



**NATIONAL GUARD BUREAU
3501 FETCHET AVENUE
JOINT BASE ANDREWS, MD 20762-5157**

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17 March 2026

**MEMORANDUM FOR DISTRIBUTION
FOR ALL ANG STATUTORY TOUR MEMBERS**

FROM: NGB/HR
3501 Fetchet Avenue
Joint Base Andrews, MD 20762-5157

SUBJECT: Air National Guard Guidance Memorandum to ANGI 36-6, *The Statutory Tour Program*

By Order of the Director, Air National Guard, this Air National Guard Guidance Memorandum immediately changes the delegation authority of the Director of the Air National Guard (DANG). Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air National Guard publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, Publications and Forms Management

This guidance for the Air National Guard (ANG) remains in effect and unchanged. This deliberate pause is necessary to accommodate the forthcoming Talent Management Strategy, which will fundamentally transform the business processes currently governed by this instruction.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an interim change (IC) or rewrite of ANGI 36-6, whichever is earlier.

NASHID A. SALAHUDDIN, Col, USAF
HR Director

**BY ORDER OF THE
CHIEF, NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD INSTRUCTION
36-6**



16 OCTOBER 2023

Personnel

THE STATUTORY TOUR PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements requirements for the management of the Statutory Tour Program. This instruction applies to all Air National Guard (ANG) members serving in the Statutory Tour Program under Title 10 USC, Section 12301(d). It is National Guard Bureau (NGB) policy to organize and manage its personnel and other resources to accomplish the responsibilities and functions prescribed in this instruction.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 through the appropriate chain of command. This publication may not be supplemented or further implemented or extended. The authorities to waive requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force records disposition schedule located in the Air Force Records Information Management System, unless otherwise noted.

SUMMARY OF CHANGES

This publication has been substantially revised and should be reviewed in its entirety. Major updates reflect (1.) new guidelines and procedures related to the management of individuals who are assigned to or are supporting the ANG Statutory Tour Program, (2.) changes to assignment policy for State Development Tours, (3.) adding policy for the Career Development Tour Program, and (4.) changes addressing the management of personnel and positions assigned to Major Commands (MAJCOMs).

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Chapter 1

PROGRAM OVERVIEW

1.1. The Statutory Tour Program. ANG personnel may volunteer to serve on active duty supporting the NGB under 10 USC §12301(d) as a part of the Statutory Tour Program. While on active duty, they serve as members of the Air National Guard of the United States (ANGUS) in a Reserve of the Air Force status and are subject to the Uniform Code of Military Justice. Tours of duty are available in the Statutory Tour Program within many organizations and at many locations including, but not limited to, the National Guard Bureau (NGB), the Air National Guard Readiness Center (ANGRC), the Office of the Secretary of Defense, the office of the Secretary of the Air Force, Headquarters Air Force, the Major Commands (MAJCOMs), First Air Force (1AF), the Pentagon, Temple Army Readiness Center, and other ANG Operating Locations. ANG members serve with the consent of their Governor, The Adjutant General or Commanding General, or delegated official, and maintain their affiliation with their respective state, territory, or district. By their service, members of the ANGUS provide NGB and its federal mission with a positive influence on the development and implementation of plans, programs, and policies, and they provide their expertise in functional and operational areas to staff agencies within the Department of Defense (DoD). The overall benefit of the Statutory Tour Program is the enhancement of the NGB's mission by (1.) helping management decisions reflect current ANG missions and weapons system requirements, and (2) providing ANGUS personnel the opportunity to apply their exceptional field experience and expertise in a policy-making environment.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Chief of the National Guard Bureau (CNGB). The CNGB, or the designated representative, is the final approval authority for all assignment actions accomplished through the National Guard Bureau, Senior Leader Management Office (NGB-SL) to include the Joint Leadership Advisory Board, Executive Leadership Advisory Board, and Command Senior Enlisted Leadership Advisory Board as well as priority selections. The delegation of authority must be in writing and may not be delegated below the Vice Chief of the National Guard Bureau (VCNGB).

2.2. The Director of the Air National Guard (DANG). The DANG, or the designated representative, is the final approval authority for all assignment actions accomplished through the National Guard Bureau, Human Resources (NGB/HR) to include priority selections, management directed reassignments, colonel and chief master sergeant assignments, and military vacancy selections involving component transfers or force management impacting decisions. The delegation of authority must be in writing and may not be delegated below the Deputy Director of the Air National Guard (DDANG). The DANG is also the final authority for all involuntary curtailments and force management reconsideration requests in the Statutory Tour Program, and this authority may not be delegated.

2.3. 1AF Commander (1AF/CC). Maintains Operational Control of Statutory Tour personnel assigned to 1AF. Administrative Control is shared between the G-series commanders at 1AF and the ANGRC for Statutory Tour personnel assigned to 1AF. Shared Administrative Control expectations should be defined and documented. The 1AF/CC, or the designated representative, participates in the force management and force development processes to provide input on the retention and development of all ANG Statutory Tour Program members assigned to 1AF.

2.4. Air National Guard Readiness Center Commander (ANGRC/CC). Maintains command and control of ANG Statutory Tour personnel. The ANGRC/CC participates in the force management and force development processes to provide input on the retention and development of all ANG Statutory Tour Program members.

2.5. Headquarters Air Force, Colonels Management Policy Division (HAF/A1LO). Processes and manages retirement applications for ANG colonels on active duty and assigned to headquarters-level positions who qualify for regular retirement in accordance with AFI 36-3203, *Service Retirements*.

2.6. Headquarters Air Force, Chief Master Sergeant Management Policy Division (HAF/A1LE). Processes and manages retirement applications for ANG chief master sergeants on active duty and assigned to headquarters-level positions who qualify for regular retirement in accordance with AFI 36-3203.

2.7. Air Force Personnel Center (AFPC). Processes and manages retirement applications for ANG officers (lieutenant colonels and below) and ANG enlisted members (senior master sergeants and below) on active duty and assigned to headquarters-level positions who qualify for regular retirement in accordance with AFI 36-3203. AFPC is responsible for verifying eligibility for requested retirement dates and processing waiver requests. AFPC also verifies service dates for all ANG members who enter the Statutory Tour Program.

2.8. Air Reserve Personnel Center (ARPC). Processes and manages retirement applications for ANG members of all ranks on active duty assigned to headquarters-level positions who qualify for non-regular retirement in accordance with AFI 36-3203.

2.9. A-Staff Directors and 2-Digit Equivalents. For the purpose of this instruction, A-Staff directors and 2-digit equivalents will be referred to by the term “director” herein. Directors ensure all personnel assigned or attached to their directorate fully comply with applicable DoD, Department of the Army, Department of the Air Force, and NGB policies, issuances, publications, and legal opinions. Directors serve as the recommending authorities who oversee and manage all personnel actions within their respective directorates. **Note:** All personnel actions route through directors before being sent to NGB/HR for action.

2.10. National Guard Bureau, Human Resources (NGB/HR). Advises the CNGB, DANG, 1AF and ANGRC Commanders, directors, and special staff on all higher headquarters-level human resource and personnel policies and programs for the ANG. Establishes policies and programs for the employment and use of Air personnel and manpower resources assigned to the Statutory Tour Program. Issues directives, instructions, and publications consistent with approved policies of the Air Force and the CNGB. Manages the following programs and processes within individual teams for the Statutory Tour Program:

2.10.1. Advertisements of vacancies and projected vacancies, coordination for nomination panels, and hiring actions.

2.10.2. Accountability and duty statuses, awards and decorations, evaluations, fitness, leave, medical readiness, Drug Demand Reduction Program, Special Duty Assignment Pay, Continuation Pay, adverse administrative actions, and promotions.

2.10.3. Onboarding, reassignments, retirements, and return to state actions.

2.10.4. Development and Retention Management (DRM) Program, State Development Tour Program, and Career Development Tour Program execution.

2.10.5. Administration of all education and training requirements for Statutory Tour assigned personnel including initial skills training, professional development opportunities, and any other developmental Training Line Number (TLN)-funded courses.

2.10.6. Announcements and nomination processes for developmental opportunities and education available to the ANG

2.10.7. Allocation, monitoring, and managing unit structure and strength authorizations for the Statutory Tour Program’s manpower resources.

Chapter 3

FILLING VACANCIES AND ASSIGNMENTS

3.1. Filling Vacancies. The methods for filling existing or projected vacancies in the Statutory Tour Program are through military vacancy advertisements, priority selection, management-directed reassignments, force development actions, or placement of State Development Tour Program nominees. Requests to advertise or fill current or projected vacancies are typically initiated by the hiring directorate and submitted to NGB/HR. Directorate-initiated requests should be submitted by the director or the director's designated representative for hiring actions.

3.2. Military Vacancy Announcements (MVAs).

3.2.1. Military Vacancy Announcements. Formal MVAs and instructions for submitting applications are posted on the NGB/HR designated website. MVAs typically remain open for a minimum of 30 calendar days once posted.

3.2.1.1. Position requirements should accurately reflect the mandatory qualifications, duties, and responsibilities outlined in the approved NGB Form 28, *Position Description*, the Air Force Classification Directories, and the fill action worksheet provided by the directorate.

3.2.1.2. Most MVAs are open to current ANG members; however, depending on the needs of the organization, some advertisements allow for Air Force Reserve and Regular Air Force members to apply. The approval authority for all Air Force Reserve and Regular Air Force member nominations is the DANG or designated representative.

3.2.2. Applications.

3.2.2.1. MVAs should be thoroughly reviewed by potential applicants for specific instructions and requirements for the advertised positions.

3.2.2.2. Applicants should address and support all mandatory criteria with official documentation in their submission package. NGB/HR is not authorized to modify submitted packages. Complete applications, with all required documentation, should arrive to NGB/HR by the closeout date/time and through the means indicated in the announcement.

