

ANNEX A
AGR UNIT ORIENTATION CHECKLIST

This checklist is to be completed in the process of orienting the new AGR member to the unit and the job assignment/reassignment. A copy of this form **must be forwarded to HR-AGR within 30 days of entry into the AGR program or reassignment to new unit.**

I, _____ was given a unit orientation to my assignment/reassignment at _____
(Unit)
as _____ on _____
(Position) (Date)

The following subjects were covered during the orientation. **REVIEW OF**

- | | |
|---|---|
| 1. _____ Manning Chart | 15. _____ State Active Duty |
| 2. _____ Job Operating Instructions | 16. _____ Duty Hours/Attendance |
| 3. _____ Unit Mission - Federal/State | 17. _____ Leave and Pass Policy |
| 4. _____ Mobilization Requirements | (Review PMR 600-8-10) |
| 5. _____ Local Administrative Requirements
(i.e. weigh-in, APFT dates, CEP application,
issue keys if applicable, etc.) | 18. _____ Closest Military Treatment Facility |
| 6. _____ Physical Security Procedures
(Issue keys if applicable) | 19. _____ NCOER/OER Rating Scheme |
| 7. _____ Communications Requirements | 20. _____ Performance Counseling Procedures |
| 8. _____ Logistical Procedures | 21. _____ Enlisted/Officer/WO Promotions |
| 9. _____ Standards of Conduct (Initial completed
at HRO, semi-annual update is unit
responsibility. | 22. _____ Unit Recruiting/Retention Priorities
(Strength Management) |
| 10. _____ Special Instructions | 23. _____ Unit Personnel Readiness |
| 11. _____ Political Activity | 24. _____ Inspection Preparation |
| 12. _____ AGR Counseling | 25. _____ Military Justice |
| 13. _____ Career Planning/Management | 26. _____ AGR Travel Procedures
(DD Form 1610) |
| 14. _____ Personal Appearance | 27. _____ AGR Controlled Grades |
| | 28. _____ TRICARE |

RATER is _____ **SENIOR RATER is** _____

REVIEWER is _____

Signatures below attest to completion of the orientation, a tour of the facility, and assignment of sponsor.

NAME OF SPONSOR _____

(AGR Supervisor) (AGR Member) (Date)

