



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1 RESERVE WAY
ST. LOUIS, MO 63132-5200

AHRC-PAV-BB

S: 20 September 2004
20 August 2004

MEMORANDUM FOR Eligible Army Reserve Active Guard Reserve (AGR) Commissioned Officers and Warrant Officers

SUBJECT: CY 2004 Army Reserve AGR Active Service (AS) Extension Board

1. References:

- a. Title 10, U.S. Code, Sections 1370, 3911, and 3926.
- b. AR 640-30, Photographs for Military Personnel Files, 1 October 1991.
- c. AR 135-18, The Active Guard Reserve (AGR) Program, 10 December 2004.
- d. AR 600-8-24, Officer Transfers and Discharges, 3 February 2003.
- e. Memorandum, OCAR, DAAR-HR, 4 December 2002, subject: Active Guard Reserve (AGR) Permanent Change of Station (PCS) Policy.

2. The Army Reserve AGR AS Extension Board will convene on 29 November 2004 IAW ASA (M&RA) policy and AR 135-18, this is a mandatory board. The board will consider eligible commissioned officers and warrant officers for extension beyond 20 years AS. Extensions will be granted based on the needs of the Army Reserve. Colonels and lieutenant colonels will receive two-year extensions and all other officers will receive three-year extensions NTE their Mandatory Removal Date (MRD).

3. General Guidance:

- a. All eligible colonels and lieutenant colonels (promotable) with a Release from Active Duty (REFRAD) date between 30 April 2005 and 31 December 2007 (inclusive) will be considered by this board. All other eligible officers with a REFRAD between 1 January 2006 and 31 December 2007 (inclusive) will be considered by this board. Officers previously considered but not recommended for AS extension and who meet the eligibility requirements are also eligible.
- b. Enlisted AS is excluded from the computation of accrued years of service for the mandated release from active duty of an AGR warrant officer.
- c. Eligible officers who intend to retire must respond in writing to the address listed in paragraph 8 NLT 20 September 2004.
- d. Officers will be REFRAD and may request retirement (if eligible) if not selected for AS extension.

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e. Colonels and lieutenant colonels who are selected for AS extension, but who later decide to voluntarily retire before the end of the AS extension period, and have not served on active duty in their current grade for 36 months, will be retired at the next lower grade under the provisions of USC 10, 1370(a) and (b).

f. Officers may write a memorandum to the president of the AS Extension Board inviting attention to any matter of record deemed vital to his/her consideration. This memorandum is optional, and limited to one page.

g. Extended officers are subject to a Permanent Change of Station based on the needs of the AGR Program in accordance with reference 1e. There is no guarantee an officer will remain at his/her current duty station for the duration of his/her approved extension.

h. The board will consider for extension officers on their initial AGR tour who meet the eligibility criteria.

i. Officers who are selected for AS extension and are subsequently found to have committed misconduct or performed below standard may be recommended for removal from the extension list and/or be subject to appropriate administrative or Uniform Code of Military Justice (UCMJ) action.

4. Eligibility Requirements:

a. Currently be an Army Reserve AGR commissioned officer in the grade of colonel, lieutenant colonel, major, captain, or a warrant officer.

b. Must have a Mandatory Removal Date (MRD) of:

(1) Colonel or lieutenant colonel (promotable) - 1 June 2007 or later.

(2) Lieutenant colonel, major, captain and warrant officer - 1 June 2008 or later.

c. REFRAD must be:

(1) Colonel and lieutenant colonel (promotable) between 30 April 2005 and 31 December 2007 (inclusive).

(2) Lieutenant colonel, major, captain and warrant officers between 1 January 2006 and 31 December 2007 (inclusive).

d. Officer's MRD must be at least 12 months beyond current REFRAD.

e. Officers previously nonselected by an Army Reserve AGR AS Extension Board will be considered by this board if they meet the eligibility criteria.

f. Officers who have an HQDA approved retirement prior to 29 November 2004 are not eligible for AS Extension Board consideration.

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5. Board Process:

a. Board selection consideration. Captains through colonels will be considered in their Control Specialty Code (CSC) or in the 01A/05A branch immaterial category, by grade, for selection. The CSC is listed on the Officer Record Brief (ORB) in Section I. Warrant officers 2 through chief warrant officers 4 will be considered in their primary military occupational specialty (PMOS). PMOS is listed on the ORB in Section I. Chief warrant officers 5 will be considered in their PMOS and for 011A for selection objectives.

b. Officers will be notified in writing of the board results by the Army Reserve Active Duty Management Directorate (ARADMD). The selection memorandum serves as the official notification of extension and will reflect the officers' new REFRAD.

