

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

**ANGI 36-101**

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**Personnel**

**THE ACTIVE GUARD/RESERVE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements ANGPD 36-1, *Full-Time Support to the Air National Guard* and DoD Directive 1205.18, *Full-Time Support (FTS) to the Reserve Components*. It applies to Air National Guard (ANG) members serving in Active Guard Reserve (AGR) status under Title 32 United States Code (U.S.C.) Section 502(f), *Required Drills and Field Exercises*. This instruction identifies responsibilities for the AGR program; establishes policies and procedures; identifies applicable Air Force (AF) and National Guard Bureau (NGB) directives; and specifies eligibility, selection and waiver processes.

**SUMMARY OF REVISIONS**

Changes initial tour lengths; adds Ready Reserve obligation for receipt of Separation Pay; changes references from SPMD to UMDA. Adds promotion eligibility guidelines for AGR members enrolled in the Weight and Body Fat Management Program (WBFMP). Includes detailed policy for ANG recruiting personnel. Incorporates changes to the AGR/Military Technician Grade Comparability, Attachment 4, to include policy clarification and implementation guidelines for Category One AGR members. Incorporates AGR Controlled Grade responsibilities. Updates policy on Temporary AGR Tours. Provides new attachment for requesting Temporary AGR Tours. Deletes requirement to serve 5 years AGR duty prior to retirement eligibility. Delegates responsibility to HRO for non-controlled grade AGR tour approval for those members unable to attain 20-year active duty retirement. Clarifies TIG requirements for retirement in grade held. Adds Table 6.1. Separation Program Designators (SPD), containing commonly used SPD codes. Updates medical eligibility for AGR tour information. Temporarily deleted guidance on AGRs performing State Active Duty awaiting decision from TJAG, ANG/DPPF will issue guidance concerning this policy upon receipt of TJAG decision.

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## Chapter 1 GENERAL

**1.1. Purpose.** This instruction prescribes policy and procedures for administering and managing Active Guard/Reserve (AGR) personnel serving in the full-time National Guard duty program under Title 32 USC 502(f) for the purpose of organizing, administering, recruiting, instructing or training the ANG. It specifically prescribes policies and procedures regarding the accession, use, professional development, retention, separation, and retirement of AGR personnel. For the purpose of this instruction, the term AGR refers solely to AGR personnel serving under Title 32 USC 502(f).

**1.2. Scope.** Information herein provides The Adjutants General (TAG) sufficient personnel and manpower management policy for developing a career management program for AGR personnel within their respective states. For the purpose of this instruction, a career management program is defined as a program that will afford individuals the opportunity to achieve upward mobility consistent with manpower constraints and the needs of the unit. Per DoDD 1205.18, *Full-Time Support (FTS) to the Reserve Components*, the AGR program shall be administered as a career program that may lead to a military retirement after attaining the required years of active Federal service.

**1.3. Explanation of Terms.** Terminology is defined in Attachment 1.

**1.4. Instruction Supplements.** Each TAG or authorized representative may issue supplements to this instruction; however, the specific requirements of this instruction will not be abridged. Information copy of supplements will be forwarded to ANG/DP.

### **1.5. Responsibilities:**

1.5.1. National Guard Bureau. ANG/XP provides resources for the employment of ANG members in an AGR status. ANG/DP formulates AGR policy, processes requests for exception to policy, evaluates management of the AGR program, and provides necessary guidance for administering and managing the AGR program, to include AGR Controlled Grades, and is the primary point of contact for the Human Resource Office (HRO).

1.5.2. The Adjutant General (TAG). Each TAG is responsible for implementing this instruction and ensuring the administration and oversight of the AGR program within the State. TAGs have increased waiver authority as indicated in this instruction.

#### 1.5.3. Human Resource Office/AGR Manager:

1.5.3.1. The HRO is responsible for developing AGR management programs, policies and procedures as well as oversight for these programs. The HRO is the primary point of contact for communications with ANG/DP concerning the AGR program.

1.5.3.2. The HRO receives, reviews, and updates the UMDA and AGR RAs. The HRO coordinates with appropriate state headquarters personnel to identify State needs for mission accomplishment, and allocates RA to units.

1.5.3.3. Processes all requests for AGR tour announcements to ensure compliance with directives or instructions. Develops and distributes job announcements. Reviews applications to ensure eligibility of applicants.

- 1.5.3.4. Receives and reviews selection package to ensure that compatibility, and compliance with established guidance have been followed for appointment.
  - 1.5.3.5. Monitors unit manning to preclude excess and/or overgrade assignments of AGR personnel and to preclude over execution of allocated RA.
  - 1.5.3.6. Inputs all AGR accessions, separations and personnel changes into the Defense Civilian Personnel Data System (DC-). Ensures that AGR members are input into the Defense Enrollment Eligibility Reporting System (DEERS).
  - 1.5.3.7. Publishes AGR tour orders, in accordance with (IAW) AFI 37-128, *Administrative Orders* and procedures established by TAG or designated representative.
  - 1.5.3.8. Manages Priority Placement Program (PPP) and Reductions in Force (RIF).
  - 1.5.3.9. Conducts periodic staff assistance visits to units.
  - 1.5.3.10. Advises AGR members of changes in AGR policies and instructions. Annually hosts an AGR briefing, openly discussing AGR programs and policy issues.
  - 1.5.3.11. Monitors all disability actions to ensure prompt resolution of applications.
  - 1.5.3.12. Compiles and submits state AGR controlled grade requirements when requested by ANG/DP. Ensures that the State executes 100 percent of allocated AGR Controlled Grades.
  - 1.5.3.13. Ensures that individuals selected for AGR tours, that cannot attain 20 years of active federal service prior to reaching mandatory separation, complete the Statement of Understanding contained in Attachment 2.
  - 1.5.3.14. Maintains the completed Statement of Understanding (Attachment 2) for those members selected for AGR tours that cannot attain 20 years of active Federal service prior to reaching mandatory separation.
- 1.5.4. Air/Detachment/Mission Commander:
- 1.5.4.1. Air/Detachment/Mission Commander (or equivalent, is responsible for the day-to-day management of the AGR personnel in their unit.
  - 1.5.4.2. Establishes appropriate duty hours as necessary to meet mission requirements.
  - 1.5.4.3. Establishes written policy, if required, IAW AFI 36-3003, *Military Leave Program* to include guidance on partial absences during the duty day and medical related absences. Prior to implementation such supplements require HQ AFPC/DPS coordination.
- 1.5.5. Military Personnel Flight (MPF) and Remote Designee:
- 1.5.5.1. The Remote Designee is an integral member of the MPF and performs full-time support duties in collaboration with the HRO.
  - 1.5.5.2. Processes all personnel actions normally associated with a military assignment and will serve as the local point of contact between the AGR member and the HRO. Manages an in-processing schedule in coordination with the HRO and other applicable base agencies for newly assigned AGR members. Conducts an orientation program to outline military requirements, benefits and entitlements.

1.5.5.3. Implements AGR policy and provides technical guidance regarding AGR policies and programs to AGR personnel and supervisors. Provides overall expert knowledge of regulatory requirements. Advises, counsels, and or refers AGR personnel and family members to other appropriate support or benefit programs, i.e., Veterans Administration or TRICARE. Explains TRICARE program, how to file for reimbursable claims, and location of servicing Health Benefits Advisor (HBA).

1.5.5.4. Schedules retirement counseling for AGR personnel. Coordinates retirement actions with the HRO. Utilizes retirement information contained in the ANG/DP web page, <https://airguard.ang.af.mil/dp>.

1.5.5.6. Coordinates with Unit Senior Health Technician on matters relating to physical examinations for current and potential AGR personnel. Ensures that physicals are accomplished within the established time frame.

1.5.5.7. If no Remote Designee is assigned, the MPF Chief will designate another section of the MPF to assume the full-time support duties and responsibilities.

1.5.5.8. Analyzes, interprets, and clarifies policies, directives, and other issues on behalf of the National Guard Bureau and the HRO on military personnel matters.

1.5.5.9. Enrolls AGR members and family members into DEERS, issues appropriate ID cards and, if desired, enrolls family members in the TRICARE Active Duty Family Member Dental Plan.

1.5.5.10. Ensures proper processing of personnel actions, i.e., annual performance reports, etc. Prepares and issues DD Form 214, **Armed Forces of the United States Report of Transfer or Discharge**, upon termination of active duty status. Reviews separation/retirement procedures to ensure compliance with appropriate laws and instructions.

1.5.5.11. Administers the retirement program for AGR personnel qualifying under the military retirement system by assisting eligible personnel to complete the application for retirement and related documents. This also includes assisting with application and counseling for the Reserve Component Survivor Benefit Plan (RCSBP) or the Survivor Benefit Plan (SBP).

#### 1.5.6. Financial Management Office (FMO):

1.5.6.1. Ensures that appropriate documentation is completed to access member to the Defense Joint Military Pay System – Active Component.

1.5.6.2. Ensures that AGR members understand leave procedures (accrual, amount carried forward each fiscal year, and request procedures). Maintain unit's leave log.

1.5.6.3. Processes documentation required ensuring that members receive separation pay, if entitled.

#### 1.5.7. Clinic Health System Technician/Specialist:

1.5.7.1. Coordinates with the State Air Surgeon and forwards physical exams and, if necessary, medical waivers to ANG/SGP for approval. Monitors periodic physical examination requirements and takes appropriate action to ensure that requirements are met within the established time frame.



