 status under 10 U.S.C. 12301(d) or 10 U.S.C. 10147 (as applicable) for the duration of the OCONUS duty while retaining their status as AGRs during this period. Therefore, all AGR orders upon acceptance of an AGR tour will include the mandatory remarks outlined in paragraph 6.1.2.

**7.9.1. Contingency, Exercise, and Deployment (CED) orders and other travel (TDY) order requirements while performing Title 10 duty.** If AGRs are TDY from their home station, applicable CED or TDY orders will be published IAW AFI 33-328, *Administrative Orders*, ANGI 33-101, *ANG Special Orders*, AFI 65-103, *Temporary Duty Order* and AFI 36-3802, *Personnel Readiness Operations*.

**7.9.2. Home Station.** AGRs activated to Title 10 duty at home station (voluntarily or involuntarily) are not required TDY or CED orders. Follow the guidance set forth in paragraphs 6.1.2 and 7.8.2 and 7.8.2.1 to document Title 10 duty served in support of active duty requirements.

**7.9.3. ..Title 10 Duty Accountability.** MilPDS is the Air Force system of record for end-strength accounting and tracking activations to include home station active duty. When an AGR is activated on Title 10, whether voluntarily or involuntarily for active duty support (OCONUS/CONUS), the AGR's Title 10 active duty tour must be updated in MilPDS.

**7.9.3.1. Source for Updating.** Use the amended AGR order for 30 or more days of Title 10 duty or the validated AF IMT 1299, *Officer's Certificate of Statement of Service*, for anything less than 30 or more consecutive days. The HRO or office responsible for amending AGR orders to reflect an AGR's Title 10 service will provide a copy to the FSS for updates to MilPDS.

**7.9.3.1.1.** Ensure the ANG-TECH-ID is updated, or has been updated to a code "3" prior to initiating the limited mobilization code "H" or "E" update to prevent pay interface transactions from producing.

**7.9.3.1.2.** Using the Limited Mobilization application in MilPDS, update the following: For Title 10 U.S.C. Section 12301(d) tours, enter volunteer tour with a Reserve Active Duty Reason (RADR) equaling code "F"; for Title 10 U.S.C. Section 12302, enter involuntary tour with a RADR equaling code "H"; and for U.S.C. Section 12304, enter tour with a RADR equaling code "E".

**7.9.4. Title 10 Duty Fiscal Authority/Reimbursement for Title 10 Tours.** The days (dollars) during which an ANG AGR converts to Title 10 in support of active duty requirements is reimbursed by Air Force FM. Wing FM offices will ensure the Man-day Allocation System (CMAS) is updated in order for the ANG to be reimbursed for applicable AGR's Title 10 active duty. It is imperative from a fiscal perspective, that reimbursement requests are updated in CMAS so that appropriations are consistent with the purpose of the

duty IAW Title 31 U.S.C. 1301(a). Reimbursement is not applicable to Title 10 U.S.C. Section 10147. For ANG AGRs on Title 10 duty to support the State Partnership Program, reimbursement will be coordinated between NGB-J53-IA and NGB/FM to execute reimbursement as needed using existing ANG reimbursement procedures.

**7.9.5. Title 10 Duty Documentation of Service for Title 10 Duty--DD Form 214.** The FSS will issue a DD Form 214, *Certificate of Release or Discharge from Active Duty* for all periods of Title 10 active duty IAW AFI 36-3202, *Separation Documents*. Refer to paragraph 7.8.2 to determine inclusive Title 10 active duty period of service for voluntarily or involuntarily for active duty support (Title 10 U.S.C. Sections 12301(d), 12302, or 12304). To determine inclusive Title 10 active duty period of service for Title 10 training (Title 10 U.S.C. 10147) use the validated travel voucher or the AF *IMT 1299, Officer's Certificate of Statement of Service*.

## **7.10. Emergency Domestic and "Immediate Response" Situations.**

**7.10.1. Emergency Situations.** States should be cognizant of the fact that using AGR Airmen for emergency domestic situations has fiscal law and Anti-Deficiency Act implications and must be governed judiciously.

7.10.1.1. When an AGR Airman's unit is ordered to operational Title 32 U.S.C. Section 502(f)(2), Title 32 U.S.C. Section 502 (a), or State Active Duty (SAD) status to support an emergency domestic situation, the AGR Airman may accompany his or her unit and continue to perform his or her normal AGR duties.

7.10.1.2. Since AGR duty is year round military duty, and AGR Airman may not, by taking leave, be placed in another military status.

7.10.1.3. If an AGR Airman has a critical skill set that may be needed by another unit, that AGR Airman may be attached to the deploying unit if no other reasonable option exists.

7.10.1.4. This authority applies to individual AGR Airmen and does not constitute authority to cross-level significant numbers of AGR Airmen from non-deploying units to deploying units.

7.10.1.5. Support of the operation or mission must be to the extent that doing so does not interfere with the performance of his or her primary AGR duties.

7.10.1.6. For units composed entirely of AGRs and established by law to perform specific functions in response to specific emergency domestic situations, such as Civil Support Teams (CST), response to those contingency situations by performing those functions falls within their normal AGR duties and a request from the President or Secretary of Defense is not required to provide this operational response.

**7.10.2. "Immediate Response" Situations.** "Immediate Response" is defined by DoDD 3025.15, paragraph 4.7.1. as "any form of immediate action taken by a DoD Component or military commander to save lives, prevent human suffering, or mitigate great property damage under imminently serious conditions when time does not permit approval from higher headquarters."



7.10.2.1. AGRs may support an “Immediate Response” situation. Contingency situations of an emergency nature, where AGR Airmen are employed under the immediate response doctrine, shall be reported to the Chief, National Guard Bureau (CNGB) as soon as practicable to permit reassessment of whether there remains a necessity to employ them under that authority.

7.10.2.2. If the “Immediate Response” activities of the AGR Airmen have not yet ended, this reassessment shall occur not later than 72 hours after these AGRs were employed.

7.10.2.3. In “Immediate Response” situations, maximum efforts must be made to replace AGR Airmen with traditional guardsmen in an appropriate duty status.

## Chapter 8

### TOUR CURTAILMENT, SEPARATION, AND RETIREMENT

#### 8.1. General.

8.1.1. TAG is the final authority for determining whether individuals will be separated from the AGR program except for officers within the sanctuary zone who's separation must be approved by the Secretary of the Air Force (SAF). AGR personnel must complete the specified period of their orders unless released due to any of the following provisions:

- 8.1.1.1. An approved request for voluntary tour curtailment (para 8.4).
- 8.1.1.2. An involuntary tour curtailment (para 8.5).
- 8.1.1.3. Involuntary release (para 8.6).
- 8.1.1.4. Involuntary discharge (para 8.7).
- 8.1.1.5. Mandatory separation (para 8.8).
- 8.1.1.6. Retirement – Active Duty (para 8.9).
- 8.1.1.7. Retirement – Reserve (para 8.10).

8.1.2. Refer to Chapter 12 for instructions regarding retention or separation of Airmen undergoing medical treatment.

8.1.3. An AGR Airman who is released from an AGR tour may request a DD Form 2697, *Report of Medical Assessment* upon release from AGR status.

8.1.4. AGR Airmen separated may be eligible for separation pay based on length of service IAW with Title 10 U.S.C. Section 1174 *Separation Pay Upon Involuntary Discharge or Release From Active Duty*, the Department of Defense Financial Management Regulation (DoDFMR) and JFTR. Unit comptroller or designated representative must counsel AGR personnel on the provisions of these entitlements. Reference Attachment 5, NGB 801, *Ready Reserve Agreement to Receive Separation Pay*.

#### 8.2. Sanctuary.

8.2.1. AGR officers entering the sanctuary zone for regular retirement must be retained until reaching retirement eligibility in accordance with Title 10 U.S.C. Section 12646 unless separation is approved by SAF. Requests to involuntarily separate an officer from the AGR program while in the sanctuary zone must be routed to SAF through NGB/A1.

8.2.2. Enlisted entering the sanctuary zone for regular retirement should be retained until reaching retirement eligibility. However, TAG may involuntarily separate an enlisted Airman for cause (reference AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*) from the AGR program while in the sanctuary zone.

**8.3. Separation at Expiration of Tour.** 8.3.1 Airmen will be separated from AGR status at the expiration of their current tour if:

- 8.3.1.1. They do not request a subsequent tour, or .

8.3.1.2. They were not selected for continuation in the AGR program. The Airman may request reconsideration of the non-renewal of an AGR tour, through command channels, to TAG. TAG will make the final determination. Reconsiderations must be submitted to the TAG no later than 30 days after notification. TAG is final reconsideration authority.

**8.4. Voluntary Tour Curtailment.** Normally an AGR must serve 24 months of their current assignment and complete applicable service commitments before early release is approved.

8.4.1. AGRs may request early release from their AGR tour based on personal hardship or other valid reason. They must submit a fully justified curtailment request through their chain of command (including the HRO) to TAG, who is the final approval/disapproval authority. This authority may be delegated to the HRO. .

8.4.2. Airmen who voluntarily request separation from AGR status are not entitled to separation pay (Title 10 U.S.C. Section 1174, DoDFMR and JFTR). This includes when an Airman voluntarily accepts a position as a military technician.

8.4.3. Due to end-strength accounting considerations, any voluntary curtailment requests submitted between 1 July and 30 September with a requested DOS prior to 31 October can only be approved by TAG (for Title 32 State AGRs) or appropriate authority as outlined in ANGI 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures* (for Title 10 ANG Statutory Tour AGRs) or delegated authority.

8.4.4. AGRs who have an approved tour curtailment application and who later request withdrawal of the curtailment action, must have approval to withdraw the curtailment from the final command signatory for the action.

**8.5. Involuntary Tour Curtailment.** Commanders considering involuntary curtailment must use all quality force tools available i.e. referral OPRs/EPRs, LORs, Article 15 etc., prior to initiating an involuntary curtailment. Depending on the nature of the involuntary curtailment, commanders may consider discharge in lieu of involuntary curtailment.

8.5.1. Commanders should initiate a preliminary inquiry with the HRO to determine if an involuntary curtailment is appropriate. The commander will notify the Airman, in writing, of the proposed action after consulting with HRO.

8.5.1.1. After acknowledging receipt of commander notification, the Airman may submit a written statement within 7 calendar days of notification. The written statement must be submitted with the commander's recommendation to TAG. The commander's recommendation for involuntary curtailment must be submitted through the appropriate chain of command, with a legal review, to the HRO. TAG will review recommendations for involuntary curtailment and will make the final determination. This authority may not be delegated. TAG may order a command directed investigation (CDI) IAW AFI 90-301, *Inspector General Complaints Resolution*. The HRO will notify the Airman of an approved curtailment and the Airman's reconsideration rights. If an Airman is eligible for Active Duty Sanctuary, refer to AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*.

8.5.2. Involuntary Curtailment Reconsideration. An approved curtailment may be submitted for reconsideration to TAG only if significant new information is obtained. Curtailment

action will continue while pending reconsideration. If a written request for reconsideration is not filed, reconsideration rights will be waived.

8.5.2.1. Reconsideration memorandums, along with any supporting documentation, shall be submitted directly to HRO for staffing to TAG. Airmen must notify HRO in writing of their intent to reconsideration an involuntary curtailment within 7 calendar days of receipt of notification memorandum. Reconsideration packages must be received by HRO within 21 calendar days of receipt of notification memorandum.