ANNEX B

TOUR ADVISORY REVIEW PANEL AGR SOLDIER CHECKLIST

Date of TARP _____

Name _____ Rank _____

Current Tour Ending Date _____

Current Unit _____ FTM Position _____

Triad Positions Held _____ Dates _____

Highest NCOES Completed _____ AC

_____ RC

Highest Civilian Education _____

Leadership Positions Held _____ Date _____

Date of Physical _____

Last 4 NCOERs _____

APFT Results Current _____ (score) P / F Date _____

Previous _____ (score) P / F Date _____

Current PQR _____

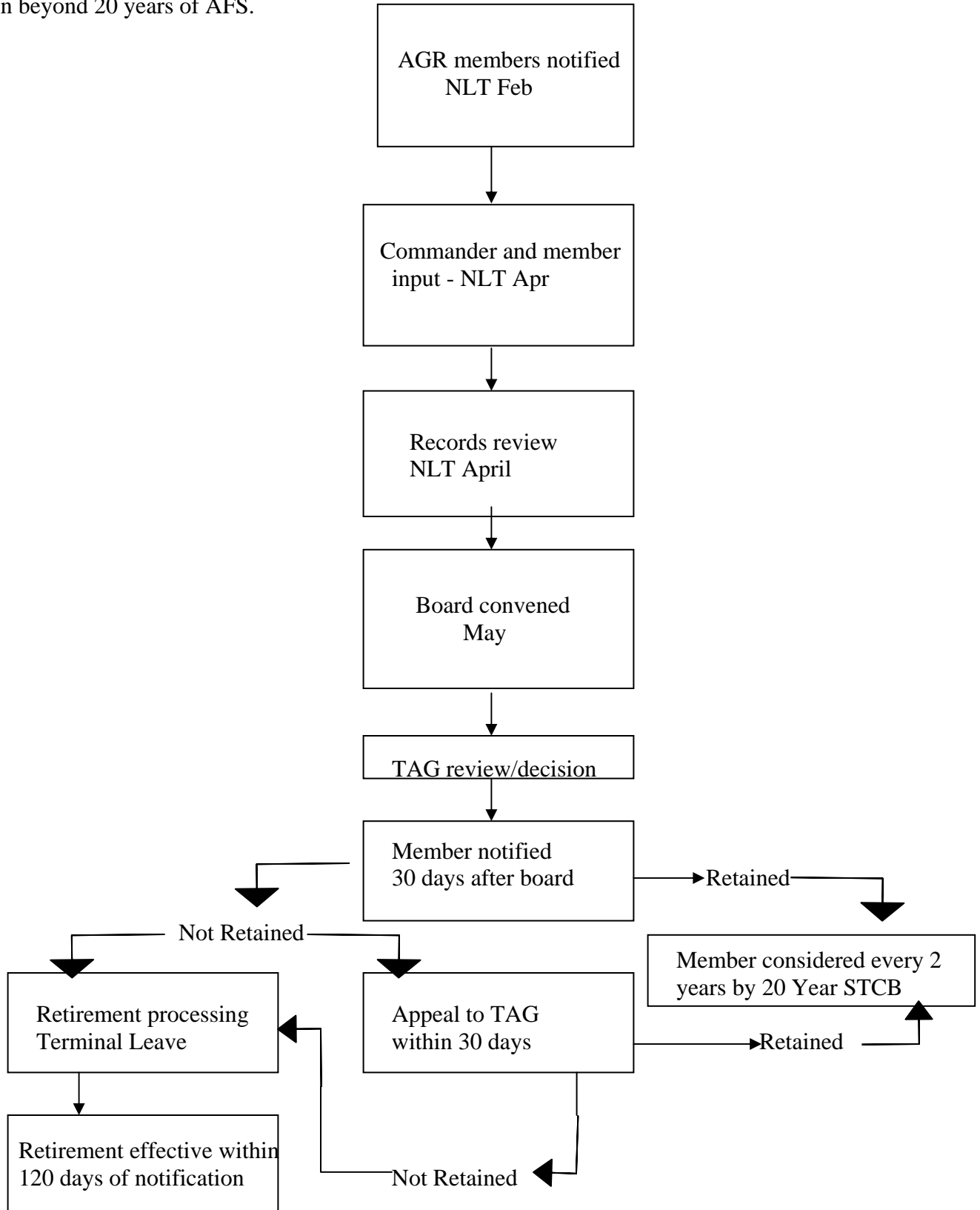
Career Objectives _____

Previous AGR Positions _____

ANNEX C

***ACTIVE GUARD/RESERVE
20-YEAR SPECIAL TOUR CONTINUATION BOARD PROCESS***

This flow chart shows the sequence of events, which will be followed when considering AGR soldiers for tour continuation beyond 20 years of AFS.



ANNEX D

PRE-RETIREMENT PLANNING CHECKLIST

12- 24 Months Before Retirement

4 Pre-Retirement Counseling (Call HR-AGR for Scheduling)

"CONSIDER"

Army Career and Alumni Program (ACAP)
 • Career Skills Assessment/Options

Financial Assessment
 Education/Training

6 -12 Months Before Retirement

4 Submit Retirement Application (Review Service Records, Plan Transition Leave)

"CONSIDER"

Pre-Retirement Counseling (If not already done)
 VA Matters, Benefits
 • Loan Eligibility
 • Education
 • Medical

Medical Insurance
 Update Will
 Job Search
 Supplementary Medical Insurance
 Review Family Health Matters
 Verify Dependents Status
 • DEERS/ID Cards
 • Special Medical Problems

6 Months Before Retirement

4 Retirement Physical (NET 4 months prior to retirement and NLT 1 month prior to start of transition leave; you will not be retained on active duty pending the results of retirement physical.)

Copy Medical Records
 Dental Work

4 Call Transition Point to schedule Retirement/Out-processing (Usually, last day before start of transition leave.)

**ANNEX E
PENNSYLVANIA ARMY NATIONAL GUARD
REQUEST FOR AGR VACANCY FILL**

TYPE OF FILL REQUESTED: *Check method requested.* **DATE OF REQUEST:** _____
(HRO reserves the right to approve method. Instructions on reverse side of this form.)

- 1. _____ **Career Enhancement Program**
(Lateral reassignment)(in same grade of on-board AGR member)
Select: ___ E-Mail or ___ 15-Day Advertisement
- 2. _____ **EPP (Enlisted Promotion Program)** Note: If selection cannot be made from
EPP, indicate second choice to fill position.
- 3. _____ **Restricted Statewide** (Restricted to current on-board AGR soldiers)
- 4. _____ **Unrestricted Statewide** (entry level or specialty positions)
- 5. _____ **Unrestricted Nationwide** (30 days)

VACANT AUTHORIZED FULL TIME SUPPORT POSITION:

<i>Para</i>	<i>Line</i>	<i>DMOS</i>	<i>Auth Grade</i>	<i>Full-Time Position Title (Manpower #)</i>
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<i>Unit</i>	<i>Location</i>	<i>MTOE#</i>	<i>Previous Occupant</i>
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DATE OF VACANCY OR PROJECTED VACANCY: _____

RECOMMENDED COMPOSITION OF SELECTION BOARD: (To be completed by the 06 level Command)
(Must meet criteria of para 2-5b, NGR 600-5)

PRESIDENT: _____
(Name, rank, unit and position)

MEMBER: _____
(Name, rank, unit and position)

MEMBER: _____
(Name, rank, unit and position)

RECORDER: _____
(Name, rank, unit and position)

REQUESTED BY: _____
(Signature, name, title of 1st line supv, date)

APPROVED BY: _____
(Signature, name, next higher HQ, Date)

PMO (If applicable): _____
(Signature, name, date)

HRO USE ONLY

_____ Announce 15 days _____ Announce 30 days
1. _____ Restricted to on-board AGR _____ (grade)

2. _____ Actual accessioning into this position
is contingent upon available AGR employment
authorization and AGR end strength.

