



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

DAAR-HR (614-200a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief of Army Reserve Policy #21-05: Senior Enlisted Enhancement – Army Reserve (AR) Active Guard Reserve (AGR) Command Team Assignment Program (CTAP) Leadership (LDR) Positions

1. References.

a. Office of the Chief of Army Reserve (OCAR), DAAR-HR memorandum, Subject: Army Reserve (AR) Active Guard Reserve (AGR) Command Team Assignment Program (CTAP) Leadership (LDR) Positions, 10 Aug 17.

b. Army Regulation (AR) 135-18, The Active Guard Reserve Program, 11 Oct 19.

c. AR 614-200, Enlisted Assignments and Utilization Management, 25 Jan 19.

d. OCAR, DAAR-HR memorandum, Subject: Chief of Army Reserve Policy #21-04: United States Army Reserve (USAR) Active Guard Reserve (AGR) Manning Guidance, 2 Sep 21.

e. United States Army Reserve Command (USARC), AFRC-PR memorandum, Subject: Change in Systems for Management of United States Army Reserve (USAR) Active Guard Reserve (AGR) Soldiers, 9 Dec 16.

f. OCAR, DAAR-HR memorandum, Subject: Delegation of Authority #20-26: Detailing Active Guard Reserve (AGR) Soldiers, 18 Dec 20.

2. This policy enhances reference 1a, enclosure 5 (AR AGR Command Sergeant Major (CSM) LDR Positions), and enclosure 6 (AR AGR First Sergeant (1SG) LDR Positions). It provides guidance regarding the amended selection and processing procedures for detailing Senior Enlisted AGR Soldiers to Troop Program Unit (TPU) CSM or 1SG positions as an additional duty. This policy augments reference 1a as follows and remains in effect until superseded, rescinded, or withdrawn.

a. Supersedes enclosure 1 (AR AGR CTAP Guidance), paragraph 8.

b. Expands enclosure 5 (AR AGR CSM LDR Positions).

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- c. Expands enclosure 6 (AR AGR 1SG LDR Positions).
3. The intent of this policy enhancement expands leadership opportunities to the senior enlisted AGR population by authorizing the detailing of AGR senior noncommissioned officers (NCOs) to TPU CSM or 1SG positions, as an additional duty, outside of their current unit of assignment. This policy applies to USARC Major Subordinate Commands, the 7th and 9th Mission Support Commands, and the 311th Theater Signal Command.
 4. The OCAR/USARC CSM will approve/disapprove details of senior NCOs to units outside of the Soldier's unit of assignment to serve as a CSM, up to 36 months, or 1SG, up to 24 months. Based on the OCAR/USARC CSM approval/disapproval, the USARC Deputy Chief of Staff (DCS), G-1 will publish the duty detail memo.
 5. General Guidance.
 - a. Nominative CSMs must assess their organizations for the inclusion of TPU CSM and 1SG positions into this program at least 18 months from the current incumbent's tenure end. Submit requests for inclusion, through the OCAR, Senior Leader Development Office (SLDO), to the OCAR/USARC CSM for approval and consideration by the AGR CSM and 1SG Panels. Nominative CSMs will not include organizations with a documented, or established (by Active Military Management Branch (AMMB)) LDR position, AGR Lieutenant through Major commander authorization.
 - b. The Army and Army Reserve readiness models serve as the primary documents for AGR management and all business practices to meet the CAR's intent for AGR utilization. This enhancement does not add additional AGR authorizations. Army Human Resources Command (HRC) will not access Soldiers into the AGR program solely to fill positions under this program.
 - c. This program will not create non-leadership positions (i.e., TPU Battalion Ops SGM). Commands will process changes to manning documents using established Force Management (FM) procedures or utilize Temporary Manpower Authorizations.
 - d. All AGR CTAP positions are one-time fills and do not exceed established tenured timeframes. The USARC DCS, G-1, AMMB, SLDO, and HRC are responsible for ensuring the release of detailed Soldiers upon detail tenure expiration.
 - e. Extension requests are not authorized for personnel detailed to a CSM or 1SG position after the unit advertises the position for fill.

