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\*NATIONAL GUARD REGULATION (AR) 600-5

Personnel--General

THE ACTIVE GUARD/RESERVE (AGR) PROGRAM  
TITLE 32. FULL-TIME NATIONAL GUARD DUTY (FTHGD)

Summary. This regulation on the Army National Guard Active Guard/Reserve (AGR) Program has been revised. This regulation prescribes policies procedures for management of Army National Guard (ARNG) soldiers in the AGR Program who serve on Full-Time National Guard Duty (FTNGD) under provisions of section 502(f), title 32, United States Code. This revision deletes manpower issues, modifies Selection Board procedures, requires career management planning, clarifies command leadership assignment policy, and modifies Certificate of Understanding and Consent.

Applicability. This regulation applies to ARNG soldiers serving on Full-Time National Guard Duty under provisions of section 502(0. title 32, United States Code in the Active Guard/Reserve (AGR) Program.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Internal Control Systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions, but does not contain checklist for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation this regulation is prohibited without prior approval from Chief, NGB (NGB-ARM) , Washington, DC 20301-2500.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by the Executive, NGB. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Army Manpower Division, National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) directly to Chief, Army Manpower Division (NGB-ARM) , Washington D.C. 20310-2500.

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### Glossary

## Chapter 1 Introduction

### 1-1. Purpose

a. This regulation sets policy and procedures for management of the Active Guard/Reserve (AGR) Program in the Army National Guard. It provides National Guard Bureau policy and procedures for selection, utilization, career management, professional development, separation, and administration of Army National Guard (ARNG) soldiers serving on Full-Time National Guard Duty (FTNGD) under provisions of section 502(f), title 32 United States Code, for the purpose of organizing, administering, recruiting, instructing, or training the ARNG.

b. Local supplementation of this regulation is not authorized unless approved by Chief, National Guard Bureau. State memorandums, pamphlets, SOP's, guides, regulations, etc., may not alter the policies in this regulation. State supplementation documents will be submitted and approved by NGB-ARM-P prior to state publication and implementation.

### 1-2. References

Required and related publications are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

a. The Director, Army National Guard will-

(1) Advise the Chief, National Guard Bureau on ARNG AGR personnel matters.

(2) Plan, program, and budget to support ARNG AGR requirements.

(3) Under overall Army policy, develop and implement policies and procedures for efficient management and effective use of AGR soldiers.

(4) Evaluate State AGR personnel management policies procedures.

(5) Report ARNG AGR personnel strength.

b. State Adjutants General will-

(1) Advise DARNG on ARNG AGR personnel matters.

(2) Plan, program, and budget to support ARNG AGR requirements.

(3) Under overall Army and National Guard Bureau policy, develop and implement policies and procedures for efficient management and effective use of ARNG AGR soldiers within the guidelines in this regulation.

(4) Report ARNG AGR personnel strength.

c. Support Personnel Management Officer (SPMO) will-

(1) Exercise primary staff responsibility for all AGR personnel management.

(2) Coordinate AGR soldier personnel actions with Military Personnel Officer.

(3) Manage the personnel functions of the full-time recruiting/retention force using this regulation.

(4) Identify and determine which vacant, authorized AGR positions will be filled by qualified, on-board soldiers, with emphasis on functional areas, and which positions will be advertised for fill.

(5) Develop, publish, and implement the following personnel management programs using this regulation:

(a) Career development and management.

(b) Nomination and Selection procedures.

- (d) Medical Assistance.
- (e) Professional Development Program (PDP)
- (f) Separation
- (g) Sponsorship
- (h) Orientation
- (i) Utilization
- (j) Unit assistance visits

*d. Unit Commanders and Supervisors will-*

- (1) Ensure AGR soldiers are properly assigned and used in FTS staffing guide positions.
- (2) Designate, in writing, the FTS supervisor when the Readiness NCO is not the senior enlisted FTS soldier in the unit. (This will be done personally by unit commanders. )
- (3) Take an active role in the professional development, career management, retention, and separation of assigned AGR soldiers.
- (4) Conduct a Professional Development Program (POP) for AGR soldiers in conjunction with the SPMO. This will include, as a minimum the professional development requirements the soldier must complete and the time frame for completion.
- (5) Advise qualified AGR soldiers of command and leadership assignments for which they may be eligible as part of their professional career management plan.
- (6) Take an active role in unit sponsorship and orientation program in conjunction with the SPMO.

## Chapter 2

### Entry Into the AGR Program

#### *Section I*

#### *Eligibility pequipements*

##### 2-1. Initial eligibility requirements

To qualify for initial entry into the AGR program applicants must meet requirements in AR 135-- paragraphs 2-1, 2-2, and 2-3.

##### 2-2. Additional initial eligibility requirements

Applicants must meet the following additional requirements:

a. AR 40-501, medical examinations (chap 2, 4, or 5, as applicable) will be accomplished at an active military medical facility or Military Examination and Processing Station (MEPS) within the 24 months before initial entry. AR 40-501, chapter 4, selection flight physicals administered by a certified flight surgeon and approved by USAAMC Ft. Rucker AL, will be used if administered within the 18 months before initial entry.

b. Human Immuno Deficiency Virus (HIV) testing for all soldiers will be accomplished within 6 months prior to initial entry.

c. Pregnancy testing for female soldiers will be accomplished 30 days prior to initial entry.

d. AGR soldiers previously separated from FTNGD must meet all initial entry requirements to qualify for reentry. Soldiers transferring between States and

those entering FTNGD from Active Army Status without a break in service must NGR have a current physical examination and execute DA Form 3081-R (Periodic Medical Examination) to be submitted with the soldier's AGR application.

e. Aviators entering FTNGD from Active Military Service without a break in service must complete an AR 40-501, chapter 4 retention flight physical within 18 months preceding initial entry.

f. All AGR soldiers will sign the Certificate of Agreement and Understanding (app B) prior to being ordered to FTNGD in the AGR program.

g. Warrant officers will possess the MOS required for the position to which assigned IAW NGR 600-101.

b. Enlisted soldiers must meet reenlistment or extension standards in NGR 600-200, chapter 7.

i. Soldiers must have at least 3 years remaining on current enlistment on first day of initial AGR tour. Applicants must reenlist or extend in order to meet this requirement.

j. Soldiers must have completed initial entry training (IET) before submitting application for AGR vacancies.

#### 2-3. Waiver provisions

a. Certain provisions of AR 135-18 paragraphs 2-1 through 2-4 may be considered for waiver IAW AR 135-18 paragraph 2-5. Requests for waivers will be submitted to Chief, NGB-ARM, Washington DC, 20310-2500.

b. Waiver of physical exam requirements in paragraph 2-2a will be considered by NGB-ARS on a case-by-case basis only in unique circumstances.

### *Section II Procedures*

#### 2-4. Submission of applications

In addition to the provisions of AR 135-18 paragraph 2-6 the following requirements apply:

a. As a minimum, the following forms and documents will be required from all applicants:

(1) NGB Form 34-1.

(2) Most recent SF 88 and SF 93.

(3) Full length photograph in Class A uniform taken within the last 12 months. See AR 640-30.

(4) Latest five OERs or CO-ERs and EERs if available. A Letter of recommendation or performance evaluation will be submitted on soldiers not requiring an NCOER.

(5) Certified copy of DA 2-1 or DA Form 2 as appropriate

(6) Statement of all active service performed. Any of the following documents may be used:

(a) NGB Form 23.

(b) NGB Form 23b (RPAS Statement).

(c) DD Form 214.

(d) DD Form 1506 (Statement of Service).

b. Records of applicants will be screened by the AGR Management Section prior to submission

to the selection board.

c. Applicants who do not meet eligibility requirements and whose names are not submitted to the selection board will be notified with a letter of explanation NLT 30 days after final selection.

