

Army Reserve

**Active Duty in
Support of the
United States Army
Reserve (USAR)
and Active Guard
Reserve (AGR)
Management
Program**

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SUMMARY of CHANGE

140-30

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

Change 2. This change--

- o Clarifies the role of the CAR in the position allocation process (para 2-2b).
- o Rescinds the concept of MUSARC (ARCOM/GOCOM) accession boards for entrance into the AGR Program (para 3-4).
- o Explains in greater detail the meaning of the term 'material error' as it applies to continuation boards (para 3-7g(2) (a.2)).
- o Clarifies and further develops the conditions which justify compassionate reattachment or a joint domicile action (para 4-2).
- o Outlines the conditions under which the various orders affecting AGR soldiers should be punished and identify who should publish them (para 5-8).
- o Describes procedures for detailing AGR soldiers (para 5-9).

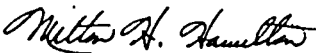
Army Reserve

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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History. This publication was originally printed on 13 November 1987. Since that time, a permanent change has been issued. As of 1 June 1990, those changes remain in effect. This UPDATE printing incorporates those changes into the text. This UPDATE printing also publishes a Change 15. The portions being revised by this change are highlighted. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation prescribes policies and procedures for selecting, assigning,

utilizing, managing, and administering U.S. Army Reserve (USAR) personnel serving on full-time active duty in an Active Guard Reserve (AGR) status in support of the USAR.

Applicability. This regulation applies to USAR AGR personnel providing support for the USAR under the provisions of AR 135-18 and AR 135-2, and to Active Army and Reserve Component headquarters, commands, agencies, and units using and managing USAR AGR personnel. This regulation applies to USAR personnel in AGR status as defined in AR 135-18, applicants for the USAR AGR program, USAR soldiers undergoing schooling while in the AGR program, and members of the USAR Limited Active Duty Program completing an active duty assignment with an Active Army unit.

Proponent and exception authority. The proponent of this regulation is the Chief, Army Reserve (CAR). The CAR has the authority to approve exceptions to this regulation that are consistent with controlling laws and regulation. The CAR may delegate this authority, in writing, to a division chief, within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process.

This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAAR-PE), 2400 Army Pentagon, WASH DC 20310-2400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAAR-PE), 2400 Army Pentagon, WASH DC 20310-2400.

Distribution. Distribution of this publication is made in accordance with DA Form 12-09-E, block number 2559 intended for command level D for Active Army, D for ARNG, and A for USAR.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Section I

General, page 1

Purpose • 1-1, page 1

Objectives • 1-2, page 1

References • 1-3, page 1

Explanation of abbreviations and terms • 1-4, page 1

Authorities • 1-5, page 1

Exceptions • 1-6, page 1

Section II

Responsibilities, page 1

Chief, Army Reserve (CAR) • 1-7, page 1

Deputy Chief of Staff for Operations and Plans (DCSOPS) • 1-8, page 1

Deputy Chief of Staff for Personnel (DCSPER) • 1-8.1, page 1

Director of Management, Office of the Chief of Staff, U.S. Army • 1-9, page 1

Secretary of the Army • 1-10, page 1

Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM) • 1-11, page 1

Commanding Generals, Major U.S. Army Commands (CGs, MACOMs) • 1-12, page 2

CGs of MACOMs and HQDA FOAs • 1-13, page 2

Commanding Generals, Army Reserve Commands/General Officer Commands (CGs, ARCOMS, GOCOMS) • 1-14, page 2

Commanding General, U.S. Army Reserve Personnel Center (CG, ARPERCEN) • 1-15, page 2

Unit commanders • 1-16, page 2

Chief of the servicing personnel service center and personnel service support teams • 1-17, page 2

Chapter 2

Requesting and Allocating Process, page 2

Identification of requirements • 2-1, page 2

Execution • 2-2, page 2

Job descriptions • 2-3, page 3

Contents—Continued

Supervision • 2–4, *page 3*

Chapter 3

Selection Process, *page 3*

General • 3–1, *page 3*

Qualification requirements • 3–2, *page 3*

Accession process • 3–3, *page 4*

MUSARC accessions to fill initial vacancies • 3–4, *page 4*

DA accession process • 3–5, *page 4*

Selection for continuation • 3–6, *page 4*

Boards • 3–7, *page 5*

Chapter 4

Attachment and Reattachment, *page 6*

General • 4–1, *page 6*

Attachment procedures • 4–2, *page 6*

Centralized attachment process • 4–3, *page 8*

Length of attachments • 4–4, *page 9*

Grade alignment • 4–5, *page 9*

Terminal attachments • 4–6, *page 9*

Unit inactivation or relocation • 4–7, *page 9*

Reattachment following relief for cause • 4–8, *page 9*

Chapter 5

Administrative Instructions, *page 9*

Transfer to the Selected Reserve • 5–1, *page 9*

Use of AGR soldiers • 5–2, *page 9*

Evaluations • 5–3, *page 10*

Sponsorship and orientation program • 5–4, *page 10*

Personnel services support/UCMJ • 5–5, *page 10*

Personnel classification • 5–6, *page 10*

Mobilization • 5–7, *page 10*

Publication of AGR orders • 5–8, *page 11*

Detailing/realigning of USAR AGR soldiers • 5–9, *page 12*

Chapter 6

Professional Development and Military Training, *page 12*

Professional development • 6–1, *page 12*

Required military training • 6–2, *page 12*

Quotas and funding for resident training courses • 6–3, *page 12*

PCS courses • 6–4, *page 13*

Non-PCS courses • 6–5, *page 13*

Status while attending resident schools or training • 6–6, *page 13*

Active Component assignments • 6–7, *page 13*

Appointment as a commissioned or warrant officer • 6–8, *page 13*

Chapter 7

Promotions and Reductions, *page 13*

Authority for officer promotions • 7–1, *page 13*

Attachment and reattachment flexibility • 7–2, *page 13*

Authority for enlisted promotions, reductions, and grade restorations • 7–3, *page 13*

Chapter 8

Reenlistments, *page 13*

Authority for reenlistment • 8–1, *page 13*

Service obligations extending beyond AGR program membership • 8–2, *page 14*

Chapter 9

Separations and Retention, *page 14*

Voluntary separations • 9–1, *page 14*

Involuntary separations • 9–2, *page 14*

Selection for separation • 9–3, *page 14*

Retirements • 9–4, *page 14*

Separation pay • 9–5, *page 14*

Assignment on release from AGR status • 9–6, *page 15*

Discharges • 9–7, *page 15*

Retention of soldiers past 20 years of AFS • 9–8, *page 15*

Active Duty for Special Work (ADSW) • 9–9, *page 15*

Appendixes

A. References, *page 16*

B. Summary of Applicable Sections of Title 10, U.S. Code, *page 17*

C. AGR Position Criteria, *page 17*

D. PSC AGR Personnel Services Support, *page 18*

Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation—

a. Prescribes policy and procedures for selecting, assigning, attaching, using, managing, and administering U.S. Army Reserve (USAR) soldiers on active duty in the Active Guard Reserve (AGR) program.

b. Establishes a personnel management system managing AGR soldiers through the following:

- (1) Selection for accession and continuation in the AGR program.
- (2) Promotion.
- (3) Selection for schooling and training.
- (4) *(Rescinded.)*

c. Implements the provisions of AR 135-2 and AR 135-18 for the USAR.

1-2. Objectives

The objectives of the USAR AGR program are as follows:

a. Improve the readiness of USAR units and soldiers through the use of USAR soldiers on active duty.

b. Develop a force and maintain the expertise of highly qualified, well trained AGR soldiers.

c. Operate a centralized personnel management system that will provide for selection, continuation, attachment, training, promotion, and separation of USAR AGR soldiers.

d. Provide policy guidance to commanders, supervisors, and managers to ensure that USAR AGR soldiers are properly attached, used, trained, and provided career progression opportunities in the AGR Program.

1-3. References

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

1-4. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-5. Authorities

a. AR 135-18 contains policies for establishing and implementing the Army's AGR program.

b. AR 135-2 provides policies and procedures for identifying, validating, and documenting full-time support (FTS) position requirements in the Army National Guard (ARNG) and the USAR. Full-time support (FTS) position requirements, including those designated for fill by AGR soldiers, are provided for within the FTS program.

c. A summary of the applicable sections of title 10 of the USC pertaining to the management of the AGR program is at appendix B.

1-6. Exceptions

Rescind.

Section II Responsibilities

Note. The responsibilities outlined in AR 135-2 and AR 135-18 apply in addition to the responsibilities in this section.

</paratext>

1-7. Chief, Army Reserve (CAR)

The CAR will—

a. Develop policies to manage the AGR program for the USAR per AR 135-18.

b. As the Director of the Reserve Personnel, Army appropriation—

(1) Consolidate requests for AGR requirements and prepare the Headquarters, Department of the Army (HQDA) budget request.

(2) Oversee the operation, the performance, and execution of the AGR program.

(3) Distribute position allocations annually and adjust senior grade level ceiling for USAR AGR manpower authorizations. Position allocations will be adjusted during the year as appropriate based on the results of validation reviews.

(4) Ensure documentation of positions per Army standards and authorization procedures and The Army Authorization Document System (TAADS).

(5) Validate the use of positions per criteria in appendix C.

c. Except as indicated in paragraphs 1-9 and 1-10, act as approval authority for all USAR AGR positions.

d. *(Rescinded.)*

e. Provide for the staffing and coordination of all requests for establishing or changing USAR AGR positions.

f. Prioritize and prepare budget justification for the USAR AGR program. Ensure that the proper AGR program categories are used in the budget cycle and, when necessary, recommend the establishment or disestablishment of program categories.

g. Convene, budget for, prescribe the composition of, issue the memorandum of instruction (MOI) for, and coordinate scheduling of and the recommendations of all AGR accession and continuation boards and assignment advisory boards for USAR AGR soldiers.

h. Nominate AGR soldiers for attachments in the following areas:

- (1) Office of the Secretary of Defense (OSD).
- (2) Office of the Joint Chiefs of Staff (OJCS).
- (3) Office of the Chief of Staff, U.S. Army (OCSA).
- (4) Office of the Secretary of the Army (OSA).

i. Select AGR soldiers for attachment to other position vacancies at HQDA and in the National Capital Region.

j. Ensure that the Senior Officer Enlisted Management Office (SOEMO) maintains career management individual files (CMIFs). These include current addresses and telephone numbers for AGR soldiers in the grades of COL, LTC(P), MW4, CW5, CW4's selected for CW5 training, CSM, SGM, and MSG(P). Administer the centralized AGR personnel management function for soldiers in the above ranks.

1-8. Deputy Chief of Staff for Operations and Plans (DCSOPS)

The DCSOPS will ensure that USAR positions are documented in section II of the appropriate tables of distribution and allowances (TDA) or modification tables of organization and equipment (MTOE).

1-8.1. Deputy Chief of Staff for Personnel (DCSPER)

The DCSPER will ensure that AGR personnel management policy is consistent with overall Army policy and regulations.

1-9. Director of Management, Office of the Chief of Staff, U.S. Army

The Director of Management will approve AGR positions on the Army Staff and its field operating agencies (FOAs).

1-10. Secretary of the Army

The Secretary of the Army, or his designee, will approve AGR positions within OSA, OSD, OJCS, and unified and specified command headquarters (excluding FORSCOM HQS).

1-11. Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM)

The CG, PERSCOM will serve as the Secretariat for the Department of the Army (DA) Selection Board (Reserve Component). In this capacity, the CG, PERSCOM will—

a. Schedule DA accession, continuation, and assignment advisory boards for AGR soldiers.

b. Conduct DA boards for USAR AGR soldiers.

c. Provide administrative support for DA USAR AGR boards and

notify the Office of the Chief, Army Reserve (OCAR) of additional requirements.

d. Prepare DA board consideration files of USAR soldiers for review by boards.

e. Mail a copy of the board consideration file to each soldier to be considered by the board (except for accession board applicants) 60 days prior to convening of the board. It is the responsibility of the Secretariat, DA Selection Boards to correct errors brought to its attention. A soldier's failure to receive a copy of an accession or continuation board consideration file will not be an independent basis on which to challenge the results of board actions. See paragraph 3-7g (2)(a.3) for procedures if the board file contained a material error.

1-12. Commanding Generals, Major U.S. Army Commands (CGs, MACOMs)

The CGs, MACOMs will establish the policies and procedures necessary to manage AGR soldiers attached to the FTS positions in USAR units, according to this and other appropriate regulations.

1-13. CGs of MACOMs and HQDA FOAs

CGs of MACOMs and HQDA FOAs will—

a. Prepare and consolidate requirements for AGR positions per chapter 2. This specifically includes initiating actions to incorporate approved positions in TAADS.

b. Establish the policies and procedures necessary to manage AGR soldiers attached to their command per this regulation.

1-14. Commanding Generals, Army Reserve Commands/General Officer Commands (CGs, ARCOMS, GOCOMS) (Rescinded.)

1-15. Commanding General, U.S. Army Reserve Personnel Center (CG, ARPERCEN)

The CG, ARPERCEN (ARPC-AR) will—

a. Maintain a current list of approved AGR positions and position vacancies.

a.1. Monitor and maintain attachment information on the AGR Management Information System (AGRMIS). Ensure positions to which AGR soldiers are attached are authorized and required unless the appropriate exception criteria is met.

b. Announce when applications will be accepted for the AGR program for positions required to be filled from the centralized HQDA recommended list.

c. Maintain AGR soldiers' CMIF, to include current addresses and telephone numbers for AGR soldiers in the grades of LTC and below, CW4 and below, and MSG and below.

d. Ensure the program is accessible to all qualified members of the Ready Reserve.

e. Administer the centralized AGR personnel management function.

f. Maintain a list of members recommended by all AGR boards.

g. Participate, under the direction of the CAR in the development of opportunities for AGR staff attachments at HQDA, MACOMs, continental U.S. Army (CONUSA) headquarters, and to FTS positions. Career management/development includes but is not limited to—

(1) Establishing career tracks in view of overall AGR requirements to the extent possible.

(2) Reviewing officer evaluation reports/noncommissioned officer evaluation reports (OER/NCO-ER) and other records and recommending appropriate action when the records indicate a pattern of substandard performance.

(3) Ensuring timely promotion consideration.

(4) Advising the AGR soldier's chain of command or installation designated by AR 5-9 when separation action is required under applicable regulations.

h. Provide candidates to OCAR for nomination or attachment to position vacancies in OSD, JCS, HQDA, and all other positions managed by the SOEMO at OCAR. (See app C.)

i. Nominate, in coordination with the CG, U.S. Army Training and Doctrine Command (CG, TRADOC), AGR members for attachment as assistant professors of military science for the Reserve Officers' Training Corps.

j. Attach AGR soldiers to all other position vacancies not mentioned above, to include those as required under paragraph 3-4.

k. Publish all applicable AGR attachment orders and amendments thereto.

l. Certify the years of active Federal service (AFS) for officers and mandatory release date (MRD) for all AGR members.

m. Ensure that retirement eligible officers completing 20 years AFS are processed per AR 635-100.

n. Notify officers of their eligibility to apply for military schools.

o. Provide a current copy of the DA Form 201 Military Personnel Records Jacket (MPRJ) as applicable or update to the PSC or Personnel Service Support team (PSST)/custodian servicing the AGR soldier's unit of attachment.

