

**National Guard Regulation 600-5**

**Army National Guard**

**The Active Guard  
Reserve (AGR)  
Program Title 32,  
Full Time National  
Guard Duty  
(FTNGD)  
Management**

**National Guard Bureau  
Arlington, VA  
21 September 2015**

**UNCLASSIFIED**

# ***SUMMARY OF CHANGE***

NGR 600-5

The Active Guard Reserve Program

Title 32, Full Time National Guard Duty Management

21 September 2015

- o Clarifies status and funding requirements for Title 32 Active Guard Reserve Soldiers to travel outside the continental United States. Paragraph 3-3
- o Clarifies State Mission status for Active Guard Reserve Soldiers. Paragraph 3-4
- o Establishes One Time Occasional Tours authority for Title 32 Active Guard Reserve tours. Paragraph 3-6
- o Revise guidance pertaining to periods of Convalescent leave. Paragraph 3-8
- o Establishes Active Service Obligations for selected military and civilian schools. Paragraph 4-
- o Updates the Command Leadership and Staff Assignment Policy. Paragraph 4-6
- o Clarifies Professor of Military Science and Assistant Professor of Military Science program. Paragraph 4-7
- o Establishes an initial tour continuation board process to review and evaluate the records in the third year of their initial tour. Paragraph 5-4
- o Establishes career program status for Active Guard Reserve Soldiers continued beyond their initial three year tour. Paragraph 5-1
- o Exempts all Active Guard Reserve Soldiers from Qualitative and Selective Retention Boards. Paragraph 5-1
- o Added Guidance for Active Guard Reserve Active Service Management Board. Paragraph 5-6
- o Established disqualifications that may be waived for entry in the Active Guard Reserve program. Table 2-1
- o Established disqualifications that may be waived for subsequent duty in the Active Guard Reserve program. Table 2-2
- o Updates to Retention Control Points in Table 5-1.
- o Adds Appendixes C-D to illustrate release from Full Time National Guard Duty procedures.
- o Revises guidance pertaining to medical separations. Paragraph 6-2.
- o Revises guidance pertaining to mandatory release. Paragraph 6-4.
- o Adds authority for Title 32 Active Guard Reserve Soldiers to receive separation pay in accordance with 10 U.S. Code 1174 who are being involuntarily separated. Paragraph 6-5d.

- o Modifies Release from Full Time National Guard Duty procedures. Paragraph 6-5 and 6-6.
- o Updates retirement references and processes for Active Guard Reserve Soldiers. Paragraph 6-8.
- o Adds new requirement for processing Officer retirements that have been the subject of any substantial adverse findings since their last promotion. Paragraph 6-8.
- o Prescribes four new National Guard Bureau Forms, 34-2, 34-3, 34-4 and 34-5.



Effective Date 21 September 2015

Army National Guard


The Active Guard Reserve (AGR) Program  
Title 32, Full Time National Guard Duty (FTNGD) Management

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By Order of the Secretary of the Army:

TIMOTHY J. KADAVY  
Lieutenant General, USA  
Director, Army National Guard

Official:

  
Charles P. Baldwin  
Deputy Chief of Staff, Army National Guard

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**History.** This publication is a major revision of the 20 February 1990 edition, and must be thoroughly reviewed for numerous changes to policy.

**Summary.** This regulation prescribes procedures for selecting, assigning, using, managing, and administering Army National Guard of the United States (ARNGUS) personnel serving on Full Time National Guard Duty (FTNGD) in an Active Guard Reserve (AGR) status under the provisions of Title 32, United States Code (USC), Section 502(f) (32 USC 502(f)).

**Applicability.** This regulation applies to Army National Guard (ARNG) Soldiers serving on FTNGD in the AGR program under the provisions of AR 135-18 (The Active Guard Reserve (AGR) Program).

**Proponent and Exception Authority.** The ARNG Personnel Policy Division (ARNG-HRH) is the proponent of this regulation and has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 (The Army Publishing Program) for specific guidance.

**Army Management Control Process.** This regulation is not subject to the requirements of AR 11-2 (Managers' Internal Control Program). It does not contain management control provisions.

**Supplementation.** Any supplementation to this regulation will be sent to ARNG-HRH for review and approval. This does not include local policies developed per this regulation in order to complete required processes.

**Suggested improvements.** Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the ARNG-HRH, 111 South George Mason Drive, Arlington VA 22204.

**Distribution.** Distribution of this publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army and A for the ARNGUS.

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\* This regulation supersedes NGR 600-5, dated 20 February 1990.

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation sets policy and procedures for the management of ARNG Soldiers serving on FTNGD in the AGR Program. It provides National Guard Bureau (NGB) policy and procedures for selection, utilization, career management, professional development, release from FTNGD, and the administration of ARNG Soldiers serving on FTNGD per 32 USC 502(f) for the purpose of organizing, administering, recruiting, instructing, or training the ARNG.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

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

Abbreviations and terms used in this regulation are listed in the glossary.

#### **1-4. Responsibilities**

- a. The Director, ARNG (DARNG) will:
  - (1) Advise the Chief, NGB (CNGB) on AGR FTNGD personnel matters.
  - (2) Plan, program, and budget to support AGR FTNGD requirements.
  - (3) Develop and implement policies and procedures for efficient management and effective use of AGR FTNGD Soldiers per Army policy.
  - (4) Evaluate State AGR FTNGD personnel management policies and procedures.
  - (5) Report ARNG AGR FTNGD personnel strength.
- b. The Adjutants General (TAG) will:
  - (1) Advise DARNG on AGR FTNGD personnel matters.
  - (2) Plan, program, and budget to support AGR FTNGD requirements.
  - (3) Develop and implement policies and procedures for efficient management and effective use of AGR FTNGD Soldiers within the guidelines of Army and NGB policy.
  - (4) Report AGR FTNGD personnel strength.
  - (5) Have final approval authority for all hiring actions. May be delegated to Human Resource Officer (HRO.)
- c. HRO/AGR Manager will:
  - (1) Exercise primary staff responsibility for all AGR FTNGD personnel management.
  - (2) Coordinate AGR FTNGD Soldier personnel actions with Military Personnel Officer (G1/MILPO).
  - (3) Exercise primary responsibility for management of the Full Time Support voucher review and implementation at the State level.
  - (4) Exercise primary responsibility for AGR budgetary management utilizing the Full Time Support Management Control System (FTSMCS), or other directed system.
  - (5) Develop, publish, and implement Life Cycle Management (LCM) programs that may include the following per this regulation –
    - (a) Nomination and selection procedures.
    - (b) Procedures to address large applicant pools (more than 10 applications).
    - (c) Orientation.
    - (d) Utilization.
    - (e) Career development and management.
    - (f) Priority Placement Program.
    - (g) Medical Assistance.
    - (h) Contingency Operations.
    - (i) Release from FTNGD.
- d. Unit commanders and supervisors will:
  - (1) Ensure AGR FTNGD Soldiers are performing the duties of their designated full-time support (FTS) positions.
  - (2) Take an active role in the professional development, career management, retention, and release of assigned AGR FTNGD Soldiers.
  - (3) Conduct professional development counseling with AGR FTNGD Soldiers.
  - (4) Advise qualified AGR FTNGD Soldiers of command and leadership assignments for which they may be

eligible as part of their professional career management plan.

(5) Develop and implement unit sponsorship and orientation programs in conjunction with the HRO/AGR Manager.

## **Chapter 2**

### **Entry into the Full-Time National Guard Duty Title 32 Active Guard Reserve Program**

#### **Section I**

##### **Eligibility requirements**

###### **2-1. Eligibility requirements**

a. To qualify for initial entry into the ARNG Title 32 AGR FTNGD Program applicants must meet the requirements of AR 135-18 (The Active Guard Reserve (AGR) Program); have an approved waiver per AR 135-18; not be disqualified per AR 135-18; and meet any additional requirements prescribed by the DARNG.

b. All applicants will sign a NGB Form 34-2 (Certificate of Agreement and Understanding) during their accession process into the ARNG Title 32 AGR FTNGD Program.

c. All applicants must be able to complete an initial tour of three years.

d. Accessions into the AGR Program with assignment to Positions of Significant Trust (POST) requires screening of personnel selected for suitability and security before assignment to POST. In order to ensure the best qualified personnel serve in identified POST. The Position of Trust standards are qualifications for specified assignments and not a standard of service.

#### **Section II**

##### **Procedures**

###### **2-2. Submission of applications**

In addition to the provisions of AR 135-18, the following requirements apply –

a. At a minimum, the following forms and documents will be required from all applicants –

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

(2) Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.

(3) Letters of recommendation, Officer Evaluation Reports (OER) or/ Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement.

(4) Certified copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as appropriate.

(5) Statement of all active service performed. The following documents are acceptable –

(a) Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement.

(b) Certificate of Release or Discharge (DD Form 214, DD Form 220(s) and any accompanying DD Form 215(s) if applicable).

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

(6) DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years.

b. Records of applicants will be screened by the State's HRO/AGR Management Section prior to submission to the selection panel.

c. Applicants who do not meet eligibility requirements and whose names are not submitted to the selection panel will be notified of their non-selection within 30 days of final selection.

###### **2-3. Selection panels**

The purpose of convening a selection panel is to create an impartial panel to fairly and thoroughly examine an applicants' credentials. The selection panel is required to determine the "best qualified" applicant for an AGR authorized vacancy when AGR Soldiers are not available within the AGR force. In addition to the provisions of AR 135-18, the following requirements apply –

a. The HRO/AGR Manager or their designated representative will direct the convening of a selection panel at a level commensurate with the positions being filled, provide administrative guidance to the selecting official, and approve or disapprove the proceedings of the panel.

b. The selecting official is the individual responsible for making the decision whether to select an applicant for a

position. The selecting official may or may not be part of the selection panel. When the selecting official is a panel member, they will be the president of the panel. When the selecting official is not a panel member, the panel will provide their recommendation to the selecting official.

*c.* Panels will be composed as follows –

(1) Selection panel will include not less than three members who are senior in grade or date of rank or position to all applicants being considered.

(2) A member of the organization with the vacancy will be appointed as a member.

(3) Panel members will be drawn from the ARNG and may include a mix of Full-time Support (FTS) (AGR, Military Technician, and Non-Dual Status Technicians) and inactive duty training (IDT) Soldiers. For organizations with joint membership, hiring panels may consist of both ARNG and Air National Guard personnel.

(4) The president will be the senior member on the panel when the selecting official is not a member.

(5) Panels that consider female or minority applicants will have such representation. If the panel considers applicants for an enlisted position, at least one panel member will be an enlisted Soldier.

(6) Panels considering applicants for Judge Advocate (JA), Chaplain (CH), and Army Medical Department (AMEDD) positions will have at least one panel member from the appropriate branch when available.

(7) Panel members should be rotated on a regular basis. Static panels with a fixed membership will not be established.

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

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

*f.* Applicants being considered are assumed to meet the minimum eligibility criteria on the basis of initial HRO/AGR Management Section screening.

*g.* The selection panel will provide the selecting official with an order of merit listing (OML) ranking all applicants interviewed from the highest recommended to the least recommended. In the event that the highest recommended applicant becomes disqualified for entry into the program, the OML may be used to select the next best qualified Soldier recommended for the position. The OML should remain valid for no more than 90 days from the date of the selection panel. If the OML is exhausted, or if the selecting official chooses not to use the OML, the selection process will be reinitiated.

