



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRH (RN 135)

4 October 2024

MEMORANDUM FOR The Adjutant General of All States, Puerto Rico, Guam, the U.S. Virgin Islands, Commanding General of the District of Columbia, and Chief, Human Capital Management

SUBJECT: Implementation Guidance for Army National Guard Active Guard Reserve (AGR) Soldiers Serving on One Time Occasional Tours (OTOT) Fiscal Year 2025-2026) (PPOM #24-032)

1. References:

a. Army Regulation 135-18 (The Active Guard Reserve Program)

b. National Guard Regulation 600-5 (The Active Guard Reserve (AGR) Program Title 32, Full-Time National Guard Duty (FTNGD) Management, 12 May 2023

2. Effective immediately this policy supersedes the memorandum: Implementation Guidance for Army National Guard Active Guard Reserve (AGR) Soldiers Serving on One Time Occasional Tours (OTOT) Fiscal Year 2023-2024 (PPOM #22-042).

3. Purpose. This memorandum provides Adjutants General (TAGs) the flexibility to hire Soldiers for OTOTs without first obtaining waivers from the Personnel Policy Division (ARNG-HRH). This temporary initiative supports the Army National Guard effort to achieve End Strength (ES) levels in FY 2025 and FY 2026.

4. Policy. States, Territories, and the District of Columbia, effective the date of this memorandum, are authorized to hire Soldiers for the express purpose of filling OTOT as full-time support personnel, without first gaining the approval for those requiring waiver(s) from ARNG-HRH. IAW AR 135-18, paragraph 1-6d, the AGR Program supports entry into the program of Soldiers who may desire to serve only initial or occasional AGR tours. OTOT provides TAGs a vehicle to bring a Soldier onto an AGR tour, not to exceed three years, for a specific project or specific duty without assessing them into the career AGR Program. While OTOTs are authorized, hiring of AGRs for a career status position is preferred and OTOTs should be used only in exceptional circumstances.

5. States must adhere to the accession standards in above cited references. Soldiers who fail to meet the accession standards are ineligible for OTOT. This authority expires

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30 September 2026 but the Director, Army National Guard, reserves the right to terminate early if deemed appropriate.

6. The point of contact for this memorandum is Ms. Sharon A. Archibald, Chief, AGR and Retirement Policy Branch, at 703-607-0460, DSN 327-0460, or sharon.a.archibald.civ@army.mil.

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