

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARZ-T

21 January 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Title 10 ARNG Active Guard Reserve (AGR) Application Requirements and Procedures

1. Reference: Army Regulation (AR)135-18, The Active Guard Reserve (AGR) Program, 19 June 2003.
2. This memorandum provides administrative requirements for application into the ARNG Title 10 AGR program for Calendar Year 2004.
3. Soldiers ordered to Active Duty in the Title 10 AGR program serve under the authority of Title 10 United States Code. The objective of the ARNG Title 10 AGR program is to access *highly* qualified ARNG soldiers to meet the full time support needs of the ARNG. Soldiers who apply for entrance into the program are expected to exceed the minimum requirements. Title 10 AGR soldiers work at the executive level actively participating in the formulation, coordination, and administration of policies, plans, programs, and regulations pertaining to the ARNG. Given this, extensive knowledge and experience in the ARNG is required.
4. Application procedures.
 - a. Applicants must meet the following physical requirements:
 - (1) Physical examination:
 - A. Title 32, M-Day soldiers and Technicians: Chapter 3 physical dated within last five years. Must have been administered at an active component military medical facility or MEPS. If the exam is older than 12 months, a current DA Form 7349, Annual Medical Certificate (AMC) verified by the State Surgeon's office is required.
 - B. Active Component and USAR soldiers: Chapter 2 physical dated within the last two years. Must have been administered by an active component military facility or MEPS. If physical is over 12 months old, a verified DA Form 7349, AMC, is required.
 - C. Additional Medical Requirements (all applicants): HIV tests must be dated within last 60 days. For females, a negative pregnancy test is required *no earlier* than 30 days prior to entrance into program.

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(2) Soldiers must be able to complete at least five years on active duty prior to completing 18 years of Active Federal Service (AFS) or reaching the Mandatory Removal Date (MRD) from active status based on age or service, whichever occurs first. This does not apply to Title 32 AGR soldiers.

(3) Must possess a valid security clearance as required for the AGR duty position.

(4) Active Duty and USAR applicants must have both a Letter of Intent and a Letter of Acceptance included with their applications. The Letter of Intent must be prepared and signed by the applicant who reflects his/her intent to join the Army National Guard within a specific state/territory upon selection. In addition, the same state/territory must provide a letter stating they will accept the soldier upon selection for a Title 10 AGR position.

c. In addition to the criteria listed in AR 135-18:

(1) Soldiers must have served a minimum of four years in the Army National Guard immediately preceding application.

(2) Officers in grades lower than captain and greater than major are not accessed into the Title 10 AGR program, unless a specific vacancy announcement calls for such.

(3) Officer applicants must have completed a successful company command for a minimum of 12 months. This requirement is waived only for the AG, FI and specialty branches due to the lack of available command positions. However, officers in the AG and FI branches must have demonstrated a minimum of 12 months previous successful supervisory experience.

(4) All captains must have completed the Officer's Advanced Course; all majors must have completed CAS3, and majors with three-plus years time-in-grade (TIG) must have completed 50% of the Command and General Staff Course (CGSC).

d. The initial Title 10 AGR tour length is three years, unless otherwise annotated on the tour announcement.

5. All application packets must include the following:

a. Letter of recommendation from the Adjutant General for officers and warrant officers and the State Command Sergeant Major for enlisted applicants.

b. Letter of transmittal from State Personnel Officer. Letter must include number of days lump sum leave paid to the applicant since February 1976.

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c. Application packet must be prepared and assembled with the required documentation as listed in the Application Checklist (enclosure 1 for officers and warrant officers, enclosure 2 for enlisted soldiers).

d. The Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1 must include an original signature and date. The "Remarks Section" of reverse side of the NGB Form 34-1 must include:

(1) A statement showing whether the applicant is/is not retired from civil service or qualified for such retirement.

