

30 JAN 2019

AGR (Active Guard/Reserve) Program Fact Sheet

Introduction

This module is designed to provide information regarding the AGR Program and its various aspects.

The AGR (Active Guard/Reserve) Program allows members of the Air Reserve Component (ARC) to support the National Guard and Reserve by filling full-time active duty positions within a unit to facilitate the organizing, recruiting, and training of the part-time, traditional force.

The links to the left will allow you to view each section individually. You may then print each section separately by using your browser's Print function, or you can print all of the sections as one document by clicking on the "View/Print All Pages" link.

General

1. **Governing Directive:** [ANGI 36-101](#)¹, *The Active Guard/Reserve (AGR) Program*, (29 December 1993. & Change 1, 5 Aug 1994)
 - a. Prescribes policy and procedures for administering and managing Active Guard/Reserve (AGR) personnel serving full-time under Title 32 USC 502(f). National Guard Bureau (NGB) will provide resources for employment of ANG members. They will also formulate policy and process requests for exception to policy. Requests for routine waivers should be processed through the Air National Guard Readiness Center (NGB/A1).
 - b. Provides each state's Adjutant General (AG) sufficient personnel and manpower management policy for developing a career management program, which will afford individuals the opportunity to achieve upward mobility consistent with manpower constraints and the needs of the unit. Each state/territory Adjutant General is responsible for administration of the AGR program. State/territory procedures must include widespread advertising of AGR positions to ensure that no eligible individual is overlooked.

AGR members are responsible for reading and understanding the contents of this instruction.

2. **The Human Resource Office (HRO)** will establish AGR policy within the state/territory and is the point of contact for communications with NGB/A1M concerning the AGR program. They allocate employment authorizations to units, process requests for AGR tour announcements, review applications to ensure eligibility of applicants, monitor unit manning to preclude excess and/or overgrade assignments, and input all AGR accessions/separations into the personnel data system. They also manage the [Priority Placement Program](#)² and [Reduction in Force](#)³, conduct periodic staff assistance visits to units and advise members of policy changes.
3. **The military personnel section** and Remote Designee will process all personnel actions and serve as the local point of contact between the AGR member and the HRO. They are responsible for the day-to-day execution of the AGR program by providing technical guidance regarding policies, managing the in-processing schedule, conducting orientation programs, enrolling members and dependents into the Defense Enrollment Eligibility Reporting System (DEERS) and, if desired, the Dependent Dental Program (DDP) and the Tricare program. They also issue ID cards, process personnel actions such as annual performance reports and orders, prepare and issue *DD Form 214 (Armed Forces of the United States Report of Transfer or Discharge)* upon termination of active duty status, and administer the retirement program by assisting eligible personnel in completing the application for retirement and related documents, to include counseling for the [Reserve Component Survivor Benefit Plan \(RCSBP\)](#)⁴.
4. **Commanders** are responsible for the day-to-day management of the AGR personnel in their unit. They must identify which vacant positions are to be advertised and filled with AGR resources. Grade inversions, where a lower ranking member is in a supervisory position over a higher ranking member, are not authorized in order to maintain unity of command and integrity of supervisory relationships. They also establish appropriate duty hours and local leave policy to meet mission requirements.
5. **The Financial Services Office (FSO)** ensures members are accessed into the JUMPS (Joint Uniformed Military Personnel System) pay file and explains the yearly requirement to recertify entitlement of Basic Allowance for Quarters (BAQ). They also maintain leave accounting records, determine eligibility of entitlement

to and ensure members receive separation pay upon termination if entitled. Members on AGR duty are paid from the Reserve Personnel Appropriations of a military department.

6. **The Clinic Health Systems Technician** coordinates with the State Surgeon and forwards physical exams and waivers to NGB/SG for approval and monitors periodic exam requirements. They also brief newly accessed AGR members on sick call procedures, how to obtain routine and/or emergency medical care, and the location of the servicing Medical Treatment Facility (MTF), VA Hospital, or Public Health Service (PHS) facility.

