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**Personnel**



**ASSIGNMENTS WITHIN THE RESERVE  
COMPONENTS**

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This instruction implements AFD 36-21, *Utilization, and Classification of Air Force Military Personnel* and DoD Directive 1200.7, *Screening the Ready Reserve*. It explains Department of Defense (DoD) total force procedures and establishes Air Force (AF) procedures for assigning and using members of the United States Air Force Reserve (USAFR). Air National Guard United States (ANGUS) refers only to federally recognized organizations and members. Key employee guidelines, accessions to the Air Force Reserve drill pay floor and assignments from the Retired Reserve in **Chapter 1**, and **PART 2** of this instruction apply to the Air National Guard (ANG). Only the Director ANG (NGB/CF), or Chief of Air Force Reserve (USAF/RE) may waive this instruction unless the instruction states otherwise. The Privacy Act of 1974 applies to this publication. Each form specified in the instruction that is subject to AFI 33-332, *Air Force Privacy Act Program*, contains a Privacy Act statement. Executive Order 9397 and Title 10 United States Code (U.S.C.), Section 8013, gives the Air Force authority to collect and keep these records (Privacy Act System Notice AF 036 ARPC B, Information Personnel Management Records applies). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://webrims.amc.af.mil>. Send comments and suggested improvements on AF Information Management Tool (IMT) 847, **Recommendation for Change of Publication**, through channels (recommendations from ANG units must be sent through NGB/DP), to Air Reserve Personnel Center Policy and Plans Division (ARPC/XPX), 6760 E. Irvington Place #7500, Denver CO 80280-7500. **Attachment 1** is a glossary of references and supporting information. **Attachment 2** is a listing of mailing addresses for correspondence, and **Attachment 11** contains information on the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Employer Support of Guard and Reserve (ESGR).

**SUMMARY OF REVISIONS**

Significant revisions made were resulting from significant changes of offices of primary responsibility within the Air Force Reserve Components and should be reviewed in its entirety.

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**PART 1**  
**SELECTED RESERVE ASSIGNMENTS**

**Chapter 1**

**ASSIGNMENTS THROUGH THE GRADE OF COLONEL**

***Section 1A—Overall Policies and Responsibilities for Ready Reserve Assignments.***

**1.1. Assignments and Reassignments Within the Ready Reserve.**

1.1.1. Member Qualifications. Members must qualify for positions by grade and Air Force specialty code (AFSC) or meet the retraining requirements for the AFSC of the position for which they are applying. Officers requesting exemption must tender their resignation and airmen with an approved exemption will be discharged according to AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

1.1.2. Commanders, recruiters and individual mobilization augmentee (IMA) and participating Individual Ready Reserve (PIRR) program managers (PMs).

1.1.2.1. PMs are responsible for personnel, manpower, and programming issues relating to assigned IMAs and PIRR.

1.1.2.2. ARPC/DPRFS (Senior Officer and Specials Programs Support Branch) provides centralized administrative management for IMAs assigned to Air Force Elements except Joint Chiefs of Staff and Office of the Secretary of Defense.

1.1.2.3. Commanders, Recruiters, and PMs must:

1.1.2.3.1. Actively support the recruitment of qualified members without regard to race, sex, creed, or ethnicity.

1.1.2.3.2. Review their decisions from a quality force standpoint. Reassignments due to deactivation, relocation, or manpower authorization changes of unit and IMA positions may be voluntary or involuntary, in an appropriate AFSC or with retraining.

1.1.2.3.3. Make every effort to reassign qualified overage members to a vacant position.

1.1.2.3.4. Reassign members to ARPC if they cannot locate a vacant position per **Chapter 4** of this AFI.

1.1.2.3.5. Consider Total Active Federal Military Service, the applicant's place of residence, future plans, and possible conflicts with civilian occupation before approving an assignment or reassignment. An applicant's place of residence should be within 100 miles or 3 hours one-way driving time from their training site. However, PMs, commanders, or designated representatives may approve assignments of members who do not reside within 100 miles or 3 hours driving time from the training site by indicating this on the AF IMT 1288, **Application for Ready Reserve Assignment**.

1.1.2.4. Air Force Reserve recruiters. Recruiters may fill projected vacancies 12 months in advance in grades of lieutenant colonel and below (see **Table 1.2.**). Reserve recruiters are responsible for qualifying and processing to include the initiation of necessary assignment waivers and

physical requirements, and all non-pay members requesting a position in the Selected Reserve (SelRes) or the individual professional education and stipend programs. This includes:

1.1.2.4.1. Assignments from the ANG to the USAFR SelRes, or:

1.1.2.4.2. Assignments from a non-pay USAFR program to the USAFR SelRes, or:

1.1.2.4.3. Assignments from a non-participating USAFR status to the USAFR SelRes, or:

1.1.2.4.4. Members separating from active duty (AD) to an USAFR SelRes assignment (PAL-ACE FRONT, PALACE CHASE, etc.) with the exception of members already on extended active duty (EAD) in the SelRes/Active Guard Reserve (AGR) full-time support program, or:

1.1.2.4.5. Prior service enlistments and accessions to a points-only program outside the Continental United States (CONUS).

1.1.3. Officer Promotions/Assignments. Members promoted to grades above major are required to serve satisfactorily in the SelRes or PIRR status (Title 10 U.S.C., Section 101) in that grade for a period of not less than 3 consecutive years in order to retire at that higher grade, unless:

1.1.3.1. The member has served satisfactorily a minimum of 6 months in the grade of lieutenant colonel or above and is involuntarily separated for maximum age or length of service; they may retire at that higher grade or be reassigned to the Inactive Status List Reserve Section (ISLRS). Requirements for satisfactory participation are found in AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.

1.1.3.2. An officer in a points only program is removed from the program for failure to earn the number of required points for a satisfactory year. A one-time, 1-year approved waiver to accommodate unforeseen or uncontrollable circumstances may allow for an additional year to qualify for retirement at the higher grade. PM have the authority to grant waivers.

1.1.4. Active Duty Sanctuary. "Sanctuary" means that any officer or Air Reserve Component enlisted member who attains 18 (but less than 20) years of AD while serving on AD (other than for training) must be retained on AD unless voluntarily separated, medically disqualified for continued service, administratively discharged, or separated or discharged for cause. Find additional guidelines in AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3208, *Administrative Separation of Airmen*, AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*, AFI 36-3209, and AFMAN 36-8001.

1.1.4.1. Do not involuntarily separate any member eligible for the AD or Reserve sanctuary until they reach eligibility for a retirement annuity, unless their release is approved by the Secretary of the Air Force (SAF) or the member waives their right to the sanctuary entitlement prior to entering AD. In order to waive the sanctuary entitlement, unit assigned members must contact their unit commander and IMAs/PIRR must contact their PM.

1.1.4.2. If a reservist performs a military personnel appropriation (MPA) tour:

1.1.4.2.1. Which inadvertently results in their qualifying for sanctuary, and

1.1.4.2.2. The member declines to separate from AD, or

1.1.4.2.3. Is not medically disqualified, separated, or discharged for cause, they will be reported to HQ Air Force Personnel Center (AFPC) for immediate accession into the AD Air Force and will be made available for worldwide assignment.

1.1.4.3. If a reservist performs an Active Duty Support, Reserve personnel appropriation (RPA) tour:

1.1.4.3.1. Which inadvertently results in their qualifying for sanctuary, and

1.1.4.3.2. The member declines to separate from AD, or

1.1.4.3.3. Is not medically disqualified or separated or discharged for cause, they will be assigned, as appropriate, to an authorized statutory tour position managed by HQ Air Force AGR Management Office (AF/REAMO) until reaching eligibility for an immediate AD retirement annuity. No overages are authorized for such assignments.

1.1.5. Special Screening of the Ready Reserve.

1.1.5.1. The SAF may direct a special screening of the Ready Reserve:

1.1.5.1.1. When the Ready Reserve has more members than required to meet mobilization needs.

1.1.5.1.2. To make sure that members are within the maximum service or age limits, and they meet standards for active force assignments.

1.1.5.2. The screening process determines if members:

1.1.5.2.1. Stay in the Ready Reserve.

1.1.5.2.2. Transfer to Retired Reserve if they are eligible.

1.1.5.2.3. Transfer to Standby Reserve.

1.1.5.2.4. Are discharged.

## 1.2. Assignment and Waiver Authorities.

**Table 1.1. Assignment and Waiver Authorities.**

R U L E	A	B
	If the member is to fill a USAFR position	Assignments and waivers are approved by
1	Wing Commander position (Colonel authorization)	AFRC/CV
2	Detached Wing Commander Position	AFRC/CV
3	Line IMA colonel position	HQ Air Force Reserve Senior Officer Management Office (USAF/RESOMO)
4	Non-Line IMA colonel position	Appropriate ARPC Central PM or ARPC/DPR (depending on waiver condition)
5	Unit program lieutenant colonels and below position	AFRC/DP or CV (depending upon waiver condition)
6	Unit program colonel position	AFRC/CV
7	Officers other than colonels in unit colonel positions	AFRC/CV
8	IMA lieutenant colonel and below positions	PM or ARPC/DPR (depending on waiver condition)
9	Command position (lieutenant colonel and below)	Numbered Air Force (NAF)/ Reserve Support Group (RSG)/Wing/DTG Commanders
10	Unit assignments not requiring waivers	Unit/Wing/Group/RSG Commanders

1.2.1. Unit Program. In peacetime AFRC manages unit assignments according to wartime mission needs. Coordinate unit waivers not specifically addressed in this chapter through the servicing Personnel Employment Element to the appropriate NAF/DP on to AFRC/DPMF for final processing. Forward, via electronic mail, all waivers pertaining to unit assigned officers in colonel positions and all colonels through command channels to AFRC/DPO. Commanders at any level may reject and return a waiver to its originator. File completed waivers in the members unit personnel record group (UPRG) or keep them in local military personnel flight (MPF)/DPMSA (employment) files until the waiver's expiration date.

1.2.2. IMA/PIRR waivers. PMs or designated representatives must coordinate waivers for lieutenant colonels and below through ARPC/DPRAB (Assignment Branch). PMs and/or ARPC/DPR may disapprove waiver requests. File completed waivers in the members UPRG at ARPC/DPSFR (IMA/PIRR program).

**Table 1.2. Assignment Restrictions.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If a member</b>	<b>then do not assign the member to</b>
1	Is in the Standby Reserve and has met all service requirements for Reserve retired pay except for age and has 1 year or less before reaching maximum age or length of service	the Ready Reserve
2	Is an officer in the Standby Reserve who cannot reach 18-20 satisfactory years for retirement before reaching maximum age or length of service	the Ready Reserve (see Note 1)
3	Is in the Ready Reinforcement Personnel Section (RRPS) or the Non-obligated Non-participating Ready Personnel Section (NNRPS) and has met all requirements for Reserve retired pay except for age and will reach maximum age or length of service within a year	any other section of the Ready Reserve
4	Is an officer released from AD under AFI 36-3207, <i>Separating Commissioned Officers</i> , Secretarial directive, or under sentence to dismissal	the Ready Reserve
5	Is a dual-status member (Reserve commissioned officer serving on AD as an enlisted member)	the Ready Reserve
6	Is an officer who has been assigned a second time to ISLRS	the Ready Reserve without a waiver AFRC/DP (unit) or ARPC/DPR (IMA) (see Note 2)
7	Is an officer or an enlisted IMA in the medical services	a non-medical Air Reserve Squadron (ARS) (see Note 3)
8	Is assigned to the ISLRS and has met all requirements for Reserve retired pay except is not age 60	the Ready Reserve without a waiver. AFRC/DP (unit), ARPC/DPR (IMA), USAF/RESOMO (line 0-6 IMAs), and ANGRC/DP (ANG) (see Note 2)
9	Is a twice-deferred Reserve officer on the AD List	the Ready Reserve without a waiver AFRC/DP (unit) and ARPC/DPR (IMA) (see Notes 2 and 6) paragraph 1.19. of this AFI
10	Does not meet medical standards for worldwide military duty	the Ready Reserve

R U L E	A	B
	If a member	then do not assign the member to
11	Is enrolled in the college scholarship or advanced Reserve Officer Training Corps (ROTC) program of any Armed Force, or is an Air Force Reserve Officer Training Corps (AFROTC) appointee	the Ready Reserve other than Obligated Reserve Section (ORS)/RA.
12	Awaits EAD orders, has been granted a delay from entry on EAD	the Ready Reserve other than ORS/RA.
13	Is a medical corps officer, an officer in the Legal Intern Program, or other direct appointee with an AD service commitment and a USAFR commission	the Ready Reserve other than ORS/RA.
14	Is enlisted and has less than 3 months (2 years for Air Reserve Technicians (ARTs) left in the current enlistment or military service obligation (MSO)	the Ready Reserve, other than ORS/RA unless the member elects discharge to immediately re-enlist upon assignment to a unit. (see Note 4)
15	Is an officer twice denied promotion to the Reserve grade of captain, major, or lieutenant colonel	the SelRes or PIRR with a commission. Officers with past enlisted service may enlist if otherwise qualified.
16	Is in the Retired Reserve (receiving pay or Reserve Transition Assistance Program (RTAP) payments)	the SelRes unless the SAF makes a special finding that the members service is indispensable (see paragraph 1.20. of this AFI)
17	Is in the Retired Reserve (not receiving pay)	the Ready Reserve except as paragraph 1.20. of this AFI explains.
18	Is retired from AD under Title 10 U.S.C., Section 8914	the Ready Reserve except as paragraph 1.21. of this AFI explains.
19	Is a twice-deferred regular officer applying for a reserve commission and requesting a concurrent assignment to a USAFR paid position	a USAFR position unless AFRC/DPMB (unit) or ARPC/DPRAP (IMAs) approves the assignment. (see Notes 5 and 6) (see paragraph 1.19.2. of this AFI)
20	Has less than 24 months AD, including AD for training and has a statutory participation requirement or an MSO	a Ready Reserve position other than category A or B, or RRPS, or ORS/RA
21	Is an employee of the DoD (Non-ART)	the same position or general area as a Federal employee. The same supervisor should not be the rating, endorsing, or reviewing official on either the military or civilian appraisal.

R U L E	A	B
	If a member	then do not assign the member to
22	Receives a General Discharge from the National Guard or any other services Reserve component	to the Ready Reserve without a waiver (see paragraph 1.22. of this AFI)
23	Has been involuntarily reassigned to a non-participating status due to unsatisfactory fitness program	to the Ready Reserve without a waiver (see paragraph 1.23. of this AFI)
24	Has been reassigned to a non-participating status due to unsatisfactory participation	to the Ready Reserve without a waiver (see paragraph 1.22. of this AFI)
25	Currently assigned to Individual Ready Reserve (IRR) with an assignment limitation code (ALC) C,G,K,N, or T	to a USAFR unit position without AFRC/DP approval or to an IMA position without ARPC/DPR approval
26	Currently assigned to the IRR or separating from AD holding a training status code "T", withdrawal of AFSC	to a USAFR unit position without AFRC/DP approval or to an IMA position without ARPC/DPR approval
27	Is currently assigned to the IRR or separating from AD with an assignment availability code (AAC) of 12, 13, 15, 16, 17, 19, 20	to a USAFR unit position without AFRC/DP approval or to an IMA position without ARPC/DPR approval
28	Is currently assigned to the IRR or separating from AD holding an assignment action reason (AAR) of Q1, QB, QC, QD, QG, QH, R4, RA, RC, RG, RI, RJ, RK, RP, RR, RT, or RZ	to a USAFR unit position without AFRC/DP or SAF approval or to an IMA position without ARPC/DPR approval

**NOTES:**

1. Have the officer state in writing that they know they will not be able to complete 20 satisfactory years for retirement purposes prior to reaching the mandatory separation date (MSD) and submit with AF IMT 1288. Assign Medical Service officers, who volunteer, to the Ready Reserve if they have at least 2 years of retainability. Officer will submit a statement with the AF IMT 1288, "I understand that I will not be able to complete 20 satisfactory years for retirement purposes prior to reaching my mandatory retirement date."
2. ARPC/SG, HC, and JA have waiver authority for centrally managed programs.
3. Assign members of the medical services to the unit program, medical ARSs, ORS/RA, or NNRPS.
4. USAFR MPFs or ARPC/DPR may approve assignment of such personnel provided they immediately reenlist. Coordinate to accomplish assignment of members within 20-calendar days of their expiration term of service (ETS). If a member does not reenlist before ETS, the gaining MPF is responsible for discharging the member.

5. See AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force*, for guidance on twice deferred regular officers applying for a Reserve commission.
6. An officer who received severance, separation, or readjustment pay when released from AD or discharged from any uniformed service (Variable Separation Incentive/Special Separation Bonus (VSI/SSB) recipients sign a separate statement of understanding for those programs) should sign an acknowledgment of understanding of obligation to repay (**Attachment 4**). This note only pertains to those officers who are being assigned to the Ready Reserve and require a waiver and the statement of understanding to repay. **Chapter 4** under NNRPS is for those officers with a Reserve commitment and no Ready Reserve assignment.

### 1.3. Relocation (Unit Personnel):

1.3.1. USAFR unit personnel who relocate. This policy applies to unit personnel who move their residence from one unit's commuting area to another unit's commuting area. It applies to officers (lieutenant colonel and below) and enlisted members (senior master sergeant and below) and seeks to prevent the loss of valuable personnel because of relocation. The gaining NAF, RSG, wing, or detached group commander has approval authority, depending on the organization. The following rules apply:

1.3.1.1. Personnel relocating within their prior commuting area or asking to change assignments within their prior commuting area are ineligible.

1.3.1.2. Aircrew members must be reassigned to the same weapons system and not exceed C1 status requirements.

1.3.1.3. Do not assign personnel who impact the command or supervisory structure unless the gaining commander agrees.

1.3.1.4. Relocation overages are not over-graded.

1.3.1.5. An enlisted member may accept a voluntary demotion (not below the grade of staff sergeant) to qualify for a position.

1.3.1.6. Unit manning document (UMD) overage code 7 applies if no valid position is available with the UMD expiration date equaling the members MSO or 2 years from the Effective Date of Change of Strength Accountability (EDCSA), whichever is greater. Any requests for revalidation will be reviewed on a case-by-case basis. Commanders may utilize this overage provision to place members transitioning from AGR (Headquarters or Unit) tours, ART positions or the Retired Reserve. Approvals will be updated in 2-year increments. See **Table 1.3**.

1.3.1.7. The losing commander recommends the member and certifies on AF IMT 1288 that the member meets all quality force standards.

1.3.1.8. The losing commander must advise the gaining commander if the member has an ALC C (Medical Deferral). See paragraph **1.9** of this AFI.8/

1.3.1.9. The losing personnel relocation element files a copy of the commander's certification in the members relocation folder. Keep members in their present assignment if the losing commander disapproves the reassignment and initiates appropriate discharge action or reassigns to ARPC.

1.3.1.10. The losing personnel relocation element sends the assignment application and the commander's certification to the gaining Personnel Employment Element for processing.

1.3.1.11. The gaining Personnel Employment Element:

1.3.1.11.1. Processes the assignment application for gain within 10-working days after receiving it, provided there are no requirements for interviews or waivers, and advises the losing personnel relocation element what the gaining commander decided, if required.

1.3.1.11.2. Ensures all mandatory information is provided in the second endorsement to include reporting official.

1.3.1.11.3. Projects the assignment in the Military Personnel Data System (MilPDS).

1.3.1.11.4. The Personnel Employment Element must maintain copies of the assignment order as well as the overage statement in the members UPRG or in their local files.

