

**BY ORDER OF THE  
GOVERNOR**

**JFHQ-MDANG SUPPLEMENT 1  
ANGI 36-101  
1 August 2011**



*Personnel*

**THE ACTIVEGUARD/RESERVE (AGR) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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***Summary of Revisions***

Hq, MDANG Supplement 1 to ANGI 36-101 is substantially revised and must be completely reviewed.

ANGI 36-101, dated 3 June 2010 is supplemented as follows:

1.4.4.1. The Force Support Squadron (FSS), Remote Designee, will compile Monthly State AGR Controlled Grade Requirements and submit, through the 175<sup>th</sup> Wing Director of Personnel (DP), to the Human Resources Office, MDNG-AG-HRO-A (AGR Branch) for coordination and approval NLT 5<sup>th</sup> of each month.

1.4.5.2.1. (added) When requesting to announce an AGR vacancy, the FSS Remote Designee will forward the request to the Human Resources Office, HRO/AGR Branch, using Standard Form (SF) 52 approved by the Wing Senior Leadership. It is the Wing's responsibility to ensure all personnel information is accurate and complete upon submission. Upon receipt of the completed SF 52, the HRO/AGR Branch will publish the AGR announcement on the HRO webpage within 10 working days.

1.4.5.4. The HRO/AGR Branch will complete the AGR Eligibility Checklist on members applying for AGR positions. The HRO/AGR Branch will ensure coordination and completion of this action prior to forwarding applications to selecting officials.

1.5.4. Leave and Pass Policy. As defined in AFI 36-3003.

A. Pass Limitations. Immediate supervisors are authorized to grant a 1 (one) day Special pass. The Section OIC may approve up to a 2 (two) day Special pass. The Full-Time Functional Group Commander must approve Special passes exceeding 2 (two) days in length. The Section

OIC must approve Regular passes.

B. HQ MDANG Form 345 (EF-V1)(Formflow) Maryland Air National Guard AGR Liberty Pass ([Attachment 1](#)) will be used.

4.1.7.2. Overgrade/Excess Personnel. HRO/AGR Branch will conduct a review of MDANG AGR personnel overgrade/excess to their assigned UMD position and in the Priority Placement Program (PPP) prior to advertising or filling MDANG AGR positions. Procedures in ANGI 36-101, Chapter 10, para 10.2. will be followed.

5.2.1. Retraining. IAW ANGI 36-101, AGR personnel selected for positions resulting in AFSC retraining are required to agree in writing to attend the first available course resulting in 3-level AFSC qualification. Individuals must continue to make satisfactory retraining progress to a skill level compatible with their UMD assignment. The FSS will forward a copy of the AF 2096 to the HRO AGR Branch. The formal training request must be submitted to the FSS **within 60 days** following effective date of reassignment. If the individual's commander intends to prepare a 3-level formal training waiver request, it must be submitted to HQs MDANG **within 60 days** following effective date of reassignment. The waiver package will be submitted to HQs MDANG through the member's military chain of command and servicing FSS. The FSS will closely monitor the retraining status of AGR members and notify the individual's commander and the HRO/AGR Branch if any of the following occurs:

A. Formal Training Request is not received within 60 days following effective date of reassignment.

B. Waiver request is not forwarded to JFHQ-MDANG within 60 days following effective date of reassignment.

C. Cancellation of 3-level awarding formal technical training course for situations that are within the member's control.

D. Individual fails to make satisfactory retraining progress as specified in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted) or AFMAN 36-2201, Air Force Training Program-Training Management, and the applicable Career Field Education Training Plan (CFETP).

6.1.1. Length of tours. Initial AGR tour orders are probationary and will be for a period of four years. As an exception to the four-year policy, orders may be issued for less than four years to meet the following situations:

A. Enlisted Member's Mandatory Separation Date (age 60).

B. Officer's Mandatory Separation Date (MSD).

C. Personnel affected by overgrade/excess policies in accordance with ANGI 36-101, Chapter 10.

D. Individuals entering the MDANG AGR program who have completed 20 years of active duty service may be granted an initial tour of one to four years.

