



## DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA  
OFFICE OF THE ADJUTANT GENERAL  
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NEW ORLEANS, LOUISIANA 70117-1456

NGLA-PEH

1 December 2023

### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Louisiana Army National Guard (LAARNG) Active Guard Reserve (AGR) Enlisted Career Management Policy

#### 1. References:

- a. Army Regulation (AR) 135-18, The Active Guard/Reserve (AGR) Program
- b. AR 600-8-19, Enlisted Promotions and Reductions
- c. AR 601-2, Army Recruiting Support Programs
- d. National Guard Regulation (NGR) 600-200, Enlisted Personnel Management
- e. NGR 600-5, AGR Program Title 32 Full-Time National Guard Duty (FTNGD)
- f. Army Training and Doctrine Command (TRADOC) Pamphlet 350-70-3, Faculty and Staff Development
- g. Department of the Army Pamphlet 611-21, Military Occupational Classification and Structure
- h. Department of Defense Instruction (DODI) 1205.18, Full-time Support to the Reserve Components
- i. NGLA-JPM-HA, Louisiana Army National Guard (LAARNG) Active Guard Reserve (AGR) Enlisted Career Management Policy

2. **Applicability.** This policy applies to all LAARNG Enlisted Soldiers, to include AGR Title 10 (T10) and Title 32 (T32) Soldiers.

3. **Background.** LAARNG AGR Enlisted Career Management Policy was initially published on 1 October 2014 to provide members in LAARNG mentorship and a map for career progression from entry into the AGR program through retirement. Later, the policy was refined effective 01 November 2020 with the focus on force stabilization, broadening assignments, and specific job criteria. Current policy version effective 01 November 2023 was developed by a Joint Senior Enlisted Working group with representation from all DRU's and select Joint Staff members to establish updates from previous version. The JSEW group focused on development of the overall AGR Soldier



workforce concept, AGR vacancy announcement criteria, MOS qualification, and request for exceptions to this policy. Getting the right person in the right job at the right time is essential in maintaining an effective strong LAARNG T32 AGR program and an effective program must both meet the needs of the organization as well as enable the development and career progression of its members. To accomplish this, fair, equitable, and transparent policy and processing requirements are published that outline and provide guidance for accession, career progression through assignments, promotions, and retention for the LAARNG T32 AGR program. Published regulatory guidance and policy will provide for the development of the force while also facilitating the identification and advancement of our future senior leaders by recognizing superior performance.

4. **Purpose.** To provide policy and career management guidance for LAARNG enlisted Soldiers serving on FTNGD in the Title 32 AGR Program. Additionally, it outlines regulatory guidance and procedures for selection, utilization, career management, professional development, and release from T32 AGR Program. The overall intent of this policy is to assist our enlisted AGR force and leaders in the management of the enlisted career status T32 AGR Soldier from initial entry through retirement in the AGR program. This policy supersedes reference 1i.

5. **Approval Authority:**

a. The Adjutant General (TAG) is the approval authority for this policy.

b. Approval authority may be delegated to the Director of the Joint Staff, Joint Force Head Quarters (JFHQ) J1, or Human Resources Officer (HRO) by an official memorandum for record from TAG.

6. **Policy guidance.** The objective of the AGR Program is to provide selected Soldiers to administer; instruct; organize; recruit and train as needed to meet the full-time support and readiness requirements of LAARNG projects, programs, and missions. Experienced and qualified AGR Soldiers are required daily in the execution of operational missions and readiness, IAW paragraph 1-7 of reference 1a.

a. **Entry into the AGR Program.** For initial entry into the AGR program, an individual must meet qualifications listed under table 2-1 of reference 1a, and not be disqualified as outlined in tables 2-2 and 2-3 of reference 1a. Initial entry applicants must be able to meet any special requirements listed on the AGR vacancy Job Announcement. Job announcement, application process and required forms are available for download at <https://geauxguard.la.gov/join-us/agr/army/>. M-DAY Soldiers will be selected by hiring board process from gaining unit.