1-16. Unit commanders

The commander of the unit of attachment is responsible for accomplishing normal administration per policies and procedures pertaining to attached AGR soldiers.

1-17. Chief of the servicing personnel service center and personnel service support teams

The chief of the servicing PSC/PSST will provide the personnel services support for AGR soldiers who are not attached to or supported by an Active Army installation unless an exception is granted by Cdr, ARPERCEN (ARPC-AR) or SOEMO, as appropriate. This support will be established per AR 5-9 and is shown in appendix D.

Chapter 2 Requesting and Allocating Process

2-1. Identification of requirements

a. Commands, headquarters, and agencies responsible for USAR matters must identify and justify requirements for AGR positions per approved manpower requirements determination procedures under the provisions of AR 570-4 and AR 570-5 and appropriate sections of title 10, U.S. Code, with respect to use. Commands/agencies will identify one office to coordinate all USAR AGR position requirements. All requirements will comply with appendix C and with manpower criteria in AR 570-4. Requirements will be submitted to HQDA (DAAR-FMF) through force integration channels and documented in TAADS. (Remarks code 92 will denote USAR AGR positions.) MACOMs and agencies with multiple outstanding requirements, to include positions above and below MACOM level will provide OCAR (DAAR-FMF) a single prioritized list of outstanding requirements.

b. Requests for new or changed requirements will be incorporated into the Planning, Programming, Budgeting, and Execution System. Commands, HQs, and agencies will develop a Management Decision Package (MDEP) that supports their requested AGR requirements. It will be submitted in their command Program Analysis Resource Review (PARR). MDEPs will compete in the HQDA Program Objective Memorandum cycle under the sponsorship of the functional HQDA staff proponent.

c. The CAR will consolidate, and coordinate all funded MDEPs for AGR requirements and prepare the budget request.

d. All encumbered AGR positions that are upgraded will be coded 99 per AR 310-49. Based on the needs of the program, and approval by the CAR, the code 99 will be deleted.

2-2. Execution

a. Section 265 and 3021(h), title 10, United States Code, and appropriate sections of the annual Department of Defense (DOD) Authorization and Appropriation Act will be used as the authority to establish AGR positions.

b. The CAR will distribute approved AGR position authorizations according to AR 135-2, current Army program objectives, leadership priorities, and congressional budget actions. Positions will be defined, justified, and approved per the criteria listed in appendix C.

c. Allocations to each command or agency will be identified by budget category and, if appropriate, the function or mission to be supported. Allocations will not be diverted to other local missions without prior approval of the CAR. Budget categories define support of USAR mission functions which are defined appropriations acts, reflected for each authorized position in AGRMIS and appear as the fund cite on AGR soldier attachment orders.

d. Agencies receiving space authorizations for previously approved requirements will prepare documentation necessary to add new positions to their TDA/MTOE per AR 310-49. TDA and MTOE documentation must be approved by the appropriate chain of command approval authority and be supported by space authorizations and senior grade level ceiling restrictions. FTS position requirements developed for USAR unit support are to conform with the standards developed in AR 135-2. As a minimum, requests will include the following:

- (1) Position title.
- (2) Unit or agency name and unit identification code.
- (3) Geographic location of duty position.
- (4) Budget category.
- (5) Authorized grade(s).
- (6) Area of concentration (AOC)/military occupational specialty (MOS).
- (7) Number of positions authorized.

e. The factors in (1) through (5) below will be considered per AR 611-101 (commissioned officer), AR 611-112 (warrant officer), and 611-201 (enlisted) to determine the grade and AOC/MOS for an AGR position.

- (1) Degree of complexity inherent in the job function.
- (2) Level of experience and/or military education and training necessary to perform the functions.
- (3) Grade of counterparts at higher, lateral, and subordinate commands or agencies with whom the incumbent will coordinate.
- (4) Location within the organization and how the position will fit into the grade structure established for other Active Army, AGR, and civilian personnel of the organization.
- (5) Grade authorized for the AGR soldier's supervisor.

2-3. Job descriptions

a. A job description will be maintained for each approved position, except for the FTS unit level positions, to identify the unique purposes and functions of that AGR position. A job description is required for FTS ARCOM/GOCOM-level positions only to the extent that it outlines unique duties or duties other than or in excess of those outlined in AR 611-101, AR 611-201, and AR 611-112. The organization with the position must prepare the job description and submit it for approval to HQDA (DAAR-OP-FTS). Positions will be developed to conform with the AGR position criteria described in appendix C. When authorizations above ARCOM/GOCOM are found to be invalid, they will be withdrawn and the incumbent reattached by Cdr, ARPERCEN (ARPC-AR) or SOEMO. OCAR will reallocate the authorization against Army-wide AGR priorities.

(1) Positions must be essential to organizing, administering, recruiting, instructing, or training the USAR. Each job description will clearly identify the USAR missions and functions to be performed or supported.

(2) OCAR will approve and maintain a centralized record file of job descriptions for all colonels, designated MW4s, CW5s designated sergeants major, USAR adviser positions and for other positions in OSD, OJCS, HQDA, and unified and specified command headquarters.

(3) MACOMs will issue policies and procedures for the preparation, approval, and maintenance of job descriptions for positions within their commands. This will include designating the office or agency to maintain the record copy of the job description.

(4) Army Staff agencies and their FOAs will comply with Chief of Staff Regulation 135-1 for the preparation, approval, and maintenance of job descriptions for positions within their agencies.

(5) Each office or agency with an AGR position will maintain a record copy of the approved job description.

b. DA Form 5648-R (AGR Job Authorization (Request/Change)) will be used for preparing job descriptions. Each job description will be dated and will contain the TDA/MTOE identification information prescribed in paragraph 2-2 d. The list of tasks and duties to be performed will be consistent with those authorized for the AOC/MOS per AR 611-101, AR 611-112, or AR 611-201. DA Form 5648-R will be locally reproduced on 8½- by 11-inch paper. A copy of the form for local reproduction is located at the back of this publication.

c. *(Rescinded.)*

d. Job descriptions will be made available, on request, for inspection or review by inspectors general or higher headquarters.

2-4. Supervision

AGR positions should be integrated into the normal supervisory chain of command when Reserve component (RC) matters are the primary missions and functions of the AGR soldier being supervised. AGR soldiers occupying such positions will supervise and rate other military or civilian personnel assigned or attached to the office providing they meet the rating chain criteria in AR 623-105 and AR 623-205.

Chapter 3 Selection Process

3-1. General

The selection process encompasses the accession, selection for continuation, and periodic review of AGR soldier's performance through appropriate board actions. The objective is to select the best qualified soldiers and use them effectively to enhance the readiness and mobilization capabilities of the USAR. This chapter provides procedures for the coordination and integration of centralized and decentralized management of this system.

3-2. Qualification requirements

a. The qualifications prescribed in AR 135-18, tables 2-1 through 2-6, apply to the selection and retention of AGR members. The provisions below also apply to the USAR AGR program.

- (1)
- (1) *(Rescinded.)*
- (2)
- (2)
- (a)
- (b)
- (c)
- (d) *(Rescinded.)*

(3) Applicants in grades of staff sergeant (SSG) through sergeant major (SGM), and major through colonel will not be ordered to active duty for their initial tour in the AGR program for attachment to positions at the ARCOM/GOCOM level and above unless they have served a minimum of 2 years in the Selected Reserve of the USAR within the preceding 5 years. Waivers will be considered by DAAR-PE. All applicants must have a high school education or have alternate high school credentials. Applicants will have a letter of recommendation written by the first field grade officer in the soldier's chain of command when applicable.

(4) Enlisted soldiers may apply to enter the AGR program at one or more grades lower than their current grade per AR 140-158, paragraph 7-12b.

(5) To be eligible for the AGR program, soldiers entering on an initial or subsequent AGR tour must sign a DA Form 5646-R (Statement of Conditions of Service—Active Guard Reserve (AGR)). If the soldier has previously signed the DA Form 5646-R in conjunction with entry into a previous AGR tour, a new form

need not be completed if the new tour begins within 48 hours of the expiration of the previous tour. The completed DA Form 5646-R will be permanently filed in the soldier's CMIF, and a copy will be filed in the soldier's MPRJ (DA Form 201) until the soldier is separated from the AGR program for more than 48 hours. DA Form 5646-R will be locally reproduced on 8½- by 11-inch paper. A copy of the form for local reproduction is located at the back of this publication.

(6) Rescind.

b. The soldiers listed below are ineligible to enter the USAR AGR program.

(1) Soldiers on extended active duty in the Active Army, except that they may apply for the AGR program if they are otherwise qualified. Waivers may be considered by OCAR (DAAR-PE) on a case-by-case basis.

(2) **(Rescinded.)**

c. Officers promoted by a unit vacancy selection process may not enter the AGR program until 1 year after promotion.

d. (Rescinded).

3-3. Accession process

The CAR will convene a DA accession board to recommend new soldiers for the AGR program. At a minimum, this will be done annually. The CAR may prescribe a number to be selected for grade and AOC/MOS. The best qualified selection method will be used.

a. The complete accession process consists of the following:

(1) An announcement requesting applications for the AGR program.

(2) A signed and dated application from the USAR soldier.

(3) A recommendation for active duty through the appropriate selection process.

(4) Acceptance of an AGR attachment by the soldier.

(5) Orders to active duty in an AGR status with TDY en route to the Army Reserve Readiness Training Center (ARRTC), Fort McCoy, WI. When soldiers arrive at the ARRTC, and the CDR, ARRTC determines within the first 14 days that they did not meet the requirements for entry into the AGR Program per AR 135-18 and this regulation, they will have the unexcused portion of their orders rescinded and will be returned to their Reserve status. (See para 9-2e.)

b. Interested soldiers must apply through the accession process for entry into the AGR program if they—

(1) Have never been in or applied for the AGR program.

(2) Were separated previously from the AGR program but remain eligible for reentry; or

(3) Applied but were not recommended for the AGR program. Individuals who were nonselected by a previous DA accession board can reapply only through a subsequent DA accession board; or

(4) Were recommended by a previous AGR board but were not ordered to active duty within 1 year and—

(a) Have not been notified that their eligibility is being carried over onto the next list.

(b) Have previously requested they be deleted from eligibility or have declined attachment.

(5) **(Rescinded.)**

c. Applications for accession will be submitted as follows:

(1) **(Rescinded.)**

(2) Through the DA selection process for soldiers who previously applied to a DA accession board but were not recommended for the AGR program.

(3) To Cdr, ARPERCEN (ARPC-AR) for all DA accession board consideration.

(4) Per accession announcements.

d. Requests for waiver or exceptions to policy permitted under AR 135-18 and this regulation must be justified and documented fully. The justification and documentation must accompany the application. If the application is selected by an accession board, requests for waiver will be forwarded through Cdr, ARPERCEN (ARPC-AR) for endorsement and recommendation to the approving

authority. Such requests must be approved before the applicant can be accessed into the AGR program.

e. Soldiers selected for entry to the AGR program will be ordered to active duty under the provisions of 10 USC 672(d) for an initial attachment of 3 years. The active duty orders of soldiers selected for attachment under the provisions of 10 USC 265 or 10 USC 3021(h) will reflect both 10 USC 672(d) and 10 USC 265 or 10 USC 3021(h) as authority for active duty. Soldiers will not be extended beyond 3 years or ordered to a new tour unless they are recommended and approved for continuation by a DA continuation board or as provided for in paragraph 3-6.

f. Former AGR soldiers who are selected to reenter the program will start a new initial 3-year tour as if they had not previously been an AGR soldier.

g. Names of soldiers who are recommended by a DA accession board will be retained on the approved recommended list until one of the following actions occurs:

(1) They are ordered to active duty.

(2) They request their name be removed from the list.

(3) Their name is removed or deleted from the list under paragraph 3-7e.

(4) One year has elapsed since their name was placed on the list.

h. The CAR may authorize special accession board procedures to consider soldiers to fill specific vacancies when the following occur:

(1) The approved DA accession list does not contain the name of an eligible soldier.

(2) There is no eligible soldier currently in the AGR program available for reattachment to that vacancy.

i. The CAR may convene special DA accession boards to consider eligible enlisted soldiers for order to active duty in the AGR program as commissioned or warrant officers, concurrent with their appointment to that grade. (See para 6-8a and b for procedures for soldiers who are in the AGR program when appointed to that grade.) A standing board meeting at the call of the president of the board may be used.

3-4. MUSARC accessions to fill initial vacancies

(Rescinded).

3-5. DA accession process

The CAR is the HQDA proponent for the USAR AGR DA accession process. In the accession process, the CAR will—

a. Develop and implement policies and procedures for the efficient management of the selection process.

b. Convene DA accession boards. The CAR will prescribe the composition of the board and issue the MOI to board members.

c. Be the approval authority for the recommendations of DA accession boards.

3-6. Selection for continuation

At a minimum, the CAR will convene a DA continuation board to review the records of AGR officers for continuation beyond the initial 3-year tour in the AGR program and at 5-year intervals beyond that. The officer will be considered by a board convening the third calendar year following the calendar year in which the soldier was accessed (e.g. accessed in 1984; considered in 1987) into the program, and again during each subsequent fifth calendar year (e.g. accessed in 1984, considered in 1987, again in 1992, and 1997, etc.).

a. Rescind.

b. Continuation boards will evaluate the officer's quality of performance and potential for future AGR service to determine whether the officer should be continued in the AGR program.

c. **(Rescinded.)**

d. Officers not recommended for continuation beyond their initial tour will be released from active duty at the end of their initial 3-year attachment or no later than 90 days from their receipt of written notification of non-continuation from the Cdr, ARPERCEN (ARPC-AR), whichever is later, unless their retention on active duty is required by law or unless they are pending trial by court-martial. Officers who are pending consideration or were considered

by a DA continuation board and are awaiting the announcement of the board's recommendation may be administratively extended, with their consent, on active duty in the AGR program in the same position for one or more periods of up to 90 days each.

e. (Rescinded.)

f. Officers not selected for noncontinuation in the AGR program will be released from active duty 90 days from date of notification of noncontinuation. After receipt of a release notification, a soldier may request and the Cdr, ARPERCEN (ARPC-AR) may approve an earlier release date. A release resulting from nonselection by a continuation board is an involuntary release from active duty regardless if the release date is selected by the soldier or occurs at the expiration of orders.

g. Officers will be automatically considered by DA continuation boards without submission of an application, unless they were previously considered during their current tour and were not recommended for continuation. The Cdr, ARPERCEN (ARPC-AR) will establish procedures to notify soldiers of the date the board will convene and provide them with an opportunity to review their OPF (SF 66). (See para 12-1e for notification responsibility.)

h. (Rescinded.)

i. The following provisions apply to officers who have been recommended for continuation by board action during their initial tour and are serving on a subsequent tour of duty:

(1) Officers will remain on active duty in an AGR status without a break in service, unless one of the conditions below exists.

