

**SO BY ORDER OF THE ADJUTANT GENERAL  
OHIO AIR NATIONAL GUARD HEADQUARTERS**

**ANGI36-101\_OHANGSUP**

**01 December 2023**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication applies to all Ohio Air National Guard (OHANG) Wings, tenants, detachments, and geographically separated units (GSU). This publication supplements ANGI 36-101. Users are directed to read the standalone supplement in conjunction with the publications being supplemented. This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcssaf61a/afrims/afrims/>.

**SUMMARY OF CHANGES**

This publication has been substantially revised and must be completely reviewed. Major changes include Application Process, Assignment Process, Developmental tours, clarification on portability of resources, probationary period, and Ohio Air National Guard controlled grade Management Policy.

**ANGI 36-101, 21 April 2022 is supplemented as follows:**

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

**1.3.4.1. (Added)** NGOH-AAG-AF provides implementation guidance for the management and employment of OHANG AGR personnel IAW ANGI 36-101 and ANGI 36-101 OHANGSUP, to include review/approval of any waivers and/or exceptions to policy (ETPs).

**1.3.4.2. (Added)** IAW section 1.3.4. of ANGI 36-101, the HRO is hereby delegated the responsibilities, as described in sections 1.3.1., 1.3.2., and 1.3.3. within the same ANGI.

## **2.1. Waivers.**

**2.1.3.1. (Added)** All requests for Exception to Policy (ETP) must be endorsed by the Wing Commander (Wing/CC).

## **4.1. Announcement Procedures.**

**4.1.3.1. (Added)** With commanders' approval, AGR members may apply for any concurrent job announcement with their current AGR resource (as long as the resource is not within a fenced Program Element Code (PEC)).

**4.1.7.3. (Added)** All requests to fill a vacant AGR position will be submitted using the Air Merit Announcement Request Form, NGOH Form 690-52b, 13 December 2022. All job advertisements will be advertised statewide at a minimum and will require 15 days to ensure widest dissemination. Anything outside of this parameter will require an ETP. The Selecting Official (SO) or HRO reserves the right to change any job advertisement at any time during its posting. However, any change will require the job announcement to be extended for an additional 5 days to ensure fair and equal opportunity to interested applicants. The purpose of convening an interview board is to create an impartial panel to examine an applicant's credentials fairly and thoroughly.

**4.1.8. (Added)** To support development and growth of Ohio National Guard Airmen, certain positions will be designated as "Developmental" positions. These positions will be advertised concurrently to qualified Drill Status Guardsmen (DSG), Active Guard Reserve (AGR), and Technicians, regardless of what resource currently exists for that position. All developmental positions will be approved by the FDC and HRO prior to advertisement. Before the selection process is complete, the FDC will convene to determine where the resource will originate, when the resource will be returned, the length of tour for the developmental position, if a promotion opportunity exists with the developmental tour, and the process for reintegration back to the losing Wing. Developmental tours will not exceed three years.

## **4.2. Application Process.**

**4.2.1.1. (Added)** At a minimum, application packages will include: National Guard Bureau (NGB) Form 34-1 (Application for Active Guard/Reserve (AGR) Position), current and complete Report on Individual Personnel (RIP) printout from virtual MPF (within last 12 months), copy of current passing fitness assessment. Additionally, the SO may require Officer Performance Reports (OPRs), Enlisted Performance Reports (EPRs), Officer Performance Briefs (OPBs), Enlisted Performance Briefs (EPBs), letters of

recommendation, official military biography and any other documentation requested. Applicants will not be disqualified based on the omission of additional documents requested by SO. The AGR manager will notify any applicants that have deficient applications, and 24 hours will be given to the applicant to make corrections and return them by the date and time designated in the email.

**4.2.1.2. (Added)** For concurrent job announcements, applicants must provide a letter from their Wing/GSU commander authorizing them to bring their resource. If the resource is under the existing Group Commander and/or under the same PEC, no letter is needed.