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

1.5.7.3. Monitors personnel being processed through Air Force medical channels for possible Medical or Physical Evaluation Boards (MEB/PEB) and possible placement on Temporary Disability Retired List (TDRL). Coordinates with MPF on all actions required.

1.5.8. Full-Time National Guard Duty (AGR) Members. AGR members are responsible for reading and understanding the contents of this instruction.

**1.6. Equal Opportunity.** The management of AGR personnel will be free of discrimination based on race, color, religion, sex, national origin, or on non-disqualifying age or disability. The objective of the equal opportunity program is to ensure fair, equitable, and nondiscriminatory treatment of all, based on merit, fitness, capability, and potential; and to provide opportunity for upward mobility to leadership and management positions within the National Guard.

1.6.1. The ANG goal is a full-time military force that reflects the racial, ethnic, and gender diversity of the ANG military force in each respective state.

1.6.2. Discrimination complaints, arising over matters pertaining to AGR members, will be processed under the National Guard military discrimination complaint system. The governing regulation is NGR 600-22/ANGI 36-3, *National Guard Military Discrimination Complaint System*.

1.6.3. In addition to the complaints processing regulation, personnel administering the AGR program must also be familiar with ANGR 30-2, *Social Actions NGB-Program* and ANGR 30-12, *Nondiscrimination In Federally Assisted Programs*.

### **1.7. Entitlements/Benefits for AGR Personnel:**

1.7.1. AGR personnel and their family members are entitled to most benefits provided by law to personnel on active duty in Federal service except as specified in 1.7.2., below.

1.7.2. For the purpose of Title 38 U.S.C., *Veterans' Benefits*, service in AGR status under Title 32 U.S.C. 502(f) may not be considered by the Veteran's Administration (VA) to be qualifying service for a variety of VA benefits. However, a member on AGR duty under Title 32 U.S.C. 502(f) who dies or is disabled from a disease or injury incurred or aggravated in the line of duty may be eligible to receive VA medical care and/or Dependent Indemnity Compensation for survivors. The VA determines all questions of entitlement to benefits under Title 38.

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

1.8.1. Drug cases must receive prompt evaluation and disposition. Those individuals confirmed to be drug abusers will be processed for separation from the ANG and as a Reserve of the Air Force. The ANG does not have the resources required to implement a drug rehabilitation program.

1.8.2. Alcoholism is recognized as a progressive, non-compensable disease that affects the entire family and is both preventable and treatable. It is ANG policy to help prevent alcohol abuse and alcoholism among its personnel and to try to restore members with problems

attributable to alcohol abuse to full duty status. ANG policy also seeks to ensure the humane management and administrative separation of those members that cannot be restored to full duty status or rehabilitated.

**1.9. Waivers.** Requests for waivers to this instruction must be fully documented and must be processed through command channels to include the Air/ Detachment/ Mission Commander and HRO, TAG, and unless otherwise indicated, forwarded to ANG/DP for approval/disapproval. States may utilize email coordination to process waivers and requests for exception to policy.

## Chapter 2

### ENTRY INTO THE AGR PROGRAM

#### 2.1. Eligibility Requirements:

2.1.1. Military assignments. All AGR personnel must hold compatible UMDG and UMDA assignments. As such, military personnel policies and regulations governing UMDG assignment, reassignment, retention, promotion, etc., are applicable and must be administered prior to or in conjunction with any action related primarily to the AGR duty status of any member.

2.1.2. To accept an AGR position, an applicant's military grade cannot exceed the maximum military grade authorized on the UMDA and UMDG for that position. Enlisted members who are overgrade must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.

2.1.3. Entry qualifications for AGR status include:

2.1.3.1. Officers must meet the entry-level Air Force Specialty Code (AFSC) qualification criteria outlined in AFMAN 36-2105, *Officer Classification* for the duty AFSC compatible with the UMDA position.

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

2.1.3.3. Enlisted personnel must possess an AFSC compatible with the UMDA upon selection for AGR duty. If there are no applicants who have the required AFSC, then the applicant must sign an agreement to retrain following procedures outlined in paragraph 3.7 of this instruction.

2.1.3.3.1. The airman's grade is SrA (E-4) or below. An awarded 3-skill level in the AFSC is required. Airmen of this grade with prior experience may qualify IAW AFI 36-2101, *Classifying Military Personnel*.

2.1.3.3.2. The airman's grade is SSgt (E-5) or higher. An awarded 5-skill level in the AFSC is required. The 5-skill level requirement may be waived by TAG when deemed necessary.

2.1.3.3.3. Supervisory positions may, at the discretion of the selecting official, require a 7-skill level in the required AFSC.

2.1.3.4. Any member in Phase I of the ANG Weight and Body Fat Management Program (WBFMP) is ineligible for entry into any type of AGR or Statutory Tour IAW ANGI 40-502, *The Weight and Body Fat Management Program*. This does not include Phase II of the WBFMP.

2.1.3.5. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*, Attachment 2, Medical Evaluation for Continued Military Service. Individuals who enter the AGR program from a Title 10 U.S.C. status (active duty or statutory tour) are not required to get a new physical

examination provided their current physical is not more than 5 years old at the time of entry into AGR status.

2.1.3.6. AGR personnel may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian). Individuals receiving or eligible to immediately receive a federal annuity and individuals receiving or eligible to immediately receive a state annuity for service as National Guard technicians are not eligible for entry on any type of AGR tour under this instruction. This paragraph does not prohibit renewal of a member currently serving on a permanent AGR tour.

2.1.3.7. The AGR program shall be administered as a career program that may lead to a military retirement after attaining the required years of active federal military service. Applicants for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation. IAW DODD 1205.18, *Full-Time Support (FTS) to the Reserve Components*, personnel may be placed in AGR status for occasional, one-time tours, or for a probationary period established by the Adjutant General, not to exceed 6 years. Continuation beyond the initial probationary period, or service in AGR status for more than 6 years constitutes retention and shall require subsequent management under a career program. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in Attachment 2. Waiver authority of this requirement for members in the grades of E-8, E-9, O-4, O-5, and O-6 is ANG/DPF, for all other enlisted and officer grades the waiver authority is the HRO. The HRO will maintain the completed Statement of Understanding.

2.1.3.8. Military technicians may be reassigned to AGR status through announcement procedures outlined in paragraph 2.3.

2.1.3.9. An individual must not have been previously separated for cause from active duty or a previous AGR tour.

## **2.2. General:**

2.2.1. Members of the ANG must be assigned to AGR status against vacant positions on the ANG UMDA. The UMDA contains two categories of AGR positions:

2.2.1.1. Category 1 consists of positions that must be filled only by AGR personnel (such as recruiters, security police, range personnel, air defense sectors, etc.). Each position in this category identifies the appropriate military AFSC and the maximum military grade.

2.2.1.2. Category 2 consists of positions that may be filled by either military technicians or AGR personnel. Each position in this category contains a technician grade and maximum comparable military grade.

2.2.2. AGR personnel will be primarily used in readiness support, training to units and be assigned against mobility positions. TAG may approve AGR assignment to the State Headquarters or HRO.

2.2.3. Members must remain in the position to which initially assigned for a minimum of 12 months. TAG may waive this requirement in exceptional circumstances.

### 2.3. Announcement Procedures:

2.3.1. The Air/Detachment/Mission Commander must identify which vacant UMDA positions are to be advertised and filled with AGR resources. These positions must be available from within the unit's allocated RA and grade ceilings.

2.3.2. AGR personnel and military technicians may be considered concurrently for the same position vacancy. If a joint announcement is used, both military technician and AGR duty information (military title, grade, qualifications, etc.) must appear on the announcement. If selected for a position, a current AGR member may be transferred to the new position in AGR status. AGR personnel assigned to a Category 1 position may transfer to a Category 2 position; however, the resource may not be transferred.

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

2.3.3.1. State procedures must include widespread advertising of AGR positions to ensure that no eligible individual is overlooked. Prior to requesting an eligibility waiver, the State must advertise the AGR position nationwide for a minimum of thirty (30) calendar days. Every qualified individual must be given the opportunity to apply for positions as advertised and to become familiar with all provisions of this instruction.

2.3.3.2. An enlisted member's application for an officer position must be processed and sent to the selecting official for consideration, provided the enlisted member is qualified for commissioning IAW ANGI 36-2005, *Appointment of Officers in the ANG of the US and as a Reserve of the Air Force* (Formerly NGR (AF) 36-2), the State is within its authorized officer AGR allocations, and would meet the criteria for the AFSC set forth in AFMAN 36-2105, *Officer Classification*.

2.3.3.3. Individuals must apply in writing for AGR tours IAW procedures established by TAG or designated representative.

2.3.3.4. The individual's eligibility for an AGR tour must be verified IAW provisions stipulated in this instruction (see Attachment 3).

2.3.3.5. The HRO or TAG designated representative is the final approval authority for selection of applicants.

2.3.3.6. A position may not be advertised or filled until a review of overgrade/excess AGR personnel has been accomplished, and the HRO has certified that no overgrade/excess AGR members exist who could be offered the position IAW Chapter 4 of this instruction.

### 2.4. Selection Process:

2.4.1. Selection and assignment of AGR personnel must be to vacant UMDA positions within the grade limits specified for each position on the grade comparability table, Attachment 4, and within allocated AGR Controlled Grade ceilings (if applicable).

