



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE CHIEF OF ARMY RESERVE**  
**2400 ARMY PENTAGON**  
**WASHINGTON, DC 20310-2400**

DAAR-HR (135)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief of Army Reserve Policy #21-04: United States Army Reserve (USAR) Active Guard Reserve (AGR) Manning Guidance

1. This memorandum establishes AGR manning priorities for the USAR. Upon signature, it supersedes all previous manning guidance and earlier agreements made by USAR agencies.
2. The USAR will prioritize the manning of units based on the Army Reserve Mission Force model in the following order: Mission Force Competition, Mission Force Conflict, Mission Force Project, Mission Force Generate, Mission Force Transform, and Mission Force Surge. Unit manning levels in enclosure 2 offer specific prioritization.
3. Title 10 U.S. Code § 7038 tasks the Chief of Army Reserve (CAR) with managing the USAR Full-Time Support Program. Accordingly, the responsibility for managing AGR manning will transition back to the Office of the Chief of Army Reserve (OCAR) G-1 after the reformation of an organic Full-Time Support Division. In the interim, the United States Army Reserve Command (USARC) G-1 will perform duties prescribed by this manning guidance and OCAR G-1 will set priorities for unit manning levels with input from the OCAR G-3/5/7 and USARC G-3/5/7.
4. Pursuant to Army Regulation 135-18, U.S. Army Human Resources Command (HRC) provides life cycle management of USAR AGR personnel in accordance with this manning guidance. If HRC determines this manning guidance is impractical or unsupportable, the HRC Deputy Commanding General will recommend changes to the OCAR G-1.
5. The OCAR G-1 and USARC G-1 will participate in various events including, but not limited to, Readiness Progress Reviews, Multi-Compo Joint Assessments (M-CJA), Commander's Unit Status Report (CUSR) submissions, and HRC Distribution Conferences to assess their adherence and impact on the manning guidance.
6. Major Subordinate Command (MSC) Commanders will ensure that subordinate commands at the company, battalion and brigade level are prioritized and manned at the proper levels before filling MSC positions.

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7. For additional information, contact Mr. Xavier R. Cofield, Chief, Active Military Management Branch, at (910) 570-9078 or [xavier.r.cofield.civ@mail.mil](mailto:xavier.r.cofield.civ@mail.mil).

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JODY J. DANIELS

Lieutenant General, U.S. Army  
Chief of Army Reserve

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CG, U.S. Army Human Resources Command

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USARC XOs

USARC DIR/DEP/CH/ASST

OCAR Directors & Deputies

## References

1. OCAR, DAAR-HR memorandum, (Army Reserve (AR) Active Guard Reserve (AGR) Manning Guidance), 29 Sep 17.
2. Army Regulation (AR) 614-30 (Overseas Service).
3. OCAR, DAAR-HR memorandum, (Army Reserve (AR) Active Guard Reserve (AGR) Command Team Assignment Program (CTAP) Leadership (LDR) Positions), 10 Aug 17.
4. 10 U.S. Code § 7038 – Office of Army Reserve: appointment of Chief, 5 Oct 99.
5. AR 525-29 (Army Force Generation).
6. AR 135-18 (The Active Guard Reserve (AGR) Program).
7. ALARACT 298/2011 (Army Deployment Period Policy), 5 Aug 11.
8. OCAR, DAAR-HR memorandum, (Army Reserve (AR) Active Guard Reserve (AGR) End Strength Support for FY 18 (Update 1)), 21 Dec 17.
9. AR 600-20 (Army Command Policy).
10. AR 140-10 (Assignments, Attachments, Details, and Transfers).
11. AR 614-200 (Enlisted Assignments and Utilization Management).
12. AR 614-100 (Officer Assignment Policies, Details, and Transfers).
13. DA PAM 600-3 (Commissioned Officer Professional Development).
14. USAR CSM/SGM Management Policy, (United States Army Reserve Command Sergeant Major (CSM) and Sergeant Major (SGM) Policy and Management Process), 3 Apr 18.
15. OCAR, DAAR-ZA memorandum, (Army Reserve Advisor Program Roles and Responsibilities (ARPA)), 25 Sep 17.
16. OCAR, DAAR-HR memorandum, (Chief of Army Reserve Policy #21-02: United States Army Reserve (USAR) Colonel (COL) and Lieutenant Colonel (LTC) Command (CMD) Board Program), 29 Jun 21.

