



NEW JERSEY AIR NATIONAL GUARD AGR HANDBOOK

(FOR REFERENCE ONLY)

MISSION:

Global Reach, Precision Attack
Dominant Airpower
Mission Ready Airmen
for New Jersey and America



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First Steps Once Hired.

1. In process with your wing HRO Remote, an AGR In-processing checklist (**Attachment 1**) will be provided for you outlining the necessary steps to set up your pay and entitlements. It will list all the organizations you need to contact to get your pay and entitlements started.
2. DEERs – Check your medical enrollment status and your family information on MilConnect. If you need to make updates, contact your Force Support Squadron (FSS) to update your DEERS record. Bring a copy of your AGR order and the birth and marriage certificates for all your dependents to upload to your record.
3. Set up Tricare and Dental for yourself and your family in MilConnect: <https://milconnect.dmdc.osd.mil/milconnect/>
4. Register for Leave Web account: <https://leave.af.mil/login>. Contact Leave Web monitor for initial access.

Section 1 – General Information.

The management of the Active Guard Reserve (AGR) Program falls under the purview of the Human Resources Office. The AGR Personnel Handbook serves as a valuable resource to promote a comprehensive understanding of the program, incorporating information from a multitude of sources, including regulations, policies, standard practices, and other information sources that are not regulatory. It is intended to be the first point of reference for AGR airmen and their supervisors and contains essential information in an easily comprehensible format, addressing significant areas of concern. This guide is designed to answer most questions by citing legal and regulatory references.

1.1. Identification/Common Access Cards.

The Real-time Automated Personnel Identification System (RAPIDS) creates Common Access Cards (CACs). You need a CAC to access military locations and to use various services and systems. It also helps confirm your eligibility for medical care.

To avoid problems, get a new CAC before your current one expires. CACs expire either at your Expiration Term of Service (ETS) or three years after they are issued, whichever comes first. You can get a new CAC up to 90 days before it expires or if your pay grade changes to E5 or above. Once a CAC expires, it may be taken away and cannot be used to get a new card. Also, most systems will not accept expired CACs. If your service ends, you must return your CAC and dependent cards and, if applicable, get new CACs based on eligibility.

Dependents can receive a Uniformed Services Identification and Privilege Card. During in-processing, it's important to confirm that your eligible dependents are enrolled in the Defense Enrollment Eligibility Reporting System (DEERS). DEERS is the database that supports RAPIDS. To enroll dependents, you must provide original documents, like marriage or birth certificates, for each dependent. A full list of what you need to bring can be found at http://www.cac.mil/Portals/53/Documents/required_docs.pdf.

You will verify your eligibility for medical care and most other benefits through DEERS or MilConnect.

You can find ID card issuing facilities using the RAPIDS Site Locator at <https://idco.dmdc.osd.mil/idco/>.

Reference: DAFI 36-3026 Mission Partner Identity, Credentialing, and Access Management

1.2. Duty Hours.

AGR airmen must follow the work schedule set by the Wing/GSU Commander or their designee. Even if the technician and civilian workforce are furloughed, AGR airmen still need to report for duty. Work hours and time off should be discussed and agreed upon between the airman and their supervisor. The Chain of Command may extend duty hours on short notice to meet mission needs. AGR members cannot receive compensatory time off for working during Regular Scheduled Drill (RSD). If an AGR member is off duty during regular operational hours, including RSDs, their supervisor must ensure they are in an authorized status, such as on leave or pass. AGR airmen must attend and participate in RSDs and other training events unless they are on leave. They will also work as needed during Annual Training or State Active Duty (SAD) when not in SAD status with their assigned unit.

References: ANGI 36-101 AGR Program, DAFI 36-3003 Military Leave Program, DODI 1400.25V610, DAFI 36-152 Hours of Work and Holiday Observances

1.3. Telework.

Teleworking is a program for full-time military and civilian employees of the New Jersey Air National Guard. Employees and supervisors must take specific training to telework. This program helps maintain operations and improve work-life balance, allowing airmen to manage their professional and personal lives. Telework is not a guarantee and does not change employment terms. Duties and expectations must be clearly defined and documented, with specific criteria in place to evaluate the performance of AGR airmen during teleworking. Telework may be limited or denied based on job duties, performance, or misconduct. Either the employee or supervisor can end a telework arrangement at any time. Telework can also be approved for special situations, like a unique project or a short-term personal issue. Situational telework will have a start and end date. After this arrangement ends, the employee will return to their regular schedule and location. The Telework Policy Memo explains the training requirements and the process for requesting regular or situational telework.

References: ANGI 36-8001 ANG Telecommuting Policy, DODI1035.01_DAFI36-143 Telework and Remote Work Program

1.4. Inspector General.

The Inspector General (IG) supports the commander by identifying problems that affect efficiency and mission effectiveness. The IG keeps the commander informed about trends in complaint data and serves as an ombudsman and mediator for resolving complaints. It is important to educate commanders and base members about their rights and responsibilities in the Air Force IG system. The IG also helps prevent and address fraud, waste, abuse, and mismanagement. The IG's independence is essential to encourage reporting of issues. AGR personnel can file complaints verbally or in writing with the IG, who will acknowledge and handle them confidentially. Individuals should, but not required to, attempt to resolve complaints at the lowest possible level (appropriate for the circumstances) using supervisory channels before addressing them to higher-level command channels or the IG. If a complaint has a formal appeal process, that process should be followed before contacting the IG. Certain matters, like military justice appeals and policy changes, are not appropriate for IG complaints. IG investigation records are confidential and shared only with those who need to know.

Reference: [AFI 90-301 Inspector General Complaints Resolution](#)

1.5. Sexual Assault and Sexual Harassment/SAPR.

Sexual assault and sexual harassment are not tolerated in the New Jersey National Guard. AGR airmen must report all incidents that relate to or may lead to sexual assault or sexual harassment. The Sexual Assault Response Coordinator (SARC) plays a crucial role in ensuring that victims of sexual harassment or sexual assault receive appropriate and responsive care.

There are two options for reporting sexual assault: **restricted and unrestricted**. Medical, counseling, and legal services are available regardless of which option is selected.

a. **Restricted Report** of Sexual Assault - This option allows the service member to confidentially disclose the crime to a Sexual Assault Response Coordinator, Victim Advocate (VA), or healthcare personnel. This ensures they receive medical treatment and Sexual Assault Prevention and Response (SAPR) services. If a service member files a restricted report, neither law enforcement nor the chain of command will be notified, and there will not be an official investigation of the crime (i.e., the alleged perpetrator will not be questioned or disciplined). To pursue criminal charges, a service member must file an unrestricted report.

b. **Unrestricted Report** of Sexual Assault - This option is for victims of sexual assault who wish to receive medical treatment, SAPR services, legal assistance, and an official investigation of the incident. Service members who have been sexually assaulted and choose to make an unrestricted report may report the assault to a SARC, SAPR VA, healthcare personnel, a member of the chain of command, law enforcement, legal personnel, or a chaplain. Details about the incident will be shared only with personnel who have a legitimate need to know.

