

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

NGB-ARZ-T (600)

11 January 2001

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO  
RICO, VIRGIN ISLANDS, GUAM AND THE COMMANDING  
GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: (All States Log Number I01-0009) Title 10 Active Guard Reserve (AGR)/Title  
32 AGR Exchange Program

1. In 1992 the Full-Time Support Division, Army Directorate was tasked to develop a Title 10/Title 32 AGR Exchange Program. Purposes of this program are to enhance professional development of our AGR force and to achieve a better understanding of our programs at the State and National level. Since inception, we have seen numerous examples of success stories that have resulted from this program.
2. The Full-Time Support Division conducted several work groups which developed a concept plan for the implementation of the exchange program. This program allows an exchange of Title 10 AGR and Title 32 AGR personnel in all functional areas against valid full time support requirements for a specified period of time, generally two years.
3. The exchange program affords an innovative approach to moving AGR personnel with high career potential between the State and the National Guard Bureau. The goal is to ensure a continued and increased understanding of Guard programs while concurrently providing an experience base which would be helpful and profitable for selected personnel.
4. All AGR personnel eligible and interested in participating in the exchange program must indicate in writing their interest in a Title 10/Title 32 exchange and their willingness to accept an assignment if selected. Standards of eligibility and application procedures are explained in attached enclosure. Interested soldiers will send their statements in simple memorandum format with required enclosures through the chain of command.
5. I solicit your continued and expanded support for this program and welcome your views and recommendations.
6. Point of contact in the ARNG, Staff Management Office is LTC John A. Lenk, Chief, Plans and Programs Branch, DSN 327-1387, or commercial 703-607-1387.

NGB-ARZ-T

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FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl  
as

/S/  
BRARRY A. COX  
Colonel, NGB  
Chief, ARNG Staff Management  
Office

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NGB-PL

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Each Title 10 AGR - 1



**Title 10/32 Exchange Program  
(Standards of Eligibility and Application Procedures)**

1. **Eligibility:**

a. Title 10 AGR/Title 32 AGR personnel in the grades of O6/O5/O4/W4/W3/E8 and E9 (Captains, CW2 and senior E7's on an exception basis) are eligible to participate in the Exchange Program. Participation is voluntary, with the understanding that each participant must return to their original status upon completion of the exchange program. Exchanges may occur between two members of the same State or between members of different states which will require an Interstate Transfer.

b. Completion of initial 3 year tour before participating in an exchange. (Preferred)

c. Have a minimum of 5 years remaining before attaining removal for maximum age, commissioned service, Retirement, or ETS. (Mandatory)

d. Meet all retention requirements.

2. **Assignment Length:** Assignment length will be for a minimum of two years with the possibility of a one-year extension. The length of tour may be tailored to allow maximum utilization of program management.

3. **Exchange Positions:** All exchanges will be accomplished within like functional areas. Example...Battalion Training Officer, MAJ, Title 32 asset may exchange with a Staff Action Officer, MAJ, Title 10 asset in the directorate, Operation and Training, National Guard Bureau. Exceptions to this requirement will be considered on an soldier basis of value to the programs and soldiers concerned.

4. **Promotion during exchange:**

a. Officers may be considered for promotion if found competitive based on Functional Area Assessment Panel (FAAP) standards, follow on assignment, control grade availability (if applicable), and prior coordination of state approval.

b. Enlisted: Soldiers may be considered for promotion by the Title 10 Enlisted Promotion boards, if they meet consideration requirements in NGB 600-200, paragraph 11-27.

5. **Qualifications:**

a. Officer:

- (1) Military Education: Graduate of appropriate MEL school for present grade/rank.
- (2) Civilian Education: Baccalaureate degree mandatory.
- (3) Efficiency Reports: Must indicate potential for assignments of increased responsibility and difficulty.

b. Warrant Officer:

- (1) Military Education: Graduate of appropriate MEL school for present grade/rank.
- (2) Civilian Education: High School diploma or equivalent.
- (3) Efficiency Reports: Must indicate potential for assignments of increased responsibility and difficulty.

c. Senior Enlisted Qualifications:

- (1) Military Education: Graduate of appropriate NCOES.
- (2) Civilian Education: High School diploma or equivalent.
- (3) Efficiency Reports: Must indicate potential for assignments of increased responsibility and difficulty.

**6. Application Procedures:**

a. Title 10 soldiers send application packets to the ARNG, Staff Management Office, NGB-ARZ-T, ATTN: Plans & Programs Branch, Jefferson Plaza 1, Suite P-1200, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3232., to arrive not less than six months prior to availability for participate in the exchange program.

b. Title 32 soldiers will send application packets to appropriate HRO office to arrive in accordance with local suspense.

c. The appropriate agency management office will review applications and an approved list of participants will be provided to the potential gaining agency.

(1) NGB-ARZ-T will provide Directorates a copy of the lists provided by the state HROs.

(2) Coordination will be made between the Directorate and NGB-ARZ-T. Final coordination will be made with soldiers concerned.

d. Copies of specific application packets will be provided to the potential gaining agency/Directorate upon by name request.

e. All coordination between NGB and the state will be conducted by the ARNG, Staff Management Office, Plans & Programs Branch, and the appropriate HRO.

7. **Applications will include:**

a. Memorandum from the soldier expressing the desire to participate in the Title 10/32 exchange program.

b. Applicant's current official DA photo.

c. Applicant's biographical sketch format in accordance with NGR 600-100 (for all grades).

d. Applicant's current physical.

e. Copy of applicant's DA Form 2-1.

f. Copy of applicant's DA Form 705.

g. Copies of applicant's Evaluation Reports covering the previous 5 years.

8. **Nominations:** Nominations for Title 10 AGR/Title 32 AGR Exchange Program will be initiated by the Adjutant General. Each nomination will be send to the ARNG, Staff Management Office, NGB-ARZ-T, ATTN: Chief, Plans & Programs Branch, Jefferson Plaza 1, Suite P-1200, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3232.

9. **Points of Contact:** LTC John A. Lenk, Chief, Plans and Programs Branch, Staff Management Office, NGB-ARZ-T, @ DSN 327-1387, or 703-607-1387.