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

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

HRO POLICY/GUIDANCE LETTER # 42

SUBJECT: Command/Leadership Assignments Policies and Procedures

SEE DISTRIBUTION

1. Under the provisions of NGR 600-5, AGR soldiers may be assigned to command (officer) and leadership (NCO) positions for a two year period. A command/leadership waiver (CW) is required for AGR personnel who will be assigned to the following leadership positions:

a. Brigade, Battalion, Company Command
b. Headquarters Commandant
c. Platoon Leader
d. Command Sergeant Major
e. First Sergeant

2. Request for Command/Leadership Assignments will be submitted through channels to the Human Resource Office. The Adjutant General is the approving authority for all Command /Leadership Assignments.

3. Assignments will be approved for a period of two years. One year extensions will be considered on a case by case basis. Requests for extension must be submitted NLT 6 months prior to completion of a command or leadership assignment.

4. AGR soldiers on command/leadership assignment must continue to perform the daily duties of the full-time support (FTS) position they occupy.

This HRO Policy/Guidance Letter supersedes Policy/Guidance Letter #42 dated 1 July 1997, same subject

SUBJECT: Command/Leadership Assignments Policies and Procedures

i. An AGR soldier may not have had a similar assignment at the same level regardless of duty status.

FOR THE ADJUTANT GENERAL:

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

Encl
Sample Request

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

OFFICE SYMBOL (MARKS NUMBER) DATE

MEMORANDUM THRU State of Martyland, Military Department, ATTN: MDNG-AG-HRO-A, Fifth Regiment Armory, 29th Division Street, Baltimore, MD 21201-2288

FOR The Adjutant General, State of Maryland, Fifth Regiment Armory, 29th Division Street, Baltimore, MD 21201-2288

SUBJECT: Request for Command/Leadership Assignment

1. Request a command/leadership waiver for (Individual's rank and complete name) to be assigned as (position description and unit).

2. (Individual's rank and name) current (or planned) FTM position: SPMD Para ____Line _____ Unit_____
UIC_____ MTOE/TDA Para _____Line_____Position Grade_____
Position Title_____

3. Requested command/leadership assignment is:
Unit_____MTOE/TDA_____
MTOE/TDA Para_____Line_____Position Title_____
Position Grade_____Position MTOE MOS_____

4. It approved, request an effective date of_____

5. We anticipate reassigned (Individual's Rank and Name) to the FTM position of _____ at the expiration of this two year waiver period.

6. (Indicate any unusual circumstances or considerations in this paragraph).

7. Point of contact (POC) for this action is (HRO/AGR Manager's rank, name phone number).

Signature Block