*h.* The selecting official will accept the recommendation of the panel when they are a member of the panel. When the selecting official is not a member of the panel, they will accept the recommendation of the panel or must provide justification if the highest recommended applicant is not selected. The selecting official will provide the decision to the HRO/AGR Manager for approval and further processing.

*i.* The HRO/AGR Manager will :

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

(2) Develop a process to provide notification of selection or non-selection to each applicant NLT 30 days after HRO/AGR Manager, or designated representative approves the proceedings of the panel. Announcement or individual disclosures of the panel proceedings will not be made prior to approval of the panel proceedings and notification of all applicants.

(3) Maintain the panel proceedings, to include all applications, in a central files area with a minimum retention period of two years.

## **2-4. Orders**

Order to FTNGD:

*a.* Prior to any order to active duty. Selected applicants must meet the entry requirements of AR 135-18.

*b.* The selected applicant must be a member of the State ARNG where the AGR position is located. If serving in another State, the interstate transfer process must be completed before AGR orders can be published.

*c.* Published orders will IAW AR 600-8-105 (Military Orders) formats 175.

*d.* Initial tours will be for a period of three years.

## **2-5. Orientation and sponsorship**

*a.* The HRO will establish and conduct an orientation program. AGR Soldiers will complete an orientation program within 30 days after reporting on their initial tour.

*b.* Commanders will establish and conduct a sponsorship program to integrate new AGR Soldiers into their units.

**Table 2-1****Disqualifications that may be waived for entry in the AGR Program**

<b>Rule</b>	<b>Unless waived, entry into the AGR Program will be denied, if a Soldier—</b>	<b>Waiver approval authority is--</b>
A.	Is an officer and does not meet the education requirements per AR 135-18.	DARNG
B.	Is unable to complete an initial tour of 3 years on FTNGD prior to achieving 18 years of Active Service (AS) or mandatory date for removal from active status as required by AR 135-18.	DARNG
C.	Is entitled to military retired pay.	Sec Army (10 USC 10145(d))
D.	Was voluntarily released from the AGR Program, for 2 or more days, and 1 year has not elapsed since the date of the release.	TAG
E.	Staff Sergeant (SSG), or above, who possesses the Military Occupational Skill (MOS) (or one in line of normal progression) of that authorized for the AGR duty position and is one grade below that required, for the AGR duty position.	TAG
F.	Is an enlisted Soldier ineligible for reenlistment or extension per ARNG Reenlistment guidance unless the disqualification(s) can be waived per ARNG Reenlistment guidance. See ARNG-HRH for additional details.	As cited in ARNG Reenlistment Guidance, See ARNG-HRH.
G.	Has been relieved for cause from any duty position in the 36-month period preceding the scheduled date of entry in the AGR program.	DARNG
H.	Is an officer or warrant officer (WO) who has received a referred officer evaluation report under AR 623-3 (Evaluation Reporting System), in the 36-month period preceding the date of application for, or the scheduled date of entry into the AGR program?	DARNG
I.	Is an officer or warrant officer who failed to be selected by the latest DA Promotion Selection Board. (see AR 135-18).	DARNG

**Table 2-2****Disqualifications that may be waived for subsequent duty in the AGR Program**

<b>Rule</b>	<b>Unless waived, subsequent duty in the AGR Program will be denied if a Soldier—</b>	<b>Waiver approval authority is—</b>
A.	Is an ARNG/ARNGUS Staff Sergeant (SSG), or above, who possesses the required Military Occupational Skill (MOS), or has the potential to gain the MOS within 12 months, and is 1 grade below that required for the AGR duty position	TAG
B.	Is an enlisted Soldier ineligible for reenlistment or extension under ARNG Reenlistment guidance, and the disqualification can be waived.	As cited in NG Reenlistment Guidance. See ARNG-HRH for additional guidance.
C.	During the current period of AGR duty, has received nonjudicial punishment that was filed in the performance section of the Army Military Human Resource Records (AMHRR).	TAG
D.	Has been relieved for cause from any duty position in the 36-month period preceding the termination date of the current tour of duty in the AGR Program.	DARNG
E.	Is an officer, who received a referred officer evaluation report, under AR 623-3, while in the AGR Program?	DARNG
F.	A Soldier who has academically failed a required Officer Education System (OES), Warrant Officer Educational System (WOES), Noncommissioned Officer Education System (NCOES) or Military Occupational Skill Qualification (MOSQ) producing school to include release from school for failure to maintain military standards or discipline.	TAG

**Chapter 3****Full-Time National Guard Duty Title 32 Active Guard Reserve Program Career Management****3-1. AGR Career Status**

AGR Career Status is the continuation beyond the initial period, or service in AGR status for a period of more than six-years; it constitutes retention and requires subsequent management under a career program as defined by DODI 1205.18 (Full-time Support to the Reserve Components); AGR career status may lead to a military retirement after attaining the required years of active service. Personnel may be placed in AGR status for one-time occasional tours (OTOT) or for a probationary period, but these personnel are not in a career status. AGRs attain career status once selected for continuation in the AGR program beyond the initial period.

**3-2. Career Management**

The Title 32 FTNGD AGR program is a career program offering opportunities that encourage retention through promotion, professional development, and assignments or attachments to positions of increased responsibility. As such, the HRO/AGR Manager will develop and implement a Career Management Program for all AGR Soldiers. Continuation beyond the initial three year tour constitutes entry into a career status and requires compliance with a career management program. The following provisions apply –

- a. HRO/AGR Managers will fill vacant AGR requirements by selecting the best qualified Soldiers.

*b.* Career management positions are designated as enlisted positions staff sergeant (SSG) and above, warrant officer positions chief warrant officer three (CW3) and above, and commissioned officer positions major (MAJ) and above. These positions will be competed for fill among current AGR Soldiers prior to competition to non AGR Soldiers. Competition includes, but is not limited to, the use of State developed officer selection processes that identify officers by name, for assignment to higher graded positions and the Enlisted Promotion System (EPS) outlined in AR 600-8-19. Once these processes are exhausted, the HRO/AGR Manager can compete the position for Soldiers seeking entry into the AGR program.

*(1)* TAGs may designate other positions as excepted career management positions. These positions should be limited to key staff positions which include State Command Sergeant Major, and Command Chief Warrant Officer (CCWO) positions.

*(2)* All excepted positions will be filled using an alternative selection process. The specific positions and the selection process used for each must be identified in writing in the selection and hiring guidance published by the HRO/AGR Manager.

*c.* Vacant, authorized AGR positions not selected for career management and entry level enlisted positions sergeant (SGT) and below, warrant officer positions chief warrant officer two (CW2) and below, and officer positions captain (CPT) and below will be filled per selection procedures in paragraph 2-3.

*d.* AGR Soldiers who have the required MOS or area of concentration (AOC), or the potential to acquire the required MOS or AOC after assignment, are considered qualified for career advancement.

*e.* AGR Soldiers will be counseled by their unit commanders or supervisors on the potential for career advancement, to include civilian and military education, probability of permanent change of station (PCS) moves, and professional development requirements.

*f.* Enlisted AGR Soldiers will not be automatically converted to officer or warrant officer AGR positions by virtue of completion of the appropriate courses. Eligible enlisted AGR Soldiers must apply, compete, and be selected for AGR officer and warrant officer positions. Entry level officer and warrant officer positions should be announced to current officers, warrant officers and those enlisted Soldiers who meet the criteria for appointment. A statement from the State G-1 office certifying that the Soldier meets the criteria for appointment (direct commission, enrollment eligibility in officer candidate school (OCS), approved predetermination packet for warrant officer candidate (WOCs), etc.) will be submitted with the application.

*g.* If an AGR enlisted Soldier serving in their initial tour is selected for entry into an AGR tour as an officer or warrant officer, a new initial three year tour will be initiated. If an AGR enlisted Soldier in career status is selected for entry into an AGR tour as an officer or warrant officer, the Soldier will retain career status.

### **3-3. Utilization**

In addition to the requirements in AR 135-18, the following provisions apply –

*a.* AGR enlisted Soldiers are subject to the utilization controls of NGR 600-200 (Enlisted Personnel Management), chapter 3, except –

*(1)* Assignment to a position two grades higher than a Soldier's current grade requires prior approval of TAG.

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

*b.* AGR Soldiers will be assigned to the same military unit as the AGR position, unless serving on a Command Leadership Waiver (see Chapter 4).

*c.* AGR Soldiers will be the sole occupant of their assigned positions by the modified table of organization and equipment (MTOE) or the table of distribution and allowances (TDA) by paragraph and line number. An AGR Soldier may be excess in their paragraph and line number for a period of up to one year when they are pending separation and a backfill has been selected and assigned. The HRO/AGR Manager will ensure that State manning documents, if used reflect proper assignment of AGR Soldiers.

*d.* Duty hours for AGR Soldiers will be established by TAG. Duty hours should not exceed a normal working day, except where short term mission requirements dictate.

*e.* Travel funds for AGR mission travel will be executed within the parameters of DFAS Regulation 37-100 (DoD Financial Management Regulation). ARNG Soldiers travelling Outside Continental United States (OCONUS) must be in a Title 10 status per Chief National Guard Bureau Instruction (CNGBI) 1002.01.

*f.* All Soldiers, except Recruiting and Retention Battalion (RRB) Soldiers, are required to participate with their units of assignment during IDT periods and annual training (AT), to include deployments, special projects, and exercises.

*g.* RRB Soldiers will not be required to attend IDT or AT as members of a unit for training, nor will they be

assigned other primary or additional duties in any other field, except career management field 79 (recruiting and retention).

*h.* Compensatory time off for duties performed in excess of established working hours is not authorized. Soldiers may be granted a special pass per AR 600-8-10.

### **3-4. Emergency operations and State Active Duty**

When a unit is ordered to operational 32 USC 502(f) status or state active duty status to support an emergency situation, its AGR members may accompany the unit and continue to perform their normal AGR duties. Because AGR duty is year-round military duty, an AGR member may not, by taking leave, be placed in a different military duty status to be used as an individual augmentee.

*a.* If an AGR member has a critical skill set needed by another unit, that individual may be attached or cross-leveled to the deploying unit if no other reasonable option exists.

*b.* This authority cannot be used to cross-level significant numbers of AGRs from nondeploying units to deploying units. In addition, if an AGR member's unit is performing operational 32 USC 502(f) duty (for example, at the request of the President or the Secretary of Defense), the member may, pursuant to 32 USC 328(b) and 32 USC 502(f) (2) (A), support the operation or mission to the extent that doing so does not interfere with the performance of their primary AGR duties.

*c.* A request from the President or Secretary of Defense is not required for units composed entirely of AGR members or units established by law performing specific functions in emergency situations, such as Civil Support Teams. Performing those functions in response to the specified emergency situations falls within their normal AGR duties.

*d.* AGR Soldiers serving in Command Leadership and Staff Assignment Policy (CLASP) leader assignments may perform their command or leadership duties if ordered to support an emergency situation.

### **3-5. Assignment**

AGR Soldiers will be qualified for their assigned MTOE/TDA positions. TAGs may conditionally assign Soldiers to other positions provided such Soldiers have potential to become qualified within 12 months of assignment. A plan, specifying how and in what time frame the Soldier will become qualified, will be prepared by the Soldier's administrative officer and full-time supervisor. The plan will be forwarded to the HRO/AGR Manager within 60 days of assignment with a copy maintained at unit level. As an exception to policy, those Soldiers who do not qualify within 12 months, due to no availability of school quotas or funds, may receive an additional six months to become qualified as authorized by TAGs. Soldiers who do not qualify within the specified time will be released from the AGR Program for failure to meet education requirements as identified in AR 135-18.