3.2.2.3. Members submit separate applications when applying to multiple MVAs.

3.2.2.4. Applications will not be considered for any member currently under investigation, on a Control Roster, or with an established Unfavorable Information File (UIF). **(T-1)**

3.2.2.5. Endorsements for MVAs must be documented on the State Endorsement Memorandum template provided by NGB/HR. **(T-1)**

3.2.2.5.1. State/Territory/District endorsements are accomplished by TAG/CG or delegated authority.

3.2.2.5.2. Statutory Tour members must obtain acknowledgment to apply for MVAs from their director or designated representative. **(T-1)** Members must have served a minimum of one year in their current assignment before submitting an MVA application unless the application is for a promotion opportunity. **(T-2)**

3.2.3. Interview Panels.

3.2.3.1. Interview panels are conducted once the application period closes, packages are reviewed, and all qualified applicants are identified. NGB/HR is responsible for scheduling and facilitating each interview panel. **(T-1)**

3.2.3.2. Panel members should be equal to or above the rank of the position being considered and represent a diverse population to the extent possible.

3.2.3.3. A minimum of three panel members, from one of each of the following categories, is required:

3.2.3.3.1. Directorate representative - a member selected by the hiring directorate to represent the directorate's needs and offer functional-area input. **(T-1)** Generally, this member would not be the current or previous incumbent, nor would they currently supervise or have recently supervised any of the applicants being interviewed.

3.2.3.3.2. Field representative – a member selected by NGB/HR to represent the needs and perspectives of the field. **(T-1)**

3.2.3.3.3. Staff representative – a current Statutory Tour member from outside the hiring directorate, selected by NGB/HR, who serves as a representative of the Statutory Tour Program's needs. **(T-1)**

3.2.3.4. When an advertisement receives more than five qualified applicants, application packages may be scored by the interview panel, based on a scoring matrix provided by NGB/HR, to determine which applicants should be given an opportunity to interview. Typically, the combined scoring matrix helps panel members determine the number of interviewees. Scoring disagreements are resolved by the Director, NGB/HR.

3.2.3.5. Prior to the interview, each panel member submits a series of interview questions to NGB/HR. Each applicant is asked the same questions, and panel members evaluate responses based on the substance of the applicant's response.

3.2.3.6. Interviews may be conducted face-to-face, via telephone, or through video conference. These panels are confidential, and panel members sign a statement of understanding acknowledging the fact information discussed during the interview process, along with the results, will not be disclosed to anyone outside the members of the panel, hiring director, and the NGB/HR staff supporting the panel (see [Attachment 4](#)). **(T-1)**

3.2.3.7. Panel members are encouraged to provide their input to any applicants who request feedback. However, the feedback may only address the individual's application package and performance during the interview - not any information related to other applicants or the panel results.

3.2.4. Nominations.

3.2.4.1. Panel members are responsible for nominating the most qualified candidate without prejudice or partiality. Nominations are documented on a panel nomination report and signed by all representatives prior to the conclusion of the panel.

3.2.4.2. If the panel nomination is not unanimous, a minority report should be completed and submitted to NGB/HR by dissenting members in lieu of signing the panel nomination

report. **Note:** Panel nominations are a recommendation only and do not constitute official selection for the position.

3.2.4.3. NGB/HR coordinates all necessary reviews and approvals before official notification is sent to the nominee. Once all required approvals are obtained, NGB/HR notifies all interviewees and the hiring directorate.

3.2.4.4. Any change to a member's current DOS requires approval from the DANG or designated representative and is not guaranteed. **(T-1)**

3.3. Priority Selections.

3.3.1. Priority selection is a method of filling a position without advertising the vacancy or utilizing a force development process. These selections are normally used for high-skill or key-staff positions requiring a unique set of skills and/or experience(s).

3.3.2. This option is used on a limited basis as directed in writing by the CNGB or DANG. This authority cannot be delegated beyond the VCNGB or DDANG. **(T-1)**

3.4. Management-Directed Reassignments.

3.4.1. Management-directed reassignments are unilateral actions undertaken when the agency has a mission-driven need for the reassignment. These moves allow the reassignment of members based on the needs of the organization and must be approved in writing by the CNGB or DANG. This authority cannot be delegated beyond the VCNGB or DDANG. **(T-1)**

3.4.2. Statutory Tour members are subject to management-directed reassignments at any time. Members who decline a management-directed reassignment will return to state control within 180 days of the date of declination on their NGB Form 831, *Force Development Statutory Tour Statement of Understanding*. **(T-1)** Members will be eligible to apply for Statutory Tour positions through the MVA process once they have returned to state control.

3.5. Force Development Actions.

3.5.1. Force development actions allow for the deliberate management of assignment experiences within the Statutory Tour Program. Statutory Tour members are reviewed for development actions on an annual basis, at a minimum, and by the direction of the DANG in accordance with the Statutory Tour force development processes (see [Chapter 4](#)).

3.5.2. Statutory Tour members can be reviewed and reassigned out of cycle from the annual process at the discretion of the functional team lead and director or the Force Development Council.

3.5.3. All members selected for force development opportunities are required to sign an NGB Form 831. **(T-1)**

3.5.4. The reassignment of Statutory Tour members is based upon their current AFSC(s) held, their expressed desires in their development plans, and/or the needs of the organization.

3.5.4.1. Members considered for reassignments involving a permanent change of station through the force development process should have ideally completed at least two years' time on station.

3.5.4.2. Subsequent reassignment orders involving a permanent change of station would normally be a minimum of one year on station at the new duty location.

3.5.5. Force development actions will not result in retraining opportunities that award members a new AFSC, promotions, or tour extensions. **(T-1)**

3.6. Integrated Staff Assignments.

3.6.1. The primary responsibility of Statutory Tour personnel assigned to integrated staff positions is to represent the ANG, its leadership, strategic visions, and missions. Specific duty assignments and responsibilities will be defined by the DANG's integrated staff memorandum and supported by the MAJCOM of assignment. **(T-1)**

3.6.2. The memorandum will include, at a minimum, guidance regarding personnel management, evaluations, and coordination requirements.

3.6.3. Administrative support, which includes items such as leave, travel authorizations, dependent updates, ID cards, fitness testing, and military pay, comes from the installation where the member is physically located. If members are unable to receive support locally, NGB/HR identifies alternative solutions.

Chapter 4

DEVELOPMENT AND RETENTION MANAGEMENT

4.1. Development and Retention Management (DRM) Program.

4.1.1. The DRM Program combines the force management and force development processes utilized by senior leadership to apply consistent, fair, and equitable force-shaping practices to the management of the ANG Statutory Tour population in support of the ever-changing needs of the ANG. This program provides opportunities to professionally develop members into well-rounded Airmen capable of operating across a strategic, operational, and tactical environment. Members who are not reviewed for management or development decisions within the DRM Program are those on Active Duty for Operational Support (ADOS), State Development Tours, Temporary Tours, General Officers, Regular Air Force members, United States Property and Fiscal Officers, and Bilateral Affairs Officers.

4.1.2. Roles and Responsibilities.

4.1.2.1. Director of the Air National Guard. The DANG is the final authority for all retention and development decisions recommended by the Force Management Review (FMR) Panel and the Force Development Council (FDC).

4.1.2.2. Force Management Review Panel. The FMR Panel is appointed by the DANG and reviews all enlisted and officer Statutory Tour personnel for: (a.) entry into the career program, (b.) continuation within the initial probationary period (not to exceed six years), (c.) continuation beyond 20 years of TAFMS, or (d.) return to state control.

4.1.2.2.1. The panel is composed, at a minimum, of the following voting members:

4.1.2.2.1.1. Deputy Director, Air National Guard (DDANG) as the Chair

4.1.2.2.1.2. Commander, Air National Guard Readiness Center (ANGRC/CC)

4.1.2.2.1.3. Command Chief, Air National Guard (ANG/CCM)

4.1.2.2.1.4. NGB Joint Staff Representative (normally 1 or 2 star)

4.1.2.2.1.5. 1AF Representative (normally 1 or 2 star)

4.1.2.2.1.6. MAJCOM Representative (normally 1 or 2-star)

4.1.2.2.2. The DRM Program Managers and the director of NGB/HR serve as the recorder and technical advisors concerning records and personnel data for the FMR Panel and do not have a vote.

4.1.2.2.3. The DANG may appoint additional members to serve on the FMR Panel. These appointments are typically utilized to ensure appropriate gender and minority representation within the FMR Panel membership.

4.1.2.3. Force Development Council. The FDC is appointed by the DANG and oversees the development of personnel to meet both functional and ANG requirements. The council reviews, considers, and recommends force development opportunities for all colonels and chief master sergeants in the Statutory Tour Program, all individuals on field development tours, and reviews and coordinates on all FDT recommendations.

