

**BY ORDER OF THE  
DIRECTOR AIR NATIONAL GUARD**

**AIR NATIONAL GUARD INSTRUCTION  
36-101**



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**Personnel**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of Defense Instruction (DoDI) 1205.18, *Full-Time Support (FTS) to the Reserve Components*. It applies to Air National Guard (ANG) Airmen serving in Active Guard and Reserve (AGR) status under Title 32 United States Code (USC) Section 502(f), *Required Drills and Field Exercises*. The primary purpose of this instruction is to identify responsibilities for the Active Guard and Reserve (AGR) program and prescribe policy and procedures for administering and managing AGR personnel including eligibility criteria, selection and accession processes, utilization, retention, separation and retirement processes, resources, controlled grades, and waiver processes. **Chapter 13**, paragraphs **13.1**, **13.2**, and **13.3** apply to Airmen serving in AGR status under 10 USC § 12310 (ANG Statutory Tour) pursuant to 12301(d) and prescribes policy for respective resources, accountability, funding, and controlled grades. Air National Guard Instruction (ANGI) 36-6, *ANG Statutory Tour Program Policies and Procedures*, is the primary source of information pertaining to the ANG Statutory Tour program. Any supplements to this instruction will be forwarded to NGB/A1P for review and approval. Refer recommended changes and questions about this publication to NGB/A1P using AF Form 847, *Recommendation for Change of Publication*; the AF Form 847 will be routed from the base level to the Military Personnel Management Officer (MPMO) at Joint Force Headquarters (JFHQ) who will, in turn, submit the form to NGB/A1PP. NGB/A1PP is the waiver authority for all non-tiered requirements contained in this publication not identified as **(T-0)**. All requests for waivers must be annotated on an AF Form 679 and sent to NGB/A1PP for review. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and

disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Management System. The Privacy Act of 1974 affects this instruction and the Privacy Act System of Records Notices (SORNs) **F036 AF PC N, Unit Assigned Personnel Information, F033 AF D, Automated Orders, and F036 AF PC C, Military Personnel Records System**, DMDC 02 DoD, Defense Enrollment Eligibility Recording System (DEERS), F044 AFPC A, Medical Assignment Limitation Record Systems apply. Maintain and dispose of all records created as a result of the prescribed processes in accordance with AFI33-332, Air Force Privacy and Civil Liberties Program.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include: updates to the assignment of AGR first sergeants; clarification of the authorized duration of deployment backfills for AGR positions; proper assignment of AGR members to Resource Identifier Codes “0028” and “0128” (Drill Status Guardsman) positions when using Local Area Realignment to fund drill status guardsman positions where a technician full-time requirement exists; authorized accession of pregnant Airmen into the AGR program; the authorization to extend AGR probationary periods up to the six year mark; extended authority to grant members restoration to AGR positions following approved Active Duty Operational Support (ADOS) developmental tours; the requirement to complete an ANG Form 1299, *Certificate of Statement of Service*, for all periods of Title 10 service performed by an AGR member regardless of the duration; expanded duration of time an AGR may be detailed to an alternate duty location under unique circumstances; clarified guidance on the curtailment of occasional tours; updated notification procedures for AGR members non-retained under ANGI 36-2651, *Air National Guard Selective Retention Review Boards*.

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## Chapter 1

### ROLES AND RESPONSIBILITIES

**1.1. Overview.** This instruction provides The Adjutants General (TAGs) and Commanding General (CG) personnel and manpower policy for developing and managing a career program for AGR personnel within their respective states/territories/district. The AGR program shall be administered as a career program which may lead to a regular retirement after attaining the required years of total active federal military service (TAFMS) in accordance with Department of Defense Instruction (DoDI) 1205.18, *Full-Time Support (FTS) to the Reserve Components*. For the purposes of this instruction, a career management program is defined as a program that may afford individuals the opportunity to achieve upward mobility consistent with manpower constraints and the needs of the ANG. Note: For the purposes of this instruction, references to state, territory or district will be referred to by the term “state” herein.

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

##### **1.2.1. Force Management Division (NGB/A1P).**

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

1.2.1.2. Coordinates on all AGR officer promotions and accessions.

1.2.1.3. Provides implementation guidance for the management and employment of AGR personnel in accordance with this instruction.

1.2.1.4. Reviews and approves/disapproves all waivers for this instruction.

1.2.1.5. Formulates AGR policy based on DoDI 1205.18.

##### **1.2.2. Manpower Organization and Resources Division (NGB/A1M).**

1.2.2.1. Provides and evaluates resources, grade, and end-strength management. (NGB/A1M)

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

1.2.2.3. Reports AGR end-strength in accordance with 10 USC § 115 and controlled grades in accordance with 10 USC § 12011 (officers) and 10 USC § 12012 (enlisted).

1.2.2.4. Provides each state with their AGR funded authorizations and controlled grades.

##### **1.2.3. Office of Recruiting and Retention (NGB/A1Y).**

1.2.3.1. Provides management oversight of AGR members in Recruiting and Retention.

1.2.3.2. Serves as the office of primary responsibility on 8R000 Special Duty Identifier (SDI) oversight and policy guidance.

#### **1.3. The Adjutant General (TAG) or Commanding General (CG).**

1.3.1. Responsible for implementing this instruction and ensuring the administration and oversight of the AGR program within the state.



1.3.2. Ensure AGR Airmen are provided career opportunities for promotion, career progression, retention, education and professional development consistent with assigned missions, strength limitations and policies.

1.3.3. Ensures AGR Airmen are assigned to validated positions compatible with their military grade, skill levels and specialties.

1.3.4. The TAG or CG may delegate these responsibilities in writing to the Human Resource Officer (HRO).

#### **1.4. Human Resource Officer (HRO) and AGR Manager.**

1.4.1. Responsible for developing, managing, and oversight of AGR program and policies within the state to include new hire orientation/briefing. The HRO may delegate certain responsibilities in writing to the AGR Manager.

1.4.2. Primary point of contact for communications with NGB/A1 concerning the AGR program.

1.4.3. Focal Point for AGR resource allocations (RAs) from the Unit Manpower Document (UMD).

1.4.3.1. Receives, reviews, and updates leadership with UMD changes and AGR RAs.

1.4.3.2. Coordinates with appropriate state headquarters personnel to identify state needs for mission accomplishment and distributes RAs to units.

1.4.3.3. Monitors unit manning to preclude excess and/or overgrade assignments of AGR personnel and to preclude over-execution of allocated resources.

1.4.4. Manages and provides oversight of AGR controlled grades.

1.4.4.1. Compiles and submits state AGR controlled grade execution report monthly to NGB/A1M. Input should be received from respective units and consolidated. The report is due to NGB/A1M no later than the 7th of each month. NGB/A1M provides a standardized report format directly to the HRO. If any HROs do not have the template, they should contact their NGB/A1M AGR Program Manager for assistance.

1.4.4.2. Ensures state does not exceed 100 percent of their allocated AGR controlled grades in each grade and that all restorations, promotions, and new hires are accommodated within controlled grade ceilings.

1.4.5. Has oversight for AGR announcements and selections.

1.4.5.1. Reviews consistency of the AGR program vacancy announcement and hiring procedures.

1.4.5.2. Processes all requests for AGR tour announcements to ensure compliance with directives or instructions.

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

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

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

1.4.7. Approves AGR tour orders, and ensures procedures established by TAG or CG or designated representative are enforced. Ensures order tour length and additional mandatory remarks are included within each order. The HRO will provide a copy of any AGR orders and amendments to the Force Support Squadron and ensures all medical and fitness requirements are met for both occasional and permanent AGR tours prior to publishing AGR orders.

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

1.4.9. Conducts periodic staff assistance visits to units.

1.4.10. Advises AGRs of changes to AGR policies and instructions and annually hosts AGR briefing for all AGRs assigned within the state to openly discuss AGR programs and policy issues.

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

1.4.12. Manages AGR Continuation Board (ACB) process.

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

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

1.5.2. Responsible for proper execution and not exceeding the number of AGR RAs and controlled grades allocated to the wing and centrally managed by the state HRO.

1.5.3. Establishes appropriate duty hours to meet mission requirements.

1.5.4. Ensures leave policy compliance in accordance with DAFI 36-3003, *Military Leave Program*.

**1.6. Unit Commander (or equivalent).** Unique responsibilities for commanders include but are not limited to the following: coordination on curtailment actions, recommendation for promotion or demotion and continuation, and initiation of involuntary curtailment and manpower actions and maintaining a copy of written approval, AF Form 3902, *Application and Approval for Outside Employment* of all AGR Airmen.

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

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

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

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

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

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

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

1.7.7. Advises AGR Airmen on eligible retirement programs under the military retirement system by counseling Airmen regarding the Reserve Component Survivor Benefit Plan (RCSBP) or the Survivor Benefit Plan (SBP).

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

1.7.9. Accomplishes the official DD Form 214 for personnel as identified in paragraph 2.4.2. of AFI 36-3202, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*.

### **1.8. Human Resource Office Remote Designee.**

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

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

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

### **1.9. Wing Comptroller Squadron/Flight.**

1.9.1. Ensures appropriate documentation is completed to access permanent AGRs into the Defense Joint Military Pay System – Active Component (DJMS-AC) as well as occasional/AGR deployment backfill tours into the Defense Joint Military Pay System – Reserve Component (DJMS-RC).

1.9.2. Collaborates with the base LeaveWeb manager to ensure AGR Airmen understand leave procedures (accrual, amount carried forward each fiscal year, and request procedures).

1.9.3. Processes all in and out-processing documentation required to ensure AGR Airmen receive Permanent Change of Station (PCS) entitlements, and or Separation Pay, if so entitled.

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

1.9.5. Ensures the Manpower MPA Management System (M4S) is updated for the ANG to be reimbursed for AGR's applicable Title 10 active duty tour(s). It is imperative from a fiscal perspective to ensure reimbursement for appropriations to be consistent with the purpose of the duty in accordance with 31 USC § 1301(a).

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

1.10.1. Coordinates with the State Air Surgeon (SAS) or delegated Flight Surgeon/Provider and forwards the AGR-entry medical package for certification/approval. AGR accession packages requiring medical waiver considerations must be coordinated with the HRO and Joint Force Headquarters (JFHQ) prior to submission to NGB/SGPS for review and consideration in accordance with DAFMAN 48-123, *Medical Examinations and Standards*. Performs and schedules Individual Medical Readiness components in accordance with AFI 10-250, *Individual Medical Readiness*.

1.10.2. Monitors periodic physical examination/PHA requirements and takes appropriate action to ensure AGR requirements are met within the established time frame and fully coordinated with the HRO in accordance with AFI 48-170, *Periodic Health Assessment*, and DAFMAN 48-123.

1.10.3. Briefs newly assessed AGR Airmen on proper procedures to follow to obtain routine and/or emergency medical care, the location of the servicing active duty installation Medical Treatment Facilities (MTFs), Veterans Health Administration (VHA) Hospitals or Public Health Service (PHS) facilities and briefs Airmen on sick call procedures in accordance with AFMAN 41-210, *Tricare Operations and Patient Administration*.

1.10.4. Monitors personnel being processed through Air Force medical channels for possible MEB or PEB, LOD, and/or placement on TDRL. All MEB, PEB, LOD, and TDRL actions will be coordinated with the FSS and HRO for review and any necessary action(s) required in accordance with AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, DAFI 36-2910, *Line of Duty (Misconduct) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, and/or AFMAN 41-210. Coordinates with HRO, AGR Manager, and FSS on all required medical actions, to include Duty Limiting AF Form 469, *Duty Limiting Conditions* impacting AGR's status.

### **1.11. AGR Airmen.**

1.11.1. Responsible for maintaining a current security clearance; acquiring and/or maintaining the skill level commensurate with assigned grade and Air Force Specialty Code (AFSC); completing necessary Individual Medical Readiness requirements; maintaining physical fitness standards and completing Professional Military Development (PMD) commensurate with grade.

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

1.11.3. During natural disasters or national emergencies, AGRs shall follow locally established procedures, or when directed the Air Force Personnel Accountability and Assessment System (AFPAAS) for displaced personnel to contact their leadership, keep them informed of their location and account for family members.

### **1.12. Total Force Service Centers (TFSCs).**

1.12.1. TFSC Joint Base San Antonio (JBSA)-Randolph, Texas will accomplish the official DD Form 214 for AGR members as identified in paragraph 2.1.1. of AFI 36-3202.

1.12.2. TFSC Air Reserve Personnel Center, Buckley Air Force Base, Colorado (ARPC) will accomplish the official DD Form 214 for personnel under the prescribed circumstances identified in paragraph 2.1.2. of AFI 36-3202.

## Chapter 2

### GENERAL POLICIES AND PROCEDURES

#### 2.1. Waivers.

2.1.1. NGB/A1PP is the waiver authority for all non-tiered requirements contained in this publication not identified as “(T-0).” As such, all waiver requests must be fully documented on an AF Form 679 and coordinated through command channels to the HRO and TAG or CG prior to submission to NGB/A1PP.

2.1.2. States may submit completed requests to the NGB/A1PP organizational mailbox at [ngb.a1.a1pp.org@us.af.mil](mailto:ngb.a1.a1pp.org@us.af.mil). Requests must be fully justified and include all necessary background information.

2.1.3. The AGR Program Manager in NGB/A1PP will only grant waivers when warranted, due to circumstances beyond the states’ control, and in accordance with current law.

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

2.2.1. In accordance with DoDI 1205.18 [after the initial six-year period](#), the AGR Program is administered as a career program that [may](#) lead to a regular retirement after attaining the required years of TAFMS.

2.2.1.1. **A probationary period shall not exceed six years** (reference [paragraph 6.2](#)). With the HRO’s concurrence, commanders may elect to extend an AGR member’s probationary period in any increment up to six years. [The HRO/AGR Manager will maintain a roster of all probationary AGR members to ensure appropriate force management decisions are communicated in required timeframes.](#) Continuation beyond the initial or extended probationary period or service in AGR status for more than six years constitutes retention (career status) and shall require subsequent management under a career program. Probationary tours must be a minimum of one year.

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

2.2.2. AGR personnel are counted against authorized ANG end-strength for Airmen on full-time National Guard duty as authorized by Congress in accordance with 10 USC § 115. Additionally, AGR personnel are counted against congressional authorizations for the controlled grades of E-8, E-9, O-4, O-5, and O-6 in accordance with 10 USC § 12011 (officers) and 10 USC § 12012 (enlisted).

2.2.3. By law, Airmen performing support to Counter Drug activities are authorized and funded under 32 USC § 112. AGR members authorized and funded under 32 USC § 502(f) are not authorized to perform Counter Drug operations **(T-0)**.

**2.3. Equal Opportunity.** The management of AGRs will be free of discrimination based upon race, color, religion, sex, national origin and age in accordance with DAFI 36-2710, *Equal Opportunity Program*.

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

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

**2.4. Standards of Conduct/Political Activity.** DoDD 5500.7, *Standards of Conduct*, DoDD 1344.10, *Political Activities by Members of the Armed Forces* and AFI 51-508, *Political Activities, Free Speech and Freedom of Assembly of Air Force Personnel* are all applicable to AGR members. HRO/AGR Managers must ensure AGR members are briefed annually.