#### **1.4. Assignment Branch (ARPC/DPRAB).**

1.4.1. ARPC/DPRAB is responsible for:

1.4.1.1. Processing assignment orders on personnel who are reassigned to:

1.4.1.1.1. IMA positions and the PIRR program.

1.4.1.1.2. ANG and USAFR units from non-participating, IMA, PIRR or "points only" status.

1.4.1.1.3. Points only programs.

1.4.1.2. Coordinating with gaining Major Command (MAJCOM) and field operating agencies in cases involving:

1.4.1.2.1. AFSC determination.

1.4.1.2.2. Reclassification.

1.4.1.2.3. Retraining.

1.4.1.2.4. Predetermined special category assignments.

1.4.1.2.5. Reviewing assignment applications from individuals assigned to ARPC.

1.4.1.2.6. Advising gaining MPF or PM of any negative or questionable information.

1.4.1.2.7. Assigning individuals to USAFR units at the request of AFRC/DPM or an USAFR MPF.

1.4.1.2.8. Direct assignment authority for Capt/TSgt and below for positions not requiring an interview (see para 1.8.1.1.6.2.) and meets the grade and AFSC skill level requirement of the position.

#### **1.5. IMA Assignments.**

1.5.1. Validation of IMA Requirements. All IMA requirements are validated in accordance with (IAW) AFI 38-204, *Programming USAF Manpower*. Fill IMA positions based on active force war-time manpower needs. Normally, attach IMAs to AD, ANGUS, or USAFR units for inactive duty for training (IDT).

1.5.2. Assign an IMA for training following these priorities:

1.5.2.1. To a single location: All training (IDT/Annual Tour) takes place at the members UMD mobilization site.

1.5.2.2. To a single training location (STL): All training takes place at a single site near the members home. To let the member train near home, the STL may be in the same command that needs manpower or in another command. The member mobilizes to the UMD mobilization site.

**EXCEPTION:** If a PM approves an IMA to train in an assigned or attached arrangement, in which the member is assigned to the mobilization unit and attached to a unit near their home. However; “care and feeding” of the assigned and attached unit’s must be done to provide an letter of evaluation (LOE) to complete an accurate OPR/EPR.

**1.6. Assignment Priorities.**

1.6.1. Volunteers for positions in the SelRes. Process volunteers for SelRes positions according to these priorities:

1.6.1.1. Priority 1--Members of the SelRes who want to re-enlist.

1.6.1.2. Priority 2--Members without positions because of unit deactivation, relocation, or manpower authorization changes.

1.6.1.3. Priority 3--Members of the SelRes who desire transfer to another SelRes assignment.

1.6.1.4. Priority 4--Members applying under the PALACE CHASE program and members involuntarily separated from AD because of force reductions.

1.6.1.5. Priority 5--Members of the Individual Ready Reserve (IRR), to include medical stipend graduates.

1.6.1.6. Priority 6--Other prior service individuals, to include PALACE FRONT.

1.6.1.7. Priority 7--Non-prior service individuals.

1.6.2. Do not reassign an obligor to make room for a volunteer.

**1.7. Over Grades, Under Grades, and Overages:**

1.7.1. Leveling Requirements. Make every effort to fill vacant positions with qualified officers and enlisted personnel in the grade authorized. Make internal realignments to reduce or eliminate under grade, over grade, or overage situations before making assignments. Strongly encourage over grade/overage incumbents to retrain to eliminate over grade/overage conditions. When manning situations develop that allow for elimination of over grade/overages, the commander or PM is expected to initiate necessary personnel actions to eliminate the over grade and or overage. NAF, RSG, wing, detachment group commanders or PMs should keep in mind that approval of over grade and overage conditions for officers and enlisted will have impact for future promotion quotas.

1.7.2. Under grade and Over grade Approvals. (Officers in Colonel Positions and Colonels).

1.7.2.1. In the unit program, the NAF, RSG, Wing, or Detached Group Commander, via the Personnel Employment Element, sends waivers for USAFR unit assigned officers in colonel positions and colonels, through channels to AFRC/DPO for AFRC/CV consideration.

1.7.2.2. In the IMA program, USAF/RESOMO approves line IMA colonel waivers, except for JA. Statutorily, The Judge Advocate General (TJAG) is the approval authority for JA assignments and waivers. The appropriate central managers for Chaplains and Medical are the approval authorities for waivers of their respective IMAs.

1.7.3. Under Grade and Over Grade Approvals (Lieutenant Colonels and below).

1.7.3.1. For the unit program, the appropriate commander will approve over grade waivers only when considered to be in the best interest of the USAFR and leveling action cannot be accomplished. The Personnel Employment Element will be responsible for updating under grade code V for tracking purposes. Source document is required. Unit commanders will submit requests for over grade waivers to the wing or RSG commander for approval. Waivers requiring AFRC/CV approval may be forwarded via e-mail through command channels through AFRC/DPMF.

1.7.3.2. For the IMA program, PMs will approve under grade and over grade waivers ([Table 1.3](#)).

1.7.4. Over Grade Waiver Requests. As a minimum, over grade waiver requests must contain the following information:

1.7.4.1. Members grade, name, and Social Security Number (SSN).

1.7.4.2. Whether this is a one or two grades over grade waiver condition.

1.7.4.3. Previous position number and authorized grade (If unknown or not applicable, so state. Not applicable if the member is reassigned from ARPC or another base).

1.7.4.4. Position number/authorized grade.

1.7.4.5. Duty Air Force specialty code (DAFSC); Personnel Accounting Symbol (PAS) Code; date over grade condition originated.

1.7.4.6. Current over grade expiration date, if applicable.

1.7.4.7. Desired expiration date.

1.7.4.8. Explanation of how the over grade condition occurred.

1.7.4.9. Authorization change number (ACN) for manpower changes.

1.7.4.10. Justification to warrant the over grade waiver.

1.7.4.11. The approval document must contain the following statement; "This over grade is approved as being in the best interest of the Air Force Reserve, after consideration of the policy and guidance provided by this instruction, and AFI 36-2503, *Administrative Demotion of Airmen*, (enlisted only). Over grade code (code) with expiration date of (date) is approved."

1.7.4.12. The Personnel Employment Element will notify the unit commander and the PM will notify the IMA supervisor of over grade waiver approval. The Personnel Employment Element (unit) and ARPC/DPRAB (IMAs) will continue the assignment processing on approved waivers.

**NOTE:** Over grade/overage code M will be updated for unit requests pending approval.

1.7.5. Under Grade Waivers. For the IMA program, the signature of the approval authority ([Table 1.3](#)) on the assignment document, AF IMT 1288, or input into Reserve Management Vacancy System

(RMVS) remarks, or AF IMT 2096, **Classification/On-the-Job Training Action**, or PCIII equivalent, constitutes approval of an under grade waiver.

1.7.6. Approval Provisions. **Table 1.3.** lists under grade and over grade situations and approval authorities. These additional provisions apply to approval authorities.

1.7.6.1. Approve only the two-grade over grade waivers resulting from a manpower change the NAF, wing, RSG, group, or unit did not initiate.

1.7.6.2. Do not delegate the over grade and under grade approval authority within the unit program.

1.7.7. Voluntary Demotion (Enlisted only). Voluntary demotion may be needed for a member to qualify for a position. However, demotion below the grade of staff sergeant is not required.

1.7.8. Denied Waivers or Removals. Denied waivers or removals must be done in writing:

1.7.8.1. The waiver is denied or removed.

1.7.8.2. They may accept voluntary demotion per AFI 36-2503 to qualify for assignment.

1.7.8.3. They have been assigned to another position.

1.7.8.4. They will be reassigned to ARPC with an EDCSA of no later than 180-calendar days from the date the waiver was denied or removed.

1.7.9. Waiver Expiration or Withdrawal. The appropriate Personnel Employment Element (unit) notifies unit commanders 240-calendar days before an over grade waiver expires. ARPC/DPRAB (IMA) notifies the PM 90-calendar days before an over grade waiver expires.

1.7.9.1. The unit commander or PM has 60-calendar days to send a revalidation; otherwise, the appropriate Personnel Employment Element or ARPC/DPRAB assigns the member to:

1.7.9.1.1. A position consistent with the members grade and AFSC (using the appropriate manning document within members current assigned unit).

1.7.9.1.2. ARPC, in a non-participating status no later than the waiver's expiration date.

1.7.9.2. If a unit commander or PM withdraws an over grade waiver, the Personnel Employment Element will notify the personnel relocation element (unit) or the PM will notify ARPC/DPRAB (IMAs). The personnel relocation element or ARPC/DPRAB will ensure the member is reassigned IAW **Table 4.3.**, Rule 16, to ARPC in a non-participating status. The member will be reassigned with an EDCSA of no later than 180-calendar days from the date the over grade waiver was withdrawn.

1.7.9.3. The unit commander or PM provides written notification to the member about changes in over grade status.

1.7.10. Promotions to Colonel.

1.7.10.1. A member promoted to the rank of colonel and not assigned against a colonel position, is given 6 months from promotion effective date (PED) to secure a vacant colonel position. On the PED, the officer is:

1.7.10.1.1. Placed in overage code M and

1.7.10.1.2. Projected for reassignment to ARPC, with an EDCSA established as PED plus 6 months.

1.7.10.2. If a vacant position is not located, allow the officer's assignment to ARPC to consummate. Reassign the member to ARPC in a surplus status (see **Table 4.3**, Rules 14 and 15). This also applies to a colonel who has been replaced or whose position has been downgraded.

1.7.11. Promotion Enhancement Program (PEP). An enlisted member promoted under PEP does not need the over grade waiver that paragraphs **1.7.1** through **1.7.4** of this AFI describe. The PEP promotion order is the source document for the waiver. Once the PEP promotion has consummated over grade code L is updated by the Personnel Employment Element.

1.7.11.1. PEP members:

1.7.11.1.1. May be considered for normal over grade assignment when PEP over grade is lost due to transfer to another manpower position or their position is downgraded or deleted.

1.7.11.1.2. May be two grades over grade only as authorized IAW paragraph **1.7.4** of this AFI.

1.7.11.2. MPFs are required to keep copies of the ACN, UMD change, or associated documentation to reflect the manpower change to the affected position as backup to the PEP promotion order.

1.7.11.3. The following conditions are not authorized the PEP over grade continuance:

1.7.11.3.1. Voluntary moves by the member to another position of equal or lower grade.

1.7.11.3.2. If the PEP individual is moved to a position equal to or greater than the PEP grade, remove the PEP over grade code L.

1.7.12. Professional Military Education (PME) Requirements. Enlisted members must meet PME requirements for their grade as prescribed in AFMAN 36-8001. Members must sign a statement of understanding acknowledging the PME requirements outlined in AFI 36-2502, *Airmen Promotion Program*. If PME requirements are not met, commanders or PMs will:

1.7.12.1. Reassign members as directed in **Chapter 4, Table 4.3**, Rule 5

1.7.12.2. Realign the individual to a lower graded position in their organization, or

1.7.12.3. Initiate a manpower request to realign the position with a lower graded position on the organization manning document as prescribed in AFI 38-204.

1.7.13. Extended Promotion Program. This program authorizes promotion to the grade of TSgt (unit members, IMAs, and PIRR) for members who meet the criteria in AFI 36-2502, Table 4.3 (except a vacant position) and the following:

1.7.13.1. Members must complete 16 years of satisfactory years for retirement as of the closeout of their last Retention/Retirement (R/R) year.

1.7.13.2. Must be blocked from promotion under the unit vacancy program. For PIRR members, unit vacancy promotion is not an option; EPP is available. NOTE: SSgts assigned to SSgt positions or SrA positions are eligible for consideration.

1.7.13.3. Meet all other eligibility criteria specified in AFI 36-2502, Chapter 4 and Table 4.2 and have the approval of the promotion authority specified in AFI 36-2502, Table 4.1.

1.7.13.4. The Personnel Employment Element updates over grade code L and promotion enlistment code 7G to all EPP selectees.

**Table 1.3. Grade Considerations/UMD Codes.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C1</b>	<b>C2</b>	<b>D</b>	<b>E</b>
	<b>If members grade is</b>	<b>and auth. grade is</b>	<b>then approval authority for Unit Program is (see para 1.7.)</b>	<b>then approval authority for IMA Program is (see para 1.7.)</b>	<b>UMD codes</b>	<b>with expiration date of (see note 1)</b>
1	Colonel	Lt Col	AFRC/CV	USAF/ RESOMO	P	2 years
2	Lt Col	Colonel	AFRC/CV	USAF/ RESOMO	V	2 years
		Major	RSG, Det, GP, and Wing Commander	PM	P (see note 2)	2 years (see note 1)
		Captain	AFRC/CV	ARPC/DPR	T(see note 3)	(see note 1)
		1st Lt	not authorized	not authorized	not authorized	not authorized
3	Major	Lt Col	RSG, Det, GP, and Wing Commander	PM	N/A	N/A
		Captain	RSG, Det, GP, and Wing Commander	PM	P (see notes 1 and 2)	2 years
		1st Lt.	AFRC/CV	ARPC/DPR	T (see note 3)	(see note 1)
4	Captain	Lt Col	RSG, Det, GP, and Wing Commander	PM	V	indefinite
		Major	RSG, Det, GP, and Wing Commander	PM	N/A	N/A
		1st Lt	RSG, Det, GP, and Wing Commander	PM	N/A	N/A
5	1st Lt or 2d Lt	Lt Col	RSG, Det, GP, and Wing Commander	ARPC/DPR	V	indefinite
		Major	RSG, Det, GP, and Wing Commander	PM	N/A	N/A
		Captain	RSG, Det, GP, and Wing Commander	PM	N/A	N/A

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C1</b>	<b>C2</b>	<b>D</b>	<b>E</b>
	<b>If members grade is</b>	<b>and auth. grade is</b>	<b>then approval authority for Unit Program is (see para 1.7.)</b>	<b>then approval authority for IMA Program is (see para 1.7.)</b>	<b>UMD codes</b>	<b>with expiration date of (see note 1)</b>
6	CMSgt	SMSgt	RSG, Wing/Group Commander	PM	P	2 years
		MSgt	RSG, Wing/Group Commander	PM	T (see note 3)	2 years
		TSgt and below	not authorized	not authorized	not authorized	not authorized
7	SMSgt	CMSgt	RSG, Wing/Group Commander	PM	N/A	N/A
		MSgt	RSG, Wing/Group Commander	PM	P	2 years
		TSgt	RSG, Wing/Group Commander	PM	T (see note 3)	2 years
		SSgt or below	Not authorized	Not authorized	Not authorized	Not authorized
8	MSgt	CMSgt	RSG, Wing/Group Commander	PM	V	indefinite
		SMSgt	RSG, Wing/Group Commander	PM	N/A	N/A
		TSgt	RSG, Wing/Group Commander	PM	P	2 years
		SSgt	RSG, Wing/Group Commander	PM	T (see note 3)	2 years
		Sgt/SRA or below	not authorized	not authorized	not authorized	not authorized
9	TSgt	CMSgt or SMSgt	Unit Commander	PM	V	indefinite
		MSgt	RSG, Det, Group, and Wing Commander	PM	N/A	N/A
		SSgt	Unit Commander	PM	N/A	N/A
		SRA	RSG, Wing/Group Commander	PM	T (see note 3)	2 years

R U L E	A	B	C1	C2	D	E
	If members grade is	and auth. grade is	then approval authority for Unit Program is (see para 1.7.)	then approval authority for IMA Program is (see para 1.7.)	UMD codes	with expiration date of (see note 1)
10	SSgt and below	CMSgt, SMSgt, or MSgt	Unit Commander	ARPC/DPR	V	indefinite
		TSgt or below	Unit Commander	PM	N/A	N/A

**NOTES:**

- Over grade expiration dates may not exceed 2 years from date the condition began or 2 years from current expiration date for revalidated waivers except as specified in Column E. In the unit program for Lt Colonel and Major where two grades over grade conditions exist, AFRC/CV is the approval authority and will determine the expiration date. Forward all waiver requests through command channels to AFRC/DPMF or AFRC/DPO for colonels for staffing to AFRC/CV for approval/disapproval. Waivers may be processed via e-mail provided all required information is provided. Any requirements for exception to policy must include all required information as outlined in paragraph 1.7.4. of this AFI. If there are questions concerning processing requirements contact AFRC/DPMF for further processing instructions. Within the IMA program ARPC/DPR is the approval authority.
- Every effort must be made to assign Lt Colonels and Majors to valid authorizations.

**Line Officers:** First-time single over grade waivers may be approved by the RSG, NAF, wing, or Detached Group commander (unit program) or PM (IMA program) not to exceed 2 years. The RSG, NAF, Wing, or Detached Group commanders or PM may revalidate this waiver for an additional 1 year based on critical mission needs. AFRC/CV (unit program) or ARPC/DPR (IMA program) approval is required for fourth year waivers based on critical mission needs. All waivers requiring AFRC/CV approval must be processed as listed in note 1. **Non-Line Officers:** Non-line officers may be initially placed in code P for 2 years if approved by the wing commander. The wing commander may revalidate this waiver in 2-year increments. The appropriate central manager (HC, JA, and SG) will approve IMAs.

**ART Line Officers:** ART line officers who have not attained civil service retirement eligibility for an immediate annuity, require biannual waivers approved by their wing commander until they are placed in a non-over grade status, or attain retirement eligibility. Retention of an ART in an over grade status beyond their civil service retirement date requires an approved waiver by AFRC/CV the first year and USAF/RE for subsequent years. All waivers requiring AFRC/CV approval must be processed as listed in note 1.

- Two grades over grade. Two grades over grade is only authorized IAW paragraph 1.7. of this AFI. MilPDS code T applies. Members may be initially placed in code T for 2 years if approved

by the wing commander. All reevaluations for enlisted personnel must be approved by the appropriate commander in additional 2 year increments. Additionally, any requirement to place Lt. Colonels or Majors against positions causing two grades or more over grade condition to exist requires AFRC/CV or ARPC/DPR approval. All waivers requiring AFRC/CV or ARPC/DPR approval must be processed as listed in note 1.

1.7.14. Overages. Assignment of a reserve member to an occupied position is an overage. An overage and over grade situation cannot exist at the same time. Members assigned as overages are not eligible for unit/position vacancy promotions if the number of assigned in the members AFSC exceeds the number authorized in the next higher grade. Only assign an overage if no other valid position is available. NAF, RSG, Wing, or Detached Group Commanders, or PMs assign overages authorized in the Air Force Reserve Manning Policy on a case by case basis. This includes training capability/readiness enhancement overages. All approved unit-manning policies must be on file in the servicing Personnel Employment Element. The Chief, Personnel Employment Element may finalize assignments authorized by the Wing/Unit Manning Plan. An AFRC Programming Plan (PPLAN) guides the disposition of overages in the unit program. In the absence of a PPLAN, keep overages in their present assignment for up to 2 years from the date the position is deleted, unless identified in the applicable manning policy. Any request for continuance of overage will be processed as exceptions to policy and if approved will be coded as overage code 4.

1.7.14.1. Processing Overages. See [Table 1.3](#) for guidance on the use of various overage codes, unless overage condition is addressed in the manning policy. Overage code dates begin on the EDCSA, duty effective date, or date member is assigned to the position. The appropriate commander or PM approving an overage assignment includes this statement in the remarks section of AF IMT 1288: "Member is approved as an overage with an expiration date of (date)." The appropriate commander or PM may withdraw this waiver at any time.

**NOTE:** In the unit program, over grade/overage code M will be updated for requests pending approval.

1.7.14.1.1. Advise the member in writing of the overage status by the commander or PM with the information in [Attachment 3](#). For personnel in the unit program, file a copy of the overage approval and the members' acknowledgement in the members' personnel record or in the MPF Personnel Employment files. For personnel in the IMA program, the program manager must maintain a copy of the overage approval and the members' acknowledgement for the duration of the overage.

1.7.14.1.2. Revalidation of overages based upon the wing manning plan or manning policy does not require a new overage letter. The Personnel Employment Element will update all overages using the previous overage memo and manning plan as a source document. Within the IMA program, the member must sign an amended or new overage document. In the unit program, both the commander and the member will acknowledge overage continuation by endorsing the previous overage memo. ARPC/DPRAB will update the over-manning overage code 4 and expiration date to the end of the current fiscal year (FY) (30 September).

