

**Texas Army National Guard  
Pamphlet 600-5**

**Personnel-General**

# **Title 32 (T32) Active Guard Reserve (AGR) Life Cycle Management**

**Texas Military Department  
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# ***SUMMARY of CHANGE***

This is the initial publication of TXARNG Pamphlet 600-5

Personnel - General

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**Title 32 (T32) Active Guard Reserve (AGR) Life Cycle Management**

**By Order of the Deputy Adjutant General:**

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**Summary.** This pamphlet (PAM) updates procedures for the Texas Military Department (TMD) regarding the management of Texas Army National Guard (TXARNG) Soldiers in the Active Guard Reserve (AGR) Program who serve on Full Time National Guard Duty (FTNGD) under provisions of Section 502(f), Title 32, United States Code.

**Applicability.** This policy applies to all Soldiers participating in the T32 TXARNG AGR Program. For the purpose of this pamphlet, the term “Soldier” includes Commissioned Officers, Commissioned Warrant Officers, Warrant Officers, Noncommissioned Officers and Enlisted Soldiers.

**Management Control Process.** This T32 AGR Life Cycle Management pamphlet contains management control provisions for the T32 TXARNG AGR program.

**Proponent and Exception Authority.** The proponent of this T32 AGR Life Cycle Management pamphlet is the Deputy Adjutant General – Army (DAG-Army). The DAG-Army has the authority to approve exceptions to this pamphlet that are consistent with controlling law, regulation, and local policy.

**Supplementation.** Supplementation of this publication or establishment of command and local forms on T32 AGR Life Cycle Management creation/editing is prohibited without prior approval from the DAG-A, through TMD J1, ATTN: NGTX-AGR, P.O. Box 5218, Austin, TX 78763-5218.

**Suggested Improvements.** Users are invited to send comments and suggested improvements concerning this PAM on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGTX-AGR, P.O. Box 5218, Austin, TX 78763-5218.

**Distribution. A**

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

a. This pamphlet consolidates and reissues policies for the management of the Texas Army National Guard (TXARNG) Title 32 Active Guard Reserve (AGR) program. It contains information of a continuing nature from various sources to include regulations, policies, standard practices, and other information sources that are internal policy. This pamphlet will be used as the “first stop” by AGR Soldiers and their supervisors as a source of information. The pamphlet is designed to provide essential information in easy-to-understand format to address major areas of concern. This document will answer most questions using legal, regulatory and internal policy references.

b. Getting the right person in the right job at the right time is essential for a strong organization. An effective AGR program must accomplish two objectives. First, it must meet the needs of the organization. Second, it must facilitate the development and career progression of the members of the organization. The key to successfully meeting these objectives is to publish standards for accession, assignment, promotion, and retention that are fair, equitable, and transparent. TXARNG policies and procedures must adhere to the law and regulations that govern the T32 AGR program.

c. Throughout this pamphlet, the TXARNG Title 32 AGR program will be referred to as the “AGR program.” “AGR Services” refers to the TXARNG AGR Services Branch only.

#### **1-2. References**

See Appendix A.

#### **1-3. Explanation of Abbreviations and Terms**

See glossary.

#### **1-4. Responsibilities**

a. **The Deputy Adjutant General - Army, TXARNG** (DAG-Army) will:

(1) Advise the Adjutant General, (TAG) on AGR Full-time National Guard Duty (FTNGD) personnel matters.

(2) Plan, program, and budget to support AGR FTNGD requirements.

(3) Evaluate and approve all TXARNG AGR FTNGD personnel management policies and procedures.

(4) Approve the annual Army Full Time Support Voucher and AGR Controlled Grade Voucher.

(5) Serve as primary authority for reporting AGR FTNGD personnel strength to the Adjutant General and National Guard Bureau (NGB).

(6) Final approval authority for all TXARNG AGR hiring, assignment, and voluntary separation actions.

b. **TXARNG AGR Services Branch** will:

(1) Coordinate AGR FTNGD Soldier personnel actions with the Military Personnel Officer (J1/MILPO).

(2) Exercise primary responsibility for management of the Full Time Support voucher review and implementation at the State Level.

(3) Report TXARNG AGR FTNGD personnel strength to DAG-Army and provide strength reports to National Guard Bureau as required.

(4) Exercise primary responsibility for AGR budgetary management utilizing the Full Time Support Management Control System (FTSMCS), or otherwise directed system.

(5) Develop, publish, and implement Life Cycle Management (LCM) programs, state policies and procedures for efficient management and effective use of AGR FTNGD Soldiers within the guidelines of Army and NGB policy.

(6) AGR transfers, vacancy announcements and EPS selections will be complete no later than 30 days following signature date of the selection announcement memorandum.

**c. Major Subordinate Command (MSC) Chiefs of Staff (CoS) / Officers in Charge (OIC)/Recruiting and Retention Commander will:**

(1) Ensure all AGR supervisors and AGR Soldiers uphold responsibilities as directed within this policy.

(2) Serve as primary authority for reporting MSC level AGR FTNGD personnel strength to the MSC Commander.

(3) Conduct, at a minimum, initial and quarterly performance and professional development counseling with all assigned AGR supervisors.

(4) Serve as the primary authority within their MSC for recommendations for change within the annual Army Full Time Support Voucher and AGR Controlled Grade Voucher.

(5) Review rating schemes of all assigned AGR Soldiers. Advise commanders of the requirement to make a reasonable effort to include an AGR Soldier's full-time supervisor in the rating scheme.

(6) Manage leave and passes for all assigned AGR Supervisors. (See Chapter 4 Leaves and Passes).

(7) Review all recommendations for talent management selections of AGR Soldiers.

(8) Provide training of AGR supervisors within approved TMD and TXARNG talent management directives and policy.

(9) Ensure the monthly completion and processing of the Unit Commander's Financial Report (UCFR) to AGR Services prior to establish suspense.

**d. AGR supervisors will:**

(1) Ensure all assigned AGR Soldiers are performing the duties of their designated full-time support (FTS) positions and maintain accountability of all assigned AGR Soldiers.

(2) Take an active role in the professional development, career management, retention, and recommendation for release of assigned AGR Soldiers.

(3) Conduct, at a minimum, initial and quarterly performance and professional development counseling with all assigned AGR Soldiers. Supervisors will clearly articulate roles and responsibilities of all Soldiers in initial counseling. Counseling statements will be used as documentation on the Initial Tour Continuation Board (ITCB) if applicable.

(4) Advise qualified AGR Soldiers of command and leadership assignments for which they may be eligible as part of their professional career management plan.



(5) Advise Commanders on rating schemes per AR 623-3 (Evaluation Reporting System) of all assigned AGR Soldiers. A reasonable effort will be made to include an AGR Soldier's full-time supervisor in the rating scheme.

(6) Manage leave and passes for all assigned AGR Soldiers. (See Chapter 4 Leaves and Passes).

(7) Assist Commanders on reporting AGR serious incident reports (SIRs) and commander's critical information reports (CCIRs) to the TMD Joint Operations Center IAW state policy.

(8) Ensure Soldiers submit travel vouchers in a timely manner.

(9) Ensure AGR Soldiers complete all related training conducted by the Texas Army Career Training Program (TACTP) within 12 months of assignment.

(10) Ensure AGR Soldiers maintain qualifications of the duty MOS/AOC/Branch for which they are assigned on the organizational MTOE/TDA and AGR Voucher assignment.

**e. Active Guard Reserve (AGR) Soldiers will:**

(1) Maintain individual administrative and medical readiness standards and requirements IAW all active regulations and policy. This includes, but not limited to the following:

(a) Family Care Plan.

(b) Medical readiness.

(c) Security clearance.

(d) Annual review of leave and earnings statement (LES), annual recertification of Basic Allowance for Housing (BAH) (DA Form 5960), and active management of individual pay and allowances.

(e) Evaluations. Evaluations will be completed IAW AR 623-3. Soldiers will initiate a support form within 30 days of assignment and will complete the support form with their rater and senior rater no later than five (5) business days following the rating period through date.

(f) Annual personnel and finance records reviews (iPERMS & IPPS-A). Soldiers will review and certify their records as required with assigned unit.

(2) Maintain Army Combat Fitness Test standards.

(3) Maintain Army Body Composition standards.

(4) Complete all related training conducted by the Texas Army Career Training Program (TACTP) within 12 months of assignment.

(5) Maintain qualifications of the duty MOS/AOC for which they are assigned on the organizational MTOE/TDA and AGR Voucher.

(6) Communicate all required actions to full time support leadership within prescribed timeframes and suspense.

(7) Perform full-time duty at the duty location as ordered by AGR assignment or temporary duty orders.

(8) Self-report all incidents listed within TMD policy that pertain to serious incident reporting and commander's critical information reporting immediately to AGR supervisor upon receipt of information or incident occurrence (examples include hospitalization or arrest for any reason).

(9) Maintain an active account within Defense Travel System (DTS) and submit requests for authorizations and vouchers in a timely manner.

- (10) Maintain an active government travel credit card.
- (11) Maintain required systems access as applicable to the AGR assignment.

#### **1-5. Military Justice**

TXARNG Soldiers serving on FTNGD under Title 32 USC are subject to the Texas Code of Military Justice (Chapter 432, Texas Government Code).

## **Chapter 2**

### **Administrative Provisions and Standards of Readiness**

#### **Section I**

#### **Administrative Provisions**

##### **2-1. Duty Status**

Unit commanders and supervisors will ensure Soldiers are always in a proper duty status and adhere to state and federal policy for duty hours, liberal leave, and passes. Full Time Support Management Control System (FTSMCS) Leave Tracker is the system of record for tracking all leave and passes.

##### **2-2. Duty hours**

The standard TXARNG workweek is a 40-hour work week consisting of five (5) eight (8) hour days (excluding lunch), Monday through Friday. Lunch is a period no less than 30 minutes and no more than one (1) hour unless an alternative schedule has been approved by the Soldier's supervisor. All AGR Soldiers will post approved work schedules, to include physical training days and times, at their individual workstation/office.

##### **2-3. Core hours**

The agency's core business hours/standard administrative workweek are from 0900 to 1100 and 1300 to 1600 Monday – Friday. Core hours are defined as periods when outside agencies and customers can reasonably expect phone calls to be answered and personnel to be available at their workstations, conducting daily duties. Core hours differ from duty hours.

##### **2-4. Flex hours**

Flex hours are defined by personal circumstances that may require a Soldier to work outside the core hours. AGR BN/BDE OICs may approve flex hours outside core/duty hours for a limited period. The approving authority must inform the next higher level. Any request to work flex hours greater than 5 days must go to MSC CoS/OIC.

##### **2-5. Telework/Remote Work**

a. Soldiers serving within the TXARNG AGR program are authorized non-routine, ad hoc or situational telework or remote work.

b. All Soldiers and Supervisors are required to adhere to TMD Telework Policy to include Telework training and maintaining a signed telework agreement.

c. Telework or remote work must be approved by the first O-6 or GS-14 in the Soldier's full time support chain of command.

d. Situational, non-routine, or ad hoc basis requests must meet one of the following criteria:

(1) To perform large projects, tasks that require concentration and uninterrupted blocks of time for successful completion, or to accomplish routine job tasks when practicable.

(2) For supervisor or commander directed web-based distance and continuous

learning, including educational requirements required by law or regulation. Training requested by an employee or Service member is subject to the supervisor's or commander's approval, as applicable, and must conform to the provisions of applicable regulations.

(3) When the regular worksite is closed during adverse or inclement weather conditions (e.g., snow emergencies, floods, hurricanes) or with supervisor approval when offices are open with the option for unscheduled telework when severe weather conditions or other circumstances disrupt commuting and compromise employee safety.