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

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

2.5.2. All records of adverse administrative action (letters of counseling, admonishment, and reprimand) will be maintained by the unit in accordance with AFI 36-2907, *Adverse Administrative Actions*. When appropriate, notify the HRO when taking disciplinary action. These documents must be destroyed when indicated in the memorandum, upon separation of the Airman, or in accordance with governing instructions.

**2.6. Off-Duty Employment.** Commanders and the HRO must ensure any off-duty employment (both part-time and full-time) of AGR Airmen is in compliance with the provisions of DoDD 5500.7.

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

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

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

2.7.1. Drug cases must receive prompt evaluation and disposition. Process Airmen for discharge for misconduct based on drug abuse since drug abuse is not compatible with Air Force Standards in accordance with AFI 36-3209, *Separation and Retirement Procedures for ANG and Air Force Reserve Members*. Note: The ANG does not have the resources required to implement a drug rehabilitation program.

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

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

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

2.8.2. Military technicians who separate from technician employment to enter the AGR program or accept an ANG Title 10 Statutory Tour have restoration rights in accordance with TPR 300, *Technician Personnel Regulation*. Individuals will not be restored to military technician status solely to gain entitlement to a new period of restoration rights or to establish a new high 3 years of income for federal civil service retirement computation. Exceptions to this policy will not be considered. NGB/A1M will not allocate additional resources to accommodate restoration to technician status.

2.8.3. ANG policy requires restoration of AGR Airmen to their prior or a comparable position. AGR personnel who enter an ANG Title 10 Statutory Tour, assigned to the NGB UMD (e.g., 10 USC § 10211, 10305, 12402, and 12310) have restoration rights, not to exceed five years, to the state from which they entered their initial Statutory Tour. Individuals will not be restored to AGR status solely to gain entitlement to a new period of restoration rights. Waivers to this policy will not be considered. Each AGR Airman who enters an ANG Title 10 Statutory Tour must be informed in writing and acknowledge such notice that the individual is entitled to revert to the same military grade held prior to the Statutory Tour assignment. Personnel promoted while on Statutory Tour may be placed into the Priority Placement Program (PPP) as outlined in [Chapter 10](#) if a full-time UMD position is not available to support their current military grade. When the Airman in question is serving in a controlled grade, the state must accommodate the Airman within his/her current controlled grade allocations. NGB/A1 will neither allocate additional controlled grades to accommodate the Airmen returning to state control nor allocate additional resources to accommodate restoration to AGR status.

2.8.3.1. When filling positions vacated by AGR personnel entering a Title 10 ANG Statutory Tour, job announcements may indicate the position is OTOT until such time as the departing individual is either restored or the restoration period expires. The HRO must ensure an AGR authorization is made available for AGR members returning to their state of affiliation.

2.8.3.2. Active Duty Operational Support (ADOS) Opportunities: With TAG or CG concurrence, the HRO may authorize the restoration of an AGR member to his/her previously held AGR position or a position for which the Airman is fully qualified upon completion of an ADOS tour. Restoration to an AGR position is based on mission needs and the best interest of the ANG, and it offers developmental opportunities to Airmen on a case-by-case basis.

2.8.3.3. AGR Airman authorized for ADOS opportunities and selected for restoration must have their AGR order curtailed to coincide with the start of the ADOS order. While



performing an ADOS tour, the member must be placed in a RIC “0028” (DSG Officer) or “0128” (DSG Enlisted) position. Contact NGB/A1PP if excess or overgrade assignment is necessary.

2.8.3.4. UMD positions vacated by an incumbent AGR for the purpose of performing an ADOS tour may be backfilled utilizing an occasional tour AGR for the duration of the absence of the incumbent AGR.

2.8.4. TAG or CG may authorize the retention or restoration of Airmen with more than 20 years TAFMS. Restoration rights do not automatically apply to these Airmen.

## Chapter 3

### AGR BENEFITS AND ENTITLEMENTS

**3.1. Benefits and Entitlements for AGR Personnel.** AGR personnel and their family members are entitled to most benefits provided by law to personnel on active duty in Federal service. However, AGR service under 32 USC § 502(f) may not be considered "qualifying service" by the Veterans' Benefits Administration (VBA) for certain VBA benefits.

**3.2. Aviation Bonus (AVB) Program.** AGRs may be eligible for AVB based on current NGB/A1 fiscal year AVB policy. AGR members should contact the AVB coordinator appointed by their wing commander for specific eligibility requirements.

**3.3. Clothing Allowance.** The Air Force provides certain clothing allowances to officers and enlisted Airmen. Eligibility criteria and amounts are found in the Department of Defense (DoD) 7000.14-R, *Department of Defense Financial Management Regulation (DoD FMR)*, Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*, **Chapter 29**, and AFI 36-3012, *Military Entitlements*, and are paid to the Airman. Some allowances are provided to all enlisted Airmen, while others are provided on an as-needed basis. For specific entitlement information, see DoD 7000.14-R and AFMAN 65-116 V1, *Defense Joint Military Pay System Active Component (DJMSAC) Financial Management Flight (FMF) Procedures*, Chapter 33.

**3.4. Education Services.** AGR members may be eligible for various educational benefits and services. This list is not meant to be comprehensive and each AGR Airman should contact his/her state VA office and their FSS Force Development Office.

3.4.1. Montgomery GI Bill-Active Duty. An AGR may be eligible as a veteran or service member, if they entered active duty for the first time after June 30, 1985, served continuously for three years, and have not previously declined in writing upon entry into active duty. Refer to <https://www.benefits.va.gov> under Education & Training. Airmen should contact their Retention Office Manager (ROM) for more details.

3.4.2. Tuition Assistance (TA). AGRs are eligible to receive TA for college through their FSS Force Development Office.

3.4.3. Post 9/11 Education Assistance Act of 2009. AGRs may be eligible for benefits under the Post 9/11 Education Assistance Act of 2009 based on verifiable Title 10 active duty service.

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

3.5.1. Enlisted AGRs are not entitled to bonus incentives in accordance with Air National Guard Retention Program and Fiscal Year (FY) ANG Incentive Program - Operational Guidance.

3.5.2. AGRs may be entitled to special pay in accordance with AFI 36-3012.

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

**3.7. Permanent Change of Station (PCS) Allowances.** AGR members and their authorized dependents may be entitled to PCS benefits provided by law in accordance with **Chapter 5** of *The Joint Travel Regulations (JTR)*. Members should contact their servicing Comptroller Squadron/Flight for pay and travel entitlement information.

## Chapter 4

### ANNOUNCEMENT, APPLICATION AND SELECTION

#### 4.1. Announcement Procedures.

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

4.1.2. Occasional tours as outlined in [paragraph 13.4.1](#), and AGR deployment backfill tours as outlined in [paragraph 13.4.2](#), need not be advertised through normal announcement procedures. Members employed under an occasional tour must go through the established selection/hiring process if offered a permanent AGR position

4.1.3. When announcing positions vacated by AGR personnel entering an ANG Title 10 Statutory Tour, job announcements may indicate that this position is an occasional tour until such time as the departing individual is either restored or the restoration period expires. The HRO must ensure that an AGR authorization is made available for AGR members returning to their state of affiliation.

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

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

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

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

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

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

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

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

#### 4.2. Application Process.

4.2.1. At a minimum, application packages will include: NGB Form 34-1, *Application for Active Guard/Reserve (AGR) Position*, current Report of Individual Person (RIP), and most recent *Report of Individual Fitness* from myFitness through the myFSS platform.

4.2.2. Any enlisted Airmen applying for a commissioning opportunity announcement must be qualified for commissioning at the time of application in accordance with AFMAN 36-2032, *Military Recruiting and Accessions*. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training resulting in the award of an AFSC

#### 4.3. Assignment Process.

4.3.1. Assignment of AGR personnel must be to a vacant UMD AGR position and within RAs and AGR controlled grade ceilings (if applicable) (Reference [Chapter 13](#)).

4.3.2. Each state must establish an AGR selection process plan approved by TAG or CG.

4.3.3. TAG or CG is the final approval authority for selection of applicants. TAG or CG may delegate this responsibility to the HRO in writing.

## Chapter 5

### AGR ACCESSION REQUIREMENTS

**5.1. Accession Standards.** Reference this Chapter and **Attachment 2**, AGR Eligibility Checklist, to assist in the accession of an AGR (to include occasional and AGR deployment backfill tours). Members selected for AGR tours must meet the medical retention standards outlined in DAFMAN 48-123 and the USAF Medical Standards Directory. **An Airman with a Mobility Restriction annotated on an AF Form 469 at the time of his/her AGR package evaluation will not be eligible to start an AGR order. However, selection of a member is possible if the member is medically cleared of any Mobility Restricting Duty Limiting Condition (DLC) prior to starting an AGR order in accordance with AFI 48-133, *Duty Limiting Conditions*.** AGR accession package evaluations require the SAS, or delegated Flight Surgeon/Provider, certifying authority approval on an AF Form 422 prior to starting an AGR order in accordance with DAFMAN 48-123.

5.1.1. **A pregnant Airman may be accessed into the AGR program, to include for the purpose of an occasional tour, with the concurrence of the commander and HRO.**

5.1.2. An Airman with an approved, duty-restricting shaving waiver for Pseudo Folliculitis Barbae may be accessed into the AGR program, to include for the purpose of an occasional tour, with concurrence from medical, the commander, and the HRO. Facial hair must be grown out naturally, any shaping or styling of the facial hair is not allowed, and the facial hair cannot interfere with the wear of any personal protective gear, such as a gas mask, or the performance of duties. If this should happen, the member's ability to safely perform duties is compromised and the member may require an evaluation to determine fitness for military duties in accordance with AFI 44-102, *Medical Care Management* and DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

5.1.3. An Airman may still be accessed into the AGR program if they have a Duty Restriction, Fitness Restriction, and/or "Deployable with Limitation" DLC provided the restriction does not preclude satisfactory performance of required military duties of the Airman's office, grade, rank, or rating in accordance with DAFMAN 48-123 and AFI 48-133.

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

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

5.2.1.1. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned immediately. The following statement will be included in the remarks section of the AF Form 2096, *Classification/On-The-Job Training Action*:

**"I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour."**

The AF Form 2096 must be accomplished before the orders are published.

5.2.1.2. If the Airman fails to successfully complete the required formal training in accordance with DAFI 36-2670, *Total Force Development* and AFMAN 36-2100, *Military Utilization and Classification*, or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.

5.2.1.3. Individuals must continue to progress in training in accordance with DAFI 36-2670 and AFMAN 36-2100, to a skill-level compatible with their UMD assignment. Airmen who do not progress to the next skill-level will be removed from AGR status.

5.2.1.4. Airmen approved for retraining may incur a Reserve Service Commitment in accordance with AFMAN 36-2100 upon completion of training.

**5.3. Grade.** To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference [paragraph 6.6](#) for proper assignment to a position/unit. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

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

**5.5. Air Force Fitness Standards.** AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Physical Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

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

5.6.1. AGR follow-on assignments will not be issued without a current favorable adjudicated security clearance investigation. Extensions to orders while awaiting security clearance adjudication will be considered on a case-by-case basis and must be submitted through TAG or CG, or designee, to NGB/A1PP for consideration.

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

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

Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

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

**5.9. Sanctuary.** It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

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

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



## Chapter 6

### ASSIGNMENTS, REASSIGNMENTS, AND MANAGEMENT DIRECTED REASSIGNMENTS

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

6.1.1. Length of Tours. Initial AGR tour orders are probationary. The probationary period must be a minimum of one year and will not exceed six years (Reference [paragraph 6.2](#)).

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

6.1.1.1.1. [A member's ETS or MSD does not satisfy the requirement outlined in this instruction reference required notification for non-continuation in the AGR duty status \(180-day notification\).](#)

6.1.2. AGR orders will be initiated by the HRO Remote Designee at each military installation and managed by the HRO/AGR Manager at each JFHQ. For units who do not have an HRO Remote Designee, the commander will appoint a designee. The orders will include the following mandatory statement in the remarks:

**“Upon approval and by order of federal command authority, ANG AGR Airmen will automatically convert to Title 10 USC Section 12301(d)/12302/12304 status (as appropriate) when performing duty OCONUS or CONUS, supporting Active Duty requirements for operations/missions/exercises. All Title 10 duty, regardless of length, will be documented via ANG Form 1299 which shall reflect the Title 10 authority, Title 10 duty inclusive dates, named mission and MAJCOM being supported. T10 duty in support of Regular Air Force operational requirements must be supported by and reconciled to M4S authorizations. While performing duty under Title 10 orders, AGR Airmen are assigned to the 201 MSS, ANGRC, Joint Base Andrews, MD for ADCON purposes and subject to the Uniform Code of Military Justice (UCMJ). AGR Airmen will revert to their original Title 32 USC Section 502(f) status upon completion of this period. This policy applies to both CONUS and OCONUS duty supporting current or future operations. By order of the commander, ANG AGR Airmen will automatically convert to Title 10 USC 10147 status when performing duty OCONUS for training purposes.”**

6.1.2.1. Refer to [paragraph 7.8.2](#) for further information and tracking of applicable Title 10 duty of AGRs.

6.1.2.2. Units performing Aerospace Control Alert (ACA) missions will auto-convert in accordance with AFPD 38-1, *Manpower and Organization*, 29 August 2019 and DoDI 1235.12, *Accessing the Reserve Components (RC)*.

**6.2. Probationary Period.** In accordance with DoDI 1205.18 the probationary period for all AGRs begins when the individual starts their initial AGR assignment and is defined by the length of the initial tour. [TAG or CG will determine the initial probationary period.](#) This authority may be delegated no lower than the Director, HRO. States have the option to conduct an ACB to select for career status.

6.2.1. Extension to Probationary Period. With HRO concurrence, commanders may elect to extend an AGR member's probationary period in any increment not to exceed six years.

The HRO/AGR Manager will maintain a roster of all probationary AGR members to ensure appropriate force management decisions are communicated in required timeframes.

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

**6.3. Tour Expiration.** Individuals who are not granted career status after the probationary period (including extension to probationary period) or are not renewed will be separated on the expiration of their AGR order. The HRO will ensure Airmen are notified at least 180 days prior to tour end date. All AGRs, regardless of their career status, are entitled to separate on the expiration of their AGR order with applicable entitlements.

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

6.4.1. Extension of the current tour or selection for subsequent tours is based on the mission needs of the unit and authorized force structure. An AGR Airman will be considered career status upon completion of the initial AGR tour, or probationary extension not to exceed 6 years, and order renewal.

6.4.2. The HRO will ensure Airmen are notified at least 180 days prior to their tour end date if their AGR tour is not being renewed.

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

6.5.1. The following procedures apply to PCS assignments:

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

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

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

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

6.6.1. Airmen should remain in their initial, assigned position for a minimum of 24 months. TAG or CG, or designee may waive this requirement when in the best interest of the unit, state, or ANG.

6.6.2. ANG AGR Airmen must be assigned against a full-time requirement reflected on the programmed UMD as extracted from the Manpower Programming and Execution System (MPES). AGR officers are only assigned to funded military positions identified with a Resource Identifier Code (RIC) "0034" (AGR Officer). Enlisted AGRs are only assigned to

funded military positions with a RIC “0148” (AGR Enlisted) on the UMD. Note: If authorized within the state, the use of Local Area Realignments (LAR) may result in a RIC mismatch between the AGR status of the member and the documented UMD position. AGR members will be coded as AGR in MilPDS when using an LAR.