6. Suspense Requirements:

a. The following documents are required for the board:

(1) ORB (DA Form 4037)

(2) Statement of Service - For Computation of Length of Service for Pay Purposes (DA Form 1506)

(3) DA Photo (current within 5 years)

(4) All Officer Evaluation Reports (OERs) and Academic Evaluation Reports (AERs). Only send missing OER's and AER's. Lieutenant OER's are not required.

b. All eligible Army Reserve AGR officers must go on-line to review their board consideration file (BCF) "My Board File." To access "My Board File," go to the web site <https://www.hrc.army.mil>, click on the HRC-STL, and then click on the "Log into My Record." Officers must have an established Army Knowledge Online (AKO) account in order to access his or her file. The AKO help desk can assist with any problems via e-mail at help@us.army.mil or call toll free 1-877-256-8737. Officers are encouraged to periodically review the "My Board File" page to check for any changes in status to their board file. This file contains the performance portion of their Official Military Personnel File (OMPF). Documents missing from the "My Board File" must be received by 20 September 2004.

c. Review the Officer Record Brief (ORB). The ORB can be printed from the "My Board File" Enclosures Tab. Make changes in red ink; note that any changes made must be supported by hardcopy documentation if not contained in "My Board File." Sign and date the ORB, certifying its accuracy. A personally generated ORB will not be accepted; only the AGR Management Information System (AGRMIS) generated ORB, stamped as "TRUE COPY" by ARADMD, will be presented to the board. ORBs will not be corrected by ARADMD prior to the Board convening.

d. The REFRAD or Retire or Removal Date (RRD), Basic Active Service Date (BASD) or Warrant Basic Active Service Date (WBASD) is listed on the ORB in Section X, Remarks. The MRD is listed in Section III, Service Data. Section X also shows if officers have a validated

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DA Form 1506, Statement of Service - for Computation of Length of Service for Pay Purposes, on file with ARADMD. It will indicate: 1506 CONCUR followed by "Y," "N," or a blank. This indicates the DA Form 1506 is signed and the officer concurs (Y), does not concur (N), or no DA Form 1506 is on file (Blank).

e. Officers must have a signed, concurred with, copy of DA Form 1506 in their OMPF. Officers who concur with a DA Form 1506 with AS computations that put them outside of this AS Extension Board's eligibility criteria will not be eligible for this board. Officers should contact the Records Section at ARADMD for assistance if they do not have a completed and signed DA Form 1506. ARADMD Record NCOs can be reached at (314) 592-1234, ext. 5175.

f. Photographs taken at Army installations since 1 October 2002 and stored on DAPMIS will be imported directly in the BCF. Photographs taken at other installations must be sent in for scanning into the BCF. All photographs must be less than five years old, as of the convene date of the board, and be in the current grade. All photographs must be in Class A uniform. For officers who cannot obtain an official DA Photo, an unofficial 4X6 color photo, taken in Class A uniform in front of a solid background, standing at a thirty degree angle, placing the left shoulder nearest to the camera, will be accepted.

g. It is the officer's responsibility to ensure his or her BCF is complete. Officers must have an established Army Knowledge Online (AKO) account before accessing the My2xcitizen portal at <https://www.2xcitizen.usar.army.mil/portal/>. To access the board file, click on "My Board File" under the NAVIGATION menu (which appears on the left side of the "My2xCitizen" homepage). Follow the instructions on the page to review the board file. The AKO help desk can assist with any problems. Email: help@us.army.mil or call toll free 1-877-256-8737.

h. Army Reserve Boards Support Branch, Personnel Actions and Services Directorate, HRC-STL, will provide the board with OERs that have been profiled, but arrived too late to be viewed by the officer on OMPF via the "My Board File" portal. All OERs submitted to the board will have a report ending date not later than 31 August 2004 (90 days prior to the board convene date). The board will review only the Performance portion of the OMPF, which consists of Performance Data, Education and Training Data, Commendatory Data, and Disciplinary Data. Provide any documents not appearing on the "My Board File" site, or additional supporting documents with the application packet by the suspense date, 20 September 2004, to the office in paragraph 8.

i. OERs or AERs that are not on the "My Board File." Unprofiled copies of OERs are no longer required to be stamped "Certified True Copy." When duplicating, ensure the reverse side of the report is in the same position as the original report, or prepare a separate page for each side. Complete-the-record OERs are authorized per AR 623-105, Officer Evaluation Reporting System, paragraph 3-53. The through date is 31 August 2004.

7. The Army Reserve Boards Support Branch will use AKO electronic mail addresses to correspond with all officers. Officers who use an alternate electronic mail address should ensure that it is in compliance with Army Regulation 25-2, Information Assurance. Chapter 4, paragraph 4-20f(5), prohibits the practice of auto-forwarding official mail to non-official accounts. Officers must check their AKO electronic mail.

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8. An updated and signed ORB and any documents missing from "My Board File" must be postmarked no later than 20 September 2004. Documents received or postmarked after this date will not be placed into the BCF. Mail the completed board consideration file to:

Commander
HRC-STL
AHRC-PAV-BB (AS Extension Board)
1 Reserve Way
St. Louis, MO 63132-5200

9. Questions concerning the board process, file content and preparation, or missing documents should be directed to the Army Reserve Boards Support Branch (AHRC-PSV-BB), Ms. Tina Zucol at (314) 592-0000, ext. 5424 or DSN 892-0000, ext. 5424 or via electronic mail at psafs.board@arpstl.army.mil. Questions concerning eligibility should be directed to the individual officer's Career Manager at ARADMD, 1-800-325-4118.



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Deputy Commander