

THE ACTIVE GUARD/RESERVE PROGRAM

COMPLIANCE WITH THIS SUPPLEMENT IS MANDATORY

SUMMARY OF REVISIONS

A (★) indicates revisions from the previous edition.

ANGI 36-101, 3 May 2002, is supplemented as follows:

CHAPTER 1

1.6.4. (Added) (HQ LA ANG). The State Equal Employment Manager will closely monitor the Equal Employment Program. All Equal Employment complaints will be processed through the State Equal Employment Manager.

CHAPTER 2

2.1.2.1. (Added) (HQ LA ANG). If an individual currently holding an AGR position is selected for a new position, the new position must provide for more rapid promotion, upward mobility, or be in the best interest of the Louisiana Air National Guard (LA ANG). Exceptions to this may be granted by the Adjutant General.

★2.3.3.7. (Added) (HQ LA ANG). The Directorate, Human Resource AGR Branch (LANG-DHR-A) will certify and issue all vacancy announcements to be filled through new hire or reassignment of on board AGR personnel to higher graded Unit Manpower Document Active (UMDA) positions. Requests for vacancy announcements will be submitted to LANG-DHR-A by using LANG-DHR-A Form 36-101-1, **Request for AGR Vacancy Announcement**.

★2.3.3.8. (Added) (HQ LA ANG). Upon receipt of LANG-DHR-A Form 36-101-1, LANG-DHR-A will announce the position as Open, Closed, or Nationwide. Definitions of Open, Closed, and Nationwide are as follows:

2.3.3.8.1. (Added) (HQ LA ANG). OPEN ANNOUNCEMENT: Officer and enlisted personnel currently serving in the Louisiana National Guard. This type of announcement is normally announced for 21 days.

2.3.3.8.2. (Added) (HQ LA ANG). CLOSED ANNOUNCEMENT: Officer and enlisted personnel currently serving under a Louisiana Air National Guard AGR appointment. This type of announcement is normally announced for 21 days.

2.3.3.8.3. (Added) (HQ LA ANG). NATIONWIDE ANNOUNCEMENT: Officer and enlisted personnel currently serving in the Louisiana National Guard or qualified individuals eligible for membership in the Louisiana Air National Guard. This type of announcement is normally announced for a minimum of 30 days.

★2.3.3.9. (Added) (HQ LA ANG). Only validated vacancies that appear on the UMDA will be announced.

★2.3.3.10. (Added) (HQ LA ANG). Applicants for all full-time and temporary AGR positions longer than 30 days will submit application using LANG-DHR-A Form 36-101-2, **Application for AGR Air National Guard Position**, to LANG-DHR-A to arrive by 1600 hours on the closing date published on the announcement. As a minimum, applicants must complete all items on the application form and submit the following supporting documents.

2.3.3.10.1. (Added) (HQ LA ANG). Two 3x5 photographs as follows:

2.3.3.10.1.1. (Added) (HQ LA ANG). One in blue service dress uniform.

2.3.3.10.1.2. (Added) (HQ LA ANG). One in light blue shirt/blouse, long or short sleeve.

2.3.3.10.2. (Added) (HQ LA ANG). Copy of latest Report on Individual Person (Records Review RIP).

2.3.3.10.3. (Added) (HQ LA ANG). Copy of current AF Form 526, **ANG/USAFR Point Credit Summary**.

2.3.3.10.4. (Added) (HQ LA ANG). Copy of latest medical examination, SF 88, **Medical Record - Report of Medical Examination**, and SF 93, **Report of Medical History**, (not required for currently assigned ANG AGR members). AF Form 895, **Annual Medical Certificate (AMC)**, is required if medical examination is more than 30 days old.

2.3.3.10.5. (Added) (HQ LA ANG). Copy of all DD Forms 214, **Certificate of Release or Discharge from Active Duty**, which contains narrative reason for separation.

★2.3.3.10.6. (Added) (HQ LA ANG). Copy of appropriate documentation to support education above the high school level, trade, business, military service schools, in residence or correspondence, successfully completed not already supported by DD Forms 214 or RIP.

★2.3.3.10.7. (Added) (HQ LA ANG). Statement from Commander, Unit Weight Monitor or Supervisor that applicant is not on the Weight Management Program (WMP) or is on the WMP but is making satisfactory progress as defined in ANGI 40-502, *The Weight & Body Fat Management Program*.

★2.4.3.1. (Added) (HQ LA ANG). LANG-DHR-A will verify all applications to determine eligibility for AGR announced positions. The AGR Eligibility Checklist (paragraph 2.3.3.4 and attachment 3 to ANGI 36-101, *The Active Guard/Reserve Program*) will be used for this purpose. All applications found to be eligible will be forwarded to the recommending official who will conduct personal interviews and recommend or non-recommend from among the qualified applicants. Personnel applying for AGR positions from out of state must attend required interviews at their own expense. The recommending official may, at his or her discretion, conduct a telephone interview for out of state applicants.

