

**PENNSYLVANIA MILITARY REGULATION  
NUMBER PMR 600-5**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF MILITARY AFFAIRS  
FT. INDIANTOWN GAP, ANNVILLE, PA**

**AGR CAREER MANAGEMENT PROGRAM**

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**CHAPTER 1 - CAREER MANAGEMENT PROGRAM (CMP)**

**1-1. SUMMARY.** This regulation prescribes policies, operating procedures and individual responsibilities regarding the career management of Active Guard/Reserve (AGR) personnel within the Pennsylvania Army National Guard (PAARNG). The seven sub-programs used to manage the Career Management Program are: Initial Entry, Career Enhancement Program (CEP), Enlisted Promotion Program (EPP), Tour Advisory Review Panel (TARP), AGR Officer Promotion System for Controlled Grades, 20-Year Special Tour Continuation Board (STCB) and Retirement.

**1-2. REQUEST FOR FILL.** HRO Form 70, dated 1 Oct 99 (see Annex E), is the document used by supervisors to request fill for initial entry. Priority for fill is based on mission requirements, current AGR end strength, and bonafide or projected vacancies. The Human Resources Office (HRO) approves all requests for fill.

**1-3. OBJECTIVES.** The objectives of this program are:

- a. To assign qualified AGR soldiers in positions to meet mission requirements.
- b. Provide AGR soldiers the opportunity for career development and encourage cross level training.
- c. Publicize available Career Enhancement Program positions.
- d. Provide leadership assignment (1SG, CSM) opportunities for qualified AGR soldiers in accordance with NGR 600-5.
- e. Provide career counseling at strategic points to AGR soldiers.
- f. Utilize AGR personnel in positions that best meet the needs of the PAARNG organizations and missions within manpower constraints.

**1-4. EQUAL OPPORTUNITY.**

a. EEO policy. The CMP for the Title 32 AGR soldiers of the PAARNG will be free of discrimination based on race, color, religion, sex, national origin, or political affiliations. The objective of equal opportunity is to ensure fair treatment of all AGR soldiers based on merit; fitness qualifications, capability and potential.

b. Coordination Responsibilities for CMP.

(1) The office of primary responsibility for the CMP is the HRO. HRO will coordinate with subordinate commands and Position Management Officers when filling designated AGR positions through the use of the CMP.

(2) The State Equal Employment Manager will monitor the implementation and progress of the CMP in relation to the overall equal opportunity objectives established by The Adjutant General, and participate in the promotion, review, and analysis of the CMP.

**CHAPTER 2 - INITIAL ENTRY**

**2-1. ENTRY INTO THE AGR PROGRAM.**

a. **ENLISTED ENTRY LEVEL POSITIONS**

(1) In most cases, enlisted personnel will enter the AGR program at the E5 or E6 level (Officer/Warrant Officers entry level, see sub-paragraph c). While current NGB policy allows accessioning of enlisted personnel two grades below the authorized level with a waiver, entry will normally be into positions indicated below:

(2) Records Clerk, Military Personnel Plans & Actions Branch

(3) Data Analyst, Personnel Analyst, Military Personnel/SIDPERS

(4) Unit Supply NCO

(5) Administrative NCO (Unit level, Recruiting and Retention Force, 166th Regiment, Eastern ARNG Aviation Training Site, Headquarters, State Area Command)

(6) Recruiting and Retention NCO (no lower than E5)

(7) Unit Training NCO

(8) Small Group Leader 166th Regiment

(9) E-6 Instructors (EAATS or Medical Company Training Site)

b. There are exceptions to the entry-level concept; they are extremely limited and will be based on unique organizational needs and skills of the applicant.

c. **OFFICER ENTRY LEVEL POSITIONS.** (The following are suggested entry-level positions for Commissioned Officers and Warrant Officers.) Other positions can be based on organizational needs.

(1) Training Officer (Battalion level for Commissioned Officers or Company level for selection in Aviation Warrant Officer positions).

(2) S-1 - Personnel Officer (BN level).

(3) S-4 - Logistics Officer (BN level).

d. Selectees must meet AGR accessioning criteria as established by NGR 600-5 and AR 135-18.