2.4.2. Commanders will maintain unity of command and integrity of supervisory relationships. Grade inversion is detrimental to the military nature of the ANG and is not authorized. Waivers will only be considered for short periods of time to permit the completion of promotion processing.

2.4.3. Selections for AGR assignments will normally be made, but not limited to ANG members residing within the established competitive area of the unit where the vacancy exists. Travel and transportation entitlements will be as prescribed by the appropriate Joint Federal Travel Regulations (JFTR).

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

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

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

2.4.4.3. Entitlement(s) for a member who makes a PCS move and completes the AGR tour are governed by the JFTR.

2.4.4.4. Approval for a PCS move rests with the gaining TAG or designated representative. ANG comptrollers are responsible for advising state and unit personnel managers on PCS entitlements to support approved PCS moves.

2.4.4.5. The same procedures would apply for PCS moves between units in the same state.

2.4.5. Individuals in the following categories are ineligible for PCS assignment:

2.4.5.1. Members whose immediate past performance (full-time or drill status) has been marginal or substandard.

2.4.5.2. Members under criminal investigation or pending criminal charges.

2.4.5.3. Current AGR members progressing unsatisfactorily in Phase I of the Weight and Body Fat Management Program, IAW ANGI 40-502.

2.4.5.4. Members enrolled in an alcohol abuse rehabilitation program.

## **2.5. Restoration Rights:**

2.5.1. Military technicians who separate from technician employment to enter into the AGR program or to accept a statutory tour have restoration rights IAW TPR 300 (353), *Federal Personnel Manual*. Individuals will not be restored to military technician status solely to gain entitlement to a new period of restoration rights or to establish a new high 3 years of income for federal civil service retirement computation. Exceptions to this policy will not be considered. ANG/XPM will not allocate additional resources to accommodate restoration to technician status.

2.5.2. AGR personnel who enter a statutory tour (e.g. Title 10, Sections 10211, 10305, 12402 and 12310) have restoration rights upon the satisfactory completion of their Title 10 tour; not to exceed five years, to the State from which they entered their initial statutory tour. Individuals will not be restored to AGR status solely to gain entitlement to a new period of restoration rights. Exceptions to this policy will not be considered. Each AGR member who enters a statutory tour must be informed in writing and acknowledge such notice that the individual is entitled to revert to the same military grade held prior to the statutory tour assignment. Personnel promoted while on Statutory Tour, may be placed into the Priority

Placement Program (PPP) as outlined in Chapter 4, if a UMDA position is not available to support their current military grade. When the member in question is serving in a controlled grade, the State must accommodate the member within their current controlled grade allocations. ANG/DP will not allocate additional controlled grade ceilings to accommodate the members return to state control. ANG/XPM will not allocate additional resources to accommodate restoration to AGR status.

2.5.3. When filling positions vacated by AGR personnel entering a statutory tour, job announcements must indicate that this position is temporary indefinite until such time as the departing individual is either restored or the restoration period expires.

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

**2.6. Length of Tours.** Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years. Tours may not extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD) for Lt Col and above.

**2.7. Controlled Grade Ceilings.** The HRO will identify to ANG/DP, annually, controlled grades required. The controlled grade ceilings provided are the maximum available for each HRO. All restorations, promotions and new hires must be accommodated within these controlled grade ceilings.

## Chapter 3

### UTILIZATION AND ASSIGNMENTS

**3.1. Scope.** ANG personnel serving in the AGR program under Title 32 U.S.C. 502(f) are employed for the purpose of organizing, administering, recruiting, instructing, or training ANG members.

**3.2. Duties of AGR Personnel:**

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

3.2.2. AGR members will perform a minimum of forty hours of duty per week. Regular or alternate work schedules, as approved by TAG, should not deviate from those approved for military technicians. AGR personnel will participate with their unit of assignment during Unit Training Assemblies (UTA) or equivalent periods of duty unless excused from duty IAW AFI 36-3003, *Military Leave Program*. UTA duty hours will not be applied towards fulfillment of the forty-hour workweek. AGR personnel will also be available to participate in annual training periods, deployments, and exercises, when required.

3.2.3. AGR members will not be required to take leave other than as directed in AFI 36-3003.

**3.3. Overseas Duty:** As an AGR member you may be required to serve overseas.

3.3.1. AGR personnel may not participate in exercises or deployments outside the United States, Guam, Puerto Rico, or the US Virgin Islands while in 32 U.S.C. 502(f) status. Guidance for placing AGR personnel on overseas duty is included in AFI 37-128, *Administrative Orders*.

3.3.2. Authority is given for any mission directed OCONUS TDY that the member will be placed under Title 10 U.S.C. Section 12301(d) for the duration of TDY and will revert to Title 32 U.S.C. Section 502(f) upon completion of TDY. When called or ordered to federal active duty with their unit, AGR personnel will not be terminated from Title 32 U.S.C. Section 502(f) status.

**3.4. Counter Drug Support:**

3.4.1. Counter Drug Support. AGR personnel (other than counter drug coordinators) may, at the commander's discretion, provide support to the counter drug program, but only to the extent the support is incidental to the duties they normally perform for their units.

3.4.2. Reserved.

**3.5. Flag/JCS Exercises/Contingency:** AGR personnel may not participate in Flag/JCS exercises while in 32 U.S.C. 502(f) status. Appropriate TDY orders will be published. AGR personnel will convert to Title 10 U.S.C. status.

3.5.1 Contingency Issues:

3.5.1.1. Administrative Control/Operational Control (ADCON/OPCON) for AGR members - The unit of assignment and unit of attachment require two separate designations in the "Remarks" section of the orders. The orders should always contain



language that assigns the AGR member to the 201st MSS (ANGRC) Andrews AFB, MD and attaches them to an active component (AC) unit (CONUS/OCONUS) for duty.

3.5.1.2. Assignment and attachment are defined as follows:

3.5.1.2.1. Assignment: Assigned to the 201st MSS (ANGRC) Andrews AFB, MD (This applies for all ANG members in Title 10 status short of Full Mobilization). This designation confers ADCON of the member to the 201st MSS.

3.5.1.2.2. Attachment: The AC unit for which the member will be performing federal duty is the unit of attachment. This could be an ANGRC Detachment or an AC unit such as the 108 AW or the 104th Expeditionary Operations Group. This designation confers OPCON on the gaining AC unit. Simply put, OPCON is the mission for which the member has been called to active duty.

3.5.1.3. An AGR member's Title 32 U.S.C. 502(f) order will include the following remark: "By Order of the Secretary of the Air Force, ANG AGR members will automatically convert to Title 10 U.S.C. 12301(d)/Title 10 U.S.C. 12302 status (as appropriate) when performing duty, oconus or conus. Members will revert to their original Title 32 U.S.C. 502 (f) status upon release from or completion of this period of duty. Duty performed under Title 10 U.S.C. 12301(d) will not exceed 179 days with possible extension to 270 days. Duty performed under title 10 U.S.C. 12302 is limited to 12 months with possible extension to 24 months, unless sooner released by proper authority." This amendment is comparable to the statement included in AGR orders for OCONUS TDY or pulling alert duty and will remain transparent to the member. Continue to maintain their original Title 32 U.S.C. 502(f) order in their Unit Personnel Record Group (UPRG). This policy applies to contingency operations both CONUS and OCONUS.

### **3.6. Reassignments:**

3.6.1. Reassignment to a vacant UMDA position must be to a position not lower than the individual's current military grade (unless the enlisted member agrees in writing to a reduction in grade) and compatible with the UMDG assignment. An amendment to the member's AGR orders reflecting the new UMDA position (and UMDG position if appropriate) must be accomplished. With HRO concurrence, commanders may direct reassignment of AGR members to vacant positions without advertising the position, and without the member's consent.

3.6.2. AGR personnel affected by UMDA reductions will be given first priority for reassignment to any available vacant AGR position within the State for which they are or can become qualified. New hires may only be authorized after AGR members affected by the UMDA reductions have been placed.

3.6.3. Members who are reassigned to a new position must remain in that position for a minimum of 12 months. TAG may approve waivers for exceptional circumstances.

**3.7. Retraining.** Enlisted members currently serving in AGR status may be selected for a vacant UMDA position without an awarded 3-level in a compatible duty AFSC subject to the following restrictions:

3.7.1. If the UMDA position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned to the new UMDA position immediately, but must agree in

writing to attend the first available course that would qualify them in the new AFSC. Service commitments will be IAW ANGI 36-2101, *Assignments within the Air National Guard*. If the member fails to successfully complete the required formal training IAW AFI 36-2201, *Developing, Managing and Conducting Training* and AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)* or fails to attend the first available course through circumstances over which the individual has control, the individual must be reassigned to a UMDA position for which qualified or be removed from AGR status.

3.7.2. Individuals must continue to progress in training IAW AFI 36-2201 and AFI 36-2101 to a skill level compatible with their UMDA assignment. Members who do not progress to the next skill level will be reassigned to a UMDA position for which qualified or will be removed from AGR status.

3.7.3. The member must sign a statement acknowledging understanding of the above conditions prior to assignment to the UMDA position. This statement may be made on the AF Form 2096, **Classification/On-The-Job Training Action**, reassigning the member and must be included in the member's AGR personnel file.

**3.8. Grade Comparability and AFSC Compatibility.** The AGR/military technician grade comparability table (Attachment 4) will be used to determine the maximum AGR grade authorized for each position on the UMDA. Local exception position descriptions may only be used to increase or decrease the grade authorized by this table, when approved by all the following offices: Functional Manager, ANG/DP, ANG/XP and NGB-HR-Western Center. An individual's assignment to the UMDG must be compatible (as defined by compatibility criteria published by ANG/DP) with the UMDA assignment.