b. **Length of Tour/Period/Stabilization.** Force stabilization is a top priority for LAARNG leadership. It enables Soldiers to have the opportunity to fully learn, practice, and execute the responsibilities of their Full-Time Support (FTS) assignments. Additionally, stabilization seeks to assist Soldiers and their families in the management of their military careers as well as address the cost and lifestyle changes associated with frequent reassignment. LAARNG T32 AGR Program tours and stabilization timeframes are outlined below:

(1) Initial hire AGR tours will be for a period of 3 years, paragraph 2-4 of reference 1e. Subsequent T32 AGR tours may be for a period of 3 to 6 years, or to the Soldier's Expiration Term of Service (ETS) date, whichever date comes first.

(2) Initial hire AGR Soldiers will be stabilized the full period of 36 months except for a mobilization or when the needs of the service dictate. The stabilization timeframe will begin on the date the AGR initial hire is transferred into the AGR position.

(3) Continuation beyond the initial three-year tour constitutes entry into a career status and requires compliance with a career management program IAW paragraph 3-2 of reference 1e. These Soldiers may voluntarily apply for reassignment as AGR vacancies become available. Additionally, Soldiers who apply and are selected for positions will comply with all guidance outlined IAW paragraph 7-42 of reference 1b.

(4) Subsequent Career Status Tour Stabilization Periods

(a) AGR Soldiers Duty Military Occupational Specialty Qualified (DMOSQ) for a career progression reassignment are stabilized 24 months from reassignment date.

(b) For AGR Soldiers Non-DMOSQ for the career progression reassignment, the 24-month stabilization period begins once the Soldier is MOS qualified (MOSQ) in the duty position. However, the stabilization timeframe will not exceed 36 months total from the reassignment date.

(c) Command Directed Lateral Reassignments

(i) AGR Soldiers will incur a 24-month stabilization period if command directed to a career progression assignment DMOSQ. If NDMOSQ, the 24-month stabilization begins once the Soldier is MOS qualified in the duty position, but stabilization period will not exceed 36 months total from the reassignment date.

(ii) Lateral reassignment to a non-career progression, command directed assignment will not require the AGR Soldier to complete a new stabilization period. If applicable, the AGR Soldier's remaining stabilization period from their previous assignment will carry over to the Soldier's new assignment.

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(iii) Requests for a Command Directed Reassignment may be submitted by the DRU to the AGR Branch Mailbox at [ng.la.laarnq.mbx.agr-branch@army.mil](mailto:ng.la.laarnq.mbx.agr-branch@army.mil).

(5) AGR Career Status Soldiers assigned to the same AGR position for a period of 6 years or more may be considered for command directed reassignment per paragraph 3-5d of reference 1e.

(6) T32 AGR Soldiers selected for MSG/E8 or SGM/E9 positions incur an 18-month stabilization requirement. Additionally, they may be reassigned at the needs of the organization for a command direct reassignment by The Adjutant General, per paragraph 3-5 reference 1e.

c. **AGR Career Status.** AGR Career Status is the continuation beyond the initial tour, or service in AGR status for a period of more than six consecutive years; it constitutes retention and requires subsequent management under a career program as defined by reference 1h; AGR career status may lead to a military retirement after attaining the required years of active service. Personnel may be placed in AGR status for one-time occasional tours (OTOT) or for a probationary period, but these personnel are not in a career status. AGRs attain career status once selected for continuation in the AGR program beyond the initial period, paragraph 3-1 of reference 1e.

d. **Career Management.** The Title 32 FTNGD AGR program is a career program offering opportunities that encourage retention through promotion, professional development, and assignments to positions of increased responsibility, paragraph 3-2 of reference 1e. Commanders and full-time supervisors provide critical input regarding reassignment decisions and IOT facilitate both Soldier development and mission accomplishment, should be involved and proactive in the career progression management of their AGR T32 enlisted Soldiers, paragraph 1-4d of reference 1e. However, it is still incumbent upon on all enlisted T32 AGR Soldiers to effectively manage their own careers and Soldiers should ensure that each career assignment decision conforms to their intended career path.

e. **Career Progression.** Soldiers must be diversified and ensure they seek new challenges and opportunities to continually develop their knowledge and experiences; this should occur at the grade of E6 and below. Cross-leveling the AGR force is highly recommended once stabilization is met, to ensure AGR Soldiers are meeting the required benchmarks for career progression but not at the expense of compromising force stabilization. Soldiers who apply for and are selected for positions will comply with all guidance defined IAW reference 1b and reference 1e. Seeking positions based on duty location and comfort levels is NOT professional development.