8.5.2.2. HRO will notify the Airman of the reconsideration outcome and notify the Airman's chain of command of any further processing requirements.

8.5.3. If an Airman is involuntarily curtailed and is under a bonus contract (ACP, Medical bonus, CSB, etc.), the bonus contract will be terminated upon the expiration date of the AGR order established by the involuntary curtailment. Repayment of any unearned portion of the bonus will be determined by NGB Office of Primary Responsibility or DFAS, as appropriate.

**8.6. Involuntary Release.** Mission realignments, total force initiatives, Base Realignment and Closure (BRAC), end-strength limitations or other force management actions may require involuntary release of an AGR prior to the AGR tour end-date. HRO will manage the involuntary release process and Airmen will be notified of all actions and requirements associated with this release. The notification will stipulate if the reduction affects AGR personnel only and provides an effective date of the RIF IAW paragraph 10.5. If an AGR is eligible for AD Sanctuary, refer to AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*. AGR Airmen separated may be eligible for separation pay based on length of service IAW with Title 10 U.S.C. Section 1174, the DoDFMR and JFTR. Unit comptroller or designated representative must counsel AGR Airmen on the provisions of these entitlements (Reference Attachment 5). See AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

**8.7. Involuntary Discharge.** Commanders may initiate involuntary discharge actions for officers and enlisted personnel. See AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

**8.8. Mandatory Separation.** Personnel will be separated for the reasons below, regardless of the expiration date of their current tour.

8.8.1. Mandatory Separation Date (MSD). Officers must be separated before or upon reaching their maximum years of service (IAW Title 10 U.S.C. Sections 14505—14509, 12646, and AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*), unless they have entered AD sanctuary under Title 10 U.S.C. Section 8911. For officers who have entered sanctuary, the State will ensure the request for MSD extension is coordinated through command channels to the HRO and MPMO, then to NGB/A1P for processing. Once approved, the officers MSD will be updated to the first day of the month after the month in which they reach AD retirement eligibility (20 years TAFMS).

8.8.2. Age 60 – Enlisted Personnel. Enlisted personnel will be separated upon reaching age 60 unless they have completed between 18 and 20 years of active Federal service for retirement under Title 10 U.S.C. Section 8914. Enlisted Airmen in the "sanctuary zone" when reaching age 60 will have their MSD adjusted until the first day of the month after the

month in which they reach AD retirement eligibility (20 years TAFMS). Requests for extensions beyond age 60 must be sent through command channels to the HRO and MPMO, then to NGB/A1P for processing once the Airman attains 18 years of federal active duty and qualifies for the provisions of sanctuary.

8.8.3. Security Clearance. The required security clearance is withdrawn, cancelled or cannot be obtained.

8.8.4. Civilian or Military Conviction. Conviction by civilian or military authorities for a disqualifying offense IAW AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

8.8.5. Twice Deferred Officers. An officer that is twice deferred for promotion according to the provisions of AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

8.8.6. Air Force Specialty (AFS) Qualification. An AGR's failure to meet AFS qualification standards.

**8.9. Retirement – Active Duty.** Personnel who accrue 20 years of creditable active duty service and TAFMS, will retire under the provisions of Title 10 U.S.C. Section 8911 or 8914 (active duty retirement). For further guidance, refer to: <http://arpc.afrc.af.mil/retirements/retirements.htm>.

8.9.1. AGRs may apply for an AD retirement one (1) year prior to completion of at least 20 years of TAFMS. Application for retirement must be submitted no earlier than 12 months and not later than six months prior to the effective date of retirement. If the Airman's expiration of their AGR order is later than the requested retirement date, AGRs must apply for and receive approval for curtailment of their AGR tour prior to submitting application for retirement.

8.9.2. Applications for AGR retirement will be processed IAW AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve*, Chapter 5. Airmen will apply for retirement via the virtual Personnel Center - Guard and Reserve (vPC-GR) website. ARPC will issue retirement orders and process actions to DFAS.

8.9.3. Service requirements established in respective Air Force Instructions must be met for Airmen to retire in their current grade.

8.9.4. Entitlement to movement of household goods is processed IAW AFI 36-3203, *Service Retirements*.

8.9.5. Officer AGRs with prior enlisted service must have at least 10 years of AD service as a commissioned officer to retire at the commissioned grade IAW AFI 36-3202, *Service Retirements*, Chapter 2.

**8.10. Retirement – Reserve.** AGRs may apply for a reserve retirement upon completion of 20 satisfactory years total federal military service.

8.10.1. Application for reserve retirement is submitted via the vPC-GR website. ARPC will issue retirement orders and process actions to DFAS.

8.10.2. If the Airman's expiration of their AGR order is later than the requested retirement date, AGRs must apply for and receive approval for curtailment of their AGR tour prior to submitting application for retirement.

8.10.3. AGR officers with prior enlisted service must have at least 10 years of service as a commissioned officer to retire at the commissioned grade IAW AFI 36-3202, *Service Retirements*, Chapter 2.

### **8.11. Documentation of Service.**

8.11.1. The FSS will issue a DD 214, *Certificate of Release or Discharge from Active Duty* to Airmen separating from the AGR program and remaining as a Drill Status Guardsman (DSG) in accordance with AFI 36-3202, *Separation Documents*. AGR separation/retirement DD 214s are accomplished by HQ ARPC.

8.11.2 If an Airman's release from the AGR program is prior to being discharged from the ANG and the character of service is other than "Honorable", enter the statement "To be determined by discharge proceedings" on the DD Form 214 in item 24. Upon completion of discharge proceedings a DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty*, must be completed to correct the DD Form 214 to reflect the appropriate characterization of service.

## Chapter 9

### AGR CONTINUATION BOARD

**9.1. AGR Continuation Board (ACB).** The Adjutant General (TAG) determines if an ACB will convene. While an ACB is not mandatory, it provides Wing, Group, and Unit Commanders, supervisors and AGRs an opportunity to participate in retention decisions affecting assigned AGR personnel. The ACB may review and recommend selection for entry into the career program and/or continuation beyond 20 years of total active federal military service.

**9.2. Purpose.** Proper management of the AGR Program requires a constant evaluation of the dynamics of the composition of the force.

9.2.1. Ensures that only the most capable Airmen serve.

9.2.2. Affords Airmen promotion and career development opportunities.

9.2.3. Allows for force shaping based on force structure and needs of the unit, State, and Air National Guard.

9.2.4. Separation from the AGR program under this chapter is not considered punitive in nature and will not be used where separation for cause is more appropriate.

### 9.3. Responsibilities.

#### 9.3.1. Adjutants General:

9.3.1.1. Determine if ACB will convene.

9.3.1.2. Provide administrative guidance to the President, and receive the proceedings of the Board.

9.3.1.3. Approve Board proceeding or direct the reconvening of a Board within 30 days of receipt of proceedings.

9.3.1.4. Convene special ACBs to consider records not considered by the original Board because of omission, or if the record considered by the original Board contained material error.

#### 9.3.2. Human Resource Office (HRO):

9.3.2.1. Identify and notify AGRs who will be reviewed by the convening ACB NLT 90 days prior to convening the ACB. Individuals will be provided an ACB Worksheet. Individuals must complete and return the endorsed ACB Worksheet through their appropriate chain of command to reach HRO by the assigned suspense date. Individuals on an occasional or AGR deployment backfill tours are term limited and will not meet an ACB for consideration of career status.

9.3.2.2. Publish a Memorandum of Instruction (MOI) for use by ACB members. The MOI will include the composition, administrative support, and Adjutant General's guidance on the conduct of the Board.

9.3.2.3. Provide a qualified technical advisor to assist the President with technical questions pertaining to the AGR program.

9.3.2.4. Ensure ACBs are conducted in a timeframe to allow AGR Airmen to receive notification at least 180 days prior to tour end date. Unless Airmen are on a one year initial tour, then notification is required at least 30 days prior to tour end date.

9.3.2.5. Airmen should be notified in writing of the ACB results NLT 30 days after TAG approval of Board proceedings.

9.3.2.6. Separate AGR Airmen not recommended for continuation in the AGR Program upon the expiration of their current orders.

9.3.2.7. Extend orders on those AGR Airmen selected for entry into the career program or continuation beyond 20 years of total active federal military service.

**9.4. ACB Composition.** Adjutants General will appoint and convene ACBs subject to the following. Reference Attachment 6, *AGR Continuation Board Appointment Memorandum*.

9.4.1. Boards will be comprised of at least three voting members, equal to or senior in grade to those being considered and two non-voting members to provide technical assistance and act as recorder. Gender and ethnicity representation should be considered. Relatives of Airmen being considered will not be appointed as ACB members.

9.4.1.1. The Board will normally consist of the ANG State Command Chief Master Sergeant (CCM), but must have at least one Chief Master Sergeant as a member. The CCM or CMSgt board member will only have voting privileges on enlisted records meeting the board. The CCM, by nature of the position, is considered the senior ranking enlisted in grade to those considered regardless of date of rank.

9.4.1.2. The senior member in a federally recognized grade will be the board President.

9.4.2. AGR Airmen being considered will not be appointed as ACB members.

9.4.3. All Board members will be present for all sessions.

9.4.4. The Board Advisor will be a qualified technical advisor selected by the HRO to assist the President with technical questions pertaining to the AGR program.

9.4.5. The members of the board should collectively possess wide command, management, and technical expertise.

9.4.6. The recommendations of the ACB are advisory only and must be approved by The Adjutant General.

**9.5. ACB Schedule.** ACBs are normally convened annually (first quarter of current calendar year (CY)) to review AGR Airmen who have an AGR order expiration date during the next calendar year. These records must be reviewed for entry into the career program (end of initial/probationary tour) and/or for continuation beyond 20 years total active federal military service.

**9.6. ACB Pre-Board Process.** The HRO will identify and notify AGRs who will be reviewed by the convening ACB for either career status and/or continuation beyond 20 years of total active federal military service NLT 90 days prior to convening the ACB. Refer to Attachment 7, *Pre-review AGR Continuation Board (ACB) Notification Memorandum (Individual)*. AGRs will be provided an ACB Worksheet, Attachment 8, *AGR Continuation Board (ACB) Worksheet*. Additionally, the commander will be notified and provided a suspense for return of the ACB



Worksheet (Reference Attachment 9, *Pre-review AGR Continuation Board (ACB) Notification Memorandum (Commander)*) to HRO NLT 30 days prior to the scheduled ACB.

9.6.1. Individuals must complete and return the endorsed ACB Worksheet through their appropriate chain of command to reach HRO by the assigned suspense date.

9.6.1.1. ACB Worksheet Non-Concurrence. Written documentation shall be provided to the board for consideration anytime there is non-concurrence in the reviewing chain.

9.6.2. If the Airman believes the documents are inaccurate or incomplete, he or she must bring that purported deficiency in writing to the attention of the HRO as soon as possible, but in any event no later than 15 days prior to the board.

9.6.3. If the Airman does not concur with the commander's recommendation on the ACB Worksheet, Airman may submit a personal letter to the ACB. The letter may describe any matter of record concerning the Airman that is believed to be important for the ACB's consideration. Letters of recommendation from other individuals cannot be submitted. All the information in the Airman's letter must be accurate and, if called on to do so, the Airman must provide evidence to support any questioned information. To be considered by the ACB, the letter must be addressed to the ACB and received by the HRO NLT 15 days prior to the ACB.

9.6.4. The HRO will review all ACB Worksheet's to insure supervisor and commander recommendations, to include Airman's signature of acknowledgement are received.