★2.4.3.2. (Added) (HQ LA ANG). After a recommendation has been made, the recommending official will complete Section I, LANG-DHR-A Form 36-101-3, **Request for AGR Personnel Action**, and forward all packages, to include applications, to the Military Personnel Flight (MPF) for completion and certification of Section II. After the MPF certifies Section II, the completed package will be forwarded to the Air/Detachment Commander or Executive Support Staff Officer (if selection is for a Geographically Separated Unit position) for approval or disapproval. The Air/Detachment Commander will forward the package to the Executive Support Staff Officer, HQ LA ANG for approval or disapproval (up to GS-10 or equivalent) or recommendation (GS-11 and above or equivalent). The Executive Support Staff Officer will forward the entire package to LANG-DHR-A for final approval of the Adjutant General.

★2.4.3.3. (Added) (HQ LA ANG). Upon final approval of selectee by the Adjutant General, LANG-DHR-A will coordinate with the MPF and/or appropriate ANG unit for inprocessing of selectee in accordance with ANGI 36-101. LANG-DHR-A will publish special orders in accordance with ANGI 36-101, paragraph 2.6. LANG-DHR-A will notify all personnel not selected of their non-selection. This includes the return of applications to non-selectees. Application packets which were submitted in binders, dividers, document protectors, etc., cannot be returned as such. Due to cost constraints, only the application and supporting documents, minus binders, dividers, document protectors, etc., will be returned.

★2.6.1. (Added) (HQ LA ANG). Initial and subsequent tour orders will be for a period of 5 years. As an exception to the 5-year policy, orders may be issued for less than 5 years provided full justification is submitted and approved by the Executive Support Staff Officer.

★2.6.2. (Added) (HQ LA ANG). LANG-DHR-A will publish special orders. Publication of special orders will be accomplished upon receipt of approved LANG-DHR-A Form 36-101-3, authorizing such orders to be issued. If transfer between LA ANG units is necessary, the gaining unit initiates AF Form 2096, **Classification/On-The-Job Training Action**, to effect reassignment from the losing unit.

CHAPTER 3

★3.6.1. Any amendments for reassignments will be published by LANG-DHR-A. The gaining unit initiates AF Form 2096 to effect reassignment between units.

★3.6.2. LANG-DHR-A is responsible for publishing special orders announcing revocations, rescissions and amendments. In instances where an individual on a current tour obtains a new military duty assignment that requires reassignment to another unit, the following applies:

3.6.2.1. (Added) (HQ LA ANG). LANG-DHR-A will publish an amendment to the original order upon receipt of approved LANG-DHR-A Form 36-101-3, indorsed by the Executive Support Staff Officer authorizing the order to be issued.

3.6.2.2. (Added) (HQ LA ANG). The approved LANG-DHR-A Form 36-101-3, along with a copy of the original order and any amendments thereto is filed as back-up material for the order announcing the amendment.

3.6.2.3. (Added) (HQ LA ANG). A copy of each amendment will be forwarded to the MPF and Military Pay in order to accomplish any changes to the member's records.

★3.6.4. (Added) (HQ LA ANG). Correspondence relating to voluntary and involuntary separations, approved by the Adjutant General, is the authority to rescind special orders. Other actions with authenticated documentation, clearly substantiating a special order that should not have been published, is the authority to rescind or revoke the order.

★3.6.5. (Added) (HQ LA ANG). For the purpose of this Air National Guard Instruction, LANG-DHR-A Form 36-101-3, LANG-DHR-A Form 36-101-4, **Louisiana Air National Guard AGR Follow-on Tour/Extension Request**, or other document approved by the Adjutant General or his designated representatives, is the authority for units to amend, rescind or revoke special orders.

★3.9.3. (Added) (HQ LA ANG). Supervision will be exercised by the Military Technician/AGR official specified in the position description. Lines of Management, supervision and evaluation are the same as those existing within the technician program. Working conditions for AGR personnel will parallel those established for technician personnel, including duty hours, paid holidays, leave scheduling, etc.

★3.9.4. (Added) (HQ LA ANG). The following subparagraphs outline the major responsibilities of supervisors and should be used as a guide in determining parameters of authority.

3.9.4.1. (Added) (HQ LA ANG). Provide enlisted specialty training (life cycle) to ensure continuous qualification of airmen in their assigned specialty.

3.9.4.2. (Added) (HQ LA ANG). Recommend to the commander members for attendance at service schools and career development courses. Ensure applications are processed properly and in a timely manner.

3.9.4.3. (Added) (HQ LA ANG). Assign duties and responsibilities and delegate tasks to members in accordance with the commander's policies and priorities.

3.9.4.4. (Added) (HQ LA ANG). Provide counseling to members with personal problems and refer through the chain of command or other persons and agencies when appropriate.

