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

MDNG-AG-HRO (310-1q)

1 May 2001

HRO POLICY/GUIDANCE LETTER #6

SUBJECT: Processing of Reassignments and Promotions of Military Technicians and AGR Personnel - Military Compatibility

SEE DISTRIBUTION

1. REFERENCE: NGB TPR 300 (302.7) dated 23 Feb 87, NGR 600-5 dated 20 Feb 90, and ANGR 36-101 dated 29 Dec 93.

2. CONCEPT: The concept of the National Guard Technician and AGR Programs are that all military technicians (also known as Excepted technicians) and AGR personnel who are required to be members of the Maryland National Guard as a condition of employment must be assigned to a military skill that is compatible with their full-time position and have a military assignment in the same unit by which employed (or a unit that is supported by the employing activity). This military assignment requirement is intended to ensure that there is a highly skilled and trained cadre available when units are mobilized and deployed to provide continuity of operation before, during and after mobilization.

3. POLICY: It will be the policy of The Adjutant General that all military reassignments and military promotions of Excepted technicians and AGR personnel be processed through proper military channels. Prior to initiating any military personnel action affecting any Excepted technician or AGR member, the request will be processed as follows:

This HRO Policy/Guidance Letter supersedes HRO Police/Guidance Letter #6 dated 9 December 1997, same subject.

a. HQ STARC (-Det 1&2) / DET 4 HQ STARC MDARNG - Submitted to the Chief of Staff, MDARNG and then forwarded to the HRO.

b. 58th Troop Command / Aviation Brigade / DISCOM / 3d Brigade - Submitted through the Full-Time Senior Supervisor and through the Chief of Staff to the HRO.

c. MARYLAND ANG UNITS -

(1) Assignment/Reassignments: The MPF will coordinate actions with the Air/Mission Commander. Copies of completed actions (AF Form 2095, 2096) will be provided the HRO Personnel Staffing Specialist for validation.

(2) Promotions:

(a) Enlisted Grades E2 through E5. The MPF will coordinate promotions with the Air/Mission Commander. Copy of promotion documentation will be provided the HRO Personnel Staffing Specialist for validation.

(b) Enlisted Grades E6 through E9. The Headquarters MDANG Representative to the MDANG Enlisted Top 4 Promotion Board will coordinate promotions with the HRO Personnel Staffing Specialist prior to publication.

(c) Officer Promotions. The Headquarters MDANG will coordinate with the HRO Personnel Staffing Specialist prior to the convening of the Officer Promotion Board. Officers selected to be considered by the Mandatory Promotion Board will be provided by Headquarters MDANG.

4. PROCESSING OF REQUESTS: If request has been approved by the Chief of Staff, MDARNG, or MPF, the request will then be forwarded by endorsement to the HRO (Personnel Staffing Specialist) for processing. If the Personnel Staffing Specialist has determined that the request meets the compatibility requirements established by NGB, the request will then be forwarded to the appropriate Military Personnel Office for necessary administrative processing. If the request would create an incompatible situation or grade inversion, the HRO will return

the request indicating the reason for disapproval to the appropriate office.

FOR THE ADJUTANT GENERAL:

ANNETTE M. DEENER
COL, GS, MDARNG
Human Resource Officer

DISTRIBUTION:
All Full-Time Support Managers/
Supervisors (Army and Air)