## **9.7. Conducting the ACB.**

9.7.1. All proceedings will be held in closed session. AGR Airmen being considered by the ACB will receive fair and impartial consideration. ACB will be free from any improper command or other influences in the performances of its duties or as a result of such performance. Board members may not discuss or consider outside communications or materials not otherwise contained in the material properly presented before the ACB. Board members will not communicate with anyone outside the board membership in reference to the board proceedings. Individuals appointed to the ACB will be administered an oath (Attachment 10, *AGR Continuation Board (ACB) Oath*). The board recorder will review all documents before the board is convened for completeness.

9.7.2. AGR Airmen will not appear in person before a Board on their own behalf or in the interest of other Airmen.

9.7.3. The ACB reviews enlisted and officer AGR Airmen for entry into "career status" and/or for continuation beyond 20 years total active federal military service. Individual career intentions, supervisor and chain of command recommendations are required for each Airman reviewed by the ACB as documented on the ACB Worksheet. It is not the responsibility of the board to screen AGR records to determine whether AGR Airmen have met the administrative requirements of the AGR Program. Occasional and AGR deployment backfill tours are term limited and will not meet an ACB for consideration of career status.

9.7.4. The ACB decisions are based on the needs of the unit, State, and Air National Guard. The ACB will consider: the Airman's ACB Worksheet that lists their desire to participate in the AGR Program and their supervisor/commander recommendations, the ACB Profile (see Table 9.1), the "whole person" concept and current and future force structure. The "whole

person” concept considers the individual’s total background [promotion potential, time in grade, time in position, training/developmental education, duty history (work experience), performance reports (OPRs/EPRs), physical fitness results, awards and decorations and any official disciplinary actions a matter of record, i.e. letter of reprimand, etc. Each individual’s service history is reviewed to determine the individual’s ability to attain 20 years TAFMS and to determine if the Airman’s participation in the career program will meet the needs of the unit, State, and ANG. Continuation is dependent on continued performance, career progression, needs of the unit, State, ANG, and career field requirements.

9.7.5. The board will be furnished with a listing of all Airmen to be considered including as a minimum the following documentation for each Airman: the ACB Worksheet, relevant personnel information as determined by the State to conduct “whole person” concept review, and any letters submitted by the Airman to the board IAW paragraph 9.6.3. Documents prepared or submitted specifically for board use will be disposed of IAW AFI 33-364, *Records Disposition – Procedures and Responsibilities*.

9.7.6. The ACB will not be used to terminate AGR orders of those Airmen who should have been removed from the AGR Program under the provisions of paragraphs 8.5, 8.6, 8.7, and 8.8, of this instruction.

**9.8. ACB Post-Board Process.** The recorder will publish a report of the ACB actions and recommendations, using Attachment 11, *AGR Continuation Board (ACB) Report Format* as a guide, to be submitted to The Adjutant General NLT 15 days from the board completion date. The recommendations of the ACB are not binding on The Adjutant General but will be given serious consideration. Other than the ACB Report and possible ACB Minority Report (Attachment 12), no record of the ACB proceedings will be prepared.

9.8.1. The report captures the board recommended actions: entry into career program, continuation beyond 20 years active service, or non-continuation on AGR tour. Memorandums of notification will be prepared and forwarded to each Airman and leadership indicating the ACB decision. Normally, notifications will be provided to each individual within 60 days following the ACB.

9.8.2. Any ACB member who disagrees with the recommendation of the majority of the board may submit a minority report using Attachment 12, *AGR Continuation Board (ACB) Minority Report Format*, as a guide. The board member will sign both the minority report and the board proceedings, indicating on the board proceedings that a minority report is being submitted as an attachment to the ACB Report.

9.8.3. The Adjutant General will review the recommendations of the ACB, and approve or disapprove any or all specific recommendations. The Adjutant General is the final approval authority on all actions and may disapprove a board in its entirety if substantial material errors and/or procedural deficiencies are found.

9.8.3.1. Post-review ACB memorandums of notification communicating the ACB decisions will be prepared for each commander to brief their affected Airmen. See Attachment 13, *Post-review AGR Continuation Board (ACB) Notification Memorandum (Commander)*. Each Airman will be required to sign a statement to acknowledge notification of ACB results (Reference Attachment 14, *AGR Continuation Board (ACB)*

*Member Acknowledgement of Decision Notification*). Normally, notifications will be provided to each individual NLT 30 days after TAG approval of Board proceedings.

**9.9. Entry into the AGR Career Program.** The ACB may review for entry into the AGR Career Program. Requests and recommendations for career AGR status are reviewed and approved by TAG.

9.9.1. AGR Career Status may be granted to individuals regardless of their ability to attain 20 years TAFMS prior to MSD or maximum age. Airmen granted career status (successive tour) shall be administered with the understanding that their service may lead to a military retirement after attaining the required years of TAFMS. However, career status does not guarantee continuation to 20 years of TAFMS and an AD retirement. Continuation to 20 years of TAFMS and beyond is contingent on individual performance, career progression, mission requirements, force management and the needs of the unit, State, and ANG.

9.9.2. Reassignment to a new follow-on AGR position that exceeds the initial probationary tour will eliminate the requirement to meet an ACB. Career status will be granted at that time.

9.9.3. AGRs who have been approved for entry into the AGR career program and subsequently separate from the AGR program will forfeit their career status. Officer and enlisted Airmen who return to the AGR program will serve a new probationary period and be reconsidered for entry into the career program IAW this instruction.

**9.10. Continuation Beyond 20 years Active Service.** A follow-on tour for an Airman who has attained 20 years TAFMS or more is primarily dependent upon the needs of the unit, State, and ANG.

9.10.1. Approved extensions will normally be one to two years in length. Airmen would then be required to meet another ACB at the end of the approved extension period. Any extension beyond two years should be justified.

**9.11. Non-continuation on AGR Tour.** Airmen not selected for entry into the career program or continuation beyond 20 years of total active federal military service will be provided at least 180 days notification prior to their expiration of their AGR order.

9.11.1. Airmen not selected for entry into the AGR career program or for continuation after achieving 20 years active service will be released from active duty on the expiration of their AGR orders.

9.11.2. Airmen not continued by an ACB are still eligible to apply for and accept a new AGR assignment as long as they are reenlistment eligible (enlisted) and are not restricted by MSD, age, or another mandatory separation reason. If selected for a new AGR assignment, the Airman's date of separation will be adjusted so that they can accept the assignment.

**9.12. ACB Reconsideration Process.** The final reconsideration authority for the ACB decision is TAG. An AGR Airman may request reconsideration of an ACB decision by forwarding their request with supporting documentation to HRO for staffing. Reconsiderations must arrive at HRO within 30 days of the date on the ACB decision memorandum.

9.12.1. Supporting justification, not provided with the original ACB Worksheet, may be provided. The reconsideration request must be reviewed and endorsed in a timely manner by

each level of command to HRO processing. Endorsements must include support or non-support of the individual's request with additional rationale.

9.12.1.1. Reconsideration requests received without the appropriate chain of command coordination will be returned to the Airman without action. Reconsiderations must be received by HRO within 30 days of the date on the memorandum of notification of the ACB decision. The Airman's chain of command will not hold a reconsideration request to circumvent the 30 day submission requirement.

9.12.2. The reconsideration decision of the TAG is final. There is no reconsideration beyond the TAG.

**9.13. Out-of-Cycle ACB.** An out-of-cycle ACB may be requested by an Airman or their leadership chain if a retention decision is required outside the normal ACB process. An out-of-cycle ACB shall not be used in lieu of an involuntary curtailment.

9.13.1. Processing Procedures. An out-of-cycle ACB request should be forwarded to HRO for staffing. HRO will staff to TAG for decision. A notification memorandum will be prepared and forwarded to the Airman and leadership indicating the out-of-cycle ACB decision. If career status is denied, the normal reconsideration and notification process will apply.

**Table 9.1. ACB Profile.**

<b>GRADE</b>	<b>Separate at 20+ Year Review *See Note 1</b>
Col	20 or more, TIG met
LtCol	20 or more, no advancement projected and/or no PME
Maj	20 or more, no advancement projected and/or no PME
Capt	NA
Lt	NA
CMSgt	20 or more
SMSgt	20 or more, no advancement projected
MSgt	20 or more, no advancement projected and/or no PME
TSgt	NA
SSgt	NA
<b>*NOTE 1: The ACB Profile is a management tool to be used as a guide in managing the force. The ACB Profile should be used in conjunction with the "whole person" concept, and the needs of the unit, State, and Air National Guard.</b>	

## Chapter 10

### PRIORITY PLACEMENT AND REDUCTION IN FORCE

**10.1. Priority Placement of Overgrade Airmen.** The Priority Placement Program (PPP) is designed for the management of overgrade AGR Airmen. Reductions in Force (RIF) actions take precedence over the PPP. Because of unique mission requirements and unit force management plans, each HRO must develop written PPP procedures that incorporate the following:

10.1.1. Ensure that the fewest number of personnel are administratively reduced in grade or released from AGR status.

10.1.2. Ensure that AGR personnel in an overgrade status and military technicians in a retained grade status will be given simultaneous PPP consideration. Neither category has priority over the other.

10.1.3. Placement must be based on the least amount of impact to the individual and the mission.

**10.2. Implementation of PPP.** 10.2.1 AGR personnel who become overgrade to their UMD assignment will be entered into the PPP as described below.

10.2.1.1. Airmen will be entered in the PPP on the same date as the action that causes them to become overgrade for a maximum of 24 months or until the situation is resolved, whichever comes first. For overgrade situations that exceed 24 months, the Airman must be separated, retired, or demoted. Demotions apply to enlisted Airmen only.

10.2.1.2. The HRO will notify an Airman in writing (with an information copy to the FSS) that the AGR Airman has been placed in the PPP. In addition, Airman will be notified 90 days prior to the expiration of the PPP by the HRO.

10.2.2. An Airman in the PPP will be offered, in writing, the first available UMD full-time AGR position within the State for which the Airman is fully qualified for assignment as outlined in Chapter 6.

10.2.2.1. The written offer will identify the position, unit of assignment and unit location.

10.2.2.2. The position offered should be in a unit within normal commuting distance of the Airman's residence. This does not preclude entitlement to PCS, if reassigned to another installation.

10.2.3. Overgrade AGR Airmen must accept or decline a position offered under the PPP within 10 workdays of the date of receipt of the written offer. If the Airman accepts the position, the HRO will direct the FSS to reassign the Airman within 30 days of acceptance of the position.

10.2.4. An overgrade enlisted AGR Airman who declines a position offered under the PPP must be reduced in grade to the maximum grade of the UMD position not later than 30 workdays after the declination IAW ANGI 36-2503, *Administrative Demotion of Airmen*. Officers will be separated from AGR status. However, if the officer is within the sanctuary

zone then the officer must be retained until eligible for a regular (active duty) retirement IAW Title 10 U.S.C Section 8911.

10.2.5. TAG may approve the retention of an Airman in the PPP after the individual has declined an offered position if the declination was based on justifiable circumstances which would have created a severe hardship for the Airman.

**10.3. Notification of Overgrade.** HROs or designated representatives must counsel AGR personnel on the provisions of this chapter and ANGI 36-2101, *Assignments Within the Air National Guard* within 30 days of the date that they become overgrade.

**10.4. Reduction in Force.** Reduction in Force (RIF) is designed to manage those AGR Airmen who become excess to a State's AGR RAs.

