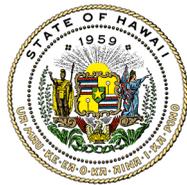


JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



STATE OF HAWAII
KA MOKU'ĀINA O HAWAII
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KA 'AKUKANA KENELALA

PHILLIP L. MALLORY III
BRIGADIER GENERAL
DEPUTY ADJUTANT GENERAL
KA HOPE 'AKUKANA KENELALA

NGHI-HRO-A (614-200b1)

11 March 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hawaii Army National Guard (HIARNG) Policy – Enlisted Active Guard Reserve (AGR) Management Advisory Council (EAMAC)

1. References:

- a. AR 135-18 (The Active Guard Reserve Program)
- b. AR 600-8-19 (Enlisted Promotions and Demotions)
- c. DA PAM 600-25 (U.S. Army Noncommissioned Officer Professional Development Guide)
- d. NGR 600-5 (The Active Guard Reserve (AGR) Program, Title 32, Full Time National Guard Duty (FTNGD) Management)
- e. NGR 600-200 (Enlisted Personnel Management)

2. Purpose. The Enlisted Active Guard Reserve (AGR) Management Advisory Council (EAMAC) is established and comprised of Senior Noncommissioned Officers (SNCO) or Administrative Officers (AO) from each Major Subordinate Command (MSC), separate unit, and directorate. The council selects vacancy-fill recommendations for the HIARNG Chief of Staff's (CoS) approval based on organizational requirements, considering individual preferences.

3. Background. The Title 32 FTNGD AGR program is a career program offering opportunities that encourage retention through promotion, professional development, and assignments or attachments to positions of increased responsibility. While the Enlisted Promotion System (EPS) addresses most of the procedures to select the best-qualified Service Member for advancement, it does not address the nuances inherent to the limitations and challenges of HIARNG. The EAMAC aims to address the EPS gaps to facilitate talent management and career progression, align individual capabilities with

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organizational needs, and maintain a steady pool of proficient, professional, adaptable, and resilient AGR NCO Corps.

4. Applicability and effective date. This policy applies to all Title 32 NCOs in grades E-6 to E-9. This policy is effective 1 April 2025 until revoked or rescinded.

5. Process and Business Rules.

a. Schedule, Composition, and Agenda.

(1) Quarterly EAMAC meetings will be published per fiscal year (FY).

(2) The CoS will formally appoint authorized representatives.

(3) Vacancy-fill discussions during the EAMAC will include known losses within 14 months of the vacancy's effective date.

b. Priority of Fill: E-6 to E-7

(1) P1: Priority Placement List (PPL): Fully qualified SMs with MOS and security clearance who are over grade or excess.

(2) P2: Lateral (Voluntary/Opt-in): Current primary MOS (PMOS) equivalent to a vacant position or possess a secondary MOS (SMOS) and serve in a similar full-time (00F) equivalent to the vacant position.

(3) P3: EPS.

(4) P4: Lateral (Voluntary/Preference Sheet or Involuntary/Command- Directed)

a. Command-directed (must possess the MOS)

b. SMOS or AMOS equivalent to a vacant position (voluntary)

c. Non-MOSQ and must meet all requirements to reclassify within 12 months (voluntary, SSG/E-6 only).

(5) P5: Job Vacancy Announcement (JVA).

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c. Priority of Fill: E-8 to E-9

(1) P1: PPL

(2) P2: Lateral

(3) P3: EPS

d. Order of Fill. Backfills will be discussed by the EAMAC chronologically, by vacancy effective date (earliest to latest). Positions with the same MOS, rank/grade, and vacancy effective date are actioned based on the vacancy request approval date.

e. Preference Sheet. E-6 to E-9 AGR SMs can submit preference sheets quarterly, up to five business days before the EAMAC convene date. This form is utilized instead of the opt-in process for every vacancy to maintain stability and predictability across the formation.

f. Command Leadership and Staff Assignment Policy (CLASP). Vacancy fill actions that involve CLASP are subject to EAMAC recommendation to ensure compliance with regulatory requirements concerning term limitations and leadership assignment ceiling. The command may curtail CLASP assignments before three years based on command-directed or involuntary reassignment.

g. AGR Assignment Tour Length. An AGR NCO should expect to serve an assignment for 4 to 5 years. The command will consider those who served equal to or over three years for voluntary reassignment. However, the command can direct involuntary reassignment based on organizational needs without regard to assignment tour length.

h. Declination of Promotion and Assignment.

(1) AGRs may be subject to command-directed or involuntary reassignment at any given time without their consent and without geographical limitations within the State's boundaries to meet the needs of the organization. Failure to comply with orders causes removal from the AGR program.