For more information, please contact the SARC office. You can also reach the NJ 24/7 Helpline at 609-500-5536 or the 24/7 DoD Safe Helpline at 877-995-5247. These services are available if you would like to speak with a trained SAPR professional during non-duty hours.

References: [CNGBI 1300.01 SAPR Program](#), [DODD 6495.01 SAPR Program](#)

Section 2 - Standards of Performance and conduct.

The Air Force standards apply equally to AGR airmen. All airmen must avoid conflicts and the appearance of conflicts between their private interests and their official duties. Relevant guidelines, including AFI 1-1 Air Force Standards, DAFI 36-147 Civilian Conduct and Responsibility, and the Joint Ethics Regulation (JER), outline these standards of conduct. It is essential for AGRs not only to adhere to these standards but also to strive to exceed them. This includes completing all administrative and readiness requirements, such as annual dental exams, periodic health assessments, fitness tests, and annual training qualifications.

2.1. Dress and Appearance.

One of the key aspects of military tradition is maintaining proper military bearing and adhering to the prescribed uniform standards. Wearing unearned badges, awards, and insignia is strictly prohibited and may result in administrative or disciplinary actions. All AGR airmen are required to uphold a high standard of dress and military appearance. This standard consists of five elements: neatness, cleanliness, safety, accuracy, and military image.

AGR airmen must have a solid understanding of grooming and uniform standards. Supervisors are responsible for ensuring that minor infractions are corrected immediately and that any recurring issues are addressed through disciplinary or administrative measures.

References: [DAFI 36-2903 Dress and Personal Appearance of Department of the Air Force Personnel](#), [AFI 1-1 Air Force Standards](#)

2.2. Physical Fitness Program.

Commanders at all levels must integrate physical fitness into their organizational culture and create an environment that enables members to maintain their physical fitness, health, and performance to meet expeditionary mission requirements.

AGRAs are required to maintain individual physical fitness throughout the year, utilizing both self-directed and unit-based physical fitness programs (PFPs). It is essential for members to be aware of the due dates for their fitness assessments to remain compliant with DAFMAN 36-2905, Chapter 3. Additionally, if a member believes that a medical condition may affect their ability to complete the Physical Fitness Assessment (PFA), they should seek a medical evaluation or intervention.

References: [DAFI 36-2905 Dept of the Air Force Physical Fitness Program](#)

2.3. Substance Abuse.

Drug and alcohol abuse is strictly prohibited in the New Jersey National Guard.

AGR airmen are subject to random urinalysis testing in accordance with current drug testing policies. Commanders must be vigilant in identifying evidence of substance abuse, as it can severely impact safety and mission effectiveness. Drug-related cases must be evaluated and addressed promptly, and airmen may face discharge for misconduct.

References: [DAFI 36-3211 Military Separations](#), [AFI 1-1 Air Force Standards](#), [DAFMAN 44-197 Military Drug Demand Reduction Program](#)

2.4. Fraternalization and Professional Relationships.

Airmen should avoid forming close friendships or ongoing business or romantic relationships with individuals under their supervisory control and authority. Officers are strictly prohibited from gambling, lending, or borrowing money, engaging in dating or sexual relationships, or entering into ongoing business ventures with enlisted members.

AGR airmen should also steer clear of relationships that could create the appearance of partiality, favoritism, or compromise their integrity. Such relationships can undermine command authority, negatively affect unit climate and morale, create perceptions of favoritism, and ultimately degrade unit readiness. If AGR personnel have questions or concerns regarding these issues, they should reach out to their unit's servicing Judge Advocate for guidance.

References: [AFI 36-2909 Air Force Professional Relationships and Conduct](#), [AFI 1-1 Air Force Standards](#)

2.5. Gambling and Lotteries.

All AGR airmen are prohibited from engaging in any gambling activities while on duty or within guard facilities. Additionally, gambling with a subordinate is not allowed. Prohibited activities encompass, but are not limited to, gambling, and lotteries. If you have any questions, please consult the unit's servicing Judge Advocate before participating.

Reference: [Joint Ethics Regulation DoD 5500-R](#)

2.6. Gifts.

It is important to seek guidance from your wing's ethics counselor about gift-giving, as several federal ethics rules apply to gifts from outside sources (5 CFR 2635 Subpart B) and gifts exchanged between employees (5 CFR 2635 Subpart C). For AGR airmen, typical situations involve traditional holiday gift-giving (e.g., Christmas, Hanukkah, etc.), where a non-cash gift given to a supervisor or superior cannot exceed a value of \$10. Additionally, for unique or infrequent occasions (e.g., an event that marks the end of a superior-subordinate relationship), AGR airmen may want to contribute to a group gift. If you have any questions or concerns, it is advisable to contact your unit's servicing Judge Advocate.

References: [Joint Ethics Regulation DoD 5500.7-R](#), [AFI 1-1 Air Force Standards](#)

2.7. Security Clearances/System Access and Computer Network Accounts.

AGR airmen must have or be able to get a favorable background investigation, such as a NAC, NACLIC, or SSBI. They also need a security clearance if required. If an airman cannot obtain or loses their clearance, they must be reassigned, reclassified, or removed from the AGR Program.

Commanders should suspend or revoke an airman's security clearance if they find evidence of a serious offense, security breach, or concerning behavior. They should document the reasons for the suspension and ensure the airman does not access classified material. The commander must inform their HRO Remote and determine if the airman can remain on orders. AGR airmen need a favorable background and security investigation to get a New Jersey Air National Guard Computer Network User Account.

References: [ANGI 36-101 AGR Program, Executive Order 12968 Access to Classified Information](#)

2.8. Government Travel Cards.

All AGR airmen are required to obtain and use a Government Travel Card (GTC) when traveling for official business. To apply for the card, airmen must submit their application through the Agency Program Coordinator (APC). The activation request must be made no later than three business days in advance if the airman is flying, or one business day in advance if driving to the TDY location. The GTC should be used exclusively for expenses related to official travel, including transportation, fuel for rental cars, meals, lodging, and other approved costs. These credit cards are strictly for government travel and should not be used for personal expenses. Using the card for unauthorized purposes may lead to administrative or disciplinary action.