Eligibility And Entry

1. Personnel may be initially placed in AGR status for occasional, one-time tours, or for a probationary period established by the Adjutant General, **not to exceed 6 years**. More than 6 years constitutes retention and requires management under a career program. Follow-on tour lengths may be from 1 to 6 years.
2. All AGR personnel must maintain **appropriate military membership** and be assigned against a vacant compatible military Unit Manning Document Guard (UMDG, a document containing all authorized positions for an ANG unit) position in the same unit by which employed. They must participate with unit of assignment during unit training assemblies or equivalent periods of duty and be available to participate in annual training periods, deployments, special projects, and exercises when required and must remain in the position to which initially assigned for a minimum of 12 months.
3. The member's **duty AFSC must be compatible** with the Unit Manpower Document Active (UMDA, a unit-specific document that reflects all validated full-time positions and their authorized grade) or, if there are no applicants who have the required AFSC, they must sign an agreement prior to employment that they are willing to retrain and must perform the duties of the applicable UMDA position and the duty AFSC to which they are assigned.
4. Grades of SrA (E-4) or below **must possess a three or higher skill level** in the AFSC to which assigned. Those in grades of SSgt (E-5) or higher require a five or higher skill level in the AFSC. The selecting official may require a seven level for supervisory positions. Officers must meet the entry-level AFSC qualification criteria for the AFSC compatible with the position. Enlisted members applying for officer positions must be eligible for commissioning upon selection and assignment will not become effective until commission in the ANG is received.
5. An applicant's military grade **cannot exceed the maximum military grade** authorized for that position. If member is overgrade, they must indicate in writing a willingness to be administratively reduced in grade when assigned. Military duty grade ceilings are allocated by the National Guard Bureau (NGB) annually and may not be exceeded without prior NGB approval. The hiring of military duty personnel in the military pay grades of Colonel (O-6), Lieutenant Colonel (O-5), Major (O-4), Chief Master Sergeant (E-9), and Senior Master Sergeant (E-8) must have prior NGB approval.
6. Member **must not be on the ANG Weight Management Program**. This does not include the probationary period after the loss of weight to satisfy standards. They must also meet the physical qualifications outlined in [AFI 48-123⁵](#), *Medical Examinations and Standards*. **Medical examinations** must be conducted not more than 24 months prior to entry on full-time military duty, unless coming from a Title 10 status (active duty or statutory tour), in which case their current physical may not be more than 5 years old at the time of entry into the AGR program.
7. Member must **not be eligible for or be receiving** an immediate Federal (military or civilian) **retirement annuity** and must be **able to complete 20 years** of active Federal service prior to mandatory separation date (MSD) for officers or age 60 for enlisted members (or complete a Statement of Understanding if not able), **have sufficient retainability** to complete the tour of full-time military duty. Individual must not have been previously separated for cause.
8. Only AGR personnel may fill **Category One** positions (recruiters, range personnel, etc). Either military technicians or AGR personnel may fill **Category Two** positions. Fair and equitable treatment, regardless of their employment status, is required. AGR personnel and military technicians may be considered concurrently for the same Category Two position but **technicians may not convert in-place** to AGR status. If a joint announcement is used, both military technician and AGR duty information must appear on the announcement. **AGR personnel** in Category One positions **may transfer** to a Category Two position; however, the **resource may not** be transferred. Military technicians selected for full-time military duty tours will be terminated from their technician positions. Such terminations will be effective after use of military leave.
9. Military technicians who separate to enter into the AGR program have **restoration rights**, but will not be restored solely to gain entitlement to a new period of restoration rights or to establish a new high three-year of

income for federal civil service retirement computation, and the NGB will not allocate additional resources to accommodate restoration.

10. AGR personnel who enter a Title 10 statutory tour have restoration rights, not to exceed four years, to the state/territory from which they entered their initial tour, but not solely to gain entitlement to a new period of restoration rights. AGR members must be informed in writing that they are entitled to revert to a position of the same grade held prior to the tour. Job announcements for positions vacated by AGR personnel entering a statutory tour must indicate that the position is indefinite temporary until the departing member is restored or restoration period expires.