E. Existing recruiting tours.

F. Other exceptions to this policy must be approved in writing by JFHQ-MDANG/DOS.

6.1.1.1. Follow on tours may be from one to four years, but will not extend beyond enlisted ETS or officer MSD. AGR members with greater than 20 years of active military service will be extended in 1 year increments. If applicable, rated AGR officers will be extended in accordance with current ACP guidance.

6.4.1. Tour Renewals. The HRO/AGR Branch will coordinate tour renewal actions through the FSS Remote Designee and submit tour renewal letters NLT 6 months prior to tour expiration. Member's ETS will be extended to coincide with tour end date by reenlistment/authorized extension as applicable under this criteria.

7.1. Promotion of AGR Personnel into Controlled Grades. As required a Controlled Grade Selection Board will be convened. The FSS Remote Designee will coordinate with the HRO/AGR Branch upon receipt of recommendations to promote AGR members into controlled grades. The HRO/AGR Branch will ensure compliance with grade ceilings.

7.4. Performance Evaluations. The FSS Career Enhancement Section will ensure compliance with AFI 36-2406, Officer and Enlisted Evaluation Systems.

7.6.2. Duty Hours. Deviation from standard work hours is permissible to support mission requirements, i.e., shift work, recruiting duties, etc.

9.1. AGR Continuation Board (ACB). As determined by TAG, if necessary, the MDANG will convene an ACB in the first quarter of the calendar year (CY), to review and make recommendations concerning continuance beyond 20 years of Total Active Federal Military Service (TAFMS). Members being considered by the ACB will not meet that CY Selective Retention Review Board (SRRB). Timeline for ACB:

- NLT 31 Oct of CY prior to the scheduled ACB being convened, notify members with tour ends in the CY(s) being considered

- NLT 30 Nov of the CY preceding the date of the ACB, members must complete and return a fully endorsed ACB worksheet to HRO/AGR Branch

- NLT 15 Jan, identify ACB Board Members and publish the Memorandum of Instruction (MOI) for use by ACB members

- NLT 31 Jan, ACB will convene

- NLT 15 Feb, ACB report of recommendations provided to TAG

- NLT 15 Mar, notify member of TAG decision

- NLT 15 Apr, members request for reconsideration due to HRO

- NLT 31 May, TAG decision concerning reconsideration provided to member

*Sample Timeline* - 2012 ACB for review of AGRs with 20 or greater TAFMS as of 1 Jan 2012:

- NLT 31 Oct 2011, notify members with tour ends in the CY being considered

- NLT 30 Nov 2011, members must complete and return fully endorsed ACB worksheet to HRO/AGR Branch
  - NLT 15 Jan 2012, identify ACB Board Members and publish the Memorandum of Instruction (MOI) for use by ACB members
  - NLT 31 Jan 2012, ACB will convene
  - NLT 15 Feb 2012, ACB report of recommendations provided to TAG
  - NLT 15 Mar 2012, notify member of TAG decision
  - NLT 15 Apr 2012, members request for reconsideration due to HRO
  - NLT 31 May 2012, TAG decision concerning reconsideration provided to member
- Members selected for non-retention by the 2012 ACB will retire/separate at their scheduled tour end, but not later than 1 January 2014.

9.10.1. AGR members selected for continuation by the ACB will have their AGR orders extended for 12 months.

Table 9.1. (added) ACB Profile. Time-in-Grade consideration will be included for all grades.

10.2 Implementation of the Priority Placement Program (PPP). The HRO/AGR Branch will manage the PPP in accordance with chapter 10 and place members on the PPP who become excess/overgrade to their UMD position.

10.2.1.2. An information copy of the memo placing the member into the PPP will be forwarded to the Assistant Adjutant General-Air, JFHQ-MDANG/DOS, and 175WG DP.

10.3. The Remote Designee (FSS) will counsel AGR personnel on the provisions of the PPP NLT 30 days after member's receipt of PPP placement memo.

12.3.1.1. (Added) Medical Treatment of Maryland Air National Guard Military Duty Personnel (AGR).