## 2-5. Selection boards

The purpose of convening a selection board is to create a nonpartisan panel to fairly and thoroughly examine applicant's credentials irrespective of race, color, religion, gender, or national origin. The selection board is required to determine the *"best qualified"* applicant for an AGR authorized vacancy when AGR soldiers are not available within the AGR force. In addition to the provisions of AR 135-18 paragraph 2-7 the following requirements apply:

a. The Adjutant General or a member of his primary staff (as defined in this regulation) will direct the appointing of the selection board at the 06 (Colonel) or higher command level, commensurate with the positions being boarded, provide administrative guidance to the board president, and approve or disapprove the proceedings of the board.

b. Boards will be composed as follows:

(1) Not less than three appointed members who are senior in grade or date of rank to all applicants being considered.

(2) The division, brigade, battalion or equivalent supervisor, administrative officer or designated representative will be appointed as a member of the selection board when the position being boarded is at division level or lower.

(3) AGR board members will be from the Army National Guard as a whole i.e., a mix of FTS and IDT soldiers.

(4) The board president will be the senior soldier on the board.

(5) Boards that consider enlisted, female, and minority applicants will have such representation. This may be waived by The Adjutant General if a senior enlisted, female, or minority member is not reasonably available.

(6) Boards considering applicants for JAGC, chaplain, and AMEDD positions should have at least one board member from the appropriate branch as a board member. This may be waived by The Adjutant General if a senior member of that branch is not reasonably available.

(7) Boards considering applicants for FTRF and FTARF positions will contain at least one soldier from the recruiting and retention force as a board member.

(8) Board members should be rotated on a continual basis. Static boards with a fixed membership will not be established.

c. The Adjutant General will prescribe the term of service for board members.

d. Personal appearance by applicants before the board is authorized and encouraged but not required.

e. Other than personal appearances by applicants for the purpose of interviewing, the selection board will conduct all proceedings in closed session.

f. Applicants being considered are assumed to meet the minimum eligibility NGR

criteria on the basis of initial AGR Management Section screening.

g. The selection board will select the best qualified soldier to fill each vacant authorized AGR position.

h. The selection board will provide the Adjutant General with an order of merit listing (OML) ranking those soldiers found best qualified from the highest to the lowest. This OML will be used to select an applicant if the best qualified soldier becomes disqualified. If used, the OML is limited to five soldiers.

i. The SPMO will-

(1) Publish a Memorandum of Instruction (MOI) to be used by the board members. The MOI will include the composition of the board, necessary administrative support and Adjutants General guidance on the conduct of the board.

(2) Provide letters of selection or non-selection to each applicant NLT 30 days after the Adjutant General, or a member of the primary staff (as defined within this regulation) approves the proceedings of the board. Announcement or individual disclosures of the board proceedings will not be made prior to TAG approval.

(3) Maintain applications of soldiers selected in a central files area. The checklist used to verify initial eligibility will be maintained with applications.

(4) Maintain the board proceedings in a central files area within the AGR Management section with a minimum retention period of three years, or until the next AGR Program Management Evaluation is completed.

#### 2-6. Accession process

Published orders will be IAW NGR 310-10 using formats 175, 411, 460 and 465.

a. Order AGR soldiers to FTNGD for initial 3 year periods using format 175. Subsequent periods of duty for officers will be of indefinite duration. Enlisted soldier periods of duty will coincide with their enlistment or reenlistment agreements, or extension of an enlistment or reenlistment agreement. Use format 175 for subsequent periods of duty.

b. Use orders format 411 to order an AGR soldier on a Permanent Change of Station (PCS), to and from military schools, and on interstate and intrastate assignments.

c. Use format 460 to reassign AGR commissioned and warrant officers within an ARNG unit when the reassignment does not involve a change of duty station. Reassign enlisted soldiers within a unit when the reassignment does not involve a change of duty station using DA Form 4187 (Personnel Action).

d. Use format 465 to transfer AGR soldiers when the transfer does not involve a change of duty station.

e. ARNG soldiers serving in another State or Territory who are selected by board action and are ARNG soldiers (AGR or non-AGR) will be processed as follows:

(1) The gaining State will publish AGR orders using format 175 or 411 with the concurrence of the losing State Adjutant General. Orders will be contingent upon the conditional release of the soldier and the soldier's subsequent enlistment or appointment in the gaining State.

(2) Orders will include travel time and will ensure that there is no break in service.

(3) Funding for PCS travel tonew assignment and return, as authorized by AR 37-106, is the responsibility of gaining State.

*f.* AGR soldiers will not be reassigned during the first 18 months of their initial tour, except in the event of mobilization or force structure changes. Exceptions to the 18 month rule require prior approval of NGB-ARM, Washington DC 20310-2500.

## 2-7. Sponsorship, orientation

*a.* The SPMO and commanders will establish and conduct sponsorship and orientation programs IAW AR 612-11 and DA Pam 612-1.

*b.* AGR soldiers will receive an orientation briefing within 30 days after reporting on their initial tour or new duty station.

*c.* Initial orientation briefings should be conducted at the AGR soldier's duty station or battalion headquarters and the SPM office.

*d.* As a minimum, semi-annual updates covering requirements, benefits, and entitlements of the AGR program will be published and distributed to each AGR soldier, with a briefing every 2 years.

## Chapter 3

### Career Management and Utilization

#### 3-1 – Career management

The SPMO will develop and Career Management Program AGR soldiers that includes lowing provisions:

*a.* Qualified AGR soldiers will be given first priority for filling vacant AGR positions.

*b.* Adjutants General have the option of filling vacant AGR requirements by selecting the best qualified assigned AGR soldier, the best qualified member of the FTS program, or the best qualified member of the Army National Guard.

*c.* Non-AGR soldiers selected for an authorized AGR position vacancy must satisfy initial entry requirements of AR 135-18 and this regulation.

*d.* Career management positions are designated as enlisted positions SSG and above, all warrant officer positions, and commissioned officer positions Major and above. Adjutants General may designate officer, warrant officer, and enlisted positions as excepted career management positions.

*e.* Vacant, authorized AGR positions not selected for career management fill will be advertised. Selection procedures in paragraph 2-5 will be followed.



f. AGR soldiers who have the required MOS or AOC, or the potential to acquire the required MOS or AOC within 12 months after assignment, will be considered qualified for career advancement.

g. AGR soldiers will be counseled by their unit commanders or supervisors on the potential for career advancement, to include civilian and military education, probability of PCS moves, and professional development requirement

### 3-2. Utilization

In addition to the requirements in AR 135-18 paragraphs 3-1a and 32a(2)(a),(3), the following provisions apply:

a. AGR soldiers are subject to the utilization controls of NGR 600-200, chapter 5 except-

(1) Assignment to a position two grades higher than a soldier's current grade requires prior approval of Chief, NGB, (NGB-ARM), Washington DC, 20310-2500.

(2) AGR soldiers will not be assigned to career advancement positions graded lower than their current grades.

b. ARNG AGR soldiers will be the sole occupant of their assigned positions by MTOE/TDA paragraph and line number.

(1) The SPMO will publish State policies that-

(a) Establish procedures for assignment and reassignment of AGR soldiers.

(b) Determine the sole occupants of positions by MTOE/TDA paragraph and line number.

(c) Inform commanders and supervisors of the requirement for sole occupants of these requirements. See paragraph I-1b.