### **4.3. Assignment Process.**

**4.3.2.1. (Added)** The SO is senior to the position of the Job Advertisement. The SO shall be equal to or higher in grade of the position and military grade inversion is not permitted. The SO will receive instructions for conducting interviews as an attachment to the Referral and Selection Certificate. The SO is responsible for ensuring interviews are conducted IAW this supplement. The SO, or designated representative, is responsible for ensuring each member of the interview board is provided access to the necessary materials prior to conducting interviews. When 10 or more applicants exist for a Job Announcement, the AGR Branch will coordinate with SO regarding options to narrow applicant pool before the Selection Certificate is issued.

**4.3.2.1.1. (Added)** Upon receipt of the Selection Certificate, the SO will prepare to interview applicants (if necessary). If the selection certificate contains only one eligible applicant or all but one applicant on the certificate withdraws from consideration, the SO may conduct an interview, recommend the lone applicant for selection without an interview, or re-announce the position to a wider area of consideration. If the selection of a lone applicant leads to a promotion, the SO must board the lone applicant for all Enlisted announcements of the rank of Technical Sergeant and above. If the SO chooses to re-announce the vacancy, the initial position advertisement will be canceled, and the single applicant will be advised that their application may be transferred to the re-advertised position upon request by emailing the AGR Branch. When there are two (2) or more qualified applicants on a selection certificate, the SO must conduct an interview and attempt to make a selection. All applicants, certified as eligible for consideration, will be interviewed, unless an applicant declines or withdraws in writing.

**4.3.2.1.2. (Added)** The SO may be part of the selection board. When the SO is a board member, they will be the president of the board, regardless of grade. When the SO is not a board member, the board will provide their recommendation to the SO. These rules apply to all AGR Job Announcements and Concurrent Job Announcements. The SO will either act as the interview board president or appoint a management representative with appropriate knowledge of the position requirements to act as the interview board president. The interview board shall consist of a minimum of three members. All board members must be equal to or greater in rank than the maximum authorized rank requested on NGOH Form



690-52b, 13 December 2022. Civilian board members must meet the requirements in Attachment 2 AGR Comparability. The SO will also ensure that the interview board includes, at a minimum, one gender diverse member (one female or one male based on the individual board member's gender identity) and one minority based on the race/ethnicity with which this individual self-identifies. Individuals who self-identify with the following races/ethnicities may be considered minorities for interview board purposes: African American, Latino/Latina/Hispanic, Asian, Pacific Islander, and Native American. The gender diversity and minority board members may not be the same person. This requirement applies regardless of the gender, race, or ethnicity of the certified applicants. Requests for ETP to this requirement require the concurrence of the Wing Commander and must be submitted to the HRO for approval with a clear justification **prior to** conducting interviews. Failure to obtain ETP approval, prior to conducting interviews, **will negate the selection results** and will require the SO to reconvene a board and conduct new interviews. The SO may appoint a non-voting technical advisor to the interview board who can answer technical questions about a candidate's capabilities. This technical advisor (if appointed) may neither express an opinion on a candidate's capability nor be part of the selecting/recommending process in any way. Interviews that are conducted outside of the aforesaid parameters, without prior DoS concurrence and HRO approval, will be void; furthermore, the SO will be required to re-conduct interviews using the aforementioned parameters.

**4.3.2.1.3. (Added)** Chief Master Sergeants (CMSgt) serve in a strategic leadership position and wield great influence within the OHANG, Air National Guard, and the Air Force. As such, the SO for CMSgt selections will work with the gaining Senior Enlisted Leader (SEL) for GSU vacancies, the Wing Command Chief for Wing vacancies and the State Command Chief for JFHQ vacancies to form a selection board. The majority of CMSgt selection board members shall be E-9s. Requests for exception to this policy must be endorsed by the respective SEL.

**4.3.2.1.4.** Interview dates must be identified with sufficient lead-time to coordinate the schedules of the interview board members and will take place during normal duty hours. Prospective applicants are expected to arrange their schedules to interview for advertised positions. Every reasonable effort must be made to conduct in-person interviews with all applicants. If an in-person interview is not feasible, telephone interviews may be conducted. Reasonable efforts must be made to contact the applicants. Should the SO be unable to contact an applicant after three (3) attempts, they may proceed with the interview process, excluding those applicants they could not contact. A record of the dates and times of the attempts to notify the applicant will be included on the return endorsement of the certificate to the HRO.