*a.* AGR Soldiers will be assigned to MTOE/TDA positions.

*(1)* Military positions will be at a grade commensurate with the maximum FTS position grade that best supports the AGR position. When the AGR position title does not have a corresponding military duty position (e.g., Readiness Non-commissioned officer (NCO) or Training NCO, etc.), the military assignment should be to a position with the predominant MOS or AOC of the unit.

*(2)* When identifying TDA positions, the paragraph and line number should be within the same directorate and functional area (for example, Plans, Operations and Training Officer), G1/MILPO, HRO, etc.) of the TDA.

*(3)* Military grades specified of the FTS required position will not be exceeded.

*(4)* Specialty substitution for officers may be authorized per NGR 600-100 (Commissioned Officers – Federal Recognition and Related Personnel Actions).

*b.* AGR Soldiers will not be assigned to organizations where one of their family members holds or may hold a direct command or supervisory position over another AGR family member.

*c.* AGR Soldiers will not be reassigned during the first 18 months of their initial tour except in the event of mobilization, force structure changes, or command directed reassignments. Enlisted AGR Soldiers in their initial 18 months will not be eligible for promotion selection due to being unavailable for positions other than the position they were selected for per AR 600-8-19 (Enlisted Promotions and Reductions). Soldiers selected for a higher graded position (for example, a SGT hired for a SSG position) who are not fully qualified for promotion at the time of entry into the AGR Program, may be promoted once they become fully qualified and placed on the EPS list. These Soldiers must be on a current standing promotion list and may be promoted regardless of sequence number on that list.

*d.* AGR Soldiers may be reassigned at any time without their consent and without geographical limitations within the boundaries of the State to meet the needs of the service. Failure to comply with orders is cause for removal from the AGR program without board action, and may subject the AGR Soldier to appropriate administrative action and proceedings under applicable State's Code of Military Justice. AGR Soldiers receive PCS entitlements as a result of

reassignment to a duty station outside the established local commuting distance.

*e.* PCS is an entitlement resulting from a transfer or reassignment to a new permanent duty station (PDS). The Soldier's current residence must be outside the established local commuting area from the new PDS and the Soldier must relocate to a residence within the local commuting area of the new PDS in order to be eligible for PCS entitlements. Reassignments to positions located at the same PDS are not eligible for PCS entitlements.

(1) PCS entitlements will only be approved once per fiscal year. ARNG-HRH may approve exception requests when provided justification for reassignment of an AGR Soldier more than once in a 12 month period.

(2) Dislocation Allowance is only payable once in a fiscal year per DOD JTR (Department of Defense Joint Travel Regulations).

(3) The gaining organization is responsible for requesting PCS funds and publishing PCS orders.

### **3-6. One Time Occasional Tours**

*a.* IAW AR 135-18, the AGR Program supports entry into the program of Soldiers who may desire to serve only initial or occasional AGR tours. The OTOT is intended to provide a vehicle by which TAGs may bring a Soldier onto an AGR tour Not to Exceed three years for a specific project or specific duty without assessing them into the career AGR Program. While OTOTs are authorized, hiring of AGRs for a career status position is preferred and OTOTs should be used only in exceptional circumstances.

*b.* Authorized categories for OTOT hiring. States are authorized to hire OTOT AGR Soldiers in the following categories –

(1) Officers in the grade of Lieutenant Colonel and Colonel

(2) Warrant Officers in the grade of command chief warrant officer five (CW5) appointed as the State Command Chief Warrant Officer.

(3) NCOs in the grade of E9 hired for the purpose of serving in nominative positions (for example, State Command Sergeant Major (CSM)). A nominative position is defined as any authorized CSM or sergeant major (SGM) billet where the CSM/SGM is rated by a General Officer or Senior Executive Service member and the position is on a valid MTOE/TDA or a provisional organization approved by HQDA or NGB.

(4) Any Soldier regardless of grade who cannot qualify for regular (active duty) retirement due to age or mandatory removal date.

(5) Other positions that may require a specific skill set that are not readily available in the current AGR workforce. Examples include Assistant Professor of Military Science (APMS), State Judge Advocate General Officer (JAG), a medical professional or other positions that may not need to be filled with a career status AGR.

*c.* For each Soldier hired as OTOT, the State will execute a NGB Form 34-3 (Certificate of Agreement and Understanding OTOT). States will place a copy of the executed agreement, along with the OTOT orders, in the Soldier's Interactive Personnel Records Management System (iPERMS) file and retain a copy on file throughout the Soldier's AGR tour.

*d.* Orders must identify the period as an OTOT. Additional instructions will contain information regarding the duration of the tour and must contain a statement that upon completion of the OTOT, the Soldier will return to a traditional status and is not entitled to be accessed into the career AGR Program.

*e.* Soldiers serving on an OTOT remain eligible to apply and compete for career AGR positions advertised to current military members. They are not eligible to compete for positions advertised to 'current, on board AGR' Soldiers. If selected for a career AGR position, the OTOT orders will be amended to end, and an initial three year AGR tour order will be produced for the Soldier. Time served as an OTOT will not count as part of the initial AGR tour used in the career AGR Program.

*f.* Additional requirements and limitations –

(1) States must have an available AGR resource and controlled grade (if required) to use an OTOT. ARNG-HRM will not provide additional resources or controlled grades to support OTOTs.

(2) Soldiers serving on an OTOT will count in the State's AGR end strength.

(3) Soldiers must meet the AGR entry requirements of AR 135-18.

(4) Consecutive OTOTs are not authorized.

(5) Soldiers serving on OTOT in nominative positions may be extended beyond the three year limit at the direction of TAG, but may not exceed a total of five years to preclude entry into career status.

(6) Soldiers must not reach 18 years of active service as a result of the OTOT unless a waiver has been approved by the ARNG Policy Division, AGR/Mobilization Branch, ARNG-HRH-M.

(7) Soldier must not qualify for separation pay as a result of the OTOT order unless a waiver has been approved by the ARNG Policy Division, AGR/Mobilization Branch, ARNG-HRH-M.

*g.* Former AGR Soldiers released from AGR service due to board action are not eligible to enter into an OTOT.



The OTOT uses an available AGR resource, not FTNGD-OS funding.

### **3-7. Supervision and evaluation**

a. The senior FTS Soldier assigned to an organization will be assigned supervisory responsibilities per the following provisions –

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

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

b. Rating schemes will be established per AR 623-3 (Evaluation Reporting System). A reasonable effort will be made to include an AGR Soldier's full-time supervisor in the rating scheme. When the FTS supervisor is not included, written input will be provided to the rating official.

c. RRB Soldiers will be supervised and evaluated by their recruiting and retention force chain of command, regardless of the Soldier's duty station.

### **3-8. Leaves and passes**

The provisions of AR 600-8-10, except as modified by this regulation, apply to AGR Soldiers.

a. The HRO/AGR Manager –

(1) Develops and publishes TAG policies for authorized absences during State public holidays, the annual leave program, passes, permissive TDY, and convalescent leave.

(2) Delegates authority to approve leave to commanders and supervisors at the unit level.

(3) Is responsible for issuing leave control numbers (currently the automated system located in the FTSMCS).

b. For settlement of leave balances see DODFMR 7000.14-R (Military Pay Policies and Procedures), volume 7A, chapter 35.

c. Convalescent leave recommended for periods greater than 30 days, or requests for additional convalescent leave beyond 30 days, must be forwarded to the NGB Surgeon's office (ARNG-CSG) for approval via the Medical Actions Tracking System (MATS), or successor system. Requests must contain a diagnosis, prognosis, and treatment plan from the treating physician; a profile (DA Form 3349) from a military provider written in ePROFILE; and any other documents that the State believes are important.

d. AR 600-8-10, paragraph 5-3, authorizes convalescent leave for 42 days after normal pregnancy and childbirth. This period does not require approval from NGB unless it will extend beyond 42 days.

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

f. Passes will not be approved for periods when AGR Soldiers are required to be at their duty stations for example, IDT, AT, special projects and exercises.

## **Chapter 4**

### **Full-Time National Guard Duty Title 32 Active Guard Reserve Program Professional Development**

#### **4-1. General**

Professional development is the continuing responsibility of AGR Soldiers, their commanders and supervisors. Each Soldier will be provided an opportunity to complete education requirements through attendance at Total Army Training System Courseware (TATS-C) configured schools and the National Guard Professional Educational Center (PEC).

#### **4-2. Professional Development Program**

a. AGR Soldiers will comply with ARNG Professional Development Program (PDP) requirements, as promulgated by ARNG-HRH. Commands will schedule their Soldiers to attend the appropriate course associated with their FTS position. As a condition of continued employment, Federally funded FTS employees will be scheduled for training at the PEC within the first 12 months of employment.

(1) The first priority for training is new hires. States should develop a plan to schedule all FTS employees who have not completed the appropriate course for their current position to attend formal training at PEC. Formal training at PEC ensures FTS personnel receive standardized and current vocational training as well as timely procedural and policy guidance to enhance unit and individual readiness. The complete list of mandatory courses is published by ARNG-HRH on an annual basis.

(2) Failure to complete NGB prescribed courses at PEC for new FTS personnel within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance. This period may be extended by an additional six months based on course availability.

b. Scheduling of AGR Soldiers for required schools is the responsibility of the Soldier, commander, director, or supervisor. School quotas will be managed IAW established State policy and NGR 351-1 (Individual Military Education and Training).

c. The HRO/AGR Manager –

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

(2) Monitors and documents course completion and ensures entry in Soldier's personnel records.

(3) Coordinates with commanders, administrative officers, and State schools branch concerning disposition of Soldiers who do not or will not successfully complete PDP requirements because of failure to apply, academic deficiency, or failure to accept a training seat.

#### **4-3. Military education requirements**

All Soldiers must attend TATS-C military education courses to meet the requirements established in the Officer Education System (OES), Warrant Officer Education System (WOES), and the Noncommissioned Officer Education System (NCOES). All Soldiers will obtain AOC and MOS qualification through approved accredited methods.

#### **4-4 Officer Candidate School and Warrant Officer Candidate School**

a. AGR Soldiers will not attend Federal OCS, Federal Warrant Officer Candidate (WOCS), or the ARNG Accelerated OCS with the specific intent of accepting a certificate of eligibility. An AGR Soldier must have competed and been selected for an authorized AGR officer position in order to attend either Federal course. AGR Soldiers may attend State OCS and State WOCS with the intent of accepting a certificate of eligibility.

b. AGR Soldiers will attend Federal OCS or WOCS in FTNGD AGR status when approved to attend these courses.

c. AGR Soldiers may attend State OCS or United States Army Reserve (USAR) Warrant Officer candidate School Reserve Component (WOCS-RC) in an IDT status per NGR 351-5 (State Military Academies).

d. AGR Soldiers selected to attend State or Federal OCS may be promoted to the authorized enlisted grade per AR 600-8-19 provided the maximum FTS required position grade is not exceeded. These individuals will be immediately reduced to the grade from which promoted when they cease to participate in the OCS Program.

e. WOCs (except Aviation) must obtain an approved predetermination by the AD proponent prior to selection by a Federal Recognition Board and attendance at any WOCS course.

f. AGR Soldiers applying for State or Federal OCS or WOCS must meet the requirements of established State policy.

g. Backfilling FTS required positions of AGR Soldiers who attend Federal OCS or WOCS is authorized if the backfill action will not cause the State to exceed their FTS end strength or controlled grade limits.

h. Soldiers selected for an AGR officer or warrant officer position who fail to successfully complete the required course will be –

(1) Reassigned to a valid enlisted position, if the leadership decides to retain the Soldier as an AGR, and the State will not exceed their AGR end strength, or

(2) Released from the AGR Program for failure to complete required training per AR 135-18.

i. The HRO/AGR Manager –

(1) Ensures that an AGR Soldier was appropriately selected to fill an authorized AGR officer or warrant officer position prior to sending AGR Soldiers to Federal OCS/WOCS.