6.6.2.1. AGR Airmen must be assigned as the sole occupant of their AGR position (i.e., not assigned in excess) in accordance with DAFI 36-2110.

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

6.6.2.3. If a full-time position on the UMD is identified with a RIC “0170” (technician) and the unit wants to execute it as an AGR, the unit must locally realign the resource before assigning an Airman in AGR status to the position. In cases of LAR, AGR Airmen may be assigned against RIC 0028 or RIC 0128 on the UMD provided the drill position has a corresponding full-time Dual-Status Technician associated with it.

6.6.2.4. Airmen with a student flight primary AFSC (PAFSC) of 92 and 9T will not be assigned to AGR positions, nor perform occasional tour AGR duty.

6.6.2.5. AGRs are not authorized assignment against a first sergeant position unless there is a valid full-time requirement on the UMD. Requests for **waivers** to this policy will be submitted by AF Form 679 through TAG or CG, with coordination from the state/Territory Command Chief to the ANG First Sergeant Component Functional Manager (CFM) for consideration. Approved waivers will be accomplished through LAR of AGR resources within the requesting state/territories’ allocated AGR authorizations.

**6.7. Voluntary Reassignment.** Reassignment to an AGR position requires the new position to have a grade no lower than the individual's current military grade (unless the enlisted Airman agrees in writing to a reduction in grade in accordance with AFI 36-2502. The reassignment must not lead to an overgrade, excess, or a promotion beyond the highest AGR grade identified for the member’s current position when advertised and hired (see **paragraph 13.6** and **Table 13.1**).

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

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

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

6.7.4. Airmen who are reassigned to a new position should remain in that position for a minimum of 24 months. TAG or CG, or designee may approve waivers when in the best interest of the unit, state, and ANG.

6.7.5. Commanders may offer voluntary reassignment opportunities to AGR members. AGR members may request voluntary reassignment opportunities, however, neither the chain of command nor the HRO are obligated to release an AGR member from his/her current assignment.

**6.8. Management Directed Reassignment (MDR).** MDRs are involuntary reassignments of AGR personnel. Commanders will leverage the MDR program to effectively integrate personnel force development goals, operational requirements, and career management objectives that sustain and support their unit/wing/state requirements.

6.8.1. With HRO concurrence, commanders may elect a lateral MDR of an AGR Airman without advertising the position and without the Airman's consent. The Airman must already be qualified in the duty AFSC. MDRs will not create any excess or overgrade conditions nor will they lead to any promotions beyond the highest military grade identified for a member's current position when advertised and hired. [Exceptions are permitted for officers who have been selected by a promotion board and have not yet pinned and are currently occupying a higher graded position.](#) Note: The HRO will notify AGR members in writing if they are subject to MDR.

6.8.2. AGRs should serve at least 24 months in their present position to be considered for a MDR. [MDRs with less than 24 months in current assignment require waiver approval by TAG or CG, or designee.](#)

6.8.3. AGR Airmen who decline a [MDR will be released from the AGR program no earlier than 90 days after the date they decline.](#) Airmen who desire to be released earlier than 90 days must make a written request through their chain of command to the HRO.

**6.9. Key Staff Assignments.** A key staff position is a dual status, managerial position which the incumbent is a member of the immediate staff of the state Adjutant General, or the Commanding General, or who serves under direct supervision of TAG or CG. TAG or the CG has the authority to non-competitively appoint AGR Airmen in order to accommodate either an "overarching military consideration" or a military assignment at the key staff level. Key staff positions are identified by NGB-J1-TCP.

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

6.10.1. [An AGR undergoing a command directed investigation may, when in the best interest of good order and discipline, be detailed outside of his/her duty location until a determination has been made in the investigation.](#)

6.10.2. An AGR who is the alleged victim of sexual harassment, sexual assault, or intimidation may be detailed outside of his/her duty location until a determination has been made in the investigation, or transfer to another unit occurs.

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

## Chapter 7

### FORCE MANAGEMENT AND UTILIZATION

**7.1. Promotions.** The grades of Senior Master Sergeant, Chief Master Sergeant, Major, Lieutenant Colonel, and Colonel are congressionally controlled in accordance with 10 USC § 12011 and 10 USC § 12012. Promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings or the individual controlled grade allocation provided to each respective state (reference **Chapter 13** of this instruction). Therefore, the following controls are necessary:

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

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

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

7.1.2. **Officers selected for promotion under Reserve Officer Promotion Management Act (ROPMA) can only be promoted within the state's controlled-grade ceilings.** The availability of a controlled grade and an assignment in a funded, AGR position on the UMD (RIC "0034" or "0148") will be determining factors. Promotions **will be involuntarily delayed**, indefinitely, if a controlled grade is not available. Reference AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force* for additional guidance. If a controlled grade (O-5) is available, **an officer promoted under ROPMA may be assigned as an overgrade in an O-4 position on the UMD** in accordance with DAFI 36-2110.

7.1.2.1. The promotion is considered involuntarily delayed due to controlled grade limitations in accordance with 10 USC § 14311. When the controlled grade becomes available, the officer may assume the higher grade.

7.1.2.2. Pending the availability of a controlled grade in the promoted rank, TAG or CG may permit the overgrade assignment of an AGR officer selected under ROPMA in accordance with DAFI 36-2110. AGR officers may be retained until their completion of 20 years TAFMS and attained three years' time-in-grade, or until they reach their MSD, whichever is earliest.

7.1.3. **All AGR colonel promotion nominations will be coordinated through the HRO/ AGR Manager and MPMO to NGB/AIPO, Officer Force Management and Policy Branch.**

7.1.4. Enlisted AGRs must be fully qualified and may not be promoted above the grade of their UMD position. Note: In accordance with AFI 36-2502, AGR members qualified for a **STEP I promotion may be promoted above their grade** on the UMD. AGR members are not eligible for STEP II promotions.



**7.2. Reenlistments/Extensions.** Enlisted AGRs who are granted continuation as a result of the ACB, or are extended on their AGR tour, are authorized to reenlist or extend if otherwise qualified in accordance with AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, to support the retainability requirement.

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

7.3.1. With HRO approval, commanders may request a one-year continuation in cases where an AGR Airman's order end date occurs during a period of time following a failed fitness assessment.

7.3.2. With HRO concurrence, a commander may request the accession of an Airman into the AGR program with a current "Exempt" on the fitness assessment. Commanders should consider these cases judiciously and review the Airman's complete fitness history before making the request.

**7.4. Performance Evaluations.** Officer and Enlisted personnel will have Officer Performance Reports (OPR), Enlisted Performance Reports (EPR) and Performance Feedback Worksheets (PFW) rendered in accordance with DAFI 36-2406, *Officer and Enlisted Evaluation Systems*. The unit/wing commander or designated representative will establish the supervisory/evaluation chain and the rating in accordance with DAFI 36-2406. The rating chain must include a full-time supervisor (AGR or military technician) as the rater, additional rater, or reviewer.

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

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

7.5.2. Skills Training. Individuals must continue to progress in training, in accordance with DAFI 36-2670, *Total Force Development*, to a skill level compatible with their UMD position. If an Airman fails to successfully progress in upgrade training, the individual could be reassigned to a vacant UMD position for which they are qualified, involuntarily demoted in accordance with AFI 36-2502, and/or removed from the AGR program.

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

7.5.4. Training Waivers. AGRs will use the training waiver procedures currently prescribed by DAFI 36-2670, *Total Force Development*.

7.5.5. Developmental Education (DE). AGRs are afforded the same opportunities for DE as other Airmen of the ANG. AGRs may apply for in-residence participation or elect completion

through distance learning. AGRs may incur an ANG service commitment in accordance with AFMAN 36-2100, upon completion of training.

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

7.5.7. [Airmen performing AGR occasional tours may attend DE opportunities in AGR status when authorized by the HRO.](#)

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

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

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

7.6.3. All AGR Airmen are required to participate with their unit of assignment during Regularly Scheduled Drill (RSD) or equivalent periods of training unless excused from duty in accordance with DAFI 36-3003, *Military Leave Program*. AGR personnel will also be available to participate in annual training periods, deployments, and exercises when required.

7.6.4. RSD **does not** count towards the 40-hour work week commitment.

7.6.5. [AGR Airmen are available for duty 24 hours a day, seven days a week; therefore, compensatory time-off for duties performed in excess of established working hours is not authorized. However, Airmen who earn the privilege may be granted a special pass in accordance with DAFI 36-3003.](#)

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

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

7.7.2. [The assignment of family members to the same unit is only permissible in accordance with DAFI 36-2110.](#)



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

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

This does NOT include the requirement for Airman to attend formal training in Title 10 status. [Note: this paragraph does not meet the intent of AGR Airmen who apply for ADOS/MPA opportunities \(see paragraph 2.8.3.2\).](#)

7.8.2. AGRs Performing Title 10 Duty in Support of Air Force Active Duty Requirements. Upon approval and by order of a Federal command authority, AGRs performing Title 10 duty for 30 or more consecutive days in support of the active Air Force pursuant to 10 USC § 12301(d) , 10 USC § 12302, or 10 USC § 12304, for which reimbursement of AGR accounts may be required as set forth in [paragraph 7.9.4, must have their AGR order amended](#) to include in the remarks section the following information [and](#) have such duty [documented on ANG Form 1299 \(regardless of duration of tour\)](#), which shall reflect: Authority in which they are called to Title 10, inclusive dates of the Title 10 duty, named mission they are supporting, and active duty MAJCOM they are being tasked to support. An example is as follows: “AGR Airman will convert to Title 10 USC Section 12301(d) in support of OPERATION ENDURING FREEDOM from 15 January 2009 to 26 May 2009, GMAJCOM: ACC.” If the GMAJCOM releases the AGR Airman from Title 10 duty sooner than original expiration day, an amendment to to the ANG Form 1299 must reflect the appropriate end date of the Title 10 duty.

7.8.2.1. [The ANG Form 1299. This form must be completed by the unit, certified by the AGR member’s commander, and provided to the FSS for the member’s record to be updated in MilPDS and for assistance accomplishing the necessary DD Form 214.](#) Examples of missions that may require an AGR to perform occasional Title 10 duty/day(s) include but are not limited to: [Aerospace Control Alert \(ACA\)](#), North East Tanker Task Force (NETTF), Unmanned Aircraft Systems (UAS)/Remotely Piloted Aircraft (RPA) (such as Predator, Reaper, Global Hawk), Distributed Common Ground System (DCGS), State Partnership Program (SPP), etc.

7.8.2.2. The ANG Form 1299 [must be completed for every period of Title 10 duty regardless of duration.](#) A sample of ANG Form 1299, *Certificate of Statement of Service* can be found in [Attachment 15. The ANG Form 1299 is a source document which will be entered into the member’s record](#) in the Automated Records Management System (ARMS). [Please note this form is applicable to Officers and Enlisted Airmen.](#)

7.8.3. Commanders in a Title 10 status cannot take Title 32 command-action as they are relieved of their state Title 32 status while federally activated on Title 10 orders in accordance with 32 USC § 325, *Relief from National Guard Duty When Ordered to Active Duty*. Note: the only exception being lawfully appointed Dual Status Commanders.

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

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

**7.9. AGRs Traveling Outside the United States, Its Territories, and Possessions on Official Duty.** DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve*



*Components*, provides that Airmen must be in Title 10 status when outside the United States, its Territories, and possessions. Title 32 ANG AGR members may have to travel outside the United States, its Territories, and possessions in connection with their AGR duties (e.g., AEF Rotations, State Partnership Program Director). In such cases by accepting entry into the AGR program, the Airman consents to being automatically converted to Title 10 status under 10 USC § 12301(d) or 10 USC § 10147 (as applicable) for the duration of the OCONUS duty while retaining their status as AGRs during this period. Therefore, all AGR orders upon acceptance of an AGR tour will include the mandatory remarks outlined in [paragraph 6.1.2](#).

7.9.1. Contingency, Exercise, and Deployment (CED) orders and other travel (TDY) order requirements while performing Title 10 duty. If AGRs are TDY from their home station, applicable CED or TDY orders will be published in accordance with AFI 65-103, *Temporary Duty/Special Orders* and DAFI 36-3802, *Force Support Readiness Programs*.

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

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

7.9.3.1. Source for Updating. Use [the form ANG Form 1299 to document the period of all Title 10 service performed by an AGR. The AGR Manager or office responsible for amending AGR orders to reflect an AGR's Title 10 service will provide a copy to the FSS/IPR for updates to MilPDS.](#)

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

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

7.9.4. Title 10 Duty Fiscal Authority/Reimbursement for Title 10 Tours. NGB/FM is responsible for ensuring the days (dollars) during which an ANG AGR converts to Title 10 in support of active duty requirements is reimbursed by Air Force FM. Wing Comptroller offices will ensure the Manpower MPA Man-day Allocation Management System (M4S) is updated for the ANG to be reimbursed for applicable AGR's Title 10 active duty. It is imperative, from a fiscal perspective, reimbursement requests are updated in M4S, so appropriations are consistent with the purpose of the duty in accordance with 31 USC § 1301(a). Reimbursement is not applicable to 10 USC § 10147. For ANG AGRs on Title 10 duty to support the State Partnership Program, reimbursement will be coordinated between NGB-J53-IA and NGB/FM to execute reimbursement as needed using existing ANG reimbursement procedures.

7.9.5. Documentation of Title 10 Service. [The FSS will issue a DD Form 214 for all periods of Title 10 active duty](#) in accordance with AFI 36-3202. Refer to **paragraph 2.4.2.1** in AFI 36-3202 to determine inclusive Title 10 active duty period of service for voluntarily or involuntarily for active duty support (10 USC § 12301(d), 12302, or 12304). [To determine inclusive Title 10 active duty period of service for Title 10 training \(10 USC § 10147\) use the validated travel voucher or the ANG Form 1299.](#)

## **7.10. Emergency Domestic and “Immediate Response” Situations.**

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

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

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

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

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

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

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

7.10.2. “Immediate Response” Situations. “Immediate Response Authority” is defined by DoDD 3025.18, *Defense Support of Civil Authorities (DSCA)* as, “A Federal military commander’s, DoD Component Head’s, and/or responsible DoD civilian official’s authority temporarily to employ resources under their control, subject to any supplemental direction provided by higher headquarters, and provide those resources to save lives, prevent human suffering, or mitigate great property damage in response to a request for assistance from a civil authority, under imminently serious conditions when time does not permit approval from a higher authority within the United States.”

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

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

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

## Chapter 8

### TOUR CURTAILMENT, SEPARATION, AND RETIREMENT

#### 8.1. General.

8.1.1. TAG or the CG is the final authority for determining whether individuals who are not in sanctuary will be separated from the AGR program. Refer to DAFI 36-2110 for ineligibility requirements. Officers and enlisted within the sanctuary zone must have their separation approved by the Secretary of the Air Force (SecAF) or designee. AGR personnel must complete the specified period of their orders unless released due to any of the following provisions:

- 8.1.1.1. An approved request for voluntary tour curtailment ([para 8.4](#)).
- 8.1.1.2. An involuntary tour curtailment ([para 8.5](#)).
- 8.1.1.3. Involuntary release ([para 8.6](#)).
- 8.1.1.4. Involuntary discharge ([para 8.7](#)).
- 8.1.1.5. Mandatory separation ([para 8.8](#)).
- 8.1.1.6. Retirement – Regular ([para 8.9](#)).
- 8.1.1.7. Retirement – Non-regular ([para 8.10](#)).