**2-2. PROCESSING.**

a. HRO will process soldiers selected for assignment in the AGR program. In addition to normal administrative requirements, soldiers selected for entry-level positions will be

thoroughly briefed on the AGR Enlisted CMP. Soldiers will be provided a copy of this regulation. Additionally, the following areas pertaining to career management will be briefed to those soldiers:

- (1) Orientation and Sponsorship (see Annex A)
- (2) Educational requirements (as established by NGR's 600-200, 600-100, and 600-01)
- (3) Performance requirements
- (4) Professional development (assignments and military schooling)
- (5) Promotion procedures
- (6) Leave and pass policy
- (7) Medical care
- (8) Advantages to assignment diversity and the CEP (see Chapter 3) portion of the CMP
- (9) Enlisted Promotion Program and the Promotion Eligibility List
- (10) AGR Controlled Grades and effect of the promotion system
- (11) Tour Advisory Review Panels
- (12) Initial Tour Continuation Board requirements
- (13) 20-Year Special Tour Continuation Boards
- (14) Retirement and transition training
- (15) Physical Fitness/weight control
- (16) Pay

**2-3. TOUR CONTINUATION** AGR soldiers are subject to the provisions of NGR 600-5, NGR 600-200, NGR 600-100, NGR 600-101, AR 135-18 and this regulation as it applies to tour continuation.

a. Tour Continuation Boards (TCB). TCBs will be established and conducted at State level to review the performance of AGR soldiers and their potential for increased responsibility

as attested to by NCOERs, OER's (as applicable) and academic reports. It is not the responsibility of the board to screen AGR records to determine if they meet the administrative requirements of the AGR program. AGR TCBs will not be used to terminate AGR soldiers who should have been removed from the program for mandatory reasons or for cause.

b. Initial Tour Continuation Board.

(1) Soldiers on their initial AGR tour will be boarded for continuation in the AGR program during their third year of service.

(2) In conjunction with the TCB, HR-AGR is responsible for screening AGR soldier's personnel records for compliance with extension criteria of AR 135-18. For extension, an AGR soldier must meet the following requirements:

- (a) Re-enlistment standards of NGR 600-200
- (b) Medical fitness standards for retention per AR 40-501
- (c) Weight standards of AR 600-9
- (d) Army Physical Fitness Test Standards of FM 21-20
- (e) DMOS qualification standards
- (f) A current photograph (Required by AR 135-8 & NGR 600-5)
- (g) Be under no Suspension of Favorable Personnel Action (AR 600-8-2)

(3) All of these administrative requirements must be satisfied. If any administrative requirement is not met, the soldier will not be referred for consideration by a TCB and will be processed for release from the AGR program in accordance with NGR 600-5.

(4) Soldiers will be scheduled for a TCB at least six months prior to completion of the third year of their initial AGR tour.

(5) Soldiers will be provided a checklist indicating the current status of their records on file as related to tour continuation. This checklist will be provided with the soldier's notification letter.

(6) Once the initial TCB is held, subsequent TCBs will not be required.

c. Subsequent Tour Continuation.

(1) At the end of subsequent tours of duty, HR-AGR will generate notification to the soldiers of the administrative requirements for AGR Tour renewal. Soldiers will receive notification NLT six months prior to their tour ending date (TED).

(2) For subsequent tours of duty in the AGR program, soldiers must meet the extension criteria outlined in paragraph 2-3b (2) above.

(3) Upon successfully meeting all administrative requirements for continuation, new tour orders will be published to coincide with extension of enlistment and military assignment. Subsequent tours will be at least five years but no longer than six years.

### **CHAPTER 3 - AGR NCO CAREER ENHANCEMENT PROGRAM (CEP)**

**3-1. PURPOSE.** The CEP is designed to support the mission requirements of the PAARNG. It will also provide diversified assignment opportunities for AGR soldiers to enhance their qualifications and meet established milestones for promotion.