(a) They are ineligible for continued active duty in the AGR program.

(b) They were considered for continuation during their current tour and were not recommended for continuation.

(c) They were required to be relieved from active duty or discharged under the AR 635-100 (officers) or AR 635-200 (enlisted).

(d) Procedures to involuntarily discharge or relieve the officer from active duty, including procedures under paragraph 9-2, have been initiated and are pending at the time the current tour expires. The officer will be offered extensions of active duty in up to 90-day increments without a break in service until the procedures have been completed. On completion, the soldier will be discharged, relieved from active duty, or retained per the results of that procedure.

(2) Substandard performance and/or misconduct during the current tour may be a basis to initiate involuntary REFRAD/discharge procedures. Such performance or misconduct may also result in a soldier being ineligible for a subsequent tour. (See AR 135-18, tables 2-5 and 2-6.)

3-7. Boards

a. The CAR will accomplish the following actions as they relate to boards:

(1) Convene DA accession, continuation, and assignment advising boards.

(2) *(Rescinded.)*

(3) Prescribe the composition and term of service of the DA boards. No board may serve for more than 1 year.

(4) Issue the MOI to be used by DA board members.

(5) Serve as the HQDA approval authority for recommendations by DA accession and continuation boards.

b. At a minimum, DA boards will be composed as follows:

(1) There will be at least three appointed voting members, one of whom must be a commissioned officer. Board members will be senior to all soldiers being considered. The senior commissioned officer will be the board president.

(2) Each board will have one nonvoting recorder to maintain a record of the board proceedings.

(3) To the extent possible, the board will include representation from the Active Army and the Selected Reserve. More than half of the members will be USAR soldiers.

(4) When considering Army Medical Department (AMEDD), Judge Advocate General's Corps (JAGC), or chaplain officers, officer boards will include an AMEDD, JAGC, or chaplain member as appropriate.

(5) Boards will be composed according to the HQDA Affirmative Action Plan and other governing positions concerning minority and female representation.

(6) *(Rescinded.)*

c. Applications to be considered by any board will be reviewed by Cdr, ARPERCEN (ARPC-AR) for administrative correctness and eligibility per DA Secretariat guidance. Board consideration files will be returned to Cdr, ARPERCEN (DARP-AR) on adjournment.

d. Boards will conduct their business in the following manner:

(1) Hold all proceedings in closed session.

(2) Make recommendations based on each soldier's OPF (SF 66) and other material available to the board under the MOI and on information submitted by the soldier (when soldiers are authorized to furnish information for consideration by the board).

(3) Not review letters of recommendation from a third party.

(4) *(Rescinded.)*

(5) As directed by the board MOI, recommend elimination of nonselected officers if their records show a lack of leadership, command capability, moral qualities, or professional capabilities commensurate with their grades.

e. Removal from accession or continuation lists will be accomplished as follows:

(1) Soldiers may be administratively deleted from HQDA accession lists or HQDA continuation lists by the CDR, ARPERCEN (ARPC-AR) only under the circumstances in (a) through (c) below. If the CDR, ARPERCEN (ARPC-AR) subsequently determines that a soldier was erroneously deleted from an accession or continuation list, the soldier may be reintegrated onto the list or a subsequent list without board action.

(a) They were erroneously considered.

(b) The member was eligible for consideration for accession or continuation at the time the board convened, but is now ineligible for active duty in the AGR program.

(c) In the case of initial accessions of enlisted soldiers, the soldier was promoted between the date the accession board convened and the effective date of the order to active duty in the AGR program.

(2) Soldiers may be removed from any accession or continuation list under (3) below when a material error, as defined in 3-7g(2)(a) through (a-5), exists in the records considered by the board or misconduct and/or present manner of performance or participation in the USAR indicates that removal is appropriate.

(3) The soldier recommended for deletion will be provided a copy of any recommendation for removal under (2) above and will be allowed 30 days from receipt in which to submit documents in his/her behalf. In cases of removal from a continuation list, the recommendation and any documents submitted by the officer will be forwarded through command channels to the area commander for submission to the CDR, ARPERCEN (ARPC-AR). In cases of removal from an accession list, this recommendation and any documents submitted on the soldier's behalf will be forwarded by the soldier's immediate commander to the CDR, ARPERCEN (ARPC-AR). In both cases, the CDR, ARPERCEN (ARPC-AR) will forward the recommendation for deletion along with the soldier's response to the next regularly scheduled board. The board will determine if the soldier is removed from the accession or continuation list under (2) above.

(4) Soldiers will only be deleted or removed from an accession or continuation list when removal or deletion is clearly warranted. The procedures set forth above will be strictly observed.

(5) No soldier will be considered for removal because of conduct that has been the subject of judicial proceedings resulting in an acquittal based on the merits or on an action having the effect thereof.

(6) Soldiers recommended for removal from an accession list will remain on that list but will not be ordered to active duty pending resolution of the removal action. Soldiers recommended for removal from a continuation list whose current tour of active duty expires prior to resolution of the removal action will be extended on active

duty with their consent in increments of at least 120 days until removal action is resolved.

f. Soldiers will be promptly notified of their status after the board recommendations are approved. Public announcements or individual disclosures of the board recommendations will not be made prior to the approval of the recommended list.

g. The CAR may convene boards to consider records that were not considered by the original board because of omission if the record considered by the board contained a material error, or to consider records of soldiers when the current DA list has been exhausted.

(1) Cdr, ARPERCEN (ARPC-AR) may forward records to the next regularly scheduled accession or continuation board without a request from the soldier when an omission or material error is discovered.

(2) Within 60 days of notification of the board results, soldiers not recommended for accession or continuation may request reconsideration if they can demonstrate that their records contained a material error at the time it was considered.

(a) The request must be submitted in writing and must clearly and fully state the reason for the request.

(a.1) Cdr, ARPERCEN, (DARP-AR), has approval authority for all requests for continuation board reconsideration.

(a.2) Material error is defined as being of such a nature that, in the judgment of the reviewing official, had it been corrected at the time the soldier was considered by the continuation board that failed to recommend him or her for continuation in the AGR program, it would have more likely than not resulted in the soldier being recommended for continuation.

(a.3) Reconsideration may be granted when one or more of the following conditions existed when the soldier's record was reviewed by the continuation board:

1. An adverse or referred officer evaluation report (OER), non-commissioned officer evaluation report (NCO-ER), or academic evaluation report (AER) was reviewed by the board and was later declared invalid in whole or in part.

2. An adverse action document (e.g. Article 15, courts-martial) pertaining to another soldier is filed on the performance fiche of the nonselected soldier's OPF and the document was seen by the board.

3. An Article 15 administered prior to the board convening date for file in the MPRJ only was erroneously filed on the performance fiche of the OPF and was reviewed by the board.

4. Court-martial orders were filed on the performance fiche when the findings were not guilty.

5. A document was filed on the performance fiche that erroneously identified the nonselected soldier as AWOL or as a deserter.

6. A record of one complete academic year's worth of college credits as a full-time student or more was not seen by the board. Only college semester hour credits that are accepted by a regionally accredited college or university (shown on a transcript) will be considered.

7. An award for decoration for valor (Bronze Star or higher), Meritorious Service Medal, Soldier's Medal, or higher award for meritorious service or achievement was not reviewed by the board.

8. Derogatory information approved for removal from the soldier's record by the Army Board for the Correction of Military Records (ABCMR), or Department of the Army Suitability Evaluation Board (DASEB), or other authorized body was erroneously left in the record and reviewed by the board.

9. One or more of the evaluation reports that should have been reviewed by a continuation board (based on the announced cutoff date) were missing from the soldier's OPF.

(a.4) The above list is not intended to be an all inclusive list of possible examples of material error.

(a.5) The following items do not constitute material error as defined in a.2 above and reconsideration will not be granted:

1. Omission of letters of appreciation, commendation, congratulations, or other similar commendatory correspondence.

2. Documents that were not derogatory having been filed on the wrong performance fiche.

3. Absence of documents written, prepared, or computed following the convening of the board.

4. Incorrect data on an officer record brief (ORB) or DA Form 2-1.

5. Absence of an official photograph or presence of an outdated photograph.

6. Absence of an award for achievement or meritorious service lower than the Meritorious Service Medal.

7. Absence of OERs, NCO-ERs, or AERs from a period ending more than 5 years before the date the board convenes.

(b) Appropriate supporting documentation must accompany the request.

(c) (*Rescinded.*)

(3) The CG, ARPERCEN (DARP-AR) has approval authority for all requests for reconsideration.

(4) Processing for release or the actual release from active duty will not be delayed because of consideration by a special board unless such a delay is specifically approved by the CAR.

(5) The CAR will institute any board proceeding deemed necessary for the proper management of the AGR force.

h. The same board may be used to consider accessions or continuations. When this is done, there may be a separate MOI for each type action, and each group of records will be considered separately.

i. Personal appearance before AGR boards is not authorized.

j. Subject to the discretion of the CAR, an AGR assignment advisory board will be convened as necessary, to advise the CAR as to the relative fitness, qualifications, demonstrated manner of performance, and potential of AGR officers for promotion within the AGR program. The board will consider a designated segment of the AGR officer population and prepare an order of merit list. The selection method will be "best qualified."

Chapter 4 Attachment and Reattachment

4-1. General

a. Attachments and reattachments will be based on the needs of the Army. Consideration will be given to the following:

(1) AGR program requirements and annual USAR AGR program budget approval (program end strength).

(2) Position requirements.

(3) Successive attachments to positions of increased responsibility, when possible.

(4) Individual preferences to include requests for terminal attachments to a specific geographic area.

(5) The potential unit of attachment requests, in writing, that the soldier not be attached to the unit when the unit believes that the soldier does not possess the necessary qualifications to perform the job or for other cogent reasons. Complete justification must be provided which will be reviewed on a case-by-case basis.

b. Nominative attachments will be recommended by the CAR or the CG, ARPERCEN (ARPC-AR) against specifically pre-identified positions. The potential unit or agency of attachment will accept or reject the nominated soldier. Rejections must be explained in writing.

4-2. Attachment procedures

a. Attachment and reattachment are distinct from AGR tours of active duty. Subject to the limitations in *b* below, a soldier may be reattached during a tour of duty; such reattachment will not constitute a new tour of duty.

b. Soldiers on an initial AGR tour of active duty who have signed the DA Form 5646-R will not be reattached involuntarily if such reattachment involves the expenditure of PCS funds, except—

(1) In times of national emergency declared by the President or the Congress.

(2) Under paragraph 4-5*b*.

(3) When a soldier has accepted a promotion to the grade of SSG through SGM, this constitutes consent to be reattached to a position calling for the higher grade to which promoted. Following acceptance of such promotions, enlisted soldiers may be attached to any AGR position in the higher grade to meet the needs of the Army.

c. (Rescinded.)

d. Soldiers on AGR tours other than their initial tour who have signed DA Form 5646-R have consented to active duty in the AGR program other than for a particular attachment. Accordingly, they will be attached and reattached during their tour of active duty to meet the needs of the Army, and their consent to a particular attachment or reattachment is not required. They will ordinarily not be reattached within 1 year of the next continuation board.

e. Cdr, ARPERCEN (DARP-AR) will prepare a monthly computer-generated Date Programmed for Movement roster that includes the names of all soldiers within 9-14 months of completing the current attachment. The roster will be used by OCAR, ARPERCEN (DARP-AR), and units of attachment to project and schedule reattachments.

f. The unit of attachment will forward to ARPERCEN current copy of the personnel requisition, except for FTS positions below ARCOM/GOCOM level, with each request for a replacement or initial fill of a position.

g. AGR soldiers will be attached by grade and AOC/MOS to approved TDA/MTOE positions which are authorized for fill by OCAR.

(1) The unit of attachment may request transfer of attached soldiers to another approved AGR position with the same grade and AOC/MOS within the same organization, providing such reattachments will not result in the expenditure of PCS funds. Such transfers will be coordinated through command channels with SOEMO or Cdr, ARPERCEN (ARPC-AR)

(2) The transfer of a soldier to an approved AGR position with a different grade or AOC/MOS, to a different headquarters or agency that requires a PCS move is considered to be a reattachment. Reattachments will be coordinated and approved by SOEMO or Cdr, ARPERCEN (ARPC-AR) as appropriate.

h. Cdr, ARPERCEN (ARPC-AR) will publish all AGR attachment and reattachment orders including amendments. Soldiers will be ordered to active duty under 10 USC 672(d). The active duty orders of soldiers ordered to duty for positions under 10 USC 265 or 10 USC 3021(h) will cite both 10 USC 672(d) and either 10 USC 265 or 10 USC 3021(h) as authority for active duty. The orders will include the following:

(1) Designation of the installation PSC/PSST that will provide personnel services support.

(2) Designation of Uniform Code of Military Justice authority.

i. Attachment restrictions and exceptions are discussed in paragraph 4-2j. AGR officers will not be attached or detailed to positions on the Army Staff or an HQDA FOA (except OCAR, OCAR FOAs, USAREC, and U.S. Military Entrance Processing Command (MEPCOM) unless the AGR position has been established under 10 USC 265

j. The policies below apply to attachment of married USAR AGR soldiers.

(1) This paragraph applies only to USAR AGR soldiers married to other USAR AGR soldiers. It does not apply to Army soldiers married to civilians or members of other military services. However, requests to join or accompany a spouse in another Service will be considered consistent with the needs of the Army.

(2) Army requirements and readiness goals are paramount when considering soldiers for attachment. Married Army couples desiring joint attachment to establish common household (joint domicile) must request such attachment. Decisions on family planning, reenlistment, and career development should take into consideration the Army goal of providing all qualified soldiers equity in attachments. Married Army couples must be prepared to meet their military obligations regardless of attachment. When possible and desired by the soldiers, married couples will be reattached to permit concurrent

travel. Requests for reattachment to establish a joint domicile may be approved when—

(a) A need exists for the military skills of both soldiers in one geographical area.

(b) *(Rescinded.)*

(c) The married Army couple is otherwise eligible for attachment.

(3) The Cdr, ARPERCEN (ARPC-AR) will make final decisions on all requests pertaining to the grades of LTC and below for officers and MSG and below for enlisted soldiers for reattachment to establish a common household (joint domicile) and issue attachment instructions directing reattachment for approved requests. SOEMO will handle requests for colonels, promotable lieutenant colonels, SGM, and promotable MSGs. Commanders of attached USAR AGR soldiers will ensure that—

(a) Soldiers are assisted in preparing requests.

(b) The request meets the established criteria.

(c) *(Rescinded.)*

(4) Soldiers should take those actions that will increase the chances of obtaining joint attachments (such as joint/parallel career fields, extensions, and reenlistment planning).