12.3.1.1.1. (Added) Sick in Quarters: A military physician or authorized primary care manager (USA/USAF Physician Assistant) is the authority to grant quarters by utilizing DD Form 689 or local hospital form. The Unit Commander or full-time supervisor must be notified by the member to ensure they are aware of member's status.

12.3.1.1.2. (Added) Calling in Sick: Only the Commander or assigned full-time supervisor can approve a member calling in sick. This means an excusal from duty status for full-time Military Duty Personnel who can benefit from rest and self-care at their home. However, in most cases, if the member is not well enough to report for duty, the member should be seen by a primary care manager and be so directed.

12.3.1.1.3. (Added) Hospitalization/Treatment: If a full-time Military Duty Member is admitted to a civilian hospital for any reason, the patient's Commander and TRICARE Service Center, 1-877-874-2273, 240-857-2401 (Andrews AFB TRICARE office) or [www.tricare.com](http://www.tricare.com) must be notified by either the patient, or someone acting in the patient's behalf, in order to accomplish either a Line of Duty (LOD) NGB Form 348, or for possible transfer to a DOD Medical

Treatment Facility.

12.3.1.1.4. (Added) Emergency Cases: TRICARE. The MDANG Health Systems Specialists will make proper entries in the health record and/or prepare NGB Form 348 as required.

12.3.1.1.5. (Added) Non-Emergency Cases: Full-time Military Duty personnel are not authorized to obtain care at a civilian hospital for non-emergency complaints without prior approval. Approval may only be given by TRICARE Service Center, 1-877-874-2273. Failure to receive proper authorization could mean that bills incurred will be paid by the member.

12.3.1.1.6. (Added) Long Term Illness: AGR members unable to report for duty should report for sick call at an Active Duty facility to be seen by an authorized primary care manager. This provider may authorize up to 72 hours "sick in quarters." If after this period, the member is still unable to report for duty, the member should be referred by their primary care manager to be seen at Malcolm Grow Medical Center (MGMC) at Andrews Air Force Base, MD or equivalent military treatment facility as identified by TRICARE.

12.3.5. An AGR member subject to a Medical Evaluation Board (MEB) as a result of a medical condition which renders the member returned Fit for Duty, but found medically non-deployable with or without restrictions, may be subject to removal from their AGR tour when the member is unable to perform assigned duties of their DAFSC. Upon notification of the Informal Physical Evaluation Board (IPEB) and/or Medical Evaluation Board (MEB) results from NGB/SG and NGB/A1, the HRO AGR Manager will release a memorandum advising the wing executive officer (XO) of the findings. The Wing XO will forward the information to the Wing Commander, Wing Vice Commander, and the Senior FTS Supervisor of the AGR member identified. A formal response to the HRO/AGR Branch will be provided addressing the member's status for continuance as an AGR. AGR's are required to meet mobilization and deployment standards. When they become subject to the aforementioned boards, meeting those prescribed standards becomes questionable, thus requiring the Commander, Supervisor, and Medical community to consider all facets when assessing their continuance in the AGR program.

12.3.5.3. (Added) If eligible for an Active Federal Service retirement the Member's Commander will counsel member and coordinate with the Remote Designee (FSS) required actions needed to transition member for retirement. Retirement will be no later than 90 days from the medical board evaluation notification from NGB/A1 unless otherwise approved by the HRO/AGR Branch.

13.3.5. (Added) Controlled Grade Promotion Board Process. 175WG/FSS will notify all commanders that promotion nominations are being accepted and inform them of the suspense date. Enlisted promotion nominations will include an AF Form 1206; a Report of Individual Personnel (RIP); the most recent three (3) Enlisted Performance Reviews (EPR) and the recommendation of the flight/group/squadron commander(s). The AF Form 1206 must include remarks describing the nominee's positive attributes, contributions to the Wing, contributions to their community, and future potential. Officer promotion nominations will be prepared in accordance with ANGI 36-2504. Enlisted promotion nominations will be IAW current guidance for Top III promotions and members must have a minimum of two federal decorations awarded

at any point in their careers.