(2) Coordinates all promotion and reduction actions with State G1/MILPO.

(3) Ensures the promotions of AGR Soldiers attending State or Federal OCS or WOCS do not exceed the maximum FTS required position grades.

#### **4-5. Active Service Obligation for AGR Soldiers of the National Guard Attending Military Schools**

a. Military or civilian school attendance. AGR Soldiers who attend military-funded professional education courses at military or civilian institutions will incur an Active Service Obligation (ASO). The obligation must be served in the ARNG AGR Program and will run concurrently with any other obligations the Soldier may have previously incurred. All obligations will be established when the Soldier reports to the course; however, the obligation period will not begin until the graduation date of the course. All AGR Soldiers will sign a statement acknowledging

that they are aware of the ASO incurred as a result of attending the professional education course (see Appendix B).

*b.* NGB may waive the ASOs described below for the convenience of the National Guard when personal hardship or compassionate reasons are involved. Waivers must be submitted to ARNG-HRH and include supporting documentation (e.g., letters from doctors, chaplains, or the first General Officer in the Soldier's chain of command). An AGR Soldier selected for attendance to any military school that incurs an ASO will be retained in an AGR status until completion of the ASO, not to exceed their Mandatory Removal Date (MRD) or Retention Control Points (RCP). Before a Soldier is selected for military training, the command must consider whether the individual selected has enough time remaining to complete the ASO prior to MRD or RCP (refer to NGR 635-100 and Table 5-1 of this regulation).

(1) Senior Service College (SSC) or equivalent foreign military school (including the Army War Distance Education Program), ASO is two years.

(2) Intermediate Level Education (ILE) to include the ILE Correspondence Studies Course, ASO is two years.

(3) Due to the uniqueness of the training involved for members of the Ground-Based Midcourse Defense (GMD) Program and the Weapons of Mass Destruction (WMD) CST will incur an ASO of three years upon completion of training.

(4) U.S. Army Sergeant Major Course, ASO is two years for the resident course and six months for the non-resident course.

(5) Officers receiving AOC or Additional Skill Indicator (ASI) training will incur the following ASO upon class enrollment in the following Aircraft Qualification courses –

(a) Rotary wing - three years, except those officers undergoing the A/MH-6, MH60, or MH 47 qualification course will incur four years.

(b) Initial Fixed Wing Multi-Engine Qualification - five years.

(c) Fixed wing - three years, except those officers undergoing RC-7 ARL qualification. They will incur a one-year ASO upon class enrollment.

(d) All Instructor Pilot, Instrument Flight Examiner, and Maintenance Test Pilot Courses - one year.

(e) All Special Electronic Mission Aircraft systems - one year.

(f) Initial fixed wing multi-engine qualification – five years.

(g) All Armament Maintenance courses - one year.

(h) Aviation Safety Course - one year.

#### **4-6. Command and leadership assignments**

*a.* The following assignments fall under the CLASP –

(1) FTS Soldiers assigned to a Brigade, Battalion, Company Command, Headquarters Command, Platoon Leaders, Command Sergeant Major and First Sergeant positions.

(2) FTS officers grades O4 and above and NCOs grades E8 and above whose full time duties are performed in non-deployable organizations for example, Joint Forces Headquarters (JFHQ) or other TDA, but assigned to appropriate primary and secondary Modified Table of Organization and Equipment (MTOE) staff positions for example, G1, G2, S1, S2, Asst S4, Asst S3).

(3) Soldiers assigned to WMD CST, GMD units, Chemical, Biological, Radiological, Nuclear and High Yield Explosive (CBRNE) Enhanced Response Force Package (CERF-P) positions, and Recruiting and Retention Command are not authorized to perform CLASP assignments. These positions are Congressionally mandated or high priority positions that require special skill sets. Soldiers assigned to these units must be reassigned to other AGR positions in another unit in order to become eligible for CLASP assignments.

*b.* FTS positions that are identified as Commander, Command Sergeant Major, or First Sergeant for example, WMD CSTs, Recruiting Battalion, RTI, etc., on the unit's FTS requirements document do not require CLASP waivers; however, States may use the CLASP as a management tool for these positions.

*c.* The goal of the CLASP is to enhance and professionally develop FTS Soldiers. The implementation of CLASP –

(1) Will not be at the expense of a traditional Soldier's career progression. TAGs should consider the immediate and long-term impact on unit readiness and traditional Soldiers' morale when assigning FTS personnel to leadership positions. The number of CLASP assignments will not exceed 10 percent of the total number of leadership assignments within the State.

(2) Places qualified FTS Soldiers with critical skills and experience in ARNG MTOE units.

(3) Provides professional development opportunities to FTS Soldiers, employed at JFHQ/ TDA activities in order to perform and develop their basic branch or MOS skills for future FTS assignments. These Soldiers are

reassigned to deployable MTOE units and are available to these organizations during Inactive Duty Training/Annual Training and when the unit conducts other training or administrative activities.

(4) Ensures continuity of JFHQ/TDA functions, as these Soldiers continue to perform in their FTS positions during normal duty hours, at the discretion of the TAG.

d. TAGs have the authority and flexibility to approve CLASP positions within their respective Title 32 FTS programs. The State should consider a Soldier's potential and subsequent duty assignments before assignment to a CLASP position. These assignments must meet the following criteria –

(1) CLASP assignments will not exceed three years, with the exception of subparagraph (3)(b) below and any Soldier who reaches the three year time limit while mobilized. Soldiers in this category may remain in the CLASP assignment six months beyond demobilization.

(2) The MTOE assignment must be within the supported chain of command. Soldiers assigned to the JFHQ may be assigned to any MTOE unit.

(3) AGR Soldiers may not exceed their FTS authorized grade position. Promotions based on CLASP assignments are not authorized.

(a) Commander assignments require an AGR Soldier to be assigned to an equal graded FTS position at the JFHQ/TDA or higher headquarters in the chain of command.

(i) Brigade Commander (COL) assigned as G1, HRO, G4, etc., at JFHQ.

(ii) Battalion Commander (LTC) assigned to an LTC AGR position at JFHQ or an LTC position in the brigade headquarters. Battalion Commanders will not be assigned as the Battalion Administrative Officer (AO), which is a MAJ graded requirement.

(iii) Company Commander assignments require an AGR Soldier to be assigned to an equal graded CPT FTS position at the JFHQ/TDA or higher headquarters in the chain of command.

(b) Officers serving as platoon leaders will serve in lieu of a company grade FTS position within the parent battalion or equivalent supervising organization. For those MTOE organizations with minimal lieutenant positions, TAGs may extend FTS lieutenants beyond the three year tour to enable the Soldiers to remain competitive and qualified for the FTS and military positions.

(c) Command Sergeant Major (CSM) assignments require an AGR Soldier to be assigned to an equal graded E9 FTS position at the JFHQ/TDA or higher headquarters in the chain of command. CSM assignments will be filled by current AGR E9 Soldiers.

(d) First Sergeant (1SG) assignments require an AGR Soldier to be assigned to an equal graded E8 FTS position at the JFHQ/TDA or higher headquarters in the chain of command. 1SG positions will be filled with current AGR E8 Soldiers.

e. FTS Soldiers must not have had similar leadership assignments at the same level regardless of duty status.

f. Soldiers must be employed in a FTS Manning Document position commensurate to AGR grade.

g. The command/leadership/staff position is a voluntary assignment for career development. Soldiers must meet the MOS/AOC qualifications for the MTOE paragraph/line. The MOS/AOC qualification requirement cannot be waived. ARNG-HRM will not provide a temporary controlled grade authorization for CLASP.

h. In a unit with two FTS officer requirements, only one officer may be on a command waiver at one time. For units with three or more FTS officer requirements, two officers may be on command leadership assignment.

i. Soldiers serving in CLASP assignments outside the normal commuting area of their assigned AGR duty locations may be entitled to applicable Temporary Duty (TDY) travel and certain transportation allowances IAW The Joint Travel Regulation. However, States must use existing travel funds to support; ARNG-HRM will not provide additional travel funding to support eligible CLASP travel.

j. States must have the available Full Time Manning authorization to support follow-on assignments after completion of CLASP assignments. If a follow-on assignment cannot be identified, the CLASP assignment cannot be approved.

k. ARNG-HRM will not authorize temporary or additional FTS authorization to replace mobilized personnel serving in a CLASP assignment.

l. The State will ensure officers taking a battalion or brigade command are branch qualified, IAW NGR 600-100 and DA Pam 600-3 (Commissioned Officer Professional Development and Career Management). If a qualified officer isn't available, TAGs may, on a case-by-case basis, assign officers who are not branch qualified. These officers must –

(1) Be approved for branch transfer by the State's Federal Recognition Board before assuming command.

(2) Complete the Federal Recognition Board's military education requirements and meet AOC qualifications within 12 months of assignment.

(3) Complete ILE and attend the branch specific Pre-Command Course (PCC) before assuming command.

Waivers for the PCC requirement must be submitted to ARNG-HRH, for Chief of Staff of the Army (CSA) approval. Assumption of command will not occur before PCC completion or if an approved waiver from CSA is received.

*m.* ARNG Soldiers who are on a CLASP assignment and are mobilized in a CLASP position continue in the CLASP program. The period served on mobilization counts towards the three year CLASP period. If the mobilized CLASP assignment expires while the Soldier is mobilized, the Soldier will remain in the CLASP position for six months following demobilization. If mobilized in a non-CLASP position, the CLASP period is suspended for the period of the mobilization.

*n.* TAGs will direct requests for extensions to ARNG-HRH. Written justification must include the circumstances requiring the extension, such as critical unit readiness or mission completion requirements. Incomplete requests cannot be processed. Improper program management by the command or Soldier convenience will not be the basis for an exception to policy.

#### **4-7. Professor Military Science/Assistant Professor of Military Science Program**

To reaffirm its commitment and support for the Reserve Officers' Training Corps (ROTC), NGB will use existing program funding to provide full time support Professor Military Science and Assistant Professor of Military Science (PMS and APMS) authorizations to the States. AGR officers filling PMS and APMS positions will not participate in the CLASP

#### **4-8. Physical Fitness Training Program**

*a.* Successful completion of the Army Physical Fitness Test (APFT) is a requirement of military membership.  
*b.* AGR Soldiers are required to pass the APFT twice per calendar year (CY) per AR 350-1 (Army Training and Leader Development), paragraph G-9m(2).

*c.* Failure of two consecutive record APFTs is grounds for involuntary removal from the AGR IAW chapter 6 of this regulation, as well as grounds for discharge of Soldiers from the ARNG IAW applicable separation regulations and ARNG policy.