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f. Details of Soldiers selected for this voluntary additional duty will be in writing IAW AR 135-18. Details must be within commuting distance of the Soldier's unit of assignment according to the Joint Travel Regulation. Commands will submit exceptions to detail Soldiers to units outside of commuting distance to the USARC DCS, G-1 (AMMB) for approval/disapproval. When an exception to detail a Soldier to a unit outside of commuting distance is approved, the USARC DCS, G-8 is responsible for providing reimbursement for travel expenses as authorized by applicable finance regulations and the Joint Travel Regulation.

g. AGR Sergeants Major assessed as most qualified or fully qualified on an evaluation board, but not selected as an AGR CSM, may be considered for this program based on the OCAR/USARC CSM's guidance.

h. AGR Master Sergeants assessed as most qualified or fully qualified on an evaluation board, but not selected as an AGR 1SG, may be considered for this program based on the OCAR/USARC CSM's guidance.

i. AGR Soldiers detailed as a CSM/1SG under this program will not perform CSM/1SG duties during core business hours at their assigned AGR duty location. While serving in the detailed CSM/1SG position during battle assembly and annual training, the CSM/1SG duties will take priority over AGR duties. The Soldier's AGR duties will take priority at all other times outside of battle assembly and annual training with the detailed unit.

j. AGR Soldiers participating in this program will perform battle assemblies and annual training with their detailed unit. Soldiers may still be required to perform battle assemblies and annual training with their assigned AGR unit. If schedules conflict, Soldiers will attend battle assembly and annual training with the detailed unit.

k. AGR Soldiers are detailed rather than assigned as a CSM/1SG under this program and will not be laterally appointed or wear the CSM/1SG rank.

l. Commanders of organizations where an AGR Soldier is duty detailed to fill a CSM/1SG position will provide a Letter of Input of duties performed for inclusion in the Soldier's evaluation.

m. The assigned AGR unit retains Uniform Code of Military Justice (UCMJ) authority and responsibility for the management of personnel administrative actions.

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6. Tenure.

a. Noncommissioned Officers (NCOs) filling CSM positions will serve a 3-year tenure. The AGR overseas command tenure is 36 months or based on the incumbent's date eligible for return from overseas (DEROS). The OCAR/USARC CSM will consider extension requests. If approved, the tenure will extend for 12 additional months, but will not exceed 48 total months. Appointment details will not affect AGR movement cycles.

b. Submit extension and curtailment requests for an incumbent CSM through the chain of command to the OCAR, SLDO. Approval authority for extensions and curtailments is the OCAR/USARC CSM who may further delegate to the USARC G-1 SGM. Based on the OCAR/USARC CSM approval/disapproval, the USARC DCS, G-1 will publish the duty detail memo.

c. NCOs filling 1SG positions will serve a 2-year tenure. The AGR overseas command tenure is 36 months or based on the incumbent's date eligible for return from overseas (DEROS). The OCAR/USARC CSM will consider extension requests. If approved, the tenure will extend for 12 additional months, but will not exceed 36 total months. Appointment details will not affect AGR movement cycles.

d. Submit extension and curtailment requests for an incumbent 1SG through the chain of command to HRC, Reserve Personnel Management Directorate (RPMD), Enlisted Management Division (EMD). Approval authority for extensions and curtailments is the OCAR/USARC CSM who may further delegate to the USARC G-1 SGM. Based on the OCAR/USARC CSM approval/disapproval, the USARC DCS, G-1 will publish the duty detail memo.

7. Selection Process Responsibilities.

a. Refer to the latest HRC MILPER Message regarding AGR CSM Centralized Selection List Board.

b. The OCAR, SLDO, selects CSM candidates from the SGM Evaluation Board Order of Merit List (OML).

c. The OCAR, SLDO will develop a CSM panel, based on the guidance received by the OCAR/USARC CSM, to select personnel for positions of assignment.

d. After selection, OCAR, SLDO will provide the selectees' names to USARC G-1, AMMB to publish the duty detail memos and the approved results of the CSM panel with a primary and an alternate for each position.