13.3.5.1. (Added) When requests for promotion are received for an AGR controlled grade resource, JFHQ-MDANG will arrange a controlled grade promotion board. For enlisted controlled grade resources, the board will be chaired by either the Director of Staff-Air, the 175<sup>th</sup> Wing Commander or the 175<sup>th</sup> Wing Vice Commander. The board will be comprised of at least three MDANG officials senior in grade to those under consideration and will include either the State or Wing Command Chief. The junior member of the board will serve as the recorder. In their deliberations the board will consider the following factors: time-in-grade, time-in-service, total active federal military service, AFSC qualification (promotion to E-9, member must possess 9-level in PAFSC, to E-8, member must possess 7-level in PAFSC), professional military education (no delineation between in-residence and correspondence), civilian education, AGR performance appraisals (must be current), Fitness Test results (must be current, with a passing score) and the AF Form 1206.

13.3.5.2. (Added) Boards will review and discuss the promotion requests and vote to rank order the nominees to determine which nominee(s) will be recommended for promotion. The board may recommend that the ranking of nominees be utilized to allocate future controlled grade resources (should they become available) for a specified period not to exceed six (6) months from the date of the board. The board recorder will prepare a report of the board's recommendations to be signed by the recorder and the board president and submitted to the Assistant Adjutant General-Air for concurrence/non-concurrence of the recommendations.

ROBERT M. GINETTI, Brig Gen, MDANG  
Chief of Staff

## ATTACHMENT 1

Maryland Air National Guard AGR Liberty Pass			
1. Name (Last, First, MI)	2. GRADE	3. SSAN	4. Unit/Section
5. Leave Address	6. Emergency Telephone Number:		
	7. Type of Pass	SPECIAL <input type="checkbox"/>	REGULAR <input type="checkbox"/>
8. No. Days Requested	9. First Day of Pass	10. Last Day of Pass	11. Name/Grade Requester
12. Indorsement (if required)	Initial/Date	Initial/Date	Initial/Date
13. Approving Official Name/Grade	14. Signature	15. Date	
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY.</b> 10 U.S.C., Chapter 40; 37 U.S.C. Chapter 9; EO 9397, November 1943.</p> <p><b>PRINCIPAL PURPOSES:</b> To authorize a liberty pass; document the start and stop of such pass; and record address and telephone number where you may be contacted in case of emergency during the pass period.</p> <p><b>ROUTINE USES.</b> Information may be disclosed to the Department of Justice, and to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations.</p> <p><b>DISCLOSURE.</b> Disclosure of SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN.</p>			
<b>GENERAL INSTRUCTIONS</b>			
<p>1 - 6. Self explanatory.</p> <p>7. Indicate Special or Regular pass IAW AFI 36-3003, Leave and Administrative Absence Policy defined as follows:</p> <p>a. Special Pass: A pass granted in special circumstances for the following reasons</p> <p>(1) As recognition for exceptional performance of duty.</p> <p>(2) To attend spiritual retreats or for observance of major religious events requiring the member to be continuously absent from work or duty, when consistent with military requirements.</p> <p>(3) As compensatory time off for long or arduous deployment from home base, or for duty in an isolated location where regular pass is inadequate, or following periods of continuous duty of excessive duration, or following duty on national holidays</p> <p>b. Regular pass: A pass period which begins at the end of normal working hours on a given day and expires with the start of normal working hours on the next working day. On weekends this regular pass should usually be authorized to begin at the end of working hours on Friday afternoon until beginning of normal working hours the following Tuesday morning. For personnel on shift work, equivalent schedules should be arranged.</p> <p>8. A Special pass will not exceed 4 days. A Regular pass will not exceed 3 days except for public holiday weekends and public holiday periods specifically extended by the President.</p> <p>9 - 11. Self explanatory</p> <p>12. Spaces provided, if necessary, for proper chain-of-command indorsements.</p> <p>13. As per para 1.3.5.3, Hqs MdANG Supplement to ANGI 36-101.</p> <p>14 - 15. Self explanatory.</p>			