



DEPARTMENT OF THE AIR FORCE
WEST VIRGINIA AIR NATIONAL GUARD
1703 COONSKIN DRIVE
CHARLESTON WV 25311-1085

NGWV-HRO-Z

28 May 2013

MEMORANDUM OF INSTRUCTION

SUBJECT: Active Continuation Board process and eligibility for Active Guard and Reserve (AGR) members on an initial tour, or with 20 or more years of Active Federal Service

1. REFERENCE: ANGI 36-101 *Air National Guard Active Guard and Reserve (AGR) Program 3 JUNE 2010*
2. Authority: IAW ANGI 36-101, the use of an ACB beginning in CY 2013 has been authorized to be conducted for the State of West Virginia.
3. Purpose: Proper management of the Active Guard and Reserve (AGR) program requires constant evaluation of the dynamics of the composition of the force. The Active Continuation Board provides Wing, Group, and Unit Commanders, Supervisors, and AGRs an opportunity to participate in retention decisions affecting assigned AGR personnel. This process ensures only the most capable Airmen serve, affords Airmen promotion and career development opportunities, and allows for force shaping based on force structure and needs of the unit, State, and Air National Guard (ANG).
4. Definition: As it relates to this process, the term AGR refers to Air National Guard members serving on initial or continuation AGR tours. It does not include AGR members serving on temporary tours, or AGR deployment backfill tours.
5. General:
 - a. In September of each year, HRO will obtain a list of AGRs eligible to meet the ACB. In October-January, those individuals and their Commanders/Supervisors will be notified they are to meet the upcoming ACB. The ACB will be conducted NLT June each year. This board will be comprised of members from State Headquarters, to include the Command Chief for review of Enlisted AGR members' packages. Results from the ACB will be published NLT 30 days from TAG concurrence. Those members who are selected for non-retention will depart NLT the termination of their current order, and NET 180 days from notification. The ACB will consider all AGR members meeting the eligibility criteria outlined below:

Table 5-1 CY2013 ACB Eligibility Criteria

- (1) All AGR members serving on an initial tour who have not achieved career status. Initial tours are defined as the initial AGR assignment, not to exceed six years. During the ACB, individuals will be assessed for retention and entrance into the AGR Career Program. Career Status does not guarantee continuation to 20 years of Total Active Federal Military Service

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(TAFMS) and an Active Duty retirement. Continuation to 20 years of TAFMS and beyond is contingent on individual performance, career progression, mission requirements, force management, and the needs of the unit, State, and ANG.

(2) All AGR members who have exceeded 20 years of TAFMS. This is a cumulative total of AGR years combined with all other years of Active Federal Military service. For example: ten years of Active Duty combined with ten years AGR equals 20 years of Active Federal Military Service.

b. Board members may not discuss or consider outside communications or material not otherwise contained in the material properly presented before the ACB. Questions from board members regarding personnel records, eligibility of members, and administrative procedures will be directed to the administrative support for the board, who will obtain clarification or additional information from proper authorities.

c. The ACB will create an overall retention recommendation, by grade, to recommend AGR members be retained, or released from the Title 32 AGR Program, following these general procedures:

(1) Phase I (Evaluate and score packages). Each board member will consider and evaluate the entire package of each AGR member under consideration, and will award a numerical score to assess each member's relative standing to serve in the Title 32 AGR Program.

(2) Phase II (Create list). The board will then produce a single consolidated list of AGR members to be recommended for retention, and for release from the Title 32 AGR Program. This recommendation list will then be used for a formal vote of the board. If, pursuant to the procedures specified above, the board does not unanimously agree, any dissenting board member may submit a minority report to be included with the majority's recommendation to The Adjutant General.

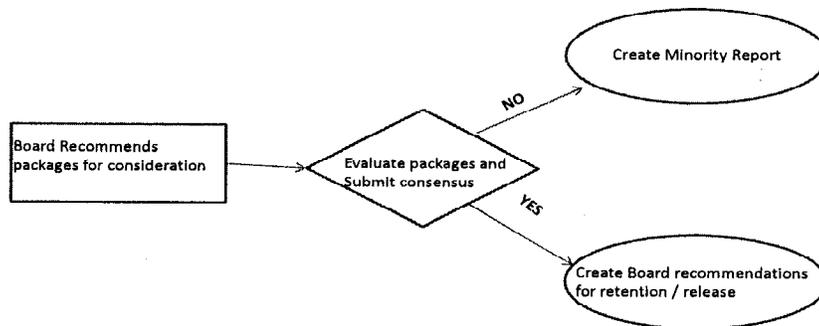
d. The recommendation from the board on retention extensions for all AGR members being retained in the Title 32 AGR Program with more than 20 years TAFMS shall be 1-2 years, per ANGI 36-101. (At this time, current AGRs who have attained, or are beyond 20 years, or whose orders extend them beyond 20 years, will not require an orders amendment).

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The following flowchart (Figure 5-1) depicts the procedures outlined above:

FIGURE 5-1



6. Information Considered:

a. The ACB decisions are based on the needs of the unit, State, and ANG. At a minimum, the ACB will consider the following information:

- (1) The Airmen's ACB Worksheets which lists their desire to participate in the AGR Program, and their supervisor/commander recommendations.
- (2) Up to the last 3 Enlisted/Officer Performance Reports
- (3) Duty History
- (4) Awards and Decorations
- (5) Training/Developmental Education
- (6) Civilian Education
- (7) Physical Fitness Results
- (8) Any official disciplinary actions that are a matter of record

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- b. No other outside information may be considered during board proceedings, unless submitted IAW ANGI 36-101, Para 9.6.3.
 - c. The Board will also consider, at a minimum, the following factors when reviewing each package:
 - (1) Needs of the unit, State, and ANG
 - (2) Promotion potential and/or career progression
 - (3) Diversity
 - (4) Leadership ability
 - (5) Time in position
 - (6) Time in Grade
7. Post Board Communications. Upon signing the Board report, Board members are authorized to discuss proceedings with The Adjutant General and/or his representative only. Board members will not discuss proceedings with any other individual.
8. The point of contact for this memorandum is MAJ Scott Bossie, the WVNG AGR Manager, commercial (304) 561-6679, DSN 623-6679, or email scott.bossie@us.army.mil


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