- a. The CEP will **apply only** to lateral moves. For example, an E-7 Readiness NCO may apply for a lateral reassignment as Battalion Supply Sergeant or Recruiting and Retention NCO since both are E-7 positions.
- b. Soldiers selected for reassignment through the CEP who are not DMOS qualified, must become qualified within one year
- c. Service in at least two of the three "AGR Triad" positions will enhance opportunities for selection to E-8 AGR vacancies and service beyond 20 years AFS. These positions are:
  - (1) Unit Readiness NCO
  - (2) Recruiting and Retention (R&R) NCO
  - (3) Trainer/Operations
- d. The "AGR Triad" consists of those positions deemed critical to the organization and pivotal in the career development of an AGR soldier.
- e. It is recommended that AGR NCOs successfully complete The Army Instructor Training Course (TAITC) and the Battle Staff Course, either on active duty or through the Pennsylvania National Guard Military Academy as a prerequisite for selection to E-8 vacancies.

### **3-2. PROCEDURES.**

- a. The CEP will provide AGR soldiers the opportunity to develop other skills, enter into different career management fields and support organizational objectives by serving in other equal graded positions. For example, an AGR E-7 R&R NCO serving in this position for at least 4 years may have a personal career objective in the logistics career management field. If a Battalion Supply NCO (E-7) position becomes available, the R&R NCO may apply for the position. An E-8 Battalion Operations NCO could be laterally reassigned to a Brigade Logistics NCO.
- b. AGR soldiers may elect to be considered for a lateral move to better align themselves for future promotion potential. AGR enlisted promotions will be in compliance with procedures and individual qualifications indicated in this regulation and NGR 600-200.
- c. AGR soldiers must complete a CEP Form 1, dated 25 Mar 99 (see Annex F), to be considered for positions in the CEP. Vacancies will be announced through E-mail or normal advertisement procedures.
  - (1) Announcements through E-mail will be open for five working days, (NOTE: Normally E-mail announcements will be open from Tuesday to the following Monday. This encompasses the weekend and 5 working days). The CEP Form 1 may be used for all on board soldiers both enlisted and officer. AGR soldiers will submit the form via E-mail or fax to HR-

AGR. (NOTE: Only AGR soldiers currently at the grade level of the position advertised can apply.)

- d. AGR soldiers desiring to participate in the CEP cannot be flagged from any favorable personnel actions.
- e. All qualified applicants for vacant CEP positions will be referred to the nominating official for appropriate boarding. Nominations will be forwarded through normal command channels to HR-AGR. Final approval authority for all CEP position selections is The Adjutant General.
- f. Submit requests for exceptions to the criteria outlined above through normal command channels to HRO for approval by The Adjutant General. Requests must be fully justified and support mission requirements.

### **3-3. COMMAND DIRECTED REASSIGNMENTS.**

- a. AGR soldiers are subject to command directed reassignment based on mission requirements. Command directed reassignments require approval of The Adjutant General or his designated representative.
- b. Reassignments can be directed as a result of reorganization, abolishment of position, downgrade of position, changes to force structure or manpower authorization or the overall needs of the PAARNG.
- c. In either scenario described above, soldiers will be issued PCS orders if authorized by appropriate travel regulation.

## **CHAPTER 4 - ENLISTED PROMOTION PROGRAM (EPP)**

### **4-1. PURPOSE.**

- a. The AGR Program will adhere to the policies established by EPP procedures as set forth in NGR 600-200 and NGR 600-5. AGR soldiers promoted under EPP must be assigned in a Full Time Employment Authorization commensurate to the grade of promotion.

b. The PMO will determine which MTOE/TDA positions are to be filled with AGR soldiers. Therefore promotion consideration will be restricted to eligible and available AGR soldiers only for those vacancies. Promotions for AGR soldiers will not cause any organization to exceed full time manning authorizations.

c. The EPP is based on soldiers competing for selection and promotion from a centralized Promotion Eligibility List (PEL). Competition for AGR positions will be among those Noncommissioned Officers who are currently members of the AGR Program. This concept maintains the integrity of the AGR force and ensures that there is consistency throughout the program. An additional concern is that AGR soldiers, due to the uniqueness of their status, must be the incumbent of a particular position and are required to be assigned in that unit in order to accomplish the duties and responsibilities of the position in which assigned.

d. Given an ideal situation, all eligible soldiers in each rank will be considered for promotion opportunities in a select MOS. The soldier selected as best qualified in accordance with NGR 600-200 will then be assigned to the position when it becomes vacant and scheduled for the required Noncommissioned Officer Education System training if required. Promotion will occur after completion of the training and provided a concurrent grade is authorized in the AGR system. (NOTE: There are not sufficient controlled grades available to support all senior enlisted positions in the AGR program.)

