



Personnel
THE ACTIVE GUARD/RESERVE (AGR) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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ANGI 36-101, 03 May 2002, is supplemented as follows:

SUMMARY OF REVISIONS

Added changes to processing of applications and applicant categories which include, Group A, Group B, and Group C.

2.3.3.1.1. (Added) When requesting to announce an AGR vacancy, the Military Personnel Flight (MPF) will forward the request to the Human Resources Office, AGR Management Branch using Standard Form 52 signed by the base DP or designated representative to ensure appropriate funding. It is the unit's responsibility to ensure all personnel information is accurate and complete upon submission. Upon receipt of the completed SF 52, the AGR Management Branch will publish the AGR announcement on the HRO Webpage within 10 working days.

2.3.3.1.2. (Added) Standard Form 52 advertising an Active Guard/Reserve position will have one of the following areas of consideration entered on the form: On Board AGR Only/Statewide/Nationwide.

2.3.4. (Added) Submission of applications:

2.3.4.1. (Added) At a minimum, the following forms and documents are required for all initial entry AGR applications:

2.3.4.2. (Added) NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) with signature and date. Applicants must annotate both the position tour # and title at the top of page one of the application.

2.3.4.3. (Added) Current Report on Individual Personnel (RIP).

2.3.5. (Added) Upon receipt of application, the AGR Management Branch will send written notification to the applicant verifying receipt.

2.3.6. (Added) When tour announcements close, the AGR Management Branch will review all applications to determine eligibility. Notification of applicant ineligibility will be prepared within 10 working days after the announcement closes. Those determined to be eligible will be forwarded on a Certificate of Eligibles from CAJS-HR-AGR using these categories:

Group A – All applicants currently possessing the required AFSC and skill level.

Group B – Current AGR members who apply and do not possess the required AFSC and skill level, but who are eligible for retraining.

Group C – All other applicants who do not possess the required AFSC and skill level, but meet basic AFSC entry requirements IAW AFM 36-2105 (Officer) and AFM 36-2108 (Enlisted). Group C applicants are forwarded to the selecting official on request when a selection is not made from the Group A and B Certificate of Eligibles and individual justification as to why selection was not made is received. If no Group A or Group B applicants are received, all Group C applications will be forwarded for consideration.

Within 5 working days after the announcement closes, the Certificate of Eligibles will be forwarded to the servicing MPF for coordination with the selecting supervisor. The following items will be included with the certificate:

2.3.6.1. (Added) Selection Packet Worksheet.

2.3.6.2. (Added) Application(s) of eligible applicants.

2.3.6.3. (Added) Condition of AGR Appointment. The selecting supervisor and Remote Designee/MPF will ensure the individual selected signs the form.

2.4.1.1. (Added) IAW ANG/DPFA management may select a non AFSC holding candidate provided that a complete and accurate record of the board proceedings are maintained (two years) and the selected individual signs a training statement IAW procedures outlined in paragraph 3.7 of ANGI 36-101.

2.4.3.1. (Added) When selecting AGR applicants, the Air/Detachment Commander will ensure that fair, equitable, and non-discriminatory hiring practices are followed. Applicants will be rated and hired based upon the following criteria: experience, education, skills, and abilities as they directly relate to the position.

2.4.3.2. After the selection is made, the selecting supervisor/remote designee is responsible to complete and forward the following documents through the MPF to the AGR Management Branch within 30 days:

2.4.3.2.1. Completed Selection Packet Worksheet.

2.4.3.2.2. All applications, including attachments.

2.4.3.2.3. Current physical examination accomplished within 36 months prior to the date of entrance on military duty in accordance with Chapter 4, AFI 48-123. Individuals transferring from Title 10 U.S.C. (active duty or statutory tour) are not required to have a new physical unless the previous physical is over 5 years old at the time of entry into AGR status. HIV results may not be more than 6 months old. An AF Form 895 must be completed if medical examination is more than 12 months old. Personnel age 40 or older are required to have a RISK Index calculated in accordance with AFI 48-123. If the RISK Index exceeds 10,000 the individual will require a stress EKG.

2.4.3.2.4. Selection Documentation (i.e., board results, memo from selecting supervisor)

2.4.3.2.5. The MPF will submit requests for AGR orders in the standardized format shown in Attachment 1 at least 30 days prior to the requested start date. It is the unit's responsibility to ensure all personnel information is accurate and complete upon submission.

