



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

4 Aug 2006

JFHQ-KS-J1/HRO

MEMORANDUM FOR KANG

SUBJECT: AGR Controlled Grade Policy, HRO Policy Letter #9

1. It is the responsibility of the Human Resources Office (HRO) to establish AGR policy within the state and exercise oversight responsibility for the AGR program. IAW ANGI 36-101, Chapter 5, para 5.2; "the number of AGR personnel and their military grades cannot exceed the annually established military duty end strength and/or grade ceilings." To facilitate planning and allocation of grade ceiling requirements the following procedures have been established.
2. A prioritized annual forecast will be provided to HRO NLT 15 Sep to include any members who will/may require a controlled grade allocation for the upcoming FY as well as anticipated losses that will occur within the next FY (atch 1). This is for planning purposes only to allow HRO to gauge the adequacy of current allocations and make any necessary requests to ANG/A1.
3. IAW NGR 36-4, Officer Promotion recommendations must be forwarded to ANG/DP within 90 days following a Federal Recognition Board, therefore close coordination with HRO is required to assure that a controlled grade allocation will be available within the prescribed timeframe.
4. IAW ANGI 36-2502, Senior NCO promotions will require close coordination with Headquarters, Kansas Air National Guard and HRO to assure that controlled grade allocations and authorized manning levels per grade are not exceeded.
5. The ESSO will be responsible for coordinating with the Wing Commanders to integrate prioritization of promotion opportunities, should the need arise. This information will then be forwarded to HRO for execution.
6. Your support of this policy is essential to the continued success of the ANG full-time manning program.

FOR THE ADJUTANT GENERAL


KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

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ESSO