Entitlements

1. AGR personnel and their dependents are **entitled to most benefits provided** by law to personnel **on active duty** in federal service. However, for the purpose of Title 38 USC, service in a full-time military duty status under Title 32 USC 502(f) may not be considered by the Veteran's Administration (VA) to be qualifying service for a variety of VA benefits. Any questions of entitlement to benefits under Title 38 should be directed to the VA.
2. AGR personnel are **authorized medical care** and must inform the servicing medical facility of any changes in their medical status. The responsibility for identification of members not qualified for world-wide duty rests with commanders, supervisors, and medical personnel.
3. [AFI 48-123⁵](#), *Medical Examinations and Standards*, sets forth various medical conditions and defects that may cause a member to undergo medical board processing. **Members who are pregnant** are authorized medical benefits and may be continued or released from an AGR tour as planned, regardless pregnancy but cannot be released involuntarily solely because of pregnancy. However, tours may not be extended merely to provide medical coverage for normal pregnancy.
4. AGR members may request a **physical examination upon release** from AGR status, but it is not required unless there is or has been a significant change in the member's medical status.

Utilization

1. It is DoD policy that AGR personnel will be **used primarily to provide readiness support and training** to units and to be assigned against mobility positions. The Adjutant General (TAG) or Commanding General may approve assignments to the State/Territory Headquarters or HRO.
2. AGR members will perform a **minimum of forty hours** of duty **per week** in addition to the **Unit Training Assemblies (UTAs)** or equivalent periods of duty. A military duty tour cannot extend beyond an enlisted applicant's expiration of term of service (ETS) date. Officers will not be retained in military duty status past their mandatory separation date (MSD).
3. Personnel serving in the AGR program are employed for the purpose of organizing, administering, recruiting, instructing, or training ANG members and **must participate** with unit of assignment **during unit training assemblies (UTAs)** or equivalent periods of duty and be available to participate in annual training periods, deployments, special projects, and exercises when required.
4. AGR personnel **may not participate in** exercises or **deployments outside the United States**, Guam, Puerto Rico, or the U.S. Virgin Islands while in 32 USC 502(f) status. When ordered to federal active duty with their unit, AGR personnel must be terminated from 32 USC 502(f) status and placed on Title 10 USC through published orders.
5. AGR personnel may provide **support to the counter-drug program** to the extent the support is incidental to the duties they normally perform for their units. For example, an AGR who prepares the unit payroll may do so for unit personnel who perform counter-drug missions.
6. When the unit to which the AGR member belongs is **activated under the lawful orders of the state/territory governor**, AGR personnel may perform only such tasks as are directly related to their duty assignment, unless prior approval is obtained by NGB-ARO-OM with compelling reasons for performing duties not related to their duty assignment. Compensation paid under state/territory law is the property of the United States and will be remitted to the servicing finance office.

7. When the unit is not activated, the AGR member **may take leave to perform state/territory active duty** missions unrelated to their duty assignments, but may not be required, directed, or pressured to take leave to perform state/territory active duty and may retain state/territory compensation received while in official leave status.
 8. **Commanders may direct reassignment of AGR members** to vacant positions without advertising the position, and without the member's consent, but the reassignment must not be to a position lower in grade than the member's current military grade unless the member agrees in writing to a demotion.
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Retraining