**4.3.2.1.5. (Added)** The SO must identify the criteria that the interview board will use to evaluate applicants and ensure the board understands the criteria. The evaluation and selection of all applicants will be conducted based on job-related, merit-based factors. When the relative assessment of applicants, using merit-

based factors does not result in a clear selection, thoughtful consideration of the organization's diversity goals will be used in arriving at a final selection. Interview questions and the selection recommendation process shall be qualitative in nature (i.e. individual interview questions shall not be assigned a point value). The SO/interview board president will provide questions linked to the technical and behavioral competencies required for the position. The number of technical questions should be nearly equal to the number of questions linked to behavioral competencies. Each question will have a desired response indicated so that the interview board evaluates consistently. All applicants must be offered the same questions during the entire interview process. The SO/interview board president will provide a space for notes so the interview board can capture responses and take notes for evaluation.

**4.3.2.1.6. Employment references.** The SO, or the designated interview board president, may make employment inquiries of applicants' previous employers or supervisors. If employment inquiries are made, the results of the inquiries will be shared with the interview board prior to completing the recommendation for selection. Derogatory reference information related to work habits, conduct, and other employment-suitability factors may be considered in conjunction with experience, knowledge, and skills of an applicant in the evaluation. If inquiries are made for one applicant, they must be made for all applicants. Additionally, any board member's first-hand knowledge of applicants' work habits and capabilities may be considered in the selection process.

**4.3.2.1.7.** SOs, or their designees, must review the interview questions and written expected responses with all interview board members prior to conducting the interviews. Using a fair, merit-based process, the interview board will produce an order of merit list (OML) ranking the applicants numerically; i.e., the applicant recommended for selection will be ranked #1, the applicant assessed as second best will be ranked #2, etc. The SO is entitled to select or non-select any applicant; however, a selection that deviates from the recommendation of the interview board must be communicated to all board members and explained in a written narrative to the HRO. The HRO may overturn a SO's selection that deviates from the interview board's recommendation, if he or she determines the SO's rationale is not sufficient and/or violates established policy and/or law.

**4.3.2.1.8.** Selection is not final until the selection has been administratively approved via the HRO staffing function. The SO and interview board members are not authorized to release the proposed selectee's name prior to administrative approval from the HRO. The SO will be notified when the final approval has occurred. Only when this notification is given may the SO inform the applicants of the results. SOs are responsible to ensure all applicants are informed of the selection results.

**4.3.2.1.9.** Board members will conduct themselves in a professional manner throughout all phases of the interview and evaluation process. Personal information regarding applicants must be treated as protected information, and



discussions within the interview board evaluation process will be treated as confidential.

**4.3.2.1.10.** Completed selection packages may also be reviewed by the State Equal Employment Manager (SEEM) and HRO. An Equal Opportunity (EO) review will be conducted on a random sampling of completed selection packages, as a standard business practice. Any reported or suspected irregularity in the selection process will trigger an EO/Command review of the selection process. When this occurs, the vacancy-fill process will be placed on hold, pending the outcome of the review. Selection results may be overturned as a result of this review.

**4.3.2.1.11.** After administrative review (and EO/Command review, if applicable) is complete, approval or disapproval of the SO's tentative selection and notification procedures will be as follows:

**4.3.2.1.11.1.** Selection approval. The HRO staffing section will inform the SO that the selection has been authorized. The HRO staffing section will also coordinate with the SO to ensure position offer(s) and non-select notifications are made appropriately. Non-select notifications will not be made until after the job has been accepted. This may require more than one offer. If the selected applicant does not accept the offer, the SO must offer the position to another candidate. If required to make multiple offers, those offers must be made to the applicants in the order they appear on the aforementioned OML; i.e., if the selectee declines the offer, the position will be offered to the #2 ranked applicant. If that applicant declines the offer, the position will be offered to the #3 ranked applicant, etc. A non-selected applicant may request an out-briefing regarding the airman's qualifications for the position. In that case, the SO will reconvene the interview board. The feedback will cover the board's evaluation of the merits and deficiencies of that applicant only. The performance of other applicants and overall rankings will not be disclosed.