(1) Normally E-9 AGR positions will only be authorized to Brigade and higher level commands and E-8 AGR positions will be authorized to Battalion and higher level commands.

(2) Exceptions to the above scenarios will be considered for leadership assignments as First Sergeant or Command Sergeant Major.

e. The number of controlled grade positions (E-8 and E-9) given to the state is restricted by the National Guard Bureau (NGB). Accordingly, assignment to these positions must be to the best-qualified, multi-dimensional noncommissioned officers. The demands of the full time work force, now and in the future, are such that senior NCOs must have all required training, a broad based level of experience in various key assignments, and exhibit the potential for higher levels of supervision and responsibility.

f. Since one of the purposes of the EPP is to ensure that our training dollars are prioritized to facilitate the training of individuals selected for higher levels of responsibility, soldiers must complete the training prior to promotion.

g. Soldiers selected for First Sergeant (E-8), Sergeant Major or Command Sergeant Major who cannot be promoted due to the lack of an AGR Controlled Grade may be frocked to the higher grade in accordance with Chapter 11, NGR 600-200. The Military Personnel Office

(MILPO), Enlisted Promotion Program Manager as recommended by HRO is the issuing authority for these actions.

#### **4-2. PROCEDURES.**

a. When an identified position vacancy cannot be filled through the CEP, backfill will be considered a "promotion action."

b. Once the position is identified as a promotion action, using the PEL provided by the EPP section which provides CPMOS, Grade, and Regional information, the AGR Branch identifies the soldier meeting the criteria and contacts him/her, offering them the position. Soldiers must satisfy promotion criteria as established by NGR 600-200 for consideration.

c. To be promoted, the soldier identified must be qualified in the appropriate MOS for the position on the Support Personnel Manning Document and on the MTOE/TDA.

d. The soldier must accept the position if they are selected in the region where the vacancy exists or they will be removed until a new list is produced.

e. Once selected for the position, the soldier will be reassigned and scheduled for NCOES, if required. Upon completion of training, the soldier will be promoted. Promotion to a controlled grade may be delayed based on availability. In the event that a controlled grade is not available, the soldier will be placed on the Controlled Grade Waiting List maintained by the HRO and be promoted when a controlled grade becomes available, subject to the approval of The Adjutant General.

f. Due to the mission of the 28th Infantry Division (Mech), it is recommended that soldiers referred to in the E-8 PEL in the maneuver brigades, and assigned to operations or leadership positions, be qualified as Master Gunner for Bradley fighting vehicles or the M-1 main battle tank. This qualification or additional skill identifier for senior noncommissioned officers will provide a needed resource that is a transferable skill and can benefit the senior NCO in any duty assignment.

g. The following Prerequisites are recommended for AGR soldiers being considered for promotion to E-9:

(1) Successful duty assignment as First Sergeant. This is also a suggested requirement for consideration for appointment to Command Sergeant Major. AGR soldiers may serve as First Sergeant under a command leadership assignment, which will facilitate this requirement.

(2) Completion of, or acceptance for enrollment in the United States Sergeant Major Academy (USASMA).

## **CHAPTER 5 - TOUR ADVISORY REVIEW PANEL (TARP)**

**5-1. CONCEPT.** Tour Advisory Review Panels (TARP) will review all AGR soldiers at the 9 and 18-year mark of active federal service (AFS). The purpose of the TARP is to review the military records of all AGR soldiers in the zones indicated. The TARP will evaluate soldier's performance and accomplishments to date, analyze potential, and make a career recommendation to the soldier. Recommendations will facilitate career enhancement, mission accomplishment and may include opportunities for promotion.