10.4.1. HRO administers and manages placement programs for AGRs in the event of force reductions, requirements and/or mission change.

10.4.2. Officers and enlisted serving on AGR tours may be involuntarily separated due to a reduction in AGR RAs.

10.4.3. Placement based on RIF action takes precedence over placement due to PPP actions.

10.4.4. AGR Airmen who have between 18 and 20 years of active duty are in the sanctuary zone are exempt from RIF action.

10.4.5. Individuals may be eligible for separation pay based on length of service IAW with Title 10 U.S.C. Section 1174, the DoDFMR and JFTR. Unit comptroller or designated representative must counsel AGR personnel on the provisions of these entitlements (Reference Attachment 5).

### **10.5. Implementation of RIF.**

10.5.1. When NGB/A1M notifies the State of a reduction in AGR RA, the HRO will do the following:

10.5.1.1. Notify commanders to identify which functional areas are to be reduced based on mission requirements. The HRO will place all AGR personnel within those functional areas on an AGR RIF Register.

10.5.1.2. Ensure that reductions are first accomplished by normal attrition, hiring freezes, and separation of retirement eligible Airmen.

10.5.2. Individuals who are eligible for an immediate active duty retirement will be separated from the AGR program before conducting a RIF board unless specifically authorized for retention by TAG (this authority may not be delegated).

10.5.2.1. Retention will only be authorized for mission essential reasons when the individual possesses unique military qualifications that are not readily available.

10.5.2.2. Retention will not be authorized for the sole benefit of the Airman.

10.5.3. Provide written notification to affected personnel of the RIF board to be held and the procedures that will be followed.

10.5.4. Convene a board of ANG personnel to prioritize affected Airmen placed on a RIF register.

10.5.4.1. Airmen must be given written notification at least 90 calendar days prior to separation.

10.5.4.2. Airmen will be counseled on transition assistance benefits.

10.5.5. New hires will only be authorized after every effort has been made to place AGR Airmen affected by the RIF.

10.5.6. AGR Airmen who have not been placed must be given written notification of separation no later than 90 days prior to the reduction in AGR RA.

## **10.6. AGR RIF Boards.**

10.6.1. Boards will be comprised of at least three members, equal to or senior in grade to those being considered. The board president will be the senior member on the board. All board members will be present for all board sessions. Board composition should be reflective of the Airmen considered for possible RIF actions, to include female and/or minority representation if appropriate.

10.6.2. The board will consider the following factors in establishing order precedence on the register.

10.6.2.1. Career Status—placement for career AGRs will take precedence over non-career AGRs.

10.6.2.2. Performance evaluations.

10.6.2.3. Professional Military Education and Civilian Education.

10.6.2.4. Technician Reemployment Rights.

10.6.2.5. AFSC Qualifications.

10.6.2.6. Military mission requirements.

## Chapter 11

### RECRUITING AND RETENTION

#### 11.1. General:

11.1.1. All recruiting personnel currently serving in the 8R000 SDI are encouraged to pursue career broadening assignments. Recruiting and Retention personnel will not be assigned additional duties that interfere with their primary responsibilities. Recruiters and Retention Office Managers (ROMs) are expected to be available during UTAs and at times when their “customers” are available. Reference paragraph 7.6. for duties of AGR personnel.

**11.2. Entry Grade/Skill Level Qualifications.** All Recruiting and Retention tours will begin after successful completion of any USAF Recruiting School.

11.2.1. Entry Level Production Recruiters: Rank of SrA through TSgt; 5-level in any AFSC is required except in those instances where a 5-level does not exist; and 18 months ANG membership is desirable.

11.2.2. GSU Recruiting and Retention NCO: Rank of MSgt or promotable TSgt; minimum of two years experience in either recruiting or retention. .

11.2.3. Recruiting Office Supervisors (ROS): Rank of MSgt or promotable TSgt; minimum of two years experience in either production recruiting or retention.

11.2.4. Retention Office Managers (ROM): Rank of MSgt or promotable TSgt; minimum of two years experience in either recruiting or retention.

11.2.5. Recruiters and Retention Superintendents (RRS): Rank of SMSgt, or a promotable MSgt; minimum two years experience in Air Component recruiting and/or retention is required. Eighteen months ANG membership is desirable.

#### 11.3. Selection Process:

11.3.1. Selection and assignment to vacant Recruiting and Retention positions must be within the authorized grade limits specified for the positions. Recruiting and Retention resources are “fenced”, and therefore cannot be realigned from the program. The Recruiters and Retention Superintendent (RRS) must be directly involved in the selection process for Recruiting and Retention Staff.

#### 11.4. Length of Tours:

11.4.1. It is important that State and unit supervisors create a Force Management Plan that will enable deserving Recruiting and Retention personnel an opportunity for upward mobility. .

11.4.2. All Recruiting and Retention tours will be based on State AGR hiring guidelines. Tour extensions beyond the initial tour should be approved if the production and/or performance levels of the recruiter or ROM have consistently been met.

11.4.3. All Recruiting and Retention positions are validated by NGB/RS prior to vacancy announcement or tour renewal to ensure authorized and assigned personnel/grades are within the RA of the current ANG Recruiting and Retention Manpower Guide.



**11.5. Occasional Tours:**

11.5.1. Occasional Recruiting and Retention tours are authorized for short periods of time to fulfill work requirements that directly support recruiters and ROMs. Requests for occasional Recruiting and Retention tours will be submitted in writing through HRO to NGB/RS with full justification and expected results.

11.5.2. Occasional Recruiting and Retention tours will be for a minimum of 31 days and will normally not exceed 179 days in a fiscal year. Provisions of paragraph 13.4 apply. .

**11.6. Tour Termination:**

11.6.1. Termination of Recruiting and Retention tours, when necessary, must be handled expeditiously IAW ANGI 36-2602, *ANG Recruiting Expenditures and Management of Recruiting and Retention Programs* and this instruction.

11.6.2. The immediate supervisor will furnish the Airman a memorandum counseling statement when production or expected performance standards are not being met. The Airman will be given adequate time, as determined by supervisor and RRS, IAW ANGI 36-2602, *ANG Recruiting Expenditures and Management of Recruiting and Retention Programs*. If an Airman's performance standards are not met, the Airman will be involuntary curtailment IAW ANGI 36-101.

## Chapter 12

### MEDICAL

**12.1. General.** Within the context of federal law, the health and well being of ANG Airmen must always be a prime consideration in any decision concerning their assignment, utilization, retention or separation.

#### **12.2. Eligibility for AGR Tours:**

12.2.1. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

12.2.1.1. Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

12.2.2. Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately. Transfers from other service components may use the DD Form 2807-1, *Report of Medical History*, DD Form 2807-2, *Medical Prescreen of Report of Medical History*, and DD Form 2808, *Report of Medical Examination*. DD Form 2807/2808 or their service specific PHA or RCPHA-equivalent as proof of examination as long as it is current within 12 months and meets standards. The State Air Surgeon will forward questionable cases and those cases which do not meet continued military service standards IAW AFI 48-123, *Medical Examinations and Standards* for waiver consideration to NGB/SGPR for review, disposition and approval prior to entry on AGR duty. Local Medical Groups will ensure that the most current AGR Medical Cover Sheet is included with required documentation to the State Air Surgeon.

12.2.3. Airmen selected for permanent, occasional and AGR deployment backfill tours must also meet the criteria for entry listed in Chapter 5 of this instruction.

#### **12.3. Medical Care.**

12.3.1. AGR Airmen are authorized medical care IAW AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System* and AFI 41-101, *Obtaining Alternative Medical and Dental Care*. AGR Airmen receiving care through an Active Duty Medical Treatment Facility (ADMETF) will have their medical records checked out to that ADMETF for the duration of that assignment.

12.3.2. The Airman or supervisor must inform the servicing ANG medical facility of any changes in the Airman's medical status.

12.3.3. AGR personnel will be counseled that scheduling elective surgery (AFI 44-102, *Medical Care Management*, Chapter 6) without approval of the Air/Detachment/Mission Commander may be considered as an abuse of privileges and may result in disciplinary action.

12.3.4. Pregnancy. Medical benefits for pregnant AGR Airmen are authorized in AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System*. Policies established by HQ USAF and NGB/SG must be consulted for further guidance. The following policies apply regarding extension/separation of pregnant Airmen:

12.3.4.1. An Airman cannot be released involuntarily prior to expiration of a tour solely because of pregnancy.

12.3.4.2. Airmen on AGR tours, other than occasional and AGR deployment backfill tours, may be continued or released as planned, regardless of the pregnancy. Tours may not be extended merely to provide medical coverage for non-complicated pregnancies. AGRs with complicated pregnancies must provide medical documentation from their provider to their servicing ANG Medical Group. Benefits for medical coverage are IAW AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System*.

12.3.4.3. Occasional and AGR deployment backfill tours will expire as indicated on the orders. Occasional tours will not be extended for complicated or non-complicated pregnancies.

12.3.5. AFI 48-123, *Medical Examinations and Standards*, defines medical conditions for possible Medical Evaluation Board consideration. Commanders, supervisors, medical personnel and the member can assist with prompt identification of medical issues that may impact continued worldwide service. Prompt identification of these issues will facilitate effective management of these cases and ensure consideration of all benefits and entitlements in the event of an MEB is required.

12.3.5.1. AGR Airmen are expected to meet mobilization and deployment standards IAW DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*. AGR Airmen do not have rights to remain in AGR status to attain or maximize longevity benefits if the Airman does not remain qualified for continued worldwide duty. .

12.3.5.2. AGR Airmen will schedule their PHAs with the ADMTF that is responsible for their medical care and the ADMTF will update the Preventative Health Assessment and Individual Medical Readiness (PIMR) status.

#### **12.4. Retention/Release of Airmen:**

12.4.1. An AGR Airman may request a DD Form 2697, *Report of Medical Assessment* upon release from AGR status. The DD Form 2697 will be provided by the ADMTF that is responsible for the AGR Airman's healthcare.

12.4.2. AGR Airmen, including those on occasional and AGR deployment backfill tours over 30 days, who are not offered a follow-on tour will not be involuntarily released from AGR status while medically incapacitated, unless as a result of action IAW AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separations*. Orders will be published extending the tour until a final determination is made. If the Airman is subsequently found to be medically disqualified for continued military service, the individual will be separated or discharged IAW AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*.

## Chapter 13

### RESOURCES, ACCOUNTING, CONTROLLED GRADES, OCCASIONAL AND AGR DEPLOYMENT BACKFILL TOURS

**13.1. Use of AGR Resources.** All AGRs (career, probationary, occasional, and backfills) must be assigned to validated Unit Manning Document (UMD) positions compatible with their military grade and AFSC/SDI. AGR overgrades are not permitted and excesses are not authorized without prior approval from NGB/A1.

13.1.1. New Roles and Missions. The appropriate hiring authority may take advance recruiting actions only when coordinated with HRO (for Title 32 State AGRs) or NGB/HR (for ANG Title 10 Statutory Tour AGRs) and authorized by NGB/A1M. New accessions or promotions will not be authorized prior to new positions being funded, validated, and effective on the appropriate UMD unless authorized by NGB/A1.

**13.2. Accountability and Funding.** NGB/A1M is responsible for resource allocation, control of AGR manpower resources and controlled grades, and budgetary instruction/direction to NGB Statutory Tour, and each State and Territory AGR.