3. Selection at the _____ level is contingent
upon availability of appropriate controlled
grade.

_____ *Approved* _____ *Disapproved*

(Initial)

(Date)

HRO FORM 70-R

1. The HRO Form 70 is a multi-purpose form. It is used to request fill for vacant AGR positions and indicates the Position Management Officer's approval for funding within manpower authorizations. It also specifies who is recommended to serve on the selection board. When the HRO Form 70 is completed and approved by HR-AGR, a letter of instructions appointing the 06 Command selection board and a referral are issued and through a mutually agreed upon method the fill is issued. Selection board requirements are as stated in NGR 600-5.

2. Initiation of the HRO Form 70 offers five methods of fill in priority order:

(1) Career Enhancement Program (lateral reassignment of on-board AGR soldier. Soldiers are authorized to cross career management fields but must be at the grade requested for the position advertised). When selecting the Career Enhancement Program, the selecting official must specify the desired method of advertising the position. This can be a normal 15-day advertisement, which is distributed to all units, or the vacancy can be announced for 5 working days using E-mail. If a selection cannot be made the procedures of STAP applies.

(2) Enlisted Promotion Program (EPP). Selects the best-qualified AGR soldier from the PEL (Promotion Eligibility List) in soldiers MOS. If a lateral appointment is not feasible or possible, the position fill becomes a promotion action.

(3) Restricted Statewide (Specify restrictions i.e., to on board AGR etc.)

(4) Unrestricted Statewide

(5) Unrestricted Nationwide

- When option one (Career Enhancement Program) is selected, the nominating board will be provided a personnel listing, PQR, and CEP 1 for soldiers requesting a lateral reassignment through the CEP.

- When option two is utilized, (EPP) the best-qualified AGR soldier from the PEL will be offered the position.

- When options three, four and five are selected (Advertisement), an announcement will be initiated, statewide or nationwide, restricted or unrestricted, 15 to 30 days in duration.

ANNEX G
AGR OFFICER PROMOTION FORECAST

DATE: _____

ORGANIZATION: _____ **PMO:** _____

1. The following AGR Officers are recommended for promotion to MAJOR in PRIORITY order:

Name	SSN	Current Position Unit/MTOE Psn/FTM Psn	Forecasted Position Unit/MTOE Psn/FTM Psn
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

2. The following AGR Officers are recommended for promotion to LIEUTENANT COLONEL

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

3. The following AGR Officers are recommended for promotion to COLONEL

1. _____	_____	_____	_____
2. _____	_____	_____	_____

NOTES: (Any other relevant information pertaining to this plan should be presented here)

SIGNATURE BLOCK (PMO)

ANNEX H**Glossary of Terms**

ACAP - Army Career and Alumni Program
AFS - Active Federal Service
AGR - Active Guard/Reserve
APFT - Army Physical Fitness Test
ATTN: Attention
CEP - Career Enhancement Program
CMP - Career Management Program
DA - Department of the Army
DD - Department of Defense
DEERS - Defense Eligibility Enrollment Reporting System
DMOS - Duty Military Occupational Specialty
ECPS - Enlisted Centralized Promotion System
EEO - Equal Employment Opportunity
EPP - Enlisted Promotion Program
HQ, STARC - Headquarters, State Area Command
HRO - Human Resources Office
HR-AGR - Human Resources - Active Guard/Reserve
ID- Identification
MD - Maryland
MOS - Military Occupational Specialty
MTOE/TDA - Military Table of Organization & Equipment/Table of Distribution & Allowances
NCO - Noncommissioned Officer
NCOES - Noncommissioned Officer Education System
NET - Not Earlier Than
NGB - National Guard Bureau
NGR - National Guard Regulation
NLT - Not Later Than
PA - Pennsylvania
PAARNG - Pennsylvania Army National Guard
PCS - Permanent Change of Station
PEL - Promotion Eligibility List
PMO - Position Management Officer
REFRAD - Release from Active Duty
RPAS - Retirement Points Accounting System
R&R - Recruiting and Retention
SAOPP - State AGR Officer Promotion Plan
SIDPERS - Standard Installation/Division Personnel System
STCB - Special Tour Continuation Board
TAITC - The Army Instructor Trainer Course
TARP - Tour Advisory Review Panel
TCB - Tour Continuation Board
VA - Veteran's Administration