1.7.14.1.3. Requests for exception to policy should be submitted via e-mail to streamline the process. Ensure all required information is provided within the request to include: members name, grade, SSN, DAFSC, position number, PAS code, date overage condition originated, desired expiration date, explanation of how condition occurred, and justification to warrant approval of request. Each request will be reviewed on a case-by-case basis.

1.7.14.1.3.1. Requests in the unit program should be forwarded by the servicing Personnel Employment Element, with Wing/NAF CC recommendation, through the proper command channels to HQ AFRC/DPMF for AFRC/CV approval/disapproval. Statistical data should be provided to support the request. If a request is approved, the servicing Personnel Employment Element will be notified through command channels and update overage code 4. The Headquarters Approved Overage Code will be updated by HQ AFRC/DPMF.

1.7.14.1.3.2. Requests in the IMA program should be forwarded by the program manager to ARPC/DPR for approval/disapproval. Statistical data should be provided to support the request. If a request is approved, ARPC/DPRAB will notify the program manager and update the appropriate overage code.

1.7.14.1.4. Any requests for by-pass positions should be considered an exception to policy and forwarded as outlined above. **NOTE:** For the IMA program, assignments to a by-pass position number (PSEUDO 8) should be limited to a new or realigned position pending manpower update. A copy of the manpower change request must be submitted with the assignment action to justify placing an IMA in a by-pass position number with an overage code 3 and expiration date 6 months from EDCSA.

1.7.15. One Deep Officer Overage Authorization. The appropriate commanders are authorized to assign officers as overages in squadron/flights that have only one officer authorization. The primary purpose of this authorization is to allow these overages to be groomed/trained to assume leadership positions.

1.7.15.1. Assign these individuals as overages against by-pass position numbers. Limit these overages to grades of Major and below for an initial period of 2 years. The appropriate commanders for NAF/CC approval/disapproval must forward any third year or subsequent year requests.

1.7.15.2. AFRC/DPMF uses overage code 4 with an expiration date of 2 years from date of approval after notification by the Personnel Employment Element.

1.7.16. Efficient Facilities Initiatives (EFI) (formerly BRAC)/Force Reduction, Overages.

1.7.16.1. Enlisted. Commanders are allowed to assign displaced enlisted personnel to other organizations for up to 2 years when there are no valid vacant positions as overage code 8. Displaced enlisted members will not count against promotion opportunities of incumbents for up to 2 years from the date assigned. Qualified members will be assigned to a valid vacant position at the earliest opportunity.

1.7.16.2. Officer. The same assignment opportunity applies to officers; however, promotion relief is not possible due to Reserve Officer Personnel Management Act. Officers will be tracked as overage code 4.

1.7.16.3. No Assignment Opportunities for Officer/Enlisted. For those individuals whose position and AFSC have been deleted from the wing and there are no other placement opportunities within the command, the following provisions apply: Commanders are authorized to assign Lt Colonels and below as overage code 8, for up to 2 years from the date the individual's position was deleted, either through EFI or force reduction. Commanders have the authority to withdraw the overage code at any time after determining the member has exhausted priority placement opportunities. Once the overage code is withdrawn the member is reassigned to ARPC, or retired if eligible. EFI/

force reduction enlisted overages do not affect promotion opportunities for incumbent members, however, officer overages do.

1.7.16.4. Management, commanders, or PMs are required to employ all means possible to give Reserve members the opportunity to continue to be part of the Air Force Reserve team. Greater emphasis must be put on assignment to positions in other than primary AFSCs (2AFSC, 3AFSC), authorized overages/over grades, and retraining. In some instances the commander may need to consider exceptions to standard policies to accommodate retention. Commanders must retain all displaced personnel via priority placement guidelines to assign displaced members in any awarded AFSC, authorized overage/over grade, and retraining.

1.7.16.4.1. For those IMAs whose position and AFSC have been deleted or realigned and there are no other placement opportunities within the Air Force Reserve, the following provisions apply: Program managers may assign individuals as overage code 8 for up to 2 years from the date the individual's position was deleted either through force reductions or manpower realignments. Members must sign an overage document, which is maintained by the program manager. These personnel will be updated with a by-pass (pseudo 8) position number. Program managers have the authority to withdraw the overage code at any time after determining the member has exhausted placement opportunities. Once the overage code is withdrawn, the member may be reassigned to ARPC. Members assigned as force reduction overages are not eligible for unit vacancy promotion.

1.7.17. Anticipated Losses. When an individual is a projected loss (retirement, separation, reassignment, relocation, etc.) an overage can be established against their position up to 1 year prior to the effective loss date, i.e. retirement effective date, ETS expiration date, or the anticipated relocation date, not to exceed 1 year. In such cases, the overage code applies to the member projected as a loss.

1.7.18. Medical squadron commanders may over-man (Lt Col and below) to fulfill mission requirements. Use of the by-pass routine is authorized. Overage wartime medical and dental shortfall AFSC officers should be coded in MilPDS. Authorized AFSCs will be IAW the most recent Air Force Reserve Military Manning Policy and Strength Requirements.

1.7.18.1. The following wartime shortfall AFSCs may be over-manned:

1.7.18.1.1. Biomedical Science Corps: Bioenvironmental Engineer (43EX); Public Health Officer (43HX).

1.7.18.1.2. Medical Corps: Preventive Medicine Specialist (44BX); Emergency Services Physician (44EX); Family Physician (44FX); Internist (44MX); Occupational Medicine Specialist (44UX); Critical Care Physician (44YX); Anesthesiologist (45AX); Orthopedic Surgeon (45BX); Surgeon (45SX); Urologist (45UX); Aerospace Medicine Specialist (48AX); Residency Trained Flight Surgeon (48RX).

1.7.18.1.3. Dental Corps: Dental (47XX).

1.7.18.1.4. Nurse Corps: Nurse Anesthetist (46MX); Critical Care Nurse (46NXE); Clinical Nurse (46N3); Adult Nurse Practitioner (46N3C); Mental Health Nurse (46PX); Operating Room Nurse (46SX).

1.7.18.1.5. Enlisted Corps: Cardiopulmonary Laboratory Technician (4H0X1).

1.7.18.2. Aircrew position identifier (API) Code 5 is only assigned to authorized 48X3 positions or those AFSCs for which a 48X3 is an authorized substitution IAW the unit training code (UTC) mission capabilities statement. IAW WPM1, Annex F, Wartime plans/UTC physician AFSCs (44X3) may be offset to 48G3 as requested to allow attendance at the Flight Medicine course and award of 48G1/3 AFSC as a secondary AFSC. This will allow the incumbent to be trained and become fully qualified as a 48G3, but will not be put on API-5 status (aircrew) nor draw flight pay. These individuals are permitted to fly on a non-interference basis. All flying duties performed will be a duty status. In such cases, AFRC Form 106, **Manpower Change Request**, action is required because authorized AFSCs in the Manpower Data System will not change.

1.7.18.3. Once an AFSC has been removed from the wartime shortfall list, any request to continue a member as an overage beyond the 2-year point period must be processed as an exception to policy. The AFRC/SG functional representative will review requests for continuance.

**Table 1.4. Overage Codes.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>If Reason For Overage Is</b>	<b>Use Overage Code</b>	<b>Grade</b>	<b>Update Authority</b>	<b>Expiration Date</b>
1	Training capability enhancement	0	AB-MSgt, 2d Lt-Maj	MPF ARPC/ DPRAB	2 years from date of input (see note 1)
2	PME overage	0	2d Lt-Lt Col	MPF ARPC/ DPRAB	60 days from date of graduation (see paragraph <a href="#">1.17.1.1</a> of this AFI)
3	ART in non ART and non ART in ART	1	Lt Col and below	MPF	180 days (see paragraph <a href="#">1.15.1</a> of this AFI)
4	Anticipated loss within 12 months	2	Col. and below	MPF ARPC/ DPRAB	1 year from date of input (see notes 1 and 4) (see paragraph <a href="#">1.7.17</a> of this AFI)
5	Readiness enhancement	3	AB-MSgt 2d Lt-Lt Col	MPF ARPC/ DPRAB	2 years from date of input (see note 5)
6	HQ approved or PME student	4	All grades	AFRC ARPC/ DPRAB	60 days from date of graduation (see note 6) (see paragraphs <a href="#">1.7.14</a> and <a href="#">1.17.1.1</a> of this AFI)

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>If Reason For Overage Is</b>	<b>Use Overage Code</b>	<b>Grade</b>	<b>Update Authority</b>	<b>Expiration Date</b>
7	Specialized Undergraduate Pilot Training/Joint Undergraduate Navigator Training trainee	6	2d Lt-Capt	MPF ARPC/ DPRAB	not to exceed 6 years from total federal commissioned service date (TFCSD)
8	Residence relocation, members transferred from AGR, ART, and Retired Reserve	7	AB-SMSgt 2d Lt-Lt Col	MPF ARPC/ DPRAB	not to exceed MSO or 2 years from EDCSA, whichever is greater (see note 2)
9	EFI/force reductions	8	Lt Col and below	MPF ARPC/ DPRAB	(see note 3)
10	Former Command Chief Master Sergeants (CCMs)	4	CMSgt	AFRC/DPMF	(see paragraph <a href="#">1.12.3.1.</a> of this AFI)
11	ROTC graduates	4	2d Lt	AFRC/DPMF ARPC/ DPRAB	6 years to be updated at 2 year increments
12	Retired AD accessions	R	SSgt-SMSgt Capt-Lt Col	AFRC/DPMF ARPC/ DPRAB	2 years (see note 7) (see paragraph <a href="#">1.21.1.1.</a> of this AFI)
13	Request pending approval	M	Lt Col and below	MPF	6 months from date initiated (see paragraph <a href="#">1.7.14.1.</a> of this AFI)
14	Col not in Col position projected to ARPC	M	Col	MPF AFRC/ DPO ARPC/ DPRAB	6 months from PED or date became overage (see paragraph <a href="#">1.7.14.</a> of this AFI)

**NOTES:**

1. Overage code will be updated on the incumbent who is leaving the position. When used for training mission enhancement reasons, this code is used for UTA induced workload overages as well as units with physical exam responsibilities.
2. Commanders may utilize this overage provision to place members transitioning from AGR (Headquarters or Unit) tours, ART positions, or the Retired Reserve. It applies to officers (Lt Col and below) and enlisted members (SMSgt and below) and seeks to prevent the loss of valuable personnel because of relocation. The gaining NAF, RSG, Wing,

Detached Group Commander or PM has approval authority. Personnel relocating within a commuting area or asking to change assignments within a commuting area are ineligible with the exception of AGR and ART personnel. During this period overages will not count towards promotion opportunities. Overage periods are not to exceed the members MSO or 2 years from EDCSA, whichever is greater. Additional information is located in paragraph [1.3](#) of this AFI.

3. Once the overage code is withdrawn the member is reassigned to ARPC, or retired, if eligible. EFI/force reduction enlisted overages do not affect promotion opportunities for incumbent members, however, officer overages do. Officers will be tracked as overage code 4.
4. Approval of colonel actions will be determined by AFRC/CV (unit) or USAF/RESOMO (line IMAs) and will be rarely used. The appropriate central manager (HC, JA, SG) will approve their colonel actions. Rated positions may be included in this authority against anticipated losses as long as the overage can be eliminated within a single 2-year increment.
5. This code is used during the period to attain/maintain C rating/wartime shortfall. For the IMA program, program managers who have reached their FY funded allocation may assign an individual as an overage.
6. For the IMA program, the code 4 will also be used to identify individuals that are hired when a command has executed their FY DP authorization. This restricts these over-manning overages to Maj/MSgt and below. Commands who wish to pursue an exception to this grade restriction must submit justification to HQ ARPC/DPR (see paragraph [1.7.14.1.4](#)) of this AFI.
7. Retirees approved in an overage position will be identified as an overage code R with an expiration date of 2 years from date of assignment. Requests for extension of the 2-year overage period will be reviewed and processed as an exception to policy. Within the IMA program, all active duty retirees will be identified as an overage code R regardless of overage status and this overage condition will not exceed a total of 4 years from original date of assignment.

## 1.8. AFSC Criteria.

1.8.1. Before accepting a member for an assignment, gaining unit commanders and PMs must consider:

- 1.8.1.1. Assignment of a member to a position in the same or similar career field.
- 1.8.1.2. Assignment in an additional AFSC.
- 1.8.1.3. Classification actions that AFMAN 36-2105, *Officer Classification*, and AFMAN 36-2108, *Enlisted Classification*, authorize.
- 1.8.1.4. Qualifications a member gains from civilian schooling or employment.
- 1.8.1.5. Assignment for retraining in a new Air Force specialty when possible.

1.8.1.6. Personal interviews are conducted for the following career fields: These positions should be reflected in RMVS as code M, multiple applicants. To ensure timely processing, a 30-calendar day timeline has been established for the interview and approval/disapproval process.

1.8.1.6.1. In the unit program, interviews are to be conducted for Aircrew Operations (1AXXX); all X prefix AFSCs (Aircrew); Safety (1S0X1); Survival, Evasion, Resistance, and Escape Operations (1T0X1); Command and Control (1C3X1); Communications-Computer Systems Operations (3C0X1); Communication-Computer Systems Programming (3C0X2) (limited to the 952 RSPTS, Robins and the OL B, 952 RSPTS, Maxwell); Explosive Ordnance Disposal (3E8X1); Education and Training (3S2X1) (unless member previously held the AFSC); Chapel Management (5R0X1) (regardless of grade); Paralegal (5J0X1); Family Readiness Technicians (8C000) (SSgt and above); all AFSCs requiring a Top Secret security clearance eligibility; all members applying for Airlift Control Flight and Functional Check Flight unit positions; and all senior NCO and commissioned officers.

1.8.1.6.2. In the IMA program, interviews are to be conducted for all E-7 or O-4 and above positions; all positions in the chapel, legal, and medical career fields regardless of grade; all HQ USAF/XOI-RE and AFOSI positions regardless of grade; and all AFSCs requiring a Top Secret, or above, security clearance.

1.8.1.7. In the unit program, substitutable AFSCs based on current Mission Capabilities Statement.

1.8.2. Assignment of Only Fully-Qualified Persons to IMA Positions. The PM or central manager should consider exceptions on a case by case basis. Members with approved IMA assignments without required AFSC qualifications must adhere to mandatory school attendance requirements. PMs must immediately program formal training attendance with ARPC/DPRPT IAW AFMAN 36-8001, Chapter 8. AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*, AFI 36-2201, Volume 2, *Air Force Training Program Training Management*, AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*, AFI 36-2201, Volume 4, *Managing Advanced Distributed Learning (ADL)*, AFI 36-2201, Volume 5, *Air Force Training Program Career Field Education and Training*, AFI 36-2201, Volume 6, *Air Force Training Program Total Force Training and Education Review Process (TFTERP)*, prescribe mandatory technical schools.

1.8.3. Apprentice Skill Levels for ARTs. Immediately classify all new retrainee or enlistee ARTs not possessing the required AFSC, at the entry level, if they satisfy the minimum Office of Personnel Management (OPM) standards.

1.8.3.1. The supervisor conducts an initial evaluation within 60 days of the date of hire, using the current career field education and training plan and AFMAN 36-2108.

1.8.3.2. AFRC functional managers must sanction awarding the 3 level if, after completion of the initial evaluation, the supervisor determines the member does meet mandatory requirements, but warrants the award of the three-skill level based on exceptional qualification. Waiver requests will be submitted through channels to AFRC/DPMF IAW AFI 36-2101, *Classifying Military Personnel (Officers & Enlisted)*. Disapproval by the AFRC functional manager will require the ART to remain at the entry level AFSC until satisfactory completion of technical school.

## 1.9. Changes in a Members Medical Profile

1.9.1. There are primarily two factors that determine the necessity for update of duty status codes and deployment availability codes (DACs). The first criterion for update is whether or not the member is qualified for worldwide duty. The second criterion is whether or not the member will be allowed to participate. There may also be a requirement to update an ALC to C status for members who have been determined as not medically qualified for worldwide duty but fit for continued military duty. This must be based upon a fitness determination by the appropriate authority for unit assigned members or by ARPC/SG for IMA/PIRR members. For unit to unit Permanent Change of Station or transfer to IMA program, the losing commander must advise the gaining commander of the members ALC C status.

1.9.2. Processing of AF IMT 422, **Physical Profile Serial Report**. The Personnel Employment Element will receive the AF IMT 422 from the servicing Reserve medical unit (RMU) or ARPC/SG for IMAs/PIRR will be responsible for updating MilPDS. The Personnel Employment Element will also be responsible for ensuring all other work centers are provided the AF IMT 422 for their required coordination and update. It is the responsibility of each MPF/CC to determine which sections will be required to update the MilPDS with the following items:

1.9.2.1. If the member is not qualified for worldwide duty and there are no allowances for participation in the remarks of the AF IMT 422.

1.9.2.2. Duty status code 14.

1.9.2.3. Duty Status Effective Date -- date IMT is prepared.

1.9.2.4. Duty Status Expiration Date -- date as indicated in remarks, cannot equal 888888. Duty status expiration date will not exceed 1 year.

1.9.3. As directed by the MPF/CC, the appropriate work center must update the DAC to indicate Deferred Pregnancy or Medical Deferment.

1.9.3.1. The DAC expiration date (will be updated as directed on the AF IMT 422).

1.9.3.2. If the member is not worldwide qualified and there are participatory allowances stated in the remark section of the AF IMT 422, there will only be a requirement to update the appropriate DAC and expiration date as listed in paragraph 1.9.2.1.4. When members are placed in ALC status C by AFRC/SG for units or ARPC/SG for IMAs/PIRR, the ALC must be updated to status C with an expiration date as indicated on the AF IMT 422.

1.9.4. Pregnancy. Pregnant members in the non-participating IRR, the Standby Reserve or on AD with a remaining MSO may ask for an assignment to the participating Reserve. The servicing recruiter must obtain a document from the members healthcare provider which states that the members pregnancy is uncomplicated and allows for an assignment.

1.9.4.1. The recruiter provides the gaining Personnel Employment Element or PM the AF IMT 1288 and the physician's statement. Once the Personnel Employment Element or PM completes the second endorsement on the AF IMT 1288, both documents will be forwarded to AFRC/DPMF or ARPC/DPRAB for update of the required gain action.

1.9.4.2. Participating pregnant members who do not ask for reassignment keep their present status. However, to prevent the members' mobilization, the MPF or ARPC/SG updates MilPDS using assignment availability code (AAC) 81 with an availability date at least 6 weeks after the expected delivery date as determined by the appropriate military physician.

1.9.4.3. When reassigning pregnant members to the Standby Reserve, use guidelines in [Chapter 3](#).

1.9.5. Human Immunodeficiency Virus (HIV). Members who test HIV positive may stay in a position that does not require overseas deployment. To do so, the member must be clinically well IAW AFI 48-123, *Medical Examinations and Standards*. Reassign members testing HIV positive to the Standby Reserve, active section, only if the Ready Reserve cannot effectively employ them. These reassignments are defined in paragraph [3.2](#).

1.9.6. Reentering the Ready Reserve. The member must contact a reserve recruiter to re-enter the Ready Reserve following reassignment to Standby or Retired Reserve for “medical disqualification” or “unfit for military duty” determination. The reserve recruiter will obtain a copy of the members’ report of medical examination and a statement of the reasons for the physical disqualification.

1.9.6.1. The reserve recruiter will process a member for assignment to a unit or IMA position if AFRC/SGP (unit) or ARPC/SG (IMA), finds that the medical condition is no longer disqualifying, and the individual is otherwise eligible for Ready Reserve. However, members with ALC status C (medical deferral) require review and approval by AFRC/SG for units and by ARPC/SG for IMAs prior to assignment. Recruiters will work with the servicing RMU to provide medical documentation required for processing through AFRC/SGP or ARPC/SG for final approval/disapproval. If the ALC status C remains on the members file, the recruiter must advise the gaining commander and the gaining Personnel Employment Element of the members medical restrictions. The member may only be assigned to a Non-Worldwide Deployable position.