(a) Per paragraph 3-2b of reference 1e, enlisted career management positions are designated as enlisted positions staff sergeant (SSG) through sergeant major

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(SGM). These NCO positions will be filled IAW paragraph 4-10 of reference 1d: Priority Placement, Excess Personnel or Lateral Assignment. Once the initial fill processes are exhausted, the AGR vacancy will be announced. Per paragraph 3-2a of reference 1e, the best qualified applicant will be selected based on their placement under the appropriate Career Progression MOS (CPMOS) on the current Enlisted Promotion System (EPS) Order of Merit List (OML) in sequential order with the specific criteria and experience associated to the Support Personnel Management Document (SPMD) (previously known as Bluebook) positions listed below.

(1) AGR initial hire SGT/E5 job announcements are open to all LAARNG members in the ranks of PFC/E3 and above to apply. These positions are typically the Assistant S4, CBRN NCO, DRU or BN Assistant Personnel Staff NCO (PSNCO), or Battalion Medical Readiness NCO (MRNCO).

(2) Unit Supply Sergeant, Recruiting and Retention (R&R) NCO, Small Group Leader (SGL), or Admin NCO positions will be announced in the rank/grade of SSG/E6, open to all LAARNG members in the ranks of SPC/E4 and above to apply, with precedence for onboard AGR Soldiers who have completed their current assignment stabilization requirements.

(3) Detachment Readiness NCO positions will be announced in the rank/grade of SSG/E6, open to all LAARNG members in the ranks of SPC/E4 and above to apply, with precedence for onboard AGR Soldiers who have completed their current assignment stabilization requirements.

(4) JFHQ, Joint-Staff positions may be announced in the rank/grade of SGT/E5 or SSG/E6 (depending on position), open to all LAARNG members in the ranks of SPC/E4 and above to apply, with precedence for onboard AGR Soldiers who have completed their current assignment stabilization requirements. These positions will achieve credit as a Broadening Assignment.

(5) Company Readiness NCO, Rank/Grade: SFC/E7, will be announced as "AGR Onboard Only" and required qualifications are:

(a) On the current EPS OML and able to achieve the MOS required for the duty position.

(b) Must have held a previous duty assignment as a Supply Sergeant and any of the following AGR Duty Assignments but not limited to: Detachment Readiness NCO, Admin NCO, MRNCO, R&R NCO, SGL, Assistant PSNCO or CBRN NCO.

(6) Battalion S4 Supply Sergeant positions, Rank/Grade: SFC/E7, will be announced as "AGR Onboard Only" and required qualifications are:

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(a) 92Y DMOSQ and on the current CPMOS 92Y EPS OML

(b) Must have held a previous AGR duty assignment as a Unit Supply Sergeant.

(7) Battalion Senior Human Resources Sergeant, Rank/Grade: SFC/E7, will be announced as “AGR Onboard Only” and required qualifications are:

(a) On the current EPS OML and able to achieve the 42A MOS.

(b) Must have held a previous AGR duty assignment as a Readiness NCO, or J-Staff NCO with duties as a 42A4O, or Unit Admin NCO.

(8) Battalion or DRU Assistant Operations NCO, Rank/Grade: SFC/E7, will be announced as “AGR Onboard Only” and required qualifications are:

(a) On the current EPS OML and able to achieve the duty MOS.

(b) Must have held a previous AGR duty assignment as a Readiness NCO.

(9) Battalion Operations NCO, Rank/Grade: MSG/E8, will be announced as “AGR Onboard Only” and required qualifications are:

(a) DMOSQ and on the current EPS OML, under the CPMOS listed in the announcement.

