



DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL OF VIRGINIA
VIRGINIA ARMY NATIONAL GUARD
BUILDING 316, FORT PICKETT
BLACKSTONE, VIRGINIA 23824-6316

VAHR-M

1 March 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: **Army Active Guard/Reserve (AGR) Application Procedures**

1. References:

- a. VaARNG Pamphlet Number 600-5, Personnel General Active Guard/Reserve Policy Manual, dated 15 Aug 92.
- b. Change 2 to VaARNG Pamphlet Number 600-5, dated 1 May 99.

2. AGR vacancies will be filled IAW the procedures outlined in reference b., paragraph 4-5a-b.

3. **AGR APPLICATION PROCEDURES.**

a. It is the applicant's responsibility to submit all required documentation. Applications must be received in the HRO by the closing date. **Incomplete or late applications will be returned to applicants without action.** A letter will be sent explaining why the application was incomplete. **Faxed applications will not be accepted.** These procedures apply to **ALL** individuals interested in applying for an AGR Title 32 position within the VaARNG, including **current** on board **AGR** members.

b. The application packets for all personnel applying for an AGR position will consist of the items listed below.

(1) Completed NGB Form 34-1 (**signed and dated**).

(2) Copies of **last 5** consecutive OERs/NCOERs. For personnel E-4 and below, a letter of recommendation from the unit commander is required.

(3) Certified (validated by PSB member) copy of DA Form 2-1 or ORB/ERB.

(4) Copy of current physical (SF88 and SF93 or DD Form 2807-1 and DD Form 2808 completed within the last 5 years).

VAHR-M

SUBJECT: Active Guard/Reserve (AGR) Application Procedures

(5) Photograph in Class A uniform taken within last 12 months (official photograph preferred but not required).

(6) Documentation to support periods of duty/service creditable for retirement (DD Forms 214, 1506, and NGB Forms 23/23B).

(7) Any information the applicant may wish to submit for consideration (i.e., DA Form 705, Test, Height, and Weight Statement, etc.).

4. Qualifications for entry into the AGR Program are found in AR 135-18, The Active Guard Reserve (AGR) Program, Change 5, dated 19 Jun 96. Additional requirements are found in AR 140-30, Active Duty in Support of the USAR and AGR Management Program, dated 1 Sep 94.

5. Open announcement for Strength maintenance NCO's (Recruiters) - Personnel interested in this position may submit an application, IAW paragraph 3 above, at any time. Applications will be retained for one year from the submittal date and considered if a vacancy cannot be filled from current onboard AGR assets. Failure to update personal information (address and phone number) could result in non-consideration for future vacancies. Applicants must submit the geographical preference sheet indicating where they will accept a potential position.

a. Applicants selected for Strength Maintenance NCO (Recruiter) positions will be required to remain in this position for 3 years.

b. Applicants must have a minimum GT score of 110 **or** a minimum GT score of 100 and a minimum ST score of 100. Your scores must be documented on your certified DA Form 2-1. Applications with less than these scores will be returned to applicant without action.

6. Supply Sergeants (E-6) - Personnel interested in this position may submit an application, IAW paragraph 3 above, at any time. Applications will be retained for one year from the submittal date and considered if a vacancy cannot be filled from current onboard AGR assets. Failure to update personal information (address and phone number) could result in non-consideration for future vacancies. Applicants must submit the geographical preference sheet indicating where they will accept a potential position.

7. Army National Guard Title 32 AGR positions for other than Recruiters and Supply Sergeants will be advertised as needed. Applications will be accepted and considered for only the position specified on the vacancy announcement. These applications will not be retained for future consideration.

VAHR-M

SUBJECT: Active Guard/Reserve (AGR) Application Procedures

8. Mail completed application packets to The Adjutant General of Virginia, ATTN: VAHR-M, PRN: 210, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316. Complete packets must be received in HRO NLT the closing date on the announcement.

9. We welcome your questions regarding application procedures, the AGR program and job opportunities. Visit our web site at www.varich.ang.af.mil for a list of job opportunities, applications and AGR eligibility information. POC is CPT Deborah L. Hunt at DSN 438-6337 or COMM (434)298-6337. Our FAX number is DSN: 438-6381 or COMM (434)298-6381.

FOR THE ADJUTANT GENERAL:

DAVID A. ARCHER
LTC, AD, VaARNG
Human Resource Officer

DISTRUBUTION:

A