Airmen are personally responsible for ensuring that all charges made on the GTC are paid in full, regardless of government reimbursement. Payments must be made directly to the credit card company within 25 days of the billing date. If full payment is not made within 31 days, the credit card may be deactivated by the credit card company. In cases of delinquency, a member may face disciplinary action, and the government may collect the outstanding debt directly from the airman's pay.

Reference: [DoDI 5154.31 Vol 4 Government Travel Charge Card](#)

2.9. Official Travel.

AGR travel is utilized for mission-related trips connected to the full-time duties and responsibilities of AGR members. AGR members must create a Defense Travel System account to request travel authorization and must complete a travel voucher after finishing their temporary duty.

Reference: [Joint Travel Regulations](#)

2.10. Off-Duty Employment.

Before taking outside work, AGR airmen must submit a written notice that includes the job type and hours on DAF 3902 for approval from their commander. It's important to check if the job interferes with military duties or creates a conflict of interest.

Commanders must keep a copy of the approved application. Commanders can deny or revoke permission for part-time work if it disrupts military missions, creates conflicts of interest, or harms the reputation of the New Jersey Air National Guard or the United States Armed Forces. Outside work should only occur during off-duty hours and must not affect the airman's military responsibilities. This includes avoiding jobs that require long hours and physical effort, which can lead to fatigue and increase the risk of injury.

Reference: [ANGI 36-101](#)

2.11. Unions.

A member of the National Guard serving in AGR status is prohibited from being a member of any union or labor organization. This includes any organization, regardless of its name, that seeks to represent military personnel regarding grievances, complaints, or changes to the terms and conditions of their military service. There are several potential criminal penalties for AGR airmen who join, recruit for, or organize a union, including fines and jail time.

Reference: 10 U.S.C. 976

2.12. Political Activities/Voting.

The United States military tradition emphasizes political neutrality and civilian control, meaning the military should not influence politics. Active Guard Reserve (AGR) airmen can engage as citizens but must follow Joint Ethics Regulation and Department of Defense (DOD) rules that limit political activities during service.

Members serving in the AGR or Full-Time National Guard Duty (FTNGD) can take time off to vote. Supervisors may excuse them without leave for the time needed to reach polling places up to three hours after polls open or to leave up to three hours before polls close, whichever takes less time. If polls are open for three hours before or after regular duty hours, no time off is needed. Supervisors should work with members to grant time off as needed.

Reference: DoD 5500.7-R Joint Ethics Regulation, DoDI 1000.04 Federal Voting Assistance Program (FVAP)

2.13. Jury Duty.

Under New Jersey law (NJSA 38A:4-6), "Every officer and enlisted member of the organized militia, during their service, shall be exempt from jury duty." Airmen in the Active Guard and Reserve (AGR) who participate as witnesses for the federal, state, or local government must submit a request for Permissive Temporary Duty (PTDY) in Leave Web, in accordance with DAFI 36-3003, Table 3.6, Rule 13. However, AGR airmen must use annual leave for any private matters not involving a government agency, as an excused absence is not available in these cases.

Additionally, under 10 U.S.C. Sec. 982, airmen may also be exempt from jury duty under specific circumstances. Only general officers, commanders, personnel in training with operating forces, and those serving outside the United States are categorically exempt from jury service. Furthermore, DoDI 5525.08 provides that military members may be exempt from jury duty if it unreasonably interferes with their military duties or adversely affects the readiness of their unit, command, or activity. AGR personnel who receive a state or local summons for jury duty must immediately present this to their supervisor, who will coordinate with the immediate commander. If the commander believes there is valid justification for requesting an exemption or postponement, they will consult with the Wing or State Staff Judge Advocate. However, the final decision on requests for postponements or exemptions rests with the jury commission or the court.

Reference: DoDI 5525.08 Service Member Participation on State and Local Juries, AFI 51-301 Civil Litigation, DAFI 36-3003 Military Leave Program

2.14. Lawsuits involving AGR Airmen.

Lawsuits are common, but AGR airmen have strong legal protections when sued for official actions. The Federal Tort Claims Act (FTCA) grants personal immunity and provides free legal assistance. This protection applies to Title 32 personnel for actions done during official duties, except in cases of intentional wrongdoing.

In *Feres v. United States*, the U.S. Supreme Court ruled that service members cannot sue the government or other service members for injuries related to their service. This "Feres Doctrine" also applies to dependents, but they can file claims if injured themselves or on behalf of their minor children.

If you or your unit learns you might be sued for your duties, IMMEDIATELY NOTIFY the State Staff Judge Advocate. Do not contact the other party or respond on your own. New Jersey has strict deadlines for legal actions, so act quickly to protect yourself and the New Jersey National.

References: *Feres v. United States*, 340 U.S 135 (1950), *Coffman v. State of Michigan*, 120 F. 3d 57-(6th Cir.1997); 28 U.S.C 2671-2679, 32 U.S.C. 502

2.15. State Active Duty.

AGR airmen cannot be on State Active Duty (SAD) status. They can only support SAD operations during declared emergencies by carrying out their regular duties and using their skills. During national emergencies, AGRs support their unit while deployed in the continental United States (CONUS).

In "Immediate Response" situations, which are emergencies, AGR airmen may be activated. If the mission is ongoing, a review must take place within 72 hours. Efforts should be made to replace AGR airmen with traditional guardsmen as soon as possible.

Reference: ANGI 36-101 AGR Program

2.16. Absent Without Leave (AWOL).

Absent Without Leave (AWOL) occurs when an individual is away from their duty location without their supervisor's knowledge or approval. Typically, individuals are classified as AWOL if they do not report for duty for 24 hours. AWOL time is considered lost time, measured in 24-hour increments, and may lead to separation from the Active Guard Reserve (AGR) program. Supervisors should consult their command chain, the servicing Judge Advocate and Force Support Squadron (FSS) before designating an airman as AWOL or changing their leave status.

References: DAFI 36-3003 Military Leave Program, UCMJ Article 86

Section 3 – Career Lifecycle.

The guidance helps AGR members set realistic career expectations. It emphasizes that each member must take charge of their own career development. Members should plan their careers carefully, considering their goals and skills. By actively seeking opportunities, AGR members can make choices that align their ambitions with available pathways, leading to a more successful and satisfying career.

3.1. Entry into the AGR Program.

To apply for the AGR Program, individuals must meet the qualifications outlined in ANGI 36-101, Chapter 5, which includes meeting medical retention standards. Additionally, applicants must comply with the requirements specified in the Department of the Air Force Enlisted or Officer Classification Directories, as well as any specific criteria mentioned in the AGR job advertisement. The application procedures and required forms are detailed in the job announcement. Failing to meet any of these requirements may lead to disqualification.