1.9.6.2. The gaining commander will need to provide comments on the AF IMT 1288 stating that he/she is aware of members medical restrictions resulting in ALC status C and agrees to assign the member to a Non-Worldwide Deployable position. The gaining MPF ensures the update of the DAC 41, as well as, ALC C. ARPC/DPRAB coordinates with ARPC/SG on ALC C and notifies gaining PM.

1.9.6.3. ARPC/DPRAB may assign members who were assigned to the Retired Reserve because of medical disqualification, if the individual is otherwise eligible for Ready Reserve assignment and ARPC/SG determines that the individual is medically qualified.

## ***Section 1B—Assignments for Specific Kinds of Positions***

### **1.10. Rated Assignments.**

1.10.1. Rated Officer Assignment.

1.10.1.1. Assign only rated officers to rated positions.

1.10.1.2. Do not assign a rated officer to be a chaplain or judge advocate unless the member requests voluntary disqualification from aviation service. On approval of request by HQ USAF/HC or HQ USAF/JA, ARPC/DPRAB appoints the member to the Chaplain Corps or the Judge Advocate General’s Department Reserve.

1.10.1.3. Assign members chosen for undergraduate pilot training (UPT) or undergraduate navigator training (UNT) to vacant positions if at all possible. If unable to do so, overages are permitted for up to 6 years from the members total federal commissioned service date (TFCSO). UMD

overage Code 6 applies. If an overage UPT/UNT candidate has over 6 years TFCSD, the servicing MPF contacts AFRC/DPMF for MilPDS update procedures.

1.10.2. For lieutenant colonel and below authorizations with an aircrew position indicator (API) 3 or 4, the Personnel Employment Element or PM coordinates assignment actions with the squadron commander or operations officer. For the IMA program, ARPC/DPRAB coordinates with ARPC/DPRAC, Flight Management.

1.10.2.1. For lieutenant colonel and below authorizations with API 0, the Personnel Employment Element or ARPC/DPRAB:

1.10.2.1.1. Verifies officer's eligibility for new AFSC IAW AFMAN 36-2105.

1.10.2.1.2. Works in concert with the gaining and losing commander to confirm the assignment to the new position.

1.10.3. Reassign members disqualified for aviation service the day after disqualification. Members medically disqualified for aviation service may fill rated positions that do not require flying certification or duties.

1.10.4. Commanders initiate involuntary reassignment action IAW paragraph 3.5. and Table 4.3., Rule 8 for members disqualified from aviation service if no suitable position is available. The PM reassigns an IMA to ARPC within 180 days of disqualification.

1.10.5. Enlisted Aircrew Assignments. Enlisted Aircrew personnel must meet the medical standards IAW AFI 48-123 and have a current class III flying physical. Individuals attending a formal school must also comply with special medical requirements listed in Education and Training Course Announcement.

## 1.11. Professional Specialty Assignments (Chaplain, Legal, and Medical).

1.11.1. ARPC Central Managers (SG, HC, JA). Central managers evaluate individuals once a year for possible reassignment to another position. Central managers review and approve all applications for professional specialties to their IMA positions and PIRR programs.

1.11.2. Unit Assignments. USAFR NAF, RSG, wing, or Detached Group commanders recommend approval for chaplain, legal, and medical professional specialty assignments for lieutenant colonel and below. They:

1.11.2.1. Coordinate with AFRC/HC before approving a chaplain assignment.

1.11.2.2. Must receive approval from AFRC/JA before approving a JAG assignment including an assignment to fill a colonel position. Must also receive approval from HQ AFRC/JA to fill a para-legal position IAW AFI 51-802, *Assignment to the Judge Advocate General's Department Reserve*.

1.11.2.3. Send requests for professional specialty assignments to fill colonel positions through command channels to AFRC/DPO for AFRC/CV consideration.

1.11.3. Medical Services Officer Career Area. Applicants for medical services must have the AFSC of the position. If no qualified candidates are available, unit commanders or PMs send requests for waivers through channels to AFRC/SG (unit) or ARPC/SG (IMA). Send waivers for officers in colo-

nel positions or colonel assignments through command channels to AFRC/DPO for AFRC/CV consideration or through ARPC/SG for IMAs.

#### 1.11.4. Flight Surgeon.

1.11.4.1. AFRC/SG, ARPC/SG, or the US Air Force Surgeon General certifies the required medical examinations.

1.11.4.2. Applicants for flight surgeon positions must qualify medically for flying duties IAW AFI 48-123.

1.11.4.3. Applicants for the Aerospace Medicine, Primary Course (B3OBY48G1-000) must have completed all medical requirements and have a physical exam medically certified for FC II duties prior to submitting a request for course attendance 120 days before course start date.

1.11.4.4. An applicant may already be rated as a flight surgeon, pending aeronautical revalidation or re-qualification and medical qualification.

1.11.4.5. Reassign medical officers who do not meet medical requirements to a position for which they qualify or to ARPC (non-participating status).

1.11.4.6. Unit commanders or ARPC/SG for IMAs may offer their assigned physicians in clinical patient care specialties an opportunity to use an aeronautical rating as an aerospace medicine physician, AFSC 48GX (Flight Surgeon). The following provisions apply:

1.11.4.6.1. The applicant must agree in writing to start the Aerospace Medicine, Primary Course (B3OBY48G1-000) within 1 year of assignment.

1.11.4.6.2. The applicant must apply for and complete the 7-week Aerospace Medicine, Primary Course (B3OBY48G1-000). This course may be attended in increments; however, course completion is required within 3 years of appointment/assignment.

1.11.4.7. Upon course completion, physicians able to satisfy the flying and ground training to maintain "active flying status" will be designated a DAFSC of 48R1 and awarded 2AFSC or 3AFSC as 48R1. Concurrently, the medical unit commander should submit a Manpower Change Request unfunding the wartime required physician position. This should establish a position with AFSC 48R3 and API-5. This will entitle the physician to aircrew incentive pay (ACIP) IAW AFI 11-401, *Aviation Management*.

1.11.4.8. Physicians completing the course but unable to meet active requirements (i.e., civilian practice limits Reserve participation) will be placed in inactive flying status. They are nonetheless authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules (AFI 11-401). Inactive flyers must fly in a duty status to include MPA, RPA, or IDT. Physicians in this category should not change their DAFSC but may be awarded 2AFSC or 3AFSC as 48R1. API-5 codes are not applicable.

1.11.4.9. Commanders reassign officers who fail to complete this course to a position for which they qualify or to ARPC in a non-participating status.

1.11.5. Nurses. Do not assign to the Reserve, or attach as a member of the IRR, a nurse who does not actively practice nursing. This requirement is in addition to those in AFMAN 36-8001.

1.11.5.1. Active engagement in nursing is defined as a nurse who is employed or working voluntarily in a position that requires a registered nurse (RN). The minimum requirement for active

engagement in nursing is 180 hours per calendar year. Documented verification of active engagement can be obtained from one of the following:

- 1.11.5.1.1. Employer.
  - 1.11.5.1.2. If self-employed and affiliated with a hospital or other institution, that institution can verify.
  - 1.11.5.1.3. If self-employed without affiliation, verification can be determined by another colleague or by Form 1040, **US Individual Income Tax Return**, with all information blacked out except for name, SSN and occupation.
- 1.11.5.2. The requirement for 180 hours of active engagement in nursing a year can also be met by:
- 1.11.5.2.1. MPA funded AD tours that relieve critical AD personnel shortages at a medical treatment facility.
  - 1.11.5.2.2. MPA-funded AD tours for any operational aeromedical evacuation (AE) mission.
  - 1.11.5.2.3. MPA-funded AD tours that support specific AD medical operations.
  - 1.11.5.2.4. Points only volunteer nursing in AD Medical Treatment Facility.
  - 1.11.5.2.5. Studying full time for a degree in nursing as defined by the educational institution.
- 1.11.5.3. For assignment to the 9020 Air Reserve Squadron, a nurse must be employed full-time (at least 32 hours a week) in a critical skill as defined by USAF/SG or USAF/REM.
- 1.11.5.4. For unit assigned nurses:
- 1.11.5.4.1. The unit commander or approving officer verifies employment.
  - 1.11.5.4.2. The unit chief nurse notifies the unit commander of noncompliance.
  - 1.11.5.4.3. The unit commander advises the officer, in writing 90-calendar days before reassignment and sends an information copy to AFRC/SGN.
- 1.11.5.5. For IMA and PIRR nurses:
- 1.11.5.5.1. Unit of attachment verifies employment.
  - 1.11.5.5.2. ARPC/SG monitors the program and notifies the individual that noncompliance resulted in reassignment.
- 1.11.5.6. Commanders must make sure applicants (flight nurses) for positions in AE units meet the following requirements:
- 1.11.5.6.1. Meet AFI 48-123 medical requirements.
  - 1.11.5.6.2. A flying Class III medical examination within 90-calendar days of effective date of assignment.
  - 1.11.5.6.3. Medical certification from AFRC/SG.
  - 1.11.5.6.4. Complete all medical requirements and have a physical exam medically certified for FC II duties prior to submitting a request for course attendance 120 days before course start date.

1.11.5.6.5. Agree in writing to attend Course OLY46F1 within 1 year after assignment/appointment.

1.11.5.6.6. Completion of the Flight Nurse Course is necessary for a Chief Nurse in AE units.

1.11.5.6.7. Commanders may keep medically disqualified flight nurses in non-flying positions for which they qualify or reassign them to ARPC.

1.11.6. Legal Career Area. See AFI 51-802 for guidance on eligibility and processing requirements for assignment to any Judge Advocate or paralegal position. Within the unit program, contact AFRC/JA for assistance. Within the IMA program, contact ARPC/JA.

**1.12. USAFR Command Chief Master Sergeant (CCM) Assignments.** AFRC/CC will establish CCM positions at each NAF and at each AFRC Wing.

1.12.1. CCM Criteria. CCMs must have the grade CMSgt or be eligible for promotion to CMSgt upon assignment to the position. The assignment to the CCM position must be within 60 days of selection. Under no circumstances will an ART assume or hold the position of a CCM; whether on a permanent or temporary basis.

1.12.1.1. CCMs are selected based upon the criteria established by the commander. Commanders are encouraged to select individuals from local resources. However, if commanders are unable to fill positions locally, commanders should contact NAFs and AFRC to request assistance in advertising these positions.

1.12.2. CCM Tenure. Assignment to a CCM position should not exceed 8 years, with the normal tour of duty being 4 years. Fresh expertise and new ideas are always needed in any organization.

1.12.2.1. Within 60-calendar days of the assumption of a new commander, the current CCM will offer to the new commander to step down as CCM. Commanders may either accept or decline the offer.

1.12.2.2. Do not reassign an individual into/from a CCM position who is within 6 months of their high year of tenure date (HYTD) or age 60.

1.12.3. Overage Assignment of Former CCMs.

1.12.3.1. Assignment of a former CCM to a CMSgt position (other than an CCM position) as an overage:

1.12.3.1.1. Is authorized regardless whether the member completes a 4-year tour of duty as a CCM. If less than 4 years have been completed in a CCM position, retention as an overage will be permitted for up to 4 years from the date removed from the CCM position, unless removed for cause.

1.12.3.1.2. May be for only one former CCM at a time within a wing.

1.12.3.1.3. Is exempt from other wing or group non-commissioned officer promotion accountability.

1.12.3.1.4. May be placed in any Chief Enlisted Manager position if the member meets the prerequisites of the AFSC or retraining qualifications.

1.12.3.1.5. Will normally exist for a maximum of 4 years. MilPDS will be updated in 2-year increments. If an extension is requested beyond the allotted 4-year point it will fall under the

FY manning policy in effect at the time. NAF/wing commanders who elect to extend the overage beyond the normal 4-year period must submit an exception to policy to AFRC/DPMF for approval.

1.12.3.2. Priority placement fills vacancies first and keeps overages only if no other positions are available. If there are no positions available and the NAF/Wing commanders elect not to retain the individual as an overage, they must assign the member to ARPC after they complete their CCM tour, provided there is sufficient cause.

1.12.3.3. A NAF/wing commander who approves a former CCM as an overage includes this statement in the assignment source document: "Member approved as an overage per AFI 36-2115, *Assignments Within the Reserve Components*. Overage waiver expires \_\_\_ (date) \_\_\_. The NAF/wing commander may withdraw this waiver at any time."

1.12.3.4. Before their assignment to a CCM position, applicants must acknowledge in writing that they understand the statement. The DPMA files this acknowledgment in the members UPRG. See AFI 36-2109, *Chief Master Sergeant of the Air Force and Command Chief Master Sergeant Programs*, for additional guidance on CCM personnel actions.

1.12.3.5. Send AFRC/DPMF a copy of the assignment source document for MilPDS updating of the overage code or expiration date. UMD Overage Code 4 applies in all cases.

1.12.3.6. Assignment of a former CCM against a bypass position number as an overage for a maximum of 4 years will be authorized if no positions are available.

1.12.3.7. If an extension is requested beyond the allotted 4 year point it will fall under the FY manning plan in affect at that time. All exceptions to policy will be forwarded to AFRC/DP for approval.

1.12.3.8. Under no circumstances will there be overages authorized against the CCM position.

### **1.13. Overseas Assignments.**

1.13.1. Approval for Overseas Assignments. PMs may approve assignments for individuals both inside and outside the CONUS regardless of where the individual resides. PMs must recommend approval to ARPC/DPRAB for IMAs living overseas who wish to be assigned outside the theater in which they reside. Training requirements are explained in AFMAN 36-8001. Follow AFI 36-2017, *Personnel Admissions Liaison Officer*, guidelines for Air Force Admission Liaison Officer assignments and AFI 52-101, *Planning and Organizing*, guidelines for USAF Chaplain assignments overseas.

1.13.2. MAJCOMs and units overseas may let members participate for points only if IMA positions in the proper AFSCs are not available. Some of these individuals may be eligible for MPA tours. Line personnel in this category may request assignment to the RRPS through ARPC/DPRAB. Non-line personnel request assignment through the appropriate ARPC central manager.

1.13.3. In some situations, strictly enforcing these policies would not benefit the United States Air Force. ARPC/DPR and ARPC central managers have waiver authority for departing from these procedures. In all cases, the parent MAJCOM or Air Staff agency must agree with waiver requests.

1.13.4. Prospective applicants must contact the nearest Air Force Reserve recruiter for assistance in processing their application for an IMA position.

**1.14. USAFR Unit Commander Assignments.** The grade of an officer appointed as a USAFR unit commander must equal or exceed the grades of all unit officers. A unit is a group with its own PAS. RSG, wing, detached group commander appoints all unit commanders in the grade of lieutenant colonel and below who are not assigned against colonel authorizations. The Personnel Employment Element produces the appointment order for distribution.

**1.15. ART Assignments.** Assign ARTs to the corresponding military and civilian position. The Personnel Employment Element coordinates on DD Form 359, **Referral for Consideration**, or locally established method for documentation (memo/letter, etc.), and notifies the losing personnel relocation element for completion of AF IMT 1288 by the member and the losing commander.

**NOTE:** AF IMT 1288 is not required for ART officer management directed assignments. The AFRC/CV message is approval authority.

1.15.1. Unit commanders may submit a waiver request on lieutenant colonels and below to the RSG, Detachment Group, and wing or group commander to assign an ART to a Traditional Reserve (TR) position or a TR to the part B of the ART position. Waivers may not exceed 180 days. Both TR to ART part B and ART to TR assignments are approved only to relieve temporary, adverse manning situations and are not intended to be permanent in nature. Forward any extensions beyond 180 days through command channels for approval by AFRC/DPMF. Forward waiver requests on colonels or officers in colonel positions through command channels to AFRC/DPO for AFRC/CV consideration. Waiver packages must include:

1.15.1.1. A complete discussion of how the situation occurred.

1.15.1.2. Justification to warrant the temporary assignment. Include name, grade, SSN, position numbers (both Part A and Part B).

1.15.1.3. Whether the requirement is to place a TR in the part B of an ART position based upon a non-dual status technician (NDST) situation condition (provide background on NDST individual).

1.15.1.4. Information to explain if the position has been vacant; how long the position has been unfilled, and what has been done to rectify the problem in lieu of this action. UMD overage Code 1 applies in all approved cases.

1.15.2. RSG, Detachment Group, and wing or group commanders may revoke a waiver at any time for officers in the grade of lieutenant colonel and below not assigned to a colonel position.

1.15.3. Members will acknowledge that they received the waiver, in writing, and that the member will vacate the position immediately (30 days or less) if an ART fills the position.

1.15.4. The appropriate Personnel Employment Element files a copy of the waiver and acknowledgment in the members UPRG or local files.

### ***Section 1C—Assignments for Individual Circumstances.***

#### **1.16. Individuals in Key Positions.**

1.16.1. Designated Key Positions. DoD Directive 1200.7 provides guidance on the processing of key employees in both the Federal and non-Federal sector. AFI 36-507, *Mobilization of the Civilian Workforce*, provides additional guidance for Air Force employees. Key positions are those that cannot be

vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively. Those designated by name are:

1.16.1.1. The Vice President of the United States or any official specified in the order of presidential succession.

1.16.1.2. Members of Congress, heads of Federal agencies appointed by the President with the consent of the Senate (does not include persons appointed to a Federal agency as a member of a board or commission).

1.16.1.3. The Federal judiciary and other Federal positions determined by Federal agency heads, or their designees, to be key positions, require a case-by-case determination and designation.

1.16.1.4. When an individual serving as a civilian employee occupies a position that is designated as a key position, that individual shall be designated as a key employee and considered to be ineligible to serve in the Ready Reserve. Once an individual who has received SSB/VSI changes civilian status to a position not designated as a key position, transfer them back to the Ready Reserve to fulfill the military service commitment incurred based on receipt of SSB/VSI, or release from the Air Force.

1.16.1.5. Non-Federal employers are encouraged to use the Federal key position guidelines for recommending key employees for removal from the Ready Reserve. The position must be needed for the agency or industry's support of mobilization or national emergency functions.

1.16.1.6. A Federal, state, or local government agency or private industry that designates a key position must have a shortage of qualified personnel.

1.16.2. Employers:

1.16.2.1. Determine key employee status.

1.16.2.2. Inform ARPC/DPSSU (for USAFR members) or the state Adjutant General (TAG) (for ANGUS members) that a member is a key employee.

1.16.3. ARPC or the state TAG reviews military mobilization manpower needs. ARPC/DPSSU sends letters it receives from members' employer, to the members MPF/CC or PM to determine the military mobilization manpower needs and decides whether a conflict exists and needs negotiation.

1.16.3.1. Upon determination of manpower needs and no conflict exists, ARPC/DPSSU (or state TAG for ANG members) instructs the personnel relocation element/PM to notify the member of pending transfer to the standby reserve.

1.16.3.2. Transfer the member to the Standby Reserve as stated below (for general officers see [Chapter 2](#)), where they will remain for the period in which they will fill a key position. The member may apply for an assignment to the Non-Affiliated Reserve Section (NARS)/ND, of the Active Standby Reserve, and if accepted, continue to earn retirement points. This also applies to appointed or elected officials who want to earn points for retirement. Consider individuals already in ISLRS on a case by case basis before transferring them to NARS/ND. The personnel relocation element/PM reassigns members to NARS/ND within 30-calendar days from the date of members' application.