**4.3.2.1.11.1.1. (Added)** AGRs who are selected for a concurrent job announcement must have written approval from their losing Wing or GSU commander authorizing them to take their AGR resource to the gaining Wing or GSU. This agreement must include a plan to return the resource loan to the losing unit and must be signed by the gaining Wing or GSU commander.

**4.3.2.1.11.2.** Selection disapproval. The HRO may disapprove the selection results submitted by the SO. When this occurs the HRO will notify the SO of the reason(s) for disapproval and provide a list of actions required to remediate the conditions leading to the disapproval. Reasons for disapproval may include, but are not limited to: improper board composition, failure to follow prescribed board procedures, changes in resource availability, etc.

**4.3.2.1.11.3. (Added)** The SO may withdraw any offers made to the approved applicants for any valid reason with HRO concurrence.

**4.3.2.1.11.4. (Added)** The same referral certificate of eligible applicants may be used by the SO for 90 days after the closing date to select additional applicants if subsequent identical vacancies of the same position and duty location become available. SOs may request an ETP to use the certificate of eligibles for periods of time greater than 90 days from the closing date.

**4.3.2.1.12. (Added)** The effective date will be determined by the organization who will notify the HRO. If the selectee is currently an on-board NG T32 dual status technician or NG T5 employee, the gaining supervisor must coordinate a start date with the losing supervisor, allowing the individual to assume their new position as soon as practical. The gaining supervisor must keep the HRO informed when this situation arises. Release will normally be within two weeks after selection, unless a later effective date is coordinated with the HRO. Disputes over a release date will be resolved by the Director of Human Resources.

**4.3.2.1.13. Recordkeeping.** Using processes described in this plan, HRO will maintain a record of each position filled to allow for reconstruction of the placement action.

**4.3.2.1.13.1.** Complete placement/promotion records will be maintained by the HRO to:

- (1) Provide a clear record of the action.
- (2) Evaluate the AGR Placement and Promotion Program.
- (3) Provide proof that AGR placements are made on a fair and equitable basis.

**4.3.2.1.13.2.** The required information includes, but is not limited to:

- (1) The Job Opportunity Announcement
- (2) The application package submitted by all applicants
- (3) The individual qualification sheets, if used--the panel ranking sheets
- (4) Correspondence to and from applicants
- (5) The referral and selection certificate with SO's endorsement
- (6) Documentation provided by the SO to justify selection
- (7) HRO's endorsement or disapproval of selection justification
- (8) All other relevant documents associated with the selection, including but not limited to EO, HRO, DoS, and/or Command review documents

**4.3.3.1.** HRO is the delegated final approval authority for the selection of applicants.

## **6.1. Assignments, Reassignments, and Management Directed Reassignments.**

**6.6.1. (Added) Orders-AGR Tour Lengths and Mandatory Remarks.** HRO is delegated final approval authority to waive the requirement for Airmen to remain in the position to which initially assigned for a minimum 24 months.



**6.2.1. (Added) Probationary Period.** All initial tours will be three years except pilots for whom an initial tour will be a minimum of three years and a maximum of five years.

**6.9.1. (Added) Key Staff Appointment.** A list of positions currently designated as Key Staff positions is shown in Attachment 3. This list remains current unless expressly modified or rescinded.

### **8.1. Tour Curtailment, Separation, and Retirement.**

**8.4.1.1. (Added)** All Voluntary Tour Curtailment requests must be sent to the AGR Branch thirty days in advance of the requested effective date to allow adequate time for staffing and approval/disapproval decision. No tours will be curtailed prior to the approval of TAG or TAG's designated approval authority. All requests must have Wing Commander concurrence. Additionally, Enlisted Airmen require Wing Command Chief concurrence.

