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

MDNG-AG-HRO (310-1q) 1 May 2001

HRO POLICY/GUIDANCE LETTER #19

SUBJECT: Utilization/Duty Hours and Release from Active Guard Reserve (AGR) Status

SEE DISTRIBUTION

1. **UTILIZATION.**

a. All soldiers, except full-time Recruiting and Retention Force soldiers at state level are required to participate with their units of assignment during Inactive Duty Training (IDT) periods and Annual Training (AT), to include deployments, special projects, and exercises.

b. Full-time recruiting soldiers will not be required to attend IDT nor AT as members of a unit for training nor will they be assigned other primary or additional duties in any other field, except CMF 79 (Recruiting and Retention), unless prior approval is obtained from NGB-ARM.

2. **DUTY HOURS.**

a. Duty hours for AGR soldiers are established under authority of The Adjutant General. Duty hours should not exceed a normal ten (10) hour, four (4) day work week, except where short term mission requirements dictate.

b. Compensatory time off for duties performed in excess of established working hours is not authorized. However, soldiers who earn the privilege may be granted a special pass IAW AR 630-5 (See Leave and Pass Policy, HRO Policy/Guidance Letter #15 dtd 1 May 2001).

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This HRO Policy/Guidance Letter supersedes HRO Policy/Guidance Letter #19 dtd 1 July 1997, same subject.

3. **VOLUNTARY AND INVOLUNTARY RELEASE FROM AGR STATUS AIR/ARMY.** (Chapter 6, ANGR 35-03 for Air and Chapter 6, NGR 600-5 for Army). The following are reasons for involuntary separations from the AGR program:

a. Failure to be recommended for tour continuance.

b. Reduction-in-Force (RIF).

c. Unacceptable military conduct.

d. Poor duty performance.

e. Derogatory acts.

f. Absent Without Leave (AWOL).

Commanders or supervisors at any level may initiate an Involuntary Separation action. Written recommendation must flow through chain-of-command to the commander. The commander notifies the member concerned and obtains written rebuttal or comments from the affected soldier. The soldier is given 15 days to provide a rebuttal. The commander's recommendations are forwarded along with related correspondence to The Adjutant General for approval or disapproval. Each individual may be given the right to request voluntary release from his/her AGR tour.

FOR THE ADJUTANT GENERAL:

ANNETTE M. DEENER
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Human Resource Officer

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