1.16.4. If the member does not apply to NARS/ND within 45-calendar days after being named, the orders publishing agency assigns the member to:

- 1.16.4.1. NARS-NB if the member has a MSO with AAR RJ (key employees).
- 1.16.4.2. ISLRS if the member has no MSO with AAR RJ (key employees).
- 1.16.5. Negotiation of designated key employee status:
  - 1.16.5.1. Seeks to resolve conflicting civilian and mobilization manpower needs.
  - 1.16.5.2. May not begin without the members written acknowledgment.
  - 1.16.5.3. Takes place between the member's commander and the civilian agency or employer.
- 1.16.6. Resolution: If negotiations do not result in a solution, the commander documents the case and sends it through channels to USAF/REP (for USAFR members) or NGB/DP (for ANG members). USAF/REP or NGB/DP sends the case to SAF/MR for arbitration with the civilian agency or employer. However; if SAF/MR does not negotiate a mutually acceptable solution with the civilian agency or employer, SAF/MR sends the case to Deputy Secretary of Defense for final arbitration per DoD Directive 1200.7.
- 1.16.7. Designated key employees (except for those positions designated by-name in paragraph **1.16.3.** of this AFI) who want to stay in their current Reserve assignments may petition their commanders to:
  - 1.16.7.1. Help resolve the matter with their employers.
  - 1.16.7.2. Document their continued participation based on military needs.
- 1.16.8. After making a removal determination in response to a petition for such action, the commanders must promptly notify the reservist and employer.
- 1.16.9. All action must take place within 30-calendar days after the Air Force receives notice that an individual is a key employee.
- 1.16.10. If negotiation between the commander and the employer does not resolve the matter of the employee's petition, then the commander sends the case through the resolution channels (see paragraph **1.16.6.** of this AFI)

**1.17. Assignments for Officers Selected to Attend PME in Residence. (NOTE: This does not apply to AGRs, AFI 36-2115 AGR info was incorporated into AFI 36-2132, *Full-Time Support (FTS) Active Guard Reserve (AGR) Program.***

- 1.17.1. Overage. For lieutenant colonels and below, the unit commander or PM may assign an overage to a position while the incumbent is in PME. The commander or PM writes to the temporary replacement about the assignment's temporary nature and the lack of guaranteed continued participation. File a copy of the commander or PMs letter in the members UPRG or local Personnel Employment Element (unit) or ARPC/DPRAB (IMA) files.
  - 1.17.1.1. Assign overage code 0 to the overage and code 4 to the student. The overage expiration date equals the PME graduation date plus 60 days. Individuals may not be reassigned while attending PME but may be projected for reassignment effective after graduation. While member is attending PME, Personnel Employment Element (unit) or ARPC/DPRAB (IMA) will update individual's duty title to reflect "Student (AWC, NWC, etc.)".

1.17.1.2. Graduation. After PME graduation, allow members to resume their previous position. However, make every effort to place the individual in a position where they will utilize their newly gained skills.

**1.18. Assignment of Family Members in Command or Supervisory Positions.** Do not create a situation in which one family member holds a command or supervisory position over another family member. A family member is a spouse, brother, sister, parent, person standing in loco parentis, child, or in-law. Within subordinate levels of an organization, no supervisor will have a family member in the direct chain of command/supervision. Such assignments could result in, or may create a perception of, preferential treatment and loss of impartiality, thereby compromising the integrity of command and supervisory functions. This could also have a negative impact on mission readiness. As such, there will be no waivers to accommodate any assignment that would result in a possible conflict of command/supervision.

1.18.1. Unit Program. If an individual is a NAF commander or vice commander, no family member will be assigned to that NAF. Likewise, no family member will be assigned to a wing, group, or squadron where a family member is the commander or vice/deputy commander.

1.18.1.1. When these situations occur, the Personnel Employment Element reassigns one member to another unit or function on base in the same or a higher skill level AFSC, or additional AFSC, if possible. If units are unable to resolve situations, forward request for review through command channels to AFRC/DPMF for final resolution.

1.18.1.2. IMA/PIRR Program. ARPC/DPRAB resolves situations involving IMA/PIRR respective command reviews and makes viable recommendations for solving the problem.

### **1.19. Assignment of Twice Deferred Officers.**

1.19.1. Twice Deferred Reserve Officers. Officers separating from AD may request unit or IMA assignment by submitting a request for a waiver to [Table 1.2.](#), Rule 9. The servicing recruiter will gather the required documentation for application as listed below. Recruiters process applications through:

1.19.1.1. The gaining Personnel Employment Element for forwarding through the NAF to AFRC/DPMF for AFRC/DP approval/disapproval, (unit).

1.19.1.2. The gaining program manager for forwarding to ARPC/DPRAB for ARPC/DPR approval, except ARPC centrally managed programs (IMA).

1.19.2. Required Documentation includes:

1.19.2.1. AF IMT 1288 to include any derogatory information.

1.19.2.2. Recommendation memo(s) from losing commander(s) – if available.

1.19.2.3. Copies of members officer performance reports (OPRs) (at least last five – if not available, losing commander's memo is required).

1.19.2.4. Members memo requesting waiver of rule 9. (Reference [Table 1.2.](#), Rule 9).

1.19.2.5. Statement from member concerning payback of severance upon retirement.

1.19.2.6. Gaining Wing Commander's or PM's memo requesting waiver of twice deferral and severance.

1.19.2.7. Medical officers require credentials.

1.19.3. Twice Deferred Regular Officers. Assignment must be processed IAW AFI 36-2005, Table 2.2, Rule 25.

1.19.4. Participation. Members will not participate until AFRC/DP (unit) or ARPC/DPRAB (IMA) approves waiver. AFRC/DPMF will provide the gaining Personnel Employment Element written approval. ARPC/DPRAB will notify the gaining PM of approval. The Personnel Employment Element will advise the servicing recruiter of the approval. AFRC/DPMF will also provide ARPC/DPR copies of the approval.

**1.20. Assignment of Members of the Retired Reserve.** Members of the Retired Reserve who have not reached maximum service may request unit or IMA assignments. The member applies by submitting an application (AF IMT 1288) to the Reserve or ANG recruiter who forwards the application through the gaining Personnel Employment Element to the unit commander (unit program), the PM (IMA program) or ANG/DPFOM, 1411 Jefferson Davis Highway, Arlington, VA 22203-3231 (ANG). The unit commander or PM must then define the unusual or unique circumstances that make this members service indispensable. The Personnel Employment Element or PM will then forward the application as directed in paragraph **1.20.3.** of this AFI through the NAF to AFRC/DPMF (unit program), or ARPC/DPR (IMA program), or ANG/DPFOM, 1411 Jefferson Davis Highway, Arlington, VA 22203-3231 (ANG) for final determination. Requests to assign colonels or members to colonel positions must be approved by AFRC/DPO (unit program) and USAF/RESOMO (for line IMA) positions and ARPC central managers for their IMAs. Enlisted members cannot have exceeded their normal HYTD; officers cannot have exceeded their MSD or age restrictions. Specific guidance for ANG recruiting is outlined in ANGI 36-2002, *Enlistment And Reenlistment In The Air National Guard And As A Reserve Of The Air Force*, Table 1.3, Note 9.

**NOTE:** Member must hold and be qualified in the AFSC. Members are not eligible for retraining.

1.20.1. Honorary Retired Reserve. Members previously assigned to the Honorary Retired Reserve will be reviewed on a case-by-case basis. These members may have been assigned to this category of the Retired Reserve based on a medical condition. The Honorary Retired Reserve has since been deactivated; however, those members previously assigned have been grandfathered. Before processing the application listed below through personnel channels, recruiters must address medical issues as listed in paragraph **1.9.5.** of this AFI. Once medical issues have been addressed, the application will be processed as directed in paragraph **1.20.3.** of this AFI. ART personnel currently assigned as NDST to their civilian Part A position will be returned to their corresponding traditional reserve Part B position whenever possible. Critical manning scenarios are not necessarily required for these applicants.

1.20.2. Approval Authority. ARPC/DPP is the approval authority for removal authority from the Retired Reserve. See AFI 36-3209, Chapter 5, for further guidance. For unit assignments, AFRC/DPMF forwards approved waivers to ARPC/DPRAB for coordination of members removal from the retired PAS to allow the gaining Personnel Employment Element to access the record to their file.

1.20.3. Applications: The application includes:

1.20.3.1. AF IMT 1288.

1.20.3.2. Copy of members retirement order.

1.20.3.3. Statement member is qualified for AFSC.

1.20.3.4. Copies of OPR/Enlisted Performance Reports (EPRs) (last three).

1.20.3.5. Copies of other documents relevant to the request, such as an approved overage/over grade waiver.

1.20.4. Members requesting consideration for ART positions, must first obtain AFRC/DP or SAF approval for assignment in the Selected Reserve (unit, IMA, or AGR.).

**1.21. Assignment of AD Retired Members to IMA Positions, Reserve Units, or AGR.** The SAF has delegated approval/disapproval authority to AF/RE assign retired AD members to Selected Reserve positions, per Title 10 U.S.C., Section 10145. Airmen currently on AD will not be encouraged to retire to apply for assignment to a Selected Reserve position. The member applies by submitting an application as identified in paragraph **1.21.3.** of this AFI through the servicing Reserve Recruiter. For the unit program, once the wing commander has endorsed the AF IMT 1288 it is returned to the Personnel Employment Element for forwarding along with the other required documentation to the NAF then to AFRC/DPMF (AFRC/DPO for O-6s or O-6 positions). AFRC/DPMF/DPO will coordinate the package through AFRC/CV.

1.21.1. For IMAs, the package is submitted through the recruiters to the PM, through ARPC/DPRAA to ARPC/CC on to USAF/REP for final approval/ disapproval. The PM should coordinate with USAF/RESOMO on applications for assignments to line IMA colonel positions. Members approved for assignment will be allowed to participate until their established HYT/MSD. Members requiring Reserve appointments may be processed IAW AFI 36-2005. Members requesting consideration for ART positions must first obtain SAF approval for assignment in the Selected Reserve (unit, IMA, or AGR). Applications may be disapproved at any level in the chain of command and there is no appeal once disapproved.

1.21.1.1. Before requesting retirees. Priority should be given to recruitment of personnel not in retired status. Commanders and PMs will ensure that assigned airmen who are available for training are used to the fullest extent possible before requesting the assignment of retired personnel. All officers must be submitted to the President for appointment and Colonels must subsequently be forwarded for Senate Confirmation.

1.21.1.2. AD retirees must be assigned to valid funded vacant positions and limit over grades to one grade and code as over grade code P (counts towards promotions). Overages for AD retirees will be reviewed on a case-by-case basis and will not exceed authorized manning levels by AFSC within the Air Force Reserve based upon annual policy review. If the AD retiree is assigned as an overage, limit overages to Lt Cols/SMSGt and below and update overage code R. **NOTE:** These overages do not count toward promotions for a period of 2 years from date of assignment. Members may not be assigned as both an overage and over grade. Overage personnel are not eligible for position or unit vacancy promotion. Commanders and PMs must make every effort to level overage and over grade personnel.

1.21.2. Applicants:

1.21.2.1. Must not be within 1 year from their HYTD (enlisted) or MSD (officers). For enlisted members wishing to request HYTD extensions, waivers must be requested in conjunction with the request for assignment. Officers will be reappointed by the president and confirmed by the Senate and execute an original Reserve Oath of Office IAW AFI 36-2005. Applications from members who have exceeded 5 years from date of retirement will be considered on a case-by-case basis. When considering such applications, commanders should consider members HYTD/MSD.

1.21.2.2. Members should be fully qualified for the AFSC, however, in some circumstances retraining may be approved where short technical school requirements exist. Technical school duration should be based on members' retainability. Commanders at all levels or PMs, as applicable, may approve/disapprove requests for retraining. Members must have 3 years retainability from date of graduation from technical school.

1.21.3. Their applications must include at a minimum:

1.21.3.1. AF IMT 1288. Requires assignment blocking information in second endorsement.

1.21.3.2. Copy of members retirement order, or an approved retirement in MilPDS.

1.21.3.3. Statement from the recruiter stating member is qualified for AFSC, unless retraining is requested.

1.21.3.4. Statement of VA disability, if applicable, with concurrence from the RMU that member is physically qualified. Members who are accessed and are later found to be disabled pursuant to the above will be reassigned back to their Retired status.

1.21.3.5. Copies of EPRs/OPRs (last three).

1.21.3.6. Copies of other documents relevant to the request, such as an approved overage/over grade/under grade waiver if applicable.

1.21.3.7. Copy of DD Form 214, **Certificate of Release or Discharge from Active Duty**.

## 1.22. Assignment of Members for Unsatisfactory Participation.

1.22.1. General Discharge from a Reserve Component:

1.22.1.1. The ANG may discharge members for unsatisfactory participation giving them a General Discharge from their state enlistment. They then assign them to the non-participating IRR under their remaining MSO or ETS. Other military Guard and Reserve components have also exercised the option to discharge members for unsatisfactory participation. AFRC/DP (unit applicants) and ARPC/DPR (IMA/PIRR applicants) have the waiver authority to allow for the accession of these members, either by enlistment or reassignment. This waiver authority only applies to members discharged due to unsatisfactory participation. Recruiters will process waiver requests (see paragraph 1.22.1) through the gaining Personnel Employment Element (unit program) to AFRC/DPMF for DP approval/disapproval or to ARPC/DPRAB (IMA/PIRR program) for ARPC/DPR approval/disapproval. Non-participation must be reflected on the NGB Form 22, **Report of Separation and Record of Service**, or Discharge order.

1.22.2. For members currently assigned to the IRR waiver package contents are as follows:

1.22.2.1. AF IMT 1288, (with gaining commander or PM comments stating they are aware of members General Discharge due to non-participation). Requires assignment information in the second endorsement.

1.22.2.2. Copy of members NGB Form 22 (former ANG only).

1.22.2.3. Discharge order.

1.22.2.4. Single Unit Retrieval Format (SURF)

1.22.2.5. Last three EPRs.

1.22.2.6. A detailed statement from the individual as to the circumstances surrounding the incidents leading to the discharge.

1.22.2.7. Any other supporting documentation or recommendations.

1.22.3. When a waiver is approved/disapproved for the unit program, AFRC/DPMF will provide the decision in writing to the gaining Personnel Employment Element.

1.22.4. When a waiver is approved/disapproved for the IMA/PIRR program, ARPC/DPRAB will provide the decision in writing to the gaining PM.

1.22.5. Involuntarily reassigned to ARPC (within 1 year). Members previously involuntarily reassigned to non-participating status due to unsatisfactory participation are eligible to return to the unit or IMA program (excluding PIRR program), within 1 year of reassignment. The AF IMT 1288 will be forwarded by the recruiter to the Personnel Employment Element to the gaining commander for the program manager for approval. If the commander or the program manager approves the assignment, he/she will endorse the following statement: "I am aware of this member's prior involuntary reassignment for failure to meet participation requirements. I have reviewed the members' circumstances surrounding the unsatisfactory participation and concur with the assignment." The Personnel Employment Element or the program manager will ensure all assignment information is included on the AF IMT 1288. The Personnel Employment Element or the PM will forward the completed AF IMT 1288 to AFRC/DPMF or ARPC/DPRAB for update of the required action.

**1.23. Assignment of Members Involuntarily Reassigned for Failure to Meet the Requirements of the Air Force Fitness Program .** Members previously involuntarily reassigned to non-participating status based on unsatisfactory progress in the Air Force Fitness Program are eligible to return to the unit or IMA/PIRR programs, if they meet fitness standards. The recruiter, through the Personnel Employment Element will forward the AF IMT 1288 to the gaining commander and PM for approval. The results of the fitness "Fit to Fight" standards must be included with the AF IMT 1288. If the commander or PM approves the assignment, he/she will endorse the following statement: "I am aware of this member's prior reassignment for failure to meet the requirements of the Air Force Fitness Program and I have verified that he/she is currently within the Air Force "Fit to Fight" standards and concur with the assignment." The Personnel Employment Element or PM will ensure all assignment information is included on the AF IMT 1288. The personnel Employment Element or PM will forward the completed AF IMT 1288 to AFRC/DPMF (unit program) or ARPC/DPRAB (IMA/PIRR program) for update of the required gain action.

### ***Section 1D—Assignment Processing.***

#### **1.24. AF IMT 1288.**

1.24.1. Within the unit program, the AF IMT 1288 is not required for assignments to colonel positions. In addition, the AF IMT 1288 is not required for management directed assignments for ART officers.

1.24.2. The AF IMT 1288 is used to obtain reassignment approval from:

1.24.2.1. The losing and gaining PM or designated representative.

1.24.2.2. The losing and gaining unit commander (if required).

1.24.2.3. The gaining Personnel Employment Element.

1.24.3. The first endorsement includes the following:

1.24.3.1. The losing commander, PM, or recruiter is required to make mandatory comments in the first endorsement of the AF IMT 1288 or the RMVS (IMAs only) advising the gaining commander, Personnel Employment Element (unit assignments), or ARPC/DPRAB (IMA/PIRR assignments) of any negative or questionable information, to include:

1.24.3.1.1. Fitness Program status.

1.24.3.1.2. Unfavorable Information File (UIF) action within the last 2 (enlisted) or 5 (officers) years (see paragraph 1.25.5).

1.24.3.1.3. Unexcused absences.

1.24.3.1.4. ALC C (paragraph 1.9.1. of this AFI).

1.24.3.1.5. Referral EPR/OPR.

1.24.3.1.6. Any other information which may have an impact on assignment consideration.

1.24.3.2. The second endorsement includes the following:

1.24.3.2.1. The gaining PM is required to make mandatory comments in the second endorsement, for IMA/PIRR assignments, to include the members duty title and the reporting official's name and SSN.

1.24.3.2.2. The gaining Personnel Employment Element completes the second endorsement for unit assignments, however this information will not be completed until all local waivers, documentation, and endorsements are obtained. The AFRC/CV message is approval authority for ART officer assignments.

1.24.4. Recruiters forward the AF IMT 1288 to the Personnel Employment Element who will process and return the AF IMT 1288 within 10 workdays of receipt (provided there are no requirements for interviews or waivers).

1.24.5. Disqualifying Factors. The gaining commander or PM may cancel or deny the assignment if disqualifying factors are identified, after the assignment has been processed or approved. Apply discretion when making these decisions.

1.24.6. UIF. Applicants requesting assignment to the SelRes, PIRR, and IRR must certify that they have or have not received a UIF within the last 2 (enlisted) or 5 (officers) years. See AFI 36-2907, *Unfavorable Information File (UIF) Program*. This certification will be accomplished using the AF IMT 1288. The gaining reserve MPF or gaining PM will request a copy of the UIF or AF IMT 1137, **Unfavorable Information File Summary**, from the applicant's current commander (or ARPC/DPRFQ if assigned to the IRR) prior to approval of the assignment, and forward all documentation in relation to the UIF along with the AF1288 for assignment consideration. HQ ARPC/CC will be final approval authority for assignment/accesion action for personnel with UIF within the last 2 (enlisted) or 5 (officers) years into the IMA, PIRR, or IRR program. In addition, the last 5 EPR/OPRs must accompany the assignment/accesion request for all personnel with a UIF within the last 2 (enlisted) or 5 (officers) years.

1.24.7. One Application at a Time. Only one application may be valid at any one time and the date of the applicant's signature is the source to determine validity. If two applications have the same signa-

ture date, both applications are void and will be returned to the applicant without action. If signature dates are different, the first application takes precedent.

**1.25. Voluntary Assignments.** See **Chapter 2** for specific instructions for assignments to general officer positions.

1.25.1. Fully Qualified Members. When fully qualified members, not restricted by **Table 1.2.**, request a specific assignment, assign or reassign them to the Ready Reserve.

1.25.1.1. A fully qualified IMA airmen must have a skill level 5 or higher AFSC than the assignment AFSC. A fully qualified IMA officer must have a company grade level or higher AFSC than the assignment AFSC or have completed a formal training course with an entry-level AFSC.

1.25.1.2. Assign fully qualified IMAs without MAJCOM review to positions that are not in special categories, do not require interviews (TSgt/Capt and below), require waivers, or are not centrally managed.

1.25.1.3. Coordinate IMA officers or air crew assignments solely on the basis of civilian skills or retraining potential with the gaining MAJCOM.

1.25.1.4. PMs have 30-calendar days to approve or disapprove the assignment action for those positions that meet the interview criteria.

1.25.1.5. USAF/REP approves recruiting of non-prior-service personnel except for specific centrally managed IMA programs when no prior-service personnel are available.