## Army Reserve Force Designations

1. Mission Force Competition (**ARM1**). Joint Ordered for Execution of Competition Requirements: consists of those units and organizations Joint Ordered to build or maintain readiness for and execute Competition requirements. This includes both units assigned to a Combatant Command (CCMD) (e.g., 7th and 9th Mission Support Command (MSC)), minus Transportation Command (TRANSCOM), and those units allocated to a CCMD through the Global Force Management (GFM) process to a named operation or Prepare to Deploy Order (PTDO). These units can transition to Crisis or Conflict requirements if ordered by their CCMD or realigned by the Secretary of Defense.
2. Mission Force Conflict (**ARM2**). Joint and Army Ordered for Preparation for Crisis or Conflict Force Employment Operations (FEO): consists of those units and organizations Joint and Army ordered to build or maintain readiness to execute Crisis or Conflict FEO. Some examples are the Immediate Response Force (IRF), Contingency Response Force (CRF) and Army Response Force (ARF) which replaces Focused Readiness (FR) as the Army transitions to Regionally Aligned Readiness and Modernization Model (ReARMM).
3. Mission Force Projection (**ARM3**). Joint and Army Ordered for Crisis or Conflict Force Projection Operations (FPO): consists of those units and organizations Joint and Army ordered to build or maintain readiness to execute Crisis or Conflict FPO. This includes units assigned to TRANSCOM, allocated to TRANSCOM, or Army ordered to TRANSCOM or Surface Deployment and Distribution Command SDDC for FPO requirements (i.e., Joint port or terminal ops, inter-theater movement control).
4. Mission Force Generation (**ARM4**). Joint and Army Ordered for Crisis or Conflict Force Generation Operations (FGO) and Service FPO: consists of those units and organizations Joint and Army ordered to build or maintain readiness to execute Crisis or Conflict FGO and Service FPO. This includes units assigned to CCMD for FGO. Units ordered by the Army to execute mobilization operations, training and deployment support, or training base expansion at the time of a LSCO (i.e. MSF, TES; additional drill sergeants) or Crisis event. Incorporates MSF Units.
5. Mission Force Transform (**ARM5**). Army Ordered Transformations for Execution of Change: consists of those units and organizations Army ordered to build readiness and execute Change requirements. These units are ordered to undergo some form of transformation event: 1) deliberate modernization and divesture; 2) activation; 3) inactivation; 4) conversion; 5) re-organization; or 6) re-stationing.
6. Mission Force Surge (**ARM6**). Army Assigned Preparing to Surge to Competition, Crisis or Conflict: consists of those units and organizations available to Surge for Competition, Crisis, or Conflict requirements. These units are Service assigned and not ordered to meet a Joint or Service requirement during the span of time covered by ARM Force. The mission is to attain highest possible readiness based on available resources and support to surge to meet Contingency or Emergent requirements that exceed ARM 1, 2, and 3 ordered units. This includes all USAR Generating and Institutional Forces not in ARM 4 prepared to augment the Operating Force at time of Contingency or Emergent Crisis or Conflict.

## Manning Priorities

1. The following manning priorities describe the fill percentage expectations for AGR Officer and Enlisted personnel, along with additional requirements for assignments to Priority M1X units. **Fill percentages are measured against the authorized strength of the AGR force within the unit.** The Chaplain Corps, Judge Advocate General's Corps, Area of Concentration (AOC) 36, and Functional Areas (FA) Officers 40, 46, 49, 50, 51, and 59 do not count against AGR manning percentages within a command. Temporary Manpower Allocations (TMAs) without bill payers do not count against AGR manning percentages within a below the line command. Derivative UICs will be filled at the same manning level as the parent UIC.

a. Manning Priority 1 (**M1**). The AR fills units in this category at a minimum of 100 percent authorized fill. The USARC Deputy Commanding General may upgrade units selected to support or participate in Department of the Army (DA) directed programs or missions to M1 level.

b. Manning Priority M1X (**M1X**). The AR fills units in this category at a minimum of 100 percent authorized fill. This category consists of some Army Reserve Mission Force Competition units, Mission Force Conflict units, and USARC G-3/5/7 approved allocated units tasked to perform Command and Control for Chemical, Biological, Radiological, Nuclear, and high-yield explosives (CBRNE) Response Element (C2CRE) or Defense CBRNE Response Force (DCRF) missions along with other units the CAR designates as high priority. The USARC G-3/5/7 provides the USARC G-1 a list of M1X units based on mission requirements and AR priorities. In addition to M1 manning level requirements, M1X units have the following additional requirements:

(1) Medical Readiness. All Soldiers assigned to M1X units are Medical Readiness Classification (MRC) 1 or MRC 2 capable prior to assignment. The USARC G-1 serves as the waiver approval authority for this requirement.

(2) Duty MOS Qualified (DMOSQ) and Security Clearance requirements. Soldiers assigned to M1X units must be fully MOS, Additional Skill Identifier (ASI), and Special Qualification Identifier (SQI) qualified for the position or attend training enroute to the assignment. They must also meet security clearance requirements for the position prior to assignment. The USARC G-1 serves as the waiver approval authority for this requirement.