**5-2. TARP RESPONSIBILITIES.** The duties and responsibilities of the TARP are as follows:

- a. Conduct a review and summarize the administrative and performance data pertaining to each member.
- b. Provide AGR soldiers with guidance for future assignments that will provide career enhancement and potential for upward mobility.
- c. Counsel AGR soldiers on requirements for continued AGR service and potential for service beyond 20 years AFS.
- d. Evaluate the AGR soldier's potential for future assignments and career progression. Make a recommendation for reassignment, with the consensus of the Position Management Officer, to current or projected vacancies within the PAARNG AGR Program.
- e. Complete a thorough analysis and recommendation for each soldier reviewed by the board. These recommendations will be forwarded to The Adjutant General for final disposition.
- f. The panel's analysis and recommendations become a matter of record.
- g. The Chairman of the TARP will prepare an after action report indicating trends and observations of the board.

**5-3. SOLDIER RESPONSIBILITIES.**

- a. Review checklist provided by HR-AGR and provide the information and documentation requested. (Sample checklist is included at Annex B.)
- b. Review Career Objective Information Sheet for inclusion to the TARP.
- c. Review records to ensure compliance with all administrative requirements for tour continuation.
- d. Report to HQ STARC for weigh-in and APFT.

**5-4. HR-AGR RESPONSIBILITIES.**

- a. Identify AGR soldiers at least 6 months prior to attaining the 9 and 18 years' AFS gates.
- b. Notify soldiers at each gate when all administrative information must be received for board consideration and the date of the board.
- c. Provide TARP with a listing of current and projected vacancies in the AGR Program.

- d. Coordinate Appearance Boards.

## **CHAPTER 6 - PAARNG AGR OFFICER PROMOTION SYSTEM FOR CONTROLLED GRADES**

### **6-1. PURPOSE.**

- a. This chapter prescribes policies and procedures pertaining to the requests for officer promotions to field grade positions in the PAARNG AGR Program.
- b. The AGR Program will adhere to the policies established by the National Guard Bureau as set forth in NGR 600-100, NGR 600-5 and PMR 600-1.

## **6-2. GENERAL.**

a. In the AGR Program, promotions to Major and Lieutenant Colonel have been restricted due to the limited quotas of (0-4 and 0-5) grades allocated to Pennsylvania. These grades are referred to as "AGR Controlled grades." The procedures outlined in this chapter are designed to distribute the AGR controlled grades to officers identified by their commands in a fair and equitable manner.

b. The method to continue the promotion process, if AGR controlled grades are not immediately available, is through the use of the AGR Major, Lieutenant Colonel and Colonel Controlled Grade Waiting Lists. Separate waiting lists by grade will be maintained for those officers selected for Command positions.

## **6-3. AGR FIELD GRADE OFFICER PROMOTION PROCEDURES.**

a. No later than 1 August of each year, the Human Resources Office (HRO) will provide a list of all eligible AGR Captains, Majors and Lieutenant Colonels currently serving under the responsibility of each Position Management Officer (PMO).

b. The National Guard Bureau makes controlled grade distribution on a fiscal year basis. Therefore, this program will operate by fiscal year. A projection on the number of AGR Officer controlled grades forecasted statewide for the next fiscal year will be forwarded to each PMO.

c. PMOs will review the listing of AGR Officers serving within their organizations. Each PMO will forecast those Officers they will recommend for promotion during the next fiscal year. Only those officers whose records warrant promotion, and are fully qualified, will be considered. The forecast must include the Officer's name, MTOE/TDA and SPMD position they would occupy if promoted. The forecast must be submitted in PRIORITY ORDER. This forecast (format included at Annex G) will be returned to the HRO no later than 1 September each year.

d. Command forecasts will be reviewed and consolidated by the HRO and provided to the Deputy Adjutant General-Army, who will convene a selection panel comprised of designated representatives (approved by TAG) from HQ STARC, HQ, 28th Infantry Division (Mechanized), and the 213th Area Support Group. Technical advisors from the HRO and MILPO will be provided to assist the panel. The DAG-Army will serve as the President of the AGR Field Grade Officer Promotion Panel. The Panel will review each Command Forecast and establish those officers to be included in the "State AGR Officer Promotion Plan (SAOPP)."