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e. Refer to the latest HRC MILPER Message regarding AGR 1SG Centralized Selection List Board.

f. The HRC, RPMD, EMD, selects 1SG candidates from the MSG Evaluation Board OML.

g. The HRC, RPMD, EMD will develop a 1SG panel, based on the guidance received by the OCAR/USARC CSM, to select personnel for positions of assignment

h. After selection, HRC, RPMD, EMD will provide the selectees' names to USARC G-1, AMMB, for publishing of the duty detail memos.

8. Points of contact for actions outlined throughout this policy enhancement.

a. USARC G-1, Active Military Management Branch (AMMB): usarmy.usarc.usarc-hq.mbx.ammb@mail.mil; MAJ Angela Valcin at (910) 570-8836; or Mr. Xavier R. Cofield, Chief, AMMB at (910) 570-9078.

b. OCAR, SLDO: usarmy.usarc.ocar.mbx.sldo-e9@mail.mil or SGM Le'Roy J. Tousant II at (502) 626-4697.

c. HRC, RPMD, EMD 1SG Program at usarmy.knox.hrc.mbx.rpmd-emd-agr-1sg@mail.mil.

6 Encls

1. AR AGR CTAP Guidance
2. AR AGR LTC/COL LDR Positions
3. AR AGR CO/DET LDR Positions
4. AR AGR CCWO LDR Positions
5. AR AGR CSM LDR Positions
6. AR AGR 1SG LDR Positions

JODY J. DANIELS
Lieutenant General, U.S. Army
Chief of Army Reserve

DISTRIBUTION:

A

B

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(CONT)

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SUBJECT: Chief of Army Reserve Policy #21-05: Senior Enlisted Enhancement –
Army Reserve (AR) Active Guard Reserve (AGR) Command Team Assignment
Program (CTAP) Leadership (LDR) Positions

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OCAR Directors & Deputies

AR AGR Command Team Assignment Program (CTAP) Guidance

1. Positions.

a. AGR CTAP LDR positions will not be documented on Headquarters, Department of the Army (HQDA) organizational documents Modified Table of Organization and Equipment (MTOE) or Table of Distribution and Allowances (TDA). These positions will be managed in the Reserve Component Manpower System (RCMS) database, Electronic Soldier Record Brief (eSRB) application and will be identified as "LDR" in the paragraph field.

b. The AR does not have additional authorizations for this program. Commands must identify valid AGR positions to block as bill-payers. The bill-payer must be an authorized and vacant AGR position that must remain authorized and vacant for the duration of the LDR position. Commands must provide MTOE or TDA documentation from the Force Management System Web Site (FMSWEB) showing AGR position is valid for the duration of the tenure. Bill-payer must be of equal or higher grade as the requested LDR position. Requests without a valid bill-payer will be returned without action. Commands may request an exception to policy (ETP), if a valid bill-payer is not available. Submit ETP requests to USARC G-1, AMMB. The USARC G-1 will review ETP request and determine if request will be disapproved, or presented to the Temporary Manpower Allocation (TMA) Panel for final approval or disapproval.

Desired LDR position	Authorized AGR Bill-Payer
O6	O6
O5	O6/O5
O4	O6/O5/O4
O3	O6/O5/O4/O3
CW5	CW5
CW4	CW5/CW4
CW3	CW5/CW4/CW3
CW2	CW5/CW4/CW3/CW2
E9	E9
E8	E9/E8

2. All AGR CTAP LDR positions are considered a one-time fill and will not exceed established tenured timeframes. Upon expiration of the tenure, LDR positions will be re-coded from LDR to Excess. The USARC G-1, AMMB, and the US Army Human Resources Command (HRC) will monitor personnel assigned to LDR positions to ensure they are properly reassigned upon LDR expiration. Submit a new LDR position request to USARC G-1, AMMB, if the command requires extending a LDR position for another tenure.

3. Extension requests for personnel assigned to a LDR position are not authorized after the position has been advertised for fill.