13.2.1. The number of funded AGRs assigned cannot exceed the Congressional end-strength ceiling as of 30 September of each fiscal year (FY). Additionally, grade authorization ceilings are established in each fiscal year by the National Defense Authorization Act (NDAA).

13.2.1.1. Due to Office of Secretary Defense (OSD) accounting rules, personnel on permanent, occasional, and AGR deployment backfill tours count toward overall ANG AGR end-strength and controlled grade ceilings while in AGR status. This includes NGB (Title 10 ANG Statutory Tour AGRs) and State/Territory (Title 32 AGRs). ANG manpower and personnel execution is reported to OSD at the end of every month and recorded as part of the Reserve Component. The final ANG position for any fiscal year is recorded as of 30 Sep of that year.

13.2.1.2. Manpower Resource Allocations (RA) and controlled grade ceilings will not be exceeded without prior written approval from NGB/A1M.

13.2.1.3. Due to end-strength accounting considerations, any voluntary curtailment requests IAW paragraph 8.4, submitted between 1 July and 30 September with a requested DOS prior to 31 October can only be approved by TAG (for Title 32 State AGRs) or appropriate authority as outlined in ANGI 36-6, *ANG Statutory Tour Program Policies and Procedures* (for Title 10 ANG Statutory Tour AGRs) or delegated authority.

13.2.2. All AGR personnel must be accounted for in ANG end-strength and military personnel reporting systems. The Defense Civilian Personnel Data System (DCPDS) is not the system utilized for reporting official AGR assigned strength. AGR personnel must be coded within the current Personnel Data System according to Attachment 4 and AFCSM 36-699 Vol 1, *Military Personnel Data System (MilPDS) User Guidelines*. Official AGR assigned strength numbers are derived from a data extract from the MilPDS.

**13.3. Controlled Grade Ceilings.** AGRs are managed within the congressionally mandated end-strength authorizations for Senior Master Sergeant, Chief Master Sergeant, Major, Lieutenant Colonel, and Colonel IAW Title 10 U.S.C., Sections 12011 (officers) and 12012 (enlisted). These ceilings are approved upon the signature of the National Defense Authorization Act. Assignment or promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings.

13.3.1. NGB/A1M is responsible for allocating controlled grades to NGB, all States and Territories.

13.3.2. NGB, States, and Territories must adhere to their controlled grade limits as established by NGB/A1M. The controlled grade ceilings by grade are the maximum available on any given day.

13.3.3. All restorations, promotions, new hires, occasional and AGR deployment backfill personnel (not on MPA Man-day program) must be accommodated within the controlled grade ceiling on any given day to adhere to approved OSD end-strength accounting rules.

13.3.4. All colonel controlled grades are centrally managed by NGB for each State or Territory.

13.3.4.1. All AGR colonel promotion nominations will be submitted by each State or Territory as a Certificate of Eligibility (COE) IAW ANGI 36-2504, *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force Below the Grade of General Officer*.

13.3.4.2. Prior written approval from NGB/A1M for O-6 accessions is mandatory.

13.3.4.3. All AGR colonel grades once vacated are automatically returned to NGB/A1M for redistribution.

#### **13.4. Occasional Tours and AGR Deployment Backfills.**

13.4.1. **Occasional Tours.** Occasional Tours will be for a minimum of 31 consecutive days but less than 179 days to fulfill validated full-time workload already documented on the UMD as full-time requirements (duty AFSC and grade on full-time UMD must match). Occasional tours support full-time requirements on the UMD and need not be advertised through normal announcement procedures as referenced in paragraph 4.1.2. However, the selectee must meet all AGR program accession requirements IAW Chapter 5 and Chapter 12. The intent of an occasional tour is to temporarily fill a full-time requirement short term while that requirement is being advertised and hired. Vacant AGR resources will not be filled by continuous occasional tours being served by multiple Airmen or the same Airman.

13.4.1.1. There is no authority to unilaterally establish new workload requirements for AGRs. Operational Readiness Inspection/Unit Compliance Inspection (ORI/UCI) preparation is considered organic workload to existing documented full-time requirements on the UMD and not additional or temporary workload.

13.4.1.2. The maximum tour length is 179 days. Airmen must have at least a 31 day break in AGR service to be put on a second occasional AGR tour. All occasional tours

are accommodated within the State's current resource allocations. Occasional tours will not require a MCR action.

13.4.1.3. AGR occasional tour personnel must be managed within the State's resource allocation and controlled grade ceiling on any given day to adhere to approved OSD end-strength accounting rules. For example, you cannot use an officer resource to hire an enlisted person and vice versa.

**13.4.2. AGR Deployment Backfills.** AGRs activated under Title 10 and deployed away from home station for 31 days or more may be backfilled (in-kind: AFSC, grade, and AGR category). Exceptions must be reviewed through HRO to NGB/A1M and the Functional Manager in turn, for approval.

13.4.2.1. If AFSC and grade is not available, the HRO has the authority to approve a backfill with an Airman within the 2 digit AFS not to exceed the deployed AGR's authorized grade on the UMD.

13.4.2.2. The backfill is authorized only for the specific period of the incumbent's deployment. This does not include pre-deployment preparation nor the incumbent's return from deployment, to include the deployed Airman's leave and reconstitution time. Copies of CED orders must be provided to HRO to determine backfill inclusive dates.

13.4.2.3. AGR authorizations, which are not backfilled, regardless of the amount of time, are not "bankable" for future use.

13.4.2.4. Due to Office of Secretary Defense (OSD) accounting rules, personnel on AGR occasional tour/backfill orders (not MPA Man-day program) count against the State or Territory AGR strength and controlled grade ceilings (if applicable) while in AGR status.

13.4.2.5. All backfills must be coded in MilPDS with a TECH-ID code of "3" indicating an AGR status. The correct Active Duty Status Code should be a "U" (Temp Tour Other) with the approved start and stop dates of the AGR orders, place ordered to active duty, and Total Active Federal Military Service Date (TAFMSD).

**13.5. Counter Drug Support.** By law, Airmen performing support to Counter Drug cannot be Title 32 AGRs under Title 32 U.S.C. Section 502(f).

**13.6. MCR AGR Grade Comparability.** See Table 13.1, *Manpower Change Request (MCR) Grade Comparability Table*.

13.6.1. Table 13.1 is used to determine the "highest possible AGR grade" for an AGR position (RIC "0034" or "0148") or a Technician (RIC "0170") position converting into an AGR (RIC "0034" or "0148") position based on available military grades in the work center that have the same AFS and control grade availability.

**TABLE 13.1. MANPOWER CHANGE REQUEST (MCR) AGR GRADE COMPARABILITY TABLE (\*See Notes).**

<b>Technician Position Description (PD) Grade</b>				<b>Highest Possible . AGR Grade allowed. (Technician PD grade can be associated with a lower AGR grade)</b>
<b>GS/GM</b>	<b>WS</b>	<b>WL</b>	<b>WG</b>	
14,15				Officer up to O6 – Col
11, 12,13				Officer up to O5 – Lt Col
9,10,11,12	7-16	11-13	14	Enlisted up to E9 – CMSgt
8	4-6	10	12	Enlisted up to E8 – SMSgt
Up to 7	1-3	Up to 9	Up to 12	Enlisted up to E7 – MSgt
<p><b>Note 1:</b> The MCR AGR Grade Comparability Table is a manpower classification tool and is applicable to UMD AGR full-time requirements only (RIC “0034” or “0148”). It does not apply to UMD Technician requirements (RIC “0170”).</p> <p><b>Note 2:</b> This table establishes the GS-11 Technician Position Description (PD) Grade as the entry level for officers into AGR status.</p> <p><b>Note 3:</b> Maintenance and Support Group Commander positions, Vice Commanders, HRO and DoS positions qualify to convert to O6/Col AGR positions despite their GS rating based on AFSC and UMD military positions in the work center.</p> <p><b>Note 4:</b> Provisions of this table are not waiverable.</p>				



## Chapter 14

### PRESCRIBED AND ADOPTED FORM

**14.1. Prescribed Forms.** NGB 801, *Ready Reserve Agreement to Receive Separation Pay.*

**14.2. Adopted Forms.**

NGB Form 34-1, *Application for Active Guard Reserve (AGR) Position.*

AF Form 2096 *Classification/On-The-Job Training Action .*

AF Form 3902, *Application and Approval for Outside Employment.*

AF IMT 847, *Recommendation for Change of Publication.*

AF IMT 1299, *Officer's Certificate of Statement of Service.*

DD Form 214, *Certificate of Release or Discharge from Active Duty.*

DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty.*

DD Form 469, *Duty Limiting Condition Report.*

DD Form 2697, *Report of Medical Assessment.*

DD Form 2807-1, *Report of Medical History.*

DD Form 2807-2, *Medical Prescreen Of Report of Medical History.*

DD Form 2808, *Report Of Medical Examination.*

HARRY M. WYATT III, Lieutenant General,  
USAF Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- Title 10 United States Code, *Armed Forces*, 5 January 2009
- Title 32 United States Code, *National Guard*, 5 January 2009
- Title 32 United States Code Section 502(f), *Required Drills and Field Exercises*, 5 January 2009
- Title 38 United States Code, *Veterans' Benefits*, 5 January 2009
- Title 38 United States Code, Section 4301, *Uniformed Services Employment and Reemployment Rights Act*, 5 January 2009
- DoD Instruction 1205.18, *Full-Time Support (FTS) to the Reserve Components*, 5 April 2007
- DoD Instruction 1215.06, *Uniform Reserve, Training, and Retirement Categories*, 7 February 2007
- DoD Directive 1344.10, *Political Activities by Members of the Armed Forces*, 19 February 2009
- DoD Directive 5500.07, *Standards of Conduct*, 29 November 2007
- AFCSM 36-699, Vol 1, *Personnel Data System (MilPDS) User Guidelines*, 28 February 2010
- AFI 33-328, *Administrative Orders*, 16 January 2007
- AFI 33-364, *Records Disposition – Procedures and Responsibilities*, 22 December 2006
- AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 7 March 2006
- AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*, 17 January 2003
- AFI 36-2201, Volume 2, *Air Force Training Program - Training Management*, 13 January 2004
- AFI 36-2201, Volume 5, *Air Force Training Program - Career Field Education and Training*, 8 June 2004
- AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 15 April 2005
- AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 9 January 2003
- AFI 36-2608, *Military Personnel Records System*, 30 August 2006
- AFI 10-248, *Fitness Program*, 25 September 2006, to be replaced by AFI 36-2905, *Fitness Program*, 1 July 2010
- AFI 36-3003, *Military Leave Program*, 26 October 2009
- AFI 36-3014, *Clothing Allowances for Air Force Personnel*, 22 May 2007
- AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*, 10 Jun 1994
- AFI 36-3202, *Separation Documents*, 22 November 2005
- AFI 36-3203, *Service Retirements*, 8 September 2006
- AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 2 February 2006

AFI 36-3802, *Personnel Readiness Operations*, 23 February 2009

AFI 41-101, *Obtaining Alternative Medical and Dental Care*, 1 April 1996

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*, 28 December 2001

AFI 44-102, *Medical Care Management*, 1 May 2008

AFI 48-123, *Medical Examinations and Standards*, 24 September 2009

AFI 51-902, *Political Activities by Members of the US Air Force*, 1 January 1996

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFI 90-301, *Inspector General Complaints Resolution*, 15 May 2008

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, 22 January 2004

AFMAN 65-116V1, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures*, 1 April 2007