### **Chapter 5**

#### **Full-Time National Guard Duty Title 32 Active Guard Reserve Program Tour Continuation Process**

##### **5-1. Purpose**

The Assistant Secretary of the Army (Manpower and Reserve Affairs) ASA(M&RA)) suspended the policy that required AGR Soldiers to be released from active service when they attained 20 years of active service, and directed the National Guard to develop processes to manage the AGR force to mandatory removal date (MRD) (for officers) or retention control points (RCP) (for enlisted Soldiers; see Table 5-1). This provides the opportunity for qualified AGR Soldiers to remain in active service until MRD or RCP. Leaders at all levels should provide career counseling and mentorship to establish realistic expectations within the AGR force .

*a.* AGR Soldiers may be released from AGR service for failure to remain qualified for such service; or involuntarily IAW paragraphs 6-5 or 6-6 of this regulation, or as otherwise required or permitted by applicable law, policy or regulation.

*b.* The initial three year tour of FTNGD in an AGR status is a probationary period. During the third year of the initial tour, all AGR Soldiers will be evaluated for potential for continued active service and entry into a career program status. Continuation beyond the initial three year tour constitutes entry into career status. Soldiers must meet the additional qualification pursuant to paragraph 2-2 of AR 135-18 for subsequent duty in the AGR program.

*c.* AGR Soldiers are subject to the Active Service Management Board (ASMB), but are exempt from the SRB or QRB.

*d.* AGR Soldiers in a career status are not guaranteed continuation on active service or in any particular status, but must be continually managed to ensure they perform IAW applicable regulations and policies (involuntary separations for misconduct, inefficiency, medical and other reasons may still occur pursuant to this and other applicable regulations).

##### **5-2. Responsibilities of the HRO/AGR Manager**

The HRO/AGR Manager will:

- a.* Publish subsequent orders for Soldiers recommended for continuation.
  - (1) Subsequent orders for officers will be for an indefinite period up to their MRD or age 60, whichever occurs first. Officers are still eligible for command directed reassignments.
  - (2) Subsequent orders for enlisted Soldiers will be for a period that will not exceed their enlistment or

reenlistment agreements, or extension of an enlistment or reenlistment agreement, not to exceed their RCP (per table 5-1) or age 60, whichever occurs first. The intent is that an enlisted Soldier's military ETS and AGR tours will end on the same date. Enlisted Soldiers are still eligible for command directed reassignments.

(3) Continuation beyond age 60 requires a waiver. Request for waivers must be submitted to ARNG-HRH).

b. Maintain records of continuation in the AGR Management Section for a minimum of two years.

### **5-3. Initial Tour Continuation**

a. The ARNG has a continuing need to only retain the best qualified Soldiers in the AGR program. During the third year of the initial tour, the full time chain of command will evaluate the performance of AGR Soldiers and their potential for continued active service.

b. Soldiers recommended for continuation will be continued on FTNGD orders for a period of up to six years, not to exceed the RCP (see table 5-1), MRD, or age 60.

c. Recommendations for non-continuation will be reviewed by the tour continuation board as outlined below in paragraph 5-4.

### **5-4. Initial Tour Continuation Boards Procedures**

a. HRO/AGR Manager provides each Soldier not recommended for tour continuation notification of their review by the tour continuation board.

b. The Commands written justification and or supporting documents for non-continuation will be provided to the Soldier.

c. HROs will appoint and convene AGR Continuation Boards subject to the following:

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

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

(3) Soldiers being considered will not be appointed as board members.

(4) The Board President will be the senior ARNG Soldier on the board.

(5) Boards considering females or minority Soldiers will include female and/or minority representation.

d. AGR Continuation Boards are conducted as follows:

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

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

(3) The Board will evaluate the chain of command recommendations and each Soldier's record for demonstrated performance and determine the potential to accept responsibilities and perform at current and higher level assignments in a career program.

(4) Board recommendations with all supporting documentation for Soldiers recommended for non-continuation will be forwarded to TAG for final action.

(5) TAG is the final approval authority for non-continuation. This authority will not be delegated. Soldiers approved for non-continuation will be released from FTNGD NLT 120 days from date of TAG approval.

(6) Soldiers approved for continuation will be continued on FTNGD orders IAW paragraph 5-2.

### **5-5. AGR Active Service Management Board**

a. The ASMB is used in the ARNG to shape the AGR force. This board provides a life cycle management tool for career progression and management of qualified AGR Soldiers. The ASMB is based on the needs of the Army, and service in the AGR program must be based on the AGR requirements of the ARNG.

b. States will conduct a board as directed by the DARNG or TAG on an as-needed basis, not to exceed one board per calendar year. Standby boards are prohibited. States that exceed their controlled grade allocation will be mandated to hold a board each year until they no longer exceed their controlled grade allocation.

c. ARNG-HRH will publish an annual announcement to provide detailed guidance on the board criteria, eligibility requirements, and separation procedures.

<b>TABLE 5-1: Retention Control Points</b>		
<b>GRADE</b>	<b>TOTAL YEARS ACTIVE SERVICE</b>	
	<b>Prior to 31 Dec 17</b>	<b>After 31 Dec 17</b>
Private-Private First Class	20	5
Corporal/Specialist	20	8
Sergeant	20	14
Staff Sergeant	20	20
Sergeant First Class	26	26
First Sergeant/Master Sergeant	29	29
Command Sergeant Major/Sergeant Major	32	32
Command Sergeant Major <i>(serving in nominative positions where the CSM is rated by a general officer, member of the Senior Executive Service or equivalent)</i>	35	35

## Chapter 6

### Release from the Full-Time National Guard Duty Title 32 Active Guard Reserve Program

#### 6-1. General

Release from the AGR Program as prescribed by this chapter relates to release from FTNGD (see glossary terms; for purposes of this regulation the term “REFRAD” shall mean release from FTNGD).

- a. TAG of the State is the final separation/release authority for AGR Soldiers.
- b. Retention will not be directed when release from FTNGD or separation from the ARNG is mandatory under this chapter or any other applicable Army or National Guard regulation.
- c. AGR Soldiers within two years of becoming eligible for regular retired pay will not be involuntarily released from FTNGD unless the release is approved by the Secretary of the Army (SA). Requests will be forwarded through ARNG-HRH. AGR Soldiers reaching age 60 may only be retained, with an approved waiver unless they are eligible for sanctuary.
- d. AGR Soldiers may request a physical prior to release from FTNGD for reasons other than retirement. However, failure to complete a physical will not be grounds for retention in an AGR status on FTNGD.
- e. AGR Soldiers retiring from active service will complete a retirement physical per AR 40-501 (Standards of Medical Fitness), AR 600-8-24 (Officer Transfers and Discharges), and NGR 600-200 (Enlisted Personnel Management).
- f. AGR Soldiers in the process of separating or retiring from active service will not stop the separation process for the sole purpose of receiving medical treatment or to initiate medical evaluation board processing, unless the medical condition is acute or grave in nature per AR 635-40 (Physical Evaluation for Retention, Retirement or Separation), paragraph 3-2.
- g. Enlisted AGR Soldiers in a career status will not be involuntarily released from FTNGD for the sole reason of reaching their expiration of term of service (ETS). If an opportunity to reenlist or extend enlistment is not offered, provisions of paragraph 6-5 of this regulation applies. Commander must notify the Soldier within 180 days of scheduled ETS date.
- h. Commanders and supervisors may initiate involuntary REFRAD for any reason permitted by Army or ARNG regulations for separation or withdrawal of Federal Recognition, including but not limited to, when a Soldier’s duty performance or persistent inefficiency hinders the administration, operation, or training of the National Guard and when corrective action or rehabilitation efforts have not provided the necessary results.
- i. In addition to REFRAD pursuant to this regulation the command may initiate discharge from the ARNG for the same underlying basis IAW applicable regulation (AR 135-178 or NGR 600-200 (enlisted); AR 135-175, or NGR 635-101 (officers)).
- j. REFRAD pursuant to this regulation may not result in a characterization of service less than General (Under Honorable Condition).

#### 6-2. Medical separation

- a. AGR Soldiers being processed through the Disability Evaluation System (DES) or medical board proceedings will not be released from FTNGD, or retired from an AGR status until final disposition by medical authorities. Final disposition is the receipt of documentation that closes the medical case (for example, notice of return to duty, medical

separation, or withdrawal from the DES process by Soldier).

*b.* AR 635-40 will be used to separate or retire AGR Soldiers as a result of physical disabilities. Separation documents will be prepared by the servicing transition center.

### **6-3. Voluntary release**

*a.* Requests for voluntary release will be forwarded through command channels to the HRO/AGR Manager.

*b.* The HRO/AGR Manager will ensure that active service obligations are satisfied before processing requests for release or retirement.

*c.* The HRO/AGR Manager will develop procedures to inform AGR Soldiers of the one-year waiting period before re-entry into the AGR Program per AR 135-18.

*d.* Release from FTNGD orders will be prepared IAW AR 600-8-105. Other separation documentation will be prepared per relevant regulations and/or policies.

*e.* Requests for voluntary release or retirement are irrevocable once received and approved by the HRO/AGR Manager, except as applicable regulations may allow for example, cases involving hardship.

*f.* AGR Soldiers may request voluntary release from FTNGD in lieu of involuntary release procedures.

### **6-4. Mandatory release**

*a.* AGR Soldiers will be released from the AGR Program without board action for the reasons stated below regardless of the expiration date of their current period of duty. Involuntary release procedures will not be used.

*b.* For the following, the HRO/AGR Manager will notify the Soldier, in writing, one year in advance of the appropriate date, that they will be released from active service and identify the effective date. The effective date should be the last day of the month in which the Soldier reaches the appropriate date. This will provide sufficient time to allow the Soldier to be properly processed for transition, either REFRAD or retirement.

*(1)* Officers who reach their MRD per NGR 635-100 (Termination of Appointment and Withdrawal of Federal Recognition), unless an extension has been approved.

*(2)* AGR Soldiers who reach age 60 and are qualified for regular retirement.

*(3)* Enlisted AGR Soldiers who complete total years of RCP for their current grade IAW table 5-1.

*c.* For the following, the HRO/AGR Manager will notify Soldiers in writing, as soon as practical once the disqualifying condition is identified, that they will be released from active service and identify an effective date. The effective date should provide sufficient time for the Soldier to clear all transition requirements and use their accrued leave.

*(1)* An AGR Soldier who fails to obtain, or loses a required security clearance.

*(2)* An AGR officer has lost Federal Recognition.

*(3)* An AGR officer has been non-selected twice for promotion per AR 135-155 (Promotion of Commissioned Officers and Warrant Officers Other than General Officers).

*d.* Loss of MOS, AOC or other qualification (IAW with applicable regulations or Army/ARNG policy) that is required for a specific AGR position but only when reassignment is not possible or practical.

### **6-5. Involuntary release from FTNGD**

Commanders have the primary responsibility to maintain good order and discipline. Involuntary release from AGR service is a mechanism for TAGs to ensure the effective administration, operation, and training of the National Guard. Commanders and supervisors may initiate involuntary release from AGR service when a Soldier's substandard duty performance or persistent inefficiency hinders the administration, operation, or training of the National Guard and when corrective action or rehabilitation efforts have not provided the necessary results, or for any other reason permitted by Army or ARNG regulations for separation from service, withdrawal of Federal Recognition, release from active duty or disqualification for subsequent AGR duty. Single acts of misconduct including but not limited to those involving violence, hostile work environment, integrity, or moral turpitude may warrant initiating release without prior corrective action or rehabilitation. Commanders determine if the basis of a proposed involuntary release warrants release from FTNGD and separation from the ARNG.