AR AGR Command Team Assignment Program (CTAP) Guidance (continued)

4. Commands must assess all full-time support staff when reviewing possible AGR LDR opportunities. Units will not request an AGR LDR commander position if they already have an AGR CSM/1SG (documented or LDR), or vice versa.
5. Soldiers will not be accessed into the AGR Program expressly to fill positions under this program. The USARC G-1 and HRC will consider exceptions for CPTs and MAJs in shortage branches.
6. The overseas command tenure for AGR CTAP LDR positions is 36 months or based on the incumbent's date of eligible for return from overseas (DEROS). Command tenures are outlined in Enclosures 2 to Enclosures 6.
7. This program will not create non-leadership positions (i.e., Battalion S-3). Commands will process changes to TDAs using established Force Management (FM) procedures or use the TMA program.
8. OFTS Commands will not circumvent this policy by duty detailing AGR Soldiers to fill TPU Command Team positions or to perform the duties of a TPU Soldier at the expense of TPU Soldiers. The AGR Soldier may only serve in a Command Team position as interim for six months. AGR Soldiers serving as interim must have a duty detail memo submitted to the OFTS, G-1 AGR Manager(s) for tracking. Interim duties extending beyond six months require OCAR G-1/USARC G-1 approval. Extension requests will be submitted to USARC G-1, AMMB, email indicated in paragraph 6a of base memorandum.
9. Responsibilities.
 - a. OFTS Commands.
 - (1) Consolidate positions identified for the AGR CTAP with associated bill-payer positions. Submit AGR CTAP LDR requests to USARC G-1, AMMB, with a detailed justification as to why an AGR CTAP LDR position is needed, together with the valid bill-payer information: unit identification code (UIC), paragraph, line number, position name, authorized grade, Area of Concentration or Duty Military Occupational Specialty (AOC/DMOS), and unit name. Include LDR position information: UIC, position name, grade, AOC/DMOS, unit name, and address. Also, include MTOE or TDA documentation from FMSWEB showing AGR bill-payer position is valid for the duration of the tenure. Requests that do not meet the detailed requirements mentioned above will be returned without action. Enclosure 1-1, 1-2 and 1-3 to Enclosure 1 is an example of the CTAP LDR request packet.
 - (2) Forward consolidated AGR CTAP LDR request packet signed by the OFTS Command Commanding General (or designated representative with delegated signature authority) to USARC G-1, AMMB to the email indicated in paragraph 6a of base memorandum.

AR AGR Command Team Assignment Program (CTAP) Guidance (continued)

(3) Update the Regional Level Application Software (RLAS) Unit Manning Report to identify AGR CTAP positions.

b. USARC G-1.

(1) Establish policy.

(2) Manage the AR AGR CTAP.

(3) Review CTAP requests to ensure compliance with this policy.

(4) If a valid bill-payer is provided, staff LDR request with recommendation to approve or disapprove. If a valid bill-payer is not provided and an ETP is submitted present LDR request to the TMA Panel for approval or disapproval. Every effort to identify a valid bill-payer will be exhausted prior to presenting LDR request to the TMA Panel.

(5) Prior to blocking provided Above the Line (ABL) bill-payers, coordinate with OCAR G-1 and OCAR G-3/5/7, FM, to ensure the bill-payer is valid and will remain valid for the duration of the LDR position. For Below the Line (BLT) bill-payers, coordinate with USARC G-3/5/7, FM.

(6) Coordinate CTAP selectees using the slating process/order of merit list from the COL/LTC Command Assignment Selection Board.

(7) Create approved LDR positions and block validated bill-payers in RCMS-eSRB, and further coordinate with AR SLDO and HRC for personnel assignment.

(8) Upon LDR expiration, change authorized LDR position from LDR to Excess in RCMS eSRB, and further coordinate with AR SLDO and HRC for personnel reassignment.

(9) Provide LDR expiration notifications to commands to allow ample time to submit extension requests, if applicable.

(10) Perform monthly review of RCMS eSRB to update or delete expired LDR positions.

(11) Prepare a monthly LDR report to OCAR and USARC leadership for tracking and accountability purposes.

(12) Monitor subordinate units for compliance with this program.

AR AGR Command Team Assignment Program (CTAP) Guidance (continued)

c. TMA Panel:

(1) For any LDR request without a valid bill-payer, after every effort has been exhausted to identify one, the TMA Panel will convene to review the request for mission, function, supportability, and vote for approval or disapproval.