2.4.3.2.6. When requesting amendments or rescissions to AGR orders, the MPF will provide one copy of the original order with the request. The AGR Branch will process this request generally within 10 working days. Extenuating circumstances may require additional processing time.

2.4.3.2.7. Tour announcements may be requested for projected AGR vacancies up to 120 days prior to the date of a known loss (i.e., separation, transfer or retirement).

2.4.4.2.1. (Added) The MPF will process interstate transfer actions in accordance with ANGI 36-2101. Units will coordinate with the servicing MPF to ensure that member is accessed or appointed into the CA ANG prior to accession into the CA ANG AGR program.

5.2.3. (Added) The Headquarters, California Air National Guard, Personnel Branch (HQ CA ANG/DP) will coordinate with the HRO on all matters relating to promotion of AGR personnel. Effective coordination is required particularly when matters involving established military duty controlled grade ceilings are under consideration. When additional controlled grade resources are received from ANG/DP or become available due to transfer, separation, or retirement of an AGR member, the Deputy Adjutant General, Air Division will determine where the resource will be allocated. The following general provisions apply:

5.2.3.1. The CA ANG AGR Force Management Council will meet periodically to review projected personnel actions and offer recommendations for optimum utilization of controlled grade resources. Chaired by the Deputy Adjutant General, Air Division, the council will also include the Chief of Staff, wing commanders; the 162 CCG/CC; and the Executive Support Staff Officer. The HRO AGR Program Manager may be invited to attend council meetings to provide information and guidance.

5.2.3.2. When a position becomes vacant due to the transfer, separation, or retirement of an AGR member, the same position may be announced with the highest grade available being that authorized the previous incumbent. When an applicant of equivalent grade is selected, the controlled grade remains with that position. However, when lower graded personnel are selected for such openings, the controlled grade resource will become available for possible redistribution within the state.

5.2.3.3. AGR controlled grades available for initial allocation or redistribution will either be allocated to specific positions, based on recommendations of the AGR Force Management Council, or competitively announced utilizing the special promotion board process.

5.2.3.3.1. Special Promotion Board Process. HQ CA ANG/DP will notify units that promotion nominations are being accepted and inform them of the suspense date. Enlisted promotion nominations will include an Airman Promotion Request, CA ANG Form 26; a Report Individual Personnel (RIP); and the recommendation of the wing/group commander, and results of the enlisted promotion board, conducted and documented in accordance with CA ANG Supplement 1 to ANGI 36-2502. Airman Promotion Request forms, CA ANG Form 26, must include remarks describing the nominee's positive attributes, contributions to the unit, and future potential. Officer promotion nominations will be prepared in accordance with NGR(AF)36-4.

5.2.3.3.2. Whenever only one promotion request package is received for a given AGR grade resource, it will be processed by HQ CA ANG/DP with the concurrence of the Deputy Adjutant General, Air Division without any special promotion board action.

5.2.3.3.3. When two or more requests for promotion are received for a given AGR grade resource, HQ CA ANG/DP will arrange a special promotion board. The board will be comprised of at least three CA ANG officials senior in grade to those under consideration. The senior-ranking member, who must be an officer in the grade of major or above, will serve as board president. The junior member of the board will serve as recorder. In their deliberations the board will consider the following factors: time-in-grade, time-in-service, AFSC qualification, professional military education, civilian education, AGR performance appraisals, relative importance of position held, and whether or not individuals were previously considered by a HQ CA ANG special promotion board.

5.2.3.3.4. After careful review and discussion of the promotion requests, the board will vote to rank order the nominees and determine which nominee(s) will be recommended for promotion. The board may recommend that the ranking of nominees be utilized to allocate future controlled grade openings for a specified period not to exceed 6 months. The recorder will prepare a report to the Deputy Adjutant General, Air Division summarizing the board proceedings and offering the board's

recommendation. A board member who disagrees with the recommendation of the majority may submit a minority report. After reviewing the report(s) of the special promotion board's recommendation, the Deputy Adjutant General, Air Division will decide which applicant(s) will be promoted.

5.2.3.3.5. The HQ CA ANG/DP will ensure appropriate promotion orders are published and distributed, as well as inform the HRO, AGR Management Branch and units concerned of the status of those who were considered for promotion. Promotion requests of those not selected for promotion will be returned to units without action.