Reference: [ANGI 36-101 AGR Program](#)

3.2. Uniformed Services Employment and Reemployment rights Act (USERRA).

Employees who leave full-time civilian employment, including military technicians, to join the AGR program have restoration rights as outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, 38 U.S.C., Chapter 43. These employees are entitled to five years of cumulative restoration rights within an agency, provided that the time does not fall under exempt categories. For more information on USERRA, including how to determine whether specific periods of service are exempt, get reference from:

https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/USERRA_Private.pdf

3.3. AGR Tour Length.

Initial AGR tours last from one (1) to six (6) years. In New Jersey, they usually last one to three years unless special approval is given. Commanders may extend an AGR member's probationary period up to six years with the Human Resources Office's agreement.

The wing HRO Remote will maintain a list of all probationary AGR members to ensure timely personnel decisions. By law, an initial tour cannot exceed six years, and follow-on tours cannot extend past the member's Expiration Term of Service (ETS) or Mandatory Separation Date (MSD).

AGR airmen may be reviewed by the AGR Continuation Board (ACB) before their probationary tour ends or if they seek to continue service beyond 20 years. This involves wing and Unit Commanders, Supervisors, and AGR members in the decision-making process. ACB reviews will allow AGR airmen to be notified at least 180 days before their tour ends. They will receive written notification of the ACB results within 30 days after The Adjutant General (TAG) approves the board.

Reference: [ANGI 36-101 AGR Program](#)

3.4. Career Status.

AGR members can achieve career status in four ways: (1) serving continuously for six years, (2) meeting qualifications from the AGR Continuation Board and granted career status, (3) finishing an initial probationary tour and being extended, or (4) being selected for a second assignment with new orders.

The ACB reviews requests for entry into the AGR Career Program, which must be approved by TAG.

Career status can be granted even if a member cannot reach 20 years of Total Active Federal Military Service (TAFMS) by their Mandatory Separation Date (MSD). While service might lead to retirement after reaching the required TAFMS, career status does not guarantee 20 years of service or retirement eligibility. Continuation depends on performance, career growth, and unit needs.

AGR members who leave the program forfeit their career status. Those who return must complete a new probationary period and will be reconsidered for career status.

Reference: [ANGI 36-101 AGR Program](#)

3.5. In-Processing/Publishing of AGR Order.

Each wing has its own processing procedures. After accepting the AGR offer, you must coordinate with your unit to establish a start date and submit all required documents for AGR order publication.

3.6. Performance Evaluations.

Officers and Enlisted AGR members are required to have their Officer Performance Briefs (OPB), Enlisted Performance Briefs (EPB), and Performance Feedback Worksheets completed annually, in accordance with Air Force regulations. The rating chain must include a full-time supervisor, such as an AGR member or a military technician, who will serve as the rater, additional rater, or reviewer.

Reference: [ANGI 36-101 AGR Program](#), [AFI 36-2406 Officer and Enlisted Evaluations System](#)

3.7. Air Force Specialty Code (AFSC) Requirements.

The Air Force Specialty Code (AFSC) is a requirement for an AGR tour. All AGR airmen must maintain the appropriate qualifications for their position at the required skill level. If an airman is selected for a job but is not currently qualified, they may be required to undergo retraining. If the airman fails to successfully complete the necessary formal training or does not attend the first available course—without being excused by their commander or supervisor for exceptional circumstances—they will be removed from the AGR program by the commander.

References: [ANGI 36-101 AGR Program](#), [AFMAN 36-2100 Military Utilization and Classification](#), [Air Force Enlisted \(AFECD\)](#) and [Officer Classification Directory \(AFOCD\)](#)

3.8. Mobilization.

AGR airmen may be mobilized as needed by the New Jersey Air National Guard. If AGRs are called to Title 10 federal active duty (both overseas and within the continental United States) to support active-duty requirements for operations, missions, exercises, or training (under Title 10 U.S. Code § 12301(d), 12302, 12304, or 10147), their orders will be amended to reflect their Title 10 status. Upon their return from mobilization, AGR orders will be amended back to Title 32 as applicable.

AGR members who perform Title 10 duty for 30 or more consecutive days in support of the active Air Force, pursuant to 10 U.S. Code § 12301(d), 12302, or 12304, and for which reimbursement of AGR accounts may be required as outlined in paragraph 7.9.4 of ANGI 36-101, must have their AGR orders amended to include certain information in the remarks section. This information includes the authority under which they were activated

to Title 10, the inclusive dates of their Title 10 duty, the named mission they are supporting, and the active-duty MAJCOM they are tasked to support. An example of such documentation is: "ANG AGR airmen will convert to Title 10 USC Section 12301(d) in support of OPERATION ENDURING FREEDOM from January 15, 2009, to May 26, 2009, GMAJCOM: ACC." For AGRs placed on Title 10 status for fewer than 30 consecutive days, for which reimbursement of AGR accounts may be required as indicated in paragraph 7.9.4, their Title 10 time will be documented on an **ANG Form 1299, Certificate of Statement of Service**.

Typically, Title 10 activations (either voluntary or involuntary mobilizations) of AGRs support AEF rotations for contingency operations. However, Title 10 activations lasting 365 days exceed the intent and purpose of the AGR program.

References: ANGI 36-101 AGR Program, AFI 65-103 Temporary Duty/Special Orders, DAFI 36-3802 Force Support Readiness Programs

3.9. Tours Curtailment/Separation (Voluntary and Involuntary).

Terminating AGR status does not affect the existing New Jersey Air National Guard military enlistment contract. Airmen will continue to participate in Regularly Scheduled Drills with their assigned unit after the AGR status is terminated.

****Voluntary Tour Curtailment****: AGR personnel may request an early release from their AGR tour due to personal hardship or other valid reasons. To initiate this process, they must submit a well-justified curtailment request through their chain of command, including the A1, to TAG, who has the final authority to approve or disapprove the request. The Director of J1 HRO has been delegated authority to handle these requests. If an AGR's request for curtailment is approved and they later wish to withdraw it, they must seek approval from the final command signatory.

****Involuntary Tour Curtailment****: Commanders considering involuntary curtailment must first utilize all available quality force tools, such as referral OPRs/EPRs, Letters of Reprimand (LORs), and Article 15 actions. If necessary, commanders may also consider discharge as an alternative to involuntary curtailment. The commander will notify the airman of the proposed action after consulting with the HRO AGR Section through their HRO Remote. Upon receiving this notification, the airman has **seven calendar days** to submit a written statement. This statement, along with the commander's recommendation, must be included when forwarded to TAG. The commander's recommendation for involuntary curtailment must be submitted through the appropriate chain of command and accompanied by a legal review to the HRO AGR Section. TAG will then evaluate all recommendations for involuntary curtailment and make the final decision. This authority cannot be delegated, and TAG may also choose to initiate a command-directed investigation.