(2) Signed statement by applicant stating, "*National Guard Bureau may involuntarily reassign Title 10 AGR personnel on a worldwide basis before the end of the active duty commitment in current AGR orders. Refusal of reassignment orders will result in removal from the program*". Original signature is required immediately below the statement.

e. Enlisted soldiers must include a copy of the current Oath of Extension of Enlistment or Reenlistment (DA Form 4836). ETS must be beyond initial ARNG Title 10 AGR tour ending date.

f. The State/Territory HQ will screen applications to ensure the applicant meets the minimum qualifications, as well as for accuracy and completeness of the application packet. The packet will then be sent directly to National Guard Bureau, Staff Management Office, ATTN: NGB-ARZ-T (SFC Nathaniel Ross), 1411 Jefferson Davis Highway, Suite P1200, Arlington, VA 22202-3231.

g. The Staff Management Office will not be accountable for applications sent through other channels or to any person(s) or office other than to the address stated above. Soldiers will be notified of receipt of the application packet. If documents are missing or incorrect, or the packet is not prepared IAW the applicable checklist, the packet will be returned to the applicant for correction.

h. Recommend that applicants retain a copy of the complete application packet. Applications should not be placed in document protectors and/or binders, but must be tabbed IAW the application checklist.

6. Title 10 AGR officers (does not apply to enlisted soldiers) may also apply for announced positions by submitting the following documents through their leadership:

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a. A DA 4187, Request for Personnel Action, requesting consideration for the announcement number and title of position, as applicable. Information on the DA 4187 must also include current assigned organization, position title, TDA para/line, assignment date, MRD and Basic Active Service Date (BASD).

b. Copies of the three most recent profiled evaluation reports. Non-profiled evaluation reports will not be accepted.

c. Copy of three most recent DA Form 705, Physical Fitness Test Scorecard. Ensure the DA Form 705s are complete, i.e. height, weight, authorizing signature. Also required is the DA Form 5500-R, Body Fat Content Worksheet, if applicable. The DA Form 5500-R is not required if within table weight.

d. Recent digital photograph or full length photograph of applicant in Army Green uniform without headgear taken IAW AR 640-30, Photographs for Military Personnel.

e. Current Biographical Record Brief (BRB).

f. Ensure most current physical is on file with your Assignment Officer in NGB-ARZ-T.

7. General.

a. Accession into the program is only offered by Staff Management personnel after approval is obtained by appropriate NGB leadership. Soldiers will not make plans to enter the ARNG Title 10 AGR Program until the ARNG Staff Management Office notifies the state/territory headquarters and the soldier of approval for accession and coordinates a tour start date. Permanent change of station (PCS) costs cannot be paid without an official order at the time of PCS.

b. A written notification, via either email or hardcopy, will be sent to the applicant upon initial receipt of application. An assignment officer will personally contact the soldier if and when a correlating vacancy is located and leadership approval has been obtained for that soldier's accession. If an applicant is qualified, but a vacancy is not immediately available, the application will be held for consideration for one year from date of receipt. If this situation occurs, a second notification will be forwarded to the applicant.

c. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

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8. Specific tour position announcements with detailed duty descriptions and prerequisites are published in Title 10 Tour Announcements located on the ARNG Public Website Home page: http://www.arng.army.mil/soldier_resources/title10/T10.asp.

9. Points of contact are: NGB Title 10 Application and Accession Requirements: CW5 McAuley, DSN 327-0985 or 703-607-0985, email john.mcauley@ngb.army.mil. Application and packet preparation questions: SFC Ross, DSN 327-1345 or 703-607-1345, Email: nathaniel.ross@ngb.army.mil.

/s/

GARY S. OWENS
Colonel, NGB
Chief, ARNG Staff Management Office

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**NGB, Officer/WO Management Branch
TITLE 10 APPLICATION CHECKLIST**

(Applicant completes italicized information in Item A below, assembles packet IAW Item C, then places this form as the topmost document of the application packet)

A. PERSONAL DATA.

LAST NAME _____ RANK _____ SSN _____ BR/ALT BR ___ / ___ FA ___
STATE ___ MRD _____ BASD _____ PEBD _____ Total Yrs AFS _____ Gender M / F
CURRENT STATUS: M-Day / T32 AGR / Tech / AC / USAR DAYTIME PHONE: _____
EMAIL: _____
ANNOUNCEMENT #(s) applying for: _____