## **2-6. Alternate Work Schedules**

Soldiers serving within the TXARNG AGR program are not authorized to work alternate work schedules such as four-day workweeks or 5-4/9 schedules on a permanent basis.

## **2-7. Physical Fitness Training**

AGR Soldiers are authorized up to three (3) hours of official duty time during the work week, which includes personal hygiene, in which to conduct physical fitness training. The scheduling and nature of PT time must be coordinated with the AGR supervisor. Abuse of this privilege can result in its suspension or termination of workout periods during duty hours by the supervisor.

## **2-8. Absences during the duty day**

Any absence from the duty day greater than four hours requires the Soldier to take leave (see AR 600-8-10).

## **2-9. Leaves and Passes**

a. All AGR leaves and passes will be managed IAW AR 600-8-10 and current DoD and NGB policy.

b. Supervisors are not authorized to approve passes during periods of liberal leave.

c. Soldiers required to perform duties during a federal holiday due to organizational need must be approved by their MSC CoS/OIC in writing prior to performing duties.

d. Supervisors will ensure Soldiers use their earned leave, minimize the loss of leave, and reduce the cost of payments for unused accrued leave.

e. Soldiers will be provided opportunities to take frequent periods of leave, with at least one extended leave period each year consisting of approximately two consecutive weeks or two, one-week periods of leave within constraints of operational requirements.

f. Individual Leave Management. Soldiers are required to request leave at minimum two (2) weeks prior to start date of leave period. Supervisors may approve exceptions based on emergency conditions or operational requirements. Soldiers will submit annual leave plans to their supervisor including at least one period of extended leave for two (2) consecutive weeks or two (2), one-week periods of leave.

g. Soldiers and supervisors will input requests and manage leave within a timely manner. Leave approvers will review, approve, deny, amend, sign out, sign in, and process all leave requests within AGR Leave Tracker's required timeframes to avoid past due leave.

h. Supervisors will counsel Soldiers who refuse to take leave throughout the year regarding their obligation to execute military programs and policies. Counseling will

include caution that such refusal may result in losing earned leave.

*i.* AGR Soldiers with a leave balance greater than 30 days are ineligible for a pass unless an organizational pass is granted.

## **2-10. Medical Administrative Procedures**

*a.* AGR supervisors are not authorized to require AGR Soldiers to take leave for medical appointments. AGR Soldiers will notify their supervisor as far in advance as possible of scheduled appointments and will provide documentation verifying the appointment was attended.

*b.* Soldiers will make every effort to schedule an early or late appointment to avoid prolonged absences in the middle of the duty day.

*c.* Reoccurring appointments for the same medical issue (such as physical therapy) will be communicated to the AGR supervisor, along with the duration of the treatment.

*d.* Supervisors may refer AGR Soldiers for a Fit for Duty exam with the Office of the Joint Surgeon (OJS) when excessive absences due to multiple medical appointments interfere with the performance of duties.

*e.* Supervisors will contact OJS for questions on specific cases.

*f.* Generally, AGR Soldiers living outside a 50 mile radius of a military treatment facility (MTF) are required to enroll in Tricare Prime Remote (TPR). Beneficiaries of TPR are considered to live inside a prime service area and will adhere to the established Tricare drive time standards of 30 minutes from HOR to the Primary Care Manager (PCM) and 60 minutes for specialty care.

*g.* AGR Soldiers may be required to change their civilian or military primary care team upon PCS to stay within these parameters or may be required to receive medical care from an MTF, depending on the geographic location of the assignment.

*h.* Beneficiaries of TPR reporting to a new duty location within a prime service area will not be authorized to travel outside the time standards to maintain continuity of care from a previous assignment.

*i.* The Office of the Joint Surgeon (OJS) is the sole physician approving authority for AGR Soldiers qualifying for a permanent profile with a PULHES of 3 in any category as indicated on the DA 3349. This includes AGR Soldiers who are assigned to a MTF. Soldiers who receive a permanent profile outside the OJS are subject to having them downgraded and/or reviewed by the State Surgeon.

*j.* The IDES compensates disabilities when they cause or contribute to career termination. Soldiers who are pending an approved voluntary retirement or facing mandatory removal date, retention control point or expiration of term of service, and who will be eligible for a regular retirement at the time they are referred for a disability evaluation, are presumed fit for military service. Revocation of voluntary retirement orders for purposes of referral into the IDES does not negate application. The profiling authority must consider whether the SM's condition meets the eligibility to overcome or rebut the period of presumptive fitness rule before referral to the IDES. The profiling authority will also use discretion in determining the eligibility for referral to the IDES process based on date of diagnosis of the IDES qualifying condition, previous PHA disclosures and any other contributing factors deemed relevant by the profiling authority.

k. The TXARNG AGR Services Branch will provide MSC CoS/OIC a monthly roster of all AGR Soldiers in the IDES process.

l. Accountability of AGR Soldiers in the IDES is mandatory. Soldiers will be at their place of duty and work within the confines of their profile when not attending medical appointments. BN/BDE OICs will maintain accountability of their Soldiers in the IDES process. Documentation of all days of leave, days on duty, and dates and times the Soldier attended medical appointments is auditable and will be supplied to AGR Services upon request.

## **Section II**

### **Standards of Readiness**

#### **2-11. Family Care Plan**

a. A Family care plan is required to be completed when any of the following apply.

- (1) A pregnant Soldier who has no spouse; or is residing without her spouse.
  - (2) Is married to another Service member (any branch or component)
  - (3) Soldier who has no spouse; is divorced, widowed, or separated, or is residing apart from his or her spouse; who has joint or full legal and physical custody of one or more Family members under the age of 19; or who has adult Family members incapable of self-care regardless of age.
  - (4) A Soldier who is divorced and not remarried, and who has liberal or extended visitation rights by court decree that allows Family members to be solely in the Soldier's care in excess of 30 consecutive days.
  - (5) A Soldier whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care or assistance.
  - (6) A Soldier married to another Service member (any branch or component) who has joint or full legal custody of one or more Family members under age 19 or who has adult Family members incapable of self-care regardless of age.
- b. Soldiers who meet the above criteria unable to complete a required Family Care plan are subject to involuntary release from the AGR program.

#### **2-12. Medical Readiness**

a. All AGR Soldiers will maintain their medical readiness as a requirement for participation in the AGR Program. AGR Soldiers who are MRC4 greater than 60 days are subject to involuntary release from the AGR program. At a minimum, after 30 days MRC4, the J-1 will initiate Suspension of Favorable Action (SFPA) / FLAG.

b. All Soldiers within the TXARNG AGR program must be a deployable asset. Failure to mobilize with assigned unit could result in involuntary release from the AGR program. AGR Soldiers going through the Integrated Disability Evaluation Process (IDES) process will not be considered for mobilizations.

#### **2-13. Security Clearance**

a. All AGR Soldiers must be eligible to obtain the required security clearance of their AGR assignment within 12 months of the date of entry into the TXARNG AGR program.

b. All AGR Soldiers are required to maintain, at minimum, a Secret security clearance as a condition of employment in the TXARNG AGR program. DAG-Army may

approve exceptions to this policy based on report of approved continued access.

#### **2-14. Military pay**

a. All AGR Soldiers will review their leave and earnings statement (LES), annual recertification of Basic Allowance for Housing (BAH) (DA Form 5960) and conduct active management of individual pay and allowances. Individual Soldiers are responsible for verifying accuracy of all military pay.

b. AGR Pay inquiries may be submitted directly to AGR Services via email to [ng.tx.txarng.list.agr-pay@army.mil](mailto:ng.tx.txarng.list.agr-pay@army.mil).

c. AGR Services is the only authorized point of contact to submit pay inquiries or transmittal letters (TLs) to the United States Property and Fiscal Office (USPFO) Mil-Pay section on behalf of AGR Soldiers.

#### **2-15. Army Combat Fitness Test (ACFT) For Record**

a. All AGR Soldiers are required to take the ACFT for record twice annually. At a minimum, one record event will be taken with the Soldier's organic assigned unit of record. All ACFT events will be recorded in the Digital Training Management System (DTMS).

b. Failure to pass the ACFT for record, or failure to comply with this policy, will have negative impacts on the Soldier. Upon failure of the record ACFT, or upon failure to comply with policy of twice annually, the Soldier will be flagged and ineligible to extend their enlistment or receive AGR tour continuation orders.

c. All AGR Soldiers will ensure their AGR supervisor receives a copy of the latest DA Form 705 if the Soldier drills at a different unit.

#### **2-16. The Army Body Composition Program for Record**

a. AGR Soldiers will conduct height and weight for record every six (6) months. These events should be conducted independent from the ACFT event.

b. Failure to maintain body composition standards will have negative impacts on the Soldier (See AR 600-9 for Army Body Composition standard program requirements).

#### **2-17. Computer Network Accounts / Systems Access**

a. AGR Soldiers must have or be able to obtain a favorable background and security investigation to acquire an TXARNG Computer Network User Account. AGR Soldiers are subject to separation from the AGR program if they fail to obtain or lose access to their Network User Account.

b. Maintaining all system accesses required by the AGR duty position is a condition of employment. All Soldiers will maintain system access as required by their AGR duty position. Failure to uphold required system accesses may result in involuntary release from the AGR program.

#### **2-18. Government Travel**

a. Travel authorizations and vouchers. All requests for travel authorization and travel vouchers will be submitted IAW current Joint Travel Regulations. All travel vouchers will be submitted within five (5) days of returning from temporary duty. New authorizations will not be approved if the Soldier has a delinquent travel voucher(s) greater than 15

days. Failure to submit travel authorizations and vouchers may result in involuntary release from the AGR program.

*b.* Government travel credit card. All AGR Soldiers will maintain an active government travel credit card and pay all balances in a timely manner, regardless of when a travel voucher approval disburses payment to the credit card company. Failure to maintain an active government credit card account may result in involuntary release from the AGR program.



## **Chapter 3**

### **Career Lifecycle Management**

#### **3-1. General**

- a. AGR Soldiers will be managed within approved TXARNG talent management programs (See TXARNG PAM 600-2).
- b. The T32 AGR program is a career program offering opportunities that encourage retention through promotion, professional development, and assignments or attachments to positions of increased responsibility.
- c. Soldiers will be considered for positions of higher grade within the AGR program through state talent management alignment processes.
- d. Career AGR assignment vacancies will be competed for within the population of qualified TXARNG AGR Soldiers prior to being advertised for fill. Advertisements will be limited to current TXARNG Soldiers prior to being open to applicants outside of TXARNG.

#### **Section I**

#### **Talent Acquisition**

#### **3-2. Eligibility for Initial Entry into the AGR Program**

- a. Applicants will meet all initial entry requirements of AR 135-18 and NGR 600-5 prior to entry into the TXARNG AGR program.
- b. Applicable waivers and requests for exception to policy must be granted prior to selection from an AGR vacancy announcement.