8.1.2. Refer to [Chapter 12](#) for instructions regarding retention or separation of Airmen undergoing medical treatment.

8.1.3. An AGR Airman released from an AGR tour greater than 180 days will accomplish a Separation History and Physical Examination (SHPE) with the Reserve Health Readiness Program (RHRP) contractor, VA, or MTF prior to the end of the AGR tour. An AGR Airman released from an AGR tour between 30 to 179 consecutive days must report health status and complete a medical assessment (DD 2697) with the GMU for documentation in the electronic health record prior to separating AGR orders in accordance with DoDI 6040.46, *The Separation History and Physical Examination (SHPE) for the DoD Separation Health Assessment (SHA) Program* and DAFMAN 48-123, Medical Examinations and Standards. The GMU should consider initiating a LOD determination as needed prior to separation of orders in accordance with DAFI 36-2910.

8.1.4. AGR Airmen separated may be eligible for separation pay based on length of service in accordance with 10 USC § 1174, DoD FMR, and the JTR. Unit comptroller or designated representative must counsel AGR personnel on the provisions of these entitlements. Reference [Attachment 5](#), NGB Form 801, *Ready Reserve Agreement to Receive Separation Pay*.

**8.2. Sanctuary.** AGR officers and enlisted entering the sanctuary zone for regular retirement must be retained until reaching retirement eligibility in accordance with 10 USC § 12686 unless separation is approved by SecAF or designee. (T-0). Requests to involuntarily separate an officer in sanctuary from the AGR program must be routed through NGB/A1PP to the approval authority for a final determination to be made.

#### 8.3. Separation at Expiration of Tour.

8.3.1. Airmen will be separated from AGR status at the expiration of their current tour if:

8.3.1.1. They do not request a subsequent tour, or

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

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

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

8.4.2. Airmen who voluntarily request separation from AGR status are not entitled to separation pay (10 USC § 1174, DoD FMR and JTR). This includes Airmen who voluntarily accept a military technician position.

8.4.3. Due to end-strength accounting considerations, any voluntary curtailment requests submitted between 1 July and 30 September with a requested date of separation (DOS) prior to 31 October can only be approved by TAG, CG, or delegated authority for Title 32 AGR members, or the authority/delegated authority outlined in ANGI 36-6 for Title 10 ANG Statutory Tour members.

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

8.4.5. If medical care is required for any illness, injury, or disease incurred or aggravated while on an AGR tour, the member has 180 days after his/her voluntary release to report the condition for LOD determination consideration. When members do not report their illness, injury, or disease, it is presumed they are (1) capable of performing their military duties, (2) they do not require treatment, and (3) they have no unresolved health condition(s) rendering them unable to meet retention or mobility standards in accordance with DAFMAN 48-123. Refer to DAFI 36-2910 to address previously unreported illnesses/injuries/diseases.

**8.5. Involuntary Tour Curtailment.** Commanders considering involuntary curtailment should use all quality-force tools available (e.g., referral OPRs/EPRs, LOCs, LORs, nonjudicial punishment) prior to initiating an involuntary curtailment. Depending on the nature of the involuntary curtailment, commanders may consider discharge in lieu of involuntary curtailment.

8.5.1. Commanders should initiate a preliminary inquiry with the HRO to determine if an involuntary curtailment is appropriate. The commander will notify the Airman, in writing, of the proposed action after consulting with HRO. The curtailment timeframe may vary depending on the circumstances leading up to the curtailment decision. While every effort must be made to provide due process to AGR members, when there is a preponderance of evidence that indicates that the AGR member may be a threat to others, the ANG or national security, AGR orders may be curtailed immediately.

8.5.1.1. After acknowledging receipt of commander notification, the Airman may submit a written statement within 7 calendar days of notification. The written statement must be submitted with the commander's recommendation to TAG or CG. The commander's recommendation for involuntary curtailment must be submitted through the appropriate chain of command, with a legal review, to the HRO. TAG or CG will review recommendations for involuntary curtailment and will make the final determination. This authority may not be delegated. TAG or CG may order a command directed investigation (CDI) in accordance with AFI 90-301, *Inspector General Complaints Resolution*.

8.5.1.2. The HRO will notify the Airman of an approved curtailment and the Airman's reconsideration rights. If an Airman is in sanctuary, refer to DAFI 36-2110.

8.5.2. Involuntary Curtailment Reconsideration. An approved curtailment may be submitted for reconsideration to TAG or CG only if significant new information is obtained. Curtailment action will continue while pending reconsideration. If a written request for reconsideration is not filed, reconsideration rights will be waived. Additionally, commanders must coordinate with the Guard Medical Unit (GMU) to ensure the member does not have any unresolved In-Line of Duty (ILOD) medical condition that may render the member UNFIT for duty under the Disability Evaluation System (DES), in accordance with [paragraph 3\(2\)](#) of DoDI 1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*.

8.5.2.1. Do not curtail a member's AGR orders if the member meets the criteria for DoDI 1241.01: When an RC Service member is on active duty (AD) or full-time National Guard duty (FTNGD) for a period of more than 30 days and, at the scheduled end of that period, has an unresolved in-LOD condition that may render the member unfit for duty under the Disability Evaluation System (DES), but this has not yet been determined by the DES, the member: (a) Will, with his or her consent, be retained on AD or FTNGD until: 1. Outstanding in-LOD conditions are resolved; or 2. He or she is either found fit for duty, separated, or retired as a result of a DES finding. (b) May elect to be released from active duty before resolution of the conditions or completion of the DES process.

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

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

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

**8.6. Involuntary Release.** Mission realignments, total force initiatives, Base Realignment and Closure (BRAC), end-strength limitations or other force management actions may require involuntary release of an AGR prior to the AGR tour end-date. The HRO will manage the

involuntary release process and Airmen will be notified of all actions and requirements associated with this release. The notification will stipulate if the reduction affects AGR personnel only and provides an effective date of the RIF in accordance with [paragraph 10.5](#) If an AGR member is eligible for AD Sanctuary, refer to DAFI 36-2110. AGR Airmen separated may be eligible for separation pay based on length of service in accordance with 10 USC § 1174, the DoD FMR and JTR. Unit comptroller or designated representative must counsel AGR Airmen on the provisions of these entitlements (see [Attachment 5](#)).

**8.7. Involuntary Discharge.** Commanders may initiate involuntary discharge actions for officers and enlisted personnel in accordance with AFI 36-3209. AGR members selected for non-retention in accordance with ANGI 36-2651 will be notified not less than 180 days from official notification of non-retention by TAG or the CG.

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

8.8.1. Officer Mandatory Separation Date (MSD). Except for those who have entered sanctuary under the provisions of 10 USC § 12646 or 10 USC § 12686, officers will be separated by their MSD established by law. Any officers who have entered sanctuary, and do not consent to being separated as addressed in DAFI 36-2110, may submit a request to have their MSD extended to the date in which they reach their regular or non-regular retirement eligibility. The request must be initiated by the officer, coordinated through his/her chain of command (to include the HRO for awareness) and submitted by the MPMO to NGB/A1PP to have the MSD updated in MilPDS to reflect either the first day of the month after the officer reaches regular retirement eligibility (10 USC § 12686) or the date the officer reaches non-regular retirement eligibility (10 USC § 12646). See Table 5.2. of AFI 36-3203 for more information regarding the conditions under which officers may request to be retained beyond retirement eligibility.

8.8.2. Enlisted Mandatory Separation Date. The ANG establishes a high year tenure (HYT) for all enlisted Airmen at age 60. In certain situations, either TAG, CG, or NGB/A1PP can approve a member's request to serve beyond the age of 60 – but no later than age 62 as outlined in AFI 36-2606. Any enlisted members who have entered sanctuary under the provisions of 10 USC § 12686 or 10 USC § 1176(b), and do not consent to being separated as addressed in DAFI 36-2110, may submit a HYT extension request to have their HYT extended to the date in which they reach their regular or non-regular retirement eligibility. The request must be initiated by the member, coordinated through his/her chain of command (to include the HRO for awareness) and submitted by the MPMO to NGB/A1PP to have their enlisted MSD extended to reflect either the first day of the month after the member reaches regular retirement eligibility (10 USC § 12686) or the date the member reaches non-regular retirement eligibility (10 USC § 1176(b)). See AFI 36-2606 for more information regarding the conditions under which enlisted members may request to be retained beyond age 60.

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

8.8.4. Civilian or Military Conviction. Conviction by civilian or military authorities for a disqualifying offense in accordance with AFI 36-3209.



8.8.5. Twice Deferred Officers. An officer who is twice deferred for promotion according to the provisions of AFI 36-3209 and AFI 36-3203.

8.8.6. Air Force Specialty (AFS) Qualification. An AGR member fails to meet AFS qualification standards.

**8.9. Regular Retirement.** Personnel who accrue at least 20 years of TAFMS may retire under the provisions of 10 USC § 9311 or 9314 with a regular retirement. For further guidance, refer to: <http://arpc.afrc.af.mil/retirements/retirements.htm>.

8.9.1. AGR members may apply for a regular retirement one (1) year prior to completion of at least 20 years of TAFMS. The application for retirement must be submitted no earlier than 12 months and not later than six months prior to the effective date of retirement. If the expiration of a member's AGR order is later than the requested retirement effective date, he/she must apply for and receive approval for curtailment of the AGR tour prior to submitting the application for retirement.

8.9.2. Applications for regular retirement will be processed in accordance with AFI 36-3203. Title 32 AGR members will apply for retirement via the virtual Personnel Center (vPC) website. Retirement restrictions or prohibitions are referenced in Chapter 3 of AFI 36-3203. If/when approved, ARPC will issue the retirement order and process actions to DFAS.

8.9.3. Service requirements established in AFI 36-3203 must be met for Airmen to retire in their current grade.

8.9.4. Entitlement to movement of household goods is processed in accordance with AFI 36-3203.

8.9.5. AGR officers with prior enlisted service must have at least 10 years of AD service as a commissioned officer to retire at their commissioned grade in accordance with Chapter 3 of AFI 36-3203.

**8.10. Non-regular Retirement.** AGR members may apply for a non-regular retirement upon completion of 20 years of satisfactory service.

8.10.1. Applications for reserve retirement will be processed in accordance with AFI 36-3203. Members will apply for retirement through the vPC website. Retirement restrictions or prohibitions are referenced in Chapter 3 of AFI 36-3203. If/when approved, ARPC will issue the retirement order and process actions to DFAS.

8.10.2. If the expiration of a member's AGR order is later than the requested retirement effective date, he/she must apply for and receive approval for curtailment of the AGR tour prior to submitting the application for retirement.

**8.11. Documentation of Service.**

8.11.1. The FSS will issue a DD Form 214 to Airmen separating from the AGR program and remaining as a DSG in accordance with AFI 36-3202. A DD Form 214 for an AGR separation/retirement is accomplished by ARPC/DPT.

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



*Discharge from Active Duty*, must be completed to correct the DD Form 214 to reflect the appropriate characterization of service.

## Chapter 9

### AGR CONTINUATION BOARD

**9.1. AGR Continuation Board (ACB).** TAG or the CG determines if an ACB will convene. While an ACB is not mandatory, it provides Wing, Group, and Unit Commanders, supervisors, and AGR members an opportunity to participate in retention decisions affecting assigned AGR personnel. The ACB may review and recommend selection for entry into the career program and/or continuation beyond 20 years of TAFMS. Separation from the AGR program under this chapter is not considered punitive in nature and will not be used where separation for cause is more appropriate.

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

- 9.2.1. Ensures only the most capable Airmen serve.
- 9.2.2. Affords Airmen promotion and career development opportunities.
- 9.2.3. Allows for force-shaping based on force structure and the needs of the unit, state, and ANG.

### **9.3. Responsibilities.**

9.3.1. The Adjutant General or Commanding General:

- 9.3.1.1. Determines if an ACB will convene.
- 9.3.1.2. Provides administrative guidance to the President and receives the board proceedings.
- 9.3.1.3. Approves the board proceedings or directs a reconvening of the board within 30 days of receipt of the proceedings.
- 9.3.1.4. Convenes special ACBs in order to consider records either (1) incidentally omitted from the original board or (2) requiring reconsideration due to their containing some material error in the original ACB.

9.3.2. Human Resource Officer (HRO) and AGR Manager:

- 9.3.2.1. Identify and notify AGR members whose records will be reviewed by the ACB no later than 90 days prior to the board convening. The HRO/AGR Manager will provide an ACB Worksheet as a means of notifying each member being considered at the ACB with instructions to return it by the assigned suspense date after it has been completed by the member and endorsed by the member's chain of command. The HRO/AGR Manager will review all ACB Worksheets to ensure supervisor and commander recommendations, to include Airman's signature of acknowledgement, are received. Note: Individuals on occasional or AGR deployment backfill tours are term-limited and will not meet an ACB for consideration of career status.
- 9.3.2.2. Publish a Memorandum of Instruction (MOI) for use by ACB members. The MOI will include the composition, administrative support, and guidance on the conduct of the board as directed by TAG or the CG.

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

9.3.2.4. Ensure ACBs are conducted in a timeframe which allows Airmen on a one-year initial tour to be notified at least 30 days prior to their tour end date that they are being reviewed and all other AGR members being reviewed to be notified at least 180 days prior to their tour end date.

9.3.2.5. Airmen should be notified in writing of the ACB results no later than 30 days after TAG or the CG approve the board's proceedings.

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

9.3.2.7. Extend the orders of those AGR Airmen selected for entry into the career program or selected for continuation beyond 20 years of TAFMS.

**9.4. ACB Composition.** TAG or the CG will appoint members to the board using the AGR Continuation Board Appointment Memorandum template found in [Attachment 6](#) of this instruction. The board is subject to the following criteria:

9.4.1. Boards will be comprised of at least three voting members who are officers of equal or higher grade to those being considered, the ANG State Command Chief Master Sergeant (CCM) or a Chief Master Sergeant senior in grade to any of the enlisted members being considered, and two non-voting members who will provide technical assistance (one board advisor and one recorder). The board should be diverse in gender and ethnicity. Relatives of Airmen being considered will not be appointed as ACB members.

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

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

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

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

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

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

9.4.6. The recommendations of the ACB are advisory only and must be approved by TAG or the CG.

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

**9.6. ACB Pre-Board Process.** The HRO will identify and notify AGRs who will be reviewed by the convening ACB for either career status and/or continuation beyond 20 years of TAFMS no later than 90 days prior to convening the ACB (see [Attachment 7](#), Pre-review AGR Continuation Board (ACB) Notification Memorandum (Individual)). AGR members will be provided an ACB Worksheet (see [Attachment 8](#), AGR Continuation Board (ACB) Worksheet). Additionally, the commander will be notified and provided a suspense for return of the ACB Worksheet to the HRO no later than 30 days prior to the scheduled ACB (see [Attachment 9](#), Pre-review AGR Continuation Board (ACB) Notification Memorandum (Commander)).

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

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

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

9.6.3. If the Airman does not concur with the commander's recommendation on the ACB Worksheet, he/she may submit a personal letter to the ACB. The letter may describe any matter of record concerning the Airman believed to be important for the board to consider. Letters of recommendation from other individuals cannot be submitted. All the information in the Airman's letter must be accurate, and the Airman must provide evidence to support any questioned information if called on to do so. To be considered by the ACB, the letter must be addressed to the ACB and received by the HRO no later than 15 days prior to the date the board convenes.