(3) Service obligation remaining. Soldiers assigned to M1X units must be able to serve a minimum of 36 months in the unit before reaching their Expiration Term of Service (ETS)/Retention Control Point (RCP) for enlisted or Mandatory Removal Date (MRD) for officers. The USARC G-1 serves as the waiver approval authority for this requirement.

(4) Assignment underlap. HRC makes every effort possible to minimize assignment underlap between inbound and outbound Soldiers in M1X units. The USARC G-1 serves as the waiver approval authority for underlap in excess of 30 days.

(5) Time in unit. Soldiers assigned to M1X units serve a minimum of 36 months in the unit. The USARC G-1 serves as the waiver approval authority for this requirement.

### **Manning Priorities (Continued)**

(6) Deferment requests. Deferment requests for Broadening Opportunity Programs (BOP), command assignments, and Professional Military Education (PME) begin with the Soldier. Once unit leadership receives these requests, staffs will process pursuant to applicable regulations and policies.

c. Manning Priority 2 (**M2**). The AR fills units in this category at a minimum of 90 percent authorized fill.

d. Manning Priority 3 (**M3**). The AR fills units in this category at a minimum of 80 percent authorized fill.

e. Manning Priority 4 (**M4**). The AR fills units in this category at a minimum of 70 percent authorized fill. These units are all Above the Line (ABL), units outside the USARC command and control, not previously identified in this guidance.

f. Manning Priority 5 (**M5**). The AR fills units in this category at a minimum of 60 percent authorized fill. M5 codes signify a unit's inactivation. Commands provide input to the USARC G-1, Active Military Management Branch (AMMB) with the priority rank of essential positions during the unit's inactivation. The USARC G-1, AMMB updates the unit Manning level (M level) in the electronic Soldier Record Brief (eSRB) system and coordinates with HRC for unit essential position fills until the unit's inactivation is complete.

2. To meet the AGR End Strength Objective (ESO), HRC may fill all documented authorizations in the eSRB system regardless of the M level. When using this authority, HRC coordinates with the USARC G-1, AMMB to fill Below the Line units to the maximum extent possible before exceeding the M level for Above the Line units. Once an M1X unit reaches 100% fill, excess Soldiers assigned to those units are not required to meet the requirements of paragraphs 1(b), 1-4.

## **Army Reserve AGR Manning Guidance Unit Manning Priority List**

1. The U.S. Army Human Resources Command fills units based on the unit's assigned M level in the eSRB system. Direct all questions about a unit's M level to the USARC G-1, AMMB for final determination.

a. **Manning Priority 1X (M1X) units** (100% fill based on authorized strength) with additional requirements:

(1) Army Reserve Mission Force Competition and Mission Force Conflict units (as determined by USARC G-3/5).

(2) USARC G-3/5/7 approved, allocated units tasked to perform Command and Control for Chemical, Biological, Radiological, Nuclear, and high-yield explosives (CBRNE) Response Element (C2CRE) or Defense CBRNE Response Forces (DCRF) missions

(3) High priority units as determined by the CAR/CG, USARC.

b. **Manning Priority 1 (M1) units** (100% fill based on authorized strength) (listed in order of precedence):

(1) USARC G-3/5/7 approved, allocated units (NLT 365 days prior to Home Station Arrival Date).

(2) Special Staff positions IAW enclosure 4, paragraph 8.

(3) Army Reserve Mission Force Projection and Mission Force Generation units (as determined by USARC G-3/5).

(4) Temporary Manpower Allocation (TMA) positions (formerly known as Directed Military Overstrength (DMO) positions), Command Team Assignment Program (CTAP) Leader Positions.

(5) Units Global Force Management Implementation Guidance (GFMIG) assigned to Combatant Commands and Army Service Component Commands.

(6) Expeditionary Sustainment Commands (ESCs) and Mission Support Elements (MSEs) to the ESCs.

(7) Theater Sustainment and Theater Engineer Commands (TSCs/TECs), Theater Signal Commands, Medical Command Deployment Support (MCDS), and HQs 200th Military Police Command.

(8) Tier one ARECs based on USARC G-33 guidance.

(9) Criminal Investigation Division (CID).

(10) Army Reserve Careers Group (ARCG).

## **Army Reserve AGR Manning Guidance Unit Manning Priority List (Continued)**

### c. **Manning Priority 2 (M2) units** (90% fill based on authorized strength):

(1) Transforming/Modernizing Army Reserve (ARMF 5) units (as determined by USARC G-3/5/7).

(2) Other Operating Force units.

(3) Headquarters (HQs) of all Army Reserve Major Subordinate Commands, not previously listed within M1.

(4) Instructor/Drill Sergeant positions within the 80th and 108th Training Commands.

(5) USAR Detachments assigned to Combat Training Centers (NTC, JRTC, CMTC).