**8.4.1.2. (Added)** HRO is the delegated final approval/disapproval authority for all Voluntary Tour Curtailment requests. The State Command Chief Master Sergeant (CCM) will review all enlisted requests.

**8.9.1. (Added)** Members who have accumulated 20 years of TAFMS must have their orders end the last day of the month to coincide with the member's effective retirements.

### **9.1. AGR Continuation Board (ACB).**

**9.1.1. (Added)** All AGR members within the OHANG will be reviewed and may be recommended for selection for entry into the career program and/or continuation beyond 20 years of TAFMS.

### **13.1. Controlled Grade Ceilings.**

**13.4. (Added)** All One-time Occasional Tours (OTOT) being advertised as a developmental opportunity will be approved by the Director of Human Resources.

#### **13.3.2.1. (Added) Ohio Air National Guard Controlled Grade Management Policy.**

**13.3.2.2. (Added)** The purpose of this policy is to outline the AGR controlled grade utilization and approval process. Controlled grade utilization can occur either when an Airman is placed on AGRs orders, to include Occasional and Deployment Backfill tours, or when an existing Airman is promoted to a rank requiring a controlled grade. The procedures in this policy memorandum supersede all other guidance on controlled grade utilization in the OHANG.

**13.3.2.3. (Added)** Controlled grades will be distributed to each Wing and Joint Force Headquarters (JFHQ) proportionally with their AGR Population for Enlisted and Officer controlled grades. Traditional rounding methods will be used to determine exact controlled grade numbers and will be reviewed by the Ohio Air National Guard Force Development Council after any manpower adjustments. The only exception to this



apportionment method is for one additional O-6 controlled grade allocated to HRO and for one additional E-9 controlled grade for the State CCM.

**13.3.2.4. (Added)** Based on the Wing's controlled grade distribution, the authority to allocate and use of a controlled grade for the ranks of E-8, E-9, O-4, O-5, and O-6 are at the sole discretion of the owning Wing Commander, Wing and State Command Chief or Director of Staff (DoS) for JFHQ. The following process will be used for approval, validation, and tracking of controlled grades.

**13.3.2.4.1. (Added)** For Airmen who are being placed on any AGR order requiring an E-8 or E-9 controlled grade, the Wing Command Chief will utilize OHANG Form 12 of this policy for direct routing. The completed OHANG Form 12 will be forwarded to State HRO before an AGR's order is finalized in AROWS. Any initial tour requiring an E-8/E-9 controlled grade will require OHANG Form 12 and will be staffed to the NGOH-AAG-AF for final approval.

**13.3.2.4.2. (Added)** For AGR Airmen who are submitting for promotion and require a controlled grade, Wing Commanders will utilize OHANG Form 12. This form will be routed IAW the routing guidelines on the form for controlled grade validation. This form must be included in the promotion package being processed by NGOH-A1.

**13.3.2.5. (Added) Enlisted Process.** The HRO will monitor all controlled grades for the state. HRO will maintain a roster with the controlled grades and its waiting list. The unit force management council (i.e. Enlisted Force Development Council) will convene as needed to consider all promotion eligible enlisted AGR packages and make selections for promotion.

**13.3.2.5.1. (Added) Considerations.** The force management council will take into consideration the following: TAFMS, Time in Grade (TIG), Force Management plan (to include projected retirement), Passing Fitness Score, Tour type/length, UTC (Unit Tasking Code) Considerations, Unfavorable Information File (UIF), Unit Justification, and Wing controlled grade allocation targets.

**13.3.2.5.2. (Added)** NGOH-A1 will execute promotions IAW the force management council promotion selections when a controlled grade is available. NGOH-A1 must receive a memorandum from the HRO or HRO's designee, verifying that a controlled grade is available, prior to publishing the promotion order.