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

9.7.1. All proceedings will be held in closed session. AGR Airmen being considered by the ACB will receive fair and impartial consideration. The ACB will be free from any improper command influence or other influence(s) that could impact the performance of the board's duties. Board members may not discuss or consider any outside communication or material not otherwise contained in the material properly presented before the ACB. Board members will not communicate with anyone outside the board membership in reference to the board proceedings. Individuals appointed to the ACB will be administered the oath outlined in [Attachment 10](#). The board recorder will review all documents for completeness before the board convenes.

9.7.2. No Airmen will appear in person before the board.

9.7.3. The ACB reviews enlisted and officer AGR Airmen for entry into "career status" and/or for continuation beyond 20 years of TAFMS. Each Airman being reviewed by the ACB will complete the ACB Worksheet, documenting the member's career intentions and the recommendations from the member's supervisor and chain of command, and the board will review all completed ACB Worksheets. It is not the responsibility of the board to screen AGR records to determine whether AGR Airmen have met the administrative requirements of the AGR Program. Airmen on occasional and AGR deployment backfill tours are term-limited and will not meet an ACB for consideration of career status.

9.7.4. The ACB decisions are based on the needs of the unit, state, and ANG. The ACB will consider: the Airman's ACB Worksheet listing his/her desire to participate in the AGR Program and all supervisor/commander recommendations, the ACB Profile (see [Table 9.1](#)), and the "whole person" concept and current and future force structure. Each member's service history is reviewed to determine his/her ability to attain 20 years TAFMS and to determine if the Airman's participation in the career program is in the best interest of the ANG.

9.7.5. The board is provided a list of all the Airmen to be considered. They will also receive, at a minimum, the following for each Airman: the ACB Worksheet, relevant personnel information as determined by the state to conduct "whole person" concept review, and any letters submitted by the Airman to the board in accordance with [paragraph 9.6.3](#). Documents prepared or submitted specifically for board use will be disposed of in accordance with AFI 33-322, *Records Management and Information Governance Program*.

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

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

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

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

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

9.8.3.1. Post-review ACB memorandums of notification will be prepared using [Attachment 13](#), Post-review AGR Continuation Board (ACB) Notification Memorandum (Commander), for each commander to communicate the ACB decisions to their affected Airmen.

9.8.3.2. Each Airman will be required to sign a statement to acknowledge notification of ACB results (see [Attachment 14](#), AGR Continuation Board (ACB) Member Acknowledgement of Decision Notification). Notifications will typically be provided to

each individual no later than 30 days after TAG or the CG approval of the board proceedings.

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

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

9.9.2. Reassignment to a new follow-on AGR position that exceeds the initial probationary tour should result in an extension to the probationary period in accordance with [paragraph 6.2.1](#) of this instruction.

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

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

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

9.10.2. Any extension beyond two years should be justified to include time in grade considerations in accordance with AFI 36-3203.

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

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

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

**9.12. ACB Reconsideration Process.** The final reconsideration authority for the ACB decision is TAG or the CG. AGR members may request reconsideration of an ACB decision by forwarding their request with supporting documentation to the HRO for staffing. Reconsiderations must arrive to the HRO no later than 30 days from the date on the ACB decision memorandum.

9.12.1. Supporting justification not provided with the original ACB Worksheet may be included in the reconsideration request. The request must be reviewed and endorsed in a timely manner by each level of command prior to reaching the HRO for processing. Endorsements must include rationale behind the support or non-support of the individual’s request.

9.12.2. Reconsideration requests received without the appropriate chain of command coordination will be returned to the Airman without action. Reconsiderations must be received by the HRO no later than 30 days from the date on the ACB decision memorandum. The Airman’s chain of command will not hold a reconsideration request to circumvent the 30-day submission requirement.

9.12.3. The reconsideration decision of TAG or the CG is final. There is no option for additional reconsideration beyond TAG or the CG.

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

9.13.1. Processing Procedures. An out-of-cycle ACB request should be forwarded to the HRO for staffing. The HRO will staff the request to TAG or the CG for decision.

9.13.2. A notification memorandum will be prepared and forwarded to the Airman and leadership indicating the out-of-cycle ACB decision. If career status is denied, the normal reconsideration and notification process will apply.

**Table 9.1. ACB Profile.**

Rank	Force Management Considerations for AGR Members over 20 Years of TAFMS
Col	TIG met
Lt Col	No advancement projected and/or no PME, TIG met
Maj	No advancement projected and/or no PME
Capt	No advancement projected
Lt	No advancement projected and/or no PME
CMSgt	TIG met, no advancement projected
SMSgt	No advancement projected
MSgt	No advancement projected and/or no PME
TSgt	No advancement projected and/or no PME
SSgt	No advancement projected and/or no PME
<p><b>Note:</b> The ACB Profile is a management tool to be used as a guide in managing the force. The ACB Profile should be used in conjunction with the “whole person” concept and the needs of the unit, state, and ANG.</p>	

## Chapter 10

### PRIORITY PLACEMENT AND REDUCTION IN FORCE

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

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

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

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

### 10.2. Implementation of PPP.

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

10.2.1.1. Airmen will be entered into the PPP on the same date as the action causing them to become an overgrade. The overgrade condition should be resolved as soon as possible but can remain for a maximum of 24 months. If an extension to the overgrade condition is required, it must be approved by NGB/A1PP in accordance with DAFI 36-2110.

10.2.1.2. The HRO will notify AGR members in writing when they have been placed in the PPP and when they are 180 calendar days away from the expiration of their PPP placement. The FSS will also be given informational copies.

10.2.2. An Airman in the PPP will be offered, in writing, the first full-time AGR position available on the UMD within the state for which the Airman is fully qualified for assignment as outlined in [Chapter 6](#).

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

10.2.2.2. The position offered should be in a unit within the locally established commuting-distance of the Airman's residence. This does not preclude entitlement to PCS if the position requires reassignment to another installation.

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

10.2.4. An enlisted AGR in overgrade who declines a position offered under the PPP must be reduced in grade to the maximum grade of the UMD position no later than 30 workdays after the declination in accordance with AFI 36-2502. Officers will be separated from AGR status if they decline a position offered under the PPP. Note: officers in sanctuary must be retained until they meet eligibility for a regular retirement in accordance with 10 USC § 12686. **(T-0)**.



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

**10.3. Notification of Overgrade.** HROs or designated representatives must counsel AGR personnel on the provisions of this chapter and DAFI 36-2110, within 30 days of the date they are assigned as an overgrade.

**10.4. Reduction in Force.** RIFs are designed to manage AGR Airmen who become excess to the state's AGR RAs.

10.4.1. The HRO administers and manages placement programs for AGR members in the event of force reductions, requirements, and/or mission changes.

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

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

10.4.4. AGR Airmen in sanctuary are exempt from RIF actions.

10.4.5. Individuals may be eligible for separation pay based on length of service in accordance with 10 USC § 1174, DoD FMR, and the JTR. Unit comptroller or designated representative must counsel AGR personnel on the provisions of these entitlements (Reference [Attachment 5](#)).

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

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

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

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

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

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

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

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

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

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

10.5.4.2. Airmen will be counseled on transition assistance benefits.

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

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

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

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

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

10.6.2.1. Career status – the placement of career status AGR members will take precedence over the placement of non-career status AGR members.

10.6.2.2. Performance evaluations

10.6.2.3. Professional Military Education and civilian education

10.6.2.4. Technician reemployment rights

10.6.2.5. AFSC qualifications

10.6.2.6. Military mission requirements

## Chapter 11

### RECRUITING AND RETENTION

#### 11.1. General.

11.1.1. All recruiting personnel currently serving in the 8R000 SDI are encouraged to pursue career broadening assignments. Recruiting and Retention personnel will not be assigned additional duties that interfere with their primary responsibilities.

11.1.2. Recruiters and Retention Office Managers (ROMs) are expected to be available during RSDs and at times when their “customers” are available. Reference [paragraph 7.6](#) for duties of AGR personnel.

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

11.2.1. Enlisted Accessions Recruiter (8R000): Rank of SrA through TSgt (must have completed Airman Leadership School (ALS)); 5-level in any AFSC is required except in those instances where a 5-level does not exist; 18 months ANG membership is preferred.

11.2.2. Second-Tier Recruiter (8R200): Rank of SSgt through TSgt; minimum of 24 months of experience as an 8R000.

11.2.3. Third-Tier Recruiter (8R300A): Prior qualification in SDI 8R100 or 8R200 with a minimum of 24 months of experience. Prior qualification in SDI 8R000 with a minimum of 24 months of experience and 8R200 with a minimum of 12 months of experience.

#### 11.3. Selection Process.

11.3.1. Selection and assignment to vacant Recruiting and Retention positions must be within the authorized grade limits specified for the positions.

11.3.2. Recruiting and Retention resources are “fenced”, and therefore cannot be realigned from the program.

11.3.3. The state Production Superintendent must be directly involved in the selection process for all Recruiting and Retention personnel.

#### 11.4. Length of Tours.

11.4.1. It is important for state and unit supervisors to create a force management plan that will enable deserving Recruiting and Retention personnel to have an opportunity for upward mobility.

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

#### 11.5. Occasional Tours.

11.5.1. Occasional Recruiting and Retention tours are authorized for short periods of time to fulfill work requirements directly supporting recruiters. Requests for occasional Recruiting and Retention tours will be submitted in writing through the HRO to NGB/A1PP and will require NGB/A1Y concurrence.

11.5.2. Occasional Recruiting and Retention tours will be for a minimum of 31 days and will not exceed 36 months in duration without prior approval from NGB/A1PP. Provisions of [paragraph 13.4](#) apply.

#### **11.6. Tour Termination.**

11.6.1. Termination of Recruiting and Retention tours, when necessary, must be handled expediently.

11.6.2. The immediate supervisor will furnish the Airman a letter of counseling when production or expected performance standards are not being met. The Airman will be given adequate time correct/improve performance, as determined by supervisor and SPS. If the performance standards are not met, the Airman will be involuntary curtailed in accordance with [paragraph 8.5](#) of this instruction.

## Chapter 12

### MEDICAL

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

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

12.2.1. Individuals selected for AGR tours must meet the PHA requirements outlined in DAFMAN 48-123 and AFI 48-170 and be current in all Individual Medical Readiness (IMR) requirements in accordance with AFI 10-250. PHA and dental must be conducted not more than 12 months prior to entry on an AGR tour and an HIV test must be completed not more than 6 months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at the time of entry into AGR status.

12.2.1.1. Individuals on an AF Form 469 with a mobility restriction at the time of AGR physical package evaluation will not be eligible to start on AGR orders.

12.2.1.2. Individuals may apply for AGR tours provided they meet the requirements in [paragraph 12.2.1](#) and are medically cleared of the mobility restricting DLC prior to starting a new AGR tour in accordance with AFI 48-133. See [paragraph 5.1.1](#) regarding the accession of pregnant Airmen.

12.2.2. For all AGR tours, to include occasional, temporary, and/or backfill, Airmen determined physically qualified for continued military service on an AF Form 422 by the SAS or delegated Flight Surgeon/Provider may enter an AGR tour immediately in accordance with DAFMAN 48-123 and AFI 48-133. All medical documentation must be forwarded for the SAS to review. Transfers from other service components may use the DD Form 2807-1, *Report of Medical History*, and DD Form 2808, *Report of Medical Examination*, their service specific PHA, or TriService PHA as proof of examination provided it is current within 12 months and meets AF standards.

12.2.2.1. The SAS, or delegated Flight Surgeon/Provider, will request to forward questionable cases and those cases where a member has or requires an Assignment Limitation Code (ALC) to the certifying authority, NGB/SGPS, for review, disposition, and approval.

12.2.2.2. The GMU should verify the condition is stable and the ALC will not expire within the first 6 months of the AGR order prior to submitting the AGR package for NGB/SGPS approval. A stamped, approved AF Form 422 by NGB/SGPS is required for members on or requiring an ALC prior to starting an AGR order.

12.2.3. Airmen selected for permanent, occasional, and AGR deployment-backfill tours must also meet the criteria for entry listed in [Chapter 5](#) of this instruction. If a member enters an occasional or temporary AGR tour, and is selected for a permanent AGR tour, there is no need to recertify an AGR physical if there is no break in orders.

### 12.3. Medical Care.

12.3.1. AGR Airmen are authorized medical care in accordance with AFMAN 41-210, *TRICARE Operations and Patient Administration*.

12.3.2. The Airman or supervisor must inform the servicing ANG medical facility of any changes in the Airman's medical status at time of onset in accordance with DAFMAN 48-123. Failure to report any changes that may affect the Airman's duty and/or mobility status will be considered non-compliant and will be referred to the commander, in writing, for administrative action and separation from the AGR tour in accordance with AFI 36-3209.

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

12.3.4. Pregnancy. Medical benefits for pregnant AGR Airmen are authorized in AFMAN 41-210. Policies established by HQ USAF and NGB/SG must be consulted for further guidance. The following policies apply regarding extension/separation of pregnant Airmen:

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

12.3.4.2. Airmen on AGR tours, other than occasional and AGR deployment-backfill tours, may be continued or released as planned regardless of the pregnancy. Tours may not be extended merely to provide medical coverage for non-complicated pregnancies. AGR members with complicated pregnancies must provide medical documentation from their provider to their servicing ANG Medical Group. Benefits for medical coverage are in accordance with AFMAN 41-210.

12.3.4.2.1. Members who are pregnant may begin an AGR tour with concurrence from the member's gaining commander. The commander must ensure the member can perform duty within the restriction of the AF Form 469.

12.3.4.2.2. Members will work directly with the commander regarding Pregnancy Convalescent Leave in accordance with DAFI 36-3003. AGR tours will not be extended for the sole purpose of pregnancy. Pregnancy and any complications of pregnancy are not eligible for Line of Duty determinations in accordance with DAFI 36-2910.

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

12.3.5. DAFMAN 48-123 defines medical conditions for possible DES consideration. Commanders, supervisors, medical personnel, and the member can assist with prompt identification of medical issues that may impact continued military service. Timely identification of medical issues facilitates effective management of cases and ensures consideration of all benefits and entitlements when DES processing is required in accordance with AFMAN 41-210.

12.3.5.1. AGR Airmen are expected to meet mobilization and deployment standards in accordance with DoDI 1205.18. AGR Airmen do not have rights to remain in AGR status

to attain or maximize longevity benefits if the Airman does not remain qualified for continued military service in accordance with DAFMAN 48-123.

12.3.5.2. AGR Airmen will schedule their PHAs with the Host MTF, if co-located, or with their GMU for their annual PHA in accordance with AFI 48-170. AGR Airman will report all medical/dental treatment obtained through civilian sources to the GMU at the time of onset, not to exceed 72 hours, in accordance with AFMAN 41-210 and DAFMAN 48-123.

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

12.4.1. An AGR Airman must complete a SHPE prior to being separated from AGR status if the AGR tour was greater than 180 days. If the AGR tour was less than 180 days, members must complete a DD Form 2697 in lieu of a SHPE prior to their separation from AGR status. See DoDI 6040.46 and DAFMAN 48-123 regarding SHPE. The SHPE will be performed by VA, Host MTF, or RHRP contract.