(b) Must have held a previous AGR duty assignment as a DRU or BN Assistant Operations NCO, or Unit Readiness NCO, or held an Excepted Position IAW paragraph i of this policy

(10) DRU Senior Supply Sergeant, Rank/Grade: MSG/E8, will be announced as “AGR Onboard Only” and required qualifications are:

(a) 92Y DMOSQ and on the current CPMOS 92Y EPS OML

(b) Must have held a previous AGR duty assignment as Battalion Senior Supply Sergeant and Unit Supply Sergeant.

(11) DRU Senior Human Resources Sergeant, Rank/Grade: MSG/E8, will be announced as “AGR Onboard Only” and required qualifications are:

(a) 42A DMOSQ and on the current CPMOS 42A EPS OML.

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(b) Must have held a previous AGR duty assignment as a Battalion Senior Human Resources Sergeant or DRU Assistant PSNCO, or Excepted Position IAW paragraph i of this policy.

(12) DRU Assistant Operations NCO, Rank/Grade: MSG/E8, will be announced as “AGR Onboard Only” and required qualifications are:

(a) DMOSQ and on the current EPS OML, under the CPMOS listed in the announcement.

(b) Must have held a previous AGR duty assignment as a DRU or BN Assistant Operations NCO, or Unit Readiness NCO, or held an Excepted Position IAW paragraph i of this policy.

(13) DRU Operations NCO/SGM, Rank/Grade: SGM/E9, will be announced as “AGR Onboard Only” and required qualifications are:

(a) DMOSQ and on the current EPS OML, under the CPMOS listed in the announcement.

(b) Completed Term 1 of Phase 1 of the Sergeants Major Course

(c) Must have held a previous AGR duty assignment as a Battalion Operations NCO or DRU MSG/E8 Assistant Operations NCO

(14) Senior Recruiting and Retention NCO, Rank/Grade: SFC/E7, will be announced as “AGR Onboard Only” and required qualifications are:

(a) Fully qualified to convert to 79T MOS and on the current EPS OML.

(15) Recruiting and Retention Section Chief, Rank/Grade: MSG/E8, will be announced as “AGR Onboard Only” and required qualifications are:

(a) 79T DMOSQ and on the current CPMOS 79T EPS OML

(b) Achieved the Expert Recruiting Badge.

(16) JFHQ J1 Senior HR NCO, Rank/Grade: SFC/E7, will be announced as “AGR Onboard Only” and required qualifications are:

(a) On the current EPS OML and able to achieve the 42A MOS.

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(b) Must have held a previous AGR duty assignment as a Readiness NCO, or Unit Admin NCO.

(17) JFHQ J1 Senior HR NCO, Rank/Grade: MSG/E8, will be announced as “AGR Onboard Only” and required qualifications are:

(a) 42A DMOSQ and on the current CPMOS 42A EPS OML

(b) Must have held a previous AGR duty assignment as a Battalion Senior Human Resources Sergeant or DRU Assistant PSNCO or Excepted Position IAW paragraph i of this policy.

(18) JFHQ Joint-Staff 3/5/7 Positions, Rank/Grade: SFC/E7, will be announced as “AGR Onboard Only” and required qualifications are:

(a) On the current EPS OML

(b) Must have held a previous AGR duty assignment as a Readiness NCO.

(19) JFHQ Joint-Staff 3/5/7 Positions, Rank/Grade: MSG/E8, will be announced as “AGR Onboard Only” and required qualifications are:

(a) On the current EPS OML

(b) Must have held a previous AGR duty assignment as a DRU or BN Assistant Operations NCO, or Unit Readiness NCO, or held an Excepted Position IAW paragraph i of this policy.

f. **AGR Vacancy Announcements.** All initial job announcements will be announced for 14 calendar days. AGR initial hire positions will be re-announced if no AGR or M-DAY applicant meets the job criteria or an AGR onboard applicant does not meet the job criteria or have an approved ETP for any other requirement. AGR onboard only positions will be re-announced if all AGR applied does not meet the job criteria or have an approved ETP. Soldiers will be considered for all job announcements in the following order of precedence:

(1) All applicants will be considered in the following order:

(a) Lateral - Fully Qualified. Applicant’s current grade, rank, MOS is commensurate with the announced position and also meets all position and experience criteria.