(1) The Board will analyze each PMOs Command Forecast taking into consideration the number of AGR Officer controlled grades available during the next fiscal year.

- (2) Other considerations by the Board include but are not limited to:
  - (a) Officer Career Development
  - (b) Impact on unit mission accomplishment
  - (c) Officers being considered for Command
  - (d) Impact on Full Time Force
  - (e) Controlled Grade distribution within the Full Time Force

(3) Only those officers approved by the AGR Field Grade Officer Promotion Panel will be included in the SAOPP. PMOs will be notified of the results. The SAOPP identifies **only** the officers approved to be submitted for promotion by their respective units. **It does not establish the order of promotion.**

e. The SAOPP will be published by HRO for the ensuing fiscal year and distributed to each PMO.

#### **6-4 PROCESSING AGR FIELD GRADE PROMOTIONS.**

a. When the PMO receives the SAOPP, they are authorized to submit their requests for the officers within their organizations. The requests for promotion should be sent through HRO to the Military Personnel Actions Branch. Promotions are submitted in the order the command desires based on organizational needs and individual officer eligibility. (For example: An AGR Captain serving as a Battalion Training Officer may be projected for promotion to Major. The officer is projected to serve as the Battalion S-3 on the unit MTOE, which authorizes the grade of Major. The Training Officer CAN be a Major or Captain on the SPMD depending on individual circumstances in the organization. Perhaps the S-3 position will not be vacated for several months. In this case, the unit can submit the request for promotion within 30 days of the projected vacancy assuming other personnel actions required to create the vacancy are also requested.)

b. Upon receipt of the promotion request, HRO will accomplish the following:

(1) Screen the request and insure the Officer is part of the SAOPP.

(2) If an Officer Controlled Grade is available, the request will be processed by HRO and forwarded to the MILPO Plans and Actions Branch for the publication of promotion orders. The Military Personnel Officer must review the request to insure the officer is promotable. If the officer meets all promotion criteria, MILPO will publish the promotion order.

(3) If an Officer Controlled Grade IS NOT available, HRO will:

(a) Forward the request to the MILPO Plans and Action Team for processing. When the MILPO and HRO approve the promotion, the officer will be placed on the appropriate AGR Officer Controlled Waiting List. HRO will forecast the date the appropriate controlled grade will be available to MILPO. If the anticipated waiting time is more than 90 days, MILPO will process the request for a "Certificate of Eligibility" for the promotion action.

(b) "Suspense" the promotion action from the date the officer is placed on the AGR Officer Controlled Grade Waiting List until the appropriate grade becomes available.

(c) Notify MILPO for the publication of the order based on the fact that the officer is the number one candidate on the applicable AGR Officer Controlled Grade Waiting List. HRO will forecast the utilization of the officer-controlled grade in advance of actual availability to allow for processing time by the MILPO.

c. The AGR Officer Controlled Grade Waiting Lists are "open and available documents" to officers in the AGR Program and the leadership of the PAARNG.

d. Officers will be notified in writing by HRO when they are placed on the AGR Controlled Grade Waiting List. No further requests for promotion are required from the officer's unit once he/she is placed on the list.

e. As officer controlled grades become available, officers will advance to the top of the applicable AGR Officer Controlled Grade Waiting List. DAG-Army will determine whether to promote from the "Staff List" or from the "Command positions" designation list. Each list will continue through the current fiscal year and the priority will not change for the next fiscal year in the event everyone on the list is not promoted. (For example: If an officer is number eight on the list as of 15 October and seven Captains are promoted during the fiscal year, that officer will advance to number one and remain there until he/she is promoted.)

f. Officers non-selected on a Department of the Army (DA) Promotion Board will retain their position on the AGR Officer Controlled Grade Waiting List but will not be promoted until they have been selected. In the interim, the next eligible candidate will be processed for promotion.