(5) Eligibility and attachment conditions include the following:

(a) A request must be based on a valid marriage. Requests based on an intended marriage will not be submitted, nor will exceptions to policy be granted by the Cdr, ARPERCEN (ARPC-AR).

(b) A valid requirement must exist for both soldier's skill and grade at the proposed duty station.

(c) A second PCS within a fiscal year will not be granted for either soldier.

(d) Both soldiers must have served 12 months at their current duty station(s) unless the request coincides with completion date of a school attended in a PCS status.

(e) Both soldiers must have 12 months remaining on active duty, or must reenlist/extend to meet this requirement if request is approved.

(f) *(Rescinded.)*

(g) An approved request for joint domicile is valid only for that period established by the PCS order. A new request must be submitted for each successive PCS.

(6) Application procedures include the following:

(a) Request for reattachment to accompany or join a spouse must be initiated by one of the two soldiers involved.

(b) DA Pam 600-8, procedure 3-32-2, may be used as a guide for preparing and submitting the request. The request will be sent through command channels to the Commander, ARPERCEN, ATTN: ARPC-AR, 9700 Page Blvd., St. Louis, MO 63132-5200. (See DA Pam 600-8, para 1-1, for authorized deviation guidance.)

(c) Requests will include the following information for both soldiers: Name, rank, SSN, and AOC/MOS date of last PCS; current (and, if appropriate, projected) unit of attachment; and desired reattachment action.

k. The policy and procedure on USAR AGR compassionate reattachments (cases of extreme hardship that can be alleviated only by attachment to a specific area) are as provided in (1) through (6) below. For expeditious handling, it is important that applications be accurate, complete, and fully documented. Applications will be submitted through command channels and must be approved by Cdr, ARPERCEN (ARPC-AR) or SOEMO. Commanders are responsible for careful screening of applications and will forward only those that meet established criteria. In emergency situations (verified by the American National Red Cross), initial action may be handled telephonically and followed with the necessary substantiating documents.

(1) While AR 614-100, chapter 6, may be used for additional guidance for officers and AR 614-200, chapter 3, may be used as a supplemental guideline for enlisted soldiers, this regulation will take precedence.

(2) Eligibility criteria: Applications must be accompanied by supporting evidence indicating that the following conditions exist:

(a) The problem can be alleviated only by the soldier's presence in a particular geographic location and cannot be solved through the

use of leave, correspondence, power of attorney, the help of family members, other parties, or the relocation of the soldier's family member (if applicable) to the soldier's duty location.

(b) The problem is expected to be resolved within 1 year. The condition may be permanent or continuing; however, the problem created by the situation must be resolvable within a 1-year period.

(c) The problem neither existed nor was foreseen at the time of latest entry on active duty.

(d) If the problem involves the health and welfare of a family member, the affected person must be a spouse, child, parent, minor brother or sister, person in loco parentis (AR 600-10), or the only living blood relative of the soldier. Other persons, including parents-in-law, may be considered provided they are authorized dependents (AR 640-3).

(e) Problems of a marital nature or family separation will be considered only if the soldier was NOT authorized transportation of family members.

(f) A second PCS in the same fiscal year is not involved.

(3) The soldier must submit his/her request on DA Form 4187 Personnel Action channels to Cdr, ARPECEN(ARPC-AR) or SOEMO. A completed DA Form 3739 (Application for Assignment/Deletion/Deferment for Extreme Family Problems) must be submitted with an enlisted soldier's request.

(a) Problems of a medical nature must include a signed statement from the attending physician giving the specific medical diagnosis and prognosis of the illness. It will include date of onset, past and anticipated periods of hospitalization, and period of convalescence, if applicable. The statement must list any other factors that will establish the soldier's presence is essential. It must also show how the soldier's presence will have a bearing on the medical condition.

(b) Problems of a legal nature must include a signed statement from a licensed attorney stating the problem and the reasons why alternative solutions other than reattachment of the soldier are unacceptable. If applicable, a copy of the court order, divorce decree, or other pertinent legal documents must be submitted.

(c) Problems of other natures must include supporting statements from responsible persons who have personal knowledge of the problem.

(d) Documentation must be submitted in support of the eligibility criteria established in paragraph 4-2k(2) above.

(e) A signed and certified statement must be submitted from the soldier acknowledging that if the request is approved for reattachment in an excess status, the period of attachment will not exceed 1 year; and that the soldier will be available for world-wide reattachment to an authorized position vacancy at the end of the 1-year period.

(4) The soldier's immediate commander or first sergeant will—

(a) Verify the soldier's eligibility for compassionate reattachment.

(b) If the soldier appears to meet the criteria, assist the soldier in preparing the request for compassionate reattachment.

(c) Ensure that all required documents, as stated above, are attached to the request and forward with appropriate recommendation through the soldier's chain of command, to include the servicing PSST/PSC, to Cdr, ARPERCEN ATTN: DARP-ARO (officers), ATTN: ARPC-ARE (enlisted soldiers) or SOEMO, as appropriate.

(d) Return application to the soldier if requested documents are not submitted. State which documents are needed to complete the application.

(5) Each level of command will verify that all required documents, as stated above, are attached to the request and forward with appropriate recommendation to the next command level.

(6) Cdr, ARPERCEN (ARPC-ARO), (ARPC-ARE), or SOEMO will—

(a) Verify that the application is complete and forward to its USAR AGR Compassionate Review Board (CRB), for processing.

(b) Submit to ARPERCEN Surgeon, medical related compassionate requests for verification of medical evaluation. Based on medical approval, submit to Compassionate Review Board. If the surgeon

does not agree, return to soldier for action through chain of command.

(c) Return through the chain of command to the soldier if required documents are not submitted. State which documents are needed to complete the request.

(d) Approve the requests that receive favorable consideration by the USAR AGR Compassionate Review Board.

(e) Disapprove those requests that the USAR AGR Compassionate Review Board determines as not meeting the established criteria for compassionate reattachment. Return to the soldier, through the chain of command, stating why the request did not meet the established criteria.

(f) For approved requests, automatically review all current authorized USAR AGR position vacancies to determine if a valid position vacancy is available in the specified geographical area. If available, notify the soldier and follow normal PCS reattachment and stabilization policy.

(g) Issue reattachment orders for all approved compassionate reattachments. If the request is approved and the soldier is attached in an excess status, include the following statement in the additional instructions: "This attachment is for compassionate reasons and will not exceed 1 year."

(h) When the soldier is within 120 days of expiration of the 1 year compassionate attachment, place the soldier on reattachment orders to an authorized position vacancy. If the soldier's personal circumstances preclude him/her from accepting and reporting to the follow-on attachment, the soldier may request voluntary early release from active duty. This is provided under AR 635-100, Section XVI (officers) or AR 635-200, paragraph 5-16a (1) (enlisted). A soldier's failure to report to the authorized duty attachment could result in his or her being processed per UCMJ and/or appropriate personnel regulations. As such, the Cdr, ARPERCEN (ARPC-AR) may revoke the attachment orders and simultaneously notify the soldier's servicing PSST/PSC that he or she will be released from active duty. This will be under the appropriate provision, as stated above, no later than 30 days from the date the soldier fails to report.

l. USAR AGR soldiers will not be detailed or attached to a position for a trial or evaluation period pending permanent attachment to that position.

m. Officers with one failure of selection for promotion on a fully qualified basis will not be reattached until after their status is determined by the next DA promotion board.

n. An applicant on a DA accession list who the CG, ARPERCEN (DARP-AR) determines has refused a valid attachment may—

(1) Be removed from the list if no valid reason for refusing the attachment is determined.

(2) Be moved to the bottom of the list if a valid reason exists for being unable to report in a timely period for the attachment.

(3) Be programmed for the next attachment for which qualified, if a disability of short duration beyond the control of the soldier exists and the attachment reporting date cannot be extended.

o. Enlisted soldiers with less than 1 year remaining on their current enlistment will not be reattached under paragraph 4-6 or 4-7 without approval from the Cdr, ARPERCEN (ARPC-AR). Soldiers may reenlist or extend, if eligible, in order to be eligible for reattachments. (See AR 140-111, chap 8, for reenlistment/extension criteria.)

4-3. Centralized attachment process

a. SOEMO will nominate soldiers for the following attachments:

(1) (*Rescinded.*)

(2) Positions in OSD, OJCS, OSA, and OCSA that require officers or NCOs above the grade of sergeant first class (SFC).

b. OCAR will attach soldiers to all other approved AGR positions at HQDA.

c. The Cdr, ARPERCEN (ARPC-AR) or SOEMO will nominate soldiers as appropriate for positions described in a(2) above.

d. The Cdr, ARPERCEN (ARPC-AR) will nominate officers, in coordination with the CG, TRADOC, for attachment as assistant professors of military science in the ROTC program.

e. The Cdr, ARPERCEN (ARPC-AR) will attach AGR soldiers to all remaining position vacancies.

f. Inspector General attachments will be approved by The Inspector General.

g. Initial vacancies in the FTS program for positions will be filled through the centralized attachment process.

h. JAGC attachments will be approved by The Judge Advocate General.

i. Chaplain attachments will be approved by the Chief of Chaplains.

4-4. Length of attachments

a. The normal duration of attachment will be 4 years for officers, 5 years for WOs and enlisted soldiers. Lengths of OCONUS attachments are as prescribed in AR 614-30.

(1) Based on the needs of the USAR, 1-year extensions may be requested by the unit of attachment when justified by operational necessity, personal considerations other than successful performance, or other overriding reasons, including the ability of Cdr, ARPERCEN (ARPC-AR) or SOEMO to replace the incumbent.

(2) Since AGR orders placing soldiers in an attached status is for an indefinite period, it is the responsibility of the ARPC-AR personnel managers to monitor lengths of attachments and move soldiers at the appropriate time. Extensions are therefore nothing more than an AGR soldier being retained in his or her current attachment beyond the normal 4- or 5-year period and requires no amendment to the original attachment order.

(3) In exceptional and unusual cases, attachment may be for a period of less than the normal 4 or 5 years. Requests will be justified fully in writing and submitted through the chain of command to OCAR for approval.

(4) When a position incumbent is within 12 months of completion of his or her attachment and is not scheduled to be retained in the same job, the position may be treated as a position vacancy for the purpose of projecting and identifying the next AGR soldier for attachment and reattachment of the incumbent. The Cdr, ARPERCEN (ARPC-AR) has the authority to approve the request. The CAR will approve positions covered in paragraph 4-3a and b.

b. The Cdr, ARPERCEN (ARPC-AR) will determine the disposition of members relieved from an attachment for cause. Such disposition may include initiation of involuntary REFRAD/discharge proceedings, or other action as appropriate per AR 635-100 or AR 635-200. The relieving command or agency will provide full documentation of such actions and retain accountability and control of the soldier until Cdr, ARPERCEN (ARPC-AR) provides disposition instructions.

4-5. Grade alignment

a. The management objective in grade alignment is to make attachments to positions that are equal to the AGR soldier's grade and AOC/MOS. Normally, soldiers in an initial 3-year tour will not be reattached until they have been selected for continuation. (See para 3-6 for review procedure and para 4-2 for limitations on involuntary reattachment.) An AGR soldier normally will not remain overgrade in a position for more than 1 year.

b. Only one PCS is authorized within a fiscal year unless a unit is deactivated or the agency with the position is moved and there is no other appropriate attachment available in the same geographic area, that is, within a 50-mile radius.

c. (Rescinded).

d. Officers whose names are on an approved promotion list may be reattached, if otherwise eligible, when they meet all of the following conditions:

(1) The officer—

(a) Has been selected for continuation past the initial 3-year tour.

(b) Has completed at least 1 year in the current attachment.

(c) Has passed the projected promotion eligibility date (PED).

(d) Is qualified in the AOC required by the new position.

(e) Is accepted by the gaining agency if the position is nominative.

(2) (Rescinded.)

e. An officer whose name is on an approved promotion list and who is eligible under d above may be retained in the current position of attachment. If necessary, the officer may be reattached past his or her PED to a position calling for the current grade based on the needs of the Army.

f. (Rescinded.)

g. Enlisted soldiers in grades SGT, SSG, SFC, and MSG whose names are on an approved promotion list will be reattached, subject to the provisions of paragraph 4-2b, at the time of promotion to a position authorized for the higher grade.

h. (Rescinded.)

i. An AGR soldier normally will not remain overgrade in a position for more than 1 year.

4-6. Terminal attachments

AGR soldiers may request a terminal attachment when they are within 4 years of a mandatory release from active status/duty or active Federal service retirement eligibility date. Cdr, ARPERCEN (ARPC-AR) and SOEMO will make every effort to honor such requests subject to the needs of the Army.

a. The request will specify the geographic area where the soldier plans to live on final release from active duty.

b. (Rescinded.)

c. Only one such request will be honored for any AGR soldier.

4-7. Unit inactivation or relocation

Incumbents in units or positions that are inactivated or relocated will be considered for the following:

a. Transfer to another position at the same location for the remainder of their current attachment provided they are qualified for the position vacancy.

b. Relocation with the unit or position.

c. Reattachment to a new position and location (PCS).

d. Release from active duty pursuant to their request under paragraph 9-1a.

4-8. Reattachment following relief for cause

Soldiers who are relieved for cause may be reattached as directed by the Cdr, ARPERCEN (ARPC-AR) following coordination with OCAR. Reattachment on relief will not be accomplished until the appropriate NCO-ER or OER is processed by the Evaluation Reports Division at ARPERCEN (ARPC-PRE).

Chapter 5 Administrative Instructions

5-1. Transfer to the Selected Reserve

Soldiers accepted into the AGR program will be assigned to Control Group (AGR) for attachment to unit tables of modification organization and equipment (MTOE), TDA, or DA carrier TDA. Command sergeants major (CSM) will submit a request for a voluntary withdrawal from the CSM program unless they are being attached to an approved CSM position in the AGR program.

5-2. Use of AGR soldiers

It is intended that the headquarters and agencies concerned will benefit from USAR soldiers possessing current experience and knowledge of the characteristics and operations of the USAR. AGR soldiers will participate actively in the formulation, coordination, administration, and implementation of policies, plans, programs, and regulations pertaining to the USAR within the agency's area of responsibility. AGR soldiers are not intended to be used and will not be used to make up for actual or perceived shortages in Active Army or civilian personnel. This does not preclude the use of AGR soldiers for additional roster-type duties in the organization concerned.

a. The CAR has responsibility for AGR soldiers and the operation of the AGR program for the USAR. The CAR will take appropriate action to disestablish or change positions not properly used.

b. Commanders and agency heads will—

(1) Define missions and functions requiring support by AGR soldiers.

(2) Prepare the necessary budget requests for the support of the AGR program. This includes funds for mission-related temporary duty (TDY), clerical and administrative support.

(3) Prioritize approved and projected AGR positions.

(4) Ensure that AGR soldiers are attached properly per approved priorities and used per this regulation.

(5) Request TDA/MTOE changes to reflect current authorizations and use.