#### **3-3 Initial AGR Tours**

- a. Pursuant to references AR 135-18 and NGR 600-5, the AGR program is a career program wherein, upon successful completion of an initial tour, members are managed on a career basis and may qualify for regular retirement based upon years of active service. Therefore, entry into the program ordinarily entails a reasonable expectation that such employment is permanent.
- b. The reasonable expectation of permanence cited above is subject to the limitations provided in DODI 1205.18 and AR 135-18. These references allow for the hiring of AGRs on an initial tour and allow the Adjutant General to review AGRs prior to transitioning them from an initial tour to career status. These limitations provide the Adjutant General with the opportunity to maintain the quality of the program by removing individuals found to be unsuitable for continued participation in the AGR program, as well as to provide for upward mobility within the AGR program and to ensure that the T32 AGR program remains within AGR resource and controlled grade limits. Involuntary release of T32 AGR Soldiers following completion of their initial tour is accomplished via Involuntary Release procedures within NGR 600-5 or the Active Service Management Board (ASMB).
- c. Period of initial AGR tour. All TXARNG AGR initial tours are for a period of three years. Initial tours and probationary period may be extended to up to a total of six years IAW DODI 1205.18.

d. An AGR Tour will still be considered an initial tour even if the Soldier has previously served in the AGR program, provided that there has been a break in AGR service. However, a T32 AGR tour will not be considered an initial tour if immediately preceded by a T10 or T32 AGR tour in the Army National Guard, if the individual being accessed into T32 status had previously been continued (i.e., granted career status) by the State or Territory in which he or she served. Additionally, a T32 AGR returning to the T32 AGR program after having been guaranteed reentry into the program, retains career status.

e. Temporary extension of an initial tour. Where an AGR Soldier has been found ineligible for subsequent AGR duty, the Soldier's initial tour may be temporarily extended, at the request of the Soldier and with the Soldier's consent, when such extension is necessary to allow for the processing of waiver requests, to complete and adjudicate an investigation or review, to allow adequate time for Soldier out-processing and transition requirements, or as otherwise discussed above; or as may otherwise be administratively necessary pursuant to applicable law, regulation, or policy. Such extension will be strictly limited to the period necessary to accomplish said tasks. Such temporary extension shall not constitute or trigger transition of the Soldier to career status.

f. The DAG-Army may approve extensions to initial tours on a case by case basis where authorized by applicable law, policy, or regulation. Such extensions will not constitute transition to career status.

g. Per reference c, a probationary period will not exceed 6 years. All TXARNG initial AGR tours will be for a period of three (3) years unless extended by DAG-Army. Soldiers retained beyond their probationary period are transitioned to a career status within the T32 AGR program.

h. Entering sanctuary while serving on an initial AGR Tour. A Soldier who has achieved at least 18 years of creditable service toward a regular retirement, but less than 20 years, may not be involuntarily released from Active Duty without the approval of the Secretary of the Army. Where an AGR Soldier on his or her initial tour is disqualified from subsequent AGR duty but has achieved sanctuary, the Soldier's initial tour shall be extended upon the Soldier's request and with the Soldier's consent until either the Soldier qualifies for Regular retirement, at which point the Soldier will be REFRAD or retired at the Soldier's discretion or as otherwise required by law, regulation, or policy; or until the Secretary of the Army approves separation prior to qualification for Regular retirement, if the Adjutant General elects to request such separation. This temporary extension of the initial tour shall not constitute or trigger transition of the Soldier to career status.

### **3-4 AGR In-Processing**

a. All initial hire AGR Soldiers are required to in-process through AGR Services.

b. As a focal point for in-processing, AGR Services will designate the stations through which each Soldier must process completely before release to the replacement activity for clearance and movement to the gaining unit.

c. AGR Services In-processing checklist will be used to account for documents or records that each Soldier is required to have in his or her possession upon arrival to in-processing. The in-processing checklist will record every in-processing Soldier's

requirement to in-process according to the listed activities. Soldiers will obtain in-processing checklists from AGR Services upon acceptance of AGR selection.

d. A requirement of in processing is a signed acknowledgement that the applicant has read the TXARNG LCM PAM 600-5 and agrees to and understands all requirements and responsibilities of the AGR program.

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*(Unit Letterhead)*

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
AGR NEW HIRE  
AND  
TEXAS MILITARY DEPARTMENT

SUBJECT: Active Guard Reserve (AGR) Life Cycle Management

1. I have read and understand the Texas Army National Guard's Active Guard/Reserve (AGR) Life Cycle Management publication.
2. I will uphold my responsibilities as a member of the TXARNG's AGR program pursuant to TXARNG PAM 600-5 and all applicable law, regulation, and policy.
3. Questions and concerns in reference to the AGR Life Cycle Management will be referred to my full-time supervisor. Members of the TMD J-1 AGR Services Branch are available to AGR Soldiers and supervisors for administrative assistance in processes, templates, and personnel actions.
4. Point of contact for this memorandum is the undersigned at (512) 782-5001 or by email at [first.mi.last.mil@army.mil](mailto:first.mi.last.mil@army.mil).

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FIRST MI. LAST  
RNK, TXARNG  
Title

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FIRST MI. LAST  
RNK, BR, TXARNG  
AGR Supervisor

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(Date)

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(Date)

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Figure 3-1, Memorandum of Understanding

### **3-5 Eligibility for Subsequent Duty in the AGR Program**

- a. Soldiers will meet all subsequent duty requirements of AR 135-18 and NGR 600-5 prior to receiving AGR tour continuation orders within the TXARNG AGR program.
- b. Applicable waivers and requests for exception to policy must be granted prior to publication of orders.
- c. An AGR Soldier who accepts subsequent duty in the AGR program is subject to involuntary reassignment or reattachment based on the needs of the organization.

### **3-6 Initial Tour Continuation and Initial Tour Continuation Boards (ITCB)**

- a. The Initial Tour Continuation Board ensures the TXARNG shape and retain the highest quality AGR force based on the needs of the organization. ITCB enables the retention of the most capable and qualified Soldiers in the AGR program.
- b. ITCBs will convene semi-annually to consider T32 AGR Soldiers in their initial tour and who fall within the zone of consideration.
- c. Soldiers serving on T32 AGR OTOT will not be considered.
- d. T10 AGR Soldiers serving in a T32 AGR status for a professional development tour or other OTOT tours will continue to be managed by National Guard Bureau and will not be considered.
- e. Soldiers entering the T10 AGR program immediately after completing three (3) or more years of service in the T32 AGR program have attained career status and are exempt from T10 AGR ITCBs.
- f. Announcement. AGR Services will publish the ITCB announcement memorandum containing the zone of consideration, instructions for Soldiers eligible for consideration to review and verify their board file, and a roster of the Soldiers within the zone of consideration. The list will be provided to the Chief of the Joint Staff (CJS), MSC CoS/OICs, and Recruiting and Retention Commander.
- g. Notification of Soldiers who fall within the zone of consideration will be made by MSC CoS/OIC no later than 90 days prior to the convene date of the board.
- h. Soldiers may submit voluntary resignation in lieu of the board action.
- i. Commanders and AGR supervisors do not have to recommend approval of voluntary resignation in lieu of board action.
- j. Failure to submit an ITCB board packet may result in recommendation for non-retention by the ITCB.
- k. The full-time chain of command will evaluate each Soldier's record for demonstrated performance and determine the Soldier's potential to accept additional responsibilities and perform at current and higher-level assignments as documented in quarterly counseling and or evaluations.
- l. Pursuant to NGR 600-5, chapter 5-3, Soldiers recommended for retention within the AGR program by their full-time chain of command will be continued on FTNGD orders for a period of up to six (6) years, not to exceed RCP, MRD, or age 60.
- m. Only recommendations for non-continuation will be reviewed by the ITCB.
- n. Soldiers will be notified by AGR Services of recommendation for non-continuation and will be provided 30 days to submit rebuttal prior to ITCB proceedings.
- o. AGR Services will conduct the ITCB with full AGR ITCB packet and Soldier's rebuttal and submit to the approval authority for recommendation for retention or non-retention.

p. Once a final decision is made, AGR Services will distribute retention and non-retention notifications to MSC CoS/OIC for Soldier notification.

q. Soldiers will be provided instructions on notification memorandum from AGR Services for AGR tour continuation procedures or release from FTNGD procedures.

## **Section II**

### **Career Management**

#### **3-7 AGR Career Status**

a. Soldiers enter AGR career status following selection and approval following ITCB.

b. Subsequent periods of duty for AGR officers (including warrant officers) will be for an indefinite period. If an AGR officer is approved for retention by their chain of command, they may be continued on FTNGD orders not to exceed their MRD or age 60, unless sooner released from AD or FTNGD under applicable law or regulation or based on the needs of the Army.

c. Subsequent enlisted service member periods of duty will not exceed the terms of the service member's enlistment or reenlistment agreement, or an extension of an enlistment or reenlistment agreement per NGR 600-200.

d. Prior to publishing any order that will result in a T32 AGR transitioning from an initial tour to career status, AGR Services will screen the Soldier's records to ensure that the Soldier is eligible for subsequent AGR duty. At a minimum, this will include a review of the rules in AR 135-18.

e. Waivable Disqualifications. Soldiers who have waivable disqualifications for subsequent duty in the AGR program may use listed procedures within AR 135-18.

(1) Soldiers will be provided an opportunity to request (in writing) such waiver through channels to the waiver authority. The Soldier's chain of command will endorse the written request and recommend approval/disapproval of the requested waiver. The request must be submitted with documented justification.

(2) Where insufficient time remains between notification of the Soldier of their disqualification and the end of the AGR tour, the Soldier's probationary period and initial tour may be extended for a period long enough to secure a decision from the waiver authority.

(3) If the waiver is approved and if the Soldier is otherwise eligible, the Soldier will be continued on AGR duty in a career status.

(4) If the waiver is disapproved, the Soldier will be released from the T32 AGR program (REFRAD) upon the end of their T32 AGR tour. All out processing and transition requirements (to include Transition Assistance Program [TAP] and leave) must be complete prior to the last day of the Soldier's tour. However, where insufficient time remains to complete all out-processing and transition requirements between the end of the initial tour and the date of notification of the Soldier's disqualification or disapproval of the requested waiver, the Soldier's tour may be extended for a period long enough to complete out processing and transition requirements.

f. A Soldier subject to Suspension of Favorable Personnel Actions (Flag/Restriction), may be continued in the AGR program if the flag/Restriction has been lifted, or the matter requiring a Flag/Restriction has been resolved, by the end of the initial tour. Where the Flag/Restriction is imposed as a result of an investigation, promotion review

board, criminal investigation, or similar process, the Soldier's probationary period and initial tour will be extended for a period long enough to allow completion and final adjudication of the investigation or review.

(1) If the investigation clears the Soldier or otherwise produces a result that leaves the Soldier's eligibility for subsequent AGR duty unimpaired, the Soldier will be transitioned to career status.

(2) If the investigation or review produces a result that leaves the Soldier eligible for subsequent AGR duty subject to approval of a waiver or similar action, the Soldier's probationary period and initial tour will be extended for 90 days to allow the Soldier to request the waiver and for the request to be adjudicated.

(3) If the investigation or review produces a result that renders the Soldier ineligible for subsequent AGR duty, the initial tour will be extended, if necessary, by a period long enough to allow the Soldier to out-process and complete transition requirements.

**g. Non-waivable Disqualifications.** AGR Services will notify Soldiers found to have nonwaivable disqualifications IAW AR 135-18 and NGR 600-5. Soldiers found to be disqualified will be REFRAD from the T32 AGR program upon completion of their initial tour, unless released earlier pursuant to other applicable law, regulation, or policy. All out-processing and transition requirements must be complete prior to the end of the tour. If a Soldier received notification of the disqualification without sufficient time to complete out-processing and transition requirements by the end of the tour, the Soldier's initial tour may be extended for a period long enough to allow the Soldier to out-process and complete transition requirements.

### **3-8. Assignment**

**a.** AGR assignments within the TXARNG T32 AGR program are managed by the requirements of the MTOE/TDA authorizations and AGR voucher authorizations. Soldiers are managed within talent management processes to meet the needs of the organization while providing career growth to individuals within their career management fields.

**b.** Soldiers will be assigned to the MTOE/TDA authorization aligned to the AGR assignment. Exceptions for CLASP and command directed Key Development (KD) assignments will be authorized on a case-by-case basis.

**c.** Soldiers with an approved retirement or transition from the AGR program will be assigned to Temporary Hold by AGR Services upon approval of transition action.