References: 10 U.S. Code § 1174 DoD FMR, DAFI 36-3211 Military Separations, DAFPD 36-32 Military Retirements and Separations, AFI 90-301 Inspector General Complaints Resolution, ANGI 36-6 Statutory Tour Program

3.10. Career Intermission Program (CIP).

CIP is a unique retention tool that provides select Total Force (TF) Airmen and

Guardians the opportunity for a one-time, temporary transition from active duty to the Individual Ready Reserve (IRR) to meet personal or professional needs outside the service while providing a mechanism for seamless return to pre-CIP active-duty status. The long-term intent of this program is to accommodate short-term, individual needs in order to enhance retention and to retain the valuable experience and training of Airmen and Guardians that might otherwise be lost due to permanent separation. The participation period is a minimum of one year, not to exceed three years.

Program information and eligibility can be found in MyFSS: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHqvCAG>.

References: DAFI 36-2008 Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program, DoDI 1327.07, Career Intermission Program for Service Members, 10 U.S.C 710 Career Flexibility to Enhance Retention of Members

3.11. Retirement.

Personnel who accumulate 20 years of creditable active service will be eligible to retire under Title 10 USC Section 8911 or 8914 provisions. Active federal service encompasses AGR duty, Active-Duty Operational Support (ADOS), Initial Active Duty for Training (IADT), Active Duty for Training (ADT), Full-Time National Guard Duty (FTNGD), and all other categories of active service defined under Title 10 USC or Title 32 USC.

AGR airmen may apply for active service retirement one year before completing at least 20 years of Total Active Federal Military Service (TAFMS). The retirement application must be submitted no earlier than 12 months and no later than six months prior to the effective retirement date. Applications for reserve retirement should be submitted through the MyFSS website. Obtain an AGR Retirement checklist (**Attachment 2**) from your HRO Remote which details the necessary organizations and actions needed for a successful transition to retirement.

The ARPC will issue retirement orders and coordinate with DFAS to process the necessary actions. If the expiration date of an airman's AGR order is later than the requested retirement date, they must request a curtailment of their AGR order to conclude a day before the requested retirement date. Additionally, AGR officers with prior enlisted service must have a minimum of 10 years of service as a commissioned officer to retire at their commissioned grade.

To find out which retirement systems you qualify for or have already chosen, check your vMPF record or consult your Command Support Staff or FSS.

To calculate your projected retirement benefits, log in to <https://www.dfas.mil/retiredmilitary/plan/estimate/> with your CAC.

Reference: AFI 36-3203 Service Retirements

3.12. Medical Separation.

An AGR airman who is separated from active duty due to service-related injuries or diseases may be eligible for monthly disability payments or a lump sum severance

payment. The eligibility rules for these benefits are specific and detailed and are processed through the medical group. Those potentially eligible for medical disability separation will receive complete information regarding their rights and options.

References: DAFI 36-3211 Military Separations, DoDI 1332.14, DAFI 36-3212 Physical Evaluation for Retention, Retirement and Separation, DAFI 36-2910 Line of Duty (LOD) Determinations, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay, DAFMAN 48-108 Physical Evaluation Board Liaison Officer (PEBLO) Functions: Pre-Disability Evaluation System (DES) and Medical Evaluation Board (MEB) Processing, DAFMAN 48-123 Medical Examinations and Standards

3.13. Out-processing.

Upon notification of your separation from the AGR Program, promptly obtain an AGR Out-processing checklist from your HRO Remote (**Attachment 3**). This checklist details the necessary organizations and actions required for a smooth transition, including finalizing pay and benefits, returning government property, and completing required paperwork. Timely completion of these steps will help ensure a successful departure process.

An AGR airman who is released from an AGR tour lasting over 180 days must complete a Separation History and Physical Examination (SHPE) with the Reserve Health Readiness Program (RHRP) contractor, the Department of Veterans Affairs (VA), or a Military Treatment Facility (MTF) before the end of their AGR tour.

For AGR airmen released from AGR tours lasting between 30 to 179 consecutive days, they must report their health status and complete a medical assessment (DD Form 2697) with the Guard Medical Unit (GMU) for documentation in their electronic health record before their AGR orders are terminated. This is in accordance with DoDI 6040.46, which covers the SHPE for the Department of Defense Separation Health Assessment (SHA) Program, and DAFMAN 48-123 concerning medical examinations and standards. The Guard Medical Unit should also consider initiating a Line of Duty (LOD) determination as needed before the separation of orders, following DAFI 36-2910.

References: DAFMAN 48-123 Medical Examination and Standards, DAFI 36-2910 Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay

Section 4. Pay and Benefits.

4.1. Pay Process/Direct Deposit/Pay Inquiries.

AGR airmen are paid through the Defense Joint Military Pay System (DJMS) at the Defense Finance and Accounting Office in Indianapolis, IN (DFAS-IN). They receive pay twice a month, in the middle and at the end.

Airmen should regularly check their Leave and Earnings Statement (LES) for accuracy in their Basic Allowance for Housing (BAH), dependent status, and entitlements. Any pay issues need to be reported to their personnel or finance office.

****New AGR participants must set up direct deposit and complete the necessary forms with their local finance office.**

References: DoD 7000.14-R FMR, Vol 7A Military Pay Policy-Active Duty and Reserve Pay, DAFI 36-3012 Military Entitlements

4.2. Pay, Entitlement, Allowances, and Family Separation Pay.

Your Base Pay depends on your rank and length of service. You may receive allowances like the Basic Allowance for Housing (BAH) and the Basic Allowance for Subsistence (BAS).

BAH varies based on your rank, dependents, and duty location. It is a tax-free allowance that helps with housing costs. If you live in government housing, you cannot receive BAH.

BAS is a tax-free allowance for food costs, paid monthly. It is the same for everyone, regardless of dependents, and you won't receive it during annual training if meals are provided at no cost.

The Family Separation Allowance (FSA) is a tax-free payment for members with dependents or those married to another service member, available when you are on Temporary Duty (TDY) or mobilization for over 30 days away from family. Some AGR airmen may also qualify for taxable incentive pay based on their job roles or location.

References: DoD 7000.14-R FMR, Vol 7A Military Pay Policy-Active Duty and Reserve Pay, DAFI 36-3012 Military Entitlements

4.3. Clothing Issues/Allowance.

AGR members must have enough uniforms. They will not receive a uniform allowance. If uniforms are damaged while doing official duties, members can exchange them for new ones at the Logistics Readiness Squadron. Some approved uniform items are optional. If you choose to buy these optional items, you must pay for them yourself.