12.4.2. AGR Airmen, including those on occasional and AGR deployment-backfill tours over 30 days, who are not offered a follow-on tour, will not be involuntarily released from AGR status if there are any unresolved in-LOD condition(s) that may render the member unfit for duty under the DES, and the DES is still pending. Orders will be published extending the tour until the outstanding in-LOD condition has been resolved, or the member is found fit for duty, separated, or retired as a result of the DES finding. If the Airman is subsequently found to be medically disqualified for continued military service, the individual will be separated or discharged in accordance with AFI 36-3212. AGR members are not authorized INCAP pay, pre-MEDCON, or MEDCON orders.

## Chapter 13

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

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

13.1.1. New Roles and Missions. The appropriate hiring authority may take advance-recruiting actions only when coordinated with the HRO (for Title 32 AGRs) or NGB/HR (for Title 10 Statutory Tour AGRs) and authorized by NGB/A1M.

13.1.2. New accessions or promotions will not be authorized prior to new positions being funded, validated, and effective on the appropriate UMD unless authorized by NGB/A1.

**13.2. Accountability and Funding.** NGB/A1M is responsible for funded authorizations, control of AGR manpower resources and controlled grades, and budgetary instruction/direction to Title 10 ANG Statutory Tour, and each state AGR.

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

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

13.2.1.2. Manpower RAs and controlled grade ceilings will not be exceeded without prior written approval from NGB/A1M.

13.2.2. All AGR personnel must be accounted for in ANG end-strength and military personnel reporting systems. The Defense Civilian Personnel Data System (DCPDS) is not the system utilized for reporting official AGR assigned strength. AGR personnel must be coded within the current Personnel Data System according to **Attachment 4** of this instruction and *Air National Guard MilPDS User Guide – Employments, Volume 2c*. Official AGR assigned strength numbers are derived from a data extract from the MilPDS.

**13.3. Controlled Grade Ceilings.** AGRs are managed within the congressionally mandated end-strength authorizations for Senior Master Sergeant, Chief Master Sergeant, Major, Lieutenant Colonel, and Colonel in accordance with 10 USC § 12011 (officers) and 10 USC § 12012 (enlisted). These ceilings are approved upon the signature of the NDAA. Assignment or promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings.

13.3.1. NGB/A1M is responsible for allocating controlled grades to NGB and all states.



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

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

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

13.4.1. **Occasional Tours. One Time Occasional Tours (OTOT)** are for exceptional circumstances only; per DoDI 1205.18, the AGR program is administered as a career program. The OTOT tours are limited to a minimum of 31 consecutive days and up to three years in duration. OTOT requests exceeding three years in duration must be approved in advance by NGB/A1PP. The purpose of the OTOT program is to offer members force development opportunities (e.g., moving from wing to JFHQ) or to fill key positions such as the State Command Chief. This program is not utilized to work around the probationary period or granting of career status. **Normal occasional tours against valid vacancies should remain at 179 days or less. Occasional AGR tours, regardless of length, may be involuntarily curtailed by the chain of command and do not require the affected member to be afforded the same entitlement to reconsideration of curtailment as a permanent AGR member as prescribed in paragraph 8.5.2** of this instruction.

13.4.1.1. OTOTs count against state AGR end-strength and controlled grade ceilings. All members must meet the AGR accession requirements (**Chap 5** of this instruction). Consecutive OTOTs are not authorized. A 31-day break must occur between consecutive OTOTs.

13.4.1.2. Orders are processed Occasional Tour order-type in AROWS. **Members must complete and sign a Memorandum of Agreement upon accepting the OTOT and prior to the state processing the member's order. OTOT orders cannot take the member into AD sanctuary** or qualify the member for separation pay; any deviation requires an exception to policy from NGB/A1PP.

13.4.1.3. Members serving on an OTOT remain eligible to apply and compete for career AGR positions. If selected for a career AGR position, the state will process an amendment to end the OTOT orders and process the Initial Probationary Order. Time served on the OTOT does not count towards the probationary period.

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

13.4.1.5. The normal occasional tour length is 179 days, with a maximum time frame not to exceed 36 months. Airmen should have at least a 31-day break in AGR service to be put on a second occasional AGR tour. All occasional tours are accommodated within the state's current RA. Occasional tours will not require a manpower change request (MCR) action.

13.4.1.6. AGR occasional tour personnel must be managed within the state's RA and controlled grade ceiling on any given day to adhere to approved OSD end-strength

accounting rules. For example, an officer resource cannot be used to hire an enlisted person and vice versa.

13.4.2. AGR Deployment Backfills. AGR members activated under Title 10 and deployed for 31 days or more may be backfilled (in-kind: AFSC, grade, and AGR category).

13.4.2.1. If the position cannot be backfilled by an individual with the required AFSC and grade, the HRO has the authority to approve a backfill with a different AFSC than what is identified for the duty position, not to exceed the deployed AGR member's authorized grade on the UMD. Airmen with a reporting identifier PAFSC of 92XXX and 9TXXX are not authorized to perform AGR deployment-backfill tours.

13.4.2.2. The backfill is authorized only for the specific period of the incumbent's deployment. This includes pre-deployment out-processing, the duration of the deployment, reconstitution time, and leave earned while deployed. If a deployed AGR member opts not to take leave immediately following his/her return from reconstitution time, the deployment backfill must be curtailed. Copies of the M4S e49 authorization must be provided to the HRO to determine the backfill-inclusive dates.

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

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

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

**13.5. Counter Drug Support.** By law, Airmen performing support to Counter Drug cannot be Title 32 AGR members under 32 USC § 502(f). **(T-0)**. Drug interdiction and counter-drug activities are appropriated through Congress to states in accordance with 32 USC § 112.

EILEEN SCUTT, GS-15, USAF  
Associate Director, NGB/A1

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

- 10 USC § 115, *Personnel Strengths: Requirement for Annual Authorization*
- 10 USC § 1174, *Separation Pay Upon Involuntary Discharge or Release from Active Duty*
- 10 USC § 1431, *Delay of Promotion: Involuntary*
- 10 USC § 9311, *Twenty years or more: regular or reserve commissioned officers*
- 10 USC § 9314, *Twenty to Thirty Years: Enlisted Members*
- 10 USC § 10147, *Ready Reserve: Training Requirements*
- 10 USC § 12011, *Authorized strengths: Reserve Officers on Active Duty or on Full-time National Guard Duty for Administration of the Reserves or the National Guard*
- 10 USC § 12012, *Authorized Strengths: Senior Enlisted Members on Active Duty or on Full-time National Guard Duty for Administration of the Reserves or the National Guard*
- 10 USC § 12301(d), *Reserve Components Generally*
- 10 USC § 12302, *Ready Reserve*
- 10 USC § 12304, *Selected Reserve and Certain Individual Ready Reserve members; Order to Active Duty other than During War or National Emergency*
- 10 USC § 12646, *Commissioned Officers: Retention of after Completing 18 or More, but Less Than 20, Years of Service*
- 10 USC § 12686, *Reserves on active duty within two years of retirement eligibility: limitation on release from active duty*
- 10 USC § 14505, *Effect of Failure of Selection for Promotion: Reserve Captains of the Army, Air Force, and Marine Corps and Reserve Lieutenants of the Navy*
- 10 USC § 14506, *Effect of Failure of Selection for Promotion: Reserve Majors of the Army, Air Force, and Marine Corps and Reserve Lieutenant Commanders of the Navy*
- 10 USC § 14507, *Removal from the Reserve Active-Status List for Years of Service: Reserve Lieutenant Colonels and Colonels of the Army, Air Force, and Marine Corps and Reserve Commanders and Captains of the Navy*
- 10 USC § 14508, *Removal from the Reserve Active-Status List for Years of Service: Reserve General and Flag Officers*
- 10 USC § 14509, *Separation at age 62: Reserve Officers in Grades Below Brigadier General or Rear Admiral (Lower Half)*
- 31 USC § 1301(a), *Application*
- 32 USC § 325, *Relief from National Guard Duty When Ordered to Active Duty*
- 32 USC § 502(f), *Required Drills and Field Exercises*

38 USC § 4301, *Employment and Reemployment Rights of Members of the Uniformed Services Title 38 United States Code, Veterans' Benefits*, Chapter 30, *All-Volunteer Force Educational Assistance Program*

DoD 7000.14-R, *Department of Defense Financial Management Regulation (DoD FMR)*, May 2019

DoDD 1344.10, *Political Activities by Members of the Armed Forces*, 19 February 2008

DoDD 3025.18, *Defense Support of Civil Authorities (DSCA)*, 29 December 2010

DoDD 5500.07, *Standards of Conduct*, 29 November 2007

DoD FMR 7000.14-R, Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*, April 2021

DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*, 05 June 2020

DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 11 March 2014

DoDI 1235.12, *Accessing the Reserve Components (RC)*, 7 June 2016

DoDI 1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*, 19 April 2016

DoDI 6025.19, *Individual Medical Readiness (IMR)*, 09 June 2014

DoDI 6040.46, *The Separation History and Physical Examination (SHPE) for the DoD Separation Health Assessment (SHA) Program*, 14 April 2016

DoDI 6130.03, Volume 2, *Medical Standards for Military Service: Retention*, 04 September 2020

DAFMAN 48-123, *Medical Examinations and Standards*, 08 December 2020

AFI 10-250, *Individual Medical Readiness*, 22 July 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 36-2110, *Total Force Assignments*, 02 August 2021

DAFI 36-2406, *Officer and Enlisted Evaluations Systems*, 14 November 2019

AFI 36-2502, *Airman Promotion/Demotion Programs*, 16 April 2021

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 09 January 2003

AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 20 September 2019

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 36-2710, *Equal Opportunity Program*, 18 June 2020

DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 07 February 2020

DAFI 36-2910, *Line of Duty (Misconduct) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay* 03 September 2021

DAFI 36-3003, *Military Leave Program*, 24 August 2020

AFI 36-3012, *Military Entitlements*, 23 August 2019

AFI 36-3203, *Service Retirements*, 29 January 2021

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

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 15 July 2019

DAFI 36-3802, *Force Support Readiness Programs*, 09 January 2019

AFFD 38-1, *Manpower and Organization*, 02 July 2019

AFI 44-102, *Medical Care Management*, 17 March 2015

AFI 48-133, *Duty Limiting Conditions*, 07 August 2020

AFI 48-170, *Periodic Health Assessment*, 07 October 2020

AFI 51-508, *Political Activities, Free Speech and Freedom of Assembly of Air Force Personnel*, 12 October 2018

AFI 65-103, *Temporary Duty/Special Orders*, 15 August 2019

AFI 90-301, *Inspector General Complaints Resolution*, 28 December 2018

AFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019

AFMAN 36-2100, *Military and Utilization and Classification*, 07 April 2021

AFMAN 36-2905, *Air Force Physical Fitness Program*, 11 December 2020

AFMAN 41-210, *TRICARE Operations Patient Administration*, 10 September 2019

AFMAN 65-116 V1, *Defense Joint Military Pay System Active Component (DJMS-AC) Financial Management Flight (FMF) Procedures*, 23 October 2019

ANGI 36-2602, *Air National Guard Retention Programs*, 14 June 2019

ANGI 36-2651, *Air National Guard Selective Retention Review Boards*, 22 September 2014

*Air National Guard MilPDS User Guide – Employments, Volume 2c*, 23 October 2017

*The Joint Travel Regulations (JTR)*, 01 April 2022

TPR 300, *Technician Personnel Regulation*, 01 July 1991

### ***Prescribed Forms***

ANG Form 1299, *Certificate of Statement of Service*

NGB Form 801, *Ready Reserve Agreement to Receive Separation Pay*

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

***Adopted Forms***

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 469, *Duty Limiting Condition Report*

AF Form 847, *Recommendation for Change of Publication*

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

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

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

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

DD Form 2697, *Report of Medical Assessment*

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

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

DD Form 2808, *Report of Medical Examination*

DD Form 469, *Duty Limiting Condition Report*

***Abbreviations and Acronyms***

**ACA**—Aerospace Control Alert

**ACB**—AGR Continuation Board

**AD**—Active Duty

**ADOS**—Active Duty Operational Support

**AEF**—Aerospace Expeditionary Force

**AF**—Air Force

**AFECD**—Air Force Enlisted Classification Directory

**AFI**—Air Force Instruction

**AFOCD**—Air Force Officer Classification Directory

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard and Reserve

**ALS**—Airman Leadership School

**ANG**—Air National Guard

**ANGI**—Air National Guard Instruction

**ARC**—Air Reserve Component

**ARMS**—Automated Records Management System

**ARPC**—Air Reserve Personnel Center

**BRAC**—Base Realignment and Closure  
**CDI**—Command Directed Investigation  
**CED**—Contingency, Exercise, Deployment  
**CG**—Commanding General  
**CNGB**—Chief, National Guard Bureau  
**CONUS**—Continental United States  
**CRTC**—Combat Readiness Training Centers  
**CY**—Calendar Year  
**DAFSC**—Duty Air Force Specialty Code  
**DCPDS**—Defense Civilian Personnel Data System  
**DE**—Developmental Education  
**DEERS**—Defense Enrollment Eligibility Reporting System  
**DES**—Disability Evaluation System  
**DFAS**—Defense Finance and Accounting System  
**DISS**—Defense Information System for Security  
**DJMS-AC**—Defense Joint Uniform Military Pay System – Active Component  
**DJMS-RC**—Defense Joint Uniform Military Pay System – Reserve Component  
**DLC**—Duty Limiting Condition  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DoD FMR**—Department of Defense Financial Management Regulation  
**DoDI**—Department of Defense Instruction  
**DOS**—Date of Separation  
**DSG**—Drill Status Guardsman  
**EPR**—Enlisted Performance Report  
**ETCA**—Education and Training Course Announcements  
**ETS**—Expiration of Term of Service  
**FSS**—Force Support Squadron  
**FTNGD**—Full-Time National Guard Duty  
**FTS**—Full-time Support  
**GMAJCOM**—Gaining Major Command  
**GMU**—Guard Medical Unit

**ILOD**—In-Line of Duty  
**IMR**—Individual Medical Readiness  
**JFHQ**—Joint Force Headquarters  
**JTR**—Joint Travel Regulation  
**LOD**—Line of Duty  
**LOR**—Letter of Reprimand  
**HRO**—Human Resource Officer  
**M4S**—Manpower MPA Management System (M4S)  
**MAJCOM**—Major Command  
**MCR**—Manpower Change Request  
**MDG**—Medical Group  
**MDR**—Management Directed Reassignment  
**MEB**—Medical Evaluation Board  
**MEDCON**—Medical Continuation  
**MilPDS**—Military Personnel Data System  
**MOI**—Memorandum of Instruction  
**MPA Man**—day – Military Personnel Appropriation Man-day  
**MPES**—Manpower Programming and Execution System  
**MPMO**—Military Personnel Management Officer  
**MSD**—Mandatory Separation Date  
**MTF**—Medical Treatment Facility  
**NDAA**—National Defense Authorization Act  
**NGB/A1P**—Force Management Division  
**NGB/A1PO**—Officer Force Management and Policy Branch  
**NGB/A1PP**—Force Management Branch  
**NGB/A1M**—Manpower and Resources Division  
**NGB/SG**—Surgeon General  
**NGB/SGPS**—Medical Standards Branch  
**OCONUS**—Outside Continental United States  
**OTOT**—One Time Occasional Tour  
**OPR**—Office of Primary Responsibility  
**OPR**—Officer Performance Report



**OSD**—Office of the Secretary Defense  
**PAFSC**—Primary Air Force Specialty Code  
**PAS**—Personnel Accounting Symbol  
**PCS**—Permanent Change of Station  
**PEB**—Physical Evaluation Board  
**PFA**—Physical Fitness Assessment  
**PHA**—Periodic Health Assessment  
**PHS**—Public Health Service  
**PMD**—Professional Military Development  
**PPP**—Priority Placement Program  
**PFW**—Performance Feedback Worksheet  
**RA**—Resource Allocation  
**RADR**—Reserve Active Duty Reason  
**RC**—Reserve Component  
**RCSBP**—Reserve Component Survivor Benefit Plan  
**RHRP**—Reserve Health Readiness Program  
**RIF**—Reduction in Force  
**ROM**—Retention Office Manager  
**ROPMA**—Reserve Officer Promotion Management Act  
**RPA**—Remotely Piloted Aircraft  
**SAS**—State Air Surgeon  
**SBP**—Survivor Benefit Plan  
**SDAP**—Special Duty Assignment Pay  
**SDI**—Special Duty Identifier  
**SecAF**—Secretary of the Air Force  
**SHPE**—Separation History and Physical Examination  
**TA**—Tuition Assistance  
**TAFMS**—Total Active Federal Military Service  
**TAFMSD**—Total Active Federal Military Service Date  
**TAG**—The Adjutant General  
**TDRL**—Temporary Disability Retirement List  
**TDY**—Temporary Duty

**TIG**—Time in Grade

**UAS**—Unmanned Aircraft Systems

**UCMJ**—Uniform Code of Military Justice

**UMD**—Unit Manpower Document

**USC**—United States Code

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

**VA**—Veterans Affairs

**VBA**—Veterans Benefits Administration

**VHA**—Veterans Health Administration

**vMPF**—Virtual Military Personnel Flight

**vPC**—Virtual Personnel Center

### *Terms*

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

**AGR Continuation Board (ACB)**—a process which provides commanders, supervisors, and individual AGR members an opportunity to participate in retention decisions affecting assigned AGR personnel.