(6) Generating Force units in direct support of major collective training CTC, CSTP, Functional Training, and other major exercises as designed by the USARC G-3/5/7. Specifically, 84th Training Command Divisions and the Medical Readiness Training Command.

(7) Other Generating Force units not in direct support of Collective Training venues (as directed by the USARC G-3/5/7).

(8) U.S. Army Human Resources Command (HRC).

(9) Combatant Commands (non-ARET).

(10) Army Service Component Commands (non-AREC).

(11) OCAR Staff (Pentagon, Fort Belvoir).

(12) USARC Staff (Fort Bragg, Fort McCoy, Fort Knox).

(13) Tier two ARECs based on USARC G-33 guidance.

### d. **Manning Priority 3 (M3) units** (80% fill based on authorized strength):

(1) Units converting/reorganizing/activating.

(2) Office of the Secretary of Defense (OSD).

(3) Depart of the Army Staff (unless otherwise designated by HQDA guidance).

(4) Joint Staff.

(5) Tier three ARECs based on USARC G-33 guidance.



## **Army Reserve AGR Manning Guidance Unit Manning Priority List (Continued)**

e. **Manning Priority 4 (M4) units** (70% fill based on authorized strength):

- (1) United States Army Materiel Command.
- (2) U.S. Army Futures Command (AFC).
- (3) Corps of Engineers.
- (4) U.S. Army Forces Command (FORSCOM).
- (5) U.S. Space Command.
- (6) Network Enterprises Technology Command (NETCOM).
- (7) Intelligence and Security Command (INSCOM).
- (8) Army Medical Command (MEDCOM).
- (9) HQs, Training and Doctrine Command (TRADOC).
- (10) HQs, First Army (to include Divisions East/West).
- (11) Fifth Army.

f. **Manning Priority 5 (M5) units** (60% fill based on authorized strength):  
Inactivating units.

2. **United States Army Recruiting Command (USAREC)**. Due to the unique structure and duties aligned with its recruiting mission, HRC will fill AGR positions IAW the following guidance:

- a. Required Recruiter Force (RRF) (contract writers): 100% filled.
- b. Leadership positions i.e. Station Commander, First Sergeant, Command Sergeant Major, and Commanders: 100% filled.
- c. Non-RRF (non-contract writers): 70% filled.

## Accessions

1. HRC assigns Soldiers transitioning into the USAR AGR program to Troop Program Units (TPU) under the USARC command and control, to include the 7th and 9th MSCs and the 311th Signal Command (Theater), during their initial AGR tour assignment. HRC may access Functional Areas (FAs) and Area of Concentration (AOC) 36 officers into Above the Line commands. The USARC G-1 is the approval authority for all exceptions to this policy.
2. On a case-by-case basis, HRC may access Majors with 4 years or more Time in Grade and Lieutenant Colonels into the AGR program. The USARC G-1 is the approval authority for accessions in this category.
3. AGR Non-commissioned Officer (NCO) to AGR Warrant Officer. HRC Reserve Personnel Management Directorate (RPM) provides the USARC G-1 AMMB an annual analysis of warrant officer career fields that have a critical shortage of qualified applicants. HRC, USARC G-1, and Army Reserve Careers Group (ARCG) operate a program to fill critical shortage positions with qualified, competitively selected AGR NCOs to become AGR Warrant Officers in accordance with applicable regulations. Qualified AGR NCOs can apply for the Warrant Officer Candidate Program and, if selected, will attend requisite schooling to qualify for AGR Warrant Officer positions without release from the AGR program.
4. One Time Occasional Tours (OTOT). In accordance with AR 135-18, General Officer/Senior Executive Service and Commanders/Directors may request to bring a Soldier into the AGR program not to exceed a 3-year period. This program temporarily fills AGR positions that require specific/unique skill sets. Examples of OTOT assignments are as follows: Joint Duty Assignment List (JDAL), Equal Opportunity, Recruiting, Brigade/Battalion/Company Commander, First Sergeant, Command Sergeant Major, and Command Chief Warrant Officer. HRC conducts accessions panels and the identified Soldier must be recommended and placed on the AGR Accessions Order of Merit List (OML). Release from the AGR program will occur at the end of the OTOT order. Soldiers on an OTOT may apply for a new initial AGR tour. Soldiers on a OTOT that apply for an initial AGR tour will be considered by a regularly scheduled AGR accession panel convened by HRC and placed on the AGR accession consideration list. The AGR accessions office may access a Soldier on an OTOT order into the AGR Program on an initial AGR tour if they place high enough on the consideration list and a need exists.
5. Accessions By-name Requests (BNR). Accession BNRs are highly discouraged and require careful consideration before submission. In circumstances that require a specific skill set, the first General Officer/Senior Executive Service (SES) civilian may submit a BNR for a new accession to the AGR program. The requesting General Officer/SES civilian will contact the HRC RPM Director for guidance prior to submission of the accessions BNR.
6. HRC may assess Soldiers into the AGR program with an interim security clearance at the secret level. All other security clearance requirements for accessions must meet the minimum standards, unless waived by the appropriate authority.