The Defense Finance and Accounting Service and the State of New Jersey will hold AGR airmen financially responsible for any issued equipment that they lose or misplace.

4.4. Unemployment Compensation.

Individuals who lose their full-time employment with the New Jersey National Guard may apply for state unemployment compensation, provided they meet specific criteria established by New Jersey law. To qualify, an individual must have completed at least 180 consecutive days of employment. AGR airmen terminated for misconduct or unsatisfactory performance, as well as those who voluntarily resign, are ineligible for benefits.

Applicants should be aware that the timeframe for submitting unemployment applications is limited and strictly enforced. If an application is denied, individuals have the right to appeal, but they must also adhere to tight deadlines for filing appeals. The appeal process for unemployment benefits is separate from any rights available through the New Jersey National Guard regarding employment loss, so it is important to understand both processes for timely action.

Reference: DoD 700.14-R, Vol 8, Chapter 6

4.5. Leave Administration/Chargeable Leave/Leave Accrual.

Leave and time-off management is an essential responsibility of full-time supervisors. Supervisors should make every reasonable effort to approve leave during holidays, significant family events, after major training periods, and other appropriate occasions. Scheduled and planned leave offers maximum benefits for both the individual and the organization. A full-time supervisor of an AGR airman is responsible for ensuring that the airman fulfills their assigned duties, is present for work as required, and receives fair and reasonable treatment, which includes appropriate time off in line with the organization's mission. Both management and members share responsibility in managing leave balances throughout the fiscal year.

Leave is an individual entitlement that accrues at a rate of two and a half days per month. Leave cannot be taken in half-day or hourly increments. AGR airmen can carry over up to 60 days of accrued leave at the start of a new fiscal year (October 1). Any leave exceeding 60 days may be forfeited.

Leave can be categorized as either chargeable or non-chargeable. Chargeable leave includes emergency leave, leave taken in conjunction with TDY (Temporary Duty) or PCS (Permanent Change of Station), ordinary leave, and transition leave. Non-chargeable leave includes sick leave in quarters, sick leave in a hospital, convalescent leave, jury duty leaves, and leave for maternity, paternity, adoption, and mental incapacity.

Supervisors will not break up consecutive leave periods between non-duty days. For example, if airmen take leave on Friday and the following Monday, Saturday and Sunday will also be counted as charged leave days. Additionally, if a holiday falls within an individual's leave period, that holiday will also be charged as leave.

Military technicians (dual status) are prohibited from the use of certain types of leave while on AGR tours. Military technicians (dual status) must receive guidance from J1/HRO regarding the appropriate type and use of leave available to them while serving an AGR tour that is consistent with Chief of the National Guard Bureau Instruction (CNGBI) 1400.25, Vol 630, National Guard Technician and Civilian Personnel Absence and Leave Program, 23 April 2021, and any other applicable New Jersey National Guard J1/HRO guidance. Specially, military technicians (dual status), who perform AGR duty in excess of 180 consecutive days, are ineligible to use military leave under CNGBI 1400.25, Vol. 630, unless specific exceptions apply.

Reference: [DAFI 36-3003 Military Leave Program, CNGBI 1400.25, Vol. 630](#)

4.6. Tricare.

TRICARE is a healthcare program that serves uniformed service members, retirees, and their families worldwide. Coverage is automatic for AGR airmen, provided that their information is current in the Defense Enrollment Eligibility Reporting System (DEERS).

There are several TRICARE plans available. Your eligibility for these plans depends on your circumstances and your family's needs. To learn more about each plan,

visit <https://www.tricare.mil/Plans/New>.

4.7. Active-Duty Dental Program (ADDP) and Tricare Dental Program.

4.7.1 Active-Duty Dental Program.

TRICARE manages the Department of Defense's Active-Duty Dental Program (ADDP) for all eligible active-duty uniformed service members. The ADDP provides access to private-sector dental care, ensuring the dental health and deployment readiness of active-duty service members (ADSMs) with referral from a military dental clinic, and is only available CONUS.

4.7.2 Tricare Dental Program.

The TRICARE Dental Program (TDP) is a voluntary dental insurance plan for eligible family members of sponsors. It covers a range of dental services to support oral health. Sponsors can enroll their dependents through the Beneficiary Web Enrollment website, provided they are registered in the Defense Enrollment Eligibility Reporting System (DEERS). TDP offers access to a network of providers for services ranging from routine check-ups to more extensive treatments.

Learn more about DADDP and TDP visit <https://www.tricare.mil/CoveredServices/Dental/ADDental>
<https://www.tricare.mil/CoveredServices/Dental/TDP>

4.8. Servicemember's Group Life Insurance (SGLI), and Family Servicemembers' Group Life Insurance (FSGLI).

4.8.1. Servicemembers' Group Life Insurance (SGLI).

All AGR airmen are covered under the Servicemembers' Group Life Insurance (SGLI) program for up to \$500,000, unless they choose to participate for a lesser amount or decline insurance altogether. Upon retirement, the SGLI can be converted to Veterans' Group Life Insurance (VGLI) within 120 days of being released from active duty. To do this, a VA Form SGLV 8714 application must be completed.

4.8.2. Family Servicemembers' Group Life Insurance (FSGLI).

FSGLI provides insurance coverage for the spouse and dependent children of service members who are covered under full-time SGLI. AGR members have the option to purchase spousal coverage; however, this coverage cannot exceed the amount of the service member's own coverage, with a maximum limit of \$100,000 under the Family Group Life Insurance (FGLI) program. Additionally, dependent children are automatically covered at no cost for \$10,000 each.

4.9. Legal Assistance.

AGR airmen and their dependents are entitled to receive legal assistance and advice. This service can be accessed through the airmen's serving Wing Judge Advocate's Office, the legal assistance offices at JFHQ, or the Active-Duty Judge Advocate Office. The available advice covers civil legal issues such as wills, domestic relations, bankruptcy, contracts, and landlord-tenant disputes. The level of legal assistance provided is determined by the professional discretion and resources of the Judge Advocate Office offering the service. Generally, Judge Advocates are not permitted

to represent clients in civilian court or have their names included on documents submitted to civilian courts. Although they are licensed attorneys, they are restricted from making such appearances except under unusual circumstances.