**AD Sanctuary**—Member has completed at least 18 but less than 20 years of total active federal military service.

**AGR Deployment Backfill**—An occasional AGR member who backfills a permanent AGR member who is activated under Title 10 authority and deployed away from home station for 31 days in support of contingency operations/AEF. These backfills should hold a compatible AFSC for the intent to backfill the permanent AGR member's home station duties. The backfill is authorized for the specific period of the permanent AGR member's deployment as indicated on the tour duration dates on an M4S e49 and validated on the ANG Form 1299.

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

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

**Excess Status**—An assignment condition where two members are assigned against one position authorization on the UMD.

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

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

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

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

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

**Overgrade Status**—An assignment condition where a member's grade exceeds the maximum military grade authorized on the UMD.

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

**Statutory Tour**—The statutory tour program consists of AGRs performing duty under 10 USC § 12310, pursuant to 10 USC § 12301(d). Statutory tour members are managed by NGB in accordance with ANGI 36-6.

**Unit**—Often defined in manpower and personnel data systems by a distinct Personnel Accounting Symbol (PAS) code, units are individual, functional organizations. However, operating locations and detachments, which hold their own PAS codes, are considered parts of a parent unit versus being a individual unit. Note: Combat Readiness Training Centers will be defined and treated as units.

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

**Voluntary Curtailment**—Termination of an AGR tour based on an approved request initiated by the member for early release from his/her AGR tour based on personal hardship, retirement, or other valid reasons. Normally AGR members must serve two years of their current assignment and complete applicable reserve service commitments before an early release is approved.

Attachment 2

AGR ELIGIBILITY CHECKLIST

Figure A2.1. AGR Eligibility Checklist.

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

Yes	N/A	No	Questions
( )	( )	( )	Has individual been separated "for cause" from active duty or a previous Reserve Component AGR tour?
( )	( )	( )	AFMAN 36-2905, <i>Air Force Physical Fitness Program</i> : Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.
( )	( )	( )	AFECD or *AFOCD has aptitude requirements of: Mech: ____ Admin: ____ Gen: ____ Elect: ____
			Applicant has aptitude scores of: Mech: ____ Admin: ____ Gen: ____ Elect: ____ *Note: Officers must meet minimum requirements on AFOQT for commissioning
( )	( )	( )	Applicant's aptitude scores meet the minimum requirement in accordance with AFECD or AFOCD for entrance into the announced AFSC?
( )	( )	( )	Applicant will require aptitude testing to meet entrance requirements in accordance with AFECD or AFOCD for AFSC _____ if selected?
( )	( )	( )	Applicant possesses the announced AFSC and/or is qualified for entrance into the announced AFSC?
( )	( )	( )	Applicant must retrain to AFSC _____ from entry level if selected?
( )	( )	( )	This applicant will require an AF Form 2096 if selected?
( )	( )	( )	Applicant's military grade does not exceed the maximum military grade authorized on UMD for position? If so for enlisted, applicant indicates in writing an agreement to be administratively reduced in grade in accordance

			with AFI 36-2502?
( )	( )	( )	If officer applicant is not a current member of the ANG does the individual have a bachelor's or higher degree?
( )	( )	( )	Officer applicant's DOR: _____
			Grade: _____
			ROPMA date will be in accordance with ANGI 36-2504: _____
( )	( )	( )	Applicant is eligible for commissioning upon application for AGR position? (Enlisted applicants for AGR officer positions)
( )	( )	( )	Applicant has sufficient retainability to complete twenty years of active duty prior to MSD or with an MSD extension based on law?
( )	( )	( )	Applicant is in sanctuary—between 18 to 20 total active federal military service (TAFMS)?
( )	( )	( )	Applicant has the minimum current security clearance required or an updated clearance investigation initiated prior to receiving the new AGR order?
( )	( )	( )	If Top Secret clearance is not held but required, Airman initiated a new security investigation upgrade prior to receiving the new AGR order?
( )	( )	( )	Applicant received referral performance reports within 2 years or has established UIF within last 2 years (if enlisted)/ 5 years (if officer)?
( )	( )	( )	Applicant is an AGR assigned to: _____
( )	( )	( )	Applicant is a technician assigned to: _____
( )	( )	( )	Will a grade inversion exist if the applicant is selected?
( )	( )	( )	Will a PCS move be required?
( )	( )	( )	Status of applicant's security clearance: _____
( )	( )	( )	Is applicant qualified for interview based on the announcement as written?
( )	( )	( )	Application is being forwarded for interview because no qualified applications were received - applicant will require retraining.
( )	( )	( )	Applicant meets requirements for entry into required AFSC?
( )	( )	( )	Application is being returned to the individual due to: _____ _____ _____ _____



## Attachment 3

## STATEMENT OF UNDERSTANDING

Figure A3.1. Statement of Understanding.

<b>STATEMENT OF UNDERSTANDING</b>
(Cannot Accrue Sufficient Creditable Service to Qualify for Regular Retirement)
I, (Rank & Name), understand I am voluntarily entering a limited Full-time National Guard Duty tour under 32 USC § 502(f), and I cannot accrue sufficient creditable service to qualify for a regular retirement under 10 USC § 9311 or 10 USC § 9314.
(Signature Block of Member) (Date)
(Signature Block of Witness) (Date)



**Attachment 4**

**MILPDS INSTRUCTIONS**

**A4.1.** The following PDS actions are required for AGR personnel:

A4.1.1. The code "ANG-ACTIVE duty status" must be updated no later than the effective date of the AGR tour. The following codes will be used:

**Figure A4.1. Codes.**

D	Production Recruiter
E	Recruiting Management Support
O	All other Military Duty Personnel
U	Temporary Tour Other
<p><b>NOTE:</b> Code "U" will be used to identify Airmen on an occasional and AGR deployment backfill tours. Airmen on occasional and AGR deployment backfill tours will be accommodated within a State's AGR RA and will be identified by the appropriate active duty status code for the duties they are performing.</p>	

A4.1.2. ANG-TECHNICIAN-ID will automatically update to a "3" for AGR personnel when one of the above codes is entered. CIVILIAN\_GRADE must be updated.

A4.1.3. The servicing FSS will ensure all other PDS updates required as a result of an individual's entry into AGR status are accomplished.

A4.1.4. The "ANG-ACDU-TOUR-START-DT" must reflect the date an individual initially entered AGR status (without break). When tours are renewed, this field must not be changed. Only update the tour end date.

Attachment 5  
NGB FORM 801 (SAMPLE)

Figure A5.1. NGB Form 801, *Ready Reserve Agreement to Receive Separation Pay.*

<b>READY RESERVE AGREEMENT TO RECEIVE SEPARATION PAY</b>	
<small>The proponent agency is NGB/A1P. The prescribing directive is ANGI 36-101.</small>	
<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> Title 10 U.S.C. Section 8013.  <b>PURPOSE:</b> To receive information to authorize separation pay.  <b>ROUTINE USES:</b> None.  <b>DISCLOSURE:</b> Is voluntary; however, failure to provide requested information will result in the inability to pay separation</p>	
<b>OBLIGATIONS &amp; RESPONSIBILITIES</b>	
<p>I agree to serve in the Ready Reserve for a period of not less than 3 years following my separation from Active Guard Reserve (AGR) status. I understand that:</p> <p>A5.1. If I haven't completed my military service obligation (MSO) at the time of separation from AGR status, the 3-year period I am now agreeing to will not begin until after I have completed my MSO.</p> <p>A5.2. The Air National Guard is under no obligation to retain me in an active status within the Air National Guard.</p> <p>A5.3. I will not be enlisted or appointed in the Ready Reserve if I am separated for reasons that make me ineligible for such enlistment or appointment.</p> <p>A5.4. If I later become eligible for retired or retainer pay under Titles 10 or 14 U.S.C. based on active duty for which I received separation pay, I will have an amount deducted from each payment of the retired or retainer pay until the amount deducted equals the total amount of separation pay.</p> <p>A5.5. If I later become eligible (as a result of the service upon which my separation pay amount is based) for disability compensation administered by the Department of Veterans Affairs (DVA), the DVA will withhold such payments until the amount withheld equals the gross amount of separation pay.</p> <p>A5.6. By signing this statement, I concur that I understand and am in compliance with the requirements for separation pay (non-disability) as stated in the DoD FM 7 Volume 7A, Chapter 35.</p>	
<b>CERTIFYING MEMBER</b>	
<p>NAME: (Last, First, MI)</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>GRADE:</p> <input style="width: 100%; height: 20px;" type="text"/>
<p>SIGNATURE:</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>DATE: (YYYYMMDD)</p> <input style="width: 100%; height: 20px;" type="text"/>



**Attachment 6**

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

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

		(Date)
MEMORANDUM FOR President and Members of the Calendar Year (XXXX) AGR Continuation Board		
FROM: (TAG or CG)		
SUBJECT: Appointment of Calendar Year (CY) (XXXX) AGR Continuation Board (ACB)		
The following individuals are appointed to serve on the CY (XXXX) AGR Continuation Board (ACB)		
a.	President: Rank, Name	
b.	Members: Ranks, Names	
c.	Advisor: (w/o vote): Rank, Name	
d.	Recorder (w/o vote): Rank, Name	
Purpose: Provide a fair and equitable force-shaping process to meet the needs of the (State) Air National Guard AGR Program and make recommendations to the approving authority.		
Convene date: The ACB will convene at (time) on (date) at (location – complete address).		
		TAG or CG SIGNATURE BLOCK

Attachment 7

**PRE-REVIEW AGR CONTINUATION BOARD (ACB) NOTIFICATION  
MEMORANDUM (INDIVIDUAL)**

**Figure A7.1. Pre-Review ACB - Notification Memorandum (Individual).**

(Date)
MEMORANDUM FOR (Individual)
FROM:
SUBJECT: Notification of Calendar Year (CY) (XXXX) ANG AGR Continuation Board (ACB)
<p>You will be considered by the AGR Continuation Board (ACB) to be convened on or about (date). The ACB will review any Airman with an AGR tour end date in CY (XXXX) and either is completing their probationary tour for possible entrance into the career program and/or for continuation beyond 20 years of total active federal military service. The review will determine continuation within the AGR Program.</p>
<p>Your AGR Continuation Board Worksheet has been provided to your commander for completion. This is an opportunity for you and your supervisor to discuss career goals and objectives to ensure you understand their expectations, as well as understand your possible future in the AGR Program. You will be required to acknowledge you were briefed on your supervisor's recommendation. If you do not concur with the recommendation, you may submit a letter to ACB. Your letter may describe any matter of record concerning you that is believed to be important for the ACB's consideration. You cannot submit letters of recommendation from other individuals. All the information in the letter must be accurate and if called on to do so, you must provide evidence to support any questioned information. To be considered by the ACB, the letter must be addressed to ACB and received by the Human Resource Officer (HRO) no later than 15 days prior to the ACB. You have an affirmative obligation to carefully and completely review the documents that will be submitted to the ACB. If you believe the documents are inaccurate or incomplete, you must bring that purported deficiency in writing to the attention of the HRO as soon as possible - but no later than 15 days prior to the ACB.</p>
<p>(TAG)(The CG) will convene the ACB, consisting of at least three voting members equal or senior in grade to those being considered (and will include the ANG State Command Chief or CMSgt equal or higher in TIG to any enlisted member being considered), to assist in determining which Airmen should be continued in the AGR Program based on the needs of the ANG. Sound personnel management of the AGR Program requires a constant evaluation of the dynamics of the composition of the force to meet force shaping requirements.</p>
<p>An ACB decision to grant an extension or continuation of an AGR Airman is intended to be in the AGR Program, not for a specific assignment. Continuation is dependent on continued performance, career progression, needs of the unit, state, ANG, and career field requirements.</p>
<p>ACB results will be provided on or about (date). Please contact your HRO or AGR Manager for questions or to receive additional assistance with this process.</p>

## Attachment 8

## AGR CONTINUATION BOARD (ACB) WORKSHEET

Figure A8.1. ACB Worksheet.