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(b) Promotion - Qualified. Best Qualified Applicant that meets all position and experience criteria, listed on the current EPS OML, and eligible for promotion pin-on once all PME requirements are met or will be assigned IPPSA Restriction Code ACUACT if selected.

(c) Lateral - Unqualified. Applicant's current grade, rank, commensurate with the announced position and requires and holds an approved ETP.

(d) Promotion - Unqualified. Applicant requires and holds an approved ETP.

(e) M-DAY applicants will be considered when onboard AGR Soldiers are ineligible, non-qualified, or do not have an approved ETP for initial entry positions only into the AGR program.

g. **Exceptions to Policy (ETP).** All packets with a request for ETP for non-qualified AGR applicant are exactly as stated, a request for consideration from the Soldier. Soldiers applying for subsequent career management vacancies may request and submit an ETP. Each ETP request will be thoroughly reviewed and may only be submitted for Position Specific Qualification Criteria; IAW paragraph 6-f, and/or for Soldier's who do not meet 75% of required stabilization period; IAW paragraph 6-b of this policy. Soldiers who have completed more than 75% of required stabilization period are not required to include an ETP memo with their AGR application packet but will still be staffed for the position IAW paragraph 6-g (1) (a) below. An applicant's remaining stabilization period will be determined by calculating the timeframe from the effective date of the applicant's current assignment to the close date of the Vacancy Announcement.

(1) ETPs will be considered in the following order of precedence for onboard AGR applicants only:

(a) Applicant met all position and experience criteria but only requires an ETP for their remaining stabilization requirement, reference paragraph b.

(b) Applicant met their current stabilization requirement but requires an ETP for not meeting one of the announced position's qualification criteria.

(c) Applicant that do not meet the standard; requires ETPs for their remaining stabilization requirement and for not meeting one or more of the announced positions' qualification criteria.

(2) ETP requests will be considered by the approval authority listed in paragraphs 5a-b of this policy.

h. **Assignments.** The goal of the personnel assignment system is to place the right Soldier in the right job at the right time. AGR Soldiers are a small subset of the total force, and due to limitations in training both in terms of funding and school seat allocation, assignment selection and training opportunities must be carefully managed. The following paragraphs outlines guidance and prescribes general assignment procedures regarding personnel assignments and management of the AGR force within the LAARNG. Additional requirements for performance based or special skill jobs will be added to the announcements to ensure the best qualified Soldiers are being selected for AGR Career Progression. Therefore, additional requirements are adjusted to meet the needs of the organization.

i. **Broadening Assignments.** On-board AGR Soldiers are highly encouraged to consider a broadening assignment as a career development tool. Career management SSG/E6 broadening assignments incur an 18-month stabilization period. The 18-month stabilization period does not start until the required Skill Qualification Identifier (SQI) is attained, if applicable. Soldiers are required to meet a 24-month stabilization requirement to receive credit for Admin NCO duty assignment. Priority consideration will be considered for next lateral position upon completion of stabilization during AGR selection process. Additionally, broadening assignments may be considered during the EPS process once stabilization requirements are met. All E7, Battalion and Company Operations NCO's in Recruiting & Retention Command (RRC) are required to meet a 24-month stabilization requirement, after stabilization requirement is met AGR Soldiers will receive credit for Readiness NCO duty assignment. Broadening assignments are highly encouraged for those Soldiers seeking SFC/E7 assignment consideration, starting with the publication of this policy. Soldiers will not receive additional duty assignment credit if the 24-month stabilization is not met. Soldiers who move on to positions that will complete additional career progression requirements will incur a 24-month stabilization; see paragraph 6b for stabilization requirements. The priority consideration incentive is not applicable for transfer to a higher-grade position.