- 4.1.2.3.1. The council consists of the following voting members:
 - 4.1.2.3.1.1. Deputy Director, Air National Guard (DDANG) as the Chair
 - 4.1.2.3.1.2. Commander, Air National Guard Readiness Center (ANGRC/CC)
 - 4.1.2.3.1.3. Command Chief, Air National Guard (ANG/CCM)
 - 4.1.2.3.1.4. NGB Joint Staff Representative (normally 1 or 2 star)
 - 4.1.2.3.1.5. 1AF Representative (normally 1 or 2 star)
 - 4.1.2.3.1.6. MAJCOM Representative (normally 1 or 2-star)
- 4.1.2.3.2. The DRM Program Managers and the director of NGB/HR serve as the recorder and technical advisors concerning records and personnel data for the FDC and do not have a vote.
- 4.1.2.3.3. The DANG may appoint additional members to serve on the FDC. These appointments are typically utilized to ensure appropriate gender and minority representation within the FDC membership.
- 4.1.2.4. Functional Development Teams. The Functional Development Teams (FDT), commonly referred to as “Force Development Teams,” review development plans for all ANG Statutory Tour lieutenant colonels and below, and senior master sergeants and below, who hold an AFSC (PAFSC, 2AFSC, or 3AFSC) within their functional community (see Attachments [2](#) and [3](#)). A team is established for each functional community, and the teams make developmental-vector recommendations for all Statutory Tour members being reviewed.
 - 4.1.2.4.1. The functional manager is the chair for each team.
 - 4.1.2.4.2. The members for each FDT will be the directors who have a Statutory Tour member assigned/attached to their directorate who hold an AFSC within that functional community. **(T-1)** For enlisted FDTs, a member in the grade of E-9 may be appointed by the director to serve as the director’s representative.
 - 4.1.2.4.3. NGB/HR serves as the recorder and technical advisor concerning records and personnel data for all teams.
- 4.1.2.5. Human Resources. NGB/HR personnel, primarily the DRM Program Managers:
 - 4.1.2.5.1. Implement and provide oversight for all Statutory Tour force management and force development actions and serve as the central managers for force development planning, programming, and execution - including officer and enlisted field development tours.
 - 4.1.2.5.2. Provide immediate support to the FMR Panel, FDC, and FDT, and act as advisors and program facilitators who, generate reports, data, records, and/or related products.
 - 4.1.2.5.3. Execute lateral and developmental assignments within established guidance and prioritization plans.
 - 4.1.2.5.4. Manage the secure website utilized each year to collect/generate development plans for the FMR, FDT, and FDC to review/consider.

- 4.1.2.5.5. Notify Statutory Tour personnel being reviewed by the FMR Panel no later than 60 calendar days prior to the start of the scheduled panel.
- 4.1.2.6. Directors. Directors are responsible for reviewing and understanding their members' development plans, assessing each Airman's developmental potential, and documenting their inputs in each member's plan by the established suspense date each year. They are also responsible for disseminating panel results and providing feedback to all members assigned to the directorate.
- 4.1.2.7. State Representatives. Representatives from each state, typically the state's Director of Staff, are responsible for reviewing development plans and offering inputs for each member in the Statutory Tour Program affiliated with their state.
- 4.1.2.8. Division Chiefs. Division chiefs play an integral role in all aspects of the development and retention processes by providing mentorship and feedback directly to members concerning their development plans. They help manage expectations by offering realistic assessments of developmental opportunities and retention possibilities. Additionally, division chiefs ensure members complete their annual development plans as required and document their input into members' plans by established suspense dates.
- 4.1.2.9. Airmen. ANG Statutory Tour members are responsible for becoming familiar with the appropriate career paths for their specialty, seeking the appropriate guidance in expressing career preferences, and initiating and updating their individual development plan annually - typically through the DRM website. This plan includes development requests each year and retention requests when required. All members are expected to submit their inputs by an established suspense date. If members do not concur with the recommendation given in their development plan, they may submit comments for the subsequent panels to review; the comments may describe any matter of record believed to be important for the panels to consider, but no additional documents may be submitted. Members are also responsible for performing regular record reviews in Virtual Military Personnel Flight (vMPF) to validate the record. If a member believes any information in vMPF is inaccurate or incomplete, supporting documentation substantiating the claim needs to be submitted to NGB/HR for the record to be updated accordingly.

4.2. Force Management Review (FMR).

- 4.2.1. The FMR process affords members' chain of command and senior ANG leadership the opportunity to actively participate in the decisions affecting the retention of personnel within the Statutory Tour Program. The success of the Statutory Tour Program relies on its ability to maintain a balanced mix of personnel with recent field experience and personnel with institutional knowledge of the program who can serve as the local experts and provide necessary continuity. The intent of the process is to (a.) ensure the most capable members serve in the Statutory Tour Program, (b.) allow opportunities for members with recent field experience to enter the program, and (c.) balance the need to retain the corporate knowledge and experience of select members.
- 4.2.2. Available Recommendations for Force Management:
- 4.2.2.1. Entry into the Career Program. Commonly referred to as awarding a member "career status," entry into the career program ensures members are managed in the Statutory Tour Program until they reach 20 years of TAFMS or their mandatory separation

date (MSD) (whichever occurs first). Recommendation for career status should be balanced with the career opportunities within the member's AFSC. Based on the needs of the organization, not all AFSCs and Special Duty Identifiers (SDIs) are sustainable within the Statutory Tour Program, and a recommendation for career status may not afford the member promotion or career-development opportunities. **Note:** The career program is not designed to accommodate multiple tours for individuals with minimal amounts of TAFMS.

4.2.2.1.1. Career Status for Officers. The date of separation (DOS) for an officer awarded career status is extended to either the last day of the month in which the officer reaches 20 years of TAFMS or his/her MSD – whichever occurs first.

4.2.2.1.2. Career Status for Enlisted. The DOS for an enlisted member awarded career status is extended, often in six-year increments, to either the last day of the month in which the member reaches 20 years of TAFMS or his/her MSD (typically age 60) – whichever occurs first. Enlisted members may need to reenlist or extend in order to meet retainability requirements for their tour continuation. **Note:** These members must meet all eligibility requirements identified in AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*.

4.2.2.2. Continuation Beyond 20 Years of TAFMS. Directors recommending members for extensions beyond 20 years TAFMS provide justifications supporting the retention based on the needs of the ANG. The justifications should address why the extension is in the best interest of the Statutory Tour Program, the member's promotion potential, impacts to manpower if not supported, and any special circumstances that should be considered.

4.2.2.3. Continuation Within the Initial Probationary Period (Not to Exceed Six Years). Extensions for members in their probationary period may be given in one or two-year increments and will not take members beyond six continuous years of service in the Statutory Tour Program as addressed in DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*. Members with an extension may be required to meet another FMR upon the conclusion of this period.

4.2.2.4. Return to State. Members not selected for entry into the career program, continuation within the initial probationary period, or continuation beyond 20 years of TAFMS are notified of their non-retention in the Statutory Tour Program at least 180 calendar days prior to their DOS. The FMR Panel may recommend extensions followed by a return to state without requiring an additional force management review. Members still have the ability to apply for MVA opportunities for which they are qualified. Additionally, those who are eligible for retirement may elect to apply for retirement or return to their state of affiliation for continued service.

4.2.3. Panel Proceedings.

4.2.3.1. An individual's career intentions and director recommendations are required for each member reviewed by the FMR. **(T-1)**

4.2.3.2. FMR Panels convene annually but may meet more frequently and make recommendations out of cycle as necessary. All proceedings are held in closed session. Members are normally reviewed by the annual FMR Panel 10-23 months prior to their DOS.

4.2.3.3. All individuals appointed to serve on the panel are required to sign a statement of understanding affirming they will perform their duties free from improper influence ([Attachment 5](#)). (T-1)

4.2.3.4. As the panel recorder, NGB/HR reviews all documents associated with the FMR for completeness.

4.2.4. Panel Recommendation Criteria.

4.2.4.1. The FMR recommendations are based on the needs of the ANG and NGB.

4.2.4.2. The FMR considers the following for all members being reviewed:

4.2.4.2.1. Their development plans

4.2.4.2.2. The Force Management Profile ([Table 4.1](#).)

4.2.4.2.3. Current and future force structure

4.2.4.2.4. The whole person concept, which may include promotion potential, follow-on assignments, time in grade, time in position, duty history, military education, evaluations (performance reports), physical fitness results, and/or any adverse administrative or disciplinary actions (e.g., letters of reprimand, nonjudicial punishment).

4.2.5. Force Management Profile.

4.2.5.1. The Force Management Profile is a tool designed for use as a guide in shaping the force within the Statutory Tour Program in conjunction with other variables and criteria.

4.2.5.2. Candidates for retention are reviewed to ensure their current grade and TAFMS allow for progression within the program and that the retention recommendations remain consistent with the management of the entire population.

4.2.5.3. Recommendation for career status should be balanced with the career opportunities within a member's AFSC(s). Certain AFSCs and SDIs within the Statutory Tour Program may not afford members promotion or career development opportunities.

4.2.5.4. Directors recommending a member's retention should provide justification when completing the member's development plan. The justification should include: a career plan that captures retention until 20 years of TAFMS or MSD, an explanation if the career field is hard to fill (and why), and any other special circumstances the FMR Panel should have available to consider.

Table 4.1. Force Management Profile.

Grade	Minimum Amount of TAFMS at Member's Current DOS for Career Status Recommendation:	When in a Member's Career to Consider Recommending Separation:
O-6	16	≥ 20 years TAFMS, time in grade met
O-5	12	≥ 20 years TAFMS, no advancement projected and/or no PME
O-4	8	≥ 20 years TAFMS, no advancement projected and/or no PME

O-3	4	N/A
O-1/O-2	N/A	N/A
E-9	16	≥ 20 years TAFMS, time in grade met
E-8	12	≥ 20 years TAFMS, no advancement projected
E-7	8	≥ 20 years TAFMS, no advancement projected and/or no PME
E-6	4	N/A
E-5	N/A	N/A

4.2.6. Recommendations.

4.2.6.1. NGB/HR compiles a report of FMR recommendations to be submitted to the DANG within 15 calendar days from the panel completion date.

4.2.6.1.1. Minority Report.

4.2.6.1.1.1. Any FMR panel member who disagrees with the recommendation(s) of the majority may submit a minority report.

4.2.6.1.1.2. The dissenting member signs the minority report which is included as an attachment to the panel proceedings.

4.2.6.2. The panel chairperson briefs the FMR recommendations to the DANG.

4.2.6.3. The DANG reviews and approves or disapproves the recommendations of the FMR Panel.

4.2.6.3.1. The DANG may disapprove a panel in part or in its entirety if substantial material errors and/or procedural deficiencies are found.

4.2.6.3.2. The DANG is the final authority on all actions. Following the DANG's final determination, NGB/HR forwards the FMR results to NGB-GC and NGB-IG for review to ensure compliance with this instruction prior to the results being released.