**3.9. Supervision of Personnel.** The concept of the senior military individual being assigned supervisory responsibilities is an essential element of military service and an inherent part of the military organizational structure.

3.9.1. Military rank is the determining factor when designating supervisory responsibilities. Grade inversion is detrimental to the military nature of the ANG and is not authorized.

3.9.2. Family members will not normally be assigned to a unit commanded by a relative. However, the assignment of family members to the same unit is permissible if all of the following criteria are met.

3.9.2.1. Prior to the assignment, the unit commander must determine that the potential for conflict of interest or the possibility (or perception) of preferential treatment on the part of either family member will not exist.

3.9.2.2. The family members must be separated by at least 2 levels of supervision, and not be in the rating chain.

**3.10. Standards of Conduct.** DoD Directive 5500.7, *Joint Ethics Regulation (JER)* and AFI 51-902, *Political Activities by Members of the US Air Force* are applicable to AGR personnel. Personnel must be briefed annually on these regulations.

3.10.1. Commanders must ensure that outside employment of AGR members is in compliance with the provisions of DOD Directive 5500.7. Commanders must maintain a copy of written approval for outside employment of an AGR member. Mission needs must be

the guiding force behind approval. Due to possible conflicts of interest, AGR members may not be employed as state civilian employees (temporary or permanent).

3.10.2. For political activity, DoD Directive 1344.1, *Political Activities by Members of the Armed Forces on Active Duty* applies to full-time National Guard duty and in practical effect causes the guidance in AFI 51-902 to apply to AGR members. Requests for waivers must be submitted through channels to ANG/DP for submission to HQ USAF/JACM.

### **3.11. Performance Evaluations:**

3.11.1. TAG or designated representative, will establish the supervisory/evaluation chain and the rating scheme. The rating chain must include a full-time supervisor (AGR or military technician) as the rater, additional rater, or reviewer.

3.11.2. All AGR personnel will have periodic appraisals. Officers will have Officer Performance Reports (OPR) as required IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*. Enlisted personnel will have Enlisted Performance Reports (EPR) IAW ANGR 39-62, *Enlisted Performance Appraisal* unless superceded by AFI 36-2406. Supervisors will counsel AGR members on their performance at least annually.

**3.12. Details.** AGR members may be detailed outside of their assigned AFSC. Details may not exceed 120 days.

## Chapter 4

### PRIORITY PLACEMENT AND REDUCTION IN FORCE

**4.1. Priority Placement of Overgrade Members.** The Priority Placement Program (PPP) is designed for the management of overgrade AGR members. 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:

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

4.1.2. 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.

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

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

4.2.1. Members will be entered in the PPP, for a period not to exceed 2 years, on the same date as the action that causes them to become overgrade.

4.2.1.1. The HRO will notify the member in writing (with an information copy to the MPF) that the individual has been placed in the PPP.

4.2.2. A member in the PPP will be offered, in writing, the first available UMDA position within the State for which the member meets the minimum specialty qualifications for assignment as outlined in Chapter 2. The provisions of paragraphs 3.6. and 3.7. apply.

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

4.2.2.2. The written offer will also advise the member that they must successfully obtain the compatible skill level qualification for the UMDA position within a specified time and will identify any mandatory formal training required to obtain the necessary skill qualification.

4.2.2.3. The position offered must have a military grade that meets or exceeds the member's current grade.

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

4.2.3. Overgrade AGR members must accept or decline a position offered under the PPP within 10 days of the date of the written offer. If the member accepts the position, the HRO will direct the MPF to reassign the member within 30 days of acceptance of the position.

4.2.4. An overgrade AGR member who declines a position offered under the PPP must be reduced in grade to the maximum grade of the UMDA position not later than 30 days after the declination; if an officer, the individual must 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.

4.2.5. TAG may approve the retention of a member in the PPP after the individual has declined an offered position if the declination was based on unusual circumstances which would have created a severe hardship for the member. This action will not extend the original PPP period.

**4.3. Notification of Overgrade.** Unit DPs or designated representatives must counsel AGR personnel on the provisions of this chapter within 30 days of the date that they become overgrade.

4.3.1. An officer who is entered in the PPP and is not offered a position under the program within two years will be retired or separated from AGR status.

4.3.2. An enlisted member who is entered in the PPP and is not offered a position under the program within two years will be administratively reduced in grade to the authorized grade of the UMDA position, retired or separated from AGR status.

4.3.2.1. The member will be notified at least 90 days prior to the expiration of the PPP that separation or reduction in grade will occur if a position does not become available by the anniversary date.

4.3.2.2. Members will be separated or reduced in grade on the second anniversary of entry into the PPP.

**4.4. Reduction in Force.** The Reduction in Force (RIF) is designed to manage those AGR members who become excess to a State's AGR Resource Allocations. Officers and airmen serving on AGR tours may be involuntarily separated due to a reduction in AGR RA. Placement based on RIF action takes precedence over placement due to PPP actions. AGR members who have between 18 and 20 years of active duty are exempt from RIF action.

**4.5. AGR RIF Boards.** 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. When possible, board composition must be reflective of the members considered for possible RIF actions, to include female and/or minority representation if appropriate.

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

4.5.1.1. Performance evaluations

4.5.1.2. Professional Military Education

4.5.1.3. Technician Reemployment Rights

4.5.1.4. Civilian Education

4.5.1.5. AFSC Qualifications

4.5.1.6. Military mission requirements

4.5.2. The board will prioritize all members considered with the lowest score last and the highest first.

**4.6. Implementation of RIF.** When notified by ANG/XPM of a reduction in AGR Resource Allocations, the HRO will do the following:

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

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

4.6.3. 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).

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

4.6.3.2. Retention will not be authorized for the sole benefit of the member.

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

4.6.5. Convene a board of ANG personnel to prioritize affected members placed on a RIF register.

4.6.6. Separate members with the lowest scores first until mandated reduction levels have been met.

4.6.6.1. Members must be given written notification at least 90 calendar days prior to separation.

4.6.6.2. Members will be counseled on Transition Assistance Benefits.

4.6.7. New hires may only be authorized after every effort has been made to place AGR members affected by the RIF.

4.6.8. Members who have not been placed must be separated no later than 90 days from the date of the reduction in AGR RA.

## Chapter 5

### MISCELLANEOUS

**5.1. Military Pay Procedures.** AGR Personnel will be paid through the Defense Joint Uniform Military Pay System – Active Component (DJMS-AC). The Financial Management Office (FMO) should receive copies of AGR orders and documents supporting personnel actions affecting accession, separation, promotion, demotion and entitlement to incentive pay.

**5.2. Promotion of AGR Personnel:**

5.2.1. The number of AGR personnel and their military grades cannot exceed the annually established military duty end strength and grade ceilings. Therefore, the following controls are necessary.

5.2.1.1. Officer and enlisted AGR personnel will not be promoted above the comparable grade of their UMDA position. See Attachment 4 of this instruction.

5.2.1.2. While serving in AGR status, existing ANG promotion policies in NGR(AF) 36-4, *Federal Recognition of Promotion in the ANG of the US and as a Reserve of the AF Below the Grade of General Officer* and ANGI 36-2502, *Promotion of Airmen*, ANG will apply to both officers and enlisted personnel, respectively.

5.2.2. Officers selected for promotion under Reserve Officer Promotion Management Act (ROPMA) can only be promoted within current grade ceilings. The availability of a controlled grade and the assignment to a comparable UMDA position will be determining factors. Promotions will be involuntarily delayed, indefinitely, if any of the preceding factors are not satisfied. (AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the AF*).

**5.3. Accountability.** All AGR personnel must be accounted for in ANG end strength and personnel reporting systems. ANG/XPM distributes AGR RA. ANG/DP is responsible for the distribution of controlled grade ceilings to each state. Controlled grade ceilings and AGR RA will not be exceeded without prior written approval from ANG/DP or ANG/XPM, respectively. AGR personnel must be coded within the Personnel Data System (PDS) according to Attachment 6.

**5.4. Education and Training.** Individuals in AGR status will be afforded the same opportunity for enhancing their military knowledge and career as is presently available to all other ANG members. AGR personnel attend all service schools in AGR status. Orders will indicate the fund citation for travel and per diem provided under the school quota authorization.

**5.5. Military Jurisdiction/Discipline:**

5.5.1. All AGR personnel are under state military code jurisdiction. Inherent in the office of the TAG, the State's highest military officer, is the authority to control and discipline members of the State's National Guard. Applicants for AGR positions must be advised that they are subject to state military justice procedures and statutes, and civil laws and statutes, as appropriate, when they are serving under the provisions of Title 32 U.S.C. 502(f).

5.5.2. All records of disciplinary action (memorandums of counseling/reprimand) will be maintained by the unit commander IAW AFI 36-2608, *Military Personnel Records System*.

These documents must be destroyed when indicated in the memorandum or upon separation of the member.

## **5.6. Temporary AGR Tours:**

5.6.1. Temporary AGR tours should only be used for short periods of time to fulfill work requirements that are seasonal, backlogged or unexpected. Examples include: Operational Readiness Inspection/Unit Compliance Inspection (ORI/UCI) preparation, filling a position due to an incumbent's absence due to a serious medical condition or hospitalization, interim fill of a position during the advertisement and selection period, or a requirement to install or refurbish newly acquired equipment.