5.6.2.2. Military Personnel Flights will submit requests for Temporary AGR tours (179 days or less) using the format in Attachment 1. Such requests will be forwarded to the AGR Management Branch not less than 30 days prior to the effective start dates allowing 15 days to process orders.

5.6.5. (Added) Requests for temporary AGR tours exceeding 179 days will use the format in Attachment 2 and be processed through command channels through the AGR Management Branch to ANG/DPR not less than 30 days prior to tour end date. Actions involving a controlled grade will also require approval of ANG/DPFF. Upon receiving approval from NGB, the AGR Management Branch will notify the MPF within five working days. Upon validation of funding and position availability, the HRO, AGR Management Branch will process temporary AGR orders within 15 days.

6.3.1.1. (Added) Members will be released no earlier than 30 days after receipt of their request in the HRO. In addition to submitting a justified request for release, with the commander's concurrence, and a request to rescind the member's AGR orders should accompany the request. If the member is separating from the Air National Guard, a request for military separation must be submitted through the servicing military personnel flight to HQ CA ANG/DP, as appropriate.

6.7.1.1. (Added) MPFs will submit requests for AGR tour extensions not less than 30 days prior to the end of tour date using the Standard Form 52, Request for Personnel Action.

6.9.1.1. (Added) All AGR members must plan to retire once they attain sufficient creditable service to qualify for a regular (20 year) retirement. Current AGR members who qualify for retirement or whose current tour will qualify them for retirement will be retained for the duration of their existing tour.

6.9.1.2. Continuation beyond 20 years will be considered on an individual basis and may be recommended by the Wing Commander or the 162 CCG Commander. Authorization for subsequent AGR tours will be based on mission requirements, past performance and authorized force structure. Commanders will forward requests to extend AGR personnel past the 20 year point to CA ANG/CC no later than 180 days prior to the 20-year service date. Those previously approved for extension beyond the 20-year point will require approval for subsequent extension, and these requests also must be submitted no later than 180 days prior to the expiration of the current tour.

6.9.1.3. Supervisors and/or commanders will process recommendations for retirement IAW AFI 36-3203, Service Retirements. Military Personnel Flights will send completed packages to CAJS-HR-AGR, NLT 120 days prior to the member's projected separation date.

DANIEL J. GIBSON
Major General, CA ANG
Commander

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Attachment 1 - Request for AGR Orders Format

Attachment 2 – Request for Temporary AGR Tours in Excess of 179 days

FORMAT FOR REQUESTING AGR ORDERS

MEMORANDUM FOR HQ CA ANG/HR-AGR/AIR

SUBJECT: Request for Orders, Full-Time/Temporary Military Duty Assignment
FROM: Unit Commander

1. Under the provisions of Title 32 USC 502F and ANGI 36-101 request orders be issued placing the following individual on an Active Guard Reserve (AGR) Military Duty Tour for a period of

- a. Grade: Name: SSN:
- b. Home of Record:
- c. Security Clearance:
- d. Unit: PAS:
- e. BAS: BAQ:
- f. PAFSC: DAFSC: CAFSC:
- g. On Flying Status () Yes () No Aero Rating:
- h. Active Duty Status Code:
- i. Local AFO:
- j. Military Posn Title: FC: Auth Mil Grade: PEC:
PCN:
- k. Tech Posn Title: FC: Job Number:
Max Auth Mil Grade: Tech Line Number:
- l. Individual is qualified for the technician position to which being assigned.
- m. Individual will not out rank assigned supervisor.
- n. Individual has enough time remaining on their current enlistment to complete this tour of duty.
ETS:

2. Dependent Data (if applicable) - Member will relocate and will require authorization for transportation of dependents and shipment of household goods. The following is provided to assist in preparation of orders.

- a. Spouse: SSN:
- b. Child/Children
 - (1) DOB:
 - (2) DOB:
 - (3) DOB:
 - (4) DOB:
- c. Concurrent travel of dependents will/will not be performed. If not concurrent, approximate date when dependents will perform travel: N/A
- d. Member will/will not move household goods by privately owned or rental vehicle.

FOR THE COMMANDER

**FORMAT FOR REQUESTING TEMPORARY AGR TOURS
IN EXCESS OF 179 DAYS
(APPROPRIATE LETTERHEAD)**

FROM: Unit Commander

SUBJ: Request for Temporary AGR Tour

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

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

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

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

(Appropriate signature block)

Manpower Working Group (MWG) CERTIFICATION: Concur/Non-Concur

DATE: