

**AGR JOB AUTHORIZATION (REQUEST/CHANGE)**

DATE:

For use of this form, see AR 135-18; the proponent agency is HQDA, G-1

**PART I - FILL DATA**

A. POSITION TITLE:	D. UIC:	G. COMMAND/AGENCY:
B. REQUESTED GRADE:	E. PARA: LINE:	H. DUTY LOCATION:
C. DUTY SSI/MOS:	F. DATE OF TDA/MTOE:	

**PART II - DESCRIPTION OF DUTIES**

JOB DESCRIPTION: (List major duties that support RC mission - continue in PART V)

**PART III - SUPERVISORY CONTROLS**

A. RATING CHAIN: OFF/ENL			B. LEVEL OF SUPERVISION/GUIDANCE AGR MEMBER WILL RECEIVE: (CHECK BELOW)		
	AUTH GRADE	TITLE	FREQ/DAILY	MOD/WEEKLY	MIN/MONTHLY
1. RATER			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. INTRTR/INDR			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. SR. RTR/REVWR			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. NUMBER/CATEGORIES OF AC/RC PERSONNEL TO BE SUPERVISED BY AGR MEMBER IN SUPPORT OF RC MISSION:

(FILL IN APPROXIMATE NUMBER WHERE APPROPRIATE) : NONE (CHECK HERE)

	AC	RC	AC	RC	
FULL TIME - OFFICER	___	___	ENLISTED	___	CIVILIAN ___
PART TIME - OFFICER	___	___	ENLISTED	___	CIVILIAN ___

D. CHECK ALL APPLICABLE BOXES BELOW TO DESCRIBE AGR MEMBERS DUTIES:

- 1. MAKE RECOMMENDATIONS OF RC POLICY.
- 2. ADVISE ON RC DECISIONS.
- 3. MAKE DECISIONS ON RC POLICY.
- 4. PERFORM OPERATIONAL DUTIES IN SUPPORT OF RC.
- 5. PERFORM ADMINISTRATIVE DUTIES IN SUPPORT OF RC.
- 6. PERFORM RECRUITING/RETENTION DUTIES IN SUPPORT OF RC.
- 7. PERFORM SPECIAL RC PROJECTS.
- 8. WORK WILL BE REVIEWED IN DETAIL.
- 9. WORK WILL BE REVIEWED FOR ACCOMPLISHMENT OF OBJECTIVES.
- 10. WILL WORK PRIMARILY ON THEIR OWN.

REMARKS:

**PART IV - EDUCATION/EXPERIENCE QUALIFICATIONS**

QUALIFICATIONS (INDICATE BY AN X IN APPROPRIATE BOX)

AMPLIFY IN REMARK AT RIGHT.

	REQUIRED	PREFERRED	N/A
1. OAC GRADUATE BRANCH:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. C&GS/ENLISTED EDUCATION:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. SENIOR SERVICE SCHOOL GRADUATE:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. UNIT LEVEL EXPERIENCE SSI/MOS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. COMMAND/SUPERVISORY EXPERIENCE:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. STAFF EXPERIENCE SSI/MOS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. OVERSEAS LOCATION:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. OTHER SPECIFY IN REMARKS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. SECURITY CL: TS <input type="checkbox"/> S <input type="checkbox"/> OTHER <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PART V - ADDITIONAL REMARKS

## PART VI - AUTHENTICATION

A. TYPED NAME, GRADE AND TITLE OF REQUESTING OFFICIAL	B. SIGNATURE OF REQUESTOR	C. DATE
---	---------------------------	---------

## PART VII - HQDA USE ONLY - VALIDATION/APPROVAL INFORMATION

A. DAAR-PE	B. DACS-DMS	C. DARP-AR
1. RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>	1. APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>	1. INCUMBENT NAME:
2. AUTHORIZED GRADE:	2. DATE AUTHORIZED FOR FILL: FY:	2. GRADE:
3. SSI/MOS:	3. PRIORITY:	3. BRANCH
4. UIC:	4. REMARKS:	4. SSI/MOS
5. TDA/MTOE: PARA LINE		5. AVAILABILITY DATE:
6. TITLE:		6. REPORTING DATE:
7. BUDGET CATEGORY:		7. ORDER NO#:
8. SUPPORTING PDIP:		8. SECURITY CLEARANCE:
9. REVALIDATION DUE DATE:		9. TOUR LENGTH:
10. SIGNATURE/DATE: PROGRAM MGR		10. CONCURRENT TRAVEL: STATUS CODE:
11. SIGNATURE/DATE: BUDGET ANAL	5. SIGNATURE/DATE:	11. SIGNATURE/DATE:

D. FORM INSTRUCTIONS: Cross out (*Request/Change*) as appropriate in the form title.

- PART I - A, B, C, G, and H are self explanatory.  
D, E, F - Note the TDA/MTOE AGR member will mobilize under.
- PART II - Self explanatory. If more space needed use PART V.
- PART III - Amplify A, B, C, and D in REMARKS.
- PART IV - A - List qualifications that are Required, Preferred or N/A.  
List special qualifications in Remarks.
- PART V & VI - Self explanatory.
- PART VII - HQDA USE ONLY and Form Completion Instructions.

NOTE: When used to change an approved position, complete PART I and all other areas that change.