(1) State broadening assignments are defined as a stabilized tour in RRC, 199th RTI, J- Staff, or JOC NCOIC. Soldiers are encouraged to seek additional assignments within DRU's after successful completion of broadening assignments. Broadening assignments are not limited to the State of Louisiana. Title 10 AGR tours are included for credit as a broadening assignment; examples of assignments include but are not limited to NGB, PEC, and HRC. T32 AGR Soldiers applying for a T10 AGR tour will be required to resign from the LAARNG AGR Program prior to accepting the T10 assignment, to include T10 AGR OTOT. Prior to their release from T32 AGR status, Soldiers will be counseled by the AGR Branch NCOIC on all requirements for T10 tour entry as well as current LAARNG policy and guidance for T10 Return from Active Duty (REFRAD) back to LAARNG. Upon completion of broadening assignments, Soldiers promoted to a controlled grade (E8 and above) within the broadening assignment, may

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be subject to reduction due to the limited amount of available controlled grade positions. Broadening assignments may also satisfy the career progression requirement.

**j. Excepted Career Management Positions.**

(1) Per 3-1b(1) of reference 1e, the following positions are designated as "Excepted Career Management Positions": Command Senior Enlisted Leader (CSEL), Army Senior Enlisted Advisor (SEA), Recruiting and Retention Command CSM, 199 Regiment Regional Training Institute CSM, Joint Staff SEAs, DRU and Battalion Operation Sergeants, AGR Branch NCOIC, EPS Manager, J33 NCOIC, QSM, State Training NCO, NCOA BLC Course Manager, Aide de Camp, Military Funeral Honors NCOIC, AGR Staffing NCO and other positions as deemed necessary by TAG.

(2) Excepted Career management positions will be filled using an alternative selection process, paragraph 3-1b (2) of reference 1e. Once an Excepted Position is vacated and available to fill through an AGR Vacancy Announcement, the selection criteria and guidance will publish with the announcement as required.

**k. Mandatory Training Requirements.** AGR personnel are required to attend mandatory specialty training for their position or assignment, per paragraphs 4-1 & 4-2 reference 1e. Training is conducted at the Professional Education Center (PEC) in Little Rock, AR. AGR Soldiers are **required** to enroll in PEC for their assigned duty positions NLT 30 days from the date of assignment/reassignment. PEC course completion dates should be NLT one year after assignment/reassignment date. Certificate of completion is required to submit to AGR Branch Mailbox at [ng.la.laarng.mbx.agr-branch@army.mil](mailto:ng.la.laarng.mbx.agr-branch@army.mil) NLT 30 days from completion of required PEC course. Soldiers who have not completed mandatory training for their position of assignment within one year of assignment/reassignment may be processed for separation.

**l. Military Occupational Code Requirements.** AGR Soldiers selected for a position that requires them to attend an MOSQ course, IAW reference 1g with grade restrictions are required to obtain a waiver from the proponent prior to reassignment to the new position. AGR Soldiers are required to enroll in the MOSQ school for their assigned duty MOS position NLT 30 days from assignment / reassignment date. MOSQ school completion dates should be NLT one year after the date of assignment. Soldiers who exceed one calendar year to complete MOSQ training for their position of assignment must submit memorandum for record (MFR) through chain of command to AGR Branch Mailbox at [ng.la.laarng.mbx.agr-branch@army.mil](mailto:ng.la.laarng.mbx.agr-branch@army.mil). Soldiers selected and assigned to an authorized higher grade AGR position, without both the required PME for pin-on promotion and MOS for higher-grade assignment will be assigned IPPSA Restriction Code ACUACT. Quota sources are taken into consideration when these timelines are not met.

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(1) Soldiers and units are responsible for ensuring that all course completion documents are recorded. Course completion certificates, DA Forms 1059, and other completion documents must be input into a Soldiers' iPERMS, updated in IPPS-A, and entered onto their record brief, as applicable. Timely recording of completion documents will ensure AGR Soldiers are given credit for completed training.

7. The point of contact for this memorandum is the AGR Branch NCOIC at (504) 278-8533 or AGR Branch Manager at (504) 278-8770.

FOR THE ADJUTANT GENERAL:

Encl

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