*a.* Guidelines for involuntary release.

*(1)* Counseling or a letter of reprimand.

*(a)* Commanders or supervisors will notify the Soldier through written counseling(s) or reprimand(s) when the Soldier's degree of efficiency, manner of performance of duty, military conduct, or the commission of any derogatory act makes such action appropriate. Commanders and supervisors will retain the documents reflecting the corrective or rehabilitative efforts.

*(b)* Corrective or rehabilitative counseling will include notice that the Soldier's conduct, performance or



inefficiency may result in involuntary release from FTNGD.

(c) Soldiers will acknowledge receipt of the counseling or reprimand and be provided a complete copy.

(2) General Considerations. When deciding whether to initiate procedures for involuntary release, the following factors may be considered –

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

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

(c) Whether the actions of the Soldier resulted or are likely to result in an adverse impact on accomplishment of unit missions.

(d) The Soldier's ability to perform FTNGD in a satisfactory manner.

(e) The Soldier's potential for further military service.

(f) The Soldier's military service. This includes past contributions to the military, assignments, awards and decorations, evaluations, ratings, letters of reprimand or admonition, counseling records, records of nonjudicial punishment, records of involvement with civilian authorities; and any other matters deemed relevant by the separation authority.

(g) The possibility that reassigning the AGR Soldier will improve the Soldier's performance.

b. When a commander or supervisor initiates an involuntary release, the notice will be in writing (see Appendix C) and will include:

(1) The basis for the proposed involuntary release.

(2) The right to consult with military counsel at no cost to the Soldier, and to consult with civilian counsel at the Soldier's own expense.

(3) Copies of the documents supporting the request for involuntary release. If possible, information contained in classified documents used as a basis for the release will be summarized and declassified. At a minimum, the Soldier will be notified of all classified documents related to the request for involuntary release and their location, and be afforded the opportunity personally or through counsel to examine them.

(4) AGR Soldiers may be given the opportunity, but are not required, to request voluntary release from FTNGD in lieu of involuntary release. The commander or supervisor may approve the Soldier's voluntary request for release or deny the Soldier's request and proceed with the involuntary release process.

(5) AGR Soldiers will acknowledge receipt in writing (see Appendix D).

(6) The AGR Soldier will be given 30 days from receipt to rebut or comment. Soldiers are entitled to assistance from the Trial Defense Service (TDS) or another Judge Advocate (JA) in preparing rebuttals. If assistance from a TDS counsel or other JA is not readily available, the 30 day provision will be reasonably extended by the individual initiating the involuntary release.

(7) The Soldier will return the rebuttal and any supporting documents to the commander who initiated the recommendation.

(8) If the Soldier declines to respond as to the election of rights (see Appendix D), such declination will constitute a waiver of rights and an appropriate notation will be made on the retained copy of the notification memorandum.

(9) The initiating individual will review the rebuttal and any other documents provided and determine whether to withdraw the recommendation or continue the process.

(10) After reviewing the rebuttal, a Commander may withdraw the initiation of the involuntary release.

(11) If the Commander decides to pursue the involuntary release after reviewing the rebuttal, the recommendation and all supporting documents will be forwarded through command channels and the Office of the Staff Judge Advocate to the HRO/AGR Manager for action.

(12) The HRO/AGR Manager will conduct administrative review and forward packet to TAG for final determination.

c. When involuntary release is approved by TAG:

(1) Effective date of releasing Soldier from FTNGD will be determined by the HRO/AGR Manager and will include use of accrued leave for transition leave.

(2) Orders releasing a Soldier from FTNGD and other separation documents will be prepared per appropriate regulations.

d. As prescribed in accordance with 10 USC 1174, Soldiers performing FTNGD who are being discharged or involuntarily separated, are entitled to separation pay provided they have completed at least six or more years, but fewer than 20 years, of active service.

e. Soldiers in sanctuary status by virtue of reaching greater than 18 but less than 20 years of qualifying active service will have their involuntary REFRAD packet including TAG recommendation, submitted through ARNG-HRH

for approval by the Secretary of the Army.

#### **6-6. Involuntary release from FTNGD and separation from the ARNG**

In addition to REFRAD pursuant to this regulation the command may initiate discharge from the ARNG for the same underlying basis IAW applicable regulation (AR 135-178 and/or NGR 600-200 (enlisted); AR 135-175 and/or NGR 635-101 (officers)).

#### **6-7. Elimination or downgrade of Full Time Support required position**

*a.* AGR Soldiers affected by changes in FTS requirements, end-strength, grade ceiling limitations and force structure changes may be retained in an excess or over grade status, as appropriate, for not more than one year after the effective date established by ARNG-HRH.

*b.* AGR Soldiers carried in an excess or over grade status due to force structure changes, or changes in FTS requirements will be offered, in writing, the opportunity to fill vacant positions per the State's Priority Placement Program (PPP). These Soldiers will be given priority over other Soldiers in filling vacant, authorized positions for which they are qualified or eligible to become qualified.

*c.* Any AGR Soldier carried in excess status (having no valid FTS position) and not reassigned to valid FTS positions within one year after the effective date established by ARNG-HRH will be released from the AGR Program.

*d.* AGR enlisted Soldiers who are in an over grade status (assigned to a valid FTS position graded lower than the AGR Soldier's current grade) one year after the effective date established by ARNG-HRH will be offered the opportunity to remain in the AGR program and be reduced to the authorized military grade of the FTS position or be released from the AGR Program.

#### **6-8. Retirement processing**

Satisfactory service in AGR status is creditable as qualifying service for both Regular (10 USC 1293, 3911, 3914, and 3917) and Non-Regular retirement (10 USC 1223).

*a.* Soldiers may retire after completing 20 years AS calculated from their Basic Active Service Date (BASD).

*b.* Soldiers will retire in the grade held on the date of retirement per AR 600-8-24 and AR 635-200. Those who are eligible under 10 USC 3964 will be advanced to the highest grade held satisfactorily on AD when their AD plus service on the retired list equals 30 years.

*c.* Soldiers will submit requests for retirement per AR 635-200 (enlisted) or AR 600-8-24 (officers) and State policy to TAG, who is the approval authority.

*d.* States will make arrangements with the servicing Soldier Transition Point for processing Soldiers for final separation/retirement and discharge from the State.

*e.* TAGs must review and forward all officer retirements, except for disability separations, involving officers who, since their last promotions, have been the subject of any substantiated adverse finding or conclusion from an officially documented investigation, proceeding, or inquiry (except minor traffic infractions) to ASA (M&RA) for a grade determination, provided such information is reflected, or should be reflected by regulation, in the officer's AMHRR record (IAW AR 600-8-24 and AR 15-80 (Army Grade Determination Review Board and Grade Determinations)). Even if the information described above is not required to be filed in the officer's AMHRR, TAGs may forward any retirement that contains information deemed substantiated, adverse, and material to determination of retired grade. States are encouraged to start the review process 12 months out from requested retirement date.

#### **6-9. Deferred retirement**

AGR Soldiers who meet the minimum qualification (20 cumulative years of creditable active duty) for a regular retirement, may choose to defer that retirement and remain a member of the Army National Guard in a traditional status. These Soldiers will be REFRAD using the following procedures –

*a.* The AGR Soldier will submit letter of resignation from the AGR program and complete and sign a NGB Form 34-4 (Statement of Understanding for Deferred Retirement) through their chain of command to the State HRO/AGR Manager.

*b.* The HRO/AGR Manager will review the Soldier's record and confirm they have the required active service for eligibility for a regular retirement under 10 USC 3914, 1293 or 3911. Upon confirmation of eligibility, the HRO/AGR Manager will process the resignation and release the Soldier from the AGR program to include preparation of separation documents, voluntary separation physical (if requested) and leave (either selling, taking as transitional leave, or carrying over to another period of active service or selling at the end of their career).

*c.* The HRO/AGR Manager should retain an AGR file on the individual for future use when the Soldier retires from traditional status. Recommended items for retention are: Copy of the final DD Form 214, a copy of the

statement of understanding (SOU) for Deferred Retirement, a copy of ERB/ORB, and a copy of the NGB Form 23B at the time of separation from AGR.

*d.* Requesting retirement for an ARNG Soldier who is eligible for a regular retirement but who is not currently on active duty will be coordinated with ARNG-HRP-T, Retirement Services Section, at the time the Soldier decides to request retirement.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 11-2**

Managers' Internal Control Program (Cited on page i)

#### **AR 25-30**

The Army Publishing Program (Cited on page i)

#### **AR 40-501**

Standards of Medical Fitness (Cited in para 6-1)

#### **AR 135-18**

The Active Guard Reserve (AGR) Program (Cited in paras 2-1 to 2-4, 3-2 – 3-6, 4-4, 5-1, 5-4, 5-5, 6-1, 6-3, 6-5 and tables 2-1 and 2-2)

#### **AR 135-155**

Promotion of Commissioned Officers and Warrant Officers Other than General Officers (Cited in para 6-4)

#### **AR 135-175**

Separation of Officers (Cited in para 4-8, 5-1, 6-1, 6-6 and 6-8)

#### **AR 135-178**

Enlisted Administrative Separations (Cited in para 4-8, 5-1, 6-1, 6-6 and 6-8)

#### **AR 350-1**

Army Training and Leader Development (Cited in para 4-8)

#### **AR 600-8-10**

Leaves and Passes (Cited in paras 3-3, 3-8 and 6-5)

#### **AR 600-8-19**

Enlisted Promotions and Reductions (Cited in paras 3-2, 3-5 and 4-4)

#### **AR 600-8-24**

Officer Transfers and Discharges (Cited in paras 5-1, 6-1 and 6-7)

#### **AR 600-8-105**

Military Orders (Cited in paras 2-4 and 6-3)

#### **AR 601-280**

The Army Retention Program (Cited in tables 2-1 and 2-2)

#### **AR 614-200**

Enlisted Assignment and Utilization Management (Cited in para 4-5)

#### **AR 623-3**

Evaluation Reporting System (Cited in para 3-7 and tables 2-1 and 2-2)

#### **AR 635-8**

Separation Processing and Documents (Cited in paras 6-3 and 6-5)

**AR 635-5-1**

Separation Program Designator Codes (Cited in paras 6-3, 6-5 and 6-6)

**AR 635-40**

Physical Evaluation for Retention, Retirement or Separation (Cited in paras 6-1 and 6-2)

**AR 635-200**

Active Duty Enlisted Administrative Separations (Cited in para 6-7)

**CNGB Instruction 1002.01**

Official Military Travel Outside United States Areas

**DA Pam 600-3**

Commissioned Officer Professional Development and Career Management (Cited in para 4-6)

**DFAS Regulation 37-100**

DoD Financial Management Regulation (Cited in para 3-3)

**DODI 1205.18**

Full-Time Support (FTS) to the Reserve Components

**DODFMR 7000.14-R, Volume 7A, chapter 35**

Military Pay Policies and Procedures (Cited in paras 3-8 and 6-5)

**DOD JFTR**

Department of Defense Joint Forces Travel Regulation (Cited in para 3-4)

**NGR 351-1**

Individual Military Education and Training (Cited in para 4-2)

**NGR 351-5**

State Military Academies (Cited in para 4-4.)