(6) Establish policies and procedures to continually monitor and review the use of AGR soldiers per this and other applicable regulations.

c. Supervisors will—

(1) Provide operational and technical supervision for AGR soldiers.

(2) Ensure that AGR members are used in compliance with this regulation.

(3) Seek advice from AGR members on USAR matters.

(4) Assign responsibilities, duties, and tasks to AGR members.

(5) Initiate changes needed to support revised USAR programs, policies, and priorities.

(6) Budget for AGR TDY costs.

d. The CAR will identify positions that will be designated as USAR advisers to Active Army elements. The USAR adviser's mission is to provide timely USAR advice and perspectives to the commander or agency head on a wide range of issues affecting the Reserve components. The unit of attachment has responsibility for operational and technical supervision of advisers on a day-to-day basis.

e. The USAR adviser is responsible for facilitating the timely flow of USAR-related information. Advisers can coordinate directly with the CAR, his staff, ARCOM/GOCOM commanders, and other USAR advisers on USAR-related matters.

(1) Advisers are authorized direct access, less tasking authority, to other AGR soldiers attached to their headquarters or agency. This will provide timely information exchange on USAR-related matters.

(2) Advisers are authorized to participate in USAR-related meetings, conferences, and workshops convened by OCAR and other organizations.

f. AGR soldiers will be integrated into the unit structure to perform USAR functions and missions per this regulation.

g. Commanders and agency heads at all levels are encouraged to use inspectors general and other appropriate review and inspection means to examine the use and the welfare of AGR soldiers.

5-3. Evaluations

AGR soldiers will be evaluated according to AR 623-105 (officers) and AR 623-205 (enlisted).

a. USAR advisers will be rated per local rating policies for special staff officers of the commander or agency head.

b. When there are advisers from multiple Reserve components attached to the same office or headquarters, the USAR adviser will not be supervised, and accordingly, not evaluated by an adviser from another Reserve component.

c. AGR soldiers in nonadviser positions will be attached and rated under the normal precedence of seniority among Active Army, RC, and civilian personnel.

d. AGR soldiers serving in supervisory positions will be included in the rating chain for Active Army, RC, or civilian subordinates, providing they are eligible.

5-4. Sponsorship and orientation program

a. All newly accessed AGR soldiers will be in processed and receive AGR entry training (AGRET) at the ARRTC, Fort McCoy, WI.

b. A sponsorship and orientation program will be conducted per AR 600-8-11. Because of the unique conditions of AGR attachments, special care must be taken to ensure that AGR soldiers receive required information on their new attachment and the AGR program. This is particularly important for soldiers entering their initial AGR attachment.

c. In addition to the items prescribed in AR 600-8-11, gaining commanders will appoint sponsors and orient AGR soldiers on the following:

(1) Command AGR program overview.

(2) Purpose and scope of the AGR program per this regulation.

(3) General AGR policies per this regulation.

(4) Potential challenges in a new attachment.

(5) Rating and supervision.

(6) Personnel actions.

(7) Health care for AGR soldiers and family members.

(8) Housing, including variable housing allowance.

(9) Army Emergency Relief.

(10) Finance procedures.

(11) Promotions.

(12) Leaves and passes.

(13) Skill qualification tests.

(14) Uniform Code of Military Justice (UCMJ).

(15) Important points-of-contact.

(16) Command organization.

(17) Local area familiarization, highlighting any unique local conditions.

(18) Role of the USAR adviser (if one is attached to the command or agency).

(19) Summary of the AGR attachment, to include, for officers, the completion of DA Form 67-8-1 (Officer Evaluation Report Support Form.)

d. Sponsors will be designated for incoming AGR soldiers. The sponsorship program should provide information on the following:

(1) Geographic area of attachment.

(2) Availability of housing.

(3) Nearest military facilities.

(4) Organization's missions and functions.

5-5. Personnel services support/UCMJ

Cdr, ARPERCEN (ARPC-AR) will identify in the attachment orders the command or agency responsible to provide soldiers services support, the servicing installation PSC, and UCMJ authority.

5-6. Personnel classification

AGR positions, authorization documents, and soldiers will be classified per AR 611-101, AR 611-112, or AR 611-201 as appropriate.

5-7. Mobilization

a. USAR AGR soldiers voluntarily serve on full-time active duty as members of the Selected Reserve for the purpose of organizing, administering, recruiting, or training members of the Reserve Components per 10 USC 678(a). As such, they may be involuntarily ordered to active duty under a presidential call, 10 USC 673(b); a partial mobilization, 10 USC 673; or full mobilization; 10 USC 672(a).

(1) Normally AGR soldiers attached to USAR units that are alerted and ordered to active duty or mobilized, will become assigned members of their unit. Their AGR status is terminated and they are ordered to active duty under that provision of law that ordered the unit to active duty.

(2) AGR soldiers not attached to USAR units are members of the Selected Reserve and may be ordered to active duty as individuals under a mobilization. As such, their AGR status is terminated and they serve on active duty under the provisions for which called.

(3) When the units or individual soldiers are being processed for release from active duty, following the presidential call, partial mobilization, or full mobilization, unless sooner released from active duty for cause, will immediately revert to their AGR status. AGR positions which are vacated upon mobilization will remain vacant

until such release from active duty for cause or reentry into AGR status occurs.

b. USAR AGR soldiers who are not involuntarily ordered to active duty during a presidential call or mobilization, as stated above, may continue to serve on full-time active duty under 10 USC 672(d).

5-8. Publication of AGR orders

AGR soldiers, both officers and enlisted, are assigned to the USAR Control Group (AGR) and are ordered to active duty and attached to commands that are authorized AGR positions.

a. Hazardous duty incentive pay orders, format 332: Hazardous duty incentive pay orders should be issued by the command to which the AGR soldier is attached for duty. If the command is not authorized to issue written orders, the command should submit a request for orders to the command responsible for providing administrative support.

b. Promotion orders, format 301, 302, and 303 for AGR enlisted soldiers and promotion letters for AGR officers:

(1) Promotion orders, formats 301, 302, and 303 for AGR enlisted soldiers to SSG through SGM and promotion letters for officers (other than general officers) and warrant officers are issued by HQDA (CDR, PERSCOM), TAPC-MSL, St. Louis, MO, based on the results of DA centralized promotion boards.

(2) Field grade commanders of any unit authorized a commander in the grade of LTC or higher may promote an AGR soldier, qualified per AR 140-158, to the rank of SGT, orders format 302. The PSST/PSC or office providing administrative support to the commander authorizing the promotion will publish the orders.

(3) Unit commanders may advance or promote a AGR soldier, qualified per AR 140-158, to the grade of CPL or SPC, orders format 302 or 303. The PSST/PSC or office providing administrative support to the commander authorizing promotion will publish the orders.

c. Lateral appointment orders, format 304:

(1) Lateral appointment orders for SGM to CSM are issued by HQDA, ATTN: DAAR-SO, WASH, DC 20310-2400.

(2) All other lateral appointment orders for CPL/SPC through 1SG/MSG will be issued by the PSST/PSC or office providing administrative support to the commander authorizing the lateral appointment.

d. Military awards orders, format 320: AR 672-5-1, table 2-3, shows the delegation of award approving authority. Orders should be issued by the PSST/PSC or office providing administrative support to the commander authorizing the award.

e. MOS reclassification orders, format 310:

(1) The PSST/PSC is authorized to publish reclassification orders to realign an AGR soldier's PMOS to the DMOS once the soldier attained the qualification requirements for award of the MOS. This is per AR 611-201, except for reclassification of a soldier's PMOS to OOE or 79D. Cdr, ARPERCEN (ARPC-AR) and the U.S. Army Soldier Support Center retain the authority to reclassify and publish orders awarding the PMOS of OOE or 79D.

(2) The PSST/PSC is authorized to publish orders format 310 to reclassify a soldier out of PMOS OOE or 79D and subsequently award these MOSs as either a SMOS or AMOS when authorized per AR 611-201.

(3) No award of a PMOS when it differs from the DMOS will be made by a PSST/PSC without the concurrence of the Cdr, ARPERCEN (ARPC-AR). Under no circumstances should a PSST/PSC award areas of concentration or functional areas for commissioned officers nor PMOS or AMOS in the case of warrant officers.

f. Release from active duty of AGR enlisted personnel, discharge for the purpose of immediate reenlistment in USAR, and order to additional active duty orders, format 198: Only the Cdr, ARPERCEN (ARPC-AR) is authorized to publish reenlistment orders per AR 140-111 for USAR AGR enlisted soldiers who are reenlisting for continuation on AGR duty, on receipt of the soldier's DD Forms 4 (enlistment/reenlistment documents).

g. Proficiency pay orders, format 330:

(1) Cdr, ARPERCEN (ARPC-AR) and the U.S. Army Soldier Support Center retain the authority to publish orders format 330 awarding special duty assignment pay (SDAP) for eligible AGR personnel as determined by AR 135-205, chapter 2.

(2) The PSST/PSC is authorized to publish orders format 330 terminating SDAP for AGR recruiter personnel who are suspended or reattached from recruiting duty. The PSST/PSC must be in receipt of the official written documentation that verifies that the soldier was notified of the termination of his or her SDAP.

h. Attachment, further attachment, and reattachment orders, formats 174, 440, and 452, release from attachment and assignment, format 440:

(1) AGR soldiers may be "detailed" for specific periods of time per para 5-9 of this regulation to other duties and locations to meet command needs. However, only the Cdr, ARPERCEN (ARPC-AR) may further attach or reattach an AGR soldier from one duty position to another through the publishing of official orders as provided in AR 135-18. Cdr, ARPERCEN (ARPC-AR) will publish orders format 174 for an initial 3-year tour, orders format 440 for local attachment not requiring a cost PCS, and orders format 452 for a cost PCS reattachment. Commands may not further amend or endorse these attachment or reattachment orders to move a soldier from his or her duty position to another duty position.

(2) The PSST/PSC is authorized to publish orders format 440 to attach soldiers for the following "specific" actions only. These orders (format 440) will be for a "specific" period of time. The word "indefinite" will not be entered in the authority lead line.

(a) Attachment for courts-martial jurisdiction/UCMJ processing is per AR 27-10.

(b) Medical care and physical evaluation board processing is per AR 40-3 and AR 635-40.

(c) In emergency situations only, the PSST/PSC may attach soldiers who are in a leave status, for up to 30 days. This will be for processing requests for compassionate or hardship reattachment when the soldier has documented the emergency. The PSST/PSC will determine if the compassionate/hardship request meets the criteria of paragraph 4-2k. These actions must be coordinated with Cdr, ARPERCEN (ARPC-AR).

(3) After an AGR soldier has been in an AWOL status for 30 consecutive days, the PSST/PSC must submit to Cdr, ARPERCEN (ARPC-AR) a request for orders (format 440), releasing the soldier from his or her Reserve status. The PSST/PSC will access the soldier into the Active Army endstrength for DFR processing and immediately drop from the unit roles (AR 630-10).

i. Reattachment for separation processing, transfer to an active Reserve status, retirement, or discharge will be processed per AR 310-10 and coordinated with Cdr, ARPERCEN (ARPC-AR).

(1) The PSST/PSC will publish orders format 454 to reattach an AGR soldier for separation under AR 635-100 or AR 635-200 through transition points for processing.

(2) In addition to orders format 454, orders format 523 is published to transfer the soldier to the IRR if the soldier is remaining in an active Reserve status.

(3) In addition to the orders format 454, orders format 600 should be published for enlisted soldiers retiring with 20, but less than 30 years, "active Federal service."

(4) In addition to the orders format 454, orders format 602 will be published for enlisted soldiers retiring with 30 years "active Federal service."

(5) In addition to the orders format 454, orders format 500 will be published for all soldiers being discharged (to include resignations).

(6) The PSC will publish only orders format 500 when the soldier is being discharged (to include resignation) without being reattached for separation processing.

(7) ARPERCEN, Transition Section, will publish orders format 450 for soldiers requesting transfer to the Retired Reserve, who have been identified for mandatory removal and have not completed 20 years "active Federal service." The PSST/PSC will publish orders format 454 to reattach this soldier to the transition point and

orders format 523 to release the soldier from active duty and transfer to the IRR. Transition Section will then transfer this soldier from the IRR to the Retired Reserve. If the soldier has completed 20 years of "qualifying service" for retired pay at age 60, ARPERCEN, Retired Activities, will place the soldier on the AUS retired list by publishing orders format 686.

(8) ARPERCEN, Transition Section, will publish orders format 450 for soldiers requesting discharge. This applies only to those who have been identified for mandatory removal and have not completed 20 years of "active Federal service." The PSST/PSC will be publishing orders format 454 to reattach this soldier to the transition point and orders format 523 to release the soldier from active duty and transfer to the IRR. The Transition Section will then discharge the soldier from the IRR.

(9) ARPERCEN, AFS Section, will publish orders format 682 for officers and warrant officers who have completed 20 years "active Federal service." The PSST/PSC will publish orders format 454 to reattach the officer to the transition point for transition processing before actual retirement.

(10) Orders formats 430 and 501 should not be used for separation processing of AGR soldiers since these orders "reassign" for separation processing and AGR soldiers can only be "reattached" for separation processing.

(11) Orders formats 680 and 684 pertain to soldiers on active duty with the Active Army and will not be used for AGR soldiers.

(12) Orders formats 610, 612, 660, 662, 690, 692, 694, and 696 will be used for disability retirement actions. PERSCOM will publish these orders.

j. Amendment of orders format 700, will be published to amend an original order. Only the organization that published the original order may amend (AR 310-10, para 1-18).

k. Revocation or rescission of orders, format 705, will be published to revoke or rescind an original order. Only the organization that published the original order may revoke or rescind it (AR 310-10, para 1-18).

5-9. Detailing/realigning of USAR AGR soldiers

a. USAR AGR details:

(1) A ARCOM/GOCOM or agency equivalent, may detail by memorandum, a USAR AGR soldier from 1 to 90 days by informing and coordinating with the CONUSA DCSPER, or agency equivalent. This must be done in writing.

(2) The ARCOM/GOCOM or agency equivalent must request and receive approval in writing from the CONUSA DCSPER, or agency equivalent to detail a USAR AGR soldier from 91 to 180 days.

(3) No detail may be for more than 180 days.

(4) The Cdr, ARPERCEN (ARPC-AR) or the SOEMO, as appropriate, must receive written notice of all details over 30 days.

(5) The location to which the soldier is to be detailed will not be greater than 50 miles.

(6) The commander who details an AGR soldier is responsible for providing either transportation or reimbursement for travel expenses when the detailed duty station is different from the permanent duty station, as authorized by applicable finance regulations and the Joint Federal Travel Regulation.

(7) No soldier will be detailed for more than a cumulative total of 180 days within a 1-year period. Soldiers will not be given consecutive details, to either the same or different duty requirements, if the detail will cause the soldier to exceed the 180-day maximum for the 1-year period. Colonels, promotable LTCs, CSMs, and promotable MSGs will not be detailed for any period without the prior coordination and approval of the SOEMO.

