



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-HRO (310-1q)

1 September 2001

HRO POLICY/GUIDANCE LETTER #35

SUBJECT: Request for AGR Promotion - Officer/Enlisted

SEE DISTRIBUTION

ENLISTED

1. The procedures outlined in this Policy/Guidance letter will be followed for the selection and promotion of all AGR (Title 32) enlisted personnel under STAP. All AGR soldiers will meet the promotion requirements of Chapter 11, NGR 600-200.

2. Each AGR soldier will be on the CPMOS STAP list for the MOS in which they encumber on the SPIMS document. Placement on the STAP list will only be completed after the soldier has become duty MOS qualified. Once duty MOS qualified, an AGR soldier may request, thru command channels to the Human Resource Office, consideration for a change to their CPMOS status. Consideration for this request must be approved thru each level of the command and must clearly indicate the minimal chance of career advancement in the CPMOS the individual currently holds. Once approved and placed on the new CPMOS STAP list, the AGR member must remain on that list for a minimum of 18 months. Soldiers **on initial AGR tours are not authorized to request a CPMOS change.** Request for CPMOS changes will not be requested simply to advance the individuals standing on promotion lists. If the soldier has recently completed an MOS producing school to become MOS qualified, the requirement to remain in place is two (2) years.

This HRO Policy/Guidance Letter supersedes HRMO Letter #35 dtd 18 Nov 94, same subject.

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3. Request for fill/promotion SF 52 will be forwarded thru channels to the Human Resource Office. The Human Resource office will attach MDARNG Forms 4100-R (Request for Fill) prior to processing through STAP. The AGR Manager will ensure position is authorized or whether the position must be filled by an AGR priority placement soldier.

4. The HRO will consider requests from soldiers in the same grade who desire a career development change or for those soldiers who require reclassification based on unit reorganization or deactivation.

5. The AGR Manager will forward valid requests to MD-STARC-STAP for selection of the number one soldier within the Career Management Field (CMF).

a. AGR soldiers will compete with other AGR members within their CMF.

b. AGR soldiers flagged for unfavorable personnel actions, will be passed over for selection/promotion until flagging actions are removed.

c. AGR soldiers are not subject to the commuting distance standard.

d. AGR soldiers declining assignment will be removed from the STAP list. Soldiers may be considered by the next annual board if they remain eligible. AGR soldiers selected for a Force Support Package (FSP) unit may not decline assignment.

6. Upon exhausting the STAP list to fill an AGR vacancy, the position will be advertised to all current AGR members of the Maryland Army National Guard. If a current AGR member is selected for the position, they have one year to become MOS qualified in the new duty position. **In order to be promoted a ranking of number one on the STAP list is required.**

OFFICERS

1. All AGR officers will meet promotion requirements of NGR 600-100.

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2. Units will forward SF 52 for promotion to the AGR Manager to ensure the position is authorized.

3. Enclosure 2 is a copy of the OFFICER/WARRANT OFFICER PROMOTION BOARD CHECKLIST which must accompany the SF 52 along with all supporting documents.

4. If approved, the Human Resource Office will forward to MD-STAR-ARPO for consideration and publication of orders.

5. Upon receipt, the Human Resource Office will forward all promotion orders and reassignment orders to Military Pay Branch for input into the pay system.

FOR THE ADJUTANT GENERAL:

Encls
as


ANNETTE M. DEENER
COL, GS, MDARNG
Personnel Officer

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested

2. Request Number

Request for STAP Fill/Promotion

3. For Additional Information Call (Name and Telephone Number)

4. Proposed Effective Date

CPT I. Supervisor (410) 123-4567

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

CPT I. Supervisor, S-1, 1 Jan 2001

MAJ N. Command, X0, 2 Jan 2001

PART B - For Preparation of SF 50 (use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

FIRST ACTION

SECOND ACTION

5-A. Code 5-B. Nature of Action

6-A. Code 6-B. Nature of Action

5-C. Code 5-D. Legal Authority

6-C. Code 6-D. Legal Authority

5-E. Code 5-F. Legal Authority

6-E. Code 6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

Readiness NCO-Platoon SGT
95B40 SFC/E7 117/08
(WABCDE-888)

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	18. Pay Basis	16. Pay Plan	17. Ox. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
2A. Basic Pay		12 B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

XXX MP Co
987 Your Street
Your Town, Maryland 12345-9876

EMPLOYEE DATA

23. Veterans Preference

1 - None
2 - 5-Point

3 - 10-Point/Disability
4 - 10-Point/Compensable

5 - 10-Point/Other
6 - 10-Point/Compensable/30%

24. Tenure

0 - None
1 - Permanent
2 - Conditional
3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES/NO

27 FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service
2 - Excepted Service

3 - SES General
4 - SES Career Reserved

35. FLSA Category

E - Exempt
N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

40. Agency Data

4

44.