1.25.1.6. Have losing commanders (unit program) or PMs (IMA program) review the members qualifications from a quality force viewpoint. Losing commanders (unit program) or PMs (IMA program) are required to include in the first endorsement of the AF IMT 1288 mandatory comments stating any negative or questionable information, to include UIF actions within the last 2 (enlisted) or 5 (officers) years.

**1.26. Accession Assignment Actions.**

1.26.1. Recruiter. With the exception of judge advocates, individuals not currently drawing Air Force Reserve pay who desire to enter a pay status in the Air Force Reserve must work with a recruiter for accession processing.

1.26.2. During accession processing, an Air Force Reserve recruiter may determine an individual currently in MilPDS (ANG or non-participating IRR) to be disqualified for a position in the SelRes. The recruiter will notify AFRCRS/RSOI by FAX within 3 days of this determination. AFRC/RSOI will take this information to ARPC/DPSSU within 24 hours. ARPC/DPSSU will update the individual assigned to ARPC in a non-participating status in PDS with AAC TD (indefinite). This action precludes a disqualified individual from entering the SelRes by going elsewhere for accession. Request for waivers for disqualifying conditions will be considered on a case-by-case basis and routed through AFRC/DPMF for unit and AFRCRS/RSOI for IMAs.

**1.27. IMA or PIRR Applications.**

1.27.1. Applications should include:

1.27.1.1. AF IMT 1288, military and civilian resumes, and the last three OPRs/EPRs for RMVS identified interview positions only.

1.27.1.2. The losing PM makes recommendations and quality control comments on the reverse side of AF IMT 1288.

1.27.2. Process AF IMT 1288:

1.27.2.1. Through the losing commander (for unit) or PM (for IMAs/PIRR) to the gaining program manager.

1.27.2.2. Directly to the gaining organization for Air Force Intelligence Agency, AFOSI, and USAFR units.

1.27.2.3. Through Selective Service System to ARPC/DPRAB.

1.27.3. Recruiters have enlistment authority upon receipt of an approved AF IMT 1288 from the program manager. Reference USAFR Recruiting, IMA assignment and enlistment directives.

**1.28. ARPC Central Manager Applications.** Send applications directly to the central manager concerned:

1.28.1. ARPC/SG for medical assignments.

1.28.2. ARPC/HC for chaplain/chaplain assistant assignments.

1.28.3. ARPC/JA for judge advocate/paralegal assignments.

1.28.4. ARPC/DPRAB for RRPS assignment.

**1.29. AF IMT 4007, Request and Authorization of Reassignment Orders.** This IMT is used in the absence of a MilPDS automated assignment order. Completion of this IMT is self explanatory, with the exception of the remarks section. When using this IMT to accomplish a short notice gain, the following statement must be noted in the remarks section: "This confirms the verbal order of the commander on (date). Circumstances precluded publication of written orders in advance. Gaining Personnel Employment Element will input the required gain action. Records and orders will be forwarded to gaining Personnel Employment Element/DPMSA (unit) or ARPC/DPRAB (IMAs). Assignment action must be coordinated by the MPFs and ARPC/DPRAB."

**1.30. Reserve Management Vacancy System (RMVS).** Reserve Management Vacancy System (RMVS) is an on-line interactive retrieval and job reservation system utilized to efficiently manage, as well as recruit for, all funded unit and IMA positions. This is applicable for all lieutenant colonel and below positions. Ensuring all requirements, vacancies and authorized overages are identified in RMVS will allow Reserve recruiters to facilitate meeting the Air Force Reserve's funded allocation.

1.30.1. Requirements (codes C, M, B) must be input in RMVS within 30 days of change in status. Additionally, identifying specific position requirements in RMVS "remarks" will ensure that recruiters are recruiting qualified applicants for each program, i.e. "13SX position requires missile ops experience versus space ops."

**NOTE:** (IMA program): During the semiannual IMA Program Reviews (IPRs), each command's FY vacancies, code 3 (unadvertised), are used to determine numbers for possible "take" and "receive" reallocation.

## Chapter 2

### GENERAL OFFICER ASSIGNMENTS

#### 2.1. Assignment Approval.

2.1.1. The Deputy Chief of Staff, Personnel, USAF/DP, approves the assignment of all Reserve general officers and colonels to general officer positions.

2.1.2. Chief of the Air Force Reserve. Before final approval, the Chief of the Air Force Reserve consults with the gaining and losing organizations and recommends officers for assignments.

2.1.3. USAF/RE approves waivers for AFRC and mobilization assistant general officers and AFRC and IMA colonel assignments to general officer positions.

#### 2.2. The Reserve Brigadier General Qualification Board (RBGQB).

2.2.1. Convening a Board. The Chief of Air Force Reserve convenes a board yearly to identify Reserve colonels who have the potential to be assigned to Reserve general officer positions. Only colonels selected by the RBGQB are eligible for a Reserve general officer position and subsequently to meet a reserve general officer vacancy promotion board.

2.2.1.1. The RBGQB is composed of at least:

2.2.1.1.1. Six general officers.

2.2.1.1.2. Minimum of three general officers not on EAD.

2.2.1.2. The Chief of the Air Force Reserve issues a memorandum (serving as the board's charge) to each board member.

2.2.1.3. The SAF approves the board's report, which lists Reserve colonels best and fully qualified to serve in Reserve general officer positions. Each approved list supersedes the previous list.

2.2.1.4. USAF/RESOMO notifies the MAJCOMs of their selectees.

2.2.2. Criteria. All Reserve colonels who meet these criteria are eligible for RBGQB consideration:

2.2.2.1. At least 1 year time-in-grade when the board meets (and projected to have two years time-in-grade at the time the next Reserve BG Promotion Board meets).

2.2.2.2. Must be less than 55 years of age when the next Reserve BG Promotion Board meets.

2.2.2.3. MSD later than the date the next Reserve BG Promotion Board meets.

2.2.2.4. Be in a Selected Reserve position or be on an AGR tour.

2.2.2.5. Have completed Senior Developmental Education (SDE) not later than 90 days before the board meets. Contact the Education Office for an inclusive list of applicable SDEs. **NOTE:** Completion of a 1 or 2 week orientation or a similar short course does not satisfy this requirement.

2.2.2.6. Accrue at least 50 retirement points during the last 2 retention/retirement years.

2.2.3. ARPC/DPBB sends each eligible officer a letter approximately 180 days before the board meets. An officer can decline consideration by completing and sending an enclosed response card or

e-mailing USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn VA, 22209 before the board meets.

2.2.4. Upon notification of eligibility, AGR officers are required to sign a statement acknowledging possible reassignment out of the AGR program if selected by the RBGQB and placed into a general officer position.

2.2.5. AF IMT 3559, **Reserve Assignment Recommendation**, is mandatory and must be prepared for all eligible officers meeting the board. The AF IMT 3559 is used for one board only and is removed from the selection folder after the board adjourns. USAF/RESOMO keeps a copy of all AF IMTs 3559 on file until they are no longer required for post-board inquiries and then destroy them. Although not a promotion document, it is similar to the AF IMT 709, **Promotion Recommendation**. The AF IMT 3559 covers the members' entire career and highlights significant performances and accomplishments which are used to assist the RBGQB panel members in determining those best and fully qualified to serve in general officer positions.

2.2.5.1. Agencies with colonel positions are responsible for checking Promotion Recommendation and In-Board Support Management (PRISM) Information System to verify board eligibles. Be advised that PRISM is updated daily and that current additions or deletions can be determined by checking PRISM regularly.

2.2.5.2. An AF IMT 3559 will be prepared no earlier than 90 days and no later than 60 days before the board meets. The first general officer or civilian equivalent in the rating chain completes the IMT. AFRC/CV completes the IMT for individuals assigned to HQ AFRC. For centrally managed individuals assigned to ARPC, the first general officer or civilian equivalent at the unit of attachment completes the AF IMT 3559. The organization that the individual is assigned to as of the accounting date is responsible for preparing the AF IMT 3559. The accounting date is established by AF/RESOMO and published in the RBGQB announcement message.

2.2.5.3. A completed AF IMT 3559 contains:

2.2.5.3.1. Sections I, II, III; Ratee Identification Data, Unit Mission Description, and Job Description. Enter the same information as on AF IMT 707A, **Field Grade Officer Performance Evaluation Report (MAJ thru COL)**.

2.2.5.3.2. Section IV, Assignment Recommendation. You may hand write this section. The first general officer or civilian equivalent in the rating chain may seek advice and information from current and past supervisors and commanders. Comments are required for a "Definitely Assign" recommendation, and should be commensurate with the rank order provided in Section V. Comments must substantiate, amplify and explain the "Definitely Assign" recommendation. Comments are not required for other recommendations.

2.2.5.3.3. Section V, Group Size. You may hand-write this section. Rank officers by competitive category. For officers who rated "Definitely Assign", show the officer's rank order among the number of "Definitely Assigned" officer ratings out of the total number of eligible officers in the management level and competitive category. **EXAMPLE:** for an officer, who ranks second of the six "Definitely Assigned" ratings awarded in a competitive category with 25 total eligible officers, write 2/6/25. For officer ratings of "Assign" or "Do Not Assign This Board," leave this section blank or "NA" may be entered. If an officer is given a "Definitely Assign" ranking, only AF IMTs 3559 marked with a 3-digit number will be accepted.

2.2.5.3.4. Section VI, Board. Enter the qualification board for which you are preparing AF Form IMT 3559. The Board ID will be identified in the RBGQB announcement message published by USAF/RESOMO.

2.2.5.3.5. Section VII, VIII; Date of Birth, Date of Rank. **EXAMPLE** date format: YYYYM-MDD

2.2.5.3.6. Section IX, Competitive Category. Use a 1-letter code:

2.2.5.3.6.1. Line of the Air Force--A

2.2.5.3.6.2. Judge Advocate--J

2.2.5.3.6.3. Chaplains--C

2.2.5.3.6.4. Dental Corps--D

2.2.5.3.6.5. Medical Corps--M

2.2.5.3.6.6. Nurse Corps--N

2.2.5.3.6.7. Medical Service Corps--S

2.2.5.3.6.8. Biomedical Sciences Corps--W

2.2.5.3.7. Section X, Overall Recommendation. Handwrite this entry. The first general officer or civilian equivalent in the rating chain marks one of the three recommendations. This recommendation does not carry over to future boards.

2.2.5.3.7.1. Definitely Assign--The officer has demonstrated potential for immediate assignment to a general officer position.

2.2.5.3.7.2. Assign--The officer makes valuable contributions to the mission and has potential for assignment to a general officer position.

2.2.5.3.7.3. Do Not Assign This Board--Do not recommend the officer for a general officer position at this time.

2.2.5.3.8. Section XI, The first general officer or civilian equivalent in the rating chain must complete this section for all reservists.

2.2.5.4. Send the completed AF IMTs 3559 to USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn VA, 22209, no later than 45 days before the board meets. Each organization is responsible for providing a copy of the completed AF IMT 3559 to their eligible officers.

### **2.3. Initial Assignment to a General Officer Position.**

2.3.1. Eligibility. Only colonels selected by the RBGQB are eligible for a reserve general officer position.

2.3.2. Reporting Official. Upon assignment to a general officer position the reporting official will:

2.3.2.1. Closely monitor each newly assigned officer for 120 days after the reporting date.

2.3.2.2. Encourage the officer to maximize their annual tour and initial active duty training (IADT) participation during the 120 day period.

2.3.2.3. Prepare an Air Force directed AF IMT 707A at the end of 120 days of assignment in new position. Include a mandatory statement in Section VI that the officer continues in, or be reassigned out of the general officer position.

**Table 2.1. Distribution of OPRs.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the ratee is an</b>	<b>and the document to be filed is</b>	<b>send report to the following office of record:</b>
1	IMA	original	ARPC/DPBR2
		copy	USAF/RESOMO; MAJCOM
2	Unit Reservist	original	ARPC/DPBR1
		copy	USAF/RESOMO; MAJCOM; Servicing MPF
3	AGR	original	ARPC/DPBR1
		copy	USAF/RESOMO; MAJCOM; Servicing MPF

**2.4. Reassignment Out of a General Officer Position.** Individuals in the grades of Brigadier General and Major General must serve satisfactorily in the SelRes in that grade for a period of not less than 3 years in order to retire in grade (Title 10 U.S.C., Section 1370d).

2.4.1. Reserve General Officer Cadre. Age, experience, and time in grade should balance the Reserve general officer cadre. The flow of officers through the general officer grades should be relatively constant. When reassigning general officers to the Standby Reserve, the Chief of the Air Force Reserve will consult with the using agency and consider the following specific criteria: time-in-grade, promotion eligibility, particular skill qualifications, the best interest of the Air Force, any misconduct or inefficiency, ineligibility for promotion, and failure to report information relating to fitness for promotion to include arrests, convictions other than minor traffic offenses, and misconduct.

2.4.2. Approval of Reassignment. USAF/DP approves the reassignment of all Reserve general officers and colonels in general officer positions.

2.4.3. Instructions for Reassignment. Reassign general officers, in grade, to ISLRS of the Standby Reserve, within 30 days after they leave their position, per Title 10 U.S.C., Sections 14314 (a) and 12771 or become a key employee. Officers who qualify may request transfer, in grade, to the Retired Reserve IAW AFI 36-3209, or may be appointed in the Reserve grade held before appointment to a general officer grade.

## PART 2

### INDIVIDUAL READY RESERVE (IRR) AND STANDBY ASSIGNMENTS AND REASSIGNMENTS

#### Chapter 3

#### REASSIGNMENTS AND TEMPORARY RELEASES

**3.1. Propriety of Assignments to ARPC.** Involuntary reassignment from the Ready Reserve, including ANG, for cause, is generally inappropriate. Use involuntary reassignment only as a last resort. Initiate involuntary reassignment for cause or derogatory reasons only after all appropriate disciplinary and/or administrative actions have been taken and documented. Consider exceptions to these policies on a case-by-case basis. AFRC/DP (for unit members), ARPC/DPR (for IMAs/PIRR), and ANGRC/DP (for ANG members), must consider the best interests of the Air Force before granting waivers to any of these policies. In some cases, granting waivers will allow individuals to fall under other reserve programs, such as sanctuary. See AFI 36-2131 and AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*, and AFI 36-3209 before allowing an individual to remain in a current assignment if discharge or reassignment is more appropriate. Process all waiver requests through the appropriate channels. In this part of this AFI, members of both Air Force Reserve and ANG units will be referred to as “unit members”.

3.1.1. Denial of Reassignment Requests. Commanders must deny “voluntary” requests for reassignment to ARPC resource pools (IRR, Standby Reserve, or Retired Reserve) when discharge is more appropriate.

3.1.1.1. Keep these members in their unit or IMA positions or PIRR program during investigation.

3.1.1.2. If the investigation and/or information verifies an offense or disqualifying condition exists, initiate action to discharge IAW AFI 36-3209 by initiating the involuntary reassignment to ARPC for purposes of discharge (see paragraph 3.5. of this AFI and [Table 4.3.](#), Rule 9) or involuntarily reassign member to ARPC for another reason specified in [Table 4.3.](#), if discharge action is deemed inappropriate.

3.1.1.3. Debrief members with access to Sensitive Compartmentalized Information.

3.1.2. Unexcused Absences Unit Program. Commanders reassign or discharge members who have 9 or more unexcused absences from scheduled training periods within a 12-month period. Discharge members determined by the commander to have no further potential for useful service if mobilized. Members eligible for retirement may request retirement in lieu of involuntary reassignment or discharge. See paragraph 3.5. of this AFI and [Table 4.3.](#) for involuntary reassignment procedures and AFI 36-3209 for discharge procedures. PALACE CHASE obligated members are processed IAW AFI 36-3205, *Applying for PALACE CHASE and PALACE FRONT Programs*.

3.1.3. Unsatisfactory Participants. Unit commanders may only keep unsatisfactory participants if the manning policy permits. Commanders or PMs provide MPF or ARPC/DPRPP with a written statement that the member is needed to achieve the unit’s mobilization mission. Include the commander’s or PMs justification letter in the documentation filed in the members UPRG. The letter must explain why the member failed to meet participation requirements.

3.1.4. Failure to Meet Fitness Standards. IMAs/PIRRs that remain poor fit after a second 90-day period are referred to the commander of the unit of assignment or attachment for appropriate action per AFI 10-248, *Fitness Program*, (see [Table 4.3.](#), Rule 4).

3.1.5. Officers through the grade of major twice deferred for promotion.

3.1.5.1. These officers cannot be involuntarily transferred from an active status if they are eligible for reserve or AD sanctuary, except for cause or physical disqualification (see paragraph [1.1.3.](#) of this AFI). They may also be retained in the SelRes if they are to be considered for continuation; however, they may not be retained beyond the dates stated in paragraph 3.1.4.2 of this AFI. Guidelines for continuation are found in AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*.

3.1.5.2. ARPC/DPPS discharges or reassigns twice-deferred first lieutenants and captains, who are not retained in the SelRes or who are not selected for continuation. Discharge or reassignment must take place no later than the first day of the seventh month after the month in which the President approves the report of the board that considered the officer for the second time. ARPC/DPPS discharges or reassigns twice-deferred majors, who are not retained in the SelRes or who are not selected for continuation. Discharge or reassignment must take place no later than the first day of the month after the month in which the officer completes 20 years of commissioned service or the first day of the seventh month after the month in which the President signs the list, if the officer has already reached 20 years of commissioned service. They are reassigned to:

3.1.5.2.1. NARS/NA, if the SAF determines that the officer has skills, which may be required to meet the mobilization needs of the Air Force.

3.1.5.2.2. NARS/NC, if the member is eligible for sanctuary and elects not to be retained in the SelRes.

3.1.5.2.3. The Retired Reserve if they are eligible.

3.1.5.2.4. Twice deferred officers that are not transferred to NARS or the Retired Reserve, or not considered or selected for continuation, will be discharged.

**3.2. Reassignment for Medical Reasons.** To operate efficiently the Air Force must protect the health and safety of its military personnel. IMAs/PIRRs with expired Reserve Component Physical Health Assessment (RCPHA) requirements will be restricted from participation (except for the purpose of obtaining their current exam). Members failing to complete their RCPHA are subject to involuntary reassignment to a non-participating status, (see [Table 4.3.](#), Rule 7).

3.2.1. Failure to Comply with Requirement for RCPHA. Unit Reservist should be involuntarily discharged if they fail to comply with the RCPHA requirements, IAW AFI 36-3209. However, if the commander, for good cause, declines to initiate involuntary discharge, can initiate involuntary reassignment action IAW paragraph [3.5.](#) of this AFI and [Table 4.3.](#), Rule 7 if a member fails to complete the RCPHA or provide documentation as required or directed.

**3.3. Responsibilities for Medical Reassignment from the Ready to the Standby Reserve.**

3.3.1. MPF commanders or PMs personally review all reassignments and send case files through command channels in a sealed envelope marked "TO BE OPENED BY ADDRESSEE ONLY."

3.3.2. Each reviewing official ensures the confidentiality of the case file.

3.3.3. The appropriate MPF section updates ALC C and DAC 41 for members in Ready Reserve and in the active section of Standby Reserve.

3.3.4. The unit commander coordinates these assignments with the medical unit commander or HIV designated physician (HIV cases only) at the medical unit responsible for providing medical support to the wing. The program manager coordinates IMA/PIRR assignments with ARPC/SG.

3.3.5. The unit commander (if member is in a unit program) or PM (if member is in an IMA/PIRR program) pursues involuntary reassignment action in compliance with paragraph 3.5. of this AFI and Table 4.3. Rule 7. The memorandum recommending involuntary reassignment to ARPC (**Attachment 5**) must also state “no non-mobility positions are available.”

3.3.6. (HIV only) The medical facility memorandum should include all correspondence telling the unit commander or PM of HIV test results and letters advising the member to contact the medical facility for counseling. If the member does not acknowledge receiving the medical facility letter, provide a copy of the certified mail receipt.