(8) The soldier must perform USAR related tasks/functions during the entire length of the detail.

b. USAR AGR realignments. All realignments, regardless of UIC, constitute a reattachment from one duty position to another. Therefore, Cdr, ARPERCEN (ARPC-AR) or SOEMO must receive and approve any such request prior to any movement of the soldier. When approved, AGRMIS (AGR database) will be updated and

orders (format 440 or 452, as appropriate) published. Publication of a format 452 (PCS) order constitutes a new stabilization period. A requisition, DA Form 872 (Requisition For Individual Officer Personnel) must be initiated to backfill the losing position.

c. Any variation to the above stated policy must be requested and submitted to Cdr, ARPERCEN, ATTN: ARPC-AR, 9700 Page Blvd, St Louis, MO 63132-5200 or Chief, SOEMO at HQDA, ATTN: DAAR-SO, WASH DC 20310-2400.

Chapter 6 Professional Development and Military Training

6-1. Professional development

The objective of AGR soldiers professional development is to improve and maintain the skills and qualifications that are required for both pre- and post-mobilization. AGR soldiers should have the expertise appropriate for their current attachment and grade. This will be accomplished through an integrated management system that provides for formal military training and attachments to positions of increasing scope and responsibility, when possible. The professional development of AGR officers will be guided by DA Pam 600-3, officer personnel management system (OPMS). AGR officers should be aware that they are not guaranteed either 20 years active Federal service or active duty until reaching MRD.

a. Formal military training consists of resident and nonresident courses of instruction from service schools.

b. (Rescinded.)

c. Soldiers, their ARPERCEN (ARPC-AR) or SOEMO personnel managers, supervisors, and commanders at all levels must continually review professional development to ensure there is balanced development through formal training and attachments. Supervisors should be made aware that completion of certain designated courses of instruction is a mandatory prerequisite for promotion of the soldier. They should, therefore, support the soldier's efforts to complete these courses through resident or nonresident training.

6-2. Required military training

AGR soldiers must complete the same training prerequisites for promotion and AOC/MOS qualification that are required of other soldiers of the USAR as prescribed in AR 135-155, paragraph 2-6 and table 2-2 and AR 140-158, chapter 1. To the extent possible, AGR soldiers will attend these courses in residence. However, each soldier must coordinate with his or her AGR personnel manager to ensure that these requirements are accomplished in a timely manner through nonresident means when resident training courses cannot be attended.

6-3. Quotas and funding for resident training courses

a. OCAR will project requirements, obtain quotas, initiate budget requests, and conduct selection boards as appropriate for the following courses:

(1) Senior service colleges.

(2) Logistics Executive Development Course and other equivalent level management courses.

(3) Command and General Staff College and equivalent level courses (resident courses only).

(4) Combined Arms and Services Staff School.

(5) Sergeants Major Academy.

(6) Noncommissioned Officer Education System (NCOES) Active Army or Reserve Component Course.

b. Cdr, ARPERCEN (DARP-AR), in coordination with OCAR and the appropriate MACOM, will project requirements, obtain quotas, initiate budget requests, and select soldiers to attend the following resident courses:

(1) Officer advanced courses.

(2) Primary leadership development course.

(3) All other officer and enlisted courses of instruction requiring a PCS.

(4) Other courses of 30 days or more duration that provide professional development for AGR soldiers.

(5) Resident courses of instruction, regardless of length, if the training is a prerequisite for attachment to a specific AGR position or to qualify an AGR soldier in another AOC/MOS for the purpose of retention in the AGR program.

(6) Combined Arms and Services Staff School.

c. Cdr, ARPERCEN (ARPC-AR), in coordination with OCAR, will establish and publish selection procedures to be used for all resident courses in *a* above. Cdr, ARPERCEN (ARPC-MO) will notify eligible soldiers of the procedures and dates to apply.

6-4. PCS courses

Resident courses of 140 days or more are PCS courses. When a soldier is attached to a resident course, the following will occur:

a. Cdr, ARPERCEN (ARPC-AR) will publish the attachment orders.

b. Soldiers will be accounted for in the AGR individuals account per paragraph 6-6.

c. AGR soldiers may incur a contractual service obligation in an active Reserve status by attendance at resident courses of instruction.

6-5. Non-PCS courses

Resident courses of 139 days or less are non-PCS courses. When a soldier attends a resident course, in a TDY status, the following will occur:

a. Cdr, ARPERCEN (ARPC-AR) will publish orders for soldiers selected to attend non-PCS courses identified in paragraph 6-3.

b. *(Rescinded.)*

c. AGR soldiers will remain attached to their normal AGR position while attending non-PCS courses. Cdr, ARPERCEN (ARPC-AR) will determine when soldiers attending non-PCS courses in connection with a PCS are to be attached to the gaining unit. AGR soldiers may be attached to an individual's account per current DA guidance on this subject.

d. *(Rescinded.)*

e. Multiple resident courses will normally not be scheduled consecutively.

6-6. Status while attending resident schools or training

AGR soldiers attending training will serve in an AGR status during such training.

6-7. Active Component assignments

(Rescinded.)

6-8. Appointment as a commissioned or warrant officer

a. AGR soldiers may not apply for Officer Candidate School (OCS) under AR 140-50, but may request appointment as commissioned or warrant officers under AR 135-100. Additionally, officers appointed into AMEDD must meet the provisions of AR 135-101.

(1) The application will specifically state whether or not the soldier desires a concurrent AGR attachment in the new grade on commission if the appointment is made.

(2) If a concurrent AGR attachment is the condition for accepting a commission or appointment, the application will not be processed unless a vacancy or projected vacancy exists for the timeframe of commission or appointment. The vacancy must be in the proper AOC/MOS and grade, and a qualified AGR soldier or applicant must not be projected for that vacancy.

b. On appointment as a commissioned or warrant officer, soldiers will be discharged from their former USAR status. With their consent, these soldiers may be concurrently ordered to active duty in an AGR status in their new grade. Once appointed—

(1) Board action is not required for the officer to remain in the AGR program in the new grade. However, the soldier will start an initial 3-year tour in the new status, and must be selected by a DA continuation board for retention past 3 years in the new status even if previously selected for continuation in his or her former status.

(2) Soldiers may be reattached to a different command or agency at the time of appointment.

(3) Soldiers may request release from the AGR program to be concurrent with their appointment.

c. *(Rescinded.)*

d. Appointment as warrant officer with a concurrent order to active duty in the new grade will be made under paragraph 3-3i.

e. *(Rescinded.)*

Chapter 7 Promotions and Reductions

7-1. Authority for officer promotions

a. AGR officers will be considered and selected for promotion per AR 135-155. AGR officers are not eligible to be considered for promotion by USAR unit vacancy selection boards. Officers in AGR status may be selected for promotion regardless of attachment but will not be promoted unless the officer is presently in a position requiring a higher grade and has reached his or her promotion eligibility date (10 USC 3380). In addition to requiring a higher grade, the position must not be coded for fill by an officer of the officer's current grade or below (para 2-1d).

b. Removal of an officer from a promotion list will be governed by AR 135-155.

7-2. Attachment and reattachment flexibility

Personnel managers will consider an officer's projected PED when making reattachments. The following procedure will be used:

a. Based on the needs of the Army, personnel managers are authorized to adjust normal attachments by plus or minus 1 year if an officer is scheduled to be considered for promotion at the same time he or she is scheduled for reattachment.

b. Officers whose names are on an approved promotion list will be reattached per paragraph 4-5e.

c. *(Rescinded.)*

d. Officers on an approved promotion list who are attached to a duty position requiring a grade higher than the grade currently held will, if otherwise eligible, be promoted on their PED or the date they are attached to the position, whichever is later. For this purpose, an officer is attached to a position within a unit or agency on the date he or she is considered to be a member of that unit or agency for strength accountability purposes. In the event that the position to which the officer is attached in his or her current grade is upgraded, but the position has been coded for fill by an officer of a lower grade per AR 310-49, the officer will not be promoted until the code is removed or the officer is reattached to a position requiring the higher grade.

7-3. Authority for enlisted promotions, reductions, and grade restorations

a. Eligibility criteria for promotion consideration, promotion boards, selection for promotion, promotion lists, and promotion are in AR 140-158, chapter 4.

b. AGR enlisted soldiers are in a separate promotion category and will compete among themselves for promotion under the best qualified method of selection to fill current and projected vacancies within the AGR program.

c. Reduction and restoration of grade is also discussed in AR 140-158, chapter 7.

Chapter 8 Reenlistments

8-1. Authority for reenlistment

Authority for reenlisting AGR soldiers is governed by AR 140-111, chapter 8.

8-2. Service obligations extending beyond AGR program membership

a. Soldiers who do not have a statutory service obligation prescribed in other regulations will have the options listed below when they are released from the AGR program prior to the completion of their term of enlistment. An involuntary release from active duty resulting from an adverse action will have precedence over these options. The soldier will be—

(1) Released from active duty to serve the remainder of the enlistment in a TPU, in the Individual Ready Reserve (IRR), or as an individual mobilization augmentee (IMA) in the USAR.

(2) Transferred to the Retired Reserve if the soldier is qualified and applies for the transfer.

b. (Rescinded.)

Chapter 9 Separations and Retention

9-1. Voluntary separations

a. Soldiers may request voluntarily early release from active duty as prescribed in this regulation and in AR 635-100 (officers) or AR 635-200 (enlisted). Such releases will be consistent with the needs of the Service and the law and regulations providing for the retention of reservists on active duty.

b. Requests for voluntary early release will be forwarded in writing through command channels to the first general officer commander or his or her designated representative, and then to the approval authority contained in AR 635-100 (officers) or AR 635-200 (enlisted). Requests from soldiers attached to FTS positions will go through the area commander. Requests will specify a desired release date. Approved requests will normally receive release date of 180 days from the date of approval.

c. Approved requests for termination of AGR status normally will result in a release from active duty for continued service in the USAR if eligible. Soldiers will be discharged or retired only if they are eligible and apply.

d. Approval authorities can disapprove requests for voluntary early release and require soldiers to comply with valid active duty orders.

9-2. Involuntary separations

a. AGR soldiers may be released involuntarily from active duty at any time per AR 635-100 (officers) and AR 635-200 (enlisted).

b. Unless otherwise specified in this regulation or in AR 135-18, the procedures and approval authorities cited in AR 635-100 and AR 635-200 apply. Administrative separation actions per AR 635-100 (for example, Department of the Army Active Duty Board actions per para 3-49) should be forwarded through appropriate command channels to Cdr, ARPERCEN (ARPC-AR) or SOEMO for action or routing to the appropriate authority.

c. (Rescinded.)

d. Release of officers from active duty resulting from nonselection for retention in the AGR program by a DA continuation or selective separation board is considered to be an involuntary release from active duty, for purposes of determining eligibility for separation pay or reentry to the AGR program.

e. When the CDR, ARRTC determines within the first 14 days after a soldier's arrival at the ARRTC that he/she did not meet the requirements for entry into the AGR Program, per AR 135-18, and this regulation, the unexecuted portion of the orders will be rescinded. CDR, ARPERCEN (ARPC-AR) will rescind the orders upon receipt of official documents from the ARRTC that verify that the soldier was ineligible to enter the AGR Program. The authority to rescind the orders is this paragraph. The soldier's commander should then initiate processing under AR 135-175 (officers) or AR 135-178 (enlisted), as appropriate.

9-3. Selection for separation

a. The CAR will monitor and manage the number of AGR soldiers in each grade and ensure that the grade structure is consistent with and will support the overall readiness objectives of the USAR. When the CAR determines that there are or may be an excess number of AGR soldiers for any grade, he may initiate the necessary action to reduce such numbers. Consideration will be given to the following type actions:

(1) Reduction or termination of AGR accessions.

(2) Request for a temporary overstrength if the excessive numbers are considered to be a temporary condition that can be resolved through normal attrition.

b. When the above actions are not sufficient or appropriate with respect to AGR officers, the CAR may request that the DCSPER convene a DA active duty board under AR 635-100, paragraph 3-49, to reduce the numbers in any officer grade. The CAR will provide input to the DCSPER for the MOI to the board.

c. When the actions in *a* above are not sufficient or appropriate with respect to AGR enlisted soldiers, the CAR may request soldiers to be separated early from active duty due to reduction in force, strength limitations, or budgetary constraints per AR 635-200, paragraph 16-8, except that the CDR, ARPERCEN (ARPC-AR) will implement the program and provide information and instructions for USAR AGR enlisted soldiers in lieu of PERSCOM.

d. Enlisted soldiers considered under *c* above will be notified in writing that their records, and any other available information, are being forwarded to the AGR enlisted active duty board for consideration, and they will be informed of the criteria under which records were submitted. The memorandum of notification will outline the criteria furnished the board for guidance in selecting soldiers for separation. Each enlisted soldier will have the right to submit appropriate written material for the board's consideration. The soldier concerned (or a designee) will be afforded the opportunity to review his or her personnel records and any other written material that will be submitted to the board for evaluation.

e. Soldiers selected for release by a board convened under *b* or *c* above will be released from active duty on the 90th day after receipt of notification. If a soldier requests an earlier release date, the CG, ARPERCEN (ARPC-AR) may approve it.

f. Releases resulting from a board convened under *b* or *c* above are dictated by the needs of the Service. Members are released involuntarily but are not considered to be ineffective or substandard in duty performance.

g. Soldiers released under *b* or *c* above are eligible to apply for reentry into the AGR program if subsequent accession announcements include requirements for their grade and AOC/MOS. For purposes of determining reentry eligibility, time in the AGR program is service in the Selected Reserve of the USAR.

h. The retention provisions of 10 USC 1163(d) and AR 635-100, paragraph 3-58e, apply to soldiers selected for separation under this paragraph.

9-4. Retirements

a. AGR soldiers who have completed at least 20 years of AFS and are otherwise eligible may, upon application and at the discretion of the Secretary of the Army, be retired. The provisions of AR 635-100 and AR 635-200 (enlisted) apply.

b. AGR soldiers who are qualified for Reserve retirement (other than active duty) may apply under AR 135-180.

c. Soldiers covered by the retention provision of 10 USC 1163(d) (and are within 2 years of becoming eligible for military retirement) will be retained on active duty until they qualify for retired or retainer pay unless their release from active duty is voluntary or approved by the Secretary of the Army.

9-5. Separation pay

a. Separation pay is a contingent payment intended to assist soldiers in adjusting to civilian life when they are separated involuntarily from active duty.

b. Eligibility for separation pay will be determined per the DOD pay manual (DODPM).

9-6. Assignment on release from AGR status

a. A soldier will be assigned to the USAR control group (REINF) on release from the AGR program unless—

- (1) The soldier is eligible for retirement and applies for it.
- (2) The soldier is eligible for and requests discharge in lieu of release from active duty.
- (3) The soldier has located an assignment within the USAR other than USAR control group (REINF) and the commander of that unit requests an immediate assignment.