4.2.7. Result Notifications.

4.2.7.1. Once the FMR results have been approved for release, NGB/HR notifies directors.

4.2.7.2. Directors should notify/brief each member within 15 calendar days following receipt of the FMR results.

4.2.7.3. Members acknowledge receipt of FMR results by signing their copy of NGB Form 833, *Force Management Review Member Acknowledgment of Decision Notification*. On the form, members indicate whether they will or will not be submitting a reconsideration request.

4.2.8. Reconsideration Process.

4.2.8.1. Any member may request reconsideration of his/her FMR decision in writing. Members start the process by indicating they will be submitting a reconsideration request on their NGB Form 833.

4.2.8.2. The reconsideration request package should include justification/documentation not previously available for consideration by the panel. Further, the request should address

why reconsideration is in the best interest of the ANG and should follow all instructions provided by NGB/HR.

4.2.8.3. The request must be reviewed, and a written acknowledgment provided, by the member's current supervisor/division chief as well as director prior to being sent to NGB/HR for processing. **(T-1)** These acknowledgements may include support or non-support of the request with additional rationale included if desired. Reconsideration requests received without the required acknowledgments will be returned for proper coordination. **(T-1)**

4.2.8.4. Reconsiderations must be received by NGB/HR within 30 calendar days of the date the member signed his/her NGB Form 833. **(T-1)** Directorates will not hold a reconsideration request to circumvent the 30-calendar day submission requirement. **(T-1)**

4.2.8.5. The DANG is the final authority for all reconsiderations.

4.2.8.6. Directors are notified of the DANG's decisions on reconsideration requests in order to appropriately brief the results to their members.

4.3. Force Development (FD) Processes.

4.3.1. The FD processes provide senior leadership oversight, guidance, and direction for the professional development of Statutory Tour members. The goals are to:

4.3.1.1. Optimize the processes to ensure the program invests education, training, and experiences in the right personnel at the right time.

4.3.1.2. Ensure the Statutory Tour Program employs personnel in the best-possible way and matches the needs of the organization with the aptitudes of the members by enhancing the use of leadership-input in the developmental assignment process.

4.3.1.3. Provide a deliberate process to offer developmental assignments and educational opportunities to the best candidates. Not all individuals will be developed the same way; members are reviewed separately and considered on their own merit with regards to the needs of the organization.

4.3.2. Elements to Consider for FD Vector Recommendations.

4.3.2.1. Development Plans. A member's developmental preferences and director's input should be balanced with the individual's desires, availability, and development potential given institutional requirements.

4.3.2.2. Military Records. Individuals' career gates, meaning their time in current position (especially when greater than three years), rank, time in grade, years of service (satisfactory, commissioned, TAFMS), and MSDs should be taken into consideration. Prior assignments, training, military and civilian education, and professional military education should also be considered. Members should comply with physical fitness standards and have no pending disciplinary or adverse administrative actions to be eligible for developmental consideration.

4.3.2.3. Functional Experience. Lateral development allows members to gain knowledge and experience within an AFSC while accessing educational and leadership-training experiences. Functional growth is achieved through assignments within and across functional areas. **Note:** Members establish a solid foundation of skills at the tactical level

in a primary career field; some members remain at that tactical level - providing depth of expertise in their specific field.

4.3.2.4. Career-Broadening Experiences. Development outside members' functional AFSC(s) allows them to continue to expand their experience and increase responsibility within a related family of skills. Future leaders are prepared for greater responsibility through cross-functional and career-broadening experiences. Career-broadening experiences can include non-traditional opportunities outside of functional AFSCs (e.g., Executive Officers, First Sergeants).

4.3.2.5. Leadership Tracks. ANG leadership has the ability to manage senior Statutory Tour members (i.e., colonels and lieutenant colonels, chief master sergeants and senior master sergeants) and their associated requirements. These positions provide the platform for force development and assignment opportunities utilizing operational and strategic levels of development.

4.3.3. Available FD Vectors.

4.3.3.1. Educational Recommendations: Developmental or professional military opportunities may include Intermediate Development Education, Senior Development Education, Chief Leadership Course, Senior Noncommissioned Officer Academy, and Congressional Fellowships. Some members may still need to apply/compete for certain educational opportunities if selected as a nominee. The final list of nominees is presented to the Force Development Council.

4.3.3.2. Reassignment Recommendations: Lateral assignments to further develop a member in his/her functional area. Reassignments are coordinated between the gaining and losing directorates, and the agreed upon details are provided to NGB/HR for final coordination and execution.

4.3.3.3. Developmental Recommendations: Developmental assignments may include key assignments, officer field development tours (i.e., command tours), or enlisted field development tours. The final list of nominees is presented to the Force Development Council. **Note:** All nominees should be willing and able to undergo a permanent change of station and potentially transfer to a different state of affiliation if the opportunity is approved by the FDC.

4.3.4. Functional Development Teams (FDT) Process.

4.3.4.1. FDT meet at least once a year - typically following the FMR Panel or as needed. FDT review records and development plans within the appropriate functional community to identify developmental recommendations. All FDT proceedings are held in closed session, and all individuals appointed to serve on the FDT are required to sign a Statement of Understanding (SOU). **(T-1)**

4.3.4.1.1. All Statutory Tour members being considered by the FDT will receive fair and impartial consideration. **(T-1)**

4.3.4.1.2. The FDT will be free from any improper command influence, or any other influences, in either the performance of its duties or as a result of its performance. **(T-1)**

- 4.3.4.1.3. The designated representatives who participate in the FDTs are responsible for providing feedback to the Statutory Tour members reviewed/considered upon release of the approved results.
- 4.3.4.2. Force development actions may occur on an as-needed basis outside of the annual cycle.
- 4.3.5. Force Development Council (FDC) Process.
 - 4.3.5.1. The FDC meets following the FDT and may also hold out of cycle meetings throughout the year as determined by the FDC chair. All FDC proceedings are held in closed session, and all individuals appointed to serve on the FDC are required to sign a SOU (Attachment 5). **(T-1)**
 - 4.3.5.2. Panel members may not communicate with anyone outside FDC membership in reference to panel proceedings.
 - 4.3.5.3. All Statutory Tour members being considered by the FDC will receive fair and impartial consideration. **(T-1)**
 - 4.3.5.4. The FDC will be free from any improper command influence, or any other influences, in either the performances of its duties or as a result of its performance. **(T-1)**
 - 4.3.5.5. The FDC determines the final list of nominees for all types of developmental vectors.
- 4.3.6. Notification of FD Results.
 - 4.3.6.1. The FDC Chair briefs the DANG on all recommendations, and the DANG is the final approval authority. **(T-1)**
 - 4.3.6.2. NGB/HR notifies directors once the FD results have been approved for release.
 - 4.3.6.3. Directors, and/or their designated representatives, notify/brief each member within 15 calendar days following receipt of the FD results. **(T-1)**
 - 4.3.6.4. Members who receive a FD vector will be required to sign an NGB Form 831, *Force Development Statutory Tour Statement of Understanding*, to acknowledge and accept or decline their FD vector. **(T-1) Note:** Members have the option of submitting a reconsideration request for their FD vector after they sign their acknowledgment and before they accept or decline the vector.
 - 4.3.6.4.1. Members on Statutory Tour orders who refuse to sign or choose to decline a FD vector on their NGB Form 831 are returned to state control within 180 calendar days from the date they decline the opportunity and forfeit their affiliation with the Statutory Tour Program. Members are eligible to apply for Statutory Tour positions through the MVA process once they have returned to state control.
 - 4.3.6.4.2. Members performing a field development tour who refuse to sign or choose to decline a FD vector on their NGB Form 831 forfeit their career status and return rights to the Statutory Tour Program. Members are eligible to apply for Statutory Tour positions through the MVA process after 180 calendar days from the declination date.
- 4.3.7. Reconsideration Process.

4.3.7.1. Any Statutory Tour member may request reconsideration of their FD decision in writing.

4.3.7.1.1. The reconsideration request should include justification/documentation not previously available for consideration by the panel. Further, the request should address why reconsideration is in the best interest of the ANG. The request must be reviewed, and a written acknowledgment provided, by the member's director prior to being sent to NGB/HR for processing. **(T-1)** These acknowledgements may include support or non-support of the request with additional rationale included if desired. Reconsideration requests received without the required acknowledgments will be returned for proper coordination. **(T-1)**

4.3.7.1.2. Reconsiderations must be received by NGB/HR within 30 calendar-days of the date the member was notified of the FD decision. The member's chain of command will not hold a reconsideration request to circumvent the 30 calendar-day submission requirement. **(T-1)**

4.3.7.2. The decision authority for reconsiderations for lieutenant colonels and below and senior master sergeants and below is the DDANG or designated representative. **(T-1)** The decision authority for reconsiderations for colonels and chief master sergeants is the DANG or designated representative. Reconsideration decisions are final. There is no appeal beyond these respective decision authorities.

4.3.7.3. Directors are notified of all reconsideration decisions and are responsible for informing their members.

Chapter 5

DEVELOPMENT PROGRAMS

5.1. State Development Tour Program.

5.1.1. The State Development Tour Program affords states the opportunity to nominate one officer (grades O3-O6) and one enlisted member (grades E5-E8), identified to have future-leadership potential within their state, to receive experience at the national level.

5.1.2. State Development Tours are one to three years in length. The intent of the program is for members to gain greater experience in their functional area and/or gain an experience that will add value to the positions in which the state would like the members to return at the conclusion of their tour. While assigned to the State Development Tour Program, the member is on Title 10 Statutory Tour orders.