(2) Voting members consist of the USARC Deputy Commanding General (DCG), the USARC Chief of Staff (COS), OCAR's Deputy Chief of Army Reserve (DCAR) and OCAR's Director of Resource Management. In the event one of the voting members is not available, their respective Deputy/delegate will vote on their behalf. In the event of a tie vote by the TMA panel OCAR's Assistant Chief of Army Reserve (ACAR) will serve as the tie breaker.

(3) Representatives from OCAR and USARC G-3/5/7, FM, will be present to address any related FM questions.

(4) The TMA Panel may also review requests as requested by the USARC G-1.

d. OCAR G-3/5/7, FM.

(1) Upon receipt from USARC G-1, AMMB, validate bill-payer is valid and will remain valid for the duration of the LDR position.

(2) Verify units do not realign authorizations for bill-payer positions.

(3) Validate any supporting FM documentation submitted with the LDR request.

(4) Participate in the TMA Panels to address any FM related questions for LDR positions.

e. Senior Leader Development Office (SLDO) and HRC, as outlined throughout the policy.

(1) Provide USARC G-1, AMMB, analysis on how the requested LDR position and provided bill-payer, if applicable, will impact the AGR inventory.

(2) Manage LDR positions at 100% fill, while maintaining manning priorities and fill percentage expectations established in the AR AGR Manning Guidance.

(3) Select and assign personnel within six months or within a manning cycle of approved LDR position date. The effective start date of the LDR position is based on the incumbent's assignment date.

(4) Monitor personnel assigned to LDR positions to ensure they are properly reassigned upon LDR expiration.



**DEPARTMENT OF THE ARMY
HEADQUARTERS, REQUESTING ORGANIZATION
1234 SOME STREET
FORT NOWHERE GA 32822-8400**

Organization's Office Symbol

Date

MEMORANDUM FOR Commander, US Army Reserve Command (USARC)
(AFRC-PRP), 4710 Knox Street, Fort Bragg, NC 28310-5010

SUBJECT: Request for Command Team Assignment Program Leader (LDR) Position

1. The 350th Civil Affairs Command (CACOM) requests an AGR Company Commander LDR position to maintain unit readiness during a Fiscal Year (FY) 2017 structure change. The 486th Civil Affairs (CA) Battalion (BN) is scheduled to split between Tulsa, OK, and Little Rock, AR, in FY17. Two companies will be separated from the BN Headquarters (HQs) staff and senior full-time support. The most senior full-time support person assigned to the two companies in Little Rock, AR, will be an E7, 38B, Training NCO. From our lessons learned managing split stationed units, the companies away from the BN HQs need either an AGR Company Commander or an AGR First Sergeant. We request an AGR Company Commander, which is currently filled by a TPU officer. Requested fill by date is 1 October 20XX. **Requests without a valid bill-payer or a detailed justification for an AGR LDR position will be returned without action.**

EXISTING AUTHORIZATION BILL PAYER:

UIC	PARA	LINE	POS NAME	GR	AOC	UNIT
WRUGT0	108	01	Chief	O4	38A	486th CA BN

REQUESTED NEW LEADER POSITION:

UIC	PARA	LINE	POS NAME	GR	AOC	UNIT
WRUGC0	LDR	XXXX	Company Commander	O4	38A	C Co/486th CA BN

Address: 1234 Long Street, Fort Bragg, NC 28310.

2. For additional information, contact COL Brad Pitt at (703) 571-1234 or at brad.pitt.mil@mail.mil.

- 2 Encls
- 1. FY17 TDA
- 2. FY18 TDA

ANGELINA R. JOLIE
Major General, USAR
Commanding

AR AGR LTC and COL LDR Positions

1. Tenure.

a. Officers filling COL positions serve a 2-year command tenure. The AGR LDR overseas command tenure is 36 months or based on the incumbent's date of eligible for return from overseas (DEROS). Extension requests are authorized for up to 12 additional months, but will not exceed 36 months of total command tenure, and must be submitted NLT 1 March of the first year of the command tenure. Submit extension requests through the chain of command to USARC G-1, OMB and AMMB. Approval authority is the Chief of Army Reserve (CAR). Ensure the extension request memorandum addresses the extension of both, the incumbent and the LDR position. The USARC G-1, OMB, will notify SLDO of COL approvals/disapprovals.

