DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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NGKS-HRZ

13 July 2014

MEMORANDUM OF INSTRUCTION

SUBJECT: AGR Continuation Board Process and Eligibility for Active Guard and Reserve (AGR) Members on an Initial Tour, or with 20 or More Years of Active Federal Service

1. REFERENCE: ANGI 36-101 *Air National Guard and Reserve (AGR) Program*, 3 June 2010

2. Authority. IAW ANGI 36-101, the use of an ACB beginning in CY 2014 has been authorized to be conducted for the state of Kansas.

3. Purpose. Proper management of the Active Guard and Reserve (AGR) program requires constant evaluation of the dynamics of the composition of the force. The AGR Continuation Board provides Wing, Group, Unit Commanders, Supervisors and AGRs an opportunity to participate in retention decisions affecting assigned AGR personnel. This process ensures only the most capable airmen serve, affords airmen promotion and career development opportunities, and allows for force shaping based on force structure and needs of the unit, state, and Air National Guard (ANG).

4. Definition. As it relates to this process, the term AGR refers to Air National Guard members serving on initial or continuation AGR tours. It does not include AGR members serving on occasional tours, or AGR deployment backfill tours.

5. General.

a. In August of each year, the Human Resource Office (HRO) with the assistance of Air Headquarters, will obtain a list of AGRs eligible to meet the ACB. In September of each year, those individuals and their commanders/supervisors will be notified that they are to meet the upcoming ACB. The ACB will be conducted in January of each year. This board will be convened by HRO. The board will be comprised of at least three voting members equal to or senior in grade to those being considered, and two non-voting members as board recorder and HRO technical advisor. The board will include the State Command Chief for review of Enlisted AGR members' packages. Results from the ACB will be published NLT 30 days from The Adjutant General (TAG) concurrence. Those members who are selected for non-retention will depart NLT the termination of their current order, and NET 180 days from notification. The ACB will consider all AGR members meeting the eligibility criteria outlined below:

(1) All AGR members serving on an initial tour who have not achieved career status. Initial tours are defined as the initial AGR assignment, not to exceed six years. During the ACB, individuals will be assessed for retention and entrance into the AGR career program. Career status does not guarantee continuation to 20 years of Total Active Federal Military Service (TAFMS) and an active duty retirement. Continuation to 20 years of TAFMS and beyond is contingent on individual performance, career progression, mission requirements, force management, and the needs of the unit, state, and ANG.

(2) All AGR members who have exceeded 20 years of TAFMS. This is a cumulative total of AGR years combined with all other years of active federal military service. For example: ten years of active duty combined with ten years AGR equals 20 years of active federal military service.

a. Board members may not discuss or consider outside communications or material not otherwise contained in the material properly presented before the ACB. Questions from board members regarding personnel records, eligibility of members, and administrative procedures will be directed to the administrative support for the board, who will obtain clarification or additional information from proper authorities.

b. The ACB will create an overall retention recommendation, by grade, to recommend AGR members be retained or released from the Title 32 AGR Program, following these general procedures:

(1) Phase I (Evaluate and Score Packages). Each board member will consider and evaluate the entire package of each AGR member under consideration, and will award a numerical score to assess each member's relative standing to serve in the Title 32 AGR Program.

(2) Phase II (Create List). The board will produce a consolidated list of AGR members to be recommended for retention and a consolidated list of AGR members to be recommend for release from the Title 32 Program.

d. The recommendation from the board on retention extensions for all AGR members being retained in the Title 32 AGR Program with more than 20 years TAFMS shall be for one year, per ANGI 36-101 and state policy. At this time, current AGRs who have attained or are beyond 20 years, or whose orders extend them beyond 20 years, will require an orders amendment.

6. Information Considered.

a. The ACB decisions are based on the needs of the unit, state, and ANG. At a minimum, the member will provide the following documentation thru the FSS to HRO for the ACB to consider:

(1) The Airmen's ACB Worksheets which list their desire to participate in the AGR Program and their supervisor/commander recommendations.

(2) Minimum of three most current Enlisted/Officer Performance Reports

(3) Duty History

(4) Awards and Decorations

(5) Training/Developmental Education

(6) Civilian Education

(7) Physical Fitness Results

(8) Any official disciplinary actions that are a matter of record

b. No other outside information may be considered during board proceedings, unless submitted IAW ANGI 36-101, Para 9.6.3.

c. The board will also consider, at a minimum, the following factors when reviewing each package:

(1) Needs of the unit, state, and ANG

(2) Promotion potential and/or career progression

(3) Diversity

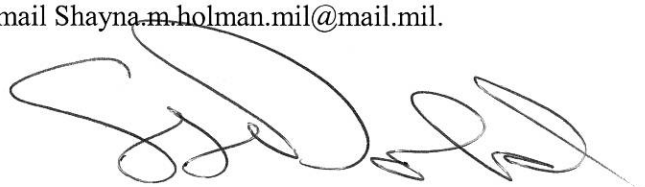
(4) Leadership ability

(5) Time in position

(6) Time in grade

7. Post Board Communication. Upon signing the board report, board members are authorized to discuss proceedings with TAG and /or his/her representative only. Board members will not discuss proceedings with any other individual.

8. The point of contact for this memorandum is Lt Col Shayna Holman, KSANG Manpower Manager, commercial (785)-274-1182, DSN 720-8182, or email Shayna.m.holman.mil@mail.mil.



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