*Air Force Officer Classification Directory*, 14 January 2010

*Air Force Enlisted Classification Directory Part I*, 20 January 2010

*Air Force Enlisted Classification Directory Part II*, 12 January 2010

ANGI 10-248, *Air National Guard (ANG) Fitness Program*, 9 April 2004

ANGI 33-101, *Air National Guard Special Orders*, 1 March 2007

ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*, 15 March 2005

ANGI 36-2101, *Assignments within the Air National Guard*, 11 June 2004

ANGI 36-2502, *Promotion of Airmen*, 25 August 2000

ANGI 36-2503, *Administrative Demotion of Airmen*, 24 February 2010

ANGI 36-2504, *Federal Recognition of Promotion in the Air National Guard(ANG) and as a Reserve of the Air Force Below the Grade of General Officer*, 28 July 2004

ANGI 36-2602, *Air National Guard Recruiting Expenditures and Management of Recruiting and Retention Programs*, 28 March 1997

ANGI 36-2607, *Air National Guard Retention Program*, 30 January 1998

ANGI 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures*, 18 February 2003

ANGI 36-7, *Air National Guard Military Equal Opportunity Program*, 25 April 2003

*Abbreviations and Acronyms*

**ACB**—AGR Continuation Board

**ACP**—Aviator Continuation Pay

**AD**—Active Duty

**ADSC**—Active Duty Service Commitment

**ADMTF**—Active Duty Medical Treatment Facility

**AEF**—Aerospace Expeditionary Force

**AF**—Air Force

**AFECD**—Air Force Enlisted Classification Directory

**AFI**—Air Force Instruction

**AFOCD**—Air Force Officer Classification Directory

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard Reserve

**ANG**—Air National Guard

**ANGI**—Air National Guard Instruction

**ARC**—Air Reserve Component

**ARPC**—Air Reserve Personnel Center

**BRAC**—Base Realignment and Closure

**CED**—Contingency, Exercise, Deployment

**CMAS**—Command Man-day Allocation System

**CMS**—Case Management System

**CSB**—Career Status Bonus

**CONUS**—Continental United States

**CRTC**—Combat Readiness Training Centers

**DAFSC**—Duty Air Force Specialty Code

**DCP-DS**—Defense Civilian Personnel Data System

**DE**—Developmental Education

**DEERS**—Defense Enrollment Eligibility Reporting System

**DFAS**—Defense Finance and Accounting System

**DIMHRS**—Defense Integrated Military Human Resource System

**DJMS-AC**—Defense Joint Uniform Military Pay System – Active Component

**DJMS-RC**—Defense Joint Uniform Military Pay System – Reserve Component

**DoDFMR**—Department of Defense Financial Management Regulation

**DOR**—Date of Rank

**DOS**—Date of Separation

**DSG**—Drill Status Guardman

**EA**—Resource Allocations (RA)

**EPR**—Enlisted Performance Report

**ESO**—Educational Services Office

**ETP**—Exception to Policy

**ETS**—Expiration Term of Service

**FM**—Financial Management

**FSS**—Force Support Squadron

**FTNGD**— Full-Time National Guard Duty

**FTS**—Full-time Support

**FY**—Fiscal Year

**GMAJCOM**— Gaining Major Command

**JFTR**—Joint Federal Travel Regulation

**LOD**—Line of Duty

**LOR**—Letter of Reprimand

**HBA**—Health Benefits Advisor

**HRO**—Human Resource Office

**MAJCOM**—Major Command

**MCR**—Manpower Change Request

**MDG**—Medical Group

**MDR**—Management Directed Reassignment

**MEB**—Medical Evaluation Board

**MilPDS**—Military Personnel Data System

**MPA Man-day**—Military Personnel Appropriation Man-day

**MPES**—Manpower Programming and Execution System

**MPMO**—Military Personnel Management Officer

**MSD**—Mandatory Separation Date

**MTF**—Military Treatment Facility

**NDAA**—National Defense Authorization Act

**NGB/A1P**—Force Management Division  
**NGB/A1M**—Manpower and Resources Division  
**NGB/SG**—Surgeon General  
**OCONUS**—Outside Continental United States  
**OPR**—Officer Performance Report  
**PAS**—Personnel Accounting Symbol  
**PEB**—Physical Evaluation Board  
**PCS**—Permanent Change of Station  
**PHA**—Preventative Health Assessment  
**PHS**—Public Health Service  
**PPP**—Priority Placement Program  
**PFW**—Performance Feedback Worksheet  
**PIMR**—Preventative Health Assessment and Individual Medical Readiness  
**RA**—Resource Allocation  
**RC**—Reserve Component  
**RCPHA**—Reserve Component Preventative Health Assessment  
**RCSBP**—Reserve Component Survivor Benefit Plan  
**REDUX**—Provisions of the Military Retirement Reform Act of 1986  
**RIF**—Reduction in Force  
**RPA**—Remotely Piloted Aircraft  
**SBP**—Survivor Benefit Plan  
**SDAP**—Special Duty Assignment Pay  
**SDI**—Special Duty Identifier  
**SPD**—Separation Program Designator  
**TA**—Tuition Assistance  
**TAFMS**—Total Active Federal Military Service  
**TAG**—The Adjutant General  
**TDRL**—Temporary Disability Retirement List  
**TDY**—Temporary Duty  
**TIG**—Time in Grade  
**UAS**—Unmanned Aircraft Systems  
**UCMJ**—Uniform Code of Military Justice

**UMD**—Unit Manpower Document

**UPRG**—Unit Personnel Record Group

**U.S.C.**—United States Code

**USERRA**—Uniformed Services Employment and Reemployment Rights Act

**MPF**—Virtual Military Personnel Flight

**PC**—GR—Virtual Personnel Center-Guard and Reserve

### *Terms*

**Active Guard Reserve (AGR)**—Air Reserve Component (ARC) Airmen on AGR duty to support the National Guard and Reserve, who are paid from the Reserve Personnel Appropriations of a military department. This includes all personnel of the National Guard and Reserve Forces serving on active duty under Sections 10301, 10211, 12301(d), 12310, 10502, 10505 and 10506, 10305, or 12402 of 10 U.S.C.; or 32 U.S.C. 502(f) of 32 U.S.C. in order to organize, administer, recruit, instruct or train Airmen of the Reserve components. For the purpose of this instruction, the term AGR refers to AGR Airmen of the ANG in Full-Time National Guard Duty (FTNGD) under Title 32 U.S.C. Section 502(f) for 180 days or more; or an Airman serving on an ANG Statutory Tour under Title 10 U.S.C. Section 12310. Reference Title 10 U.S.C. Section 101(d)(6) for legal definition of AGR

**Active Guard Reserve (AGR) Continuation Board**—It provides Wing, Group, and Unit Commanders, supervisors and individual AGRs an opportunity to participate in retention decisions affecting assigned AGR personnel

**AD Sanctuary**—Member has completed at least 18 but less than 20 years of TAFMS for retirement purposes

**AGR Deployment Backfill**—An occasional AGR who backfills a permanent AGR that's activated under Title 10 authority and deployed away from home station for 31 days ISO of contingency operations/AEF. These AGR backfills must hold a compatible AFSC for the intent to backfill the permanent AGR's home station duties. The backfill is authorized for the specific period of the permanent AGRs deployment only and does not include the deployed AGR's leave and reconstitution time. Exceptions must be reviewed through HRO to NGB/A1M AGR Program Manager and the Functional Manager in turn, for approval

**Career Status**—AGRs obtain career status by one of the following means: (1) completing 6 continuous years as an AGR IAW DoDI 1205.18; (2) meeting an ACB and granted career status by the board; (3) AGRs without career status who complete their initial probationary tour and are extended on a successive tour; or (4) AGRs without career status who are competitively selected for a second assignment that provides them with new orders beyond their initial probationary tour

**Controlled Grade Ceilings**—Congressionally mandated end-strength authorizations for Senior Master Sergeant, Chief Master Sergeant, Major, Lieutenant Colonel, and Colonel IAW Title 10 U.S.C., Sections 12011 (officers) and 12012 (enlisted). These ceilings are approved upon the signature of the National Defense Authorization Act. Assignment or promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings

**Certificate of Eligibility (COE)**—A force management tool for ANG leaders to identify promotable Lieutenant Colonels and nominate them for promotion to Colonel. A COE is good for a two year period and must be executed through a request to NGB/A1P

**Excess Status**—An assignment condition where there are two Airmen assigned (or double-billed) against one position authorization on the Unit Manning Document (UMD)

**Family/Extended Family Member**—A family relationship to an AGR Airman which includes father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half- brother, or half- sister

**Full-Time National Guard Duty (FTNGD)**—Tours of duty performed by AGR Airmen under Title 32 U.S.C. Section 502(f). FTNGD is not the same as Title 10 active duty; however, the terms are used interchangeably for the purpose of some benefits and entitlements.

**Involuntary Curtailment**—Termination of an AGR tour for cause. Commanders considering involuntary curtailment must use all quality force tools available i.e. referral OPRs/EPRs, LORs, Article 15 etc., prior to initiating an involuntary curtailment. Depending on the nature of the involuntary curtailment, commanders may consider discharge in lieu of involuntary curtailment

**Military Technicians**—Excepted Civil Service employees who are Airmen of the ANG unit hired pursuant to 32 U.S.C. 709

**Mandatory Separation Date (MSD)**—Mandatory date of separation for officers. IAW Title 10 U.S.C. Sections 14505, 14509, and AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*

**Occasional Tour**—An AGR tour which supports a full-time requirement on the UMD that does not require competition provided the selectee meets all AGR program accession and military position requirements. The maximum tour length is 179 days. Airmen must have at least a 31 day break in AGR service to be put on a second occasional AGR tour. All occasional tours are accommodated within the State's current resource allocations. Occasional tours will not require a MCR action. A permanent AGR resource will not to be filled by multiple occasional tours. The intent of occasional tours is to temporarily fill a full-time requirement short term while that requirement is being advertised and hired

**Overgrade Status**—An assignment condition where an AGR Airman's grade exceeds the maximum military grade authorized for Unit Manning Document (UMD)

**Resource Allocation (RA)**—Funding allocated for the unit manpower document

**State**—The individual States, Guam, Puerto Rico, the United States Virgin Islands, and the District of Columbia wherein ANG units are established

**Statutory Tour**—Title 10 Section 12310 active duty tour attached to NGB IAW ANGI 36-6, *ANG Statutory Tour Program Policies and Procedures*

**Unit**—A unit is a separate and distinct functional organization. In most cases, a unit is defined in manpower and personnel data systems by a Personnel Accounting Symbol (PAS) code. However, operating locations and detachments, which have their own PAS codes are not separate units, but are integral parts of their parent unit. Combat Readiness Training Centers (CRTC) will be treated as units



**Unit Manpower Document**—A unit-specific document provided by NGB/A1M that reflects all validated and authorized military and full-time positions (requirements) and the authorized grade

**Voluntary Curtailment**—Termination of an AGR tour based on an approved request from an Airman for early release from their AGR tour based on personal hardship, retirement or other valid reason. Normally an AGR must serve 2 years of their current assignment and complete applicable service commitments before early release is approved

Attachment 2

AGR ELIGIBILITY CHECKLIST

Figure A2.1. AGR ELIGIBILITY CHECKLIST.