**NGR 600-100**

Commissioned Officers-Federal Recognition and Related Personnel Actions (Cited in paras 3-5, 4-6 and 6-4)

**NGR 600-101**

Warrant Officers-Federal Recognition and Related Personnel Actions (Cited in para 6-4)

**NGR 600-200**

Enlisted Personnel Management (Cited in paras 3-3, 4-4, 6-1 and 6-4)

**NGR 635-100**

Termination of Appointment and Withdrawal of Federal Recognition (Cited in paras 4-5 and 6-4)

**10 USC 1174**

Separation pay upon involuntary discharge or release from active duty (Cited in para 6-5)

**10 USC 1223**

Retired Pay for Non-regular Service (Cited in paras 6-4, 6-7 and Glossary Section II)

**10 USC 1293**

Twenty years or more: Warrant Officers (Cited in paras 6-7 and 6-8)

**10 USC 3911**

Twenty years or more: Regular or Reserve Commissioned Officers (Cited in paras 6-7 and 6-8)

**10 USC 3914**

Twenty to thirty years: enlisted members (Cited in paras 6-7 and 6-8)

**10 USC 3917**

Request for written statements (Cited in para 6-7)

**10 USC 3964**

Higher grade after 30 years of service: Warrant Officers and Enlisted Members (Cited in para 6-7)

**10 USC 12686**

Reserves on active duty within two years of retirement eligibility: limitation on release from active duty (Cited in para 6-4. )

**32 USC 328**

Active Guard and Reserve duty: Governor's authority (Cited in para 3-3)

**32 USC 502**

Required drills and field exercises (Cited in Authentication page, paras 1-1, 3-3, and Glossary Section II)

**Section II**

**Related Publications**

**AR 5-9**

Area Support Responsibilities

**AR 27-10**

Military Justice

**AR 135-2**

Army National Guard (ARNG) and US Army Reserve (USAR) Full-Time Support

**AR 135-32**

Retention in an Active Status after Qualification for Retired Pay

**AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army

**AR 135-180**

Qualifying Service for retired Pay Non-Regular Service

**AR 140-10**

Assignments, Attachments, Details, and Transfers

**AR 600-9**

The Army Body Composition Program

**AR 614-30**

Overseas Service

**DA Pam 611-21**

Military Occupational Classification and Structure

**DOD 7000.14-R**

Department of Defense Military Pay and Allowances Entitlements Manual

**Section III**

**Prescribed Forms**

**NGB Form 34-1**

Application for Active Guard/Reserve (AGR) Position (Cited in para 2-2)

**NGB Form 34-2**

Certificate of Agreement and Understanding (Cited in para 2-1)

**NGB Form 34-3**

Certificate of Understanding for One Time Occasional Tour (Cited in para 3-6)

**NGB Form 34-4**

Statement of Understanding for Deferred Retirement (Cited in para 6-9)

**NGB Form 34-5**

AGR Initial Tour Review Checklist (Cited in paras 5-5 and 5-7)

**Section IV**

**Referenced Forms**

**DA Form 705**

Army Physical Fitness Test Score Card

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 3349**

Physical Profile

**DA Form 5500/5501**

Body Fat Content Worksheet

**DD Form 4**

Enlistment/Reenlistment documents

**DD Form 214**

Certificate of Release or Discharge From Active Duty

**DD Form 215**

Correction of DD Form 214

**DD Form 220**

Active Duty Report

**DD Form 1506**

Statement of Service

**NGB Form 23B**

Army National Guard Retirement Points History Statement

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



**Appendix B**  
**Sample Title 32 Active Service Obligation Memorandum**

(Date)

MEMORANDUM FOR The Adjutant General of (State), Joint Forces Headquarters, \_\_\_\_\_ (Address)

SUBJECT: Acknowledgement of Active Service Obligation (ASO)

1. I acknowledge that I incur a \_\_\_\_\_ (#Year(s)) ASO to begin effective (Ending date of course), as a result of my acceptance, attendance, and successful completion of (Title of Course and inclusive dates).
2. I further acknowledge that during the period of this obligation I must serve in the Active Guard Reserve (AGR) Program in the Army National Guard.

(Soldier's signature block)

**Appendix C**  
**Notification of Involuntary Release from Full Time National Guard Duty**

(Letterhead)

(Office Symbol)

S: (Enter date of suspense)  
(Date)

MEMORANDUM FOR (AGR Soldier's name, grade, and organization of assignment)

SUBJECT: Notification of Involuntary Release from Full Time National Guard Duty

1. Under the provisions of NGR 600-5, paragraph 6-5, I am recommending that you be involuntarily released from Full Time National Guard Duty (FTNGD). The reasons for my proposed action are: (***State the specific, factual details that constitute the basis for the proposed action.***)
2. I am recommending an (**select only one:** Honorable or General Under Honorable Condition ) characterization of service if you are released from FTNGD. My recommendation and your reply will be forwarded through command channels and the Staff Judge Advocate's Office to the HRO/AGR Manager, and to The Adjutant General.
3. If my recommendation is approved, you will be released from Full Time National Guard Duty and returned to a traditional drilling status.
4. You have the opportunity to respond within 30 days of receipt of this Notification. During the 30 days, you have the right to consult with counsel and complete the enclosed Response to Notification of Involuntary Release from Full Time National Guard Duty. You must provide any statements or documents that you desire to submit on your behalf to me within 30 days after you receive this memorandum, unless you request and receive an extension for good cause shown. Unless an extension is granted, failure to deliver the completed endorsement within 30 days of the date of your receipt of this memorandum will constitute a waiver of your rights listed above.
5. I will suspend action for 30 days to give you an opportunity to exercise the following rights:
  - a. You have the right to consult with an appointed counsel; military counsel of your choice if they are reasonably available, or civilian counsel at your own expense before you respond to this notification.
    - (1) If you desire an appointed counsel for consultation, notify this command before completing the response by endorsement and the name and phone number of the appointed counsel will be provided.
    - (2) If you desire a military counsel of your choice, provide this command with the officer's name and grade before completing the response by endorsement and if the officer is reasonably available, he or she will be appointed counsel for consultation.
    - (3) If you retain civilian counsel at no cost to the government, I recommend you retain counsel before completing the response by endorsement.
  - b. You have the right to obtain copies of documents going before the separation authority supporting the basis for the proposed Release for Cause. (***Classified documents may be summarized***)
6. You must complete the attached endorsement acknowledging receipt of this memorandum.

Encl

(Name)  
(Rank, Branch, \_\_ARNG)  
Commanding

**Appendix D**  
**Response to Notification of Release for Cause from Full Time National Guard Duty**

*(Office Symbol)*

*(Date)*

MEMORANDUM FOR Commander, *(Insert the complete organization address shown on notification)*

SUBJECT: Response to Notification of Release for Cause from Full Time National Guard Duty

1. I hereby acknowledge receipt of Notification of Release for Cause from Full Time National Guard Duty (FTNGD) pursuant to NGR 600-5, paragraph 6-5, dated *(insert the date of the notification)*.

a. *(Initial)* I hereby acknowledge receipt of this memorandum – or - .

b. *(HRO)* Soldier and/or attorney refuses to acknowledge receipt.

2. Before completing this response, I understand that I have the right to consult with an appointed counsel for consultation; or military counsel of my own choice, if they are reasonably available, or civilian counsel at my own expense. *(The Soldier will exercise this right by initialing only one of the following paragraphs)*

a. *(Initial)* I have exercised my right and I have consulted with counsel in preparation of this response to the notification memorandum. I have been advised by my consulting counsel of the basis for the contemplated action to separate *(insert reason)* pursuant to NGR 600-5, paragraph 6-5, and its effects; of the rights available to me; and the effect of any action taken by me in waiving my rights. The counsel has confirmed this by entering and signing the statement at the end of this endorsement; or

b. *(Initial)* I hereby waive my right to consult with an appointed counsel for consultation; or military counsel of my own choice, or civilian counsel at my own expense.

3. I understand I have the right to obtain copies of documents going before the separation authority supporting the basis of the recommended Release for Cause. *(The Soldier will exercise this right by initialing one of the following paragraphs)*

a. *(Initial)* I hereby request copies of documents.

b. *(Initial)* I hereby waive my right to obtain copies of documents.

4. I understand I have the right to present written statements on my behalf. *(The Soldier will exercise this right by initialing one of the following paragraphs)*

a. *(Initial)* Statements on my own behalf are submitted herewith and attached as enclosures.

b. *(Initial)* I hereby waive my right to submit written statements.

5. I have retained a copy of the Notification and a copy of this completed endorsement.

*(Signature)/ Date*

*(AGR Soldier's Name)*

*(Rank)*

*(Position)*

Having been advised by me of the basis for their contemplated Release for Cause and its effect, the rights available to them, and the effect of a waiver of their rights, *(AGR Soldier's Name)* personally made the choices indicated in the foregoing endorsement on *(date)*.