## **Accessions (Continued)**

7. HRC may access Soldiers in a “will train” status for designated MOS/AOC/Branch reclassification training, as determined by the USARC G-1, to expedite the accessions process and to facilitate the readiness requirements for manning. If needed, HRC may use OTOT orders to accomplish this task or continue using AGR initial tour orders. As needed, the USARC G-1 coordinates with USARC G-37 to assist HRC accessions in acquiring training quotas.

8. Broadening Opportunity Program (BOP). TPU or Individual Mobilization Augmentee (IMA) Soldiers selected for BOP that require a long-term commitment or follow-on assignment may access into the AGR program as an OTOT or Career Accessions on a case-by-case basis. The Deputy Chief of Army Reserve (DCAR) is the approval authority.

## Assignments

1. Army Reserve Major Subordinate Commands, Headquarters, 9th and 7th Mission Support Commands (MSC), and 311th Signal Command (Theater) (311th SC (T)), consolidate, identify, and prioritize their AGR positions in the Mission Essential Requirements (MER) letters submitted to HRC Regional Account Managers (RAM) before the start of each distribution cycle. The MER process does not apply to Colonels, Sergeants Major (SGM), Chief Warrant Officers Five, or any other population managed by Army Reserve Senior Leader Development Office (SLDO). The MER process also does not apply to JAG Corps or Chaplain Corps personnel. The USARC G-1, AMMB, collaborates with the USARC/OCAR G-3/5/7 on a quarterly basis to ensure the Manning level data fields in the electronic Soldier Record Brief (eSRB) system remain accurately populated.
2. HRC briefs the USARC Deputy Commanding General (DCG), DCAR, and DCG SGM on the results of the Distribution Conference. If needed, the DCG and DCAR provide HRC with guidance for any issues or concerns resulting from the Distribution Conference.
3. AGR Permanent Change of Station (PCS) Guidance. HRC will use USAR unit operational requirements (primary importance), talent management, and AGR professional force development IAW DA PAM 600-3 to manage PCS timelines. Additionally, HRC will consider a Soldier's time on station to identify movers for future needs of the USAR. Lengths of OCONUS assignments are prescribed in AR 614-30. Deployments and local realignments/440 do not reset a Soldier's time on station. AGR Soldiers with less than 24 months before reaching Mandatory Removal Date (MRD) or Expiration Term of Service (ETS) will not PCS. The USARC G-1 is the waiver approval authority for this requirement.
4. Army Reserve Proponent Advisor (ARPA). An ARPA may request a Reserve Personnel Management Directorate (RPMD) in brief and a Career Management Field (CMF) review for their specific career fields.
5. AOC 36 and FAs 30, 40, 46, 49, 50, 51, and 59.
  - a. Due to the uniqueness and low-density of AOC 36 and FAs 30, 40, 46, 49, 50, 51, and 59, the ARPAs use guidance from DA Pam 600-3 to develop and provide the AMMB with an AOC/FA career progression path on an annual basis. The career progression paths highlight key developmental assignments and critical positions for fill within the AOC/FA. The USARC G-1, AMMB reviews the officer career paths regularly and updates as needed. Due to the concentration and high demand for these AOC/FAs in specific locations, career progression paths for these AOC/FAs may include back-to-back assignments in the same geographic region. When possible, HRC makes a reasonable effort to realign Soldiers locally in accordance with these career progression paths. These Soldiers are not exempt from filling Below the Line or lateral positions.
  - b. HRC fills AOC 36 and FAs 30, 40, 46, 49, 50, 51, and 59 to the maximum level supported by the available population in the respective specialty. HRC will not assign officers to positions outside of their AOC/FA without approval from the USARC G-1 with input from the AOC/FA ARPA. The following exceptions apply:

## Assignments (Continued)

(1) Command selection on a centralized list.

(2) Centralized Professional Military Education selection.

(3) An AOC/FA is over strength at a specific pay grade and/or skill set after the assignment of officers in the current inventory to positions one pay grade above or below existing authorizations.

6. Married Army Couples Program (MACP). The MACP provides Soldiers the opportunity to establish a joint domicile while fulfilling the Army's mission. The MACP remains applicable to AGR Soldiers married to active duty members of the RA, other active duty U.S. Military Services, other AGR Soldiers, and Title 10 U.S. Code ANGUS. Enrollment in the MACP does not guarantee, but is a consideration for future joint-domicile assignments. The intent remains to extend the courtesy of the MACP to AGR Soldiers and accommodate joint domicile whenever possible, with the needs of the USAR being the final determining factor. The MACP is not applicable to Soldiers serving on an OTOT.