Name: _____	Rank: _____	SSN: _____
Announcement #: _____	Rank & AFSC: _____	
Closes: _____	Reviewed: _____	

**Yes    N/A    No    Questions**

- ( )    ( )    ( )    Has individual been separated "for cause" from active duty or a previous Reserve Component AGR tour?
- ( )    ( )    ( )    ANGI 10-248, *Air National Guard (ANG) Fitness Program* (until superseded by AFI 36-2905, *Fitness Program*). - Has met minimum requirements for each fitness component in addition to scoring an overall composite score of 75 points or higher for a "Pass" score.
- ( )    ( )    ( )    AFECD or AFOCD has aptitude requirements of:  
 Mech: \_\_\_\_ Admin: \_\_\_\_ Gen: \_\_\_\_ Elect: \_\_\_\_  
 Applicant has aptitude scores of:  
 Mech: \_\_\_\_ Admin: \_\_\_\_ Gen: \_\_\_\_ Elect: \_\_\_\_
- ( )    ( )    ( )    Applicant's aptitude scores meet the minimum requirement IAW AFECD or AFOCD for entrance into the announced AFSC?
- ( )    ( )    ( )    Applicant will require aptitude testing to meet entrance requirements IAW AFECD or AFOCD for AFSC \_\_\_\_\_ if selected?
- ( )    ( )    ( )    Applicant possesses the announced AFSC and/or is qualified for entrance into the announced AFSC?
- ( )    ( )    ( )    Applicant must retrain to AFSC \_\_\_\_\_ from entry level if selected?
- ( )    ( )    ( )    This applicant will require an AF Form 2096 if selected?
- ( )    ( )    ( )    Applicant's military grade does not exceed the maximum military grade authorized on UMD for position? If so for enlisted, applicant indicates in writing an agreement to be administratively reduced in grade?
- ( )    ( )    ( )    If officer applicant is not a current member of the ANG does the individual have a Bachelor's or higher degree?
- ( )    ( )    ( )    Officer applicant's DOR:

Grade:

ROPMA date will be:\_\_\_\_\_

- If an officer position and enlisted applicant, applicant is eligible for commissioning upon application for AGR position?
- Applicant has sufficient retainability to complete twenty years of active duty prior to MSD?
- Applicant is in sanctuary—between 18 to 20 total active federal military service (TAFMS)?
- Applicant has the minimum current security clearance required or an updated clearance investigation initiated prior to receiving the new AGR order?
- If Top Secret clearance not held but required, Airman initiated a new security investigation upgrade prior to receiving the new AGR order?
- Applicant received referral performance reports within 2 yrs or has established UIF within last 2 yrs-enlisted or 5 yrs-officer?
- Applicant is an AGR assigned to:

\_\_\_\_\_  
—

- Applicant is a technician assigned to:
- \_\_\_\_\_  
—

- Will a grade inversion exist if the applicant is selected?
- Will a PCS move be required?
- Status of Applicants security clearance
- Applicant is qualified for interview based on the announcement as written?
- Application is being forwarded for interview because no qualified applications were received—applicant will require retraining.
- Applicant meets requirements for entry into required AFSC.
- Application is being returned to the individual due to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Attachment 3****STATEMENT OF UNDERSTANDING****Figure A3.1. STATEMENT OF UNDERSTANDING****STATEMENT OF UNDERSTANDING**

(Cannot Accrue Sufficient Creditable Service to Qualify for Active Duty Retirement)

I, (Grade & Name), understand that I am voluntarily entering a limited Full-time National Guard Duty tour under 32 U.S.C. 502(f), and that I cannot accrue sufficient creditable service to qualify for an active duty retirement under 10 U.S.C. 8911 or 10 US. 8914.

(Signature Block of Member) (Date)

(Signature block of witness) (Date)

## Attachment 4

## MILPDS INSTRUCTIONS

The following PDS actions are required for AGR personnel.

**A4.2.** The code "ANG-ACTIVE duty status" must be updated no later than the effective date of the AGR tour. The following codes will be used:

A	12 or more months AD other than AD for training
B	12 weeks AD for training but less than 12 months other AD
C	Neither 12 months AD excluding AD for training nor 12 weeks AD for training
D	Production Recruiter
E	Recruiting Management Support
F	Admin and Support
G	Professional Military Education Center – Knoxville
H	Marksmanship Support
I	Volent Oak
J	Coronet Cove
K	Base Manager
L	Detached Alert
M	Defense Systems Evaluation Support (169th Elect Sec Sq)
N	Permanent Field Training Sites/Ranges
O	All other Military Duty Personnel
P	Base Career Advisors
Q	Section Officers
R	Weapons System Security
S	RTU Flying Training Instructor

T	ANG Training
U	Temporary Tour Other
<p><b>NOTE:</b> Code "U" will be used to identify Airmen on an occasional and AGR deployment backfill tours. Airmen on occasional and AGR deployment backfill tours will be accommodated within a State's AGR RA and will be identified by the appropriate active duty status code for the duties they are performing.</p>	

**A4.2. ANG-TECHNICIAN-ID** will automatically update to a "3" for AGR personnel when one of the above codes is entered. **CIVILIAN\_GRADE** must be updated.

**A4.3.** Servicing FSS will ensure that other PDS updates required as a result of individuals entering AGR status are accomplished.

**A4.4.** The "ANG-ACDU-TOUR-START-DT" must reflect the date an individual initially entered AGR status (without break). When tours are renewed, this field must not be changed. Only update the tour stop date.

Attachment 5

SAMPLE NGB 801, READY RESERVE AGREEMENT TO RECEIVE SEPARATION PAY

Figure A5.1. NGB 801.

<b>READY RESERVE AGREEMENT TO RECEIVE SEPARATION PAY</b> <small>The proponent agency is NGB/A1P. ( The prescribing directive is ANGI 36-101 )</small>	
<b>PRIVACY ACT STATEMENT</b>	
<small> <b>AUTHORITY:</b> Title 10 U.S.C. Section 8013  <b>PURPOSE:</b> To receive information to authorize separation pay.  <b>ROUTINE USES:</b> None  <b>DISCLOSURE IS VOLUNTARY:</b> Voluntary; however, failure to provide requested information will result in the inability to pay separation pay.                 </small>	
<b>OBLIGATIONS &amp; RESPONSIBILITIES</b>	
<p>I agree to serve in the Ready Reserve for a period of not less than 3 years following my separation from Active Guard Reserve (AGR) status. I understand that:</p> <p>A5.1. If I haven't completed my military service obligation (MSO) at the time of separation from AGR status, the 3-year period I am now agreeing to will not begin until after I have completed my MSO.</p> <p>A5.2. The Air National Guard is under no obligation to retain me in an active status within the Air National Guard.</p> <p>A5.3. I will not be enlisted or appointed in the Ready Reserve if I am separated for reasons that make me ineligible for such enlistment or appointment.</p> <p>A5.4. If I later become eligible for retired or retainer pay under Titles 10 or 14 U.S.C. based on active duty for which I received separation pay, I will have an amount deducted from each payment of that retired or retainer pay until the amount deducted equals the total amount of separation pay.</p> <p>A5.5. If I later become eligible (as a result of the service upon which my separation pay amount is based) for disability compensation administered by the Department of Veterans Affairs (DVA), the DVA will withhold such payments until the amount withheld equals the gross amount of separation pay.</p> <p>A5.6. By signing this statement, I concur that I understand and am in compliance with the requirements for separation pay (non-disability) as stated in the DoDFMR Volume 7A, Chapter 35.</p>	
<b>CERTIFYING MEMBER</b>	
<small>NAME: (Last, First, MI)</small> _____ LASTNAME, FIRSTNAME, MI	<small>GRADE:</small> _____ GRADE
<small>SIGNATURE:</small> _____ Click to sign here	<small>DATE: (YYYYMMDD)</small> _____ 20100331

**Attachment 6**

**AGR CONTINUATION BOARD (ACB)  
APPOINTMENT MEMORANDUM**

**Figure A6.1. ACB Appointment Memorandum.**

(Date)

MEMORANDUM FOR President and Members of the Calendar Year (XXXX) AGR Continuation Board (ACB)

FROM: (TAG)

SUBJECT: Appointment of Calendar Year (XXXX) AGR Continuation Board (ACB)

The following individuals are appointed to serve on the CY (XXXX) AGR Continuation Board (ACB)

- a. President : Rank, Name
- b. Members: Ranks, Names
- c. Advisor: (w/o vote): Rank, Name
- d. Recorder (w/o vote): Rank, Name

Purpose: Provide a fair and equitable force shaping process to meet the needs of the (State) Air National Guard AGR Program and make recommendations to the approving authority.

Convene date: The ACB will convene (time), (date), at (location – complete address).

TAG SIGNATURE BLOCK



**Attachment 7****PRE-REVIEW AGR CONTINUATION BOARD (ACB) NOTIFICATION  
MEMORANDUM (INDIVIDUAL)****Figure A7.1. Pre-Review ACB - Notification Memorandum (Individual).**

(Date)

MEMORANDUM FOR (Individual)

FROM:

SUBJECT: Notification of Calendar Year (CY) (XXXX) ANG AGR Continuation Board (ACB)

You will be considered by the ACB to be convened on or about (date). The AGR Continuation Board (ACB) will review any Airman with an AGR tour end date in CY (XXXX) and either is completing their probationary tour for possible entrance into the career program and/or for continuation beyond 20 years of total active federal military service. The review will determine continuation within the AGR Program.

Your AGR Continuation Board Worksheet has been provided to your Commander for completion. This is an opportunity for you and your supervisor to discuss career goals and objectives to ensure you understand their expectations, as well as understand your possible future in the AGR Program. You will be required to acknowledge you were briefed on your supervisor's recommendation. If you do not concur with the recommendation, you may submit a letter to ACB. Your letter may describe any matter of record concerning you that is believed to be important for the ACB's consideration. You cannot submit letters of recommendation from other individuals. All the information in the letter must be accurate and if called on to do so, you must provide evidence to support any questioned information. To be considered by the ACB, the letter must be addressed to ACB and received by HRO NLT 15 days prior to the ACB. You have an affirmative obligation to carefully and completely review the documents that will be submitted to the ACB. If you believe the documents are inaccurate or incomplete, you must bring that purported deficiency in writing to the attention of HRO as soon as possible, but in any event no later than 15 days before the board meets.

The TAG will convene the ACB, consisting of at least three voting members, equal to or senior in grade to those being considered (and will include the ANG State Command Chief or CMSgt), to assist in determining which Airmen should be continued in the AGR Program based on the needs of the ANG. Sound personnel management of the AGR Program requires a constant evaluation of the dynamics of the composition of the force to meet force shaping requirements.

An ACB decision to grant an extension or continuation of an AGR Airman is in the AGR Program, not for a specific assignment. Continuation is dependent on continued performance, career progression, needs of the unit, State, ANG and career field requirements.

ACB results will be provided on or about (date). Please contact your Human Resource Manager for questions or to receive additional assistance with this process.

## Attachment 8

## AGR CONTINUATION BOARD (ACB) WORKSHEET

**Figure A8.1. ACB Worksheet.**

**PURPOSE:** The ACB is provided as a tool to assist with reviewing career goals, objectives, and continuation in the AGR Program (not a guarantee of future assignments).

**PART 1 – Airman’s Personnel Information/Request.** Airman will review/complete and provide feedback to supervisor.

**PART 2 – Supervisor/CC Recommendation.** Supervisor completes and obtains CC concurrence.

**PART 3 – Airman’s Acknowledgement – Review of Recommendation.** Airman acknowledges being briefed on recommendation and signs/initials prior to submission of ACB.