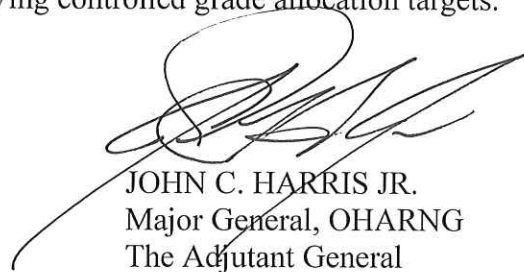
**13.3.2.5.2.1. (Added) TAFMS as a guiding principle.** The force management council uses all of the items listed in 13.3.2.5.1. to ensure the proper management, utilization, and timing regarding issuance of enlisted controlled grades. TAFMS is a guiding principle for controlled grade issuance and not a rule. Each case is unique and requires a case-by-case review by the gaining force management board for their consideration.

**13.3.2.5.1.2.2. (Added) CMSgt TAFMS guiding principle.** The guiding principle for permanent, career-status AGR members is 16 years of TAFMS. This guiding principle does not apply to Airmen on one-time occasional or developmental tours who are not permanent, career-status AGRs.

**13.3.2.5.1.2.3. (Added) SMSgt TAFMS guiding principle.** The guiding principle for permanent, career-status AGR members is 12 years TAFMS. This guiding principle does not apply to Airmen on one-time occasional or developmental tours who are not permanent, career-status AGRs.

**13.3.2.6. (Added) Officer Process.** HRO will monitor controlled grades for the state. HRO will maintain a roster with the controlled grade waiting list and projections. The Force Development Council (FDC) will convene as needed to consider all promotion-eligible officer AGR packages and make a recommendation for promotion. The FDC will present their recommended promotion roster to NGOH-AAG-AF for approval. NGOH-A1 will submit promotion requests to NGB as controlled grades are available. Before submitting promotion requests, NGOH-A1 must first receive a controlled grade validation memorandum verifying a controlled grade is available for the promotion. The FDC reserves the right to modify their selection at any time and award controlled grades for new hires or temporary tours, as needed.

**13.3.2.6.1. (Added) Considerations.** The FDC will take into consideration the following: TAFMS, TIG, Force Management Plan (to include projected retirement), Passing Fitness Score, Tour type/length, UTC Considerations, UIF, Unit Justification, Command Position, Reserve Officer Personnel Management Act (ROPMA), and Wing controlled grade allocation targets.



JOHN C. HARRIS JR.  
Major General, OHARNG  
The Adjutant General



**Attachment 1 (Added)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI33-322, *Management of Records and Information Governance Program*, 23 March 2020

ANGI36-101, *Air National Guard Active Guard/Reserve (AGR) Program*, 21 April 2022

***Prescribed Forms***

Air Merit Announcement Request Form, NGOH Form 690-52b, 13 December 2022

OHANG Form 12, Controlled Grade Validation for Promotion

NGB Form 3-1, Application for Active Guard/Reserve

***Abbreviations and Acronyms***

**AFI** — Air Force Instruction

**AGR** — Active Guard/Reserve

**ANGI** --- Air National Guard Instruction

**CGWG** --- Controlled Grade Working Group

**DAFSC** — Duty Air Force Specialty Code

**DOS** — Director of Staff

**DP** --- Director of Personnel

**FDC** — Force Development Council

**FSS** — Force Support Squadron

**GSU** — Geographically Separated Unit

**HRO** — Human Resource Office

**IAW** — In Accordance With

**IMR** — Individual Medical Readiness

**MCR** — Manpower Change Request

**NGB/A1P** — Force Management Division

**NGOH** — National Guard Ohio (Joint Force Headquarters, Ohio)

**NGOH-AAG-AF** - National Guard Ohio Assistant Adjutant General Air Force

**OHANG** — Ohio Air National Guard

**OPR** — Office of Primary Responsibility

**PA** — Privacy Act

**PAS** — Personnel Accounting Symbol

**POC** — Point of Contact

**RDS** —Records Disposition Schedule

**RIC** — Resource Identification Code

**RIP** — Report on Individual Personnel

**RRNCO** – Recruiting and Retention Non-Commissioned Officer

**SORTS** — Status of Resources and Training System

**TAFMS** — Total Active Federal Military Service

**TAG** — The Adjutant General

**TIG** — Time in Grade

**UMD** — Unit Manning Document

**VMPF** — Virtual Military Personnel Flight

### *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.

**Active Guard Reserve (AGR) Continuation Board**—It provides Wing, Group, and Unit Commanders, supervisors and individual AGRs an opportunity to participate in retention decisions affecting assigned AGR personnel.