***Applicant: Do not enter data below this line

B. NGB ACCESSION PACKET REVIEW DATA.

DATE PKT REC'D _____ INIT REVIEW DATE _____ REVIEWER _____
INIT AP NOTIF DATE _____ DATE FOR'D TO OMB _____ ASGN OFCR _____

C. PACKET SEQUENCE AND DOCUMENT REQUIREMENTS *(Packets not tabbed and/or containing all documentation IAW guidance below will be returned without action).*

- | <u>Tab</u> | <u>Requirement</u> |
|------------|--|
| A | _____ NGB Form 34-1, Application for AGR Position, with required statements (hyperlink on page 2) |
| B | _____ DA Form 2-1 (certified true copy) |
| C | _____ TAG Recommendation Letter; State Personnel Officer Transmittal Letter; Letter of Intent (if applicable) |
| D | _____ DA Photo (within last six months) |
| E | _____ Biographical Record Brief (BRB) |
| F | _____ Security Clearance verification Type _____ Level _____ Date _____ |
| G | _____ Last four OERs (<u>must be profiled</u>) |
| H | _____ Last 3 APFT Scorecards (DA Form 705) (most recent within last six months):
Dates/Scores: _____ |
| I | _____ DA Form 5500-R, Body Fat Content Worksheet (if required) (within six months) |
| J | _____ NGB Form 23b (RPAS) (within last 90 days) Total AD points _____ (cannot exceed 5475) |
| K | _____ Proof of highest military education completed, Level: OAC CAS3 CGSC SSC |
| L | _____ Civilian Education transcripts (legible copies accepted) Level completed: BS MS PhD |
| M | _____ DA Form 1172, Ap For Uniformed Services ID Card, DEERS Enrollment |
| N | _____ Miscellaneous documents (DD 214s, add'l Ltrs of Rec, etc) |
| O | _____ Military Physical, SF 88/93; DD 2807-1/2808; plus certified DA 7349 if physical over 12 mos old (ARNG members require Ch 3, all others require Ch 2 – will accept legible copies of original) |

Date of physical: _____ Type: Ch 2 / Ch 3 Qualified? YES / NO PUHLES: _____

HIV date (w/in 60 days) _____

NOTE: Females require neg preg test no earlier than 30 days prior to entry on T10

ENCLOSURE 1

D. COMPLETED APPLICATION PACKETS. Send to:

National Guard Bureau
ATTN: NGB-ARZ-T (Accessions NCO)
1411 Jefferson Davis Hwy.
Arlington, VA 22202-3231

E. LINKS/REFERENCES.

- a. NGB Form 34-1, Application for AGR:
http://www.arng.army.mil/guard_docs/Title10/downloads/NGB-34-1application.doc
- b. Officer/Warrant Officer Biographical Record Brief (BRB) template:
http://www.arng.army.mil/guard_docs/Title10/downloads/OfficerBRB.zip
- c. AR 135-18, The Active Guard Reserve Program: http://www.usapa.army.mil/pdffiles/r135_18.pdf
- d. NGR 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions, dated 15 April 1994.
- e. NGR 600-10, ARNG Tour Program, dated 24 February 1983.
- f. All States Memorandum #102-0030, Subject: Title 10 Army National Guard (ARNG) Active Guard Reserve (AGR) Tour Announcements Application Procedures, 26 April 2002:
http://www.arng.army.mil/guard_docs/Title10/downloads/ApplicationProcedures.pdf

F. ACRONYMS.

AFS	Active Federal Service
BASD	Basic Active Service Date
BR	Branch
BRB	Biographical Record Brief
FA	Functional Area
MRD	Mandatory Removal Date
OER	Officer Evaluation Record
PEBD	Pay Entry Base Date
RPAS	Retirement Points Accounting Summary
TAG	The Adjutant General

NGB, ENLISTED MANAGEMENT BRANCH TITLE 10 APPLICATION CHECKLIST

(Applicant completes italicized information in Item A below, assembles packet IAW Item C, then places this form as the topmost document of the application packet)