b. Officers filling LTC positions serve a 2-year command tenure. The AGR LDR overseas command tenure is 36 months or based on the incumbent's date of eligible for return from overseas (DEROS). Extension requests are authorized for up to 12 additional months, but will not exceed 36 months of total command tenure, and must be submitted NLT 1 March of the first year of the command tenure. Submit extension requests through the chain of command to USARC G-1, OMB and AMMB. Approval authority is the USARC DCG. Ensure the extension request memorandum addresses the extension of both, the incumbent and the LDR position. The USARC G-1, OMB, will notify HRC, Account Managers, of LTC approvals/disapprovals.

c. Curtailment requests over 60 days of command tenure require USARC DCG approval, and will be submitted through the chain of command to USARC G-1, OMB. Curtailment requests with 60 days or less are approved by the respective OFTS Commander. Notify USARC G-1, OMB, immediately of all curtailments approved below USARC level. The USARC G-1, OMB, will then notify AMMB, SLDO, and HRC.

2. Selection Process Responsibilities.

a. The CAR is the convening/approval authority for AGR COL and LTC Command Boards.

b. HRC announces the board and eligibility criteria annually via MILPER Message.

c. The HQDA Secretariat (DAS) conducts the AGR Centralized COL and LTC Command Board. The DAS will develop Order of Merit Lists (OML) from the board's proceedings. The HRC then forwards the OMLs and the roll-ups of the AGR preference data to USARC, OMB.

d. The USARC, G-1, serves as the slating official. The CAR is the approval authority for the COL Command Board initial slate and the USARC G-1 is the approval authority for subsequent COL slates. The USARC G-1 is the approval authority for the LTC Command Board slate.

AR AGR LTC and COL LDR Positions (continued)

e. After selection, USARC G-1, OMB, provides selectee's name to USARC G-1, AMMB. The USARC G-1, AMMB, then builds the LDR position in RCMS eSRB.

AR AGR Company/Detachment (CO/DET) LDR Positions

1. Tenure.

a. Officers filling CO/DET level positions serve a 2-year command tenure. The AGR LDR overseas command tenure is 36 months or based on the incumbent's date of eligible for return from overseas (DEROS). Extension requests are authorized for up to 12 additional months, but will not exceed 36 months of total command tenure. Process extensions and curtailments requests, for an incumbent, through the chain of command. Approval authority for extensions and curtailments is the respective OFTS Commander. Notify USARC G-1, AMMB, immediately of all extensions and curtailments approved below USARC level.

b. When initiating an extension request, for an incumbent, at the command level, submit a separate request to USARC, AMMB, to extend the LDR position. If the LDR position extension request is disapproved, it will automatically void the incumbent's extension. The USARC G-1, AMMB, will notify HRC, Account Managers, of approvals/disapprovals.

2. Eligibility for Command.

a. Have at least 2 years remaining at their current grade before becoming eligible for promotion.

b. Have completed or be able to complete the Captain's Career Course before taking captain-level company command.

c. Have not been previously selected for command at the current grade.

d. Not under a suspension of favorable personnel action (FLAG).

3. Selection Process Responsibilities.

a. The OFTS Command G-1 will monitor the tenure of their AGR CO/DET command positions. Provide HRC, Account Managers, a list of CO/DET command positions scheduled to become vacant through the current and next Mission Essential Requirements (MER) cycles. Commands will make every effort to identify positions to HRC two MER cycles prior to the current commanders' tenure expiration.

b. The HRC Account Managers provide a list of eligible AGR officers to the OFTS Commands. Upon receipt of the list of eligible officers, commands will review and prepare an OML of considered officers. If the command has multiple equivalent positions, the command may recommend officers for specific unit assignments.

AR AGR Company/Detachment (CO/DET) LDR Positions (continued)

c. While not mandatory, OFTS Commands are strongly encouraged to conduct a panel to review and consider the list of eligible officers (provided by HRC) to ensure the best-qualified officer is selected for command.

d. The OFTS Command will submit an OML and memorandum, signed by the Commander (or designated representative), to HRC, Account Managers.