3.3.7. Return disapproved requests from any level to the unit commander or PM for further action.

3.3.8. The unit commander/program manager sends the case file through the local staff judge advocate, wing, or RSG, servicing MPF, and NAF (officers only) to AFRC/DPML for unit personnel and ARPC/SG for IMA/PIRR personnel. Case files include:

3.3.8.1. The members grade, name, and SSN.

3.3.8.2. Statement that no non-mobility positions are available.

3.3.8.3. Commanders or PMs memorandum notifying the member of initiation of involuntary reassignment (**Attachment 5**)

3.3.8.4. Members memorandum acknowledging notification of initiation of involuntary reassignment (**Attachment 6**) or evidence of notification attempts in compliance with paragraph 3.5.

3.3.8.5. Members rebuttal, if provided.

3.3.8.6. Commander's/PM's memorandum to the approval authority recommending involuntary reassignment (**Attachment 10**).

3.3.8.7. AF IMT 422.

3.3.8.8. All medical facility correspondence.

3.3.8.9. (HIV only) Copy of HIV-positive test results.

3.3.8.10. Any letters of counseling.

3.3.8.11. Any other pertinent documentation.

3.3.8.12. AFRC/DP (unit) or ARPC/SG (IMAs/PIRR) sends final disposition instructions to the members unit or PM. If AF IMT 422 is in the unit participation folder, excused absence requests are not needed.

3.3.9. HIV.

3.3.9.1. Reassign members testing HIV positive to the Standby Reserve, active section, only if the Ready Reserve cannot effectively employ them.

3.3.9.2. AFRC/DP for unit members or the program manager for IMAs/PIRR makes this determination on a case-by-case basis.

3.3.9.3. AFRC/DPML (for unit) or ARPC/DPRAB (for IMA/PIRR) updates the assignment in PDS.

3.3.9.4. The losing MPF (unit) or PM (IMA/PIRR) tells the member of the new assignment and publishes orders with the following statement: "Do not reassign member to the unit program without AFRC/DP approval, or the IMA/PIRR program without ARPC/DPR approval." Process assignment requests quickly to ensure the member due process.

3.3.9.5. Members assigned to Standby Reserve may apply for non-mobility positions if:

3.3.9.5.1. A requirement exists.

3.3.9.5.2. They are otherwise qualified.

3.3.9.5.3. AFRC/SG or ARPC/SG medically certifies them for unit or IMA/PIRR affiliation.

3.3.9.6. Direct individuals wishing to join the Air Force Reserve to the nearest reserve recruiter for processing.

**3.4. PALACE CHASE.** Do not reassign a PALACE CHASE obligated member from the Selected Reserve to ARPC without approval from AFPC/DPPRSR. See AFI 36-3205 for processing procedures.

**3.5. Involuntary Reassignments to ARPC.** The unit commander (if member is in a unit program) or program manager (if member is in an IMA/PIRR program) will determine whether the member meets all position, unit, or individual program requirements by examining and evaluating any information received that indicates a member should be considered for involuntary reassignment.

3.5.1. Notification of Initiation of Involuntary Reassignment. If the commander or PM determines that grounds exist to warrant initiation of involuntary reassignment action, a memorandum of notification (MON) of initiation of involuntary reassignment action is sent to the member ( [Attachment 5](#)). The MON must include:

3.5.1.1. A description of all reasons for such action, to include identification of the applicable narrative reasons listed in [Table 4.3](#).

3.5.1.2. A statement that if the involuntary reassignment is approved, it will result in the members involuntary reassignment to the IRR or Standby Reserve, whichever is applicable.

3.5.1.3. Copies of all supporting documents. See paragraph [3.5.6](#) of this AFI for handling instructions for certain types of information.

3.5.1.4. An explanation of the members right to consult with appointed military legal counsel at no cost or consult with civilian counsel of their choice, but at their own expense.

3.5.1.5. A statement of the members right to submit statements or documents to be considered in the disposition of the case.

3.5.1.6. A statement that within 24 hours after receipt of the MON the member must execute and return the memorandum for acknowledging receipt of the MON ([Attachment 6](#)).

3.5.1.7. A statement that failure to acknowledge receipt of the MON or to respond within 15-calendar days after receipt of the MON will constitute a waiver of rights, with the result that the case will be processed based on the information available, and without further notice to the member.

3.5.1.8. For ARTs. A statement advising member of removal from ART position if approved for involuntary reassignment.

3.5.1.9. For members eligible to transfer to Retired Reserve. A statement of member's right to apply for transfer to Retired Reserve in lieu of involuntary reassignment.

3.5.2. Delivery of the MON. When feasible, the MON should be personally delivered to the member. The delivering official obtains a written acknowledgment of receipt of the MON (**Attachment 6**). If the member refuses to acknowledge receipt, the delivery official makes an annotation to that effect on the receipt, including date and approximate time of actual delivery of the MON. The receipt is placed in the case file.

3.5.2.1. When personal delivery is not feasible, the MON is sent to the member by certified mail, return receipt requested, to the members last known address. The MON is also sent by first class mail when attempts to deliver the MON by certified mail are unsuccessful (**Attachment 7**). An equivalent form of notice may be used if such service by US mail is not available for delivery to an address outside the US.

3.5.2.2. If the postal service returns the MON without indicating a more current address, file the returned envelope in the case file and request verification of last permanent mailing address from the postmaster (**Attachment 8**). If an address correction is received from the postmaster or if a returned envelope discloses a more current address, update the record and send the MON to the member at that address as set forth in paragraph **3.5.2.1**. The Affidavit of Service by Mail (**Attachment 9**) is completed and filed in the case file when attempts to deliver the MON by certified and first class mail are unsuccessful.

3.5.3. Processing the Case File to the Approval Authority. The member is notified of involuntary reassignment action IAW paragraphs **3.5.1** through **3.5.2.2** of this AFI. Members are provided the opportunity to consult with legal counsel and submit statements or documents on their behalf. The unit commander (if member is in unit program) or PM (if member is in IMA/PIRR program) reviews statements or documents if submitted by the member or counsel to determine whether or not to continue involuntary reassignment action. If the unit commander (if the member is in a unit program) or PM (if the member is in an IMA/PIRR program) elects to continue involuntary reassignment action, the commander or PM recommends involuntary reassignment to the approval authority (**Attachment 10**). The case file is processed through the servicing staff judge advocate and appropriate chain of command to the approval authority listed in **Table 4.3**.

3.5.3.1. Legal Review. The servicing staff judge advocate reviews the case for legal sufficiency and provides finding and recommendations to the approval authority.

3.5.3.2. Approval Authority. The approval authority reviews the case ensuring it properly substantiates all facts and determines appropriate action.

3.5.3.2.1. If involuntary reassignment is warranted, approve the case and notify the member.

3.5.3.2.2. When involuntary reassignment is not warranted, notify the member and close the case.

3.5.3.2.3. If administrative discharge is warranted, process IAW AFI 36-3209.

3.5.4. Processing Time Goals. Once involuntary reassignment action has been initiated, it is usually in the best interest of both the member and the Air Force Reserve to process the cases as expeditiously as possible. Commanders should monitor the effectiveness of involuntary reassignment programs under their control to ensure cases are processed without undue delay.

3.5.5. When reassigning an IMA or PIRR for cause:

3.5.5.1. The PM not to be delegated to a lower level of authority sends the reassignment request to ARPC/DPRAB along with the completed case file.

3.5.5.2. ARPC/DPRAB informs ARPC OPRs and the Reserve Accounting and Finance Office of reassignment action to NARS (NA or NB) for discharge action. Case file is forwarded to ARPC/DPPS to begin tracking the case for separation.

3.5.6. Reports Requiring Special Handling:

3.5.6.1. Handle reports furnished through the Air Force Office of Special Investigation (AFOSI) channels according to instructions in AFI 71-101, Volume 1, *Criminal Investigations*, AFI 71-101, Volume 2, *Protective Service Matters*, and AFI 71-101, Volume 4, *Counterintelligence*.

3.5.6.2. Comply with the procedures in AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*, in handling or releasing reports of medical examinations and physical or psychiatric evaluation.

3.5.6.3. Hold Defense Security Service reports that contain unfavorable information in the members special security file as required by AFI 31-501, *Personnel Security Program Management*.

3.5.6.4. Refer to AFI 31-501 for guidance on protecting and safeguarding classified information that may become part of discharge proceedings.

3.5.6.5. Handle reports furnished through the Inspector General channels according to the instructions in AFI 90-301, *Inspector General Complaints*.

**3.6. Voluntary Reassignments Within or from the Ready Reserve.** Members request reassignment by AF IMT 1288 or a personal letter to the unit commander (unit program) or PM (IMA/PIRR programs). The wing commander or equivalent (unit program) or PM (IMA/PIRR programs) is the approval authority for voluntary requests for reassignment from the unit, IMA, or PIRR program. Any commander in the chain of command (unit program) or the PM (IMA/PIRR programs) can disapprove a request for reassignment, notifies the member, and gives reasons.

3.6.1. Approved requests for voluntary reassignment from the unit or IMA program must have an EDCSA not earlier than 6 months from the date requests are submitted. (**NOTE:** Does not apply to the PIRR programs.) The 6-month projected EDCSA requirement does not apply to the following transfers:

3.6.1.1. Transfers to any AD component.

3.6.1.2. Transfers to any AGR or EAD tour.

3.6.1.3. Transfers within the unit program.

3.6.1.4. Transfers from the unit program to the IMA program.

3.6.1.5. Transfers within the IMA program.

3.6.1.6. Transfers from the IMA program to the unit program.

3.6.2. Waiver of 6 month EDCSA requirement. The wing commander or equivalent (unit program) or ARPC/DPR (IMA program) can waive the 6 month projected EDCSA requirement.

Personnel Relocation Section (unit program) or ARPC/DPRAB (IMA program) will enter the following information in PDS remarks when updating an assignment with an approved waiver of the 6-month EDCSA requirement:

3.6.2.1. Date member submitted request for reassignment.

3.6.2.2. Date commander or equivalent approved the waiver.

3.6.3. Line IMA Colonel Reassignments. USAF/RESOMO must coordinate on any line IMA colonel reassignment. A line IMA colonel with less than 1 year of satisfactory service in a position requesting voluntary reassignment to a new position will require written justification from the current PM and approval by USAF/RESOMO. **EXCEPTIONS:** Position has been transferred or downgraded.

**3.7. Temporary Release from Participating in Reserve Training.** Unit commanders or PMs may grant a one-time release from Reserve training to non-prior service airmen who have completed IADT and have an unexpired MSO. The release may be as long as 30 months if reserve training conflicts with a temporary non-military delay, religious missionary obligation, or the member serves in the Peace Corps. (see [Table 4.2.](#), Rule 20).

3.7.1. Reenlistment. Members must reenlist for the total time of the temporary release plus the time left on their MSO.

3.7.2. Release Request. Members must ask their unit commander or PM for release. The application must include certification by the members' employer, sponsor, or recognized church that the obligation is valid and essential to the individual's career development. If the member pursues higher education, the application must include a statement from the school about the type of degree and graduation date.

3.7.3. Approval or Denial. Unit commanders or PMs inform the servicing MPF (unit) or ARPC/DPRAB (IMAs) whether they approve or deny the request.

3.7.3.1. The MPF (unit) or ARPC/DPRPP (IMAs) reenlists applicants per AFI 36-2612. Discharge does not end the MSO.

3.7.4. Statement of Understanding. Before reenlistment, the member signs a Statement of Understanding and Agreement, showing the same enlistment period as the DD Form 4, **Enlistment/Reenlistment Document-Armed Forces of the United States.**

3.7.4.1. Permanently attach this statement to DD Form 4.

3.7.4.2. The MPF sends the DD Form 4, orders, and the members field record group to ARPC/DPSRP within 5 days after reenlistment, and the health records group to Department of Veterans Affairs, Record Management Center, 4800 Goodfellow, Bldg 3, 2<sup>nd</sup> Floor, St Louis MO 63120.

3.7.4.3. Reassign members according to [Table 4.2.](#) Rule 20.

3.7.5. End of Temporary Release. When the temporary nonmilitary or religious missionary obligation ends, members:

3.7.5.1. Immediately notify ARPC/DPSPC and report their addresses.

3.7.5.2. Are subject to the same assignment, training, and rules as all other non-prior service obligated members.

## Chapter 4

### IRR AND STANDBY ASSIGNMENTS

**4.1. MSO.** The MSO is a statutory service requirement and the basis for which a member may be involuntarily ordered to AD. The MSO starts when an individual first attains military status.

4.1.1. End of MSO. Discharge or complete severance from military status ends the MSO. Discharge immediately followed by enlistment, re-enlistment, appointment, or re-appointment to the Armed Forces does not end the MSO. Additional service after such discharge is counted towards completing the MSO.

4.1.2. Void Enlistment or Appointment. A person whose enlistment or appointment is void because of minority (underage) does not get an MSO. Service deemed honorable by the SAF under a voided minority enlistment earns credit toward completing a MSO later, but does not change the terms of later enlistment.

4.1.3. Time served Prior to Commissioning. Prior to commissioning, time served as a service academy cadet or midshipman, in an Air Force Reserve Officer Training Corp (AFROTC) financial assistance program, or in AFROTC advanced training, counts towards the MSO of members concurrently in a reserve component. However, once commissioned, the members 8-year MSO is restarted. (**EXEPTION:** An officer appointed from AFROTC advance training (non-scholarship) shall have an MSO of 8 years from date of appointment minus any prior enlisted service before entering into AFROTC advance training.)

**Table 4.1. Military Service Obligation.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the member initially became a member of an Armed Force</b>	<b>and is a</b>	<b>then the MSO is</b>
1	on or after 10 August 1955 in a Reserve component upon completing an officer training program and serving 3 to 6 months active duty training (ADT) in lieu of 2 or more years EAD	male officer (before his 26th birthday)	8 years.
2	on or after 1 February 1978 in a Reserve component after completing an officer training program and serving 3 to 6 months ADT instead of 2 or more years EAD	female officer (before her 26 <sup>th</sup> birthday)	8 years.
3	Between 10 August 1955 and 10 November 1979 <b>EXCEPTIONS:</b> those members covered in block 1	male, officer or enlisted (before his 26th birthday)	6 years.
4	Between 1 February 1978 and 10 November 1979 <b>EXCEPTIONS:</b> those members covered in block 2	female, officer or enlisted (before her 26th birthday)	6 years.
5	on or after 11 November 1979 and through 31 May 1984 <b>EXCEPTIONS:</b> those members covered in blocks 1 and 2 (see Note).	male or female, officer or enlisted, regardless of age	6 years.
6	on or after 1 June 1984	male or female, officer or enlisted, regardless of age	8 years.

**NOTE:** Between 1 October 1979 and 31 May 1984, if an enlisted member entered through the Delayed Enlistment Program, MSO began upon entry on AD.

**4.2. Individuals Reassigned to the IRR and Standby Reserve.** Reassign members released from AD and the Ready Reserve (including ANGUS members) to the IRR or the Standby Reserve per [Table 4.2.](#) or [4.3.](#) Participation and training are allowed only under the guidelines of AFMAN 36-8001.

**4.3. Classification of IRR Sections.** The IRR has four sections: the Obligated Ready Reserve (ORS), the Ready Reinforcement Personnel Section (RRPS), the Non-obligated Non-participation Ready Personnel Section (NNRPS), and the Mobilization filler resources in the Air Reserve Squadrons (ARS).

4.3.1. ORS. This section includes two categories:

4.3.1.1. ORS-RA is for members who have a remaining MSO. Qualified ORS-RA members may volunteer for participating Ready Reserve positions.

4.3.1.1.1. Members who request transfers because of pregnancy or personal reasons, such as job or school conflicts, IRR bonus recipients, and PALACE CHASE members assigned to ORS-RA stay there until their MSO ends.

4.3.1.1.2. Assign individuals to NNRPS when they complete their MSO, or while they await reassignment to a participating program, or ETS. Eligible PALACE CHASE members may be involuntarily reassigned to participating positions per AFI 38-205, *Manpower & Quality Readiness and Contingency Management*.

4.3.1.2. ORS-RC is for members with EAD commitments. ORS-RC includes officers who are:

4.3.1.2.1. Graduates of professional training programs on approved educational delays.

4.3.1.2.1.1. Physicians released from AD for specialty training.

4.3.1.2.1.2. Appointed to any chaplain, judge advocate, or health services program and awaiting EAD orders.

4.3.1.2.1.3. AFROTC graduates on approved educational delays awaiting EAD orders.

4.3.1.2.1.4. Graduates of the Health Professions Scholarship Program awaiting EAD orders.

4.3.1.2.2. Enlisted members assigned to ORS-RC are:

4.3.1.2.2.1. In the college scholarship program or the professional officer course of the AFROTC per AFI 36-2011, *Air Force Reserve Officer Training Corps*, and MilPDS shows they belong to a specific AFROTC detachment and school.

4.3.1.2.2.2. Enlisted to attend the United States Air Force Academy per AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets*.

4.3.1.3. Reassign officers assigned to ORS who complete their MSO to NNRPS, unless they:

4.3.1.3.1. Qualify for, volunteer for, or accept assignment to another Ready Reserve position.

4.3.1.3.2. Meet the criteria for assignment to the Standby Reserve.

4.3.1.3.3. Resign their commission.

4.3.2. RRPS-MT. RRPS-MT is an IRR section made up of line members, including reserve component and prior service individuals who applied for SelRes positions and found no vacancies or when other assignment options are not available or acceptable. Access individuals with no current air component status to OCONUS RRPS only. Individuals promoted to grades above major who lose their SelRes position may serve their remaining obligation (3 years after the promotion effective date) in RRPS. Members seeking colonel positions must notify USAF/RESOMO for IMA program or AFRC/DPO for unit program. Individuals who lose their unit or IMA positions through no fault of their own

also qualify for an RRPS assignment, if ARPC/DPRAB determines member is eligible. Personnel entering RRPS must have an approved training attachment. Upon receipt of application, ARPC/DPRAB will notify PMs of initial designation of attachment. Non-line members may be accepted in similar centrally managed points only programs. For changes to a training attachment after the initial assignment, the member must follow the provisions in AFI 36-2633, *The Air Force Reserve Individual Ready Reserve Programs--Management and Mobilization*, paragraph 8.1.2. ARPC/DPRFS must be notified of any change in attachment.

4.3.2.1. Members may stay in RRPS for only 3 years. Once assigned and attached, members must earn a minimum of 35 non-paid points per year, 16 of which must be IDT/ADT see AFMAN 36-8001 for participation requirements. ARPC/DPRFS may extend the 3 year maximum upon a favorable recommendation from the unit of attachment and/or PM of attachment. Assign individuals who have reached the maximum time in RRPS with no retention waiver to NNRPS or ORS, as appropriate. Officers promoted to grades above major are eligible for retirement and are mandatorily reassigned to a non-participating status after completion of 3 satisfactory years.

4.3.2.2. Do not reassign to the RRPS members whose performance is substandard, or who have unsatisfactory participation. Consider RRPS assignments for individuals in the ISLRS for the first time, on a case by case basis. Do not consider individuals twice assigned to ISLRS for RRPS assignments.

4.3.2.3. Members assigned to RRPS who refuse a SelRes assignment must send written justification to ARPC/DPRFS. ARPC/DPRFS requests reassignment of the member to NNRPS or ORS, as appropriate, if justification is insufficient.

4.3.2.4. For personnel living overseas, assignment depends on host-country Status of Forces Agreements (SOFA) that permit military training including:

4.3.2.4.1. Air Force Institute for Advanced Distributed Learning (AFIADL).

4.3.2.4.2. Training attachment.

4.3.2.4.3. Other military training courses.

4.3.3. NNRPS-RD is made up of officers and enlisted personnel without a MSO who qualify for duty worldwide. Mobilization filler resources in the ARSs and is defined in AFI 36-2633.