4.10. Thrift Savings Plan (TSP).

Members of the uniformed services can participate in a group retirement plan known as the Thrift Savings Plan (TSP), which functions similarly to a 401(k). The TSP offers a variety of individual and lifecycle funds that provide broad market diversification. Participants can choose to invest their retirement savings in options ranging from short-term U.S. Treasury securities to index funds that include both domestic and international stocks. To contribute to the TSP, members can choose through the MyPay website. However, any changes in current fund allocations or contribution distributions must be made by logging into the TSP website.

The TSP is an essential component of the new Blended Retirement System (BRS). Participants in the BRS who begin or rejoin federal service on or after October 1, 2020, are automatically enrolled in the TSP, with 5% of their basic salary deducted from each paycheck and deposited into the traditional balance of their TSP account. This automatic enrollment occurs unless they choose to stop or change their contribution elections. However, BRS members are not automatically enrolled until they have completed 60 days of service. If a BRS member decides to stop their contributions during the year, they will be automatically re-enrolled at the 5% deduction rate on January 1 of the following year.

Members who do not contribute their own money to the TSP still have an account that receives automatic Agency/Service contributions. These contributions amount to 1% of their basic pay each pay period, and members do not need to make employee contributions to benefit from this.

Learn more about TSP visit: <https://www.tsp.gov/making-contributions/>

4.11. GI Bill.

AGR airmen may qualify for various VA education and training benefits; however, there are several factors to consider before applying for a GI Bill program. The Veterans Administration website offers several comparison tools that can help you select the best option for your needs. Visit your local retention officer for more information on GI Bill Benefits and enrollment.

Learn more about GI Bill visit: <https://benefits.va.gov/gibill/>

4.12. Tuition Assistance (TA).

The Military Tuition Assistance (TA) program is a vital quality-of-life initiative that provides tuition funding for college courses taken by active-duty personnel during their off-duty hours. TA covers up to \$250 per semester hour (or \$166 per quarter hour) and has a maximum limit of \$4,500 per fiscal year.

Applications for TA are processed through the Air Force Virtual Education Center online platform. Airmen can apply for tuition assistance up to 45 days before the start date of their classes. While these adjustments aim to distribute funding fairly, if the fiscal year's funds become depleted, service members with pending applications will have to wait until

the new fiscal year's funds are available to apply for tuition assistance.

Learn more about TA visit: <https://www.afpc.af.mil/Career-Management/Military-Tuition-Assistance-Program/>

4.13. Air Force Credentialing Opportunities On-Line (AFCOOL).

The AFCOOL allows airmen to obtain and maintain professional certifications that enhance their career opportunities while serving in the military. This program also helps increase their competitiveness in pursuing civilian careers after military service. Participation in the credentialing program improves force readiness and provides members with expanded professional skills and competencies. It is important to note that participation is self-initiated and must be reviewed and authorized by an approval authority designated by the member's chain of command (i.e., a service-level reviewing official). Additionally, funding for the program will not exceed \$4,500 per lifetime for each Air and Space Force professional.

Learn more about AFCOOL visit: <https://afvec.us.af.mil/afvec/af-cool/welcome>

4.14. Tax Information.

Income Tax Benefits:

- \$6,000 Veteran Exemption (check the Status of Your New Jersey Veteran Exemption Claim)
- Wounded Warrior Caregivers Credit
- Gold Star Family Counseling Credit

Property Tax Benefits for Active Military and Veterans:

- \$250 Veteran Property Tax Deduction

For more information visit <https://www.nj.gov/treasury/taxation/military/vetexemption.shtml>

Section 5 – Awards and Discipline.

5.1. Awards and Decorations.

Title 32 AGR: Airmen are eligible for the full spectrum of awards and decorations offered by the Air Force, which recognize their service, achievements, and commitment to excellence. Detailed criteria for each decoration are comprehensively outlined in the relevant references, ensuring that all airmen understand the qualifications necessary to earn these distinctions.

In addition to the federally recognized awards and decorations, the State of New Jersey presents a variety of state-specific awards that honor the contributions of its service members. Airmen on Active Guard Reserve (AGR) duty are authorized to receive and wear these state awards while serving in a Title 32 status, further acknowledging their dedication to both their state and country.

References: DAFI 36-2803 Military Decorations and Awards Program, NJDMAVA DD 200.61 State Awards and Certificates

5.2. Military Justice.

New Jersey does not have a State Code of Military Justice applicable to airmen

while in a Title 32 AGR status. However, the Uniform Code of Military Justice (UCMJ) is applicable when airmen are in a Title 10 duty status for deployment, initial training, or other active federal service.

Title 32 AGR airmen are subject to civilian criminal laws. If an AGR airman is convicted of an offense by civilian authorities, the chain of command is not prohibited from taking adverse administrative action. This could include actions such as bars to re-enlistment, termination of duty tours, administrative reductions, or administrative discharge. The level of action taken depends on the seriousness and nature of the civilian offense, the airman's record, and any aggravating factors (such as past misconduct). If the airman receives a significant sentence of imprisonment or confinement, proceedings for involuntary separation may begin immediately. In accordance with state policy, Airmen arrested for, charged with, or convicted of a criminal offense in the State of New Jersey or any other Federal or State jurisdiction, are required to advise their chain of command.

References: DAFI 51-201 Administration of Military Justice, TAG Policy Letter 24-03, "Self-Reporting by All Military Personnel of Arrests and Criminal Convictions".

https://www.nj.gov/military/publications/NJANGpublications/NJANG_REGULATIONS/111-1.pdf

5.3. Counseling, Admonishment, and Reprimand.

Counseling, admonishments, and reprimands are recommended methods for addressing minor disciplinary infractions. These approaches serve not only to document misconduct but also to correct it.

A Record of Individual Counseling (RIC) documents verbal counseling sessions. It captures both positive and negative feedback and is useful for performance evaluations. A Letter of Counseling (LOC) provides a formal description of the expected standard of conduct, highlights how the individual has deviated from it, and warns of potential consequences for further misconduct. This formal counseling method communicates that the behavior is unacceptable and explains the ramifications.

A Letter of Admonishment (LOA) is more severe than a counseling session and is used to document clear violations of military standards, policies, or regulations. It may address a first offense or behaviors that have not been corrected through previous counseling.

A Letter of Reprimand (LOR) is even more severe than an admonishment. It documents significant violations of military standards, policies, or regulations, typically for serious offenses when other, less severe measures have failed to correct the behavior. The reprimand is documented in writing and may become part of the airman's Unfavorable Information File (UIF).

Reference: DAFI 36-2907 Adverse Administrative Actions

5.4. Administrative Discharge.

The commander must initiate a process for administrative discharge. Grounds for this action include the reasons cited for involuntary separation from the AGR tour, such as unsatisfactory performance or a pattern of misconduct. The authority for discharge is

held by TAG. An involuntary separation from the AGR program does not automatically result in the loss of military membership. Furthermore, for airmen with between 18 and 20 years of total active military service, approval from the Secretary of the Air Force is required before the discharge can be finalized.