(1) Enclosure 1 to Enclosure 3 provides additional information when preparing the OML.

(2) Enclosure 2 to Enclosure 3 provides an example of an OML/Unit Priority List (UPL) spreadsheet.

(3) Enclosure 3 to Enclosure 3 provides an example memorandum to accompany the CO/DET OML.

e. The HRC consolidates OML selections and de-conflicts any issues. If multiple commands request the same officer for command, HRC will use the following method to de-conflict the lists:

(1) Officers selected and assigned to the OFTS Command have priority placement within their current command.

(2) If the officer is not assigned to the OFTS Command, consideration goes to unit priority, alternate availability and when HRC received the assigned OML.

(3) The USARC DCG is the final approval authority for any conflicts in the officer selection process, if it cannot be resolved between the commands and HRC.

(4) After selection, HRC, Account Managers, provides selectee's name to USARC G-1, AMMB. The USARC G-1, AMMB, builds the LDR position in RCMS eSRB.

Additional Information to Consider when Preparing a CO/DET OML

1. Lists received from HRC will have email addresses of the eligible officers. The OFTS Commands may request information, documentation, and/or consideration preference from the eligible population. Due to privacy issues and no access to online board files, commands may request evaluations directly from the officers, if desired.
2. The grade and AOC/Functional Area (FA) of the selected officer must match the LDR position grade and AOC/FA, unless the LDR position is coded branch immaterial.
3. Do not select officers who have recently returned from an overseas deployment to fill a command position with a deploying unit.
4. Strongly consider the officer's availability and current time on station. Selected officers must have at least 1 year in their current position before conducting a permanent change of station (PCS). Local realignments do not require a 1-year time on station.
5. The OFTS Commander (or designated representative) must approve the OML by completing the OFTS AGR Commander OML approval memo. Use the following directions to complete the AGR CO/DET Commander Order of Merit List (OML)/ Unit Priority List (UPL) spreadsheet:
 - a. At the top of the spreadsheet the OFTS Command will annotate the POCs name and the phone number.
 - b. Annotate the type of OML (i.e., CPT TC Commands), the officer's name, rank and AOC/FA for each separate OML.
 - c. On the Consolidated Unit Priority of Fill section, annotate the Command (i.e., 377th TSC), UIC, position grade, AOC/FA, unit name, city, state and recommended report date. List all units requiring a CO/DET Commander in order of priority.
 - d. If the OFTS Command requires a specific unit OML, provide the unit information, as stated above, with the OML below (format on spreadsheet).
 - e. Submit the OFTS Command's signed OML approval memo and the OML/ UPL spreadsheet to your respective HRC, Account Manager.

OML/UPL Spreadsheet

(MSC/DRU) AGR CO/DET Commander OML and Unit Priority List						
(MSU/DRU) POC:						POC Phone #
OML For:	(ex.) CPT TC Commands*					
OML For:	NAME	RANK	PMOS			
1						
2						
3						
OML for:	(ex.) MAJ QM Commands					
OML for:	NAME	RANK	PMOS			
1						
2						
3						
Consolidated Unit Priority of fill**						
Priority	CMD	UIC	GR	DMOS	Unit Name, City, St	Recommended Report Date
1						
2						
3						
OR***						
Unit Specific OML						
	CMD	UIC	GR	DMOS	Unit Name, City, St	Recommended Report Date
OML	NAME	RANK	PMOS			
Primary						
Alternate						
Alternate						
*List Separate OMLs per AOC/FA, include alternates						
**Provide one list, with units prioritized according to OMLs listed above						
***If you have unit specific OMLs, use this format						

OFTS AGR Commander CO/DET OML Approval Memo

MSC/DRC Letterhead

OFFICE SYMBOL

Date

**MEMORANDUM FOR Commander, HRC, AHRC-OPS, 1600 Spearhead Division Ave,
Fort Knox, KY 40122-5204**

**SUBJECT: (Your MSC/DRC) FY16/17 AGR Company/Detachment Commander Order
of Merit List (OML)**

- 1. I approve and recommend the attached AGR Company/Detachment Commander
OML and Unit Priority List.**
- 2. POC for this action is name, phone and email address.**