## **6-5. POLICY.**

a. The SAOPP can only be modified to meet extraordinary organizational needs or mission essential requirements, and must be approved by the Deputy Adjutant General - Army and The Adjutant General.

b. Officers could be removed from the SAOPP and the AGR Officer Controlled Grade Waiting List for any of the following reasons:

- (1) Officer has been processed for an adverse or disqualifying personnel action.

- (2) Officer fails to maintain eligibility requirements for the position or for promotion.
  - c. The sequential order on any of the AGR Officer Controlled Grade Waiting Lists cannot be changed.
  - d. Officers can be removed from the AGR Officers Controlled Grade Waiting List by The Adjutant General, but **cannot** be advanced.

## **CHAPTER 7 20-YEAR SPECIAL TOUR CONTINUATION BOARDS**

### **7-1. CONCEPT.**

- a. Authority to conduct 20-Year Special Tour Continuation Boards (STCB) will be requested from NGB as directed by The Adjutant General.
- b. AGR members are subject to the provisions of Chapter 2, NGR 600-5 as it applies to tour continuation up to and including 20 years of AFS, which qualifies the individual for an active duty retirement.
- c. Tour continuation for eligible personnel beyond 20 years AFS will be in accordance with this chapter and based on demonstrated performance, needs of the service, commander's recommendation, TARP analysis and approval of The Adjutant General.

d. A soldier entering into the AGR program will be governed in accordance with Army National Guard regulations with continued employment based on performance of duties, potential for continued service, availability of employment authorizations and required funding.

## **7-2 TOUR CONTINUATION.**

a. AGR soldiers in grade E-6 and below, attaining 15 or more years AFS and are considered for tour renewal will receive orders that terminate upon completion of 20 years AFS. If the soldiers are not selected for promotion to E-7 during this period of service, they will be released upon completion of the tour of duty and attainment of 20 years AFS.

b. AGR soldiers in grades E-7, E-8, and E-9 may be retained to reach their mandatory removal dates based on a maximum years AFS as follows:

- (1) E-7 - 24 years AFS
- (2) E-8 - 27 years AFS
- (3) E-9 - 30 years AFS

c. AGR soldiers, E-7 and above will be considered by a 20-Year STCB upon attainment of 20 years AFS and every two years thereafter. Those soldiers who will reach 20 years AFS between 1 October and 30 September will be boarded in the April to May time frame. The Enlisted Qualitative Retention Board will not review these AGR soldiers.

d. If recommended for continuation beyond 20 years AFS, the AGR soldier will be considered by a 20 year TCB every two years until mandatory removal upon attainment of maximum years AFS or voluntary retirement.

## **7-3. PROCEDURES.**

- a. The Adjutant General will appoint and convene a 20-Year STCB (see Annex C).
- (1) Board composition -
    - (a) The Board President must be a federally recognized ARNG Colonel.
    - (b) All other Selection Board members must be senior in grade or date of rank to AGR soldiers under consideration. A minimum of 3 Board members including the Board president are required. Ideally 5 Board members will be appointed.
    - (c) Soldiers being considered will not be appointed as STCB members.

(2) The board, within ten days of convening, will complete its actions and prepare recommendations for The Adjutant General's final approval.

(3) AGR soldiers reviewed by the Board will be advised of the results of the board action and the decision of The Adjutant General within 30 days of convening of the board.

b. 20-Year STCB are conducted as follows:

(1) AGR soldiers will not appear in person before the board.

(2) Soldiers may write a letter to the STCB president inviting attention to any matter of record the soldier feels is important to the evaluation process.

(3) Commanders may provide a recommendation to the board, which should be endorsed through the first two levels of command and forwarded to The Adjutant General, ATTN: HR-AGR.

(4) The board will evaluate each AGR soldier's record for demonstrated performance and determine the potential to accept responsibilities and perform at higher levels of assignment.

(5) The board will evaluate each individual and will consider the commander's input to the board and any relevant information provided by the individual. The evaluation will be objective, with appropriate weight given to all information provided to the board. The intent is to evaluate the whole person.

(6) Proceedings will be conducted in closed session.

(7) The board will make a recommendation to The Adjutant General.

c. Notification to the Soldier.