7. Joint Duty Assignment List (JDAL) positions. JDAL assignments represent critical 36-month duty assignments in the Office of the Secretary of Defense, the Joint Staff, and Combatant Commands. The positions are nominative and filled pursuant to the approved HRC joint nomination process. HRC fills these positions pursuant to manning priorities outlined in enclosure 2 Manning levels and unit priorities.

8. Special Staff Positions. HRC fills Special Staff Positions such as Equal Opportunity (EO), Sexual Harassment/Assault Response and Prevention (SHARP) Victim Advocates, and other positions the CAR deems appropriate, with qualified Soldiers in accordance with (IAW) the selection requirements outlined in applicable regulations. HRC will fill these positions at 100% fill (M1). The USARC EO and Sexual Assault Response Coordinator (SARC) advisors provide guidance to HRC on all Special Staff Position nominees IAW specified guidance from the USARC CG.

9. Guidance for Key Army Reserve Positions and Staff Billets. Assignments directed by the Army Reserve, e.g., COL/CW5/CSM/SGM slating, Brigade and Battalion Command Selection, the AGR Command Team Assignment Program (CTAP), applicable PME, and other needs of the AR or Senior Staff fall under this category. HRC and SLDO collaborate with the USARC G-1 on the following:

a. Brigade/Battalion/Company Commander and First Sergeant. The AGR Brigade and Battalion Command Program will be managed IAW the current USAR COL and LTC Command Board Program policy. Assignments as Commanders and First Sergeants take precedence unless a Soldier is deferred due to an operational deployment or individual circumstance (i.e., Professional Military Education) prior to selection. HRC manages the AGR First Sergeant program IAW enclosure 1, reference 3. The decentralized AGR Company Command Program is managed IAW with enclosure 1, reference 3. HRC or other entities will not publish Temporary Change of Station (TCS) orders to another unit for Soldiers assigned to an AGR Commander or

## Assignments (Continued)

First Sergeant position under the AGR Command Team Assignment Program (enclosure 1, reference 3). The USARC G-1 is the approving authority for all exceptions to this policy.

b. AGR Command Sergeant Major (CSM)/Sergeant Major (SGM) Program Management. SLDO centrally manages the AGR CSM/SGM program. As part of the AGR assignment process, SLDO CSM/SGM Branch provides the AR CSM a projected slating for the movement cycle. The AR CSM uses the projected slating for coordination with ARPAs, Army Reserve staff, DA staff, and HRC RPMD for the assignment of AGR Soldiers to the identified positions. The AR CSM serves as the approving authority for all CSM/SGM assignments.

c. Army Reserve AGR Officer Nominative/Black Book positions and NCO Key Billet Positions. The CAR, AR CSM, and AR Command Chief Warrant Officer determine the list of Nominative/NCO Key Billet Positions. The AGR Nominative/NCO Key Billet Position policy lists all AGR positions that fall within these categories. The RCMS system remains the system of record for these positions.

d. Tenured Roles. Soldiers assigned to Inspector General, Equal Opportunity Officer/Enlisted, NCO Academy, Reserve Officers' Training Corps (ROTC) Commands, Regional Training Sites – Maintenance, Drill Sergeant, and other tenured roles will remain stabilized in the assignment IAW regulatory guidance. HRC reviews exceptions to this policy on a case-by-case basis.

e. Force Structure and Authorization Changes. Displaced Soldiers (due to duty MOS/AOC mismatch or authorization changes to the unit or organization authorization document) may remain stabilized in their current assignment for up to 12 months from the date the position became invalid or be realigned to a valid position in the local area. HRC is the approving authority for stabilizations up to 12 months. The USARC G-1 serves as the approval authority for displacement stabilizations exceeding 12 months.

10. If HRC is unable to fill positions using the normal assignment process, HRC may request from the DCAR, through the USARC G-1, the authority to execute involuntary detailed assignments.

11. By-name requests (BNRs). BNRs are highly discouraged, with the exception of OTOT, and require careful consideration before submission. All positions submitted for BNR are limited to those that require a key skill set, not as a way to backfill a vacant position. BNR procedures are attached.

## **By-Name Request (BNR) Process for AGR Officer and Enlisted Assignments**

1. Policy. HRC, RPMD manages the BNR Program. BNRs route from proponent, through the AGR Distribution Branch, to Director, RPMD for decision. Requests are for current AGRs, TPU, IMA/IRR, or AC Soldiers and assist to facilitate senior leaders at the General Officer or equivalent level, who personally request a Soldier to fill a specific AGR authorization.