**d.** Excess Soldiers due to reorganization, voucher change, or change of authorization will be moved to the next available AGR vacancy commensurate to their grade and MOS/AOC, if available. Soldiers in excess may apply for career management vacancy announcements and are waived from stabilization.

**e.** Career Management Field (CMF) transitions.

(1) Enlisted Soldiers may request to change their E-CMF by submitting DA Form 4187 to AGR Services for change of primary MOS. All requests must be received prior to 31 August of each calendar year for implementation on EPS boards and EPS OML. Soldiers must be MOS qualified for the E-CMF they request to transition to be managed within. AGR Services is the only action authority for change in primary MOS / AOC.

(2) Officers may request consideration for branch transfer or management under a secondary AOC by submitting memorandum to the losing and gaining Branch Advisory

Working Group (BAWG). Approval memorandum will be routed to AGR Services by individual Soldier.

### **3-9. Request for Fill (RFF) Process**

a. Units will submit the AGR Consolidated RFF thru channels to AGR Services on a quarterly basis to fill vacant AGR authorizations, determined by the most recent published voucher. Vacant AGR authorizations will be filled utilizing the following methods, in order of precedence.

(1) Lateral transfer of excess personnel. TXARNG will make every effort to right size the AGR force within current authorizations designated by NGB.

(2) Promotion.

(a) Enlisted vacancies will be filled by utilization of current AGR Enlisted Promotion System (EPS) order of merit list (OML). AGR Soldiers have 15 days upon EPS offer acceptance to submit reclama or IFO. Declination or refusal of EPS selection may result in involuntary release from the AGR program.

(b) Officer and warrant officer promotions will be in accordance with current Officer Talent Management Process. (See TXARNG PAM 600-2). Promotions are managed against valid vacancies and will not be authorized for excess assignments. AGR voucher position grade must align with M-Day authorized grade for Position ID.

b. Career Management (CM) announcement open to on board TXARNG AGR Soldiers only. Position will be advertised on the TMD Job site (<https://tmd.texas.gov/tmd-jobs>). Positions are posted for 15 days unless otherwise requested in writing.

c. Active Guard Reserve (AGR) vacancy announcement open to all TXARNG Soldiers. Previously known within TMD as Preferred Method (PM) announcements, AGR announcements will be utilized for TXARNG AGR vacancy announcements open to all TXARNG Soldiers. Position will be advertised on the TMD Jobs site (<https://tmd.texas.gov/tmd-jobs>). Positions are posted for 30 days unless otherwise requested in writing.

d. Nationwide (NW) announcement. Vacancies that remain unfilled after advertisement to all TXARNG Soldiers will be advertised on the TMD Job site (<https://tmd.texas.gov/tmd-jobs>) open to any ARNG members nationwide. Positions are posted for 30 days unless otherwise requested in writing. Requests for exception to policy made be made to DAG-Army for announcing nationwide prior to TXARNG only first.

(1) Positions remaining unfilled may be re-advertised nationwide, if no applicants apply for initial advertisement.

(2) By exception, Recruiting and Retention noncommissioned officer vacancy announcements will be announced simultaneously to all TXARNG Soldiers without the requirement of SQI4 at time of application, and nationwide to qualified SQI4 Soldiers.

e. Requests for fill against known losses may be made no sooner than nine months prior to effective date of separation of known loss. Effective date of assignment for selected backfill may be no earlier than six months from effective date of separation of known loss.

### **3-10. Selection Process.**

a. Order of Merit Boards (OMB) are conducted IAW current policy and regulation to determine the best-qualified applicant for an AGR authorized vacancy.

b. The AGR Manager will publish a Memorandum of Instruction (MOI) to be used by the board members. The MOI will include the composition of the board, necessary administrative support, and guidance on the conduct of the board.

c. AGR Services will maintain applications of Soldiers selected in a central file location for the duration the Soldier is a participating member of the AGR program. The checklist used to verify initial eligibility will be maintained with applications.

d. Board proceedings will be maintained in a central file location within AGR Services for a period of three years.

e. Applicant packets. Upon the closing of an AGR vacancy announcement, AGR Services will compile all application packets received. These packets will be screened in accordance with position requirements posted within the job announcement, as well as eligibility requirements outlined in NGR 600-5. Any applicants not meeting minimum requirements will not be forwarded for consideration to the board.

f. Within two weeks of announcement closing, AGR Services will provide the MOI for AGR Order of Merit Board to the unit requesting the position announcement as well as digital copies of applications.

g. The purpose of convening the OMB is to create a non-partisan panel to examine applicants' credentials irrespective fairly and thoroughly of race, color, religion, gender, or national origin. The OMB is required to determine the best-qualified applicant for an AGR position.

h. The OMB will provide their recommendation to the selecting official for decision. The OMB is not the selecting authority and will not communicate recommendations or proceedings of the board, except to proper authority.

i. Recommendation of the board will be recorded, in the format provided within MOI. Appraisal Worksheet, Consolidated Board Recommendation, with all items (including board member notes) and applications, will be submitted to AGR Services not later than seven days following completion of board.

j. The OMB will publish an order of merit listing (OML) ranking those service members found best qualified from the highest to the lowest. This OML will be used to select an applicant if the best-qualified Soldier becomes disqualified. The OML will expire after 90 days. An exception to policy may be approved by DAG-Army to extend the expiration of OMLs to 180 days.

k. AGR Services will provide letters of selection or non-selection to each applicant, not later than 30 days after approval of board proceedings of individual vacancy announcements or upon expiration of the OML for mass announcements.

l. Declination of assignment on a mass hiring board will place the Soldier at the bottom of the OML for consideration of selection for future vacancies.

m. AGR Order of Merit Board documentation. All board proceedings and documentation will be maintained by AGR Services in accordance with current policy and regulation.



### **3-11. AGR Reclama Process.**

Soldiers and unit leadership of Soldiers identified for transfer within AGR selection announcements may submit request for reclama within five business days of Soldier notification. Reclama requests must identify the specific selection that is requested for amendment or revocation with specific regulatory justification (See Special Programs, Chapter 4). Requests will be submitted in memorandum format through AGR Services to DAG-Army.

### **3-12. Controlled Grade Promotions**

a. Selection for AGR Controlled Grade assignment does not constitute immediate promotion to the higher grade. Soldiers selected for AGR Controlled Grade authorizations will be placed on the AGR Controlled Grade Sequence List and will promote to the higher grade when the state receives the AGR Controlled grade authorization from National Guard Bureau (NGB). Date of Rank and effective date of grade will be IAW current law, regulation, and policy.

b. Controlled Grade Sequencing.

(1) DAG-Army is the approval authority for controlled grade sequencing of AGR Soldiers.

(2) Placement on the controlled grade sequence list will be approved on a quarterly basis.

(3) Considerations for sequencing will include, but are not limited to the following criteria:

(a) Organizational needs. Priority assignments such as command, mobilizing units, key developmental assignments, and key staff assignments will be considered as priority for sequencing.

(b) Individual performance. Enlisted Promotion System (EPS) OML and Officer Career Management Board Scores will be used in determining sequencing of Soldiers selected for controlled grade assignment within the same quarter of the talent management board cycle.

c. AGR Services will publish updates to the enlisted and officer controlled-grade sequence lists on a quarterly basis.

d. Removal from or delay/leapfrogged within the controlled grade sequence list. Soldiers may be removed from or delayed/leapfrogged within the AGR controlled grade sequence list for the following reasons.

(1) Entering a non-promotable status IAW current regulation and policy.

(2) Approved voluntary request for separation or retirement from the AGR program.

(3) Approved involuntary separation from the AGR program.

(4) Removal from assignment commensurate to the controlled grade.

e. Soldiers will not be promoted to the rank of the controlled grade assignment until the controlled grade authorization is available to the state or temporary controlled grade request is approved by National Guard Bureau (NGB).

f. Notification of receipt of controlled grade authorization and administrative action requirements will be distributed directly to the AGR Soldier and full-time supervisors.

### **3-13. Nominative Assignments**

a. The Adjutant General and DAG-Army may approve select assignments within the T32 AGR program are filled by methods outside of career management selection processes.

b. Nominative assignments may include but are not limited to: State Command Chief Warrant Officer (CCWO), State Command Senior Enlisted Leader (CSEL), TXARNG Senior Enlisted Advisor (SEA), Joint Staff principals, key positions on personal staffs; Special Staffs of General Officers, senior executive staff members and other such positions as the needs of the organization may require.

c. Traditional Soldiers selected for nominative assignments will be placed on OTOT orders and must meet all eligibility requirements prior to beginning the tour.

### **3-14. Command, Leadership and Staff Assignment Policy (CLASP)**

a. CLASP provides professional development opportunities to AGR Soldiers within the TXARNG units.

b. AGR Soldiers who are assigned to brigade, battalion, and company command positions, headquarters commandant, platoon leader, Command Sergeant Major, and First Sergeant positions are eligible for CLASP.

c. CLASP assignments will not exceed 2 years; however, any exceptions can be routed through AGR Services to DAG-Army for approval. Written justification must include the circumstances requiring the extension, such as critical unit readiness or mission completion requirements.

d. AGR Soldiers may not exceed their AGR grade position. Promotions based on CLASP are not authorized.

e. The AGR Manager will provide a consolidated list of Soldiers approved for CLASP to the State Resource Manager.

f. Soldiers assigned to CLASP assignments are authorized travel reimbursement to and from IDT; distance from Soldier's home of record to IDT must be equal to or greater than 50 miles to receive travel reimbursement. Travel vouchers may be reimbursed up to a total of \$500.00 per IDT.

### **3-15. Stabilization**

a. Reduction of turbulence within the units is critical to maintaining unit readiness and career development of individuals. AGR Soldiers will be stabilized as follows:

(1) Initial AGR Tours. All TXARNG AGR T32 Soldiers will be stabilized for the first 24 months of their initial AGR tour. The purpose of this stabilization is to avoid transfer of Soldiers prior to the requirement of leadership submitting recommendations for retention or non-retention to the ITCB. Requests for exception to policy may be made following 18 months of initial AGR tour.

(2) TXARNG T32 Career AGR Soldiers. All TXARNG career status Soldiers are stabilized for a period of 24 months following effective date of transfer. Stabilization periods are waived for EPS Promotions and special programs.

(3) Interstate Transfer (IST) Gains. Career AGR Soldiers selected from Nationwide (NW) AGR vacancy announcements are stabilized for a period of 12 months from the date of assignment as an AGR within the TXARNG. Career AGR IST gains are not

eligible for promotion above the grade of the AGR assignment they were selected for during the 12-month stabilization period.

(4) Officer Candidates and Warrant Officer Candidates. Soldiers appointed as OC/WOC are stabilized during the duration of appointment as OC/WOC. Soldiers incur a new stabilization period upon assignment as an officer or warrant officer.

b. Requests for exception to policy for release from stabilization period must be submitted through AGR Services and approved by DAG-Army.

c. Command direct transfers approved by DAG-Army waive stabilization upon selection announcement approval. Soldiers may be directed to assignment at the needs of the organization, but recommendations must be by exception.

### **3-16. Permanent Change of Station (PCS)**

a. Soldiers may not receive PCS funds twice within the same fiscal year and should not be permitted to PCS twice in the same calendar year.

b. Soldiers ordered to an AGR assignment outside of reasonable commuting distance from their current home of record (HOR) or over 50 miles from their current AGR duty assignment will be afforded the opportunity to conduct PCS IAW applicable law, regulation, and policy.

c. All Soldiers requiring PCS must submit Information for Orders (IFO), NGTX Form 110 and PCS allocation worksheet to AGR Services within five business days of notification of selection.

d. Waiving PCS. A Soldier may elect to report to a new AGR duty assignment without PCS. Soldier must elect to waive PCS by submitting NGTX Form 110 – Information for Orders (IFO) with such election and signature in order to receive non-PCS AGR transfer orders. Costs incurred by the Soldier to move after waiving PCS will not be reimbursed from the government.

e. Soldiers receiving PCS orders will receive instructions from AGR Services on how to complete a government or personally procured move (PPM).

f. It is the responsibility of the Soldier to coordinate PCS with the closest active-duty military installation or transportation office.

g. Reimbursement instructions will be provided to the Soldier by AGR Services upon distribution of PCS orders.