1. Enlisted members serving in AGR status may be selected for a vacant position without an awarded 3-skill level if a mandatory technical training school is not required, but member must **upgrade to the 3-level within nine months**. If member fails to upgrade within nine months, they must be reassigned to a position for which they are qualified or be removed from AGR status. The member must sign a statement acknowledging this and it must be included in the member's AGR personnel file.
 2. If the position requires a mandatory training school, the member may be assigned immediately, but must agree in writing to **attend the first available course** that would qualify them in the new AFSC. If the member fails to complete the training or fails to attend the first available course through circumstances over which the individual has control, the individual must be reassigned to a position for which qualified or be removed from AGR status.
 3. The individual must **continue to progress** in training to a skill level compatible with their assignment. Members who do not successfully upgrade will be reassigned to a position for which qualified or be removed from AGR status.
 4. **Promotion** of officers and enlisted AGR personnel will be in accordance with existing ANG promotion policies. Further, such promotions must be within the established annual military duty end strength, grade ceilings, and not be above the maximum grade authorized for the position. Promotions of military duty personnel to O-6, O-5, O-4, E-9, or E-8 must have prior NGB approval.
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Priority Placement Program

1. The **Priority Placement Program (PPP)** is designed for the management of overgrade AGR members to ensure that the fewest number of personnel are administratively reduced or released from AGR status and must be based on the least amount of impact to the individual and the mission.
2. Personnel who become overgrade are entered in the PPP on the same date as the action which causes them to become overgrade and will be **notified in writing** by the Human Resource Office (HRO) that they have been placed in the PPP **and must be counseled** on the provisions of this regulation **within 30** days of the date they become overgrade by the unit DP or designated representative.
3. Officers who are selected for **ROPMA** (Reserve Officer Personnel Management Act) **promotions** will, within 30 days of the release date of the ROPMA list, be notified in writing that they have been entered into the PPP. ROPMA promotees will be separated from AGR status one year from entry into the PPP, or the effective date of promotion, whichever is later, unless they are within the [sanctuary zone](#)⁶, in which case they will be separated the last day of the month in which they reach 20 years of service for an active duty retirement. Officers in PPP for reasons other than ROPMA promotion not offered a position within two years will be separated.
4. Enlisted members entered in the PPP not offered a position within two years will be **reduced in grade** to the authorized grade of the position. Members will be notified at least 90 days prior to the expiration of the PPP that reduction in grade or separation will occur and will be reduced or separated on the second anniversary of entry into the PPP.
5. Members in PPP will be **offered in writing the first available position** within the state/territory for which they meet the minimum specialty qualifications and be advised that they must obtain the skill level qualification for the position within a specified time. This offer will also identify any mandatory training required to obtain the necessary skill qualification.
6. An overgrade member **must accept or decline** a position offered under the PPP within **10 days** of the date of the written offer. If the member accepts the position, the HRO will direct the military personnel section to

reassign them within 30 days of acceptance. If the member declines a position offered, they must be reduced in grade to the maximum grade of their current position within 30 days of the declination or be separated from AGR status. Officers must be separated unless they are within the [sanctuary zone](#)⁶ where they may be retained until eligible for a regular retirement.

7. An overgrade member **may not be offered a second position** between declination and reduction in grade or separation; however, the Adjutant General may request retention of a member in the PPP after they have declined a position if the declination was based on unusual circumstances, which would have created a severe hardship for the member. Requests will be forwarded to NGB/A1M with a full explanation of the circumstances.

Reduction In Force

1. Officers and airmen may be involuntarily separated due to a reduction in employment authorizations known as a **Reduction in Force (RIF)**, designed to manage those AGR members who become excess, and takes precedence over the [Priority Placement Program \(PPP\)](#)². Members who have between 18 and 20 years of active duty are exempt from RIF actions.
2. When notified of a reduction in position authorizations, the Human Resource Office (HRO) will notify commanders to identify which functional areas are to be reduced and will place all AGR personnel within those areas on a **RIF register** to ensure that reductions are first accomplished by normal attrition, hiring freezes, and separation of retirement eligible members.
3. Individuals eligible for immediate [retirement](#)⁷ will be separated before conducting a RIF board. Retention may only be authorized when the individual possesses qualifications not readily available, not for the sole benefit of the member.
4. The HRO will provide **written notification** to affected personnel of the RIF board, which will rank-order affected members and separate members with the lowest scores first until mandated reduction levels have been met, giving members written notification at least 30 days prior to separation. Members being separated will be counseled on Transition Assistance Benefits.
5. Personnel affected by reductions will be given **first priority for reassignment** to any available vacant AGR position within the state/territory for which they can become qualified. Members who have not been placed must be separated no later than 90 days from the date of the reduction notice.
6. **RIF boards** will be comprised of at least three members senior in grade to those being considered and must include female and/or minority members if possible. The board will consider the following factors: Performance evaluations, Professional Military Education, Technician Reemployment Rights, Civilian Education, AFSC Qualifications, and Military mission requirements.