(4) The circumstances of the discharge require other action.

(5) A statutory service obligation requires transfer to a TPU or another control group. ARPERCEN ARPC-OP/ARPC-EP will determine the status and initiate appropriate assignment orders for these soldiers after they have been assigned to Control Group (Reinf). ARPC-EP can only mandatorily reassign a soldier from Control Group (Reinf) if the soldier has a statutory obligation.

b. Cdr, ARPERCEN (ARPC-OP and DARP-EP) will assist AGR soldiers in finding IMA or TPU assignments on release from active duty.

9-7. Discharges

a. AGR soldiers who do not have a service obligation prescribed by statute or regulation may request a discharge concurrent with release from the AGR program. The provisions of AR 135-175, AR 135-178, AR 140-111, AR 635-100, and AR 635-200 apply.

b. AGR soldiers with a service obligation prescribed by statute or regulation may be discharged only under the applicable regulations and provisions of the law.

9-8. Retention of soldiers past 20 years of AFS

a. The CAR may authorize, subject to Secretary of the Army approval, that an officer be extended at his or her request in increments of 2 years or less beyond 20 years AFS. The extension will be based on the needs of the Service for the particular experience and qualifications of the soldier. Retention will be with the officer's consent. (Retention of enlisted soldiers beyond 20 years AFS will be accomplished per AR 140-111.) See AR 635-100, paragraph 3-30a(2)(e)

b. When the CAR determines that insufficient qualified officers are available to meet the requirements of the AGR program in any grade, he may initiate, under AR 635-100, paragraph 3-30a(1)(a), a voluntary retention program to retain AGR officers, with their consent, on active duty in the AGR program past 20 years of AFS. When this happens—

(1) Cdr, ARPERCEN (DARP-AR) will notify eligible officers of the dates and procedures to apply.

(2) Applicants will be considered by the same DA continuation board that considers officers for continuation beyond their initial 3-year tour.

(3) Officers approved for retention by the Secretary of the Army may be retained on active duty, as determined by the CAR, for up to 3 additional years or until their MRD, whichever is earlier. At the end of this period, eligible officers may reapply if there is another voluntary retention program.

(4) Officers previously selected for retention beyond 20 years AFS will be included in the total number of officers to be considered by the DA continuation board.

(5) Officers will not be retained or considered under this process for retention on active duty past the date they are to be mandatorily removed from an active Reserve status per AR 140-10, chapter 3.

c. Officers who have been promoted, but have served less than 6 months in that grade upon completing 20 years AFS may be retained with their consent by the CAR subject to Secretary of the Army approval, until they have completed at least 6 months of active duty in the higher grade unless—

(1) The soldier cannot complete the active duty prior to MRD in the higher grade.

(2) The CAR makes a determination that statutory constraints for the higher grade prohibit retention of soldiers in that specific grade.

d. Officers retained on active duty under *c* above will be involuntarily released from active duty or, if they apply, will be retired on the last day of the month in which they complete 6 months on active duty in the higher grade unless they are further retained under *a* above.

(1) Rescind.

(2) Rescind.

9-9. Active Duty for Special Work (ADSW)

a. CAR will establish procedures to monitor ADSW tours. By law, the following soldiers serving on ADSW must be counted in the AGR end strength—

(1) A soldier ordered to or extended on an ADSW tour exceeding 180 days in the FY who is on ADSW on 30 September.

(2) A soldier who has served a combination of ADSW per AR 135-200 and temporary tours of active duty (TTAD) per AR 135-210 totaling over 180 days in the FY who is on an ADSW tour on 30 September.

b. The following procedures will be followed when a soldier is ordered to or extended on ADSW over 180 days in an FY and the soldier is on ADSW on 30 September. They will be accomplished within 5 working days of tour approval—

(1) For TPU soldiers, the approving authority will provide HQDA (DAAR-PE) the AGR position that will remain vacant during the tour or tour extension.

(2) In the case of an IRR or IMA soldier, the SOEMO or Cdr, ARPERCEN (ARPC-AR), as appropriate, will identify the AGR position to remain vacant during the tour or tour extension.

c. HQDA (DAAR-PE) will maintain documentation of all AGR positions kept vacant due to ADSW tours reported according to *b* above. This documentation will be maintained for two FYs.

Appendix A References

Section I Required Publications

AR 5-9

Intraservice Support Installation Area Coordination. (Cited in para 1-17.)

AR 40-501

Standards of Medical Fitness. (Cited in app D.)

AR 135-18

The Active Guard Reserve (AGR) Program. (Cited in paras 1-1c, 1-7a, 3-2a and b, 6-7a and c, and 9-2a and b.)

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army. (Cited in para 6-8a.)

AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches. (Cited in para 6-8a.)

AR 135-155

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers. (Cited in paras 6-2 and 7-1.)

AR 135-175

Separation of Officers. (Cited in para 9-7a.)

AR 135-178

Separation of Enlisted Personnel. (Cited in paras 3-6a and 9-7 a.)

AR 135-180

Qualifying Service for Retired Pay Nonregular Service. (Cited in para 9-4 and app D.)

AR 140-10

Assignments, Attachments, Details, and Transfers. (Cited in para 5-1b(4).)

AR 140-50

Army Reserve: Officer Candidate Schools. (Cited in para 6-8a and c.)

AR 140-111

U.S. Army Reserve Enlistment and Reenlistment Program. (Cited in paras 8-1, and 9-7a.)

AR 140-158

Enlisted Personnel Classification, Promotion, and Reduction. (Cited in paras 3-2a(4) and 7-3.)

AR 570-4

Manpower Management. (Cited in para 2-1.)

AR 570-5

Manpower Staffing Standards System. (Cited in para 2-1.)

AR 600-8-11

Reassignment Processing and Army Sponsorship and Orientation Program. (Cited in para 5-4.)

AR 600-8-104

Military Personnel Information Management Records. (Cited in app D.)

AR 600-200

Enlisted Personnel Management System. (Cited in para 6-7g.)

AR 611-101

Personnel Selection and Classification, Commissioned Officer Classification System. (Cited in paras 2-2e, 2-3a and b, and 5-6.)

AR 611-112

Personnel Selection and Classification Manual of Warrant Officer Military Occupational Specialties. (Cited in paras 2-2e, 2-3a and b, and 5-6.)

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties. (Cited in paras 2-2e, 2-3a and b, and 5-6.)

AR 614-100

Officers Assignment Policies, Details, and Transfers. (Cited in para 4-2(k).)

AR 614-200

Selection of Enlisted Soldiers for Training and Assignment. (Cited in para 4-2k.)

AR 623-105

Officer Evaluation Reporting System. (Cited in paras 2-4 and 5-3.)

AR 623-205

Enlisted Evaluation Reporting System. (Cited in paras 2-4 and 5-3.)

AR 635-100

Officer Personnel. (Cited in paras 3-6i(1)(c), 7-2c, 9-1, 9-2, 9-3b and h, 9-4a, 9-7a, and 9-8b.)

AR 635-200

Enlisted Personnel. (Cited in paras 3-6a and i(1)(c), 9-1, 9-2, 9-4a, and 9-7a.)

CSR 135-1

Requesting Active Guard/Reserve (AGR) Tours. (Cited in para 2-3a(4).)

DA Pam 600-8

Management and Administrative Procedures. (Cited in para 4-2j(6)(b).)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 37-104-3

Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-ARMY)

AR 135-2

Army National Guard (ARNG) and U.S. Army Reserve (USAR) Full-Time Support (FTS) Program

AR 135-5

Army Reserve Forces Policy Committee

AR 135-32

Retention in an Active Status after Qualification for Retired Pay

AR 135-200

Active Duty for Training, Annual Training, and Active Duty for Special Work of Individual Soldiers

AR 310-49

The Army Authorization Documents System (TAADS)

AR 635-5

Separation Documents

AR 635-10

Processing Personnel for Separation

DOD 7730.57-M

Military Pay and Allowances Entitlements Manual

JTR

Joint Travel Regulations

Section III

Prescribed Forms

DA Form 5646-R

Statement of Conditions of Service — Active Guard Reserve.
(AGR) (Prescribed in para 3-2.)

DA Form 5647-R

Statement of Conditions of Service — Active Guard Reserve
(AGR), Active Transfer/Conversion Army Reserve (ATCAR).
(Prescribed in para 3-2.)

DA Form 5648-R

AGR Job Authorization (Request/Change). (Prescribed in para 2-3.)

Section IV

Referenced Forms

DA Form 67-8-1

OER Support Form

DA Form 201

Military Personnel Records Jacket

DA Form 872

Official Evaluation Report Support Form

DA Form 3739

Application for Assignment/Deletion/Deferment for Extreme Family
Problems

DA Form 4187

Personnel Action

SF Form 66

Official Personnel Folder

Appendix B

Summary of Applicable Sections of Title 10, U.S. Code

B-1. Authority to establish AGR positions

Sections 265 and 3033(h) and appropriate sections of the annual DOD authorization and Appropriation Act will be used as the authority to establish AGR positions.

B-2. Authority to order to active duty

Individuals will be ordered to active duty under section 672(d). See paragraph 4-3*h* for individuals ordered to active duty for positions under 10 USC 265 or 10 USC 3033(*h*).

B-3. Authority for grade authorizations and limitations

Section 517(b) establishes a limit on the numbers of enlisted members in grades E8 and E9 who may be on active duty in the AGR program at the end of any fiscal year. Section 524(a) provides a similar limit for officers in the grades of major, lieutenant colonel, and colonel. ODCSPER monitors the AGR end strength to ensure that the USAR and ARNG do not exceed the number authorized for each grade.

B-4. Authority to release Reserves from active duty

Section 681 provides for the release of Reserves from active duty.

B-5. Authority to retain in AGR status

Sections 1006(e) (commissioned officers) and 1163(d) (officer and enlisted) allow reservists to be retained in AGR status if they are within 2 years of becoming eligible for retirement on the date they would otherwise be mandatorily removed from an active status or released from active duty.

Appendix C

AGR Position Criteria

C-1. Identifying AGR positions

The following AGR soldiers are authorized for the functions shown:

a. At MUSARC and below.

(1) To remove, as much as is feasible, from the TPU command and staff the burden of daily administrative, preparatory, and maintenance activities, thus leading to fully effective weekend and annual training in support of mobilization readiness and deployability. This is done in conjunction with TPU-attached civilian technicians and other full-time manning soldiers.

(2) To man, full-time, certain critical positions in TPU not able to be filled with available drilling reservists, and for which the required skills are critically short, or perishable to the extent that they cannot be maintained in the TPU training time available.

b. Above MUSARC.

(1) To bridge the differences between USAR and Active Army soldiers and units where those differences impede or block mobilization and deployment planning and where understanding of USAR uniqueness is critical to the success of that planning.

(2) To manage the USAR as a component.

(3) To perform duties specifically authorized, such as Standard Installation/Division Personnel System (SIDPERS)—USAR and USAR recruiting.

c. Other. In the absence of one or more of the above conditions—

(1) AGR spaces are not authorized for the purpose of performing the USAR's share of Army programs.

(2) AGRs are not authorized for "extending Army programs to the USAR (or Reserve Components)" unless the unique aspects of the USAR present a critical impediment to understanding by Army program managers.

(3) AGRs are not authorized simply because the USAR "has an interest in," or "is affected by," a particular activity, plan, or program.

(4) AGRs will not augment authorized staffing based on actual or perceived permanent or temporary shortage in manpower.

C-2. Summary of criteria for USAR AGR position/ validation

Criteria used to validate each AGR position must include information showing that the—

a. Position justification and job description accurately portray the duties performed.

b. AGR incumbent, if ordered to duty under 10 USC 265, 3033(*h*), or 3496, is employed primarily in administration or operation of the Reserve Components and/or in preparing and administering Reserve Component policies, doctrine, and regulations and/or Active Army policies, doctrine, and regulations that affect directly the Reserve Components.

c. Position is appropriate to the grade authorized.

d. AGR incumbent coordinates actions and establishes working relationships with higher, adjacent, and subordinate headquarters and agencies.

e. Position does not duplicate the efforts and duties of other AGR soldiers.

f. AGR incumbent, if ordered to duty under 10 USC 672 (*d*) for

the purposes specified in 10 USC 678 and the annual DOD Authorization and Appropriation Acts, does not perform any functions primarily in support of Active Army programs, policies, doctrine, or regulations.

g. Position is not encumbered unduly with routine administrative tasks that are standard functional requirements of the organization.

Appendix D

PSC AGR Personnel Services Support

The following soldiers services for AGR soldiers will be provided by the servicing PSC:

- a. Maintain the MPRJ per AR 600-8-104.
- b. Maintain Joint Uniform Military Pay System (JUMPS)—Military Pay Administration.
- c. Initiate OER/NCO-ER as required by AR 623-105 and 623-205.
- d. Process awards and decorations.
- e. Determine eligibility for incentive programs (for example, G.I. Bill or Student Loan Repayment Program) under AR 135-7 and AR 140-111.
- f. Process and forward application by AGR members for schooling directly to ARPERCEN (ARPC-AR).
- g. Process applications for change of AOC/MOS.
- h. Provide casualty reporting, to include the appointment of a Casualty Assistance Officer when necessary.
- i. Initiate flagging actions.
- j. Prepare ID cards—military/family members.
- k. Keep records of emergency data.
- l. Initiate in- and out-processing.
- m. Prepare installation clearance forms.
- n. Process requests for 20-year Reserve service retirement eligibility letters per AR 135-180.
- o. Provide Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and medical benefits briefing and ensure family members are enrolled in the Defense Enrollment Eligibility System (DEERS).
- p. Process eligibility for Reserve Survivor Benefit Plan.
- q. Provide Veteran's Administration benefits briefing.
- r. Monitor physical exam requirements of AR 40-501 to include over-40 physical clearance.
- s. Maintain records and certify years of AFS per AR 635-200 for enlisted members.
- t. Prepare promotion packets for enlisted soldiers.
- u. Reenlist enlisted soldiers after obtaining determination of eligibility from ARPERCEN (ARPC-AR).
- v. Process for separation/release from active duty when required. This includes separation/release from active duty on expiration of current AGR tour for soldiers not continuing in the AGR program.

STATEMENT OF CONDITIONS OF SERVICE - ACTIVE GUARD RESERVE (AGR)

For use of this form, see AR 140-30; the proponent agency is OCAR

Information required by the Privacy Act of 1974

AUTHORITY: 10 USC 672(d) and Executive Order 9397, 22 November 1943.

PRINCIPLE PURPOSE: To explain the obligations and conditions that are, or will be, in force for members of the U.S. Army Reserve ordered to active duty with their consent in an Active Guard/Reserve (AGR) status.

ROUTINE USES: Confirmation that the individual understands and agrees to the obligations and conditions that will be incurred upon entry, or continued services on, active duty in an AGR status.

DISCLOSURE: Disclosure of the individual's SSN is voluntary, however, if the SSN is not provided, the soldier may not be ordered, extended, or retained on active duty in an AGR status.