5.1.3. Due to the force management constraints of the Statutory Tour Program, states are only authorized to have one officer and one enlisted member participating in the State Development Tour Program at any given point in time. **(T-1)**

5.1.4. Nomination Requirements. State and/or wing leadership should contact NGB/HR for current package and routing requirements. At a minimum, nomination packages should include the following:

5.1.4.1. A nomination letter from state leadership. This letter should include the individual's qualifications, a list of recommended functional-work areas, the requested assignment length, and the nominee's future development plan within the state. **Note:** While it is preferred this letter be signed by The Adjutant General or the Commanding General, the authority to endorse this nomination may be delegated no lower than the Director of Staff, and the delegation letter, if applicable, must be included in the package. **(T-1)**

5.1.4.2. Acknowledgment from the nominee. The formal acknowledgment from the nominee should express a willingness to join the State Development Tour Program as well as a willingness to undergo a permanent change of station and potentially take on multiple assignments during the development period if placed.

5.1.5. Assignments. NGB/HR coordinates with directors to identify an appropriate placement for each nominee. Once placement has been approved by NGB/HR, a Memorandum of Agreement (MOA) detailing the position and program responsibilities will be required. **(T-1)**

5.1.6. Members on a State Development Tour are rated by the chain of command where they are assigned within the Statutory Tour Program unless otherwise stated or detailed in DAFI 36-2406, *Officer and Enlisted Evaluations Systems*.

5.1.7. Members on a State Development Tour do not participate in the force management and force development processes outlined in [Chapter 4](#).

5.1.8. Members on a State Development Tour will not be eligible for promotion. **(T-1)**

5.2. Career Development Tour Program.

5.2.1. The intent of the Career Development Tour Program is to increase the number of opportunities for individuals who have been awarded career status within the Statutory Tour Program to obtain field-level development. The Career Development Tour Program provides eligible members an opportunity to return to a state, territory, or district for a minimum of one and maximum of two years on a fulltime tour with conditional return-rights to the Statutory Tour Program. For the sake of this program, the term “fulltime tour” refers to either a Title 32 Active Guard and Reserve (AGR) tour, a Title 32 Military Technician (MT) (dual status) tour, an Active Duty for Operational Support (ADOS) tour, or a Military Personnel Appropriation (MPA) tour. The National Guard Bureau will not provide a resource or controlled grade for these assignments. **(T-1)** If a state, territory, or district is interested in sponsoring an eligible candidate, an offer must be submitted to NGB/HR to present to the Statutory Tour Program’s Force Development Council (FDC) for consideration and approval. **(T-1) Note:** For those seeking approval to serve as a MT, nothing in this guidance is meant to supplement, override, or circumvent the state, territory, or district’s Merit Placement and Promotion Plan, MT reemployment rights, any Collective Bargaining Agreement, other competitive hiring procedures, or requirements to conduct appropriate bargaining on policies affecting bargaining union members.

5.2.2. Eligibility Requirements for Statutory Tour Members. For ANG Statutory Tour members to be eligible for a Career Development Tour, they must meet the following criteria:

5.2.3. Members must be in career status as defined by ANGI 36-6 (see [paragraph 4.2.2.1](#)). **(T-1)**

5.2.4. Members must be at or under 16 years of Total Active Federal Military Service (TAFMS). **(T-1)**

5.2.5. Members must have at least four years of retainability to accommodate a two-year tour in the field and two years upon return to the Statutory Tour Program prior to reaching their MSD, age 60, or 20 years of TAFMS – whichever occurs first. **(T-1)**

5.2.6. Members must affiliate with the state, territory, or district where they will be serving prior to the start of their tour. **(T-1)**

5.2.7. Ineligibility Factors. ANG Statutory Tour members will not participate in the Career Development Tour Program if any of the following ineligibility factors apply:

5.2.8. Members are in any status other than career status. **(T-1)**

5.2.9. Members are at or over 17 years of TAFMS. **(T-1)**

5.2.10. Members have been returned to state through the force management review process. **(T-1)**

5.2.11. Members who have declined a reassignment opportunity through the force development process. **(T-1)**

5.2.12. Return to Statutory Tour Requirements. Members will be restored to career status within the ANG Statutory Tour Program upon meeting the following criteria:

5.2.13. Members abide by all conditions detailed in the Memorandum of Agreement (MOA) signed by the member, The Adjutant General or Commanding General of the state, territory,

or district (or the designated representative), the ANGRC/CC, and NGB/HR prior to their departure from the Statutory Tour Program. **(T-1).**

5.2.14. Members successfully complete their fulltime tour without receiving adverse administrative action(s) as defined by DAFI 36-2907, *Adverse Administrative Actions*, and remain world-wide qualified. **(T-1).** **Note:** The FDC will accomplish an assessment prior to accepting the member back into the Statutory Tour Program and will identify an appropriate assignment for the member's return for NGB/HR to offer.

5.2.15. Members accept the return assignment offered by NGB/HR at the conclusion of their tour. **(T-1).** **Note:** Return assignments can be at any location, directorate, or position within the Statutory Tour Program, and declination of the assignment will result in the termination of the MOA and the member's return rights to the Statutory Tour Program.

5.2.16. Members retain the rank identified in their MOA. **(T-1).** Members who have the opportunity to promote while out on their fulltime tour must obtain the approval of the FDC prior to promoting, or they will be required to apply and compete in order to return to the Statutory Tour Program. **(T-1).**

Chapter 6

PROMOTIONS

6.1. Promotions within the Statutory Tour Program.

6.1.1. Promotions of Statutory Tour members follow the mandatory criteria outlined in: DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*; AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*; ANGI 36-2504 *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force Below the Grade of General Officer*; ANGI 36-2505, *Federal Recognition Examining Boards for Appointment or Promotion in the ANG Below General Officer*.

6.1.2. Promotions are not automatic and are subject to control grades and end-strength limitations.

6.2. Promotion Nominations.

6.2.1. Promotion requests are endorsed by the director or designated representative before being submitted to NGB/HR for processing.

6.2.2. Members who are not career status must sign a copy of NGB Form 832, *Promotion Statement of Understanding*, indicating they understand the profile requirements for the grade upon which they are about to enter. **(T-1)** Directors are responsible for briefing their members accordingly.

6.2.3. Requests to promote members who hold career status within the Statutory Tour Program, and whose subsequent promotion would place them outside the recommended profile for career status (**Table 4.1**), require the DANG's or designated representative's approval. **(T-1)**

6.2.4. All promotion requests must have concurrence from The Adjutant General or the Commanding General (or designated representative) before certification may occur. **(T-1)**

6.2.5. Members must be approved for promotion by their state of affiliation through the publishing of a state promotion order. **(T-1)**

6.2.6. Promotions to colonel and chief master sergeant require the DANG's or designated representative's approval. **(T-1)**

6.2.7. Promotions to lieutenant colonel and below, and senior master sergeant and below, require ANGRC/CC or designated representative approval. **(T-1)**

6.3. Mandatory Promotion Boards.

6.3.1. NGB/HR pulls a list of promotion-eligible Statutory Tour officers meeting Mandatory Promotion Boards for promotion to the ranks of major and lieutenant colonel. The list of eligible officers is forwarded to the members' senior raters.

6.3.2. Officers are highly encouraged to complete PME and review their personnel records, Officer Performance Reports, and decorations for accuracy. Members are responsible for coordinating necessary corrections and record updates with NGB/HR.

6.3.3. NGB/HR provides members with their Officer Pre-Selection Brief (OPB). Members are responsible for contacting NGB/HR if their OSB is not received 60-90 days prior to the promotion board.

6.3.4. The AF Form 709, *Promotion Recommendation Form*, will be signed by the senior rater with a “Do Not Promote” if the member has failed to complete PME for promotion to the next grade and/or has failed to maintain fitness standards in accordance with DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*. **(T-1)**

6.3.5. Statutory Tour officers selected for promotion through this process who are not currently assigned to a position commensurate with the new grade will receive a delay in promotion in accordance with AFI 36-2504. **(T-1)**

6.3.6. Statutory Tour officers selected for promotion through this process who are not currently assigned to a position commensurate with the new grade will result in a return to state control at the member’s current DOS, 20-year TAFMS date, or MSD – whichever comes first. **(T-1)**

6.3.7. Members selected for promotion who are not assigned to a position supporting the new grade are encouraged to compete for positions in the next grade through the selection processes outlined in **Chapter 3** of this instruction.

Chapter 7

SEPARATIONS AND CURTAILMENTS

7.1. Mandatory Separations.

7.1.1. Except for those individuals who have reached active-duty sanctuary under 10 USC § 12686(a), *Reserves on Active Duty within Two Years of Retirement Eligibility: Limitation on Release from Active Duty*, members are separated from the Statutory Tour Program prior to reaching their Mandatory Separation Date (MSD).

7.1.2. Members coordinate with their state of affiliation to submit and process their formal requests for an MSD extension under the provisions of 10 USC § 12686(a) as needed.

7.1.3. Members who receive MSD extensions while part of the Statutory Tour Program must provide a copy of their source document memorializing the MSD extension to NGB/HR. **(T-1) Note:** The extension of a member's MSD does not equate to an extension in the Statutory Tour Program. Unless awarded an extension through the FMR process, members will be separated upon their current DOS and will not have their orders extended to meet the new MSD. **(T-1)**

7.2. Voluntary Curtailments.

7.2.1. Members desiring to terminate their tour prior to their current DOS request curtailment in writing through their director to NGB/HR.

7.2.2. Requests should include a proposed DOS allowing a minimum of 60 calendar days' notice.

7.2.3. Service Commitments may be considered in the decision to grant the request.

7.2.4. If a director does not support the member's request for curtailment, the member's tour of duty and DOS remain unchanged. Members may submit a request for reconsideration of their curtailment through their director to NGB/HR for further staffing to the DANG. The DANG is the final decision authority.

7.2.5. Members should not take any action such as terminating a rental or leasing agreement or coordinating a household goods movement until curtailment orders are approved and published.