### **3-17. State Active Duty (SAD)**

a. Pursuant to 32 USC 502(f) and NGR 600-5, AGR Soldiers may accompany their units and continue to perform their normal AGR duties when the unit is ordered to operational 32 USC 502(f) status or State Active Duty (SAD) status to support an emergency.

b. AGR Soldiers may be ordered to temporary duty, not to exceed 179 days, in support of emergency operations and issued field duty orders at the approval of DAG-Army.

c. Field duty orders will be published distributed directly to the AGR Soldier by AGR Services. Additional instructions pertaining to travel, pay, quarters, and meals will be contained within the order.

d. AGR Soldiers may not be put into a leave status in order to volunteer to serve on SAD orders.

### **3-18. Mobilization**

- a. AGR Soldiers are subject to mobilization at the needs of the agency through either cross-leveling, command direct or at the discretion of the DAG-Army.
- b. All volunteer requests for mobilization of AGR Soldiers will be routed through MSC leadership to DAG-Army for approval.
- c. Non-organic AGR Soldiers are not approved to mobilize except in the instance the Soldier is serving on CLASP or with DAG-Army approval.
- d. One Time Occasional Tour (OTOT) one-for-one replacements are subject to NGB and TXARNG AGR end strength and must be approved by DAG-Army.
- e. Soldiers will be provided a DD Form 214 worksheet and amendment to AGR T32 AGR orders upon approval of mobilization.
- f. Title 10 to Title 32 AGR orders will be distributed to all TXARNG AGR T32 Soldiers upon release from active duty (REFRAD) from T10 mobilization.

### **3-19. Application to Officer Candidate School (OCS) or Direct Commission**

- a. AGR Soldiers will not attend State OCS, Federal OCS or the ARNG Accelerated OCS with the specific intent of accepting a certificate of eligibility (COE). Self-enrollment and attendance without proper approval is grounds for involuntary separation from AGR FTNGD.
- b. AGR Soldiers must meet minimum requirements for appointment as an officer within the Army National Guard (see NGR 600-100).
- c. AGR Services will announce a Career Management (CM) AGR vacancy announcement on an annual basis for enlisted career Soldiers to compete for selection to transition from enlisted to officer within the AGR program.
- d. Soldiers will be disqualified for consideration to transition to an AGR officer if they have one or more of the following disqualifying factors at the time of application.
  - (1) Nine (9) or more years of Active Federal Service (AFS).
  - (2) Stabilization due to initial AGR tour.
  - (3) Have not earned a minimum of 90 semester hours toward an accredited degree.
- e. All applications for transition from enlisted to officer will be forwarded to the Full Enlisted Full-Time Career Management Board (E-FTCMB) for concurrence to be forwarded to the AGR order of merit board (OMB).
- f. The AGR OMB will be appointed by DAG-Army and will follow procedures set forth in Chapter 3-11 of this PAM.
- g. The AGR Manager will forward the OML to the Full-Time Career Management Board (FTCMB) for assignment recommendation.
- h. FTCMB will forward recommendations to DAG-Army for final approval of the OML and selection of AGR Soldiers to transition from enlisted to officer.
- i. The AGR Enlisted to Officer OML will be limited to the five (5) best qualified Soldiers.
- j. Soldiers placed on the AGR Enlisted to Officer OML will be directed to attend the TXARNG OCS symposium. Soldiers will be removed from the AGR Enlisted to Officer OML due to failure to attend symposium or discovery of requirement for moral or civil conviction waiver.
- k. Selections to convert from enlisted to officer will be announced by AGR Services

after DAG-Army approval. Selection memorandum will formally announce approved commissioning source, appointed branch and assignment of Soldier.

*l.* Soldiers will transfer to the directed officer assignment upon transition to officer candidate (OC) or upon direct commission.

*m.* Soldiers will be stabilized as officer candidates and removed from consideration for Enlisted Promotion System (EPS) selection or lateral assignment within the FTCMB.

*n.* Stabilization will be terminated upon failure or voluntary resignation from OCS.

*o.* Soldier will be reassigned at the needs of the TXARNG in the MOS and grade commensurate to the MOS and grade last held prior to transition to OC. Enlisted assignment will be published on FTCMB selection announcement memorandum.

*p.* Soldier will be immediately eligible for EPS selection at time of termination of stabilization.

*q.* If an AGR enlisted Soldier, in career status, is selected for entry into an AGR position as an officer, the Soldier will retain career status.

*r.* Enlisted AGR Soldiers who are formally announced on AGR Enlisted to Officer selection announcements will be appointed as AGR officers within the TXARNG by virtue of completion of OCS or direct commission.

### **3-20. Application to Warrant Officer Candidate School (WOCS)**

*a.* AGR Soldiers will not attend Federal Warrant Officer Candidate (WOCS) with the specific intent of accepting a certificate of eligibility (COE). AGR Soldiers may attend State WOCS with the intent of accepting a certificate of eligibility (COE).

*b.* Enlisted AGR Soldiers will not be automatically appointed to warrant officer AGR positions by virtue of completion of the Warrant Officer Candidate School. Eligible enlisted AGR Soldiers must apply, compete, and be selected for AGR warrant officer positions. Entry level warrant officer positions should be announced to current warrant officers and those enlisted Soldiers who meet the criteria for appointment. An approved predetermination packet for warrant officer candidates will be submitted with the application.

*c.* Enlisted AGR Soldiers serving within an initial tour are not eligible for selection as a warrant officer within the TXARNG.

*d.* If an AGR enlisted Soldier, in career status, is selected for entry into an AGR position as a warrant officer, the Soldier will retain career status.

*e.* Backfill decisions for AGR Soldiers selected to attend WOCS will be considered by the FTCMB on a case-by-case basis. FTCMB will establish backfill source and reporting instructions.

*f.* Soldiers will not be transferred to a warrant officer assignment prior to graduation from WOCS. An exception to policy may be granted by DAG-Army, with CCWO concurrence, when the needs of the organization require a move prior to graduation of WOCS or extenuating circumstances exist.

## **Section III**

### **Succession or Transition Planning**

#### **3-21. Voluntary Release**

a. Personnel may request REFRAD from the AGR program by submitting a written request through command channels to AGR Services at least 60 days in advance of requested separation date. The request must state the individual's intentions towards their traditional status with assigned unit.

b. AGR Services will ensure that active service obligations are met and forward request to DAG-Army for final approval.

c. Termination of AGR status does not affect the remaining enlistment contract or service obligation.

d. Soldiers will continue to report for IDT with their unit of assignment after REFRAD of their AGR status unless separated from a traditional status simultaneously.

e. Once separated from AGR status, a Soldier is ineligible for re-entry into AGR for a period of one year. This requirement may be waived by DAG-Army.

f. Requests for voluntary release or retirement are irrevocable once received and approved by DAG-Army.

g. Soldiers may request voluntary release from FTNGD in lieu of involuntary release procedures. Commanders and supervisors are not required to approve request for involuntary release in lieu of involuntary release procedures.

#### **3-22. Involuntary Release from FTNGD**

a. Commanders have the primary responsibility to maintain good order and discipline. Involuntary release from AGR service is a mechanism for TAGs to ensure the effective administration, operation, and training of the National Guard. Commanders and supervisors may initiate involuntary release from AGR service when a Soldier's substandard duty performance or persistent inefficiency hinders the administration, operation, or training of the National Guard and when corrective action or rehabilitation efforts have not provided the necessary results, or for any other reason permitted by Army or ARNG regulations for separation from service, withdrawal of Federal Recognition, release from active duty or disqualification for subsequent AGR duty. Single acts of misconduct including but not limited to those involving violence, hostile work environment, integrity, or moral turpitude may warrant initiating release without prior corrective action or rehabilitation. Commanders determine if the basis of a proposed involuntary release warrants release from FTNGD and separation from the ARNG.

b. Refer to NGR 600-5 for guidelines for involuntary release from FTNGD.

c. Soldiers in sanctuary status by virtue of reaching greater than 18 but less than 20 years of qualifying service will have their involuntary REFRAD packet including TAG recommendation, submitted through ARNG-HRH for approval by Secretary of the Army.

d. Soldiers in the IDES will not be released until final disposition of the medical board process.

e. In addition to REFRAD, command may initiate discharge from the ARNG for the same underlying basis IAW AR 135-178/NGR 600-200 (enlisted); AR 135-175/NGR 635-101 (officers). Refer to TMD Instruction 1332.02, Involuntary Enlisted

Administrative Separations – Texas Army National Guard, dated 18 August 2020 for Enlisted Administrative Separation checklists and internal Texas guidance.

*f.* State Initiated Involuntary Release from AGR FTNGD. The Adjutant General and DAG-Army withhold initiation and approval of the following offenses that may result in involuntary release from AGR FTNGD.

(1) Civil convictions.

(2) Commission of a serious offense.

*g.* AGR Services will initiate all state level involuntary releases upon receipt of SIR/CCIR.

*h.* Failure to maintain a secret security clearance. Soldiers denied a secret clearance will be released from AGR FTNGD. Soldiers approved for continued access during a rebuttal period will be provided time to receive final determination of clearance.

*i.* Non-deployable status. Failure to mobilize with organic unit of assignment may result in involuntary release from AGR FTNGD. When the reason for non-deployable status is due to medical reasons, the Soldier will be reviewed for medical retention standards and referred to IDES.

*j.* Absent without leave (AWOL). Unit commanders or supervisors will submit DA Form 4187 through command channels to AGR Services following the first day of AGR AWOL, recommending involuntary release from AGR FTNGD. AGR Services will initiate AGR involuntary release actions upon receipt of DA Form 4187 signed by commander or supervisor.

*k.* Abuse of Illicit Drugs. AGR Services will initiate involuntary release from AGR FTNGD for all cases of positive results.

*l.* Rebuttal Period. All Soldiers are provided a 30-day rebuttal period to respond to all recommendations for involuntary release from AGR FTNGD.

*m.* The Adjutant General retains approval authority for all involuntary separations from AGR FTNGD.

### **3-23. Mandatory Release**

*a.* AGR Soldiers will be released from the AGR program without board action for the reasons stated below regardless of the expiration date of their current period of duty. Involuntary release procedures will not be used. For the following, AGR Services will notify the Soldier, in writing, one year in advance of the appropriate date, that they will be released from active service and identify the effective date. The effective date will be the last day of the month in which the Soldier reaches the appropriate date. This will provide sufficient time to allow the Soldier to be properly processed for transition, either REFRAD or retirement.

(1) Officers who reach their MRD per NGR 635-100 (Termination of Appointment and Withdrawal of Federal Recognition), unless an extension has been approved.

(2) AGR Soldiers who reach age 60 and are qualified for regular retirement.

(3) Enlisted AGR Soldiers who complete total years of RCP for their current grade IAW current policy and regulation.

*b.* For the following, AGR Services will notify Soldiers in writing, as soon as practical, once the disqualifying condition is identified, that they will be released from active service and identify an effective date. The effective date should provide sufficient time for the Soldier to clear all transition requirements and use their accrued leave.

- (1) An AGR Soldier who fails to obtain or loses a required security clearance.
- (2) An AGR officer who has lost Federal Recognition.
- (3) An AGR officer who has been non-selected twice for promotion per AR 135-155 (Promotion of Commissioned Officers and Warrant Officers Other than General Officers).
- (4) Loss of MOS, AOC or other qualification (IAW with applicable regulations or Army/ARNG policy) that is required for a specific AGR position, but only when reassignment is not possible or practical.