5.6.1.1. States that have permanent resource allocation AGR vacancies during the year may hire temporary AGR personnel during the period of time the AGR position is vacant. States may also, under exceptional circumstances, request that additional resources be provided by ANG/XPM (See Attachment 5). States may not exceed their authorized AGR resource allocations at any point during the fiscal year.

5.6.1.2. States utilizing temporary AGR tours must do so within the same category of manpower (i.e. officer vacancies to hire temporary officers, enlisted vacancies to hire temporary enlisted).

5.6.2. All Temporary AGRs 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) along with the approved start and stop dates of the orders, place ordered to active duty, Total Active Federal Military Service Date (TAFMSD) and the Civilian Grade (GS) of the position that the member is occupying.

5.6.2.1. Official AGR assigned strength numbers are derived from a data extract from the MilPDS Reporting Instance (RI). The Defense Civilian Personnel Data System (DCPDS) which is used at your HRO, is not the system utilized for reporting official AGR assigned strength.

5.6.2.2. Temporary AGR tours will be for a minimum of 31 consecutive days, and will normally not exceed 179 days in a fiscal year. With the exception of temporary AGR resources provided by the Ready Team for units in conversion, or temporary AGR resources authorized by ANG/XPM, initial unit funded temporary AGR tours greater than 179 days or extension of individuals on unit funded temporary AGR tours past 179 days, must be approved in advance by ANG/DPYR to ensure that end-strength considerations are met.

5.6.2.3. If a temporary tour is effective on or through 30 September of the fiscal year, or exceeds 179 days in one fiscal year, the incumbent must be counted and accommodated in the State's end-strength and if applicable, controlled grade ceilings.

5.6.2.4. Temporary AGR personnel must be assigned against valid UMDA positions and may not exceed the maximum grade authorized for the position. If the temporary AGR tour involves a member in the grade of SMSgt, CMSgt, Maj, Lt Col, or Col, and will be crossing fiscal years, it must first be coordinated through ANG/DPYR.

5.6.3. To be eligible for a temporary AGR tour, the eligibility and selection criteria defined in paragraph 2.1. and elsewhere in this regulation apply with the following exceptions:



5.6.3.1. The member must be medically qualified for continued worldwide duty IAW paragraph 7.2.4. and Attachment 3 of AFI 48-123, *Medical Examination and Standards*. An AF Form 895, **Annual Medical Certificate (AMC)(Privacy Act)**, must be completed when the temporary tour begins. Individuals who are authorized to exceed 179 days of continuous temporary status must have a completed physical IAW paragraph 7.2.1.

5.6.3.2. Members need not meet the criteria of paragraph 2.1.3.7. (retainability) provided the temporary tour does not place the member within the "sanctuary zone" and the tour does not exceed 179 days.

5.6.3.3. Temporary AGR tours need not be advertised through normal announcement procedures and may be terminated at any time.

5.6.4. Individuals in temporary AGR status will be entered into the PDS IAW Attachment 6 and will be paid through the Defense Joint Military Pay System - Reserve Component (DJMS-RC) rather than DJMS-AC.

**5.7. Personnel Absences.** AFI 36-3003, *Military Leave Program*, applies to all AGR personnel. If Air/Detachment/Mission Commanders establish supplemental administrative leave and pass policies and procedures, the supplement must be coordinated with HQ AFPC/DPS.

**5.8. Weight and Body Fat Management Program (WBFMP) Procedures Concerning AGR Members.** AGR members are subject to the provisions of ANGI 40-502, *The Weight and Body Fat Management Program*. AGR members enrolled in Phase I of the WBFMP will not be considered for AGR promotion. AGR members may be considered for transfer within the same AFSC, with gaining unit commander approval.

## Chapter 6

### SEPARATION/RETENTION/RETIREMENT

#### 6.1. General:

6.1.1. TAG (NGB/CF for Statutory Tour personnel) is the final authority for determining whether individuals will be separated. Retention may not be directed where separation is mandatory under this instruction. AGR personnel must complete the specified period of their orders unless released due to any of the following provisions:

6.1.1.1. An approved request for voluntary separation.

6.1.1.2. Mandatory (involuntary) separation. Maximum length of commissioned service for officers, age 60 for enlisted members.

6.1.1.3. Involuntary separation for cause.

6.1.1.4. Involuntary separation due to reduction of RA.

6.1.1.5. Retirement.

6.1.2. Refer to Chapter 7 for instructions regarding retention or separation of members undergoing medical treatment.

6.1.3. An AGR member who is being released from an AGR tour may request a physical examination through channels from the servicing medical facility, at least 90 days prior to separation to ensure adequate time for completion. A complete physical is not a requirement for separation. Failure to complete the examination will not be grounds for retention in AGR status, except as outlined in Chapter 7.

6.1.4. Personnel within two years of qualifying for retirement under the provisions of Title 10 U.S.C. 8911 or 8914 (active duty retirement) will not be involuntarily separated from AGR status without the approval of the Secretary of the Air Force.

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

6.2.1. They do not request a subsequent tour, or

6.2.2. They were not selected for continuation in the AGR program. The member may appeal the non-renewal of an AGR tour, through command channels, to TAG. TAG will make the final determination. Appeals must be submitted no later than 30 days prior to the expiration of the tour or date of separation.

6.2.3. They are ineligible for a subsequent tour under the provisions of this instruction.

#### 6.3. Voluntary Separation:

6.3.1. A member may request an early release from AGR status by submitting a fully justified request through channels (including the HRO) to TAG, who is the final approval/disapproval authority. This authority may be delegated to the HRO.

6.3.2. Members who voluntarily request separation from AGR status are not entitled to separation pay (10 U.S.C. 1174 and DoDFMR). This includes when a member voluntarily accepts a position as a military technician.

**6.4. Mandatory Separation.** Personnel will be separated for the reasons below, regardless of the expiration date of their current tour. Retention is not authorized. The involuntary separation procedures of paragraph 6.5. do not apply; however, members must be given as much advance notice of separation as possible, ordinarily not less than 90 days. Separation of any member currently in AGR status is required when:

6.4.1. Officers reach their Mandatory Separation Date (MSD). Officers will be separated upon reaching their maximum years of service unless they have completed between 18 and 20 years of active federal service for retirement purposes (sanctuary zone). Officers who are in the "sanctuary zone" will have their MSD extended until the end of the month in which they reach retirement eligibility. Requests for extensions of MSD must be sent to ANG/DP.

6.4.2. Enlisted personnel reach age 60. 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 10 U.S.C. 8914. Enlisted members in the "sanctuary zone" when reaching age 60 will have their MSD extended until the end of the month in which they reach retirement eligibility. Requests for extensions beyond age 60 must be sent to ANG/DP, upon member's attaining 18 years of federal active duty and qualification for the provisions of sanctuary.

6.4.3. The required security clearance is withdrawn, cancelled or cannot be obtained.

**6.5. Involuntary Separation for Cause:**

6.5.1. Except as specified in paragraph 6.3., 6.4., 6.6., and 6.7., personnel will be involuntarily separated from AGR status only IAW procedures prescribed herein. TAG will review all recommendations for involuntary separation under this paragraph and will make the final determination. This authority may not be delegated.

6.5.2. Guidelines for Involuntary Separation:

6.5.2.1. The commander or supervisor will document counseling or issue a memorandum of counseling/reprimand when an individual's degree of efficiency, performance of duty, military conduct, or the commission of any derogatory act makes such action appropriate. Normally, a counseling statement (AF Form 174, **Record of Individual Counseling** may be used) or a memorandum of reprimand will be documented in the supervisor's record, before initiating involuntary separation action. When the reason for separation warrants immediate separation, counseling or a memorandum of reprimand may be omitted. Individuals being counseled will verify, in writing, acknowledgment of counseling session.

6.5.2.2. When deciding whether to initiate involuntary separation action, the following factors must be considered:

6.5.2.2.1. The seriousness of the events or conditions that form the basis for initiation of separation proceedings. Consider the effect of the member's continued retention on military discipline, good order, and morale.

6.5.2.2.2. The likelihood that the events or conditions will continue or recur.

6.5.2.2.3. Whether the actions of the member resulted, or are likely to result, in an adverse impact on accomplishment of unit's mission.

6.5.2.2.4. Substandard performance of full-time support duties.

6.5.2.2.5. The member's potential for further service.

6.5.2.2.6. The member's military record. This includes past contributions to the ANG, assignments, awards and decorations, evaluations, ratings, memorandums of commendation, records of non-judicial punishment, records of involvement with civilian authorities, and any other matter deemed relevant by the separation authority.

6.5.2.2.7. The possibility of reassigning the member.

6.5.3. Grounds for Separation. The following breaches of discipline are incompatible with service in the ANG. Serious consideration should be given to involuntarily separating a member for these reasons:

6.5.3.1. Acts of misconduct, whether or not connected with the member's official duties to include conviction for the illegal use of drugs or abuse of alcohol.

6.5.3.2. Moral or professional dereliction.

6.5.3.3. Loss of professional qualifications required for the performance of assigned duties.

6.5.3.4. Substandard performance of full-time support duties.

6.5.3.5. Acts or expressed sentiments of discrimination, harassment, or prejudice.

6.5.3.6. Failure to maintain medical qualification, physical fitness, or weight standards.

6.5.3.7. Failure to attain or maintain a skill level compatible with the UMDA assignment.

6.5.4. Procedures. The supervisor or commander must submit a recommendation through channels (to include the HRO) to involuntarily separate a member. The following procedures will be followed.

