

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 36-2103

17 JUNE 2008

Incorporating Change 1, 22 December 2011



Personnel

**ASSIGNMENT OF PERSONNEL TO
HEADQUARTERS AIR EDUCATION AND
TRAINING COMMAND (HQ AETC)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AETC/A1KD

Certified by: HQ AETC/A1K
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Supersedes: AETCI36-2103,
1 October 1998

Pages: 5

This instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*. It establishes procedures for assignment of personnel to supporting activities on Randolph AFB. Unless otherwise specified, these procedures apply to all Airmen, both officers below the grade of colonel and to all enlisted grades below the grade of chief master sergeant (CMSgt). This instruction does not apply to Air National Guard or Air Force Reserve Command units.

Ensure all records created as a result of processes prescribed in this instruction are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61/afirms/afirms>.

SUMMARY OF CHANGES

This change adds the correct Privacy Act Statement to the publication. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of Records notice AF036 AF PC B, Information Personnel Managements Records, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

1. Officer Assignments. Officer assignments to HQ AETC are governed by the assignment management system (AMS) and heavily influenced by the HQ AETC prioritization plan (for rated officers) and the nonrated prioritization plan (for support officers) that allocate personnel inventory shortfalls equitably across the Air Force. Consequently, some positions (such as fighter pilot requirements) may go unfilled for several assignment cycles.

2. Duty Tours for Officers. Per HQ AFPC, the minimum tour of duty for officers assigned to the HQ AETC staff is 4 years. (**Exception:** The duty tour is normally 2 years for officers assigned to the headquarters from within the local area (defined by HQ AFPC as the greater San Antonio area) on permanent change of assignment (PCA) without permanent change of station (PCS).) The Stabilized Tour Guide can be used as a source document for stabilized tours and assignment availability codes (AAC) (available at <https://ask.afpc.randolph.af.mil/Restricted/MPFGuidance/Assignments/StabilizedTourGuide.doc>). Departure timeframes will be managed through the vulnerable mover list (VML) reclama process in AMS.

3. Duty Tours for Enlisted Airmen. AFI 36-2110 establishes a minimum 3-year stabilized tour of duty for Airmen (not including CMSgts) assigned to HQ AETC. Each Airman will have an AAC 44 with an assignment availability date (AAD) of 3 years from the effective date of assignment to the HQ AETC staff. It is not appropriate to extend this AAD beyond the 3-year tour because reassignment will not necessarily occur at the completion of the stabilized tour. This tour of duty applies except as noted in paragraph 3.2.

3.1. Airmen being assigned to headquarters tours on PCA without PCS may be assigned without prior HQ AFPC approval if they are not in the overseas assignment selection vulnerability zone. If they are in the zone, prior HQ AFPC approval of the assignment and period of deferment is required. Headquarters stabilized tours may be waived by HQ AFPC according to the provisions in AFI 36-2110, *Assignments*, paragraph 2.15.

3.2. A 2-year minimum tour is authorized for Airmen assigned to positions requiring extensive travel. Airmen (including CMSgts) assigned to the standardization/evaluation board traveling team or the inspector general traveling team will have an AAC 45 with an AAD of 2 years from the effective date of assignment. The AAC 45 is in addition to the AAC 44 required for all HQ AETC staff assignments.

4. Approval Authority. HQ AFPC approval is required for all assignment actions. Personnel assigned to HQ AETC are normally required to complete the prescribed minimum tour before actual reassignment. However, directors and chiefs of special staff may recommend tour curtailment to the HQ AETC/A1. Include complete justification in the recommendation for early reassignment.

5. Personnel Requisition:

5.1. General Requirements. HQ AETC staff agencies will furnish a properly completed AETC Form 172, *Request for Personnel*, to HQ AETC/A1KA for enlisted Airmen or submit an updated AMS requisition for officers (and info HQ AETC/A1KO) upon notification of an incumbent's projected retirement, separation, or receipt of assignment.

5.2. Request for an Officer. When notified of an updated AMS requisition submission for an officer, HQ AETC/A1KO will validate the requirement and provide major command (MAJCOM) review and coordination of this requisition for the appropriate VML cycle.

5.2.1. **Direct Hire Policy for Officers.** According to HQ AFPC/DPA, the direct hire process is reserved for officers entering a C-prefix squadron commander position. The direct hire must be initiated by the wing commander or equivalent (senior rater) of the gaining organization and be coordinated through the gaining and losing MAJCOMs. The direct hire process does not apply to positions at detachments, flights, centers, or staffs; nor does it apply to rated officers for nonrated billets regardless if the position has a C-prefix.