### **3-24. Voluntary Retirements**

#### **a. Retirement Planning.**

- (1) AGR Soldiers should start gathering information and planning their military retirements 36 months before they plan to retire.
- (2) AGR Soldiers may initiate Army Soldier for Life – Transition Assistance Program (SFL-TAP) process 12 – 24 months before retirement but must complete the SFL-TAP Pre-Separation counseling no later than 365 days before the effective retirement date.
- (3) Soldiers need an average of 40 total hours, spread over a 12 – 24 month period of time, to take advantage of TAP services.
- (4) Soldiers within the TXARNG AGR Program may apply for Job Training, Employment Skills Training, Apprenticeships, and Internship (JTEST-AI) programs. Priority of attendance will be given to those who meet the requirements within AR 600-81 paragraph 8-2 (a) (2) a-e. All requests to participate in JTEST-AI programs will accompany the retirement packet in memorandum format (see figure 3-3). Approval for participation is withheld at DAG-Army level and approval/disapproval of participation will be communicated before a completed participation packet is submitted. Mission requirements is primary to any approvals to participate in JTEST-AI.
- (5) Soldiers are required to report to work when not attending SFL-TAP events, medical appointment or on approved leave. Passes are not authorized within 12 months of retiring.
- (6) Timeline. A complete timeline including all statuses of leave, SFL-TAP appointments, and administrative leave (previously known as permissive TDY) will be included within the Soldier's application for voluntary retirement (see figures 3-2, 3-4, 3-5 and 3-6). Retirement requests will include requests to participate in JTEST-AI programs, if applicable. See paragraph 3-24 (4) above.
  - (a) Administrative leave in conjunction with voluntary retirement will be approved in accordance with AR 600-8-10. Soldiers will plan block administrative leave in no more than four five (5) day periods (Monday – Friday) of consecutive weeks within their timeline. Requests for exception to this policy will be submitted in memorandum format through AGR Services for DAG-Army approval.
  - (b) Accrued leave. Soldiers and supervisors must manage leave so that Soldiers do not have over 60 days of leave at time of request for voluntary retirement. Soldiers will include a plan for the use or sale of all accrued leave within their timeline. Soldiers may elect to sell up to 60 days of leave in conjunction with transition. Soldiers may not sell more than 60 total days of leave within a career.





## The Retirement Planning Timeline

### 36 months

- Gather resources
- Retire where?
- Retire when?

- Determine service providers
- Create major decision timeline
- Plan to work? School?
- Consider credentialing & internships
- Start transition savings fund

### 24-18 months

- PCS move before retirement?
- Required service obligations?
- Retired pay estimate
- Attend Army TAP
- Attend Mandatory Retirement Planning Seminar

### 12-6 months

- Apply for retirement
- Preseparation transition checklist
- Start active job search
- Finalize Transition Administrative Absence & terminal leave plan
- Interview/post-retirement wardrobe purchases

### 18-12 months

- Medical/dental care catch up
- College applications?
- Start employment networking
- SBP and life insurance
- Investigate healthcare options

### 6 months to 1 month

- Retirement physical
- Survivor Benefit Plan election
- Change myPay email
- Schedule final move
- House-hunting
- BRS lump sum application
- Terminal leave & Administrative Absence
- Hand over job responsibilities
- Apply for VA disability compensation



### Retirement month (if not already done)

- Retirement ceremony
- Outprocessing/DD 214
- Get medical records
- HHG move
- Will/POA update

### 0-6 months after

- New ID cards
- Apply for TRICARE
- New job starts
- VGLI?
- CRSC?



Figure 3-2. Retirement Planning Timeline



TEXAS MILITARY DEPARTMENT  
POST OFFICE BOX 5218  
AUSTIN, TX 78763-5218  
(512) 782-5001

Unit Office Symbol

Current Date

MEMORANDUM THRU

Cdr, Battalion HQ Address

Cdr, Brigade HQ Address

Cdr, Division HQ Address

FOR Deputy Adjutant General - Army, ATTN: NGTX-AGR, P.O. Box 5218  
Austin, TX 78763- 5218

SUBJECT: Request for Voluntary Retirement from Active Guard Reserve (AGR) Full  
Time National Guard Duty (FTNGD)

1. I, RNK First MI. Last, hereby request voluntary retirement from the Texas Army National Guard and the AGR program. I request \_\_\_\_\_ as the effective date of my retirement; however, I understand that the final date of retirement will be determined by the Adjutant General of Texas.

2. I have read AR 635-200, paragraph 12-12 d (2), and 12-28. I am responsible for ensuring that a physical examination is completed not earlier than six months nor later than one month prior to my approved retirement date. I am aware that the purpose of this examination is to ensure that my medical records reflect as accurately as possible my state of health on retirement and to protect my interests and those of the Government. I also understand that my retirement will take effect on the requested date and that I will not be held on active duty to complete this examination.

3. I understand that I will continue to perform my current duties in my present assignment until my request from the Adjutant General is approved. I am familiar with AR 635-200, paragraph 12-15 and understand that once this application is approved it may not be withdrawn except for extreme compassionate reasons or for definitely established convenience of the Government.

4. I desire to retire through the following transition office: \_\_\_\_\_  
(example: Fort Sam Houston, TX).

Figure 3-3. Request for Voluntary Retirement Memorandum Template (pg. 1 of 3)

OFFICE SYMBOL

SUBJECT: Request for Voluntary Retirement from Active Guard Reserve (AGR) Full Time National Guard Duty (FTNGD)

5. I Do / Do Not (circle one) desire a Permanent Change of Station.

a. I will relocate to: \_\_\_\_\_ (mark N/A if not applicable). Address City State Zip Code

b. The following dependents will relocate with me upon transition (list name/relation, date of births and date of marriage for spouse):

(1) First MI. Last, Spouse, DOM: 14 February 2014.

(2) First MI. Last, Daughter, DOB: 11 November 2016.

(3) First MI. Last, Son, DOB: 04 April 2019.

6. I have completed the Soldier For Life – Transition Assistance Program (SFL-TAP) and enclosed my certificate of completion.

7. I understand that I am not entitled to a Career Skills Program (CSP) and approval is withheld by the Deputy Adjutant General - Army.

a. I respectfully request a total of (0 / 30 / 60 / 90 / 120) days of non-chargeable leave to complete the CSP. I have enclosed the required CSP memo and DA Form 31 for non-chargeable leave to participate within the CSP.

b. I have been designated as a category \_\_\_\_ Soldier during SFL-TAP for consideration of approval for CSP.

8. I understand that I may not have more than 60 days of accrued leave at time of request for voluntary retirement. I currently have \_\_\_\_ days accrued leave.

9. I understand that I must use 30 days of accrued leave during my last year on orders as an AGR Soldier within the TXARNG AGR program. I understand all 30 days must be used prior to my last day in the office and prior to beginning CSP, administrative absence and transition leave.

10. I respectfully request (0-10) days transition administrative absence (TAA). I understand that TAA is not an entitlement and that I may not be approved for TAA if I am not relocating or have accepted post military employment. DA Form 31s are enclosed with request for TAA.

11. I respectfully request (0-10) days involuntary separation administrative absence (ISAA). I understand that ISAA may be approved for Soldiers requesting voluntary

OFFICE SYMBOL

SUBJECT: Request for Voluntary Retirement from Active Guard Reserve (AGR) Full Time National Guard Duty (FTNGD)

retirement, but it is not an entitlement. I understand that I may not be approved for ISAA if I am not relocating or have accepted post military employment. DA Form 31s are enclosed with request for ISAA.

12. I respectfully request (0-60) days transition leave within the enclosed DA Form 31. I understand that transition leave is a chargeable absence and must be taken after all CSP and administrative absences.

13. I wish to be paid for (0-60) days lump sum leave upon transition. I understand I may only sell as much as 60 days of leave as of 10 February 1976. DA Form 4187 for requested sale of leave is enclosed.

14. Point of contact for this memorandum is the undersigned at (512) 782-5001 or by email at first.mi.last.mil@army.mil.

10 Encls

1. Requested Retirement Timeline
2. Certificate of Completion (SFL-TAP)
3. Application for Career Skills Program
4. DA Form 31 (Career Skills Program)
5. DA Form 31 (Transition Admin Absence)
6. DA Form 31 (Transition Admin Absence)
7. DA Form 31 (ISAA/Retirement Absence)
8. DA Form 31 (ISAA/Retirement Absence)
9. DA Form 31 (Transition Leave)
10. DA Form 4187 (Sale of Leave)

FIRST MI. LAST  
RNK, BR, TXARNG  
Position Title

Figure 3-3. Request for Voluntary Retirement Memorandum Template (pg. 3 of 3)