6.5.4.1. The unit commander will refer the recommendation for involuntary separation to the member concerned for rebuttal or comment prior to forwarding through command channels. Appropriate written documentation substantiating the specific reasons for the recommendation will be provided to the member and forwarded with the request. The member has five working days to reply in writing to the separation recommendation. The five-day response time may be extended when legal counsel is consulted.

6.5.4.2. Comments offered by the AGR member will be included with the supervisor's/commander's recommendation. The member may be given the opportunity, but will not be required to submit a written request for voluntary release from the program in lieu of involuntary separation. Personnel pending involuntary separation from AGR duty will be provided legal assistance upon request. United States Air Force legal counsel is not authorized.

6.5.4.3. The senior commander (normally the air/detachment commander) will recommend approval or disapproval within five working days, indicating the reasons, and will forward to the HRO for submission to TAG, without delay. If additional reasons for separation are included in the recommendation, the member will be given the opportunity to rebut those additional reasons. Such rebuttal must be submitted within 15 days.

6.5.4.4. TAG appoints an investigating officer (IO). The IO must be a commissioned officer, senior in grade to the member under review, and may not be in the full-time chain

of command of either the member or the senior commander. The IO will make a written recommendation within ten working days of appointment to TAG concerning separation or retention of the member. Separation from the AGR program may begin upon final decision by TAG.

6.5.4.5. Members separated for cause should be considered for discharge from the ANG. Only in exceptional circumstances should the member be retained in the ANG. If the member is to be concurrently discharged from the ANG, the provisions of AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, apply.

6.5.4.6. AGR personnel involuntarily separated before the scheduled end of a tour who meet the eligibility requirements outlined in DoDFMR (also see AFI 36-3207, *Separating Commissioned Officers*) may be eligible for separation pay. Those eligible for separation pay must sign a written agreement to serve in the Ready Reserve for a period of 3 years following their separation from AGR status. If the member has an unfulfilled MSO at the time of separation from AGR status, the 3-year Ready Reserve obligation begins on the day after the day on which they complete their MSO. (See Attachment 7.)

#### **6.6. Involuntary Separation Following UMDA Changes or End-Strength Limitations.**

AGR personnel may be involuntarily separated as a result of a UMDA reorganization or reduction. In these cases, you may involuntarily separate the incumbent of the deleted position, or a retirement eligible AGR member to another position. ANG/XPM will notify HROs of changes to AGR manning levels. The notification will stipulate that the reduction affects AGR personnel only and give an effective date of the RIF (see paragraph 4.4.).

#### **6.7. Extension of Current Tour and Subsequent Tour:**

6.7.1. Extension of the current tour and selection for subsequent tours is based on the mission needs of the unit, member's performance, and authorized force structure; however, every effort will be made to allow qualified members who so desire to be retained in the program.

6.7.2. The HRO will establish administrative procedures for approval of AGR personnel for follow-on tours subject to resource availability. These procedures will ensure that fair and equitable treatment is afforded all personnel. Special orders authorizing the follow-on tour or a memorandum of intent not to renew must be issued a minimum of 90 days prior to the scheduled end of the current tour.

#### **6.8. Documentation of Service:**

6.8.1. According to AFI 36-3202, *Separation Document*, the servicing MPF will provide a DD Form 214 to each individual released from an AGR tour of 90 days or longer who is not continuing in an AGR status.

6.8.2. Separation Program Designator (SPD) codes for involuntary separations are required on the DD Form 214. Refer to Table 6.1. for appropriate SPD code. 6.8.2.1. When using SPD code MTY for an AGR Voluntary Resignation, please use SPD code MTY for the DD Form 214 and any other documentation; however, use SPD code MNF for the Personnel Data System (PDS) update. This is required due to a PDS reject message.

6.8.3. If a member's release from the AGR program is prior to being discharged from the ANG and the characterization is being considered for other than honorable, enter the

statement “To be determined by discharge proceedings” on the DD Form 214. 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.

### 6.9. Retirement:

6.9.1. AGR personnel may accrue sufficient creditable service to qualify for a regular retirement under Title 10 U.S.C. 8911 (officer) or 8914 (enlisted). This retirement eligibility may be attained through continuous AGR service or by an accumulation of various types of active duty or active duty for training.

6.9.2. Applications for AGR retirement will be processed IAW AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, Chapter 5, Section 5D. Title 10 Statutory Tour Member assigned to an Active Duty MPF, applications for retirement from AGR duty will be processed IAW AFI 36-3203, *Service Retirements*.

6.9.3. Service requirements established in the respective Air Force Instructions listed above must be met for members to retire in their current grade.

6.9.4. Entitlement to movement of household goods is processed IAW AFI 36-3203.

**Table 6.1. - Separation Program Designators (SPD):**

Explanation	Separation Type	SPD
Tour not Renewed (Officer)	Involuntary	LGJ
Tour not Renewed (Enlisted)		
Member does not meet reenlistment criteria	Involuntary	JBK
Member meets reenlistment criteria	Involuntary	LBK
Weight Management	Involuntary	GCR
Test Positive for Drugs	Involuntary	GKK
Misconduct	Involuntary	LKM
Selective Retention (< Than 20 Yrs TAFMS)	Involuntary	LBK
Tour Completion (Member's Request)	Voluntary	MBK
Voluntary Resignation (Member's Request)	Voluntary	MTY (MNF)
Retirement	Voluntary	RBD

## Chapter 7 MEDICAL

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

**7.2. Eligibility for AGR Tours:**

7.2.1. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*, Attachment 2, Continued Military Service. Medical examinations must be conducted not more than 36 months prior to entry on AGR duty. An AF Form 895 must be completed if the medical examination is more than 12 months old; and an HIV test must be completed not more than six months prior to the tour start date. Individuals transferring from Title 10 U.S.C. (active duty or statutory tour) are not required to have a new physical unless the previous physical is over 5 years old at the time of entry into AGR status.

7.2.2. Personnel ages 40 and above, must have a Risk Index calculated IAW AFI 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished.

7.2.3. Members determined physically qualified for continued military service IAW AFI 48-123, Attachment 2, by the State Air Surgeon or designated representative or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately. The State Air Surgeon will forward questionable cases and those cases which do not meet continued military service standards IAW AFI 48-123, Attachment 2, for waiver consideration to ANG/SGPS for review, disposition and approval prior to entry on AGR duty.

7.2.4. Members selected for temporary AGR tours must be medically qualified IAW Attachment 2 of AFI 48-123. An AF Form 895 must be completed when the temporary tour begins.

**7.3. Medical Care.** AGR personnel 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*.

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

7.3.2. AGR personnel will be counseled that scheduling elective surgery without approval of the Air/Detachment/Mission Commander may be considered as an abuse of privileges and may result in disciplinary action.

7.3.3. Pregnancy. Medical benefits for pregnant full-time AGR members are authorized in AFI 41-115. Policies established by HQ USAF and ANG/SGP must be consulted for further guidance. The following policies apply regarding extension/separation of pregnant members:

7.3.3.1. A member cannot be released involuntarily prior to expiration of a tour solely because of pregnancy.

7.3.3.2. Members on AGR tours, other than temporary tours, may be continued or released as planned, regardless of the pregnancy.

7.3.3.3. Temporary tours will normally expire as indicated on the orders.

7.3.3.4. Tours may not be extended merely to provide medical coverage for normal pregnancy. Benefits for medical coverage are IAW AFI 41-115.

7.3.4. AFI 48-123 sets forth various medical conditions and defects that may cause a member to undergo medical board processing. The responsibility for prompt identification of members whose medical qualifications for continued worldwide service are in doubt rests with commanders, supervisors, and medical personnel.

7.3.4.1. This responsibility must be effectively discharged to preclude improper retention of members who are not qualified for world-wide duty, to the detriment of mission capability, as well as to preclude possible denial of benefits under Title 10 U.S.C., Chapter 61.

7.3.4.2. Official provisions exist for retention in AGR status, with protective disqualifying defects IAW AFI 48-123.

7.3.4.3. No AGR member has a right to remain in AGR status to attain or maximize longevity benefits if the member does not remain qualified for continued worldwide duty.

#### **7.4. Retention/Release of Members:**

7.4.1. An AGR member may request a physical examination upon release from AGR status, but a physical examination is not required unless there is or has been a significant change in the member's medical status.

7.4.2. AGR members, including those on temporary 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 member is subsequently found to be medically disqualified for continued military service, the individual will be separated or discharged IAW AFI 36-3212.



## Chapter 8

### RECRUITING AND RETENTION

#### 8.1. General:

8.1.1. The purpose of ANG Recruiting and Retention is to provide TAG and commanders with quality personnel resources to fill ANG critical positions and all authorized UMDG positions. It also provides the tools and programs necessary to assist in the retention of ANG members. Recruiting and Retention personnel assist units in meeting mission readiness and force management objectives, to include diversity goals.

8.1.2. Recruiting and Retention personnel are funded through Program Element Code (PEC) 58150. This PEC includes Military Personnel (MilPers) and O&M to support personnel, operations and activities designed to attract and retain personnel in the Reserve Forces in order for required manning levels to be achieved and maintained.