(2) The SPMO will ensure that State manning documents reflect proper assignment of AGR soldiers.

c. Duty hours for AGR soldiers will be established under authority of the Adjutant General. Duty hours should not exceed a normal eight hour working day, except where short term mission requirements dictate.

d. Orders in NGR 310-10 will be used to authorize travel of AGR soldiers performing duty at locations other than their permanent duty stations. (SF 1169, DD Form 1610 or Format 400)

e. AGR soldiers' family members will not be assigned to organizations where one family member holds or may hold a direct command or supervisory position over another AGR family member. States will publish a policy that emphasizes this restriction.

f. All soldiers, except FTRF and FTARF soldiers at state level, are required to participate with their units of assignment during inactive duty training (IDT) periods and annual training (AT), to include deployments, special projects, and exercises.

g. FTRF soldiers will not be required to attend IDT nor AT as members of a unit for training or will they be assigned other primary or additional duties in any other field, except CMF 79 (recruiting and retention), unless prior approval is obtained from NGB-ARM.

h. Compensatory time off for duties performed in excess of established working hours is not authorized. However, soldiers who earn the privilege may be granted a special pass IAW AR 630-5, paragraph 11-3.

### 3-3. State missions

a. AGR soldiers may perform emergency State missions in an AGR duty status, if the soldier's organization has been activated under the lawful orders of the governor. When the governor orders AGR soldiers' unit to State active duty, AGR

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soldiers are limited to performing duties inherent in their MTOE or TDA positions.

b. Individual AGR soldiers will ordered to perform emergency state missions in an AGR duty status without the approval of the Chief, National Guard Bureau (NGB-MS).

(1) AGR soldiers will not be required, directed, or pressured to use leave for the purpose of performing state missions.

(2) AGR soldiers who voluntarily use leave to perform state missions are entitled to retain state compensation. They must be on leave for the duration of the state mission. Those who are not on leave will pay any State pay and allowances to the servicing FAO.

(3) If the AGR soldier's organization is subsequently ordered to state active duty, leave will be terminated and the soldier will return to duty to perform IAW with a above.

### 3-4 Assignment

AGR soldiers will be qualified for their assigned MTOE/TDA positions. Adjutants General may conditionally assign soldiers to other positions provided such soldiers have potential to become qualified within 12 months of assignment. A plan, specifying how and in what time frame the soldier will become qualified, will be prepared by the soldier's commander, administrative officer, and full-time supervisor. The plan, including NGB Form 64, will be forwarded to the SPMO within 60 days of assignment with a copy maintained at unit level. Soldiers who do not qualify within 12 months will be reassigned to positions for which they are qualified or separated from the AGR program. These soldiers will not then be reassigned to other positions for which they are not qualified.

a. Enlisted soldiers in grades E6 and above must possess the required grade, MOS and skill level IAW AR 135-18, paragraph 2-2a for initial entry.

b. Officers will be assigned IAW the provisions of AR 135-18, paragraphs 2-2 b, C, and d for initial entry. Specialty substitution is authorized, IAW NGR 600-100, appendix E.

c. Warrant Officers must possess the MOS and be within the grade requirements of their MTOE/ positions and NGB staffing for initial entry.

d. AGR soldiers will be assigned to MTOE/TDA positions IAW NGB staffing guides. When identifying TDA positions the paragraph and line number must be within the same directorate and functional area (e.g. POTO, MILPO, SPMO, etc.) of the TDA. Military grades specified on the SPMD will not be exceeded.

e. Career progression AGR soldiers assigned to State Military Academies as NGR

instructors is their primary MOS (including SQI H, not their duty MOS.

### 3-5- Supervision and evaluation

a. The senior FTS soldier assigned to an organization will be assigned supervisory responsibilities IAW the following provisions:

(1) Grade and Rank will be the determining factor when designating supervisory responsibilities.

(2) The senior FTS military officer at each headquarters is the overall full-time manager of all FTS personnel of that organization and the supervisor of all headquarters FTS personnel.

b. Rating schemes will be established IAW AR 623-105 and AR 623-205. A reasonable effort will be made to include AGR soldier's full-time supervisor in the rating scheme. A copy of FTS rating schemes will be posted on unit bulletin boards, and a separate copy forwarded to the SPMO, who has responsibility for monitoring compliance. When the FTS supervisor is not included, written input will be provided the rating official.

c. FTRF and FTARF soldiers will be supervised and evaluated by their recruiting and retention force chain of command regardless of the soldier's duty station. The following apply:

(1) The RRM is the first line supervisor of Recruiting and Induction officers, the Recruiting and Retentionspecialist, AMEDD Recruiting officers, the Recruiting Operations SGM and the State Retention SGM and the second line supervisor of Area NCOLCs and the Assistant State Retention NCO.

(2) The Area NCOLC is the firstline supervisor of production recruiters.

(3) The State Retention SGM the Assistant State Retention is the first line supervisor of Retention NCOs.

### 3-6. Leave, passes

The provisions of AR 630-5, except as modified by this regulation, apply to AGR soldiers.

a. The SPMO will-

(1) Develop and publish Adjutant General policy for authorized absences during State/Territory public holidays, annual leave program, passes, permissive TDY, and convalescent leave.

(2) Delegate authorityto approve leave (DA Form 31) to commanders and supervisors at unit level.

(3) Act as POC between FAO and State for leave control numbers.

b. Accrued leave for AGR soldiers will be administered under AR 630-5. For settlement of leave balances see DODPM paragraph 80206.

c. Adjutants General may approve convalescent leave from 1-30 days on recommendation of hospital commander or State surgeon. Requests in excess of 30 days and extensions beyond 30 days will be forwarded to NGB-ARS-MS for approval.

d. Special passes will be documented and approved at battalion level or higher. Special passes should be granted to deserving soldiers in recognition of exceptional performance of duty or other circumstances that warrant time away from duties.

e. Passes will not be approved for periods when .AGR soldiers are required to

be at their duty stations e.g., IDT, AT to include deployments, special projects and exercises.

f. Maternity leave will be administered IAW AR 630-5.

g. Ensure that transition leave, formerly called terminal leave, is used to the maximum extent allowed by AR 630-5.

## Chapter 4

### Professional Development

#### 4-1. General

Professional development is the joint responsibility of AGR soldiers, their

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commanders and supervisors. Each soldier will be provided an opportunity to complete education requirements through attendance at Active Component schools and the National Guard Professional Education Center. Command and leadership assignments are vital to providing leadership experience for AGR soldiers. The Command and Leadership Program is not intended to provide full-time commanders or leaders or units. For promotion AGR soldiers will meet promotion requirements of NGR, 600-200, Chapter 6 and be in an SPMD position requiring a higher grade. The Director, ARNG encourages AGR soldiers to attend active component OCS, WOCS, state OCS or USAR WOCS.

#### 4-2. Professional Development Program (PDP)

a. AGR soldiers will comply with ARNG Professional Development Program (PDP) requirements, as promulgated by NGB-ARO-E.

(1) AGR soldiers on initial AGR tours must meet their PDP requirement within 3 years. A new requirement is incurred upon promotion and must also be completed within 3 years. Adjutants General may extend AGR soldiers for up to 1 year to complete their PDP requirement. Extensions are authorized only when failure to complete requirements is not the fault of the soldier. Additional extensions will not be granted.

(2) Warrant Officers who are not eligible for training within the 3-year period do not have a PDP requirement. The 3-year period begins the date they become eligible.

(3) AGR soldiers will not be removed from AGR status for the purpose of attending professional development courses.

(4) AGR soldiers who fail to satisfactorily complete required course of instruction within a specified period will be mandatorily separated from FTNGD. See paragraph 6-4a(9).

(5) AGR soldiers will be promoted to Sergeants Major IAW NGR 600-200.

b. Scheduling of AGR soldiers for required schools is the responsibility of the soldier, commander, and supervisor. School quotas will be managed IAW established state policy and NGR 351-1.

#### c. The SPMD will-

(1) Notify each AGR soldier in writing of required PDP courses and the dates by which they must be completed NLT 30 days after start of initial tour and after each new requirement is incurred.

(2) Monitor and document course completion and ensure entry in soldier's personnel records.

(3) Advise commanders, administrative officers, and State paTe of soldiers NGR

who will not successfully complete PDP requirements because of failure to apply, academic deficiency, or failure to accept a training seat.

