

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.

GRADE	Separate at 20+ Year Review *See Note 1
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
*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.	

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).

Technician Position Description (PD) Grade				Highest Possible . AGR Grade allowed. (Technician PD grade can be associated with a lower AGR grade)
GS/GM	WS	WL	WG	
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>Note 1: 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>Note 2: This table establishes the GS-11 Technician Position Description (PD) Grade as the entry level for officers into AGR status.</p> <p>Note 3: Maintenance and Support Group Commander positions, Vice Commanders, HRO and DoS positions qualify to convert to 06/Col AGR positions despite their GS rating based on AFSC and UMD military positions in the work center.</p> <p>Note 4: 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
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- DoD Instruction 1215.06, *Uniform Reserve, Training, and Retirement Categories*, 7 February 2007
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- DoD Directive 5500.07, *Standards of Conduct*, 29 November 2007
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- AFI 33-328, *Administrative Orders*, 16 January 2007
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- AFI 36-2608, *Military Personnel Records System*, 30 August 2006
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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

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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

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

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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
------------	------------	-----------	------------------

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has individual been separated "for cause" from active duty or a previous Reserve Component AGR tour? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ANGI 10-248, <i>Air National Guard (ANG) Fitness Program</i> (until superseded by AFI 36-2905, <i>Fitness Program</i>). - 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | AFECD or AFOCD has aptitude requirements of:
Mech: ____ Admin: ____ Gen: ____ Elect: ____
Applicant has aptitude scores of:
Mech: ____ Admin: ____ Gen: ____ Elect: ____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant's aptitude scores meet the minimum requirement IAW AFECD or AFOCD for entrance into the announced AFSC? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant will require aptitude testing to meet entrance requirements IAW AFECD or AFOCD for AFSC _____ if selected? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant possesses the announced AFSC and/or is qualified for entrance into the announced AFSC? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant must retrain to AFSC _____ from entry level if selected? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This applicant will require an AF Form 2096 if selected? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If officer applicant is not a current member of the ANG does the individual have a Bachelor's or higher degree? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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
NOTE: 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.	

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.

READY RESERVE AGREEMENT TO RECEIVE SEPARATION PAY <small>The proponent agency is NGB/A1P. (The prescribing directive is ANGI 36-101)</small>	
PRIVACY ACT STATEMENT	
<p>AUTHORITY: Title 10 U.S.C. Section 8013 PURPOSE: To receive information to authorize separation pay. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Voluntary; however, failure to provide requested information will result in the inability to pay separation pay.</p>	
OBLIGATIONS & RESPONSIBILITIES	
<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>	
CERTIFYING MEMBER	
<p>NAME: (Last, First, MI)</p> <p>_____</p> <p style="text-align: center;">LASTNAME, FIRSTNAME, MI</p>	<p>GRADE:</p> <p>_____</p> <p style="text-align: center;">GRADE</p>
<p>SIGNATURE:</p> <p style="text-align: center;">Click to sign here</p> <p>_____</p>	<p>DATE: (YYYYMMDD)</p> <p style="text-align: center;">20100331</p> <p>_____</p>

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