Temporary AGR Tours

1. **Temporary AGR tours** may only be used for short periods of time to fulfill work requirements that are seasonal, backlogged, or unexpected, and must be accommodated within allocated employment authorizations, unless additional resources are specifically provided by NGB/A1.
2. Tours will be for a **minimum of 31** consecutive days, and **will not exceed 179 days** in a fiscal year. The 179-day limit may be waived in exceptional circumstances, but personnel must be assigned in against valid, vacant positions and may not exceed the maximum grade authorized for that position.
3. The **eligibility** and selection criteria for a temporary AGR tour are the same as for a permanent AGR position, but tours need not be advertised through normal announcement procedures and applicants may not have been on a temporary tour within the preceding 31 days.
4. Members need not meet the **retainability criteria**, provided the temporary tour does not place the member with the [sanctuary zone](#)⁶ and the tour does not exceed 139 days. Enlisted members in the grade of SSgt and below may be assigned without the required 3 or 5-skill level, provided the tour does not exceed 60 days. Those in grades of TSgt or above must have a minimum of a 3-level in the AFSC.

Voluntary Separation

1. AGR personnel **must complete the period specified** in their orders unless they have an approved request for voluntary separation, a [mandatory separation](#)⁸, an [involuntary separation](#)⁹ for cause, involuntary separation due to changes in position authorizations, their required security status is lost or cannot be obtained, they are undergoing medical treatment, or retire. Members requesting early release may submit a fully justified request through channels to the Adjutant General. However, they will not be entitled to separation pay.
 2. Personnel will be separated at the expiration of their current tour if they do not request a subsequent tour, were not selected for continuation in the AGR program, or are ineligible for a subsequent tour. Personnel within two years of qualifying for an active duty retirement (**sanctuary zone**) will not be involuntarily separated from AGR status without the approval of the Secretary of the Air Force.
 3. Members being released from an AGR tour may request a **physical exam** from the servicing medical facility, but must do so at least 120 days prior to separation to ensure adequate time for completion. A complete physical is not a requirement for separation.
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Mandatory Separation

1. **Officers** who reach their **Mandatory Separation Date (MSD)**, their maximum years of service or maximum age, will be separated, unless they are in the [sanctuary zone](#)⁶, in which case their MSD will be extended to the end of the month in which they reach retirement eligibility.
 2. **Enlisted** personnel reaching **age 60** will be separated unless they are in the [sanctuary zone](#)⁶, in which case their MSD will be extended to the end of the month in which they reach retirement eligibility. Requests for extension of the MSD must be sent to NGB/A1.
 3. Personnel facing mandatory separation will be separated regardless of the expiration date of their current tour; however, the member must be given as much advance notice of separation as possible, ordinarily not less than 90 days plus any terminal leave.
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Involuntary Separation