4-3. Command and leadership assignments

a. Command and leadership assignments require prior written approval of NGB-ARM.

b. These assignments may be approved for the following:

- (1) Brigade and below command or leadership SPMD positions (commander, platoon leader, command sergeant major, first sergeant).
- (2) Headquarters Commandant, STARC.

c. NGR 600-200, chapter 9, governs assignments to CSM positions.

d. Command or leadership assignments will be approved for a  
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period of 2 years. Extension for command or leadership assignments must be approved by NGB-ARM. Submit requests NLT 6 months prior to completion of command or leadership assignment.

e. Command or leadership assignments will be documented within the Support Personnel Manning Document prior to effective date of soldier's assignment.

f. AGR soldiers assigned to command at the Brigade or Battalion level will serve in an SPMD position within that Brigade or Battalion IAW paragraph 4-3j(2)(a or b).

g. AGR officers assigned to command at the company level will serve in an SPMD position at the battalion level under the following conditions:

- (1) The company must be in the direct chain of command of the battalion where the soldier's FTS position is documented.
- (2) The battalion headquarters the company must be located in the same State or Territory.
- (3) The AGR officer must not have had a similar assignment at the same level, regardless of duty status.
- (4) The AGR officer will continue to perform the daily duties of the SPMD position at the battalion level.

h. Programming AGR soldiers for command or leadership assignments is the joint responsibility of the soldier, commander, and Supervisor and must be part of the soldier's career management plan.

i. Administrative reductions following leadership assignments for enlisted soldiers are not authorized.

j. The SPMD will-

(1) Obtain approval from NGB-ARM for command or leadership assignment prior to assigning AGR soldiers.

(2) Ensure AGR soldiers in command or leadership assignments are assigned as follows:

(a) Brigade command position will be 1LO highest graded field grade SPMD position.

(b) Battalion command position will be 1LO field grade SPMD position.

(c) Command Sergeant Major position will be in 1LO of Battalion Operations Sergeant position.

(d) Company command position will be 110 a company grade SPMD position.

(e) Platoon leader position will be ILO a company grade SPMD position.

(f) First Sergeant position will be ILO a company level SPMD position. In headquarters companies the First Sergeant position may be ILO an appropriate level SPMD position.

(g) HHC STARC commandant will be 110 field grade SPMD position.

#### 4-4. Officer Candidate School (OCS, WOES)

a. AGR soldiers will not attend Federal OCS or WOCS with the intent of accepting a certificate of eligibility. An authorized AGR officer position will be available for *fill* immediately following commissioning.

b. AGR soldiers will attend Federal OCS or WOCS in FTNGD status.

c. AGR soldiers may attend State OCS or USAR WOCS in a permissive IDT status IAW NGR 351-5.

d. AGR soldiers selected to attend State or Federal OCS may be promoted to the authorized enlisted grade IAW NGR 600-200 provided the maximum SPMD position grade is not exceeded. These individuals will be immediately reduced to the grade from which promoted when they cease to participate in the OCS Program.

e. Warrant Officer candidates (except Aviation) must hold the grade prescribed in DA Circular 601-Series (Warrant Officer Procurement Program) prior to selection by Federal Recognition Board.

f. AGR soldiers will apply for State or Federal OCS or WOCS IAW established state policy.

g. Soldiers will be reduced IAW provisions of NGR 600-200 chapter 6 upon termination from OCS or WOCS (if appropriate).

h. Backfilling SPMD position of AGR soldiers who attend Federal OCS or WOCS is not authorized.

i. The SPMD will-

(1) Ensure there is a vacant, authorized AGR officer position projected for the candidate immediately following commissioning for AGR soldiers attending Federal OCS or WOCS.

(2) Coordinate all promotion and reduction actions with MILPO.

(3) Ensure the promotions of AGR soldiers attending state or Federal OCS or WOCS do not exceed the maximum SPMD position grades.

#### 4-5. Physical Fitness Training Program

a. Physical Fitness Training (PFT) is a requirement of employment in the AGR Program.

b. States will establish PFT Programs IAW AR 350-15, paragraph 7a.

c. Supervision of PFT program is the responsibility of commanders and supervisors.

d. Unit commanders will flag the records of AGR soldiers who fail their APFTs and those who fail to take an APFT within nine months.

## e. The SPMO will-

(1) Monitor compliance with the Army Physical Fitness Test for AGR soldiers.

(2) Coordinate with MILPO to ensure no favorable personnel actions are initiated on AGR soldiers who are properly flagged.

## Chapter 5

## AGR Continuation Boards

## 5-1. General

AGR Continuation Boards will be established at State level to review and evaluate the records of AGR soldiers in the third year of their initial tour of duty, and every fifth year thereafter, for continuation in the AGR Program. The Board will evaluate the performance of AGR soldiers and their potential for increased responsibility as attested by OERs, NCOERs, and academic reports. Performance evaluations will be submitted on those AGR soldiers not requiring an NCO-ER. It is not the responsibility of the Board to screen AGR records to NGR determine whether they have met the administrative requirements of the AGR Program. AGR Continuation Boards will not be used to terminate the AGR orders of soldiers who should have been removed from the AGR Program under provisions of paragraph 6-4 or 6-5 of this regulation. Only those determined by the Board to be fully qualified for continuation will be so recommended.

## 5-2. Responsibilities

## a. Adjutants General will-

(1) Convene Continuation Boards, provide administrative guidance to the presidents, and receive the proceedings of the Board.

(2) Approve Board proceedings or direct the reconvening of a Board within 30 days of receipt of proceedings.

(3) Convene special Continuation Boards to consider records not considered by the original Board because of omission, or if the record considered by the original Board contained material error.

(4) Direct the SPMD to provide the reason(s) for noncontinuation to AGR soldiers not recommended for continuation in the AGR Program, if requested.

## b. The SPMO will-

(1) Notify each AGR soldier NLT than 50 days prior to convening the Continuation Board of the suspense date for submission of records.

(2) Screen AGR soldiers' personnel records for compliance with educational requirements, medical standards, reenlistment standards of NGR 500-200, weight standards, and Army Physical Fitness Test standards prior to the Board.

(3) Publish a Memorandum of Instruction (MOI) for use by AGR Continuation Board members. The MOI will include the composition, administrative support, and Adjutants General guidance on the conduct of the Board.

(4) Provide a qualified technical advisor from the AGR Management Section to assist the President with technical questions pertaining to the AGR Program and soldier's records.

(5) Ensure AGR Continuation Boards are conducted a minimum of 60 days prior to expiration of AGR soldier's current assignment.

(6) Notify soldiers, in writing, of the Board results NLT 30 days after TAG approval of Board proceedings.

(7) Separate soldiers not recommended for continuation in the AGR Program 90 days following notification of Board proceedings, unless earlier release is requested by the soldier. Publish orders for soldiers recommended for continuation.

(8) Provide the reasons for AGR soldiers not continued, if requested by the AGR soldier.

(9) Maintain Board proceedings in a central file in the AGR Management Section for a minimum of 3 years, or until the next AGR Program Management Evaluation is completed.

#### 5-3. AGR Continuation Boards Composition of AGR Continuation Boards.

a. Adjutants General will appoint and convene AGR Continuation Boards subject to the following:

(1) Boards will be comprised of at least three members who are senior in grade or date of rank to AGR soldiers under consideration.

(2) Board members do not sit on consecutive boards.

(3) Soldiers being considered will not be appointed as AGR Continuation Board members.

(4) All Board members will be present for all sessions.

(5) The Board President will be the senior ARNG soldier on the AGR Continuation Board.

(6) Boards considering females or minority soldiers should include such representation. This may be waived by The Adjutant General if a senior enlisted, female, or minority member is not reasonably available

b. AGR Continuation Boards are conducted as follows:

(1) AGR soldiers will not appear in person before a Board on their own behalf or in the interest of other soldiers.