A. PERSONAL DATA:

NAME _____ RANK _____ SSN _____ MOS _____ STATE _____
 ETS _____ BASD _____ PEBD _____ Total Yrs AFS _____ GENDER _____
 CURRENT STATUS: *M-Day T32 AGR Tech AC USAR DAYTIME PHONE:* _____ EMAIL: _____
 _____ ANNOUNCEMENT #(s) applying for: _____

* Applicant: Do not enter data below this line

C. NGB ACCESSION PACKET REVIEW DATA:

DATE PKT REC'D _____ INIT REVIEW DATE _____ REVIEWER _____
 INIT AP NOTIF DATE _____ DATE FOR'D TO EMB _____ ASGN OFCR _____

C. PACKET SEQUENCE AND DOCUMENT REQUIREMENTS *(Packets not tabbed and/or containing all documentation IAW guidance below will be returned without action):*

<u>Tab</u>	<u>Requirement</u>
------------	--------------------

- | | |
|---|--|
| A | _____ NGB Form 34-1, Application for AGR Position |
| B | _____ DA Form 2-1 (certified true copy) |
| C | _____ State CSM Recommendation Letter |
| D | _____ DA Photo (within last six months) |
| E | _____ Biographical Record Brief (BRB) |
| F | _____ Security Clearance verification Type _____ Level _____ Date _____ |
| G | _____ Last four NCOERs |
| H | _____ Last 3 APFT Scorecards (DA Form 705) (most recent within last six months):
Dates/Scores: _____ |
| I | _____ DA Form 5500-R, Body Fat Worksheet (if required) (within six months) |
| J | _____ NGB Form 23b (RPAS) (within last 90 days) |
| K | _____ Proof of highest military education completed; Level: PLDC BNCOC ANCOG |
| L | _____ Civilian Education transcripts (legible photocopies accepted) |
| M | _____ DD Form 1172, Ap For Uniformed Services ID Card, DEERS Enrollment |
| N | _____ DA 4836 Oath of Extension of Enlistment or Reenlistment |
| O | _____ DD 214 if applicable |
| P | _____ Signed statement regarding world-wide assignment. |
| Q | _____ Military Physical, SF 88/93; DD 2807-1/2808; plus certified DA 7349 if physical over 6 mos old
(ARNG members require Ch 3, all others require Ch 2 – photocopies of original physical will be accepted): |

- | | |
|----------------------------|--|
| 1. Date of physical: _____ | 2. Type: Ch 2 Ch 3 Qualified? YES NO |
| 3. PUHLES: _____ | 4. HIV date (must be within 60 days): _____ |

NOTE: Females require neg pregnancy test earlier than 30 days prior to entry on T10

D. MAIL APPLICATION TO:

Chief, National Guard Bureau
ATTN: NGB-ARZ-T
1411 Jefferson Davis Highway
Arlington, VA 22202-3231

E. LINKS/REFERENCES:

1. NGB Form 34-1, Application for AGR:

http://www.arng.army.mil/guard_docs/Title10/downloads/NGB-34-1application.doc

2. Enlisted Biographical Record Brief (BRB) template:

http://www.arng.army.mil/soldier_resources/Title10/bulletin.asp

3. AR 135-18, The Active Guard Reserve Program

http://www.usapa.army.mil/pdffiles/r135_18.pdf

4. NGR 600-10, ARNG Tour Program, dated 24 February 1983.

5. Title 10 Army National Guard (ARNG) Active Guard Reserve (AGR) Tour Announcements
Application Procedures:

http://www.arng.army.mil/guard_docs/Title10/downloads/ApplicationProcedures.pdf

F. ACRONYMS:

AFS Active Federal Service

APFT Army Physical Fitness Test

BASD Basic Active Service Date

BRB Biographical Record Brief

CSM Command Sergeant Major

NCOER NCO Evaluation Record

PEBD Pay Entry Base Date

RPAS Retirement Points Accounting Summary

TAG The Adjutant General