1. **Involuntary separations** must be IAW procedures prescribed and only after the Adjutant General has determined that the state/territory has complied with all applicable laws and regulation. Commanders and supervisors will document counseling or issue a letter of reprimand when an individual's degree of efficiency, manner of performance of duty, military conduct, or the commission of any derogatory act makes such action appropriate.
2. The following **factors must be considered** before initiating an involuntary separation: the seriousness of the events or conditions, the likelihood they will continue or recur, whether they resulted, or are likely to result, in an adverse impact on mission accomplishment, the member's ability to perform full-time support duties in a reasonable manner, the potential for further service, their military record, and the possibility of reassigning the member.
3. Serious consideration should be given to involuntarily separating a member for the following **breaches of discipline**: acts of misconduct, to include conviction for the illegal use of drugs or abuse of alcohol, moral or professional dereliction, loss of professional qualifications, substandard duty performance, acts or expressed sentiments of discrimination, harassment, or prejudices, failure to maintain medical, physical fitness, or weight standards, or failure to attain or maintain a skill level compatible with the position.
4. The supervisor or commander must submit a recommendation to involuntarily separate a member and refer it to the member, to **reply in writing with rebuttal** or comment, which will be included with the recommendation prior to it being forwarded through command channels. The member has five working days to provide comments, unless extended when legal counsel is consulted. Personnel pending separation will be provided legal assistance upon request. The senior commander will recommend approval or disapproval, within five working days of receipt, and forward it through HRO to The Adjutant General (TAG) or Commanding General,

who may appoint an investigating officer senior in grade to the member under review, who must then make a written recommendation within ten working days back to the AG. The member may be given the opportunity, but will never be required, to request voluntary **release in lieu of involuntary separation**.

5. AGR personnel involuntarily separated before the scheduled end of a tour that meet the eligibility requirements outlined in DoDPM may be eligible for **separation pay** (See [AFI 36-3209](#)¹⁰, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*). Those eligible for separation pay must sign a written agreement to serve in the Ready Reserve for a period of 3 years following their separation in addition to unfulfilled service obligations (MSO).

Retirement

1. AGR personnel may accrue sufficient **creditable service** to qualify for a regular active duty retirement through continuous AGR service or by an accumulation of various types of active duty or active duty for training. Service requirements must be met for members to retire in their current grade.
2. Applications for retirement from AGR duty and entitlement to movement of household goods are subject to applicable restrictions on voluntary retirement and will be processed IAW [AFI 36-3203](#)¹¹, *Service Retirements*.

Miscellaneous

1. The management of AGR personnel will be free of **discrimination** based on race, color, religion, sex, national origin, or on non-disqualifying age or disability. The full-time military force should reflect **diversity** of the force in each respective state.
2. All AGR personnel are subject to state/territory **military justice** procedures and statutes, and civil law and statutes, as appropriate, when they are serving under the provisions of Title 32 U.S.C. 502(f). Illegal or improper substance abuse by ANG members is a serious breach of discipline and is not compatible with service in the ANG.
3. Individuals in AGR status will be afforded the same opportunity for enhancing their military knowledge and career as is presently available to all other ANG members.
4. The servicing military personnel section will provide a [DD Form 214](#)¹² to each individual released from an AGR tour of 90 days or longer who is not continuing in an AGR status. If the member is being separated or discharged from the ANG in conjunction with release from AGR status, an NGB Form 22 will be provided.

Links

1. http://www.ngbpc.ngb.army.mil/pubs/36/angi36_101.pdf
2. <https://ww3.afpc.randolph.af.mil/vMPFNet40/Miscellaneous/AGRProgramFactSheet/Default.aspx?idx=6>
3. <https://ww3.afpc.randolph.af.mil/vMPFNet40/Miscellaneous/AGRProgramFactSheet/Default.aspx?idx=7>
4. <https://ww3.afpc.randolph.af.mil/vMPFNet40/PersonalData/RCSBP/>
5. http://static.e-publishing.af.mil/production/1/af_sg/publication/afi48-123/afi48-123.pdf
6. <https://ww3.afpc.randolph.af.mil/vMPFNet40/Miscellaneous/AGRProgramFactSheet/Default.aspx?idx=9#sanctuaryZone>
7. <https://ww3.afpc.randolph.af.mil/vMPFNet40/Miscellaneous/AGRProgramFactSheet/Default.aspx?idx=12>
8. <https://ww3.afpc.randolph.af.mil/vMPFNet40/Miscellaneous/AGRProgramFactSheet/Default.aspx?idx=10>
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12. <https://ww3.afpc.randolph.af.mil/vMPFNet40/Separations/DD214/Default.aspx>