**AD Sanctuary**—Member has completed at least 18 but less than 20 years of TAFMS for retirement purposes.

**AGR Deployment Backfill**—An occasional AGR 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 ANG Form 1299.

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



**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 an MCR action. A permanent AGR resource will not be filled by multiple occasional tours. The intent of occasional tours is to temporarily fill a full-time requirement for a short term while that requirement is being advertised and hired.

**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 IAW ANGI 36-6.

**Unit** — A unit is a separate and distinct functional organization. In most cases, a unit is defined in manpower and personnel data systems by a Personnel Accounting Symbol (PAS) code. However, operating locations and detachments, which have their own PAS codes are not separate units but are integral parts of their parent unit. Combat Readiness Training Centers (CRTC) will be treated as units.

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

**Voluntary Curtailment**—Termination of an AGR tour based on an approved request from an Airman for early release from their AGR tour based on personal hardship, retirement or other valid reason. Normally an AGR must serve 2 years of their current assignment and complete applicable service commitments before early release is approved.

**AGR Comparability**

<b>Technician/ T5 Position Description (PD) Grade</b>				<b>AGR Grade allowed</b>
<b>GS/GM</b>	<b>WS</b>	<b>WL</b>	<b>WG</b>	
14,15				Officer up to O6 – Col
11, 12,13				Officer up to O5 – Lt Col
9,10,11,12	7-16	11-13	14	Enlisted up to E9 – CMSgt
8	4-6	10	12	Enlisted up to E8 – SMSgt
Up to 7	1-3	Up to 9	Up to 12	Enlisted up to E7 – MSgt
<p><b>Note 1:</b> The AGR Grade Comparability is a manpower classification tool and is applicable to UMD AGR full-time requirements only (RIC —"0034" or —"0148"). It does not apply to UMD Technician requirements (RIC —"0170").</p> <p><b>Note 2:</b> This attachment establishes the GS-11 Technician Position Description (PD) Grade as the entry level for officers into AGR status.</p> <p><b>Note 3:</b> Maintenance and Support Group Commander positions, Vice Commanders, HRO and DoS positions qualify to convert to 06/Col AGR positions despite their GS rating based on AFSC and UMD military positions in the work center.</p> <p><b>Note 4:</b> Provisions of this table are not waivable.</p>				



**Key Staff Positions**

<b>Joint Force Headquarters - State</b>	
<b>Position</b>	<b>Service</b>
Chief of the Joint Staff	Joint
Vice Chief of the Joint Staff	Joint
Deputy U.S. Property & Fiscal Officer	Joint
Public Affairs Officer	Joint
Chief Counsel/Staff Judge Advocate	Joint
Chaplain	Joint
Senior Enlisted Advisor	Joint
J1 through J7	Joint
Human Resources Officer	Joint
Plans, Operations & Mission Support Officer	Joint
International Partnership Specialist	Joint
<b>Air Guard</b>	
Air Commander	Air Force
Vice Air Commander	Air Force
GSU Commander	Air Force
Wing Chief of Staff	Air Force
Director of Staff	Air Force
Comptroller	Air Force
Community Program Manager	Air Force
Operations Group Commander	Air Force
Mission Support Group Commander	Air Force
Maintenance Group Commander	Air Force
Human Resources Officer (Military)	Air Force
<b>Army Guard</b>	
Command Administrative Officer	Army
Secretary to the General Staff (Management Analyst)	Army
G1 through G7	Army
Command Warrant Officer	Army
Comptroller	Army
Construction & Facilities Maintenance Officer	Army
State Aviation Officer	Army
Brigade/Division Commander	Army