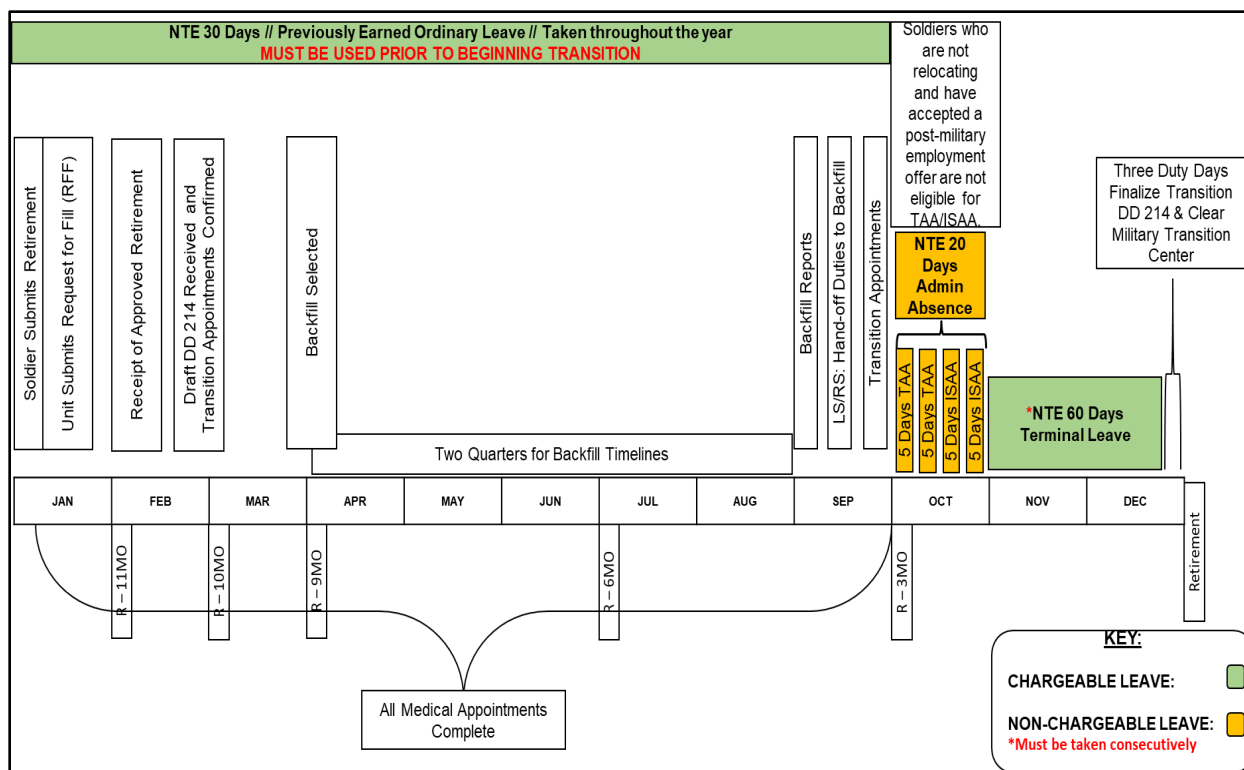


Figure 3-4. Request for Voluntary Retirement Timeline without CSP

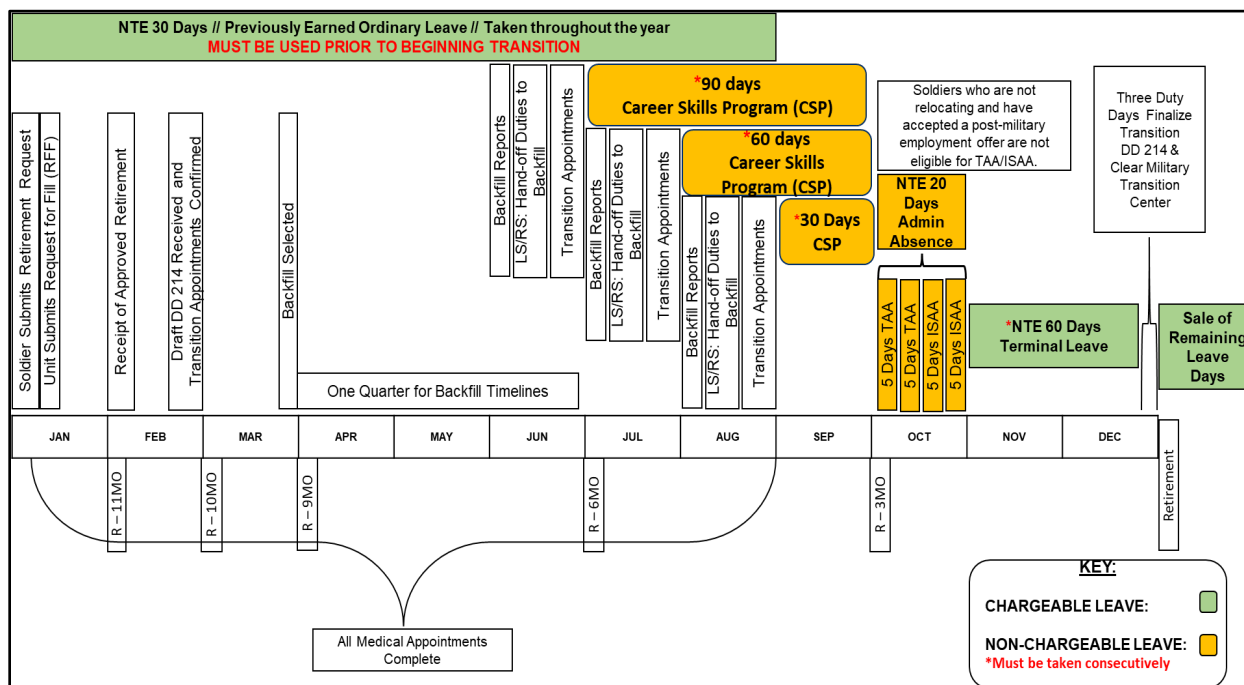
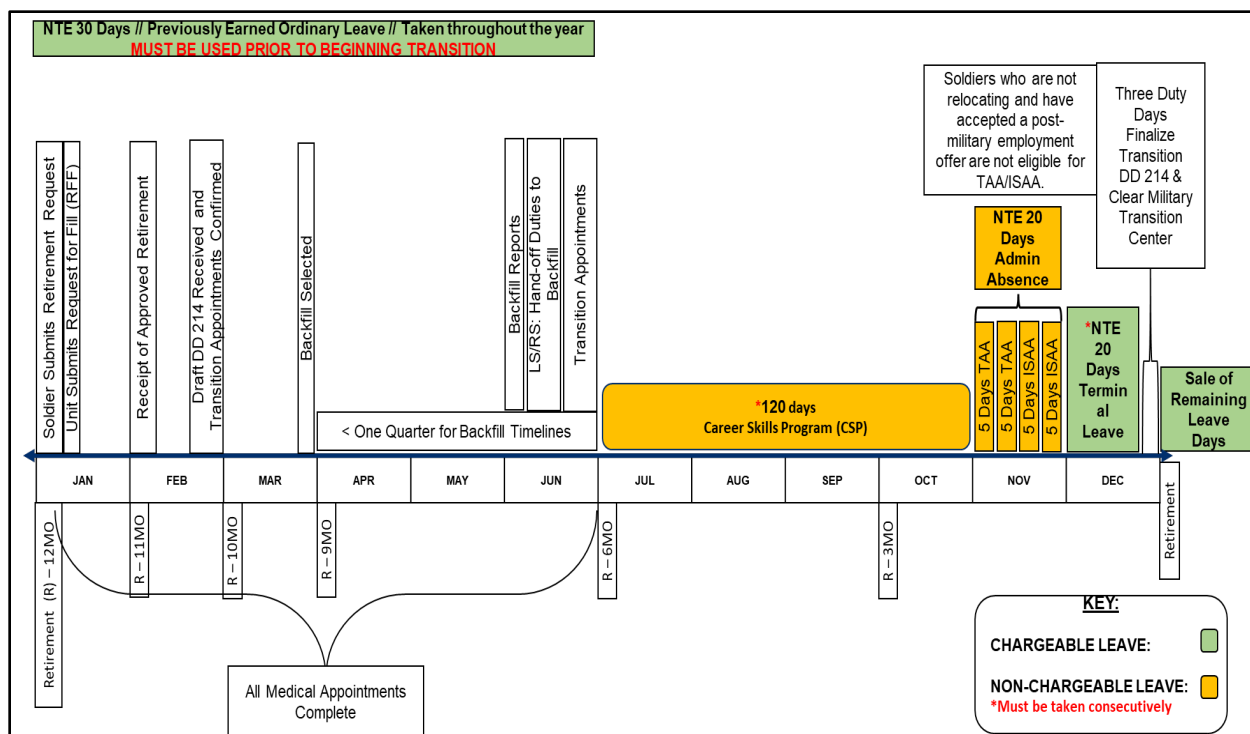


Figure 3-5. Request for Voluntary Retirement Timeline with 30/60/90 CSP



**Figure 3-6. Request for Voluntary Retirement Timeline with 120 CSP**

**b. Retirement Process.**

(1) A Soldier who has completed 20, but less than 30 years of active federal service (AFS) may be retired at his or her request. The Soldier must have completed all required service obligations at the time of retirement. Soldiers who have completed 19 or more years of AFS may also apply for retirement.

(2) Retirement applications will be submitted no earlier than nine (9) and no more than twelve (12) months of the requested retirement date. Applications must include completion of SFL-TAP pre-separation counseling.

(3) Soldiers will submit requests for retirement per AR 635-200 (enlisted) or AR 600-8-24 (officer) and State policy through AGR Services to DAG-Army, who is the approval authority.

(4) Soldiers having 19 years or more of AFS when notified of PCS may request a voluntary retirement in lieu of PCS.

(a) If the Soldier elects to retire, a DA form 2339 must be submitted within 30 days of official notification of PCS.

(b) The retirement date will not be later than 12 months from the date of notification, or the first day of the month following the month in which 20 years of AFS is completed.

(c) Soldiers who request to retire ILO PCS will normally remain at the same duty location. Soldiers may be reassigned to the same installation but will not be reassigned solely to move them closer to the installation nearest their requested place of retirement.

(5) Neither an approved application for retirement will be withdrawn or retirement date changed by the Soldier unless it is established that retention on active duty will prevent an extreme hardship to the Soldier or immediate family. The hardship must have been unforeseen at the time of application.

(6) Requests for withdrawal of application or change of date in retirement must be documented and submitted through channels to AGR Services at least 30 days before the previously requested date.

### **3-25. Medical Separations**

a. AGR Soldiers being processed through the IDES or medical board proceedings will not be released from FTNGD or retired from an AGR status until final disposition by medical authorities. Final disposition is the receipt of documentation that closes the medical case (for example, notice of return to duty, medical separation, or withdrawal from the DES process by Soldier).

b. AR 635-40, Disability Evaluation for Retention, Retirement or Separation, dated 19 January 2017, will be used to separate or retire AGR Soldiers as a result of physical disabilities. Separation documents will be prepared by the servicing transition center.

### **3-26. Deferred Retirements**

a. Soldiers who meet the minimum qualification (20 cumulative years of creditable active duty) for a regular retirement, may choose to defer that retirement and remain a member of the Army National Guard in a traditional status. These Soldiers will be REFRAD using the following procedures –

b. The AGR Soldier will submit letter of resignation from the AGR program and complete and sign a NGB Form 34-4 (Statement of Understanding for Deferred Retirement) through their chain of command to the State HRO/AGR Manager.

c. The AGR Manager will review the Soldier's record and confirm they have the required active service for eligibility for a regular retirement under 10 USC 3914, 1293 or 3911. Upon confirmation of eligibility, the AGR Manager will process the resignation and release the Soldier from the AGR program to include preparation of separation documents, voluntary separation physical (if requested) and leave (either selling, taking as transitional leave, or carrying over to another period of active service or selling at the end of their career).

d. The AGR Manager should retain an AGR file on the individual for future use when the Soldier retires from traditional status. Recommended items for retention are Copy of the final DD Form 214, a copy of the statement of understanding (SOU) for Deferred Retirement, a copy of ERB/ORB, and a copy of the NGB Form 23B at the time of separation from AGR.

e. ARNG Soldier not in the AGR program that qualify for regular retirement and wish to request retirement will submit their request to AGR Services Retirement Services Section.

## **Chapter 4**

### **Special Programs**

The AGR Manager will provide all talent management working groups with a consolidated list of Soldiers approved to participate within the following Special Programs.

#### **4-1. Compassionate Action**

a. Compassionate actions are requests from individual Soldiers when extreme family problems exist. Consideration will be given only for situations involving family members. The two types of compassionate requests are as follows:

- (1) Temporary (resolvable within a year).
- (2) Not expected to be resolved within a year.

b. For compassionate action requests, Soldiers may request one of the following:

- (1) Reassignment. Reassignment to a specific geographic area during a Soldier's window of consideration, or reassignment outside of the window, due to hardship.
- (2) Deferment of Assignment. Deferment of a published assignment (board memo) due to a hardship temporary in nature.
- (3) Deletion from orders. Deletion of a published assignment (board memo) due to a hardship not expected to be resolved within a year.
- (4) Attachment. Attachment to a different unit for a temporary hardship.
- (5) Stabilization. Stabilization in an assignment or geographic area and removal from consideration for reassignment within the TXARNG AGR program for 24 months.

c. Normally, the following conditions alone are not a basis for a compassionate request:

- (1) Soldier's desire is to be in a new area.
- (2) Divorce or separation that is the result of Family separation due to military requirements.
- (3) Legal actions and court appearances for matters relating to divorce and/or child custody issues.
- (4) Awarding of custody of dependent child or children to the Soldier under the terms of a divorce or legal separation by temporary or permanent court order.
- (5) Sole parenthood.
- (6) Pregnancies involving threatened miscarriage, breech birth, cesarean section, or Rhesus factor incompatibility of spouse.
- (7) The problem expected to be resolved by Family members joining the Soldier at their duty station.
- (8) Minor allergies suffered by the members of the Family due to climatic conditions.
- (9) Problems relating to home ownership or housing shortages.
- (10) Financial problems alone or as the result of mismanagement of financial affairs by the Soldier or the Soldier's Family or problems related to an off-duty job, spouse's job, or private business activities.

(11) Chronic problems relating to parents or parents-in-law.

d. Required supporting documentation.