45. Educational Level

46. Year Degree Attained

147. Academic Discipline

48. Functional Class

49. Citizenship

50. Veterans Status

51. Supervisory Status

1 - USA 8 - Other

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
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A.

D.

B.

E.

F.

Signature

Approval Date

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

UNIT FORWARDS TO MD-STARC-ARPO:

1. **Q** DA SELECTION MEMORANDUM WITH DECLINATION CORRESPONDENCE (IF APPLICABLE)
 2. MILITARY EDUCATION (DA FORM 1059 OR DIPLOMA)***

OBC..... I LT - CPT	WOBC.....	CW2
OAC & CAS-3..... MAJ	PREREQUISITE CRS & WOAC....	CW3 ONLY
50% CGSOC..... LTC	WOACIWOSC.....	CW3 & CW4
CSSOC..... COL	WOSSC.....	CW5
 3. CIVILIAN EDUCATION (ORIGINAUCERTIFIED COPY WITH "RAISED SEAL")*** (CPT & ABOVE - BA DEGREE)
 4. COPY OF SF 88 & 93 (WITHIN 5 YEARS & EVIDENCE OF HIV SCREENING)
 5. ANNUAL MEDICAL CERTIFICATE (DA FORM 7349-R)
 6. CARDIO-VASCULAR SCREENING (DA FORM 4970-E- OVER AGE 40 ONLY)
 7. DA FORM 5500/5501 (BODY FAT WORKSHEET - IF APPLICABLE)
 8. DA FORM 705 SCORE CARD) (M-DAY- 12 MONTHS I AGR - 6 MONTHS)
 9. DA FORM 3349 (PHYSICAL PROFILE - IF APPLICABLE)
 10. MEMORANDUM RECOMMENDING PROMOTION (INCLUDE HEIGHT & WEIGHT) (REF: APPENDIX D, NGR 600-100)
 11. SF-52 / HRO-AGR FORM 1 R (FORWARD OFFICER PROMOTIONS TO MD-STARC-HRO)
- ***12 THRU 16 IS FOR AMEDD OFFICERS ONLY
12. BSN DEGREE OR HIGHER FOR PROMOTION TO MAJ
 13. ASSIGNED TO A VALID VACANCY REQUIRING THE SPECIALTY TO BE HELD BY THE OFFICER
 14. LETTER VERIFYING THE OFFICER IS CREDENTIALLED IN CCQAS (AN, MC, DE, SP & VC BRANCHES)
 15. **Q** 70B MOS OFFICERS FOR MAJ MUST HAVE A NEW MFA
 16. MC OFFICERS HAVE THEIR PRIMARY AOC IN SIDPERS IAW MEDICAL TRAINING RECEIVED, NOT THE AOC OF THE POSITION

DOCUMENTS ADDED AND VERIFIED BY MD-STARC-ARPO:

17. [-] THE ADJUTANT GENERAL'S ENDORSEMENT
18. STATE PROMOTION ORDER
19. NGB FORM 89 (BOARD PROCEEDINGS)
20. **Q** SENIOR ARMY ADVISOR'S ENDORSEMENT
21. MEMORANDUM APPOINTING FEDERAL RECOGNITION BOARD
OFFICIAL PHOTO (WITHIN 5 YEARS AND CURRENT)***
23. DA FORM 873 (SECURITY CLEARANCE)***
24. OER (UP-TO-DATE) (LAST 5)***
25. MILITARY PERSONNEL RECORDS JACKET (MPRJ - 201 FILE)

*** DENOTES THAT ABOVE DOCUMENTS SHOULD BE VERIFIED PRIOR TO SUBMISSION OF PROMOTION PACKET TO MD-STARC-ARPO

NOTE: PACKET WILL BE SUBMITTED IN DUPLICATE