(2) Soldiers may write a letter to the AGR Continuation Board President inviting attention to any matter of record the soldier feels is important to the evaluation process. Board members may consider such correspondence from AGR soldiers.

(3) Unsolicited correspondence including commanders recommendations which contains criticism or reflect upon the character, conduct, or motives of any AGR soldier will not be given to the Board.

(4) The Board will evaluate each AGR soldier's record for demonstrated performance and determine the potential to accept responsibilities and perform at current and higher level assignments.

(5) Proceedings will be conducted in closed session.

(6) The Continuation Board will determine the reasons for non-continuation of AGR soldiers and provide them to the Adjutant General.

#### 5-4. Retention beyond mandatory release date from Active Federal Service In addition to the provisions of AR 135-18, paragraphs 4-11\_ and 4-12, the following apply:

a. Requests from Adjutants General to retain AGR soldiers beyond 20 years of Active Federal Service (AFS) for officers and warrant officers or enlisted soldiers' mandatory release date in Table 5-1, will comply with the following requirements.

(1) Requests will be forwarded to Chief, NGB, Attention, NGB-ARM, Washington DC, 20310-2500, for final determination by the Secretary of the Army.

(2) Requests will contain the results of the most recent APFT and OERs or NCOERs for the past 3 years, DA Form 2-1, and the personal recommendation from TAG indicating that this is the only soldier available at the current time



to accomplish that particular mission.

Note: The most important fact to consider in the decision is that this soldier is not only the best available, but the only one available.

(3) Requests should be forwarded to NGB-ARM 12 months prior to the soldier completing maximum years of Active Federal Service.

a. Extensions beyond 20 years of AFS for officers or completion of maximum years of AFS for enlisted soldiers are normally short term until the incumbent can be replaced by another AGR soldier with the required expertise.

c. Mandatory release from FTNGD is based on total years of Active Federal Service and grade. See table 5-1 below.

Table 5-1

Selective Retention

AGR enlisted soldiers in grade;	will be mandatorily released upon completion of:
E-6 and below	20 years of AFS
E-7	24 years of AFS
E-8	27 years of AFS
E-9	30 years of AFS

Request for extension beyond mandatory release date must comply with the provisions stated in paragraph 5-4a of this regulation. Enlisted soldiers will not be extended beyond age 60.

## Chapter 6 Separation

### 6-1. General

Separation from the AGR Program as prescribed by this regulation, relates to release from Full-Time National Guard Duty. The provisions of AR 135-18 paragraphs 5-1b(1) and 5-1c will be complied with.

a. Adjutants General will be the final separation authority for AGR soldiers.

b. Retention will not be directed when separation is mandatory under this or other applicable Army or National Guard regulation.

(1) AGR soldiers within 2 years of becoming eligible for retired or retainer pay will not be involuntarily released from FTNGD unless release is approved by the Secretary of the Army.

(2) Process recommendations for active duty length of service retirement actions per AR 535-100 (Officers) or AR 535-200 (Enlisted) AR 635-10 and this regulation.

c. The SPMO will initiate separation and REFRAD actions as soon as possible after approval.

d. AGR soldiers may request a release from active duty (REFRAD) physical prior to release from FTNGD. SPMO will advise AGR soldiers of this provision. However, failure to complete REFRAD examination will not be grounds for retention in AGR status on FTNGD.

### 6-2. Medical separation

a. AGR soldiers undergoing extensive medical treatment, or medical board proceedings for line of duty (LOD) related injuries or diseases will be retained in AGR status until final disposition by medical authorities.

b. AR 635-40 will be used to separate AGR soldiers as a result of physical disabilities.

#### 6-3. Voluntary separation

a. Requests for voluntary separation will be forwarded through command channels to the SPMO.

b. NGR 600-100 and NGR 600-200 apply to pregnant soldiers requesting voluntary separation.

c. SPMO will ensure that service obligations are satisfied before approving requests for separation or retirement. See AR 351-1, paragraph 8-3.

d. SPMO will develop procedures to inform AGR soldiers of the provisions of AR 135-18 paragraph 2-3j prior to approval of requests for separation.

e. AGR soldiers will not be separated under provisions of this paragraph until final approval of The Adjutant General or a member of the primary staff as defined within this regulation.

f. SPMO will request separation orders IAW NGR 310-10. DD Form 214 will be prepared for AGR soldiers under provisions soldiers separated of this paragraph.

#### 6-4. Mandatory separation

AGR soldiers will be separated without Board action for reasons stated below regardless of the expiration dates of their current periods of duty. Retention is not authorized. Separation for cause procedures need not be used. Soldiers will be given at least 30 days notice of separation.

a. Separation is required when-

(1) Officers reach MRD IAW NGR 635-100 or complete 20 years of Active Federal Service IAW AR 635-100.

(2) Enlisted AGR soldiers reach age 50. Extensions are not authorized.

(3) Enlisted AGR soldiers complete total year's of Active Federal Service for current grade per table 5-1 of this regulation. Extensions must be approved by NGB-ARM, Washington, DC 20310-2500.

(4) Failure to obtain, or the loss of required security clearance.

(5) Conviction by civilian or military authorities for a disqualifying offense UP of AGRs 635-100, 600-100, 500-101, 600-200.

(6) AGR soldier has lost Federal recognition.

(7) Officers twice non-selected according to provisions of AR 135-155.

(8) Failure to successfully complete PDP requirements.

(9) AGR soldiers have been non-selected by an AGR continuation board.

(10) Failure to meet MOS or AOC qualification standards.

b. AGR soldiers will not be separated under provisions of this paragraph until final approval by The Adjutants General.

6-5. Separation for cause and procedures AGR soldiers will be involuntarily separated for cause from Full-Time National Guard Duty IAW the provisions and procedures of this paragraph. Adjutants General will review all recommendations for separation under this paragraph and will make the final determination. This authority will not be delegated. Adjutants General, as the approving authority, may not initiate separation actions under provisions of this paragraphs.

a. Guidelines for involuntary separation.

(1) Counseling or a letter of reprimand will be initiated by a commander or supervisor when an individual's degree of efficiency, manner of performance of duty, military conduct, or the commission of any derogatory act makes such action appropriate. Normally, counseling statement(s) or a letter of reprimand will be documented in individual's military records according to AR 600-37 before initiating involuntary separation actions against an AGR member, unless the reason for release would not require such action. Individuals being counseled will verify acknowledgment of counseling session(s).

(2) When deciding whether to initiate procedures for involuntary separation, the following factors may be considered:

(a) The seriousness of the events or conditions that form the basis for initiation of separa-proceedings. Also consider the effect of the member's continued retention on military discipline, good order, and morale.

(b) The likelihood that the events or conditions will continue or recur.

(c) Whether the of the member resulted likely to result in an impact on accomplishment missions.

(d) The member's ability to perform full-time support duties in a reasonable manner.

(e) The member's potential for further service.

(f) The member's military record. This includes past contribution to the ARNG. assignment, awards and decorations, evaluations, ratings, letters of commendation, letters of reprimand or admonition, counseling records, records of non-judicial punishment, and records of involvement with civilian authorities; and any other matter deemed relevant by separation authority.

(g) Possibility of reassigning member.

b. In addition to the provision of AR 135-18 paragraphs 5-1b(1) and 5-10 the following apply:

(1) Involuntary separation for cause recommendations will be made by the commander or supervisor at the level commensurate with the AGR soldier's full time duty position (FTS Staffing Guide Position).

(2) This supervisor will recommendation separation to comment.

(3) The AGR soldier will be given 15 days from receipt to rebut or comment and return the recommendation to the commander who will forward through command channels to the Adjutant General.

(4) AGR soldiers maybe given the opportunity but will not be required to request voluntary release in lieu of involuntary separation.

