



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

S: 31 January 2012

MNHF

31 October 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Priority Placement Program (PPP) for Active Guard Reserve (AGR) Personnel

1. Reference ANGI 36-101, chapter 10, 3 June 2010.
2. The purpose of this memorandum is to provide procedural guidance to AGR Airmen during the Enlisted Grade Review (EGR) action. In order to effectively manage EGR, the PPP will be used.
3. The Priority Placement Program (PPP) will be initiated when any action occurs that causes AGR personnel to become either excess and/or over-grade to their full-time Unit Manning Document (UMD) position. In accordance with (IAW) reference above, Active Guard Reserve (AGR) personnel classified as either excess and/or over-grade in Military Personnel Data System (MilPDS) will be given priority over other AGR personnel to fill AGR vacancies. Airmen may remain in PPP for a maximum of 24 months. Those Airmen in the PPP that have not been placed after 24 months will be separated, retired or demoted (enlisted only).
4. AGR personnel will be classified as excess/over-grade when their AGR position has been eliminated or reduced in grade on the Unit Manning Document (UMD). Excess/over-grade status can occur by reorganization, Enlisted Grade Review (EGR) or other full-time manning policy changes. AGR personnel identified as excess will be processed as follows:
 - a. Notified in writing of their assignment in to the Priority Placement Program (PPP).
 - b. Airmen in PPP will be offered, in writing, the first available UMD full-time AGR position within the state for which Airmen is qualified for assignment or if retraining is required, member meets all the requirements for entry into the new AFSC.
 - c. If more than one Airmen is qualified for the position the following criteria will be used to create an order of merit list:
 - (1) Total Active Federal Military Service (TAFMS). The Airmen possessing the most TAFMS will be placed on the top of the list. Those Airmen with less TAFMS will be ranked below, according to total TAFMS.
 - (2) Time in Grade (TIG). Those Airmen with more TIG will be ranked higher than those Airmen with less TIG.

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- (3) Time in Service (TIS). Those Airmen with more TIS will be ranked higher than those Airmen with less TIS.
- d. If the position offered isn't in reasonable commuting distance of the Airman's residence then PCS can be considered, but not guaranteed.
- e. The Airman must accept or decline the position within ten workdays of the offer. If the Airman accepts, the HRO will direct the FSS to reassign the Airman within 30 days.
- f. Failure to accept a position must be reduced in grade within 30 days. IAW ANGI 36-2503, Administrative Demotion of Airmen.
- g. ANGI 36-101 indicates TAG may approve the retention of an Airman in the PPP after the individual has declined an offered position. A one-time declination waiver must be based on justifiable circumstances which would have created a severe hardship for the Airman. Submit waiver requests to MNHF-AGR (Air) for review and processing.
- h. HRO will notify the member no later than 90 days prior to the expiration of the PPP.
5. NGB/A1POE must update all over-grade codes in MilPDS for members over 20 years of service. The Force Support Squadron (FSS) will ensure all NGB Forms 36-11, Statement of Understanding are completed on applicable Airman and submitted to MNHF-AGR (Air) no later than 31 January 2012 for consolidation and submission to NGB. In addition, Chief and Senior Master Sergeants must obtain an exception to policy (ETP) from NGB/A1POE to remain two or more grades over-grade on Unit Manning Document (UMD). Forward to MNHF-AGR (Air) for processing no later than 31 January 2012.
6. The point of contact for this office is CW4 Jacqueline A. O'Keefe, AGR Manager, DSN 489-4732 or email Jacqueline.a.okeefe@us.army.mil.

FOR THE ADJUTANT GENERAL:

Encl



CURTIS B. WILLIAMSON

COL, LG, NYARNG

Director, Federal Human Resource Office

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