8.1.3. Recruiting and Retention personnel should not be assigned other duties that interfere with their primary responsibilities. They are expected to perform duty during non-traditional hours, often exceeding the 40-hour workweek, to include evenings, weekends and holidays, to meet strength objectives. Recruiters and Recruiting Office Managers (ROM) are expected to be available at times when their "customer" is available. Unit Training Assemblies (UTA) are the most productive times for Recruiting and Retention personnel. It is of utmost importance that their offices remain open for business during a UTA and equivalent periods of training.

#### 8.2. Entry Grade/Skill Level Qualifications:

8.2.1. Entry level production recruiters must be in the rank of SrA through TSgt and GSU Recruiting and Retention NCO SSgt through MSgt. A 5-level in any AFSC is required except in those instances where a 5-level does not exist. ANG membership for 18 months is desirable. All Recruiting and Retention tours will begin after successful completion of any USAF Recruiting School.

8.2.2. Recruiting Office Supervisors (ROS) must have a minimum of two years experience in either production recruiting, retention, or equivalent civilian competitive sales experience. Additionally they must be a MSgt or promotable TSgt. 18 months ANG membership is desirable.

8.2.3. Retention Office Managers (ROM) must be in the rank of TSgt or MSgt. It is highly desirable for the selected individual to have experience as a military recruiter or Unit Career Advisor (UCA). 18 months ANG membership is desirable.

8.2.4. Recruiting/Retention Superintendents (RRS) must have at least two years experience in military recruiting and/or retention, and be a SMSgt or a promotable MSgt. A minimum of 18 months ANG membership is desirable.

#### 8.3. Selection Process:

8.3.1. Selection and assignment to vacant Recruiting and Retention positions must be within the authorized grade limits specified for the positions published in ANGI 36-2602, *ANG Recruiting Expenditures and Management of Recruiting and Retention Programs*, Attachment 2. Recruiting and Retention positions are Category 1 and cannot be transferred to Category 2 positions when vacated.

8.3.2. AGR members selected for recruiting and retention duty have restoration rights IAW paragraph 2.5. of this instruction.

#### **8.4. Length of Tours:**

8.4.1. It is important that State and unit supervisors create a Career Management Plan that will enable deserving Recruiting and Retention personnel an opportunity for upward mobility within either the Category 1 or 2 AGR program.

8.4.2. 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.

8.4.3. All Recruiting and Retention positions are validated by ANG/DP, 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.

#### **8.5. Temporary Tours:**

8.5.1. Temporary Recruiting and Retention tours are authorized for short periods of time to fulfill work requirements that directly support recruiters and ROM's to more effectively handle the functions associated with their jobs. Requests for temporary Recruiting and Retention tours will be submitted in writing to ANG/DP with full justification and expected results.

8.5.2. Temporary 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 5.6.2.2. of this instruction apply.

8.5.3. Temporary Recruiting and Retention tours are funded from PEC 58150 and are accommodated within fiscal year (FY) recruiting/retention RA. For accountability purposes, all temporary tours must end NLT 20 September of current FY.

#### **8.6. Tour Termination:**

8.6.1. The expected high energy, long hours, high ethics, personal appearance and added pressure of recruiting and retention, render these positions not suitable for everyone. These standards are the reason for assignment to a Special Duty Identifier (SDI) and award of Special Duty Assignment Pay, where authorized. Because of these high standards, stress levels and the unit strength demands for high quality results, termination of Recruiting and Retention tours, when necessary, must be handled expediently IAW ANGI 50-7, *Recruiting Retention Training Management* and ANGI 36-2602. Commanders should consider all factors before renewal of any Recruiting and Retention tour. Aggressive efforts should be made to assimilate recruiters and retainers who experience "burn out" into other positions. The ANG cannot allow productivity lapses and poor performance from the recruiting/retention force.

8.6.2. Every person entering a Recruiting and Retention tour must be given adequate opportunity for success. When production or expected performance standards are not being met, a memorandum outlining the circumstances will be furnished to the member by the immediate supervisor. The member will be given 60 to 120 days IAW ANGI 36-2602, paragraph 2.15, to show progress toward expected standards. If adequate progress has not

been made, the member will revert to previous status (when within restoration period): traditional guardmember, technician, or AGR (if the State has an available resource).

PAUL A. WEAVER, JR., Major General, USAF  
Director, Air National Guard

OFFICIAL

DEBRA N. LARRABEE, Colonel, USAF  
Chief, Support Services

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

Title 10, United States Code, *Armed Forces*

Title 32, United States Code, *National Guard*

Title 32 United States Code, Section 502(f), *Required Drills and Field Exercises*

Title 38 United States Code, *Veterans' Benefits*

DoD Directive 1205.18, *Full-Time Support (FTS) to the Reserve Components*

DoD Directive 1344.1, *Political Activities by Members of the Armed Forces on Active Duty*

DoD Directive 5500.7, *Joint Ethics Regulation (JER)*

AFI 36-2101, *Classifying Military Personnel*

AFI 36-2201, *Developing, Managing and Conducting Training*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the AF*

AFI 36-2608, *Military Personnel Records System*

AFI 36-3003, *Military Leave Program*

AFI 36-3202, *Separation Document*

AFI 36-3203, *Service Retirements*

AFI 36-3207, *Separating Commissioned Officers*

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

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separations*

AFI 37-128, *Administrative Orders*

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

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System*

AFI 48-123, *Medical Examination and Standards*

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

AFMAN 36-2105, *Officer Classification*

ANGI 36-2005, *Appointment of Officers in the ANG of the US and as a Reserve of the Air Force*

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

ANGI 36-2502, *Promotion of Airmen, ANG*

ANGI 36-2602, *ANG Recruiting Expenditures and Management of Recruiting and Retention Programs*

ANGI 40-502, *The Weight and Body Fat Management Program*

ANGI 50-7, *Recruiting Retention Training Management*

ANGPD 36-1, *Full-Time Support to the Air National Guard*

ANGR 30-2, *Social Actions NGB-Program*

ANGR 30-12, *Nondiscrimination In Federally Assisted Programs*

ANGR 39-62, *Enlisted Performance Appraisal*

NGR 600-22/ANGI 36-3, *National Guard Military Discrimination Complaint System*

NGR(AF) 36-4, *Federal Recognition of Promotion in the ANG of the US and as a Reserve of the AF Below the Grade of General Officer*

TPR 300 (353), *Federal Personnel Manual*

### ***Abbreviations and Acronyms***

AFSC -- Air Force Specialty Code

AGR -- Active Guard/Reserve

ANG -- Air National Guard

ARC -- Air Reserve Component

CRTC -- Combat Readiness Training Centers

DAFSC -- Duty Air Force Specialty Code

DC-PDS -- Defense Civilian Personnel Data System

DEERS -- Defense Enrollment Eligibility Reporting System

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

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

DOR -- Date of Rank

EA -- Employment Authorizations

ETS -- Expiration Term of Service

FMO -- Financial Management Office

HBA -- Health Benefits Advisor

HRO -- Human Resource Office

MPF -- Military Personnel Flight

MSD -- Mandatory Separation Date

MTF -- Military Treatment Facility

PAS -- Personnel Accounting Symbol  
PCS -- Permanent Change of Station  
PDS -- Personnel Data System  
PPP -- Priority Placement Program  
RA -- Resource Allocation  
RCSPD -- Reserve Component Survivor Benefit Plan  
RIF -- Reduction in Force  
SBP -- Survivor Benefit Plan  
SPD -- Separation Program Designator  
SPMD -- Support Personnel Manning Document  
TAG -- The Adjutant General  
UMDA -- Unit Manpower Document Active  
UMDG -- Unit Manning Document Guard  
UPRG -- Unit Personnel Record Group  
USC -- United States Code  
WBFMP -- Weight and Body Fat Management Program

### *Terms*

**Active Guard/Reserve (AGR)** Air Reserve Component (ARC) members 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 Title 10 USC; or Section 502(f) of Title 32 USC in order to organize, administer, recruit, instruct or train members of the Reserve components. For the purpose of this instruction, the term AGR refers solely to AGR members of the ANG in full-time National Guard duty under Title 32 USC 502(f).

**AGR Resource Allocation (RA)** (formerly known as Employment Authorizations (EA)). The annual allocation of unit resources to support the positions on the Unit Manpower Document Active (UMDA), (formerly known as the SPMD). AGR RA's represent the maximum AGR hiring authority for each state.

**Family/Extended Family Member** A family relationship to an AGR member 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** Tours of duty performed by AGR members under Title 32 USC 502(f).

**Controlled Grade Ceilings** Limits established by law for the number of members by grade that may serve on active duty in support of the Reserve components of the Air Force.

**Military Technicians** Excepted Civil Service employees who are members of the ANG unit hired pursuant to Title 32 USC 709.

**Overgrade Status** An assignment condition where an AGR member's grade exceeds the maximum military grade authorized for the Unit Manning Document Active (UMDA), formerly known as the SPMD and/or Unit Manning Document Guard (UMDG), formerly known as the Unit Manning Document, position, regardless of the cause.

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

**Unit Manpower Document Active (UMDA)** (Formerly known as SPMD) A unit-specific document provided by ANG/XPM which reflects all validated full-time positions (requirements) and the authorized grade.

**Unit Manpower Document Guard (UMDG)** (Formerly known as UMD) A document containing all authorized military manpower positions for an ANG unit.

**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.

**Attachment 2****STATEMENT OF UNDERSTANDING**

I, (Grade & Name), understand that I am voluntarily entering a limited active duty tour under Title 32 U.S.C. 502(f) and that I cannot accrue sufficient creditable service to qualify for a regular retirement under Title 10 U.S.C. 8911 or 10 U.S.C. 8914.