(1) If the request is based on medical problems of a Family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must



be included. If illness is terminal, life expectancy must be included. Medical statement will list any factors that may have a bearing on the medical condition of the Family member if the Soldier's presence is being requested.

(2) If the request is based upon legal issues, it must include a signed statement from a licensed attorney stating problems and justification why Soldier's presence is essential.

(3) If the request is based upon other than medical or legal problems, supporting statements from responsible persons (such as clergy, social workers, or local law enforcement officials) must be included.

e. Soldiers are responsible for submitting a request for compassionate action as soon as a qualifying circumstance is identified. Requests for compassionate actions will be sent through AGR Services to DAG-Army in memorandum format and must be accompanied with a DA Form 3739, Request for Compassionate Action. Endorsement from the first AGR O5 in the Soldier's full-time chain of command with signature on DA Form 3739 is required. Significant evidence to support the request will be included as enclosure to the memorandum.

#### **4-2. Title 10 / Title 32 Exchange Program**

a. The Army National Guard (ARNG) T10 Professional Development (PD) program is a career development program. The program is a voluntary program that allows T10 Soldiers to develop working knowledge and understanding of the requirements of the ARNG at the State Level and provides an opportunity for T32 Soldiers to take part in higher headquarters functions, staffing processes, and coordination with Major Army Commands, HQDA, and the Department of Defense.

b. Professional Development tours will generally be 24 months in duration. As a general rule, PD tours will be accomplished as a T10/T32 Exchange. Each party (NGB and AGR Services) will provide the Soldier and the AGR resource/controlled grade authorization to support their respective participant.

c. Soldiers participating in the exchange must be of equal grade and fully qualified for the duration of their tour. Soldiers who are interested to participate may submit a written request along with a DA Form 4187 via their chain of command to AGR Services.

#### **4-3. Exceptional Family Member Program (EFMP)**

a. Soldiers in the AGR program will enroll in the EFMP as applicable. The Soldier's eligible Family Members must meet the special needs medical eligibility criteria outlined in AR 608-75 Appendix B, when the Soldier is in an eligible duty status.

b. The DD form 2792 (Exceptional Family Member Medical Summary) will constitute enrollment in the EFMP for Tri-Service medical Care (TRICARE) or Extended Care Health Option (ECHO) enrollment purposes. The DD form 2792 will be completed by a physician (or a medical practitioner such as a nurse or physician's assistance under the supervision of a physician) for each family member with an eligible condition. Soldiers will submit the DD Form 2792 to AGR Services via AGR PAR Tracker for processing for approval at NGB.

c. Participants in the EFMP are enrolled permanently in the program unless medical

or special education needs warrant case closure, or the Soldier is separated from the Army.

d. Soldiers are responsible for keeping the medical and/or special education needs documentation current as EFM condition changes or at least every 3 years, whichever comes first.

e. Additional EFMP information can be found in AR 608-75.

#### **4-4. Married Army Couples Program (MACP).**

a. The Married Army Couples Program (MACP) provides Soldiers the opportunity to establish a joint domicile while fulfilling the Army's mission.

b. AGR Soldiers who are interested in enrolling into the MACP can submit a DA 4187 and a copy of their marriage certificate through their chain of command to AGR Services for processing and tracking.

c. The MACP does not guarantee reassignment together, but does ensure that both Soldiers will be automatically considered for future joint-domicile assignments.

d. Soldiers married to a member of another branch in the U.S. military (Air Force, Navy etc.) are not eligible to enroll in the MACP for automatic domicile consideration.

#### **4-5. High School Senior Stabilization Program (HSSP).**

Soldiers with family members approaching their senior year of high school may request stabilization from a Permanent Change of Station (PCS) move with qualifying family members. Soldiers are required to submit a stabilization request (Memorandum) to AGR Services no earlier than (NET) 1 March of the student's sophomore year and no later than (NLT) 30 September of the student's junior year. This also applies for students in year-round schooling programs. (PPOM 21-024).

## References

- a. Title 10, United States Code, Armed Forces.
- b. Title 32, United States Code, National Guard.
- c. Department of Defense Instruction 1205.18 (Full-Time Support (FTS) to the Reserve Components), 5 June 2020.
- d. Department of Defense Instruction 1320.14 (Commissioned Officer Promotion Program Procedures), 16 December 2020.
- e. Department of Defense Instruction 1327.06 (Leave and Liberty Policy and Procedures), 15 January 2021.
- f. Army Regulation 40-501 (Standards of Medical Fitness), 27 June 2019.
- g. Army Regulations 40-502 (Medical Readiness), 27 June 2019.
- h. Army Regulation 135-18 (The Active Guard Reserve Program), 11 October 2019.
- i. Army Regulation 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions), 14 March 2016.
- j. Army Regulation 135-155 (Promotion of Commissioned Officer and Warrant Officers Other Than General Officers), 13 July 2004.
- k. Army Regulation 350-1 (Army Training and Leader Development), 10 December 2017.
- l. Army Regulation 600-8-2 (Suspension of Favorable Personnel Actions), 5 April 2021.
- m. Army Regulation 600-85 (The Army Substance Abuse Program), 23 July 2020.
- n. Army Regulation 600-8-10 (Leaves and Passes), 3 June 2020.
- o. Army Regulation 600-8-19 (Enlisted Promotions and Reductions), 16 May 2019.
- p. Army Regulation 635-8 (Separation Processing and Documents), 17 September 2019.
- q. Army Regulation 608-75 (Exceptional Family Member Program), 27 January 2017.
- r. Army Directive 2016-26 (Screening Requirements for Adverse and Reportable Information for Promotion and Federal Recognition to Colonel and Below), 18 July 2016.

- s. Department of the Army Pamphlet 600-3 (Officer Professional Development and Career Management), 03 April 2019.
- t. Department of the Army Pamphlet 600-4 (Army Medical Department Officer Development and Career Management), 30 March 2020.
- u. Memorandum, Department of the Army, ASA M&RA, 30 September 2015, subject: Implementing Guidance for Active Guard Reserve (AGR) Life Cycle Management (LCM) Process.
- v. National Guard Regulation (NGR) (AR) 600-5 (The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management), 21 September 2015.
- w. National Guard Regulation (NGR) (AR) 600-100 (Commissioned Officers - Federal Recognition and Related Personnel Actions), 6 July 2020.
- x. National Guard Regulation 600-101 (Warrant Officers - Federal Recognition and Related Personnel Actions), 10 September 2018.
- y. National Guard Regulation 600-200 (Enlisted Personnel Management), 25 March 2021.
- z. Chief National Guard Bureau Instruction 1704.01 (National Guard Joint Officer Management Program) 19 October 2016.
- aa. Memorandum, ARNG-HRH, 6 November 2013, subject: Assignment and Promotion of Army National Guard Soldiers to Reorganizing or Newly Organized ARNG Units (ARNG-HRH Policy Memo) (PPOM #13-040).
- bb. Memorandum, ARNG-HRH, 19 February 2016, subject: Army National Guard Officer AGR Release from Active-Duty Board (REFRAD) and Active Service Management Board (ASMB) Guidance (ARNG-HRH Policy Memo) (PPOM #16-004) (Corrected Copy).
- cc. Memorandum, ARNG-HRH, 4 December 2015, subject: Army National Guard (ARNG) Enlisted AGR Release from Active Duty (REFRAD) Board and Active Service Management Board (ASMB) Guidance (ARNG-HRH Policy Memo) (PPOM #16-003).
- dd. Memorandum, ARNG-HRH, 22 March 2017, subject: Army National Guard (ARNG) Policy for the State Recall Request for Title 10 (T-10) Active Guard Reserve (AGR) Soldiers Called to Mobilization, Professional Development, and T-10/T-32 Exchange Program (ARNG-HRH Policy Memo) (PPOM #17-015).
- ee. Memorandum, ARNG-HRP, 18 April 2017, subject: Army National Guard Commissioned Officer and Warrant Officer Promotions and Exemplary Conduct

Certification Screening (ARNG-HRP Policy Memo) (PPOM #17-025).

ff. Memorandum, ARNG-HCM, 17 May 2019, subject: Title 10 ARNG AGR Officer Career Field Management and Designations (ARNG-HCM Policy Memo) (PPOM #19-025).

gg. Memorandum, ARNG-HCM, 17 May 2019, subject: Title 10 ARNG AGR Enlisted Career Field Management and Designations (ARNG-HCM Policy Memo) (PPOM #19-023).

hh. Headquarters Department of the Army EXORD 236-15 (Army-Wide Implementation of Non-Commissioned Officer Professional Development System) (NCOPDS), 16 July 2015.

ii. Memorandum, ARNG-HRH, 8 September 2016, subject: Retaining a Quality Noncommissioned Officer Corps Serving in the ARNG Active Guard Reserve (AGR) Program (Title 10 and 32) (ARNG-HRH Policy Memo) (PPOM #16-028).

jj. Memorandum, ARNG-HRZ, 9 November 2021, subject: Stabilization for Full-Time National Guard Duty Active Guard Reserve Soldiers with High School Seniors (ARNG-HRH Policy Memo) (PPOM #21-024).

## **Glossary**

### **Section I Abbreviations**

#### **AFS**

Active Federal Service

#### **AGR**

Active Guard Reserve

#### **ARNG**

Army National Guard

#### **ASMB**

Active Service Management Board

#### **BAH**

Basic Allowance for Housing

#### **CCWO**

Command Chief Warrant Officer

#### **CLASP**

Command Leadership and Staff Assignment Policy

#### **CM**

Career Management

#### **CMF**

Career Management Field

#### **COE**

Certificate of Eligibility

#### **COSAC**

Chiefs of Staff Advisory Committee

#### **CSEL**

Command Senior Enlisted Leader

#### **DAG-Army**

Deputy Adjutant General - Army

**DTMS**

Digital Training Management System

**DTS**

Defense Travel System

**EFMP**

Exceptional Family Member Program

**E-FTCMB**

Enlisted-Full Time Career Management Board

**EPS**

Enlisted Promotion System

**FTNGD**

Full Time National Guard Duty

**HSSSP**

High School Senior Stabilization Program

**IDES**

Integrated Disability Evaluation System

**IFO**

Information for Orders

**IPPS-A**

Integrated Personnel and Pay System - Army

**ITCB**

Initial Tour Continuation Board

**IST**

Interstate Transfer

**JTEST-AI**

Job Training, Employment Skills Training, Apprenticeships, and Internship

**LES**

Leave and Earnings Statement

**MACP**

Married Army Couple's Program

**MILPO**

Military Personnel Officer

**MOI**

Memorandum of Instruction

**MSC**

Major Subordinate Command

**MTF**

Military Treatment Facility

**NW**

Nationwide

**NGB**

National Guard Bureau

**OCS**

Officer Candidate School

**OIC**

Officer in Charge

**OJS**

Office of the Joint Surgeon

**OMB**

Order of Merit Board

**OML**

Order of Merit List

**OTOT**

One Time Occasional Tour

**PAR**

Personnel Action Request

**PD**

Professional Development

**PPM**

Personally Procured Move

**PM**



Preferred Method

**PCS**

Permanent Change of Station

**REFRAD**

Release from Active Duty

**RFF**

Request for Fill

**SEA**

Senior Enlisted Advisor

**SFL-TAP**

Soldier For Life - Transition Assistance Program

**SLDB**

Senior Leadership Development Board

**TACTP**

Texas Army Career Training Program

**TMAC**

Talent Management Advisory Council

**TMAP**

Talent Management Alignment Process

**TMD**

Texas Military Department

**TPR**

Tricare Prime Remote

**TXARNG**

Texas Army National Guard

**UCFR**

Unit Commander's Financial Report

**USPFO**

United States Property and Fiscal Office

**WOCS**

Warrant Officer Candidate School

## **Section II**

### **Terms**

There are no entries.