2. Standard. HRC processes BNR assignments pursuant to the established authorization documents (i.e. the Modified Table of Organization and Equipment and the Table of Distribution and Allowances). Soldiers considered for a BNR must meet the minimum utilization qualifications as outlined in AR 614-100 (Officers) and AR 614-200 (Enlisted). A number of factors influence the ability to support a BNR assignment including, but not limited to, Soldier preference, career management needs, Army requirements, and consideration of compelling personal matters. Fundamental guidelines/standards ensure request processing with the appropriate level of visibility and ensures proper oversight and discipline in managing strengths IAW current CAR Manning Guidance, meeting the needs of the Army, while simultaneously supporting the overall CSA guidance/directive to balance formations.

a. Director, RPMD.

(1) Exercises overall management and control of the program.

(2) Holds disapproval authority for 1-star and above, and for principle agencies within HQDA (OCAR, USARC, OJCS, OCSA, OSA, and OSD).

(3) Provides disposition of unsupportable requests to the CG, HRC.

b. Chief, AGR Distribution Branch.

(1) Delegated approval authority to sign official correspondence supporting the request.

(2) Responsible for applicable adjustments that impact validated distribution or other extenuating circumstances (i.e., reporting timelines, backfills, etc.).

3. Administration.

a. BNRs must be for AGR requirements and signed by a GO or SES equivalent. Agencies must remain cognizant of procedural processes and timelines associated with all requests.

b. BNRs to fill Temporary Manpower Allocations (TMAs) require concurrent submission with the TMA request to the USARC G-1 for validation. Once validated, the USARC G-1 will forward the BNR request to the AGR Distribution Branch at HRC to staff, solicit recommendations, and to obtain final disposition of the requests.

c. Agencies and commands will submit BNRs one week prior to a Distribution Conference. During the Distribution Conference, the Assignment Divisions will

**By-Name Request (BNR) Process for AGR Officer and Enlisted Assignments**  
**(Continued)**

compare available movers to Army requirements and determine which requirements are valid IAW the CAR's Manning Guidance and priorities. For requests not supported through the normal distribution process, the Director, RPMD will address the request as an exception.

d. All supported commands will submit requests via formal memorandum, with the following exceptions (Command Request – encl):

(1) SD Form 37 – OSD only.

(2) JS Form 70A – OJCS only.

e. Tour Lengths.

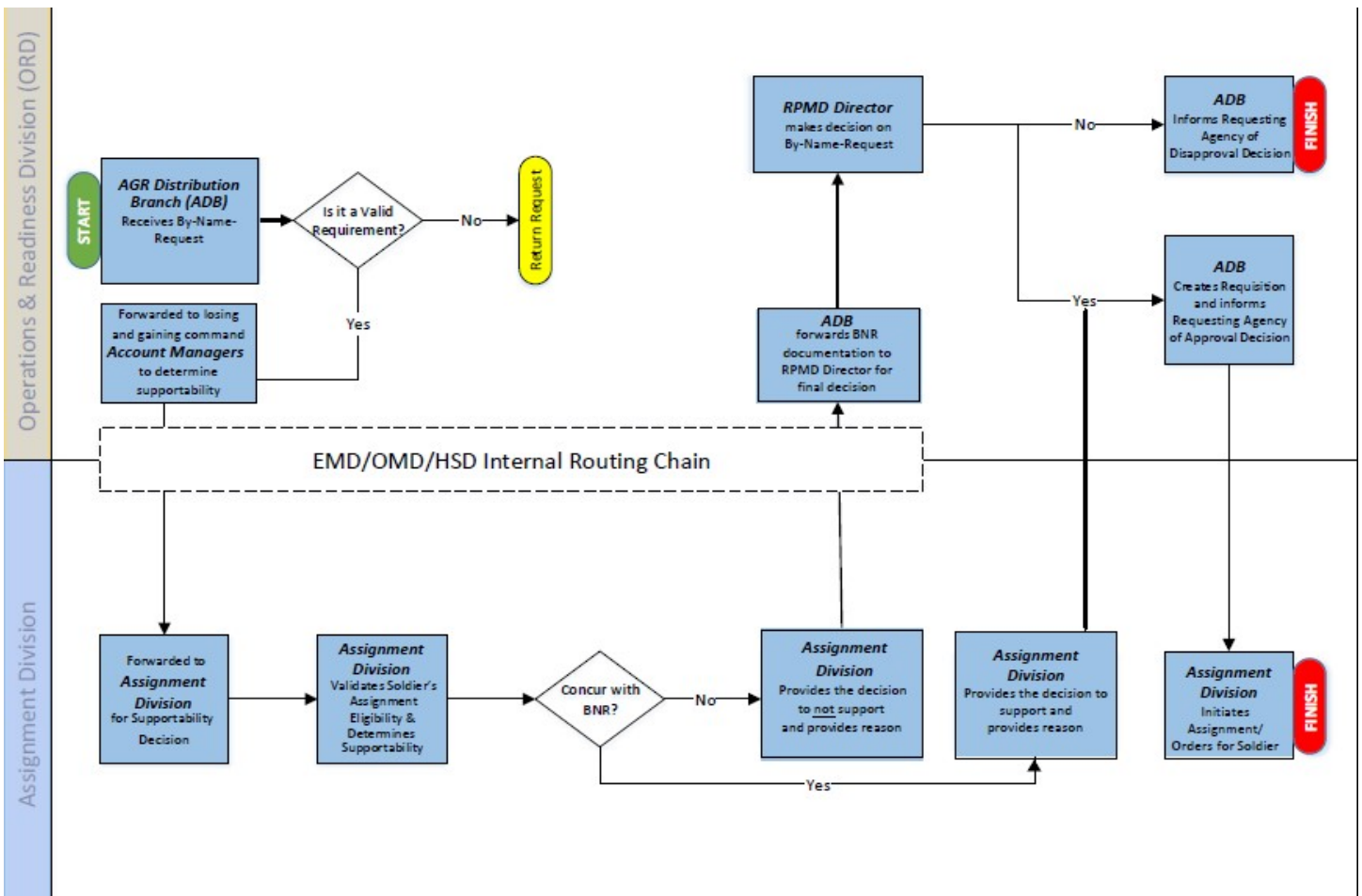
(1) Changes to the BNR report date requires coordination with the gaining command or agency. Optimally, the report date to the unit/agency should allow the Soldier 90-120 days from the date of approval.