(1) Soldiers who are to be reviewed by the 20-Year STCB will be notified by HR-AGR, in writing no later than 60 days prior to the board being convened.

(2) Soldiers will report to Fort Indiantown Gap for APFT and weigh-in, and will have the opportunity to conduct a records review prior to the 20-Year STCB.

(3) The results of the board action and the decision of The Adjutant General will be provided, in writing, to the soldier within 30 days after completion of the board action.

(4) Those soldiers not retained will be separated on a date, which will provide sufficient time to complete the requisite administrative processing. Soldiers will be provided a minimum of 90 days notification prior to separation.

d. Commanders will be notified of The Adjutant General's decision, concurrently with the AGR soldier.

#### **7-4. APPEALS.**

a. AGR soldiers who are not selected for renewal may file an appeal in writing to The Adjutant General.

b. The appeal must:

(1) Be initiated within 30 days of notification of the board action.

(2) Address specifically why the soldier should be retained.

(3) Will be sent directly to The Adjutant General, ATTN: HRO-AGR, Department of Military and Veterans Affairs, Fort Indiantown Gap, Annville, PA 17003-5002.

c. The Adjutant General will review the appeal and render a final decision.

#### **7-5. SEPARATION.**

a. AGR soldiers not retained by the 20-Year STCB may apply for retirement. However, separation from AGR status will generally occur within 120 days of notification of non-selection.

b. If the member elects to apply for retirement concurrent with separation, a Request for Voluntary Retirement should be forwarded to HRO within 10 days.

### **CHAPTER 8 - RETIREMENT**

#### **8-1. ELIGIBILITY.**

a. AGR soldiers with 20 or more years AFS may apply for immediate retirement.

b. Verification of retirement eligibility will be accomplished through the Retirement Points Accounting System (RPAS), which is managed through SIDPERS and the Military Personnel Office. It is essential that, throughout an AGR soldier's career, close attention is given to the data furnished annually on the NGB Form 23B which tracks retirement points and eligibility.

**8-2. PLANNING.** AGR soldiers should plan for their retirement very carefully. Several programs are available to assist AGR soldiers in their retirement planning.

#### **8-3. PROCEDURES.**

a. AGR soldiers with at least 18 years AFS will be notified by HRO that they will become eligible for an active duty retirement at the completion of 20 years AFS. At this time, AGR soldiers are provided with:

- (1) Pre-retirement checklist (Annex D)
- (2) Pre-retirement Planning Guide
- (3) DA Pamphlet 600-5
- (4) NGB Form 23B for verification

b. HRO-AGR will, at the soldier's request, provide assistance in coordination of pre-retirement counseling. The U.S. Army Retirement and Transition Centers on active duty installations provide counseling and planning services for most retirements. For most PAARNG AGR soldiers, retirement service and out-processing are provided at Fort Meade, MD.

c. AGR soldiers who qualify may apply for retirement by completing a DA Form 4187. Requests for retirement must be forwarded through appropriate command channels to arrive at the HRO no earlier than 12 months and no later than 6 months prior to the desired date of retirement.

#### **8-4. OUT-PROCESSING.**

a. HRO will notify the designated transition point and will coordinate the retirement processing.

b. The transition point will contact the AGR soldier and identify the out-processing requirements. It is the individual's responsibility to complete final out-processing to include a REFRAD physical.

c. The transition point will provide the following:

- (1) Transition/retirement counseling
- (2) Appropriate documentation for retirement entitlements/benefits
- (3) Issuance of retirement ID cards

- (4) Completion of DD Form 214 (Certificate or Release or Discharge from Active Duty)

The proponent agency of this regulation is the Office of The Adjutant General of Pennsylvania. Users are invited to send suggested improvements to The Adjutant General, ATTN: HRO, Department of Military and Veterans Affairs, Annaville, PA 17003-5002

**BY ORDER OF THE GOVERNOR:**

**OFFICIAL:**

**WILLIAM B. LYNCH  
Major General, PaANG  
The Adjutant General**

1 August 2000

PMR 600-5

**MARSHALL K. EWARD**  
**COL, GS, PAARNG**  
**Chief of Staff**