7.2.6. If a member wishes to revoke a curtailment request after it has been approved, the member must obtain written concurrence from their director or designated representative, and NGB/HR must subsequently be notified. **(T-1) Note:** Directors or designated representatives must confirm in their indorsements no action is pending to backfill the member's position. **(T-1)**

7.3. Involuntary Curtailment Actions.

7.3.1. Guidelines for Involuntary Curtailment.

7.3.1.1. The director has the option to recommend a member's tour be terminated based upon any grounds listed in this chapter or any other reason(s) incompatible with service in the Statutory Tour Program. The DANG reviews all recommendations and makes the final determination on whether the member is curtailed or retained in the Statutory Tour Program.

7.3.1.2. The director or designated representative ensures all quality force management tools comply with DAFI 36-2907, *Adverse Administrative Actions*.

7.3.2. Grounds for Involuntary Curtailment.

7.3.2.1. The following are examples of actions which are incompatible with service in the Statutory Tour Program and may result in involuntary curtailment. **Note:** This list is illustrative in nature and should not be considered all-inclusive. Serious consideration should be given to involuntarily curtailing a member's tour for:

7.3.2.1.1. Acts of misconduct, to include violations of the Uniform Code of Military Justice, regardless of whether the acts are connected to the member's official duties, which may include charges and/or criminal proceedings in a federal court, state court, or court-martial.

7.3.2.1.2. Acts or expressed sentiments of discrimination, harassment, or prejudice.

7.3.2.1.3. Failure to maintain medical qualification(s) and/or physical fitness standards.

7.3.2.1.4. Failure to attain or maintain a skill level compatible with the unit manpower document assignment.

7.3.2.1.5. Loss of professional qualifications required for the performance of assigned duties, substandard performance of duties, and/or failure to perform assigned duties.

7.3.2.1.6. Member's required security clearance being withdrawn, cancelled, or incapable of being obtained.

7.3.2.1.7. Factors to consider before initiating involuntary curtailment action(s) include:

7.3.2.1.7.1. The seriousness of the events or conditions that form the basis for initiating separation proceedings. Consider the effect of the member's continued retention on military discipline, good order, morale, and/or the potential that events or conditions will continue or reoccur.

7.3.2.1.7.2. Whether the actions of the member resulted or are likely to result in an adverse impact on mission accomplishment or substandard performance of duties.

7.3.2.1.7.3. The member's potential for further service.

7.3.2.1.7.4. The member's military record - including past contribution to the ANG, assignments, awards and decorations, evaluations, ratings, memorandums of commendation, records of non-judicial punishment, records of involvement with civil authorities, and any other matter deemed relevant.

7.3.3. Involuntary Curtailment Requests.

7.3.3.1. The director or commander initiates the process by submitting an involuntary curtailment package to NGB/HR that includes:

7.3.3.1.1. A memorandum outlining the member's misconduct or poor performance

7.3.3.1.2. All rehabilitative efforts utilized (e.g., any letter of counseling/admonishment/ reprimand, or an AF Form 174, *Record of Individual Counseling*),

7.3.3.1.3. The member's responses to any actions (if available)

7.3.3.1.4. Any available evidence supporting the member's removal from the Statutory Tour Program (e.g., proof of substandard performance and/or criminal activity). **Note:** When the reason warrants immediate separation (e.g., criminal misconduct), counseling or a letter of reprimand may be omitted.

7.3.3.2. NGB/HR reviews the package and subsequently forwards it to NGB General Counsel (NGB-GC) for administrative and legal review. If NGB-GC finds the recommendation to be legally sufficient, NGB/HR proceeds with making all necessary notifications to the director and the member.

7.3.4. Notification.

7.3.4.1. NGB/HR issues a letter of notification (LON) to the member informing the proposed action to involuntarily curtail the tour of duty prior to the current DOS. The LON will contain the specific basis for involuntary curtailment along with the evidence substantiating the recommendation. **(T-1)**

7.3.4.2. When personal notification is not practicable or otherwise available, the LON and supporting documentation will be sent via certified mail to the member's last known address with a return receipt requested. All reasonable means of notifying a member must be exhausted to accomplish official notification. **(T-1)**

7.3.4.3. The member has 15 calendar days from the date the notification is received to submit a written response for inclusion in the package submitted by NGB/HR for DANG's consideration. **(T-1)** The member's response should include information responding to the allegations contained in the LON as well as any supporting documentation.

7.3.4.4. If the member fails to respond within 15 calendar days, the DANG may direct curtailment orders be issued to remove the member from the Statutory Tour Program - and return the member to state control.

7.3.5. Appointment of an Investigating Officer.

7.3.5.1. Upon receipt of the involuntary curtailment package, the DANG appoints an investigating officer (IO) to conduct a review of the action(s) (to include all supporting documentation) and make a recommendation on whether the member's tour should be involuntarily curtailed or if the member should be retained in the Statutory Tour Program. **Note:** To the extent possible, the IO's investigation should follow the procedures and guidance outlined in DAFMAN 1-101, *Commander Directed Investigations*; however, compliance with the "Air Force Hand-Off Policy" in DAFMAN 1-101 is mandatory.

7.3.5.1.1. The IO must be a commissioned officer, senior in grade to the member under review, and may not be in the chain of command of either the member or the director making the recommendation. **(T-1)**

- 7.3.5.1.2. The IO reviews the submissions and makes a written recommendation within 10 duty days. Any request for an extension to the deadline shall be submitted directly to the DANG with sufficient justification warranting the requested extension.
- 7.3.5.1.3. The IO limits the scope of the investigation to the basis for involuntary curtailment listed in the LON, the supporting evidence, and the member's response if one was submitted. The IO may solicit additional information as well as conduct interviews of the parties and witnesses in order to reconcile disputed material facts. Interviews of the parties and witnesses shall be accomplished with sworn affidavits where possible.
- 7.3.5.1.4. The IO submits findings and a recommendation through NGB/GC to the DANG for review. The IO's recommendation is limited to the retention or non-retention of the member.
- 7.3.5.2. The DANG may order additional investigating where appropriate. The DANG may conduct a review by submitting matters in dispute to a Board of Officers as outlined in DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*.
- 7.3.5.3. Once the recommendation is reviewed, the IO (or Board if applicable) is dismissed, and the final decision is rendered by the DANG.
- 7.3.6. Involuntary Curtailment Resolution.
- 7.3.6.1. If the DANG's decision is to involuntarily curtail the member's Statutory Tour order, NGB/HR initiates curtailment actions, and the member immediately begins the necessary steps to return to state control within 60 calendar days.
- 7.3.6.2. A member separated for cause may be considered for separation from active status in the ANG; this type of separation would be processed in accordance with DAFI 36-3211, *Military Separations*.
- 7.3.6.3. If the decision is to retain the member, the DANG either directs the case be fully dismissed or directs further action as deemed appropriate for retaining the member in the Statutory Tour Program.
- 7.3.6.4. Members involuntarily curtailed from the Statutory Tour Program will not be considered for future tours in the program or for any ADOS tours. **(T-1)**
- 7.3.6.5. An involuntary curtailment for the purpose of this provision is a separation from the Statutory Tour Program under such conditions or circumstances that may authorize an involuntary discharge or a court-martial.

MICHAEL A. LOH,
Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

10 USC § 12301(d), *Reserve Components Generally*

10 USC § 12686(a), *Reserves on Active Duty within Two Years of Retirement Eligibility: Limitation on Release from Active Duty*

DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*, 5 June 2020

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, 24 January 2019

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, 14 November 2019

DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 16 April 2021

DAFI 36-2907, *Adverse Administrative Actions*, 22 May 2020

DAFI 36-3211, *Military Separations*, 24 June 2022

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 9 January 2003

AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 20 September 2019

AFI 36-3203, *Service Retirements*, 29 January 2021

ANGI 36-2504, *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force below the Grade of General Officer*, 28 July 2004

Prescribed Forms

NGB Form 28, *Military (Statutory Tour and RegAF) Position Description*

NGB Form 830, *Statutory Tour Statement of Understanding*

NGB Form 831, *Force Development Statutory Tour Statement of Understanding*

NGB Form 832, *Promotion Statement of Understanding*

NGB Form 833, *Force Management Review Member Acknowledgment of Decision Notification*

Adopted Forms

AF Form 174, *Record of Individual Counseling*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations, Acronyms, and Terms

ADOS—Active Duty for Operational Support
AFPC—Air Force Personnel Center
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
ANGUS—Air National Guard of the United States
ARPC—Air Reserve Personnel Center
CNGB—Chief of the National Guard Bureau
DANG—Director, Air National Guard
DDANG—Deputy Director, Air National Guard
DoD—Department of Defense
DOS—Date of Separation
DRM—Development and Retention Management
FD—Force Development
FDT—Functional/Force Development Team
FDC—Force Development Council
FMR—Force Management Review
IO—Investigating Officer
LON—Letter of Notification
MAJCOM—Major Command
MOA—Memorandum of Agreement
MSD—Mandatory Separation Date
MVA—Military Vacancy Announcement
NGB—National Guard Bureau
TAFMS—Total Active Federal Military Service
vMPF—Virtual Military Personnel Flight

Attachment 2

FUNCTIONAL AREA MANAGEMENT AND FDT ALIGNMENT FOR OFFICERS

Table A2.1. Functional Area Management and FDT Alignment For Officers.

FUNCTIONAL AREA	AIR FORCE SPECIALTY CODES
A1	Force Support – 38XX
A2/6	Intelligence – 14XX Cyberspace Operations – 17XX
A3	Pilot – 11XX Combat Systems – 12XX Space, Nuclear, Missile and C2 – 13XX Weather – 15WX Operations Support – 16XX Remotely Piloted Aircraft Pilot – 18XX Air Force Special Warfare Officer – 19XX
A4	Logistics – 21XX Civil Engineer – 32XX Security Forces – 31XX
AQ	Acquisition Manager – 63XX Contracting – 64XX
FM	Finance – 65XX
GC	Law – 51XX
HC	Chaplain – 52XX
PA	Public Affairs – 35XX
SG	Health Services – 41XX Biomedical Clinician – 42XX Biomedical Specialist – 43XX Physician – 44XX Surgery – 45XX Nurse – 46XX Dental – 47XX Aerospace Medicine – 48XX
Note: The functional area that manages all Special Duty Identifiers (SDIs) is NGB/A1.	