5.2.2. **By-Name Request (BNR) Procedures for Officers.** BNRs can highlight to HQ AFPC an officer who possesses special skills to fill a vacant position; HQ AFPC frequently honors the BNR when it meets the needs of the Air Force, the unit, and the member. The BNR does not carry the weight of a direct hire. BNRs will only be accepted for field grade officers and positions. Only wing commanders or equivalent (senior raters) may submit a BNR, which must be submitted on the AMS requisition. The requested officer, social security number (SSN), and the requesting officer's name and position must be identified on the first line in the qualifications portion of the requisition. HQ AETC/A1 or equivalent must coordinate on all BNRs. This will automatically occur if the BNR is submitted with the AMS requisition. Developmental team (DT) vectors of qualified officers will be given priority consideration ahead of BNRs on unqualified officers and/or officers with a different DT vector.

NOTE: In all cases, directorates should contact HQ AETC/A1K to determine the DT vectors and any other assignment considerations (waiver requirements, entitlements, etc.) before submitting a direct hire or BNR.

5.3. **Request for an Enlisted Airman.** Upon receipt of an AETC Form 172 for an Airman, HQ AETC/A1KA will validate the requirement for fill action. If special experience requirements are identified on the form, contact the applicable functional manager for validation. HQ AETC/A1KA will subsequently determine if a candidate meeting the validated requirements is available.

5.3.1. HQ AETC/A1KA will review local manning at the HQ AETC staff and/or 12 FTW to determine availability of resources. Upon identification of qualified resources, volunteers will be solicited by posting an advertisement on base. Volunteers will be selected based on most time on station, provided member is approved to serve the appropriate minimum tour (AAC 44 or AAC 45, as determined by HQ AFPC). Members unable to serve the minimum prescribed tour may be bypassed for the next most eligible member who is able to serve the minimum prescribed tour.

5.3.2. If qualified resources in the local area do not exist, HQ AETC/A1KA will identify qualified personnel already on assignment to a base within the MAJCOM (such as, oversea returnee, force structure, CONUS mandatory mover, etc.). If a qualified member is on assignment to an AETC base, the member will be diverted to fill the HQ staff position.

5.3.3. Once HQ AETC/A1KA determines there are no local resources on assignment to a base within the MAJCOM who are qualified and/or available, HQ AETC/A1KA will identify qualified resources from other AETC bases. If qualified resources at other AETC bases exist, HQ AETC/A1KA will post an advertisement seeking volunteers. The most

eligible (qualified) volunteer will be selected for assignment based on time on station. If no one volunteers, the most eligible (qualified) member will be selected as a nonvolunteer. HQ AFPC, as the final assignment authority, retains final approval and/or disapproval responsibilities.

5.3.4. See paragraph 6 if there are no qualified eligibles locally, on assignment to an AETC base, or within the command.

NOTE: Most HQ AETC staff positions are “normal manning” and are not selectively manned. The normal EQUAL process will apply to fill positions. The only special consideration given when filling a HQ AETC staff position will be when the position has unique qualifications and must have special experience for the job (as validated by the functional manager) or if the position falls under the purview of HQ AETC/DS. In these cases, HQ AETC command section elements will be manned to 100 percent. However, depending on base, command, and worldwide manning for the affected AFSC, a backfill may not be provided in all cases to other HQ directorates. HQ AETC/A1KA will render backfill decisions based on entitlement and prioritization.

6. Personnel Resources. Qualified and eligible enlisted personnel currently assigned to HQ AETC locations are considered for assignment to the headquarters for career progression purposes. When a position cannot be filled with AETC resources, normal allocations will be used or HQ AFPC will be asked to help fill the requirement. Enlisted personnel selected for staff positions must have overall ratings of “3” or above on their most recent enlisted performance report (EPR) and not lower than “3” on their previous three EPRs.

7. Prescribed Form.

AETC Form 172, *Request for Personnel*

BRUCE W. LOVELY, Colonel, USAF
Director of Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 April 1998

AFI 36-2110, *Assignments*, 20 April 2005

Abbreviations and Acronyms

AAC—assignment availability code

AAD—assignment availability date

AMS—assignment management system

BNR—by-name request

CMSgt—chief master sergeant

DT—developmental team

EPR—enlisted performance report

MAJCOM—major command

PCA—permanent change of assignment

PCS—permanent change of station

SSN—social security number

VML—vulnerable mover list