(Signature block of member)

(Date)

(Signature block of witness)

(Date)



**Attachment 3**  
**AGR ELIGIBILITY CHECKLIST**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ SSN: \_\_\_\_\_

Reviewed: \_\_\_\_\_ Closes: \_\_\_\_\_

Announcement #: \_\_\_\_\_ Rank & AFSC: \_\_\_\_\_

- | <b>Yes</b>               | <b>N/A</b>               | <b>No</b>                | <b>Questions</b>   |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has individual been separated "for cause" from active duty or a previous AGR tour?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is copy of AF 422 provided ? (AF Form 895 for Temp AGRs).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Verify member is not in Phase I of WBFMP IAW ANGI 40-502. Meets weight standards of AFI 48-123?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | AFI 36-2108 has aptitude requirements of:<br>Mech: ____ Admin: ____ Gen: ____ Elect: ____<br>Applicant has aptitude scores of:<br>Mech: ____ Admin: ____ Gen: ____ Elect: ____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant's aptitude scores meet the minimum requirement IAW AFI 36-2108 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 AFI 36-2108 for AFSC _____ is selected?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Physical qualification according to AFI 48-123 for this AFSC have been met?  |
| <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 is receiving or is eligible for an immediate federal annuity (Civ or Mil)?   |
| <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: _____<br>ROPMA date will be: _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant has sufficient retainability to complete twenty years of active duty prior to MSD?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant is an AGR assigned to:<br>_____  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant is a technician assigned to: _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Will a grade inversion exist if the applicant is selected?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Will a PCS move be required?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant is qualified for interview based on the announcement as written?   |

( ) ( ) ( ) Application is being forwarded for interview because no qualified applications were received. Applicant meets requirements for entry into required AFSC.

( ) ( ) ( ) Application is being returned to the individual due to:

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**Attachment 4**

**AGR/MILITARY TECHNICIAN GRADE COMPARABILITY**

The following grade comparison table determines the maximum AGR grade authorized for each position on the UMDA. Provisions of this table are not waivable.

Rule	Max AGR Grade	Mil Tech Grade			
		GS/GM	WS	WL	WG
	0-6 Col	14, 15			
	0-5 Lt Col	Up to 13 (Note 3)			
	E-9 CMSgt	9,10,11	7 - 16	11 - 13	14
	E-8 SMSgt	8	4 - 6	10	13
<i>1</i>	E-7 MSgt	Up to 7	1 - 3	Up to 9	Up to 12

**NOTES:**

1. This table establishes GS-11 as the entry level for officers into AGR status. Officers may not be promoted to Maj unless occupying a valid GS-11 or above position.
2. Entry of officers into WS, WL, or WG grades is prohibited. Officers previously entered into AGR status in these grades may be retained; however they may not be promoted above the grade of Maj.
3. AGR members assigned to Logistics/Support Group Commander, Non-rated Vice Commander, HRO and ESSO positions with the O-6/Col UMDG authorization are authorized O-6/Col AGR grade.
4. The Deserving Airman Promotion Program (DAPP) IAW ANGI 36-2502, *Promotion of Airmen*, ANG applies to AGR personnel in conjunction with the following criteria:
  - 4.1.AGR members, whom *Rule 1* applies and assigned to a SSgt UMDG position, only have to meet the DAPP criteria established in ANGI 36-2502.
  - 4.2.AGR members, which *Rule 1* applies and assigned to a TSgt UMDG position, must meet the DAPP criteria established in ANGI 36-2502, and have a minimum of 18 years TAFMS. Overgrade assignment to the UMDA is limited to 24 months from the effective date of the promotion.
  - 4.3.Category 1 AGR members must meet the DAPP criteria established in ANGI 36-2502, and have a minimum of 18 years TAFMS. Overgrade assignment to the UMDA is limited to 24 months from the effective date of the promotion.
5. Promotion of incumbents to Small Shop Chief positions as defined by their technician position descriptions can be promoted to the authorized UMDG grade, provided they are assigned to the same FAC and OSC both militarily and full-time.

**Attachment 5****FORMAT FOR REQUESTING TEMPORARY AGR TOURS  
(APPROPRIATE LETTERHEAD)**

FROM: Unit Commander

SUBJ: Request for Temporary AGR Tour

TO: (through command channels including HRO to ANG/XPM)

1. STATE HRO: Concur/Non-Concur DATE: 25 Feb XX
2. STATE CERTIFICATION: This is to certify that we have reviewed and cannot accommodate the unit's request within current AGR vacancies.
3. UNIT: XXX ACS/OLAA STATE: XXX
4. TEMPORARY RESOURCE REQUESTED: 1 Enlisted AGR (Non-Controlled Grade)
5. GRADE: TSgt ESTIMATED SALARY: (ANG/XPMX INPUT)
6. PROPOSED START DATE: 1 Apr XX PROPOSED END DATE: 15 Sep XX
7. PROGRAM ELEMENT CODE (PEC): 52672G
8. FUNCTIONAL ACCOUNT CODE (FAC): FAC TITLE:
9. JUSTIFICATION: (Note: Temporary authorizations based on workload or mission related requirements always take precedence over those based on personnel actions.)

a. Current Mission Requirements: The XXX ACS/OLAA Weapons Control Team currently has one unfunded requirement. These teams support an unrivaled mission to controller ratio (2400 controlled sorties per year). The OLAA supports all of the XXX FTU student, instructor upgrade, and continuation training sorties. The OLAA has also become the primary control source for the State's F-15s while accomplishing combat training in the XXX FW airspace. Additionally, the XXX ACS/OLAA controls numerous Navy, Marine, and other Air Force units who are commonplace in the local flying airspace for Dissimilar Air Combat Training.

b. Future Mission Requirements: The XXX FW F-15 student training mission is secure and growing. The XXX FW will plus up jets an additional 50% this year. The added jets require more instructor pilots to upgrade, keep current, and train students. This increase will significantly add to the demanding flying schedule the XXX ACS/OLAA must support. OLAA resources are also used to train and oversee numerous visiting controllers. The OLAA is also programmed to receive significant system upgrades in early FY XX. These upgrades will add to the required local training, enhance our operational capability, and increase radar coverage by 400%. The enhancements add to the unit workload further justifying the need for this temporary AGR resource.

(Appropriate signature block)

MWG CERTIFICATION: Concur/Non-Concur

DATE:

ANG/FM CERTIFICATION: Concur/Non-Concur

DATE:

***NOTES:***

1. All requests for Temporary AGR Tours must be submitted and approved by the State HRO or the request will be returned to the State with no action taken.
2. Temporary AGR tours are approved based on dollar availability and the justification provided. Temporary tours in the grades of Colonel, Lt Colonel, Major, CMSgt and SMSgt will not normally be approved. Temporary tours to backfill individuals attending formal school training will not normally be approved.
3. This format pertains to requests for temporary tours that are required after all of your available AGR RA have been filled. A letter is not required when AGR RA are available within your State. However, the provisions of this regulation must be followed for all temporary tours.

**Attachment 6**  
**PDS INSTRUCTIONS**

The following PDS actions are required for AGR personnel.

A5.1. The code "ANG-ACTIVE duty status" (DIN SDM) must be updated no later than the effective date of the AGR tour. The following codes will be used:

- A - Reimbursed by Foreign Government.
- D - Production Recruiter
- E - Recruiting Retention Program Manager
- F - 200AS & 201AS (T-43 units)
- J - Drug Interdiction Program
- K - Reimbursable Position
- L - Detached Alert
- M - Defense Systems Evaluation Support (169th Elect Sec Sq)
- N - Combat Readiness Training Centers & Gunnery/Bomb Ranges
- O - All other AGR Personnel
- P - Career and Education Manager
- R - Weapons System Security
- S - RTU Flying Training Instructor
- T - ANG Training Units
- U - Temporary Tour Authorized by NGB

**NOTE:** Code "U" will be used to identify members in a temporary AGR status when resources for the tour are provided by NGB in addition to allocated resources. Temporary AGR personnel accommodated within a state's AGR RA will be identified by the appropriate active duty status code for the duties they are performing.

A5.2. DIN JBZ (ANG-TECHNICIAN-ID) will automatically update to a "3" for AGR personnel when one of the above codes is entered. DIN GFA (CIVILIAN\_GRADE) must be updated.

A5.3. Servicing MPFs will ensure that other PDS updates required as a result of individuals entering AGR status is accomplished.

A5.4. The DIN "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 7**

**READY RESERVE AGREEMENT TO RECEIVE SEPARATION PAY**

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:

A6.1. 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.

A6.2. The Air National Guard isn't under any obligation to retain me in an active status within the Air National Guard.

A6.3. 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.

A6.4. 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.

A6.5. 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 Veteran's Affairs (DVA), the DVA will withhold such payments until the amount withheld equals the gross amount of separation pay.

(Signed \_\_\_\_\_ & \_\_\_\_\_ dated)  
(Typed name, grade, SSN)

cc: (local Financial Services Office)

**PRIVACY ACT STATMENT**

**AUTHORITY:** Title 10, U.S.C., Section 8013 and Executive Order 9397.

**PURPOSE:** To provide information to receive separation pay

**DISCLOSURE IS VOLUNTARY:** If you don't furnish this information, you cannot be paid separation pay.