I. APPLICATION

- A. All individuals applying for voluntary active duty in an AGR status must read and sign this form.
- B. The form shall only be completed once and shall remain in force during the entire period the individual serves on active duty in the AGR program, to include periods of active duty for training (ADT) performed while in the AGR program. Should the individual incur a break in continuous active duty in the AGR program in excess of 48 hours, the form must again be completed upon reentry on active duty in the AGR program.
- C. A copy of this form will be given to the individual as a personal copy. A copy will be retained in the individual's Career Management Information File (CMIF), Official Military Personnel File (OMPF), and Military Personnel Records Jacket (MPRJ).
-

II. ACTIVE GUARD/RESERVE CONDITIONS AND OBLIGATIONS

(The member must place his or her initials in the appropriate block.)

1. I am applying for voluntary order to active duty in an AGR status for an initial AGR tour. If ordered to active duty, I will be stabilized in my initial assignment for the entire term of my initial tour of duty except as described in paragraph 7 below. Should I voluntarily reenlist or extend for the purpose of being renewed or continued on an AGR status, or accept an additional tour, I will be subject to involuntary reassignment based on the needs of the Service.
1. I am currently serving on active duty in an AGR status. I am being processed for an immediate reenlistment or extension to be continued or retained on active duty in an AGR status or have been offered an additional tour. I have never before signed one of these specific agreements. I understand that I am no longer managed under the Long Tour Management Program and, therefore, accept the withdrawal by Department of the Army of any previous agreements I may have accepted under the Long Tour Management Program. I further understand that I will be subject to involuntary reassignment based on the needs of the Service.

(The following provisions are applicable to all personnel signing this form.)

2. I further understand that upon voluntary entry upon active duty in AGR status, or if I am already in an AGR status and being renewed or continued (by reenlistment, extension, or additional AGR tour):
- I will be subject to the Uniform Code of Military Justice (UCMJ).
 - I will be managed under the rules and regulations governing the USAR AGR centralized management system to include assignments, promotion, and reduction.
 - I will be considered for continuation or renewal on AGR status under the criteria of AR 135-18 and AR 140-30.

3. I am aware that my job assignment may require successful completion of a course, or courses, of instruction by military institutions. Residency at such institutions may require periods of time away from my family and may require that I be placed in an active duty for training (ADT) status during such training.

4. I am aware that my voluntary entry on active duty in an AGR status does not guarantee that I will be offered a subsequent AGR tour or that I will attain 20 years of Active Federal Service for retirement purposes.

5. I am aware that I will be subject to all regulations applicable to Active Component personnel, except as specified in AR 135-18, AR 140-30, and other regulations pertaining to the AGR program.

6. I am aware that I will be subject to involuntary relief from active duty under the provisions of AR 135-18, AR 140-30 and AR 635-100 (officers) or AR 635-200 (enlisted).

7. If entering on my initial AGR tour, I understand that I will not be involuntarily reassigned during that initial tour if such reassignment involves the expenditure of funds, except:

a. In time of war or national emergency declared by the President or by Congress;

b. If the unit or position to which I am assigned or attached is inactivated or relocated; or

c. I am relieved from my duty assignment or attachment for cause. I understand that if I enter on a subsequent AGR tour I will be subject to paragraph 8 below.

8. If entering on an AGR tour other than my initial AGR tour, I am aware that I may be involuntarily reassigned to meet the needs of the Army at any time.

9. I understand that I will be automatically considered for successive tours of active duty in the AGR program, and this form is also my consent to be ordered to active duty or extended on active duty for those tours if I am selected. I further understand that I may withdraw my consent to a new tour of active duty in writing but must do so within 10 days of receipt of orders to a new tour of active duty or I will be obligated to serve on active duty for the period of that tour.

III. STATEMENT ACKNOWLEDGING CONDITIONS AND OBLIGATIONS

I, the undersigned, acknowledge that I have read and understand all of the conditions and obligations of service as specified on this statement. No other conditions or promises were made to me in conjunction with my entry or continuation in the AGR program.

TYPED OR PRINTED NAME

RANK

SIGNATURE

SSN

DATE SIGNED

**STATEMENT OF CONDITIONS OF SERVICE - ACTIVE GUARD RESERVE (AGR)
ACTIVE TRANSFER/CONVERSION ARMY RESERVE (ATCAR)**

For use of this form, see AR 140-30; the proponent agency is OCAR

(Applicable only to members of the Active Component under the provision of AR 135-18, Chapter 6 and AR 140-30 para 3-2a(6))

Information required by the Privacy Act of 1974

AUTHORITY: 10 USC 672(d) and Executive Order 9397, 22 November 1943.

PRINCIPAL PURPOSE: To explain the obligations and conditions that are, or will be, in force for members of the US Army Reserve ordered to active duty with their consent in an Active Guard/Reserve (AGR) status.

ROUTINE USES: Confirmation that the individual understands and agrees to the obligation and conditions that will be incurred upon entry, or continued services on, active duty in an AGR status.

DISCLOSURE: Disclosure of individual SSN is voluntary, however, if the SSN is not provided, the soldier may not be ordered, extended, or retained on active duty in AGR status.

I. APPLICATION

- A. All individuals applying for voluntary active duty in an AGR status in the ATCAR program must read and sign this form.
- B. The form shall only be completed once and shall remain in force during the entire period the individual serves on active duty in the AGR program, to include periods of active duty for training (ADT) performed while in the AGR program. Should the individual incur a break in continuous active duty in the AGR program in excess of 48 hours, the form must be completed again upon reentry on active duty in the AGR program.
- C. A copy of this form will be given to the individual as a personal copy. Copies will be retained in the individual Career Management Information File (CMIF), Official Military Personnel File (OMP) and Military Personnel Records Jacket (MPRJ).
-

II. ACTIVE GUARD/RESERVE CONDITIONS AND OBLIGATIONS

1. I am applying for voluntary order to active duty in an AGR status for an initial AGR tour. If ordered to active duty, I will be stabilized in my assignment location and will not be involuntarily reassigned, except as described in paragraph 7 below.
 2. I further understand that upon voluntary entry upon active duty in AGR status:
 - a. I will be subject to the Uniform Code of Military Justice (UCMJ).
 - b. I will be managed under the rules and regulations governing the USAR AGR centralized management system to include assignments, promotion and reduction, except as otherwise provided in this agreement.
 - c. I will be considered for continuation or renewal in an AGR status based on criteria cited in AR 135-18 and AR 140-30.
 3. My job assignment may require successful completion of a course, or courses of instruction at military training institutions. Residency at such institutions may require periods of time away from my family and may require that I be placed in an active duty for training (ADT) status during such training.
 4. My voluntary entry on active duty in an AGR status does not guarantee that I will be offered a subsequent AGR tour or that I will be able to complete 20 years of Active Federal Service for retirement purposes.
-

5. I will be subject to all regulations applicable to Active Component personnel, except as specified in AR 135-18, AR 140-30, and other regulations pertaining to the AGR program.
6. I will be subject to involuntary relief from active duty under the provisions of AR 135-18, AR 140-30, AR 635-100 (*officers*) or AR 635-200 (*enlisted*).
7. If entering on my initial tour, I understand that I will not be involuntarily reassigned during my initial or subsequent tours of AGR service if such reassignment involves the expenditure of funds, except:
- In time of war or national emergency declared by the President or by Congress;
 - If the unit or position to which I am assigned or attached is inactivated or relocated;
 - I am relieved from my duty assignment or attachment for cause. I understand that if I enter on a subsequent AGR tour I will be subject to paragraph 8 below; or
 - If my request for voluntary termination of my initial or subsequent tours of AGR service is approved by proper authority.
8. I will be automatically considered for successive tours of active duty in the AGR program, and this form is also my consent to be ordered to active duty or extended on active duty for those tours if I am selected. I further understand that I may withdraw my consent to a new tour of active duty in writing but must do so within 10 days after receipt of orders to a new tour of active duty or I will be obligated to serve on active duty for the period of that tour.
9. (*For enlisted soldiers only*) I understand that after completing a minimum of three years of AGR service that I may apply and must be accepted for reentry into the Active Army provided I am otherwise qualified under AR 601-201 or 601-280 without loss of grade or seniority. Voluntary transfer/reentry to the Active Army may take place only at the termination of current AGR orders.
- Upon completion of my three year AGR obligation under this program or upon a lesser term when released for reasons other than cause, I will have 90 days to apply for reentry into the Regular Army.
 - That my reentry into the Regular Army will be in my current military occupational speciality to an assignment in accordance with the needs of the Army.
10. Enlisted soldiers who are ordered to USAR-AGR Duty through the ATCAR Program, who have no remaining military service obligation and who have no more than 10 years of total military service, are eligible to apply for a USAR reenlistment bonus after satisfactorily completing 3 months of USAR-AGR duty.
11. Soldiers who are ordered to USAR-AGR Duty through the ATCAR Program incur a 3 year service obligation which must be completed before they are eligible for voluntary retirement.
12. Remarks. (*Enter N/A if appropriate*).

III. STATEMENT ACKNOWLEDGING CONDITIONS AND OBLIGATIONS

I the undersigned, acknowledge that I have read and understand all of the conditions and obligations of service as specified on this statement. No other conditions or promises were made to me in conjunction with my entry or continuation in the AGR program.

TYPED OR PRINTED NAME

RANK

SIGNATURE

SSN

DATE SIGNED

Reverse of DA FORM 5647-R, JUN 87

AGR JOB AUTHORIZATION (REQUEST/CHANGE)
 For use of this form, see AR 140-30; the proponent agency is OCAR

DATE: _____

PART I — FILL DATA

A. POSITION TITLE:	D. UIC:	G. COMMAND/AGENCY:
B. REQUESTED GRADE:	E. PARA: LINE:	H. DUTY LOCATION:
C. DUTY SSI/MOS:	F. DATE OF TDA/MTOE:	

PART II — DESCRIPTION OF DUTIES

JOB DESCRIPTION: (List major duties that support RC mission - continue in PART V)

PART III — SUPERVISORY CONTROLS

A. RATING CHAIN: OFF/ENL		B. LEVEL OF SUPERVISION/GUIDANCE AGR MEMBER WILL RECEIVE: (CHECK BELOW)			
	AUTH GRADE	TITLE	FREQ/DAILY	MOD/WEEKLY	MIN/MONTHLY
1. RATER					
2. INTRTR/INDR					
3. SR. RTR/REVWR					

C. NUMBER/CATEGORIES OF AC/RC PERSONNEL TO BE SUPERVISED BY AGR MEMBER IN SUPPORT OF RC MISSION:
 (FILL IN APPROXIMATE NUMBER WHERE APPROPRIATE) : NONE (CHECK HERE) _____

AC	RC	AC	RC	CIVILIAN	_____
FULL TIME - OFFICER	_____	ENLISTED	_____	CIVILIAN	_____
PART TIME - OFFICER	_____	ENLISTED	_____		

D. CHECK ALL APPLICABLE BOXES BELOW TO DESCRIBE AGR MEMBERS DUTIES:

- ___ 1. MAKE RECOMMENDATIONS OF RC POLICY.
- ___ 2. ADVISE ON RC DECISIONS.
- ___ 3. MAKE DECISIONS ON RC POLICY.
- ___ 4. PERFORM OPERATIONAL DUTIES IN SUPPORT OF RC.
- ___ 5. PERFORM ADMINISTRATIVE DUTIES IN SUPPORT OF RC.
- ___ 6. PERFORM RECRUITING/RETENTION DUTIES IN SUPPORT OF RC.
- ___ 7. PERFORM SPECIAL RC PROJECTS.
- ___ 8. WORK WILL BE REVIEWED IN DETAIL.
- ___ 9. WORK WILL BE REVIEWED FOR ACCOMPLISHMENT OF OBJECTIVES.
- ___ 10. WILL WORK PRIMARILY ON THEIR OWN.

REMARKS:

PART IV — EDUCATION/EXPERIENCE QUALIFICATIONS

QUALIFICATIONS (INDICATE BY AN X IN APPROPRIATE BOX)

AMPLIFY IN REMARK AT RIGHT.	REQUIRED	PREFERRED	N/A
1. OAC GRADUATE BRANCH:	_____	_____	_____
2. C&GS/ENLISTED EDUCATION:	_____	_____	_____
3. SENIOR SERVICE SCHOOL GRADUATE:	_____	_____	_____
4. UNIT LEVEL EXPERIENCE SSI/MOS:	_____	_____	_____
5. COMMAND/SUPERVISORY EXPERIENCE:	_____	_____	_____
6. STAFF EXPERIENCE SSI/MOS:	_____	_____	_____
7. OVERSEAS LOCATION:	_____	_____	_____
8. OTHER SPECIFY IN REMARKS:	_____	_____	_____
9. SECURITY CL: TS ___ S ___ OTHER ___	_____	_____	_____

M

TAB

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PART V — ADDITIONAL REMARKS

PART VI — AUTHENTICATION

A. TYPED NAME, GRADE AND TITLE OF REQUESTING OFFICIAL	B. SIGNATURE OF REQUESTOR	C. DATE
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PART VII — HQDA USE ONLY — VALIDATION/APPROVAL INFORMATION

A. DAAR-PE	B. DACS-DMS	C. DARP-AR	
1. RECOMMEND APPROVAL ___ DISAPPROVAL ___	1. APPROVED ___ DISAPPROVED ___	1. INCUMBENT NAME:	
2. AUTHORIZED GRADE:	2. DATE AUTHORIZED FOR FILL: FY:	2. GRADE:	
3. SSI/MOS:	3. PRIORITY:	3. SSAN:	
4. UIC:	4. REMARKS:	4. BRANCH	5. SSI/MOS
5. TDA/MTOE: PARA LINE		6. AVAILABILITY DATE:	
6. TITLE:		7. REPORTING DATE:	
7. BUDGET CATEGORY:		8. ORDER NO#:	
8. SUPPORTING PDIP:		9. SECURITY CLEARANCE:	
9. REVALIDATION DUE DATE:		10. TOUR LENGTH:	
10. SIGNATURE/DATE: PROGRAM MGR	5. SIGNATURE/DATE:	11. CONCURRENT TRAVEL: STATUS CODE:	
11. SIGNATURE/DATE: BUDGET ANAL		12. SIGNATURE/DATE:	

D. FORM INSTRUCTIONS: Cross out (*Request/Change*) as appropriate in the form title.

- PART I - A, B, C, G, H, are self explanatory.
D, E, F - Note the TDA/MTOE AGR member will mobilize under.
- PART II - Self explanatory. If more space needed use PART V.
- PART III - Amplify A, B, C, D, in REMARKS.
- PART IV - A - List qualifications that are Required, Preferred or N/A.
List special qualifications in Remarks.
- PART V & VI - Self explanatory.
- PART VII - HQDA USE ONLY and Form Completion Instructions.

NOTE: When used to change an approved position, complete PART I and all other areas that change.

Reverse of DA FORM 5648-R, JUN 87

Unclassified

PIN 058826-002