(5) AGR soldiers pending involuntary separation under this paragraph will be advised of and provided assistance, if they request, of a JAGC officer in preparing rebuttals. If JAGC assistance is not reasonably available, the 15 day provision in paragraph 6-5a(3) may be waived by The Adjutant General.

(6) Include in orders for soldiers released from FTNGD a statement regarding entitlement to separation pay under 10 USC 1174(c)(1) and (2) if applicable. See DODPM, paragraph 40422 and AR 37-104-3 paragraph 30-11.

(7) The AGR Management Section will prepare DD Form 214 IAW AR 635-5 and AR 635-5-1.

c. Reasons for involuntary separation under this paragraph include-

(1) Inappropriate professional and personal conduct.

(2) Moral or professional dereliction.

(3) Loss of professional qualifications required for the performance of assigned duties.

(4) Substandard duty performance.

(5) Acts of expressed sentiments of racism, sexism, or prejudice against

ethnic or religious groups.

(6) Failure to attain and maintain medical, physical fitness and weight standards.

6-6. Elimination or downgrade of SPMD position

AGR soldiers affected by changes in FTS staffing guide requirements, end-strength and grade ceiling limitations will be administered as follows:

a. The SPMD will establish procedures to select fully qualified soldiers for reassignment from AGR soldiers affected by force structure changes or changes in FTS staffing guide requirements.

b. AGR soldiers may be retained in an excess or overgrade status, as appropriate, for not more than 1 year after the effective date established by NGB-ARM.

c. AGR soldiers carried in an excess or overgrade status due to force structure changes, or changes in FTS Staffing Guide requirements will be offered, in writing, the opportunity to fill vacant positions. These soldiers will be given priority over other soldiers in filling vacant, authorized positions for which they are qualified.

d. AGR commissioned and warrant officers carried in excess status and not reassigned to valid SPMD positions within 1 year after the effective dates established by NGB-ARM will be separated from the AGR Program.

e. AGR enlisted soldiers who are in overgrade status 1 year after the effective dates established by NGB-ARM will be reduced to the authorized military grade of the SPMD position or be separated from the AGR Program.

6-7. Retirement processing Satisfactory service in AGR status, Full-Time National Guard Duty, is creditable as qualifying service for both Active Service (10 USC 1293, 3911, 3914, and 3917) and Non-Regular Service retirement (10 USC 1331).

a. AGR commissioned and warrant officers will retire after completing 20 years Active Federal Service unless extended by proper authority. Requests for retirement will be processed IAW AR 635-100, 635-101.

b. Enlisted soldiers will retire in the grade held on the date of retirement IAW AR 635-200, chapter 12. Those who are eligible under 10 USC 3964 will be advanced to the highest grade held satisfactorily on active duty when their active duty plus retired service equals 30 years.

c. Officer retirement packets will be forwarded to NGB-ARP for initial processing and publication of retirement orders. In addition to documents required in AR 635-100 include-

(1) DA Form 1506 (Statement of Service).

(2) All DD Form 214's.

(3) All NGB Form 23's and/or other reserve forces component retirement point sheets.

d. AGR enlisted soldiers will submit requests for retirement IAW AR 635-200 and state policy to the Adjutant General who is the approval authority.

e. States make arrangements with servicing STA/STP for processing soldiers for final separation/retirement (AR 635-10) and discharge from the State.

f. SPMO will notify AGR soldiers of 18 years active Federal service and basic retirement information and processing requirements.

APPENDIX A References

*Section 1*

*Required Publications*

AR 37-104-3

Military Pay & Allowances Procedures-Joint Uniform Military Pay System (JUMPS-ARMY)

AR 40-501

Standards of Medical Fitness.

AR 135-18

The Active Guard/Reserve (AGR) Program.

AR 350-15

The Army Physical Fitness Program.

AR 600-9

The Army Weight Control Program

AR 600-50 Standards of Conduct for DA Personnel.

AR 635-35

Separation Documents.

AR 635-5-1

Separation Program Designators.

AR 635-100

Personnel Separation Officer Personnel.

AR 635-200

Personnel Separations Enlisted Personnel.

NGR 600-101

Warrant Officers-Federal Recognition and Personnel Actions.

RGR 600-200

Enlisted Personnel Management.

RGR 635-100

Termination of Appointment and Withdrawal of Federal Recognition.

*Section II*

*Related Publications*

(A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.)

DOD 5010.16c

Defense Management Education and Training.

DA Pam 60-3

Professional Development and Utilization.

DA Pam 351-4

U.S. Army Formal School Catalog.

DA Pam 351-20-Series  
U.S. Army Correspondence Course Catalog.

FORSCOMITBADOC Reg 135-3  
United States Army Reserve School.

FORSCOMITBADOC Reg 350-2  
Reserve Component (U.S. Army) Training.

FORSCOM Circular 351-Series  
FORSCOM/TRADOC Area NBC Schools Schedule Full-Time Support (FTS) Programs.

FORSCOM Circular 351-Series  
FORSCOM/TRADOC Area NBC Schools Schedule FY

CPR 400, Chapter 410  
Training

AR 15-6  
Boards, Commissions, and Committees Procedures for Investigating Officers and  
Boards of Officers.

AR 25-400-2  
The Modern Army Record Keeping System (MARKS).

AR 37-106  
Finance & Accounting for Installations; Travel & Transportation Allowances.

AR 40-3  
Medical, Dental, and Veterinary Care

AR 40-121  
Uniformed Services Health Benefits Program

AR 55-71  
Transportation of Personnel Property and Related Services.

AR 135-180  
Qualifying Service for Retired Pay Nonregular Service.

AR 135-200  
Active Duty for Training and Annual Training of Individual Members.

AR 135-205  
Enlisted Personnel Management System.

AR 210-50  
Family Housing Management

AR 350-1  
Army Training

AR 350-37  
Individual Training Evaluation Program (ITEP).

AR 350-41

Army Forces Training.

AR 351-1 Individual Military Education and Training.

AR 600-8-1

Army Casualty and Memorial Affairs and Line of Duty Investigations.

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags).

AR 600-20

Army Command Policy and Procedures.

AR 600-37

Unfavorable Information

AR 600-85

Alcohol and Drug Abuse Prevention and Control Program.

AR 600-105

*Flying* Status for Nonrated Army Aviation Personnel.

AR 600-106

Aeronautical Designations and Flying Status for Army Personnel.

AR 600-200

Enlisted Personnel Management System.

AR 611-101

Commissioned Officer Specialty.

AR 611-201

Manual of Warrant Officer Military Occupational Specialties.

AR 611-112

Enlisted Career Management Fields and Military Occupational Specialties.

AR 612-10

Reassignment Processing and Army Sponsorship and Orientation Program.

AR 612-11

The Army Sponsorship Program.

AR 614-6

Permanent Change of Station Policy.

AR 614-200

Selection of Enlisted Soldiers for Training & Assignment.

AB 621-5

Army Continuing Education System.

AR 623-1

Academic Evaluation Reporting System.



AR 623-105

Officer Evaluation Reporting System.

AR 623-205

Enlisted Evaluation Reporting System.

AR 630-5

Leave, Passes, Permissive TDY, and Public Holidays.

AR 635-10

Processing Personnel for Separation.

AR 635-40

Physical Evaluation for Retention, Retirement, or Separation.

AR 638-40

Care and Disposition of Remains.

AR 640-2-1

Personnel Qualification Records.

AR 640-3

Identification Cards, Tags, and Badges.

AR 640-10

Individual Military Personnel Records.

AR 640-30

Photograph for Military Personnel Files.

AR 670-1

Wear and Appearance of Army Uniforms and Insignia.

AR 672-5-1 Military Awards.

AR 675-5-2

Decorations and Awards.

AR 700-84

Issue and Sale of Personal Clothing.

NGR 10-1

Organization and Federal Recognition of ARNG Units.

NGR 37-104-3

Military Pay and Allowances - ARNG.

NGB 40-3

Medical Care for ARNG Members.

NGR 40-501

Examinations for Members of the ARNG.

NGR 310-10

Military Orders.

NGR 350-1  
Training ARNG.

NGB 351-1  
Individual Military Education and Training.

NGB 351-5  
Officer Candidate Training.

NGB 351-15  
U.S. Army Sergeants Major Academy.

NGB 351-21  
Senior Services College.

NGR 600-3  
Line of Duty Determinations.

NGR 600-7  
Active Army Full-Time Manning Personnel.

NGR 600-21  
Army National Guard Equal opportunity Program.

NGR 600-23 Nondiscrimination in Federally Assisted Programs.

NGR 600-100  
Commissioned Officers-Federal Recognition and Related Personnel Actions.

NGR 600-105  
Aviation Services of Rated Officers.

NGR 600-106  
Flying Status for Non-rated Army Aviation Personnel.

NGR 601-1  
Recruiting and Retention Resource Management.

NGR 604-10  
Military Personnel Security Program.

NGR 611- 110  
Selecting, Processing, and Designating ARNG Aviators.

NGR 635-101  
Efficiency and Physical Fitness Boards.

NGR 635-102  
Officers and Warrant Officers Selective Retention.

NGB Pam 37-100  
Army National Guard Management Structure.

NGB Pam 37-104-3  
Unit Level Military Pay Procedures, ARNG.

NGB Pam 37-104-10  
State Level Military Pay & Allowances Procedures, ARNG.

NGB Pam 600-8-1  
Standard Installation Division Personnel System.

NGB Pam 600-8-3  
Standard Installation Division Personnel System.

NGB Pam 600-15  
Army National Guard Incentive Program.

NGB Pam 601-200 Army National Guard Recruiting Program.

NGB Pam 601-280  
Army National Guard Retention Program.

HSC 40-21  
Health Service Regions and Health Service Areas.

CTA 50-900  
Organizational Clothing and Equipment.

DODPM  
Department of Defense Military Pay and Allowances Entitlements Manual.

JFTB  
Joint Federal Travel Regulations.

STATE OF WEST VIRGINIA  
OFFICE OF THE ADJUTANT GENERAL  
1703 COONSKIN DRIVE CHARLESTON,  
WEST VIRGINIA 25311-1085

Allen E. Tackett  
Major General, WVARNG  
The Adjutant General

WVNG-HRO AGR Section

23 July 1999

MEMORANDUM FOR All Army National Guard Members

SUBJECT: WVNG-HRO Policy Letter 99-(n; Filling Vacant Recruiting and Retention Positions,  
Order of Merit List (OML)

1. REFERENCES: Memorandum, dated 5 Jan 99, NGB-ASM; AR 135-18; NGR 600-5; NGR 600-200

2. A national review of all Recruiting and Retention NCO (RRNCO) positions during FY98 revealed an average of 105 RRNCO vacancies per month. As resources continue to diminish and our goals become harder to achieve, we must ensure all of our positions remain filled. We can no longer afford

lost production, attrition, and retention losses due to vacant RRNCO positions.

3. Effective 1 January 1999 we are initiating a no vacancies - zero tolerance policy for RRNCO positions. The state of West Virginia will maintain an open announcement policy and fill projected vacant RRNCO position using an Order of Merit List (OML) per the guidance in NGR 600-5, paragraph 2-5h.

The following will be the guidelines for RRNCO Order of Merit List:

a. A quarterly advertising for Recruiting and Retention NCOs will begin 1 October, 1 January, 1 April, 1 July of each fiscal year (FY) and an OML will be created and maintained. Advertising will not be limited to a quarterly advertisement if there is a need for additional resources and the current OML has been exhausted.

b. The West Virginia National Guard Human Resource Office (WVNG-HRO) will receive and certify all applications IAW AR 135-18, table 2-1, Qualifications for entry into the AGR program and table 2-4, Qualifications for subsequent duty in the AGR program<sup>1</sup>. WVNG-HRO will appoint the Selection Board in accordance with NGR 600-5, para 2-5.

c. The Selection Board will interview, score and recommend three (3) members for the OML, upon final approval from the West Virginia Adjutant General, three (3) members will be maintained on the OML.

d. A police check will be initiated on each member of the OML IAW NGR Form 34-1 and NGR 600-200. Any adverse information found will be identified as waiverable/unwaiverable IAW 600200. If unwaiverable the member will be notified in writing and removed from the OML.

e. Once a vacancy is identified in the R&R Branch (the position may be anywhere in the state), the member on top of the OML will be offered the position. Upon being offered a vacant position, the member on the top of the OML will respond in writing in a reasonable period of time (nominally 3 working days), indicating acceptance or declining the offer. Individuals who decline the position will be moved to the bottom of the OML and the next member on the OML, according to a point value rating given at the time of interviewing will be asked to fill the position and so on. The applicant must relocate to the new duty station. Permanent Change of Station (PCS) funding will not be available for initial AGR hiring but will be available to current on board AGR tours IAW AR 37-106, pending availability of funds.

STATE OF WEST VIRGINIA  
OFFICE OF THE ADJUTANT GENERAL  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1085

Allen E. Tackett  
Major General. WVARNG  
The Adjutant General

WVNG-HRO (600)

11 February 1999

MEMORANDUM FOR Administrative Officers

SUBJECT: WVNG-HRO Policy Letter 99-02, Routing of DA Form 4187 on Military Technicians and Active Guard Reserve Members

1. Effective this date all DA Form 4 1 87's, Personnel Actions, involving Military Technicians or Active Guard Reserve personnel will be sent through the Human Resource Office (HRO), The HRO will forward the DA Form 4187 to the enlisted or officer sections of Military Personnel Office as appropriate,

2, POC for this request is COL Huffman, DSN: 366-6431 or Comm: (304) 341-6431.

RAMON P. LOPEZ  
COL, GS, WVARNG  
Chief of Staff

## APPENDIX B

## Certificate of Agreement and Understanding

*Section 1. Applicability*

a. Army National Guard commissioned officers, warrant officers, and enlisted soldiers applying for initial entry into the Active Guard/Reserve (AGR) program must sign this certificate of understanding and agreement prior to issuance of AGR orders.

b. This form will be completed only once and will remain in force during the entire period the individual serves on Full-Time National Guard Duty, unless certificate is revised by CNGB. Individuals who incur a break in service of more than 24 hours will be required to complete a new certificate prior to issue of AGR orders.

c. A copy of this certificate will be given to the individual, and a copy will be filed permanently in the AGR Management files.

*Section II - Active Guard Reserve. (AGR) Conditions and Obligations*  
(Soldier will initial on appropriate line)

\_\_\_\_\_ I am applying for an initial AGR Full-Time National Guard Duty under Title 32 USC 502(f).

\_\_\_\_\_ If ordered to Full-Time National Guard Duty, I will not be resigned for at least the first 18 months of my initial tour, except as prescribed in (7) below. If my current AGR tour is extended with my consent, or if I enter a subsequent AGR tour, I am aware that I may be reassigned without my consent and without geographical limitations within the boundaries of \_\_\_\_\_ to meet the needs of the service at that time, or at any time thereafter. I understand that failure to comply with orders may subject me to appropriate administrative action and proceedings under \_\_\_\_\_ Code of Military Justice.

\_\_\_\_\_ (All soldiers must initial this line). I understand that upon initial entry in the AGR program:

- a. I will be subject to the \_\_\_\_\_ Code of Military Justice.
- b. I will be managed under the regulations and policies that apply to the Army National Guard.
- c. I will be eligible for consideration for retention on Full-Time National Guard Duty by meeting the requirements established for the AGR Program, provided an authorized AGR position is

available.