**PART 1 – AIRMAN’S PERSONNEL INFORMATION/REQUEST (Complete A – C below)**

Name: Rank: Office Symbol:

Duty Title:

Supervisor:

Date of Rank:

Last PME Completed:

Time in Current Position:

Date Entered AGR Program:

Date of Tour Separation:

Active Duty 20 Year Date:

Maximum Service:

A. Career Goals (*continue on separate sheet and attach, if necessary*):

B. I hereby request (**Airman initials appropriate item**)

\_\_\_\_\_ Release from my AGR Tour at the expiration of my AGR order.

\_\_\_\_\_ Retirement

\_\_\_\_\_ Entrance into the Career Program beyond my initial probationary tour.

\_\_\_\_\_ Continuation beyond 20 years total active federal military service with an extension of \_\_\_\_\_ year (s)

C. \_\_\_\_\_ **Reemployment Rights (USSERA) (Member Initials)** All Airmen serving on Title 32 AGR Tour for more than 5 years will no longer have rights to be re-employed by their previous employer and need to initiate a plan to exercise or forfeit reemployment rights.

**PART 2 – SUPERVISOR RECOMMENDATION**

**Circle one of the choices A , B or C.**

A. Airman should be entered into career status.

B. Airman should be extended beyond 20 years active service for \_\_\_\_\_ year(s). (**SEE NOTE\***)

C. Airman should released from AGR Tour.

**\*NOTE: Continuation Beyond 20 Years Total Active Federal Military Service.** Why it is in the best interest of

unit, State, and Air National Guard to extend Airman in the AGR Program; identify if the individual has promotion potential; identify if there is not a pool of potential candidates for the position held and why; what will be done to ready replacement candidates during the extension period if granted; and any special circumstances. (Use a continuation sheet as necessary for any comments/justification.)

\_\_\_\_\_  
**Supervisor            Signature / Date**

\_\_\_\_\_  
**Commander            Signature / Date**

**PART 3 – AIRMAN'S ACKNOWLEDGEMENT - REVIEW OF RECOMMENDATION**

I certify that I have been briefed on the above recommendation concerning my continuation in the AGR Program. I also acknowledge that I am aware of the AGR Continuation Board (ACB) procedures and have been provided the opportunity to review ANGI 36-101, if requested.

If I do not concur with the recommendation above, I understand I may submit a personal letter to the AGR Continuation Board (ACB). My letter may describe any matter of record concerning me that is believed to be important for the ACB's consideration. I cannot submit letters or recommendations from other individuals. All the information in my letter must be accurate and, if called on to do so, I must provide evidence to support any questioned information. To be considered by the ACB, my letter must be addressed to the ACB and received by State HRO NLT 15 days prior to the ACB. I understand I have an affirmative obligation to carefully and completely review the documents that will be submitted to the ACB. If I believe the documents are inaccurate or incomplete, I must bring that purported deficiency in writing to the attention of HRO as soon as possible, but in any event no later than 15 days before the board meets.

**Airman's initials** \_\_\_\_\_ I concur with the above recommendation.

**Airman's initials** \_\_\_\_\_ I do not concur with the above recommendation. I **(will) (will not)** be submitting a personal letter addressed to the ACB and received by HRO NLT 15 days prior to the ACB.

\_\_\_\_\_  
**Airman's Signature/Date**

**PERSONAL DATA - PRIVACY ACT OF 1974 (5 U.S.C. 552 A)**

**Attachment 9****PRE-REVIEW AGR CONTINUATION BOARD (ACB) NOTIFICATION  
MEMORANDUM (COMMANDER)****Figure A9.1. Pre-Review – ACB - Notification Memorandum (Commander)**

(Date)

MEMORANDUM FOR (Commander)

FROM:

SUBJECT: Airmen Considered – Calendar Year (XXXX) AGR Continuation Board (ACB)

Attached is a list of Airmen from your unit to be considered by the Calendar Year (XXXX) AGR Continuation Board (ACB). An ACB Worksheet for each Airman is attached for completion and is required for all actions. Airmen will be required to acknowledge that you briefed them on your recommendation for tour continuation and sign the ACB Worksheet. You need to ensure that all ACB Worksheets are completed and returned to HRO NLT (30 days prior to ACB date).

This is an opportunity for you and their direct supervisor to discuss career goals and objectives with each individual. You will be required to make a recommendation for entry into career status and/or continuation beyond 20 years total active federal military service.

If an Airman does not concur with your recommendation, the Airman may submit a personal letter to the AGR Continuation Board (ACB). The letter may describe any matter of record concerning the Airman that is believed to be important for the ACB's consideration. Letters of recommendation from other individuals cannot be submitted. All the information in the letter must be accurate and, if called on to do so, the Airman must provide evidence to support any questioned information. To be considered by the ACB, the letter must be addressed to the ACB and received by State HRO NLT 15 days prior to the ACB. The Airman has an affirmative obligation to carefully and completely review the documents that will be submitted to the ACB. If the Airman believes the documents are inaccurate or incomplete, he or she must bring that purported deficiency in writing to the attention of HRO as soon as possible, but in any event no later than 15 duty days before the board meets.

ACB results will be provided on or about (date). Please contact your Human Resource Manager for questions or to receive additional assistance with this process.

Atchs

1. List of Unit CY (XX) ACB Airmen Considered
2. ACB Worksheet – Each Airman Considered

**Attachment 10****AGR CONTINUATION BOARD (ACB) OATH****Figure A10.1. ACB Oath.****Recorder administers to voting Airmen:**

“Do you swear that you (identify each Airman by grade/name) will faithfully, without prejudice or partiality, and having in view both the special fitness of individuals and the efficiency of the (State) Air National Guard and the United States Air Force, perform duties imposed upon you; that you understand that no one may dictate, coerce, or attempt to improperly influence your vote; and that you will not divulge the proceedings or results of this ACB except to proper authority, so help you God?”

ACB members will respond: “I do.”

---

**President administers to Recorder and any non-voting members:**

“Do you swear that you (identify each Airman by grade/name) will faithfully, without prejudice or partiality, and having in view both the special fitness of individuals and the efficiency of the (State) Air National Guard and the United States Air Force, perform duties imposed upon you; that you understand that no one may dictate, coerce, or attempt to improperly influence your actions or deliberations; and that you will not divulge the proceedings or results of this ACB except to proper authority, so help you God?”

Recorder/non-voting Airmen will respond: “I do.”

**Attachment 11****AGR CONTINUATION BOARD (ACB) - REPORT FORMAT****Figure A11.1. ACB Report Format.**

(Date)

MEMORANDUM FOR TAG, (State)

FROM:

SUBJECT: Report of CY (XXXX) AGR Continuation Board

Pursuant to TAG memorandum, dated (date), the AGR Continuation Board appointed therein convened at (time), (date), at (location).

The ACB, acting under oath, has carefully reviewed the records of every Airman submitted for consideration. The individuals recommended or not recommended for extension are listed in attachments 1 and 2 respectively.

The board adjourned at (time) hours, (date).

SIGNATURE BLOCK OF BOARD

PRESIDENT

Attachments

1. List of Airmen Recommended for Continuation
2. List of Airmen Not Recommended for Non-continuation
3. Minority Report (when appropriate)

Attachment 12

AGR CONTINUATION BOARD (ACB) MINORITY REPORT FORMAT

Figure A12.1. ACB Minority Report Format.

(Date)

MEMORANDUM FOR TAG, (State)

FROM:

SUBJECT: Minority Report – CY (XXXX) AGR Continuation Board

Pursuant to TAG memorandum, dated (date), I was a member of the CY (XXXX) AGR Continuation Board which met on (date), and I believe the following Airmen (should) (should not) be extended.

(List of Airmen and Reasons)

---



---



---



---



---



---



---



---



---



---



---

(Signature Block Board Member)

## Attachment 13

**POST-REVIEW AGR CONTINUATION BOARD (ACB) NOTIFICATION  
MEMORANDUM (COMMANDER)**

**Figure A13.1. ACB Notification Memorandum (Commander).**

(Date)

MEMORANDUM FOR (Commander)

FROM:

SUBJECT: Results – Calendar Year (XXXX) AGR Continuation Board

Attached are the Calendar Year (XXXX) AGR Continuation Board (ACB) results for your unit. ***Each of your affected Airmen must be notified by you in person no later than (date).*** During notification, you must ensure that each Airman completes and signs a CY (XXXX) ACB Member Acknowledgement of Decision Notification. A copy of the signed acknowledgement must be provided to State HRO for each Airman NLT (date).

Each individual will be contacted by HRO, on or about (date), and provided specific instructions. Based on their ACB result, these instructions will prepare them for either subsequent extension, return to drill status Guardsman, or retirement.

AGR Airman may request reconsideration of their ACB decision in writing. The Airman must justify why the ACB result is not in the best interest of the (State) Air National Guard. Supporting justification, not provided with the original ACB Worksheet, may be provided. The reconsideration request must be reviewed and endorsed in a timely manner by each level of command to HRO for processing. Endorsements must include support or non-support of individual's request with additional rationale. Reconsideration requests received without the appropriate chain of command coordination will be returned to the Airman without action. Reconsiderations must be received by HRO within 30 days of the date on the memorandum of notification of the ACB decision. The Airman's chain of command will not hold a reconsideration request to circumvent the 30 day submission requirement. The reconsideration decision of the The Adjutant General (TAG) is final. There is no reconsideration beyond the TAG.

The point of contact for this issue is (rank, name, office symbol), commercial (XXX) XXX-XXXX, DSN XXX-XXXX, or email (XXXXXX@XXXX.mil).

Attachments

1. List of Unit CY (XX) ACB Results
2. Copy of ACB Member Acknowledgement of Decision Notification



**Attachment 14**

**AGR CONTINUATION BOARD (ACB) MEMBER ACKNOWLEDGEMENT OF DECISION NOTIFICATION**

**Figure A14.1. ACB Member Acknowledgement of Decision Notification.**

I hereby acknowledge receipt of the results of the Calendar Year (XXXX) AGR Continuation Board (ACB).

*Please initial appropriate action below, based on your ACB results.*

\_\_\_\_\_ I understand I have been selected for extension within the AGR Program.

\_\_\_\_\_ I understand I have not been selected for extension in the AGR Program. I will be released at the expiration of my AGR order, unless advised otherwise, to either return to drill status guardsman or retire.

I understand my signature below serves only as acknowledgement of this result notification and does not imply my agreement. I also understand that if I do not concur with the ACB decision I may request a reconsideration in writing. I must justify why the ACB result is not in the best interest of the unit, State, and Air National Guard. Supporting justification, not provided with the original AGR Continuation Board (ACB) Worksheet, may be provided. The reconsideration request must be reviewed and endorsed in a timely manner by each level of command to State HRO for processing. Endorsements must include support or non-support of my request with additional rationale. Reconsideration requests received without the appropriate chain of command coordination will be returned to me without action. Reconsiderations must be received by HRO within 30 days of the date on the memorandum of notification of the ACB decision. My chain of command will not hold a reconsideration request to circumvent the 30 day submission requirement. The reconsideration decision of The Adjutant General (TAG) is final. There is no reconsideration beyond the TAG.

I **(will)** **(will not)** be submitting a reconsideration request of my ACB results.

\_\_\_\_\_  
 (Print Airman's Full Name and Rank)

\_\_\_\_\_  
 Airman's Signature / Date

\_\_\_\_\_  
 Commander Signature/Date