References: ANGI 36-101 AGR Program, DAFI 36-2907 Adverse Administrative Actions, DAFI 36-3211 Military Separations

Attachment 1

AGR In-Processing Checklist



AGR IN-PROCESSING CHECKLIST



Rank:	Name:	Unit:	AGR Start Date: PSN:
Items to be accomplished	OPR/Office	POC Print Name & Sign	
CSS: to in-process at New Unit	Unit in-process & provide rater info Completion of AFF 2096		
Finance Office	Military Pay 108WG: Bldg. 3327, Ext 4099 177FW: Bldg. 408, Ext 6347		
CAC & DEERS update PSM (Leave Web & other system access)	FSS: Customer Service & PSM 108WG Bldg. 3324, Ext 4466 177FW Bldg. 408, Ext 6247		Cust Svc PSM
Education Briefing GI Bills Benefits	FSS Retention Office 108WG Bldg. 3327 177FW Bldg. 408 **Bring copy of AGR order		
Network Access	Comm Flight Help Desk 108WG: 3324, Ext 8278 177FW: Bldg. 407, Ext 6201		Help Desk
Door Access	SFS for Bldg./work center entry access (177 Personnel Only)		SFS
Medical Benefits	Call Tricare East -Humana 800-444-5445; website: https://www.humanamilitary.com/		
Flight Pay	HARM Office: 108WG: Bldg., Ext 6143 177FW: Bldg. 400, Ext 6814		
Prior Technicians LWOP	Contact HRO Remote to Complete LWOP Checklist & copy of AGR Order 108WG: Mr. Daniel Sharp 177FW: SMSgt Nicole Hollander		

Please return the completed form to your wing HRO Remote Office.

AGR MEMBER SIGNATURE

Attachment 2

AGR Retirement Checklist



AGR RETIREMENT CHECKLIST



Rank:	Name:	Unit:	Retirement Date: PSN:
REQUIRED ACTIONS ~ 9- 12 MONTHS FROM RETIREMENT		OPR/POC Information	
<ol style="list-style-type: none"> 1. Apply for Retirement through MyFSS, must have 20 years of Total Active Federal Military Service (TAFMS). 2. Complete Survivors Benefits Election DD F 2656 3. Fill out the SkillBridge memo for participation. Get approval from TAG before you start the application in the Virtual Education Center Website. 		FSS: 108WG Bldg. 3324, 609-754-4466 177FW Bldg. 408, 609-761-6247 SkillBridge Template available from HRO Remote	
Notify HRO Remote and submit a memo for retirement curtailment to end order a day before your requested Retirement date.		CSS or HRO Remote 108WG: Mr. Daniel Sharp 177FW: SMSgt Nicole Hollander	
Contact the VA Transition Assistance Advisor to initiate Disability Claims through the Benefits Delivery at Discharge (BDD) Program		BDD Advisors: Jorge.colon@va.gov Yvette.beale@va.gov Elinton.delossantos@va.gov	
REQUIRED ACTIONS ~ 8 to 12 MONTHS FROM RET		OPRPOC Information	
Contact Military & Family Readiness for Transitional Assistance Program (TAP) Briefing at JBMDL (Not required, but entitled)		Military & Family Readiness 609-754-3154	
Consult Base Retention Officer to review any outstanding service commitments, incentives or school benefits.		108WG Bldg. 3327, MSgt Jazlyn Johnson 177FW: Bldg. 408, TSgt Tiffany Hammond	
<ol style="list-style-type: none"> 1. Complete Permissive and Terminal Leave in Leave Web. 2. See your finance office for guidance to out process from the Active-Duty Finance at JBMDL for authorized Terminal Leave and final pay guidance. 		FINANCE 108WG: Bldg. 3327, 609-754-4099 177FW/FM: Bldg. 408, 609-761-6347 /LeaveWeb: MS Sheldon x 6214	
REQUIRED ACTIONS ~ 2 to 6 MONTHS FROM RETIREMENT		OPR POC Information	
<ol style="list-style-type: none"> 1. Contact your MDG for copy of your medical records. 2. Request a Separation History and Physical Examination through ASIMS Website. 		Medical Group (MDG) 108WG: Bldg. 3466, 609-754-5765 177FW: Bldg. 400, 609-761-6240 https://asimsimr.health.mil/IMR/MyImr.aspx	
Contact TRICARE to sign up for medical insurance		TRICARE EAST-Humana @800-444-5445 https://www.humanamilitary.com	

I understand that this checklist is meant to assist me with my retirement. It is my responsibility to ensure a smooth out-processing from the organization by completing all necessary steps in a timely manner.

Member Signature

Date

Attachment 3

AGR Out-Processing Checklist



AGR OUT-PROCESSING CHECKLIST



Rank:	Name:	Unit:	Order End Date: PSN:
<input type="checkbox"/> Yes <input type="checkbox"/> No		Status change from AGR to Traditional Guardsman (TDG)	
Items to be accomplished	OPR/Office	POC Signature (Print Name & Sign)	
Obtain Unit Out-process checklist Process AGR curtailment pkg (if applicable) Complete AF 2096, if remaining DSG DD Form 214	CSS HRO Remote CSS or FSS (as applicable)	CSS HRO Remote	
Close Out AGR Pay Account W/ the Active-Duty 87CPTS Change pay status w/wing Finance	Finance/Military Pay 108WG: Bldg. 3327, Ext 4099 177FW: Bldg. 408, Ext 6347 87CPTS: Bldg. 2906 http://go.usa.gov/xGTd4	WG Finance 87CPTS	
CAC & DEERS update **Aircrew** See Aviation Career Incentive Pay (ACP) POC LEAVEWEB	FSS: Customer Service & ACP POC 108WG Bldg. 3324, Ext 4466 177FW Bldg. 408, Ext 6247 PSM (177FW)- X6214	FSS 177SFS	
Education Briefing GI Bills Benefits	FSS Retention Office 108WG Bldg. 3327 177FW Bldg. 408 **Bring copy of AGR order		
Medical Benefits Change	Call Tricare East -Humana 800-444-5445; website: https://www.humanamilitary.com/		
Turn in equipment (as applicable) Update email status (AGR to TDG) SFS to turn in bldg. access (177FW)	Communication Ft Helpdesk 108WG: Bldg. 3324, Ext 8278 177FW: Bldg. 407, Ext 6201	Com Ft 177SFS	
Please return the completed form to your wing HRO Remote Office.			
Member Signature		Date	