Encl

Commander's Signature Block

Encl 3 to Encl 3

AR AGR Command Chief Warrant Officer (CCWO) LDR Positions

1. Tenure.

a. Warrant Officers filling CCWO positions serve a 3-year command tenure. The AGR LDR overseas command tenure is 36 months or based on the incumbent's date of eligible for return from overseas (DEROS). Extension requests are authorized in increments of 1-year, but will not exceed 5 years total command tenure. Process extensions and curtailments requests, for an incumbent, through the chain of command. Approval authority for extensions and curtailments is the respective OFTS Commander. Notify USARC G-1, AMMB, immediately of all extensions and curtailments approved below USARC level.

b. When initiating an extension request, for an incumbent, at the command level, submit a separate request to USARC, AMMB, to extend the LDR position. If the LDR position extension request is disapproved, it will automatically void the incumbent's extension. The USARC G-1, AMMB, will notify SLDO of approvals/disapprovals.

2. Selection Process Responsibilities.

a. All CCWO positions are nominative positions.

b. The SLDO will submit a packet for a potential candidate to the OFTS Command.

c. The OFTS Command will provide SLDO approval/disapproval of candidate.

d. After selection, SLDO provides selectee's name to USARC G-1, AMMB. The USARC G-1, AMMB, then builds the LDR position in RCMS eSRB.

AR AGR Command Sergeants Major (CSM) LDR Positions

1. Tenure.

- a. All CSMs will serve a 3-year tenure.
- b. The AGR LDR overseas command tenure is 36 months or based on the incumbent's date of eligible for return from overseas (DEROS).
- c. Submit curtailment requests, for an incumbent, through the chain of command to HRC, CSM/SGM Branch. Approval authority for curtailments is the AR CSM. HRC CSM/SGM Branch provides recommended approval/disapproval to USARC G-1 AMMB. USARC G-1 AMMB will notify HRC, CSM/SGM Branch, of approvals/disapprovals.

2. Selection Process Responsibilities.

- a. Refer to the latest HRC MILPER Message regarding AGR CSM/SGM Key Billet Centralized Selection List (CSL) Board.
- b. The DAS conducts the AGR Centralized CSM Board. The DAS will develop a CSL from the board's proceedings.
- c. The HRC, CSM/SGM Branch, selects CSM candidates based on the CSL from the CSM/SGM selection board.
- d. After selection, HRC, CSM/SGM Branch, provides selectee's name to USARC G-1, AMMB. The USARC G-1, AMMB, then builds the LDR position in RCMS eSRB.

AR AGR First Sergeant (1SG) LDR Positions

1. Tenure.

a. Noncommissioned Officers (NCOs) filling 1SG positions will serve a 2-year tenure. The AGR LDR overseas command tenure is 36 months or based on the incumbent's date of eligible for return from overseas (DEROS). Extension requests are authorized for up to 12 additional months, but will not exceed 36 total months.

b. Submit extension and curtailment requests, for an incumbent, through the chain of command to HRC, Enlisted Readiness Division. Approval authority for extensions and curtailments is the AR CSM and may be further delegated to the USARC G-1 SGM. HRC Enlisted Readiness Division provides recommended approval/disapproval to the USARC G-1 AMMB. USARC G-1 AMMB will notify HRC, Enlisted Readiness Division, of approvals/disapprovals.

c. When initiating an extension request, for an incumbent, submit a separate request to USARC, AMMB, to extend the LDR position. If the LDR position extension request is disapproved, it will automatically void the incumbent's extension. The USARC G-1, AMMB, will notify HRC, Enlisted Readiness Division, of approvals/disapprovals.

2. Selection Process Responsibilities.

a. Refer to the latest HRC MILPER Message regarding AGR 1SG CSL Board.

b. The DAS conducts the AGR Centralized 1SG Board. The DAS will develop an OML from the board's proceedings.

c. The HRC, Enlisted Readiness Division, selects 1SG candidates based on the OML from the 1SG selection board.

d. After selection, HRC, Enlisted Readiness Division, provides selectee's name to USARC G-1, AMMB. The USARC G-1, AMMB, then builds the LDR position in RCMS eSRB.