Attachment 3

FUNCTIONAL AREA MANAGEMENT AND FDT ALIGNMENT FOR ENLISTED

Table A3.1. Functional Area Management and FDT Alignment For Enlisted.

FUNCTIONAL AREA	AIR FORCE SPECIALTY CODES
A1	Force Support – 3FXXX
A2/6	Intelligence – 1NXXX Cyberspace Support – 1DXXX
A3	Aircrew Operations – 1AXXX Command & Control Systems Ops – 1CXXX Aircrew Flight Equipment – 1PXXX Safety – 1SXXX Aircrew Protection – 1TXXX Remotely Piloted Aircraft Sensor Operator (SO) – 1UXXX Weather – 1WXXX Air Force Special Warfare Enlisted – 1ZXXX
A4	Aerospace Maintenance – 2AXXX Fuels – 2FXXX Logistics Plans – 2GXXX Missile and Space Systems Maintenance – 2MXXX Precision Measurement Equip Lab – 2PXXX Maintenance Management – 2RXXX Material Management – 2SXXX Transportation/Vehicle Maintenance – 2TXXX Munitions & Weapons – 2WXXX Civil Engineering – 3EXXX Security Forces – 3PXXX
AQ	Contracting – 6CXXX
FM	Financial – 6FXXX
GC	Paralegal – 5JXXX
HC	Religious Affairs – 5RXXX
PA	Public Affairs – 3NXXX
SG	Medical – 4XXXX
Note: The functional area that manages all Special Duty Identifiers (SDIs) is NGB/A1.	

Attachment 4**SAMPLE STATEMENT OF UNDERSTANDING FOR MVA INTERVIEW PANELS**

I (Rank + Full Name) will perform my duties without prejudice or partiality - having in view the needs of the Air National Guard and the Statutory Tour Program. I will not be dictated, coerced, or attempt to improperly influence the votes of other panel members. I will make a holistic recommendation based on the applicants' packages, the feedback provided by references, and the substance of the interviews. **I will not divulge the deliberations or results of this panel except to NGB/HR.** Further, I understand that releasing any information to or about the applicants is in violation of HR policy. I understand NGB/HR will notify the director of the panel's recommendation(s).

Initial each item below to verify understanding

If scoring is not required, please place N/A in the appropriate field pertaining to scoring.

- ___ 1. I will review the applications based on the criteria below and score on matrix provided (only applicable if scoring is required).
 - Experience relevant to the needs of the organization.
 - Education and Professional Development
 - Command/Supervisory/Leadership experience or potential
 - Performance (accomplishments, awards, fitness, evaluations)
 - Application Package (letter, resume, biographies, and letters of recommendation)
- ___ 2. I will meet all suspenses.
- ___ 3. I will report to the panel at the designated date/time/location.
- ___ 4. I will ONLY ask the applicants the pre-approved questions.
- ___ 5. Prior to the panel convening, I will sign the Panel Nomination Report (PNR) indicating a unanimous recommendation.
- ___ 6. Should I disagree with the majority on the recommendation, I will submit a minority report in lieu of my signature on the PNR.
- ___ 7. I understand that the purpose of the panel is to provide a recommendation to the director and may not be the resulting official selection.
- ___ 8. I will provide feedback to applicants as a mentoring opportunity focused solely on the individual's interview, application package and reference feedback and NOT disclose information about other applicants or the recommendation of the panel.
- ___ 9. I do not have any pending adverse actions against me.

Member's Digital Signature

Attachment 5**SAMPLE STATEMENT OF UNDERSTANDING FOR FORCE MANAGEMENT AND
FORCE DEVELOPMENT PANELS AND FUNCTIONAL DEVELOPMENT TEAMS**

I, (Rank + Full Name) , will faithfully, without prejudice or partiality, review retention recommendations as needed, lateral assignments, developmental assignments, and training recommendations during this process while having in view both the individuals' preference of potential opportunities and the efficiency of the Air National Guard and the United States Air Force.

I understand that force management and force development processes, whether conducted in-person and/or virtually, are held in closed session. Whether I participate in-person or virtually, I will ensure there is no unauthorized access to or disclosure of the information or session.

I will not release any information pertaining to these proceedings at any time. NGB/HR will provide all final results to directors, and directors will be required to ensure their members are briefed accordingly.

Member's Digital Signature

Above the Signature Block

Attachment 6**SAMPLE NOMINATION SUMMARY FORM FOR FUNCTIONAL/FORCE
DEVELOPMENT PACKAGES****Nomination Summary Form**

Rank / Name:

Current Duty Title:

State Affiliation:

Highest Military Award:

Date of Award:

Directorate:

Highest Military Education:

Current ST Status:

Highest Civilian Education:

PAFSC:

Last Completed PME:
Method:

2AFSC:

****OFFICERS ONLY****

3AFSC:

Total Federal Commissioned Service Date:

Date of Rank:

Joint Qualification Level:

Mandatory Separation Date:

Total Joint Credit Points:

Total Active Federal Military Service:

Command Experience Level:

Referral Evaluations on File:

Willing to PCS within 6-24 Months:

Deployment History:

Special Considerations:

**** Nomination Package Requirements:**

1. Completed Nomination Summary Form (use as a cover sheet)
2. vMPF RIP (all pages - less than 60 days old)
3. Last 3 Evaluations (most current evaluation on top)
4. Current Fitness Tracker (from myFitness with complete fitness history)

Submit as one redacted PDF file using the following file naming convention:**Last Name, First Name_Rank**

(*PDF portfolios will not be accepted and will be returned to sender for corrections)

Email the completed package to: NGB.HR.HR_DRM_Org@us.af.mil

Attachment 7**SAMPLE MEMORANDUM OF AGREEMENT FOR FIELD DEVELOPMENT TOURS**

MEMORANDUM FOR RECORD

FROM: NGB/HR

SUBJECT: Field Development Tour Memorandum of Agreement

1. In accordance with ANGI 36-6, *The Statutory Tour Program*, a field development tour has been approved for the following:

- a. Rank and Full Name: [Ex. Lieutenant Colonel or Senior Master Sergeant First M. Last]
- b. State/Territory/District ANG: [Ex. California]
- c. Duty Title, Unit: [Ex. Commander or Superintendent, 100 FSS]
- d. Authorized Grade / AFSC: [O-# or E-# / AFSC]
- e. Position Number: [#####]
- f. Status: Title 32 Active Guard and Reserve (AGR)
- g. On or about Start Date: [DD Month YYYY]
- h. Special Considerations: [Ex. None]

2. The member identified above will be responsible for the following:

- a. Completing all required actions to separate from the Statutory Tour Program - including all out-processing requirements of the servicing Force Support Squadron.
- b. Providing inputs on a personal development plan for annual review through the Development and Retention Management (DRM) process.
- c. Accomplishing all required actions to return to the Statutory Tour Program in order for return orders to be published.
- d. Remaining qualified for worldwide duty and meeting the required physical standards for entrance back to extended active duty (EAD).
- e. Ensuring the Basic Allowance for Housing (BAH) received is for the location of assignment for this tour.
- f. Acknowledging they will be required to reapply and be competitively selected to re-enter the Statutory Tour Program if:

(1.) The member declines the assignment offered by the Force Development Council for their return to the Statutory Tour Program.

(2.) The member elects not to return to the Statutory Tour Program at the end of the field development tour.

(3.) The member receives adverse administrative action(s) or has substantiated findings in any investigation, and, upon review, the Force Development Council terminates the member's return rights to the Statutory Tour Program upon completion of the field development tour.

3. The state, territory, or district will be responsible for the following:

- a. Providing a vacant billet (*vacant command billet for an officer) in addition to a resource and/or controlled grade for any portion of the member's tour when the state, territory, or district is not executing at 100% (in either). **Note:** The Joint Force Headquarters (JFHQ) must initiate a

request to NGB/A1M to coordinate an update on the ANGRC Controlled Grade Execution Report and/or temps report when needed.

b. Producing the Title 32 AGR order which places the member in a vacant billet (*vacant command billet for an officer).

c. Allowing the member to apply for military vacancies in the Statutory Tour Program.

d. If applicable, promotion actions will not be taken without concurrence from the Force Development Council.

e. Reporting any concerns about the member's performance to NGB/HR for the Force Development Counsel to consider.

f. Providing a copy of any completed adverse administrative action(s) and/or substantiated adverse finding(s) or conclusion(s) from an officially documented investigation, proceeding, or inquiry conducted by competent military or civilian authorities, regardless of any command action taken against the member (if any), during the member's tour to NGB/HR for the Force Development Council to review.

4. The National Guard Bureau will be responsible for the following:

a. Providing support for the member's separation from the Statutory Tour Program and subsequent assignment to the unit identified in paragraph 1 (NGB/HR).

b. Tracking the member's development through the DRM processes (NGB/HR).

c. Providing a resource and/or controlled grade for any portion of time during the member's tour if the state, territory, or district is executing at 100% (in either) when the JFHQ initiates the request for support (NGB/A1M and NGB/HR).

d. Identifying an equivalent position for the member's return to the Statutory Tour Program upon successful completion of the field development tour. **Note:** The equivalent position may be within a new directorate and/or at a new duty location than the one in which the member departed prior to starting the field development tour (Force Development Council and NGB/HR).

e. Reviewing any reported performance concern(s), completed adverse administrative action(s), and/or any substantiated adverse finding(s) or conclusion(s) from an officially documented investigation, proceeding, or inquiry conducted by competent military or civilian authorities, regardless of any command action taken against the member (if any), and determining whether or not the member will be permitted to return to the Statutory Tour Program. **Note:** Open investigations, proceedings, and/or inquiries may potentially delay a member's return to the Statutory Tour Program.

f. Providing support to return the member to the Statutory Tour Program, including permanent change of station funding, and restoring the member to their previous Statutory Tour (ST) status upon accession; the member's new Statutory Tour order will be for a period of two years (NGB/HR).