(2) Assignments to BNR positions stabilize Soldiers for the duration of the tour length listed on the request unless released for cause or other extenuating circumstances.

(3) Soldiers are precluded from any other assignment action within the prescribed tour length unless selected for command, PME, First Sergeant, promotion to SGM, or to a career-enhanced, high-profile position of greater priority than the current BNR position as determined by the Director, RPMD.



## By-Name Request Assignment Workflow



EMB – Enlisted Management Branch  
 OMB – Officer Management Branch  
 HSD – Health Services Division  
 RPMD – Reserve Personnel Management Directorate



DEPARTMENT OF THE ARMY  
LETTERHEAD

CMD REQ Template

XXXX-XXX (ARIMS #)

17 August 2020

MEMORANDUM FOR US Army Human Resources Command (AHRC-ROR), 1600  
Spearhead Division Avenue, Fort Knox, KY 40121

SUBJECT: By-name Request for (Soldier Rank Full Name (AOC/MOS))

1. Request approval for (Soldier Name) with a report date no later than DD Month YYYY. The requirement was/was not submitted on the Commands Mission Essential Requirement (MER) for the applicable Distribution Cycle. (If not, in order to alleviate additional delay(s) provide reason(s))
2. Documented/authorized position:
  - a. UIC Posn Para/Lin or Approved TMA/eJMAPS# (attach TMA if applicable)
  - b. Position Title:
  - c. Strength: #Projected/#Authorized (e.g., 9/10/90%)
3. Tour Length requirements.
4. Required skills.
5. Summary of Duties.
6. Justification. (Provide detail position requirements and how the requested Soldier meets those needs)
7. Current incumbent/disposition: (indicate the incumbents Rank Full Name, disposition and expected loss date)
8. Any additional supporting remarks for strength issues/conflicts with RCMS data.
9. Point of contact is (Enterprise email and phone).

**(MUST BE DIGITAL SIGNATURE)  
SIGNATURE BLOCK  
(GO OR SES EQUIVALENT)**

## **Deploying Units and Temporary Manpower Allocation**

1. HRC will fill positions within deploying Army Reserve Mission Force units approximately 18 months prior to, but not later than 365 days prior to Home Station Arrival Date. USARC G-1 will update the Record Brief module with Home Station Arrival information on a quarterly basis.

a. AGR Soldiers who deploy will meet the dwell time requirements in the Army Individual Dwell Time (IDT) policy pursuant to AR 614-30 for active duty Soldiers.

b. Soldiers assigned to deploying units with a valid Force Tracking Number or Army Tracking Number will remain assigned to their unit if within 90 days of Home Station Arrival Date. The USARC G-1, with input from HRC RPMD, is the waiver approval authority for this requirement.

2. Temporary Manpower Allocation (TMA) positions (formerly known as Directed Military Overstrength (DMO) positions). TMA position approval is for a specific mission, requirement, and specified time. TMAs do not count against AGR manning percentages within a below the line command. The CAR or the TMA panel must approve all TMAs without a bill payer. Upon TMA tenure expiration, position recoding from TMA to Excess occurs. HRC will fill approved TMA positions in accordance with the manning priorities outlined in enclosure 3.