3.9.4.5. (Added) (HQ LA ANG). Provide informal and formal counseling to members concerning conduct and duty performance.

3.9.4.6. (Added) (HQ LA ANG). Maintain accountability of assigned members.

3.9.4.7. (Added) (HQ LA ANG). Recommend members for promotion and awards when appropriate.

3.9.4.8. (Added) (HQ LA ANG). Supervise the physical fitness/weight control program of each member.

3.9.4.9. (Added) (HQ LA ANG). Ensure standards of military appearance and courtesy are maintained.

3.9.4.10. (Added) (HQ LA ANG). Recommend to the commander disciplinary actions when appropriate.

3.9.4.11. (Added) (HQ LA ANG). Support and explain the reasons for current command policies and directives to members.

3.9.4.12. (Added) (HQ LA ANG). Supervise, plan and conduct full-time operations within the commander's prescribed policies and priorities.

3.9.4.13. (Added) (HQ LA ANG). In coordination with the commander, establish performance standards and render performance appraisals.

3.9.4.14. (Added) (HQ LA ANG). Ensure unit equipment and facilities utilized by the work force are maintained to standard.

3.9.4.15. (Added) (HQ LA ANG). Keep the commander, other supervisors and personnel apprised of requirements, events and actions taken on their behalf.

CHAPTER 5

5.1.1. (Added) (HQ LA ANG). Uniform Allowance. Enlisted AGR personnel are under the issue-in-kind uniform maintenance system per AFM 67-1, Volume 1, Part 4, Chapter 17. Officer AGR personnel draw the appropriate allowance as defined in DoD Pay Manual.

★5.2.1.1.1. (Added) (HQ LA ANG). All promotions of AGR personnel will be coordinated with LANG-DHR-A before effected to ensure UMDA and National Guard Bureau grade ceilings are not exceeded.

5.5.1.1. (Added) (HQ LA ANG). Legal Assistance: Personnel on active duty tours are eligible for free legal assistance from the Office of the Staff Judge Advocate. There are restrictions to this benefit, but all consultations and referrals are free and can be of great relief from civilian expense. It is recommended that this be a member's first step toward the resolution of any problem involving legal channels (military or civilian).

CHAPTER 6

★6.3.1.1. (Added) (HQ LA ANG). Members will submit requests for voluntary release from military duty in writing through command channels to include HQ LA ANG/IME and further to LANG-DHR-A. TAG is the final approval or disapproval authority. Requests should be submitted to the immediate supervisor not less than 90 days prior to the desired release date.

★6.5.3.6.1. (Added) (HQ LA ANG). AGR members who fail to meet or maintain physical fitness standards will be entered into the fitness improvement training (FIT) program in accordance with AFI 40-501, *The Air Force Fitness Program*, Chapter 3, and ANGI 40-501, *Air National Guard Fitness Program*, Chapter 3.

★6.5.3.6.2. (Added) (HQ LA ANG). AGR members who fail to meet or maintain the standards required for the weight management program (WMP) will be entered into the WMP in accordance with ANGI 40-502, paragraph 14.

6.5.3.6.3. (Added) (HQ LA ANG). Failure to maintain the required physical fitness or weight management standards will result in separation from their military tour and the Air National Guard.

6.5.3.6.4. (Added) (HQ LA ANG). At the option of the Adjutant General he may elect to appoint a three-member committee to investigate the member under review. Members appointed must be commissioned officers, and must not be in the full-time chain of command of either the member or his or her Air/Detachment Commander. The committee will make a written recommendation, within 10 working days of appointment, to the Adjutant General, concerning separation or retention of the member. The Adjutant General will render the final decision.

6.7.1.1. (Added) (HQ LA ANG). An AGR member who is on the FIT program or the WMP upon his or her tour ending date may have the tour extended providing he or she is making satisfactory progress. Such tour will only be extended for a period not to exceed the time it will take to achieve satisfactory results on the physical fitness program or maximum allowable body fat measurement in accordance with established requirements.

★6.7.2.1. (Added) (HQ LA ANG). Approximately 180 days prior to tour ending expiration date, LANG-DHR-A will forward LANG-DHR-A Form 36-101-4, **Request for AGR Tour Extension**, LA ANG to the supervisor for his or her recommendation on extension of tour. Recommendations will be

returned through military channels to LANG-DHR-A for final approval by the Adjutant General or his designated representatives. If AGR member is non-recommended for retention, LANG-DHR-A will notify member 120 days prior to tour end date of non-retention.

★6.7.3. (Added) (HQ LA ANG). The terms “follow-on tour” and “subsequent tour” are synonymous and are not to be confused with “tour extension”. Tour extensions are accomplished by amending current special orders whereas follow-on/subsequent tours are accomplished by publication of new special orders.

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU
Major General, LA ARNG
The Adjutant General

OFFICIAL

//Signed//

JOHN G. ROBINSON, COL, LA ANG
Executive Support Staff Officer