*d.* I am aware that prior to completing my initial 3 years in the AGR program and every 5th year thereafter my records will be reviewed and evaluated by an AGR Continuation Board. This Board will make recommendations to the State Adjutant General as to my continuation in the AGR program. The decision of the Adjutant General as the approving authority is final. Recommendations will be based upon criteria established by regulations, manner of demonstrated performance, and compliance with AGR Program policies.

e. I am aware that the AGR Program will require successful completion of resident and non-resident courses of instruction given by military or civilian institutions. Residency at such institutions may require periods of time away from family and duty station. Failure to satisfactorily complete a course of instruction is grounds for separation from the AGR program.

f. I am aware that continuation in the AGR Program beyond my initial orders or any subsequent orders is neither mandatory nor automatic.

g. I am aware that during the first 18 months of my initial period of duty in the AGR Program, I will be subject to the following:

(1) If the ARNG seeks to utilize my services elsewhere as a result of my demonstrated ability, but not as a result of job elimination or promotion selection, and if such a transfer would require a Permanent Change of Station (PCS) , I have the option to accept or decline the re-assignment order.

(2) I am also aware that I may be subject to or may be offered the opportunity to relocate to another assignment and/or PCS to another AGR position for which qualified if my present FTS position is abolished or downgraded as a result of changes to force structure or manpower authorizations.

(3) I may be reassigned to another unit, location, or duty assignment when directed by the needs of the service. When possible, the reassignment will be to a position commensurate with the military grade established for the full-time support position and MOS. Reassignment beyond a reasonable commuting distance, requiring PCS according to the Joint Federal Travel Regulations, is not authorized during my stabilized 'tour of duty, except as provided in paragraph *gel*) or (2) of this certificate.

*h.* I am aware that when I enter on Full-Time National Guard Duty I must enroll in the Army Standard Pay Method (SURE-PAY) program and that I will be paid via the Direct Deposit/Electronic Funds Transfer system to a financial institution of my choice for credit in my personal account.

*i.* I understand that entry on Full-Time National Guard Duty as an AGR soldier does not make me eligible for Active Duty Veteran's Administration educational benefits.

*j.* I am aware that my voluntary entry into the AGR Program does not guarantee that I will attain 20 years of Active Federal Service for retirement.

### *Section 111*

I have been counseled on and understand all of the conditions and service requirements in this certificate. No other conditions or promises were made to me as a condition of my service on Full-Time National Guard Duty in the AGR Program.

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Date signed

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Typed or printed Name & Rank

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Signature

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Date

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Typed or Printed Name & Rank  
Of Counselor

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Signature



## GLOSSARY

*Section 1 Abbreviations*  
AbbreviationsAA  
Active ArmyAFS  
Active Federal ServiceAGR  
Active Guard/ReserveAPFT  
Army Physical Fitness TestARHG  
Army National GuardAT  
Annual TrainingCNGB  
Chief, National Guard BureauARNG  
Director, Army National GuardDODPM  
Department of Defense Pay ManualFTRGD  
Full-Time National Guard DutyFTRF  
Full-Time Recruiting ForceFT ARF  
Full-Time Attrition Retention ForceFTS  
Full Time SupportFTUS  
Full Time Unit SupportILO  
in lieu ofMEPF  
Military Entrance and Processing StationMILPO  
Military Personnel OfficerMOI  
Memorandum of InstructionNGB  
National Guard BureauOCS  
Officer Candidate SchoolPCS  
Permanent Change of StationPDP  
Professional Development ProgramPFT  
Physical Fitness TrainingPOTO  
Plans Operations and Training OfficerREFRAD  
Release from Active DutySPMD  
Support Personnel Management OfficerTAG  
The Adjutant General

IAW

In accordance with

IDT

Individual Duty Training

IET

Initial Entry Training

#### Active Guard/Reserve

For the purpose of this regulation only, Active Guard/Reserve refers to Army National Guard soldiers serving on Full-Time National Guard Duty under section 502(f), title, 32, United States Code. Soldiers are on FTNGD (other than for training or AD in the Active Army) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Army National Guard.

#### Adjutants General Primary Staff

For the purposes of this regulation only, the Adjutants General primary staff is considered to be: The assistant TAG/TAGs, Chief of Staff, and SP.

#### AGR Family Member

For the purposes of this regulation a family member is defined as: A family relationship to an AGR Soldier, including 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, stepsister, half brother, or half sister.

#### AGR Continuation Boards

A board of officers, warrant officers, and/or NCO's appointed and convened by the Adjutant General to make findings and to recommend continuation in or separation from FTNGD.

#### Applicant .

An individual who applies voluntarily for order to full-time National Guard duty in the Active Guard/Reserve Program.

#### Career management

A program for qualified soldiers that provides assignments to progressively responsible positions.

#### Career AGR Soldier

A soldier serving on FTNGD in the AGR program who has successfully completed the initial 3 year period of service.

#### Convening authority

The separation authority. For the purposes of this regulation the separation authority for ARNG soldiers on FTNGD in the AGR program is the State Adjutants General, or when delegated their primary staff as defined in this regulation.

#### Entry on duty date

The date travel officially begins as specified in orders. The official travel date is determined by the mode of transportation authorized and actually used to comply with the reporting date shown on the order. See the DODPM and JFTR for rules and restrictions.

#### Full-Time National Guard Duty (FTNGD)

Training or other duty, except inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States as a member of the National Guard of a State, territory, or the Commonwealth or the District of Columbia under sections 316, 502, 504, or 505 of title 32.

United States Code, with or without pay or for which the member has waived pay from the United States.

#### Full-Time Support (FTS) Program

Personnel assigned on a full-time basis for the purpose *of* organizing, administering, recruiting, instructing, or training the Army National Guard and the U.S. Army Reserve. These personnel include, civilian personnel, members of the Active Army, and personnel serving

Active Guard/Reserve status. The AGR Program is an element of the Full-Time Support Program.

#### Involuntary separation

Separation from commissioned. Warrant officer or enlisted status as a Reserve of the Army for cause (i.e., substandard performance of duty, moral or professional dereliction, or for security reasons) or for other than cause (i.e., force structure changes, or for changes in or elimination of FTS position).

#### Order of Merit List (OUL)

A ranking of AGR soldiers best qualified for selection in descending order, from best qualified to least qualified. The OML is used to select the next best qualified soldier when the best qualified soldier, as determined by the selection board; becomes disqualified for initial entry on FTNGD.

#### Over strength

Assigned strength which exceeds that authorized by the MTOE or TDA. Assignment of a soldier as over strength may be the result of unit reorganization, inactivation, or relocation. It may also be a result from assignment error, or as an authorized exception to policy to correct an injustice.

#### Preponderance of evidence

Evidence which, after consideration of the evidence presented, points to a certain conclusion as being more credible and probable than any other conclusion. Where the evidence is equally consistent with two or more opposing propositions, it is insufficient.

#### Professional Development Program (PDP)

A continuation of the Military Education Program (MEP) for AGR soldiers which was effective 20 February 1987. Successful completion of PDP requirements is required for tour continuation and for promotion consideration. The proponent is NGB-ARO-E.

#### Promotion eligibility date (PED)

The earliest date on which an officer who is recommended and selected may be promoted to the next higher grade.

#### Selection boards

A board of officers, warrant and/or NCOs appointed and by the Adjutant General for the purpose of fairly and thoroughly examining applicants to determine the "*best qualified*" applicant for an Authorized AGR vacancy.

#### Stabilized tour

A stabilized tour is a tour for which a mandatory period of duty in certain geographical area has been established.

#### Support Personnel Manning Document (SPUD)

Produced by the Support Personnel Information Management System (SPIMS) to document AGR positions.

#### UCMJ

ARNG personnel serving on FTNGD are not subject to the UCMJ, but may be subject to any code of

military justice established by their State under provisions of title 32 United States code. Note: AGR soldiers ordered to duty under title 10 United States code are subject to the UCMJ.