(2) AGRs with extenuating circumstances that may affect the decision to accept a promotion to a neighbor island will submit a hard waiver request NLT two days before the first EAMAC convene date. AGRs can resubmit a waiver at any time, within 30 days from any life-changing event or extraordinary circumstance that affects SM.

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(3) AGRs with approved waivers who decline promotion will remain on the EPS List. The Enlisted Promotion Manager (EPM) will remove the SM name with a disapproved waiver who declines.

i. EPS List. The approved and published EPS List at the time of the EAMAC convene date is the authorized reference document. The council or the command cannot alter the EAMAC results based on a new EPS List approved after the convening date.

j. Permanent Change of Station (PCS). SMs who PCS must serve at least 3 years in current assignment. SMs in this category are ineligible for voluntary or involuntary reassignment within 3 years from the current assignment effective date.

k. Integrated Disability Evaluation System (iDES). AGRs referred to iDES must continue to report to work, perform their duties, and provide status updates, within the limits of their physical profile, medical condition, and medical appointment schedule. For consideration for backfill, AGRs must provide documentation regarding unfit for continued service determination.

l. Disqualifiers. The following criteria disqualify an SM from voluntary reassignment at the time of the EAMAC convene date. However, the same SM is considered if the situation changes before the next EAMAC session.

- (1) Under stabilization in current position or rank (18 months).
- (2) Serving on initial AGR tour (3 years).
- (3) Approved separation (retirement, REFRAD).
- (4) Processing through the Disability Evaluation System (DES).
- (5) Suspension of favorable personnel action (Flag).
- (6) Subject of involuntary separation proceedings IAW AR 135-178.
- (7) Within 18 months from the Retention Control Point (RCP).
- (8) Assigned in a fenced position or unit that restricts reassignment within a certain period.

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6. EAMAC results are expected to be published within two weeks and disseminated via memorandum. This transparent process enhances efficiency and delivers predictability, providing actionable options to fill confirmed vacancies no earlier than 12 months but no later than 6 months from the vacancy's effective date.

7. Responsibilities

a. EAMAC Chair / HIARNG Command Sergeant Major (CSM)

- (1) Publish agenda for discussion NLT 1 month before EAMAC convene date.
- (2) Facilitate discussions and identify vacancy-fill recommendations.
- (3) Serves as a tiebreaker, if necessary.

b. MSCs, Separate Units, and Directorates.

- (1) Identify primary and alternate representatives / voting members.
- (2) Present subject-matter insight and valuable information during discussions.
- (3) Select vacancy fill action for each vacancy.
- (4) Observe decorum and maintain the integrity of proceedings until official publication or announcement.

c. Human Resources Office (HRO) NCO

(1) Provide a list of vacancies for voluntary or involuntary separations (retirement, retention control point (RCP), Release from Active Duty (REFRAD) to the EAMAC Chair NLT 2 months before the convening date.

(2) Maintain an AGR NCO roster with pertinent administrative information such as active federal service (AFS), expiration term of service (ETS), assignment history, and qualifications.

(3) Review and analyze preference sheets.

(4) Provide advice regarding AGR regulations and policies.

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(5) Process CLASP waivers and hardship waiver requests.

(6) Execute approved EAMAC results.

d. G1 Enlisted Promotion Manager

(1) Validate vacancies and EPS Lists.

(2) Ensure compliance with EPS regulations.

(3) Process vacancy fill requests.

e. AGR NCOs

(1) Review reference materials to include HIARNG AGR NCO positions, career maps, and MOS progression charts located at <https://armyeitaas.sharepoint-mil.us/teams/HIARNGAGRCollaboration> (click on “EAMAC” link).

(2) Submit preference sheets and hardship waiver requests, as applicable, via SharePoint link: <https://armyeitaas.sharepoint-mil.us/teams/HIARNGAGRCollaboration> (click on “EAMAC” and then “Preference Sheet” or “Hardship Waiver” link).

(3) Maintain accuracy of personnel and training records.

f. AGR Focus Group Mentors

(1) Provide information and guidance to NCOs.

(2) Be familiar with applicable references to include career maps and progression charts.

8. All receiving organizations listed under the distribution of this memorandum must acknowledge receipt and confirm the dissemination of the policy to all AGR NCOs. S1s / RNCOs will email confirmation to the point of contact by 17 March 2025.

9. POC for this action is the HRO AGR Manager, MAJ Lorajan Kaonohi, 808-672-1344, lorajan.b.kaonohi.mil@army.mil.

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BARBARA P. TUCKER
COL, AG, HIARNG
Human Resources Officer

6 Encls

1. EAMAC Presentation Slide
2. FY25 Schedule
3. Quarterly Agenda Template
4. EAMAC Representatives Appointment
5. AGR NCO Preference Sheet
6. Enlisted AGR Focus Group Mentor List

DISTRIBUTION:
HIARNG