*(Attorney's Name)*,  
*(Rank)*, JA, Defense Counsel

## **Glossary**

### **Section I Abbreviations**

#### **AD**

Active Duty

#### **ADOS**

Active Duty Operational Support

#### **ADL**

Active Duty List

#### **ADT**

Active Duty for Training

#### **AGR**

Active Guard Reserve

#### **AMEDD**

Army Medical Department

#### **AMHRR**

Army Military Human Resource Record

#### **AOC**

Area Of Concentration

#### **APFT**

Army Physical Fitness Test

#### **APMS**

Assistant Professor of Military Science

#### **AR**

Army Regulation

#### **ARNG**

Army National Guard

#### **ARNGUS**

Army National Guard of the United States

#### **ARNG-CSG**

Army National Guard Chief Surgons Office

#### **ARNG-HRH**

Army National Guard G1 Personnel Policy Division

#### **ARNG-HRH-M**

Army National Guard G1 Personnel Policy Division, Mobilization Branch

#### **ARNG-HRM**

Army National Guard G1 Personnel Programs, Manpower and Resources Division

**ARNG-HRP-T**

Army National Guard G1 Personnel Division, Retirement Services Section

**AS**

Active Service

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ASI**

Additional Skill Indicator

**ASMB**

Active Service Management Board

**ASO**

Active Service Obligation

**AT**

Annual Training

**BASD**

Basic Active Service Date

**CBRNE**

Chemical, Biological, Radiological, Nuclear and High Yield Explosive

**CCWO**

Command Chief Warrant Officer

**CH**

Chaplain

**CLASP**

Command Leadership and Staff Assignment Policy

**CNGB**

Chief, National Guard Bureau

**CSA**

Chief of Staff, Army

**CSM**

Command Sergeant Major

**CST**

Civil Support Team

**CY**

Calendar Year

**DARNG**

Director, Army National Guard

**DCSPER**

Deputy Chief of Staff, G-1

**DFAS**

Defense Finance and Accounting System

**DoD JFTR**

Department of Defense Joint forces Travel Regulation

**ePROFILE**

electronic profiling system

**EPS**

Enlisted Promotion System

**ERB**

Enlisted Record Brief

**ETS**

Expiration of Term of Service

**FTNGD**

Full-time National Guard duty

**FTNGD-OS**

Full-Time National Guard Duty Operational Support

**FTS**

Full-time Support

**FTSMCS**

Full-time Support Management Control System

**GMD**

Ground-Based Midcourse Defense

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**HRO**

Human Resources Officer

**IDES**

Integrated Disability Evaluation System

**IDT**

Inactive Duty Training

**ILE**

Intermediate Level Education

**IMA**

Individual Mobilization Augmentees

**IMR**

Individual Medical Readiness Record

**iPERMS**

Interactive Personnel Records Management System

**IRR**

Individual Ready Reserve

**JA**

Judge Advocate

**JAG**

Judge Advocate General's Corps

**JFHQ**

Joint Forces Headquarters

**LCM**

Life Cycle Management

**MATS**

Medical Action Tracking System

**MILPO**

Military Personnel Officer

**MOI**

Memorandum of Instruction

**MOS**

Military Occupational Specialty

**MPMO/G1**

Military Personnel Management Office /G1

**MRD**

Mandatory Removal Date

**MTOE**

Modified Table of Organization and Equipment

**NCO**

Noncommissioned officer

**NCOER**

Noncommissioned Officer Evaluation Report

**NCOES**

Noncommissioned Officer Education System

**NGB**

National Guard Bureau

**NGR**

National Guard Regulation



**NOE**  
Notice of Eligibility

**OCONUS**  
Outside Continental United States

**OCS**  
Officer Candidate School

**OER**  
Officer Evaluation Report

**OES**  
Officer Education System

**OML**  
Order of Merit Listing

**OPM**  
Officer Personnel Manager

**ORB**  
Officer Records Brief

**OTOT**  
One Time Occasional Tours

**PCC**  
Pre-Command Course

**PCS**  
Permanent Change of Station

**PDP**  
Professional Development Program

**PDS**  
Permanent Duty Station

**PEC**  
National Guard Professional Development Center

**PHA**  
Periodic Health Assessment

**PMS**  
Professor of Military Science

**PPP**  
Priority Placement Program

**QRB**  
Qualitative Retention Board

**RCP**  
Retention Control Point

**REFRAD**

Release From Active Duty or Release from FTNGD

**ROTC**

Reserve Officers' Training Corps

**RPAM**

Retirement Points Accounting Management

**RRB**

Recruiting and Retention Battalion

**RTI**

Regional Training Institute

**SA**

Secretary of the Army

**SORN**

System of Records Notice

**SOU**

Statement of Understanding

**SRB**

Selective Retention Board

**SSC**

Senior Service College

**TAG**

The Adjutant General of the State

**TATS-C**

Army Training System Courseware

**TDA**

Table of distribution and allowances

**TDS**

Army National Guard Trial Defense Service

**TDY**

Temporary Duty

**TPU**

Troop Program Unit

**USA HRC**

See HRC

**USAR**

United States Army Reserve

**USC**

United States Code

**WMD**

Weapons of Mass Destruction

**WO**

Warrant Officer

**WOCS**

Warrant Officer Candidate School

**WOES**

Warrant Officer Education System

**Section II  
Terms**

The following terms have been tailored to fit this regulation and as such may not necessarily be completely applicable when taken in context of other regulations and or DA PAMs.

**Active Army**

a. The Active Army consists of (1) Regular Army Soldiers on active duty; (2) Army National Guard of the United States and Army Reserve Soldiers on active duty (except as excluded below); (3) Army National Guard Soldiers in the service of the United States pursuant to a call; and (4) all persons appointed, enlisted, or inducted into the Army without component.

b. Excluded are Soldiers serving on the following: (1) active duty for training (ADT); (2) Active Guard Reserve (AGR) status; (3) active duty operational support (ADOS) and (4) active duty pursuant to the call of the President (10 USC 12304).

**Active Duty**

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all Army National Guard of the United States and Army Reserve Soldiers ordered to duty under 10 USC, other than for training. It does not include AGR personnel in a full-time National Guard duty status under 32 USC.

**Active Guard and Reserve (AGR) Duty**

Army National Guard of the United States (ARNGUS) and Army Reserve personnel serve on active duty (AD) under 10 USC 12301(d) and Army National Guard (ARNG) personnel serve on full-time National Guard duty (FTNGD) under 32 USC 502(f). These personnel are on FTNGD or AD (other than for training or AD in the Active Army) pursuant to an order to AD or FTNGD for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the reserve components and are paid from National Guard Personnel, Army or Reserve Personnel Army appropriations. Exceptions are as follows--

- a. Duty performed as a member of the Reserve Forces Policy Board provided for under 10 USC 10301.
- b. United States Property and Fiscal Officers under 32 USC 708.
- c. Duty performed for the purpose of interdiction and counter-drug activities for which funds have been provided under 32 USC.
- d. Duty performed as a general or flag officer.
- e. Service as a State Director of the Selective Service System under section 10(b)(2) of the Military Selective Service Act (50 USC App, 460(b)(2)).

**Active service**

Service on active duty or full-time National Guard duty (see active duty).

**Active status**

For the purpose of this regulation, all Soldiers of the ARNGUS who are not in the inactive Army National Guard (ING), in the Standby Reserve (Inactive Status List), or in the Retired Reserve.

**Adjutants General Primary Staff**

For the purpose of this regulation only TAG's primary staff is considered to be: The Assistant TAG, Chief of Staff, and HRO.

**Applicant**

A member of the Active Army, Army National Guard of the United States, or U.S. Army Reserve who applies voluntarily for order to active duty or full-time National Guard duty in the Active Guard Reserve (AGR) Program.

**Army**

The Regular Army, Army of the United States, Army National Guard of the United States, and the United States Army Reserve.

**AGR Career Status**

AGR Career Status is the continuation beyond the initial probationary period, or service in AGR status for a period of more than six-years, and constitutes retention and requires subsequent management under a career program as defined by DOD 1205.18 (Full-time Support to the Reserve Components);

**Army Commands (ACOM(s))**

- a. Forces Command (FORSCOM)
- b. Training and Doctrine Command (TRADOC)
- c. Army Material Command (AMC)

**Army National Guard**

That part of the organized militia of the several states and Territories, Puerto Rico, and the District of Columbia, active and inactive, that—

- a. Is a land force;
- b. Is trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution;
- c. Is organized, armed, and equipped wholly or partly at Federal expense; and
- d. Is federally recognized.

**Army National Guard of the United States (ARNGUS)**

A Reserve component of the Army all of whose members are members of the Army National Guard. The ARNGUS consists of—

- a. Federally recognized units and organizations of the Army National Guard; and
- b. Members of the Army National Guard who are also Reserves of the Army.

**Army Reserve**

The Army Reserve includes all Reserves of the Army who are not members of the Army National Guard of the United States (ARNGUS) and who are in a Ready, Standby, or Retired Reserve category. It is a Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime, and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.

**Cause**

Involuntary release from AD or FTNGD, or separation for cause includes conduct, disciplinary or academic deficiency, failure, unsuitability, unfitness or a combination thereof based on a decision by an appropriate member of the Soldier's chain of command, or supervisory chain, or higher authority, that the personal or professional conduct, behavior, or performance of duty of the Soldier warrants separation in the best interest of the Army.

**Commissioned Officer**

Includes commissioned officers and commissioned warrant officers (CW2-CW5), unless otherwise specified.

**Discharge**

Complete severance from all military status gained by the enlistment or induction concerned.

**Enlistment**

a. Army National Guard. An original or first voluntary term of military service in the ARNGUS consummated by subscription to the oath of office (DD Form 4 (Enlistment/Reenlistment documents)). When eligible pursuant to applicable laws and regulations, persons authorized enlistment are personnel without prior service or personnel with prior service in any of the other U.S. Armed Forces except the Air National Guard.

b. Army Reserve. A voluntary enrollment in the U.S. Army Reserve as an enlisted Soldier. An enlistment is consummated by subscription to the prescribed oath of enlistment. The term “enlistment” includes enlistment of both non-prior service and prior service personnel with the latter category also including prior USAR personnel and personnel with prior service in any of the other U.S. Armed Forces.

**Full-time National Guard duty (FTNGD)**

Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto-Rico, or the District of Columbia under section 32 USC section 316, 502, 503, 504, or 505 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

**Human Resources Command (HRC)**

See U.S. Army Human Resources Command

**G1/Military Personnel Management Office (G1/MPMO)**

Includes the Military Personnel Management Office and associated offices within including DCSPER (Deputy Chief of Staff Personnel), G1, MILPO (Military Personnel Office), OPM (Officer Personnel Manager), and sub-sections within the MPMO.

**Multi-component unit**

A unit composed of elements from more than one component of the same armed force.

**Officer**

Includes commissioned officers, warrant officers (WO) and commissioned warrant officers (CW2-CW5), unless otherwise specified.

**Order of Merit List (OML)**

A ranking of AGR Soldiers best qualified for selection in descending order, from best qualified to least qualified. The OML is used to select the next best qualified Soldier when the best qualified Soldier, as determined by the selection board, becomes disqualified for initial entry into the AGR program.

**Professional development**

A function of individual training, education, and experience to sustain a combat ready force.

**Reenlistment**

- a. All voluntary enrollments after the initial enlistment/induction.
- b. A second or subsequent voluntary enrollment when used to identify reentry into the military service from civilian status as a prior service applicant.
- c. Reentry into the Army National Guard of an individual who has had a break in Army National Guard Service or has been discharged from one State for the purpose of joining the Army National Guard of another State, regardless of break in service, or in joining the Army National Guard from the Air National Guard.

**Release from active duty**

Termination of active duty or active service status and transfer or reversion to a Reserve Component not on active duty, including transfer to the IRR.

**Relief/relieved for cause**

A relief for cause is used, at the discretion of a commander, for an officer or noncommissioned officers failing in their performance of their duty. The concept of duty performance is addressed in AR 623-3.

**Reserve Components of the Army**

The Army National Guard of the United States (ARNGUS) and the Army Reserve.

**Reserve of the Army**

Members of the ARNGUS and the Army Reserve.

**Retired pay**

- a. Pay granted Soldiers retired under the provisions of 10 USC 367 (Retirement for Length of Service).
- b. Pay granted Soldiers on attaining age 60 who were retired under the provisions of 10 USC 1223 (Retired Pay for Non-Regular Service).

**Selected Reserve**

The Selected Reserve of the Army consists of those units and individuals in the Ready Reserve designated as so essential to initial wartime missions that they have priority over all other Reserves. The Selected Reserve includes officers, warrant officers, and enlisted Soldiers who are –

- a. Members of the Army National Guard of the United States (ARNGUS).
- b. Assigned to troop program units of the Army Reserve.
- c. Serving on active duty (10 USC 12301(d)) or full-time duty (32 USC 502f) in an Active Guard/Reserve (AGR) status.
- d. Individual Mobilization Augmentees (IMA).

**Separation**

An all inclusive term which is applied to personnel actions resulting in release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations.

**State(s)**

As used in this regulation, the term “State” or “States” refers to, either singularly or collectively, the 50 States of the United States, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, the Territory of Guam, and the District of Columbia.

**Soldier**

A commissioned officer, commissioned warrant officer, warrant officer, non-commissioned officer or enlisted person of the United States Army (Active or Reserve Components).

**Subsequent Duty**

The active service a Soldier performs in the AGR Program after completing their initial tour.

**Troop Program Unit (TPU)**

A TOE or TDA unit of the Army Reserve organization that serves as a unit on mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

**U. S. Army Human Resources Command (HRC)**

A Field Operating Agency of HQDA, DCS, G-1 responsible for managing the professional career development of Active Army and Army Reserve AGR and IMA Soldiers. In addition, HRC manages the Individual Ready Reserve control groups, the Standby Reserve, and the Retired Reserve of the Army.