5. This member will remain a part of the Statutory Tour DRM processes throughout the duration of this tour. The length of the tour is limited to a period of no less than one and no more than two years. This member will remain eligible to apply for posted military vacancies which may result in a promotion opportunity upon return to the Statutory Tour Program. Signing this agreement below constitutes [The Adjutant General's/Commanding General's] approval to allow the member to apply for military vacancies within the Statutory Tour Program.

6. The undersigned have read and agree to comply with the responsibilities outlined in this memorandum.

FIRST M. LAST, Rank, USAF
Member's Duty Title
The Adjutant General/Commanding General

FIRST M. LAST
Rank, STNG

FIRST M. LAST, GS-15, DAF
Director, Human Resources
Commander, ANGRC

FIRST M. LAST
Rank, USAF

Attachment 8**SAMPLE MEMORANDUM OF AGREEMENT FOR STATE DEVELOPMENT TOURS**

MEMORANDUM FOR RECORD

FROM: NGB/HR

SUBJECT: State Development Tour Memorandum of Agreement

1. In accordance with ANGI 36-6, *The Statutory Tour Program*, a State Development Tour has been approved for the following:

- a. Rank and Full Name: [Ex. Lieutenant Colonel or Senior Master Sergeant First M. Last]
- b. State/Territory/District ANG: [Ex. California]
- c. Duty Title, Directorate: [Ex. Action Officer, NGB/A13]
- d. Duty Location: [Ex. Joint Base Andrews, MD]
- e. Authorized Grade / AFSC: [O-# or E-# / 3F0X1]
- f. On or about Start Date: [DD Month YYYY]
- g. Additional Information: [Ex. None]

2. The member identified above will be responsible for the following:

- a. Completing all required in/out processing actions identified by NGB/HR.
- b. Meeting all the physical requirements for entrance into extended active duty.
- c. Signing the Statement of Understanding indicating they are subject to the Uniform Code of Military Justice while on Title 10 orders.
- d. Re-establishing/maintaining qualification for worldwide duty upon return to state.

3. The state/territory/district will be responsible for the following:

- a. Retaining recommendation for promotion.
- b. Retaining temporary execution rights to the resource previously encumbered by the member.
- c. Retaining approval authority to nominate the member for a PME in-residence opportunity upon completion of this tour.
- d. Completing all required evaluations prior to developmental tour orders being published.
- e. Ensuring the member is returned to previous status as applicable upon return to state.

4. The National Guard Bureau will be responsible for the following:

- a. Identifying a funded position of assignment.
- b. Providing a newcomer requirement checklist.
- c. Providing support for entrance into Title 10 Active Duty to include the publishing orders.
- d. Providing permanent change of station funding to and from the tour assignment.
- e. Ensuring the member will receive the Basic Allowance for Housing (BAH) for the location of assignment.
- f. Completing all required evaluations during the period of assignment.
- g. Providing support for return to state to include publishing orders.

5. The length of this tour is limited to a period of no less than one and no more than three years. This member will remain eligible to apply for posted vacancies which may result in a promotion opportunity. This member will remain a part of the State Development Program and will not participate in the Statutory Tour Program's Development and Retention Management processes while serving on this tour.

6. The undersigned have read and agree to comply with the responsibilities outlined in this memorandum.

FIRST M. LAST, Rank, USAF
Member's Duty Title
The Adjutant General/Commanding General

FIRST M. LAST
Rank, STNG

FIRST M. LAST, GS-15, DAF
Director, Human Resources
Commander, ANGRC

FIRST M. LAST
Rank, USAF

Attachment 9**SAMPLE MEMORANDUM OF AGREEMENT FOR CAREER DEVELOPMENT TOURS**

MEMORANDUM FOR RECORD

FROM: NGB/HR

SUBJECT: Career Development Tour Memorandum of Agreement

1. In accordance with ANGI 36-6, *The Statutory Tour Program*, a Career Development Tour has been approved for the following:

- a. Rank and Full Name: [Ex Lieutenant Colonel or Senior Master Sergeant First M. Last]
- b. State/Territory/District ANG: [Ex. California]
- c. Duty Title, Unit: [Ex. Commander or Superintendent, 100 FSS]
- d. Authorized Grade / AFSC: [O-# or E-# / AFSC]
- e. Position Number: [#####]
- f. Status: [Title 32 AGR / Title 32 MT / Title 10 ADOS / Title 10 MPA]
- g. On or about Start Date: [DD Month YYYY]
- h. Special Considerations: [Ex. None]

2. The member identified above will be responsible for the following:

- a. Completing all required actions to separate from the Statutory Tour Program - including all out-processing requirements of the servicing Force Support Squadron.

- b. Providing inputs on a personal development plan for annual review through the Development and Retention Management (DRM) process.

- c. Accomplishing all required actions to return to the Statutory Tour Program in order for return orders to be published.

- d. Remaining qualified for worldwide duty and meeting the required physical standards for entrance back to extended active duty (EAD).

- e. Ensuring the Basic Allowance for Housing (BAH) received is for the location of assignment for this tour.

- f. Acknowledging they will be required to reapply and be competitively selected to re-enter the Statutory Tour Program if:

- (1.) The member declines the assignment offered by the Force Development Council for their return to the Statutory Tour Program.

- (2.) The member elects not to return to the Statutory Tour Program at the end of the Career Development Tour.

- (3.) The member receives adverse administrative action(s) or has substantiated findings in any investigation, and, upon review, the Force Development Council terminates the member's return rights to the Statutory Tour Program upon completion of the Career Development Tour.

3. The state, territory, or district will be responsible for the following:

- a. Providing a vacant billet in addition to any resource and/or controlled grade required for the entirety of this member's tour.

- b. Producing the member's fulltime order as required.
 - c. Allowing the member to apply for military vacancies in the Statutory Tour Program.
 - d. If applicable, promotion actions will not be taken without concurrence from the Force Development Council.
 - e. Reporting any concerns about the member's performance to NGB/HR for the Force Development Counsel to consider.
 - f. Providing a copy of any completed adverse administrative action(s) and/or substantiated adverse finding(s) or conclusion(s) from an officially documented investigation, proceeding, or inquiry conducted by competent military or civilian authorities, regardless of any command action taken against the member (if any), during the member's tour to NGB/HR for the Force Development Council to review.
4. The National Guard Bureau will be responsible for the following:
- a. Providing support for the member's separation from the Statutory Tour Program and subsequent assignment to the unit identified in paragraph 1 (NGB/HR).
 - b. Tracking the member's development through the DRM processes (NGB/HR).
 - c. Identifying an equivalent position for the member's return to the Statutory Tour Program upon successful completion of the field development tour. **Note:** The equivalent position may be within a new directorate and/or at a new duty location than the one in which the member departed prior to starting the Career Development Tour (Force Development Council and NGB/HR).
 - d. Reviewing any completed adverse administrative actions and/or any substantiated findings from an investigation involving the member while on their tour and determining whether or not the member will be permitted to return to the Statutory Tour Program in accordance with paragraph 5.2.14. of ANGI 36-6, *The Statutory Tour Program*.
 - e. Providing support to return the member to the Statutory Tour Program, including permanent change of station funding, and restoring the member to their previous Statutory Tour (ST) status upon accession; the member's new Statutory Tour order will be for a period of two years (NGB/HR).
5. This member will remain a part of the Statutory Tour DRM processes throughout the duration of this tour. The length of the tour is limited to a period of no less than one and no more than two years. This member will remain eligible to apply for posted military vacancies which may result in a promotion opportunity upon return to the Statutory Tour Program. Signing this agreement below constitutes The Adjutant General's/Commanding General's approval to allow the member to apply for military vacancies within the Statutory Tour Program.
6. The undersigned have read and agree to comply with the responsibilities outlined in this memorandum.

FIRST M. LAST, Rank, USAF
Member's Duty Title
The Adjutant General/Commanding General

FIRST M. LAST
Rank, STNG

FIRST M. LAST, GS-15, DAF
Director, Human Resources
Commander, ANGRC

FIRST M. LAST
Rank, USAF

Attachment 10**SAMPLE MEMORANDUM FOR FIELD OR CAREER DEVELOPMENT TOUR OFFERS**

MEMORANDUM FOR NGB/HR

FROM: [JFHQ Office Symbol]

SUBJECT: [Field Development Tour] [Career Development Tour] Offer

1. In accordance with ANGI 36-6, *The Statutory Tour Program*, the [insert name of state / territory / district] Air National Guard is submitting a [field development tour] [Career Development Tour] offer for the following:

- a. Rank and Full Name: [Ex Lieutenant Colonel or Senior Master Sergeant First M. Last]
- b. Duty Title, Unit: [Ex. Commander or Superintendent, 100 FSS]
- c. Authorized Grade / AFSC: [O-# or E-# / AFSC]
- d. Position Number: [#####]
- e. Status: [Title 32 AGR / Title 32 MT / Title 10 ADOS / Title 10 MPA]
- f. On or about Start Date: [DD Month YYYY]
- g. Additional Information: [Ex. The current incumbent retires effective DD Month YYYY.]

2. My point of contact for this action is Rank/Title First M. Last, Duty Title, who can be reached at (123) 456-7890 or first.last@us.af.mil.

FIRST M. LAST

Rank, STNG

The Adjutant General/Commanding General