<b>PURPOSE:</b> The ACB is a tool used to assist in reviewing career goals, objectives, and continuation of members in the AGR Program (not a guarantee of future assignments).	
<b>PART 1 – Airman’s Personnel Information/Request.</b> Airmen will review/complete and provide feedback to their supervisor.	
<b>PART 2 – Supervisor/Commander Recommendation.</b> Supervisor completes and obtains commander’s concurrence.	
<b>PART 3 – Airman’s Acknowledgement/Review of Recommendation.</b> Airman acknowledges being briefed on recommendation and signs/initials prior to submission of ACB.	
<b>PART 1 – AIRMAN’S PERSONNEL INFORMATION/REQUEST</b> (Complete A – C below)	
Rank and Full Name:	
Office Symbol:	
Duty Title:	
Supervisor:	
Date of Rank:	Last PME Completed:
Time in Current Position:	
Date Entered AGR Program:	Date of Tour Separation:
Date Reaching 20 Years TAFMS:	
A. Career Goals ( <i>continue goals on separate sheet, if necessary, and attach</i> ):	
B. I hereby request ( <b>Airman initials appropriate item</b> )	
____ Release from my AGR Tour at the end of my AGR order.	
____ Retirement	
____ Entrance into the Career Program beyond my initial probationary tour.	
____ Continuation beyond 20 years of total active federal military service (TAFMS) with an extension of ____ year(s)	

<p>C. _____ Reemployment Rights (USSERA) (<b>Airman Initials</b>) All Airmen serving on a Title 32 AGR Tour for more than 5 years will no longer have rights to be re-employed by their previous employer and need to initiate a plan to exercise or forfeit reemployment rights.</p>	
<p><b>PART 2 – SUPERVISOR RECOMMENDATION</b></p>	
<p><b>Circle one of the choices A, B, or C</b></p>	
<p>A. Airman should be entered into career status.</p>	
<p>B. Airman should be extended beyond 20 years of TAFMS for _____ year(s). <b>(SEE NOTE*)</b></p>	
<p>C. Airman should be released from AGR Tour.</p>	
<p><b>*NOTE: Continuation Beyond 20 Years of TAFMS.</b> Explain why it is in the best interest of unit, state, and ANG to extend this Airman in the AGR Program; identify if the individual has promotion potential; identify if there is not a pool of potential candidates for the position held and why; explain what will be done to prepare replacement candidates during the extension period (if granted); explain any special circumstances (continue comments/justification on a separate sheet if necessary and attach).</p>	
<p>_____</p>	
<p><b>Supervisor Signature / Date</b></p>	<p><b>Commander Signature / Date</b></p>
<p><b>PART 3 – AIRMAN'S ACKNOWLEDGEMENT/REVIEW OF RECOMMENDATION</b></p>	
<p>I certify that I have been briefed on the above recommendation concerning my continuation in the AGR Program. I also acknowledge I am aware of the AGR Continuation Board (ACB) procedures and have been provided the opportunity to review ANGI 36-101, if requested.</p>	
<p>If I do not concur with the recommendation above, I understand I may submit a personal letter to the ACB. My letter may describe any matter of record concerning me I believe to be important for the ACB’s consideration. I cannot submit letters or recommendation from other individuals. All the information in my letter must be accurate, and I must provide evidence to support any questioned information if called on to do so. To be considered by the ACB, my letter must be addressed to the ACB and received by the HRO no later than 15 days prior to the ACB. I understand I have an affirmative obligation to carefully and completely review the documents that will be submitted to the ACB. If I believe the documents are inaccurate or incomplete, I must bring that purported deficiency in writing to the attention of the HRO as soon as possible - but no later than 15 days prior to the board.</p>	
<p><b>Airman’s initials</b> _____ I concur with the above recommendation.</p>	
<p><b>Airman’s initials</b> _____ I do not concur with the above recommendation. I <b>(will) (will not)</b> be submitting a personal letter to the HRO 15 days prior to the board for consideration.</p>	
<p>_____</p>	
<p><b>Airman's Signature/Date</b></p>	
<p><b>PERSONAL DATA - PRIVACY ACT OF 1974 (5 USC 552 A)</b></p>	

## Attachment 9

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

**Figure A9.1. Pre-Review – ACB - Notification Memorandum (Commander).**

(Date)
MEMORANDUM FOR (Commander)
FROM:
SUBJECT: Airmen Considered – Calendar Year (XXXX) AGR Continuation Board (ACB)
Attached is a list of Airmen from your unit to be considered by the Calendar Year (XXXX) AGR Continuation Board (ACB). An ACB Worksheet for each Airman is attached for completion and is required for all actions. Airmen will be required to acknowledge you briefed them on your recommendation for tour continuation and sign the ACB Worksheet. You need to ensure all ACB Worksheets are completed and returned to HRO NLT ( <u>30 days prior to ACB date</u> ).
This is an opportunity for you and their direct supervisor(s) to discuss career goals and objectives with each member. You will be required to make a recommendation for entry into career status and/or continuation beyond 20 years total active federal military service.
If an Airman does not concur with your recommendation, he/she may submit a personal letter to the AGR Continuation Board (ACB). The letter may describe any matter of record concerning the Airman that is believed to be important for the ACB's consideration. Letters of recommendation from other individuals cannot be submitted. All the information in the letter must be accurate and, if called on to do so, the Airman must provide evidence to support any questioned information. To be considered by the ACB, the letter must be addressed to the ACB and received by State HRO NLT 15 days prior to the ACB. The Airman has an affirmative obligation to carefully and completely review the documents that will be submitted to the ACB. If the Airman believes the documents are inaccurate or incomplete, he/she must bring that purported deficiency in writing to the attention of the HRO as soon as possible - but no later than 15 duty days prior to the board.
ACB results will be provided on or about (date). Please contact your HRO or AGR Manager for questions or to receive additional assistance with this process.
Attachments
1. List of Unit CY (XX) ACB Airmen Considered
2. ACB Worksheet – Each Airman Considered



**Attachment 10**

**AGR CONTINUATION BOARD (ACB) OATH**

**Figure A10.1. ACB Oath.**

<b><u>Recorder administers to voting Airmen:</u></b>
“Do you swear that you (identify each Airman by grade/name) will faithfully, without prejudice or partiality, and having in view both the special fitness of individuals and the efficiency of the (State) Air National Guard and the United States Air Force, perform duties imposed upon you; that you understand that no one may dictate, coerce, or attempt to improperly influence your vote; and that you will not divulge the proceedings or results of this ACB except to proper authority, so help you God?”
ACB members will respond: “I do.”
_____
—
<b><u>President administers to Recorder and any non-voting members:</u></b>
“Do you swear that you (identify each Airman by grade/name) will faithfully, without prejudice or partiality, and having in view both the special fitness of individuals and the efficiency of the (State) Air National Guard and the United States Air Force, perform duties imposed upon you; that you understand that no one may dictate, coerce, or attempt to improperly influence your actions or deliberations; and that you will not divulge the proceedings or results of this ACB except to proper authority, so help you God?”
Recorder/non-voting Airmen will respond: “I do.”

## Attachment 11

## AGR CONTINUATION BOARD (ACB) - REPORT FORMAT

Figure A11.1. ACB Report Format.

(Date)
MEMORANDUM FOR (TAG)(CG), (State)
FROM:
SUBJECT: Report of CY (XXXX) AGR Continuation Board
Pursuant to (TAG)(CG) memorandum, dated (date), the AGR Continuation Board appointed therein convened at (time), (date), at (location).
The ACB, acting under oath, has carefully reviewed the records of every Airman submitted for consideration. The individuals recommended or not recommended for extension are listed in attachments 1 and 2 respectively.
The board adjourned at (time) on (date).
SIGNATURE BLOCK OF BOARD
PRESIDENT
Attachments
1. List of Airmen Recommended for Continuation
2. List of Airmen Not Recommended for Non-continuation
3. Minority Report (when appropriate)

Attachment 12

AGR CONTINUATION BOARD (ACB) MINORITY REPORT FORMAT

Figure A12.1. ACB Minority Report Format.

(Date)
MEMORANDUM FOR (TAG)(CG), (State)
FROM:
SUBJECT: Minority Report – CY (XXXX) AGR Continuation Board
Pursuant to (TAG)(CG) memorandum, dated (date), I was a member of the CY (XXXX) AGR Continuation Board which met on (date), and I believe the following Airmen (should) (should not) be extended.
(List of Airmen and Reasons)
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
(Signature Block Board Member)

## Attachment 13

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

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

(Date)
MEMORANDUM FOR (Commander)
FROM:
SUBJECT: Results – Calendar Year (XXXX) AGR Continuation Board
Attached are the Calendar Year (XXXX) AGR Continuation Board (ACB) results for your unit. <i>Each of your affected Airmen must be notified by you in person no later than (date).</i> During the notification, you must ensure each Airman completes and signs a CY (XXXX) ACB Member Acknowledgement of Decision Notification. A copy of the signed acknowledgement must be provided to the HRO for each Airman no later than (date).
Each individual will be contacted by the HRO, on or about (date), and provided specific instructions. Based on their ACB result, these instructions will prepare them for either subsequent extension, return to drill status Guardsman, or retirement.
AGR Airman may request reconsideration of their ACB decision in writing. The Airman must justify why the ACB result is not in the best interest of the (State) Air National Guard. Supporting justification, not provided with the original ACB Worksheet, may be provided. The reconsideration request must be reviewed and endorsed in a timely manner by each level of command to HRO for processing. Endorsements must include support or non-support of individual's request with additional rationale. Reconsideration requests received without the appropriate chain of command coordination will be returned to the Airman without action. Reconsiderations must be received by HRO within 30 days of the date on the memorandum of notification of the ACB decision. The Airman's chain of command will not hold a reconsideration request to circumvent the 30-day submission requirement. The reconsideration decision of The Adjutant General (TAG)/the Commanding General (CG) is final. There is no reconsideration beyond (TAG)(the CG).
The point of contact for this issue is (rank, name, office symbol), commercial (XXX) XXX-XXXX, DSN XXX-XXXX, or email (XXXXXX@XXXX.mil).
Attachments
1. List of Unit CY (XX) ACB Results
2. Copy of ACB Member Acknowledgement of Decision Notification

Attachment 14

AGR CONTINUATION BOARD (ACB) MEMBER ACKNOWLEDGEMENT OF DECISION NOTIFICATION

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

I hereby acknowledge receipt of the results of the Calendar Year (XXXX) AGR Continuation Board (ACB).
<i>Please initial appropriate action below, based on your ACB results.</i>
_____ I understand I have been selected for extension within the AGR Program.
_____ I understand I have not been selected for extension in the AGR Program. I will be released at the end of my AGR order, unless advised otherwise, to either return to duty as a drill status guardsman or retire.
I understand my signature below serves only as acknowledgement of this result notification and does not imply my agreement. I also understand that if I do not concur with the ACB decision I may request a reconsideration in writing. I must justify why the ACB result is not in the best interest of the unit, State, and Air National Guard. Supporting justification, not provided with the original AGR Continuation Board (ACB) Worksheet, may be provided. The reconsideration request must be reviewed and endorsed in a timely manner by each level of command to State HRO for processing. Endorsements must include support or non-support of my request with additional rationale. Reconsideration requests received without the appropriate chain of command coordination will be returned to me without action. Reconsiderations must be received by HRO within 30 days of the date on the memorandum of notification of the ACB decision. My chain of command will not hold a reconsideration request to circumvent the 30-day submission requirement. The reconsideration decision of The Adjutant General (TAG)/the Commanding General (CG) is final. There is no reconsideration beyond (TAG)(the CG).
I <b>(will)</b> <b>(will not)</b> be submitting a reconsideration request of my ACB results.
_____
(Print Airman's Full Name and Rank)
_____
Airman's Signature / Date
_____
(Print Commander's Full Name and Rank)
_____
Commander Signature/Date

Attachment 15

ANG FORM 1299 (SAMPLE)

Figure A15.1. ANG Form 1299, Certificate of Statement of Service.

<b>Print Form</b>		PAGE 1 OF 2 PAGES
<b>CERTIFICATE OF STATEMENT OF SERVICE</b>		
<p><b>AUTHORITY:</b> 37 USC section 101 et seq.; Executive Order 9397, 22 November 1943.  <b>PURPOSE:</b> To capture Title 10 USC duty performed by permanent Active Guard Reserve personnel under the Military Personnel Appropriation (MPA) Man-Day program.  <b>ROUTINE USES:</b> Data collected on this form becomes part of your military personnel record, and may be disclosed to any DOD component that has an official need for the data in the performance of its duties. This data may also be disclosed in appropriate cases to other Federal, State, and local authorities such as the IRS, Social Security Administration, Department of Justice, General Accounting Office, and State and local tax and welfare authorities.  <b>DISCLOSURE:</b> Mandatory; Disclosure of your SSN is mandatory, since the Air Force identifies you for pay and personnel purposes by your SSN.  <b>PRIVACY ACT:</b> This form requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by ANGI 36-101. The applicable System of Records Notice F065 AFRC C is available at: <a href="https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569906/f065-afrc-c/">https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569906/f065-afrc-c/</a></p>		
<b>SECTION I. ACTIVE GUARD AND RESERVE MEMBER</b>		
1. MEMBER (LAST, FIRST MI)	2. GRADE	3. AROWS TRACKING #
	--	
<b>SECTION II. TITLE 10 USC DUTY PERFORMED</b>		
4. START DATE (YYYYMMDD)		
5. END DATE (YYYYMMDD)		
6. AUTHORITY		
7. EXECUTIVE ORDER (CODE - DESCRIPTION)		
8. SUPPORTED MAJCOM (CODE - DESCRIPTION)		
9. ARCORT NUMBER		
10. PERSTEMPO CODE - DUTY STATUS CODE - TDY DEFINITION		
11. TASK TOUR KEY		
12. JUSTIFICATION FOR NO TASK TOUR KEY		
<b>SECTION III. CERTIFICATION</b>		
<p><i>I certify as the Member that this statement of service is correct and accurately reflects Title 10 duty performed as a permanent Active Guard Reserve member. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim (18 USC Sections 287 and 1001, and 31 USC Section 3729).</i></p>		
13a. MEMBER (LAST, FIRST MI):	13b. SIGNATURE:	13c. DATE (YYYYMMDD):
<p><i>I certify as the Appointed Attendance Certifying DAO that this statement of service is correct and the member was in a permanent Active Guard Reserve duty status when the Title 10 duty was performed. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim (18 USC Sections 287 and 1001, and 31 USC Section 3729).</i></p>		
14a. APPOINTED ATTENDANCE CERTIFYING DAO (LAST, FIRST MI):	14b. SIGNATURE:	14c. DATE (YYYYMMDD):

ANG FORM 1299, 20210721

FOR OFFICE USE ONLY (When Completed)

FORM INSTRUCTIONS

Section I. ACTIVE GUARD AND RESERVE MEMBER

1. MEMBER – Enter last name, first name, middle initial of member performing duty
2. GRADE – Enter grade of member performing duty
3. AROWS TRACKING # – Used for member's AGR tour tracking number  
Section II. TITLE 10 USC DUTY PERFORMED
4. START DATE – Enter start date of Title 10 duty
5. END DATE – Enter end date of Title 10 duty
6. AUTHORITY – Title 10 authority in which member is called to duty (e.g., T10 USC § 12301(d))
7. EXECUTIVE ORDER (CODE-DESCRIPTION) – Executive order of mission member is supporting (e.g., 13223H-Operation New Dawn)
8. SUPPORTED MAJCOM (CODE-DESCRIPTION) – Major Command member is supporting (e.g., 1C-HQ Air Combat command (HQ ACC))
9. ARCORT – Air Reserve Component Requirements Tracker (Value listed on the e49)
10. PERSTEMPO CODE - DUTY STATUS CODE - TDY DEFINITION – Personnel Tempo Code, Duty Status Code, and TDY Definition
11. TASK TOUR KEY – M4S Task ID on e49 that authorizes member to perform duty
12. JUSTIFICATION FOR TASK ID - Enter justification why the AGR member performed Title 10 duty without a M4S (i.e., e49) authorization  
Section III. CERTIFICATION
  - 13a. MEMBER – Member must print his/her name
  - 13b. SIGNATURE – Member must sign to certify that duty was performed
  - 13c. DATE – Date of signature by member
  - 14a. APPOINTED ATTENDANCE CERTIFYING DAO (LAST, FIRST MI) – Duty Authorizing Official (DAO) must print his/her name
  - 14b. SIGNATURE – DAO must sign signifying the statement of service is correct and the member was in a permanent AGR duty status when the Title 10 duty was performed
  - 14c. DATE – Date of signature by DAO