

IDANG Active Guard Reserve (AGR) Orders Request

Use – The IDANG AGR Orders Request is used to ensure proper AGR order writing and authority to place members on AGR tours.

Ruleset – Initial AGR: Member selected for permanent AGR position. PCS Dependent information must be completed. Exception: Member is single & does not claim dependents.

Occasional AGR: Member has been selected for occasional AGR tour funded by permanent AGR vacancy. AGR position number providing the funding must be included on orders request to ensure proper tracking of funds (enter military position number in this block, *do not* enter name or ‘vice: member name’). Orders request must be submitted with a completed/ signed NGB 34-1, full vMPF RIP, and current individual fitness report.

- AGR Occasional Deployment Backfill Tours: Members may only be on backfill tour for within the deployed AGR’s deployment dates. Please list AGR deployer in the remarks for verification.

**Ensure Controlled Grades are approved prior to routing requests for Airmen in the rank of SMSgt/ CMSgt and Maj, Lt Col, and Cols.*

Continuation: Continuance of permanent AGR orders. Start date must be back-to-back with end date of AGR current tour.

It is highly encouraged to match order end date with member’s ETS.

Modification: Curtailments, occasional AGR order extensions, duty position moves are modifications that must include an AROWS tracking number.

Initiator – Command Support Staff and Supervisors.

Routing Process – Squadron commanders or designees have signature authority on AGR tours for officers. Squadron/Group Senior Enlisted Leaders are the signature authority on AGR tours for enlisted.

For action, all orders requests must be sent to the HRO Org Box: NG ID IDARNG Mailbox IDARNG SF52 ng.id.idarng.mbx.idarng-sf52@army.mil

Timeline – Minimum two weeks prior to start date.

Air AGR Manager will also coordinate medical clearance through 124 MDG and unit for new AGR tours.

References – ANGI 36-101

IDANG ACTIVE GUARD RESERVE (AGR) ORDERS REQUEST

MEMBER NAME (LAST, FIRST, MI)

DOE, JANE E.

REQUESTOR (LAST, FIRST, MI)

SMITH, HENRY D.

DUTY PURPOSE

- INITIAL AGR
*Complete PCS Dependent Info
- OCCASIONAL AGR
*Include the following with orders request:
NGB 34-1
vMPF RIP
Current Report of Individual Fitness
- CONTINUATION
- MODIFICATION

AROWS TRACKING NUMBER

*Modification: Only
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AGR FUNDING POSITION

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ORDERS START DATE

2024/02/23

ORDERS END DATE

2027/02/22

FOR DUTY WITH (UNIT)

JFHQ-ID

DUTY TITLE

COMMAND SUPPORT STAFF (ref. UMPR)

CAFSC

3F031

DAFSC

3F071

PAFSC

3F051

PAS CODE

C61CFTJ5

FAC

10S100

POSITION NUMBER

1136815

IS MEMBER A FED TECH?

YES NO

ETS

2025/11/14

PCS DEPENDENT INFORMATION (To be filled out for all initial AGR tours)

DEPENDENT'S NAME	RELATIONSHIP	SSN	DOB	ADDRESS
DOE, JOHN D.	Spouse	123-45-6789	1984/09/21	2812 Mulberry Ave, Boise, ID 83716

CSS NOTES

ETS extension has been submitted for member in order to accommodate initial 3 year probationary tour.
New ETS will reflect: 2027/02/23 in line with AGR order end date.

Sq/Gp SEL (Enlisted Requests)

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Sq/CC or designee (Officer Requests)

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