4.3.3.1. Assign officers to NNRPS when:

4.3.3.1.1. They complete their MSO while in ORS and do not apply for and obtain participating Reserve assignments.

4.3.3.1.2. Strength adjustments or non-selection for indefinite Reserve status occur.

4.3.3.1.3. They do not meet requirements of participating Reserve assignments.

4.3.3.1.4. They receive waivers after release from EAD per AFI 36-3207 and are in transition.

4.3.3.1.5. They refuse a SelRes assignment while in RRPS without sufficient justification or complete 3 RRPS years without transferring to a participating program or getting an extension.

4.3.3.1.6. They request reassignment from a SelRes assignment because of pregnancy or personal reasons, such as job or school conflict, and they expect to return to the SelRes.

4.3.3.1.7. They are twice passed over for promotion and received separation pay as a Reserve officer on active duty.

4.3.3.1.8. They are regular commissioned officers who received a separation pay entitlement.

4.3.3.2. Assign enlisted members to NNRPS when:

4.3.3.2.1. They do not meet requirements of participating Reserve assignments per AFMAN 36-8001.

4.3.3.2.2. They receive IRR bonuses and have no MSO.

4.3.3.2.3. Reassignment to non-participating status occurs for any reason that does not require reassignment to Standby Reserve.

4.3.3.2.4. Member fails to enroll in the appropriate PME within 6 months after being assigned to a higher graded position.

4.3.3.2.5. Member fails to complete PME within the time limits prescribed by AFIADL.

4.3.3.3. Reassign officers from NNRPS to the ISLRS if they do not get a participating assignment after 2 years (VSI recipients after 3 years) unless they are eligible for a reserve retirement. Members eligible for a reserve retirement are reassigned if they fail to participate for 1 year. A one-time waiver of this requirement may be made by the SAF. Enlisted members are discharged upon ETS.

**4.4. Classification of Standby Reserve Sections.** NARS and ISLRS make up the Standby Reserve. **Table 4.1.** explains how to make assignments to the Standby Reserve. Standby Reserve members may apply for reassignment to participating Ready Reserve status or be assigned to ORS or NNRPS when the reason for assignment to the Standby Reserve no longer exists.

4.4.1. NARS is the active Standby Reserve and includes four categories: NARS-NA, NARS-NB, NARS-NC, and NARS-ND.

4.4.1.1. NARS-NA members have no MSO, and:

4.4.1.1.1. Have a hardship (personal/community).

4.4.1.1.2. Are twice deferred officers, not in sanctuary.

4.4.1.1.3. Are pending discharge for cause.

4.4.1.2. NARS-NB members have an MSO and are:

4.4.1.2.1. The same as NARS-NA.

4.4.1.2.2. Key Employees.

4.4.1.2.3. Dual Status (Reserve Officer/Regular Enlisted).

4.4.1.2.4. Non-Military Delays/Religious Obligations.

4.4.1.2.5. NARS-NB members may have requested assignment to the Standby Reserve. When they complete their MSO, individuals are assigned to ISLRS to await reassignment to a participating program or ETS.

4.4.1.3. NARS-NC members:

4.4.1.3.1. Are eligible for Reserve sanctuary.

4.4.1.3.2. Have 18 satisfactory years for retirement and may stay up to 3 years after their transfer from active status.

4.4.1.3.3. Have 19 satisfactory years for retirement and may stay up to 2 years after their transfer from active status.

**NOTE:** Do not keep members in NARS-NC, who have 20 satisfactory years for paid retirement. Individuals may participate only for non-pay points through AFIADL courses or training attachments.

4.4.1.4. NARS-ND includes reservists with or without an MSO who:

4.4.1.4.1. Are key employees or appointed or elected officials.

4.4.1.4.2. Have requested assignment to continue participation.

**NOTE:** These reservists must participate for non-pay points through AFIADL courses or training attachments or be reassigned.

4.4.2. ISLRS-RB, the inactive Standby Reserve, consists of:

4.4.2.1. Reserve officers without an MSO who have gone over the 2-year limit for NNRPS or NARS retention.

4.4.2.2. Members without an MSO who live or work in foreign countries where the SOFA prohibits Ready Reservists.

4.4.2.3. Dual Status officers.

4.4.2.4. Members that accepted separation pay from AD after 3 years in NNRPS.

4.4.2.5. Members who have 20 satisfactory years for paid Reserve retirement but did not meet AFMAN 36-8001 participation requirements. Do not reassign these members to a participating assignment without a waiver.

4.4.2.6. They are twice passed over for promotion as a Reserve officer on active duty.

4.4.2.7. Reserve officers generally remain assigned to ISLRS for 3 years after which time they should be screened for discharge. The following is the criteria used for screening:

4.4.2.7.1. 3 years in ISLRS.

4.4.2.7.2. An officer's AFSC on the Wartime Critical Military Skills List with the date assigned to the MPF (DT-ASG-MPF) plus 7 years or EDCSA to ISLRS plus 3 years (whichever is latest).

4.4.2.7.3. The MSD has expired.

4.4.2.8. Give officers who do not qualify for retention in ISLRS the following options:

4.4.2.8.1. Apply for transfer to the Retired Reserve if eligible. See AFI 36-3209.

4.4.2.8.2. Take a participating Ready Reserve assignment, if eligible.

4.4.2.8.3. Resign their commission.

**4.5. Prescribed IMTs:** AF IMT 1288, Application for Ready Reserve Assignment, AF IMT 3559, Reserve Assignment Recommendation, and AF IMT 4007, Request and Authorization of Reassignment Orders.

**4.6. Adopted IMTs:** AF Form 847, Recommendation for Change of Publication, AF IMT 2096, Classification/On-the-Job Training Action, AFRC FORM 106, Manpower Change Request, AF IMT 422, Physical Profile Serial Report, Form 1040, US Individual Income Tax Return, DD 359, Referral for Consideration, DD 214, Certificate of Release or Discharge from Active Duty, NGB Form 22, Report of Separation and Record of Service, AF IMT 1137, Unfavorable Information File Summary, AF IMT 709, Promotion Recommendation, AF IMT 707A, Field Grade Officer Performance Evaluation Report (MAJ thru COL), DD Form 4, Enlistment/Reenlistment Document-Armed Forces of the United States, and AF IMT 131, Application for Transfer to the Retire Reserve.

**Table 4.2. Reassignments to the Ready Reserve and Standby Reserve. Use Rule 1 if the reason for reassignment is not precisely defined in another rule.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
	<b>If the reason for reassignment is</b>	<b>and member is obligated, assign to Reserve Section</b>	<b>and member is non-obligated, assign to Reserve Section</b>	<b>use AAR</b>	<b>and award AAC and date</b>	<b>approval authority unit</b>	<b>approval authority IMA/PIRR</b>
1	volunteer for reassignment to ARPC	RA (ORS)	RD (NNRPS)	RU		Wing CC or equivalent	PM
2	military skills not utilized	RA (ORS)	RD (NNRPS)	3K		Wing CC or equivalent	PM
3	lack of skill training (hands on training)	RA (ORS)	RD (NNRPS)	SL		Wing CC or equivalent	PM
4	conflict within unit	RA (ORS)	RD (NNRPS)	SM		Wing CC or equivalent	PM
5	promotion stagnation	RA (ORS)	RD (NNRPS)	SN		Wing CC or equivalent	PM
6	lack of recognition or awards	RA (ORS)	RD (NNRPS)	SO		Wing CC or equivalent	PM
7	excessive outside demands for continued participation	RA (ORS)	RD (NNRPS)	SP		Wing CC or equivalent	PM
8	quality of life in the AF Reserve was not what I expected	RA (ORS)	RD (NNRPS)	SQ		Wing CC or equivalent	PM
9	misled about AFSC responsibilities/duties	RA (ORS)	RD (NNRPS)	ST		Wing CC or equivalent	PM
10	excessive mission demands	RA (ORS)	RD (NNRPS)	SU		Wing CC or equivalent	PM
11	excessive ancillary training	RA (ORS)	RD (NNRPS)	SW		Wing CC or equivalent	PM
12	career dissatisfaction	RA (ORS)	RD (NNRPS)	SV		Wing CC or equivalent	PM
13	lack of civilian employer support	RA (ORS)	RD (NNRPS)	SX		Wing CC or equivalent	PM
14	conflict with civilian school	RA (ORS)	RD (NNRPS)	QI		Wing CC or equivalent	PM
15	conflict with civilian employment	RA (ORS)	RD (NNRPS)	QJ		Wing CC or equivalent	PM
16	conflict with family	RA (ORS)	RD (NNRPS)	QK		Wing CC or equivalent	PM
17	civilian airline industry	RA (ORS)	RD (NNRPS)	QL		Wing CC or equivalent	PM

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
	<b>If the reason for reassignment is</b>	<b>and member is obligated, assign to Reserve Section</b>	<b>and member is non-obligated, assign to Reserve Section</b>	<b>use AAR</b>	<b>and award AAC and date</b>	<b>approval authority unit</b>	<b>approval authority IMA/PIRR</b>
18	personal or community hardship (see Note 1)	NB (NARS)	NARS (NA)	R6-personal R9-community	SP (24 months)	Wing CC or equivalent	PM or ARPC/ DPSSU (IRR)
19	ministry studies	NB (NARS)	NARS (NA)	RN	SS (1 year)	Wing CC or equivalent	PM or ARPC/ DPSSU (IRR)
20	temporary nonmilitary delay, religious obligation, or Peace Corps (enlisted only)	NB (NARS)	NA (NARS)	RX	SG (30 months)	Wing CC or equivalent	PM or ARPC/ DPSSU (IRR)
21	change of residence	RA (ORS)	RD (NNRPS)	R5		Wing CC or equivalent	PM
22	pregnant member requests reassignment	RA (ORS)	RD (NNRPS)	R4	81 (determined by delivery date)	Wing CC or equivalent	PM
23	sanctuary member not retained in SelRes assignment		NC (NARS)	RR		ARPC/DPP	ARPC/DPP
24	member has 20 satisfactory years of service for paid Reserve retirement but requested reassignment		RB (ISLRS)	SE	SQ (indefinite)	Wing CC or equivalent	PM
25	elected or appointed official (see paragraph 1.16.1.)	NB or ND (NARS)	RB (ISLRS) or ND (NARS)	RI	SN (indefinite)	Wing CC or equivalent	ARPC/DPSSU
26	key employee (see paragraph 1.16.)	NB or ND (NARS)	RB (ISLRS) or ND (NARS)	RJ	SM (indefinite)	Wing CC or equivalent	ARPC/DPSSU
27	twice deferred for Reserve promotion awaiting discharge	NB (NARS)	NA (NARS)	RG	SE (indefinite)	ARPC/DPP	ARPC/DPP
28	refused SelRes assignment or completed 3 years in RRPS without transferring to the SelRes or getting a waiver	RA (ORS)	RD (NNRPS)	RC		NA	ARPC/DPR

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
	<b>If the reason for reassignment is</b>	<b>and member is obligated, assign to Reserve Section</b>	<b>and member is non-obligated, assign to Reserve Section</b>	<b>use AAR</b>	<b>and award AAC and date</b>	<b>approval authority unit</b>	<b>approval authority IMA/PIRR</b>
29	reassignment within ARPC			RO	ARPC use only	NA	ARPC use only
30	ETS expired, member has remaining MSO or Air Reserve commitment	RA (ORS)	RD (NNRPS)	SJ		Wing CC or equivalent	PM
31a	general officer moved out of general officer billet (see paragraph 2.4.3.)		RB (ISLRS)	RE		USAF/RE	USAF/RE
31b	colonel moved out of general officer billet (see paragraph 2.4.3.)		RD (NNRPS)	RE		USAF/RE	USAF/RE
32	member completed MSO and if enlisted, has a current contractual agreement (for example IRR Bonus Program) or Air Reserve Commitment		RD (NNRPS)	RY		Wing/CC or equivalent	PM
33	dual status (Reserve commissioned officer serving on AD as an enlisted member)	NB (NARS)	RB (ISLRS)	accession from AD reassignment RS	SL (indefinite)	NA	ARPC/DPS

**NOTE:**

1. Member sends documentary evidence from at least two impartial sources that members family or community would suffer hardships greater than those reservists called to EAD experience. On approval (if eligible and they apply), members transfer to the Standby Reserve, Retired Reserve, or are discharged.

**Table 4.3. Involuntary Reassignments Requiring Process Defined in Paragraph 3.5. (see Note 1)**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
	<b>If the reason for reassignment is</b>	<b>and member is obligated, assign to Reserve Section</b>	<b>and member is non-obligated, assign to Reserve Section</b>	<b>use AAR</b>	<b>and award AAC and date</b>	<b>approval authority unit</b>	<b>approval authority IMA/PIRR</b>
1	failure to report	RA (ORS)	RD (NNRPS)	Q1		Wing/CC	PM
2	failure to obtain unit of attachment agreement	RA (ORS)	RD (NNRPS)	R3		NA	PM
3	failure to meet Air Force Standards	RA (ORS)	RD (NNRPS)	RK	SQ (indefinite)	AFRC/DP	PM
4	unsatisfactory fitness program	RA (ORS)	RD (NNRPS)	SA	SQ (indefinite) (see Note 1)	Wing/CC	PM (see Note 3)
5	failure to acquire appropriate skill level/ refuses mandatory tech schools, refuses or fails to complete required PME	RA (ORS)	RD (NNRPS)	SB	SQ (indefinite)	Wing/CC	PM
6	failure to meet military conduct standards	RA (ORS)	RD (NNRPS)	SC	SQ (indefinite) (see Note 1)	AFRC/DP	PM (see Note 1)
7	failure to comply with requirement for RCPHA	RA (ORS)	RD (NNRPS)	RZ	PE (indefinite)	Wing/CC or equivalent	ARPC/SG
8	disqualified for aviation service	RA (ORS)	RD (NNRPS)	SD	SQ (indefinite)	Wing/CC or equivalent	ARPC/SG
9	IMA in process for or under consideration for discharge for negative or security reason	NB (NARS)	NA (NARS)	SI	RB (6 months)	NA	ARPC/DPR

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
	<b>If the reason for reassignment is</b>	<b>and member is obligated, assign to Reserve Section</b>	<b>and member is non-obligated, assign to Reserve Section</b>	<b>use AAR</b>	<b>and award AAC and date</b>	<b>approval authority unit</b>	<b>approval authority IMA/PIRR</b>
10	member has 20 satisfactory years of service for paid retirement and fails to earn points needed for retention		RB (ISLRS)	RT	SF	Wing commander or equivalent	PM ARPC/ DPRPP ARPC/ DPSSU (IRR)
11	family care not satisfied	NB (NARS)	NA (NARS)	RP		AFRC/DP	PM
12	unsatisfactory participant	RA (ORS)	RD (NNRPS)	RA	R3	Wing/CC or equivalent	PM
13	loss of or failure to obtain security clearance	RA (ORS)	RD (NNRPS)	SF	(see Note 1)	Wing/CC or equivalent	PM (see Note 1)
14	member has been promoted above the grade of major and loses SelRes position (see Note 2)	MT or MX (see paragraphs 4.3.2.)	MT or MX (see paragraphs 4.3.2.)	RU	TB	Wing CC or equivalent	PM
15	unit deactivated, relocated, or manpower authorization changed and member declines/fails to accept reassignment or retraining to a SelRes position and forfeits RTAP benefits.	RA (ORS)	RD (NNRPS)	RE		Wing/CC or equivalent	PM

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
	<b>If the reason for reassignment is</b>	<b>and member is obligated, assign to Reserve Section</b>	<b>and member is non-obligated, assign to Reserve Section</b>	<b>use AAR</b>	<b>and award AAC and date</b>	<b>approval authority unit</b>	<b>approval authority IMA/PIRR</b>
16	member is surplus to requirements (overage) (see Note 2) (paragraph 1.7.9.2.)	RA (ORS)	RD (NNRPS)	RF		Wing/CC or equivalent	PM
17	Reservist not immediately available (whereabouts unknown), missing person (not MIA)	RA ORS	RD (NNRPS)	RL	SD (indefinite)	Wing/CC or equivalent	PM
18	member being processed for medical reason including HIV test	NB (NARS)	NA (NARS)	SH	RC (6 months)	AFRC/DP	ARPC/SG

**NOTES:**

1. See paragraph 3.1. for propriety of assignments to ARPC and paragraph 3.5. for involuntary reassignment procedures. Use only when discharge is deemed inappropriate.
2. Use when overage/over grade waiver is withdrawn or not renewed and member is surplus to manning requirements.
3. See AFI 10-248.

JOHN A. BRADLEY, Lieutenant General, USAF  
Chief of Air Force Reserve

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 1200.7 *Screening the Ready Reserve*

AFI 10-248, *Fitness Program*

AFI 11-401, *Aviation Management*

AFI 31-501, *Personnel Security Program Management*

AFI 33-332, *Air Force Privacy Act Program*

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFI 36-2017, *Personnel Admissions Liaison Officer*

AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets*

AFI 36-2101, *Classifying Military Personnel (Officers & Enlisted)*

AFI 36-2109, *Chief Master Sergeant of the Air Force and Command Chief Master Sergeant Programs*

AFI 36-2115, *Assignments Within the Reserve Components*

AFI 36-2131, *Administrative of Sanctuary in the Air Reserve Components*

AFI 36-2132, *Full-Time Support (FTS) Active Guard Reserve (AGR) Program*

AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*

AFI 36-2201, Volume 2, *Air Force Training Program Training Management*

AFI 36-2201, Volume 3, *Air Force Training Program On-The-Job Training Administration*

AFI 36-2201, Volume 4, *Managing Advanced Distributed Learning (ADL)*

AFI 36-2201, Volume 5, *Air Force Training Program Career Field Education and Training*

AFI 36-2201, Volume 6, *Air Force Training Program Total Force Training and Education Review Process (TFTERP)*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2503, *Administrative Demotion of Airmen*

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*

AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*

AFI 36-2633, *The Air Force Reserve Individual Ready Reserve Programs--Management and Mobilization*

AFI 36-2907, *Unfavorable Information File (UIF) Program*

AFI 36-3205, *Applying for PALACE CHASE and PALACE FRONT Programs*  
AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*  
AFI 36-3207, *Separating Commissioned Officers*  
AFI 36-3208, *Administrative Separation of Airmen*  
AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*  
AFI 36-507, *Mobilization of the Civilian Workforce*  
AFI 38-204, *Programming USAF Manpower*  
AFI 38-205, *Manpower & Quality Readiness AND Contingency Management*  
AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*  
AFI 48-123, *Medical Examinations and Standards*  
AFI 51-802, *Assignment to the Judge Advocate General's Department Reserve*  
AFI 52-101, *Planning and Organizing*  
AFI 71-101, Volume 1, *Criminal Investigations*  
AFI 71-101, Volume 2, *Protective Service Matters*  
AFI 71-101, Volume 4, *Counterintelligence*  
AFI 90-301, *Inspector General Complaints*  
AFMAN 36-2105, *Officer Classification*  
AFMAN 36-2108, *Enlisted Classification*  
AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*  
AFMAN 37-123, *Management of Records*  
AFPD 36-21, *Utilization, and Classification of Air Force Military Personnel*  
ANGI 36-2002, *Enlistment And Reenlistment In The Air National Guard And As A Reserve Of The Air Force*

### ***Abbreviations and Acronyms***

**AAC**—assignment availability code

**AAR**—assignment action reason

**ACIP**—aircrew incentive pay

**ACN**—authorization change notice

**AD**—active duty

**ADT**—active duty for training

**AE**—aeromedical evacuation

**AF**—Air Force

**AFIADL**—Air Force Institute for Advanced Distributed Learning

**AFOSI**—Air Force Office of Special Investigation

**AFROTC**—Air Force Reserve Officers Training Corps

**AFSC**—Air Force specialty code

**AGR**—Active Guard and Reserve

**ALC**—assignment limitation code

**ANG**—Air National Guard

**ANGUS**—Air National Guard of the United States

**API**—aircrew position indicator

**ARS**—Air Reserve Squadron

**ART**—Air Reserve Technician

**CCM**—Command Chief Master Sergeant

**DAC**—deployment availability code

**DAFSC**—duty Air Force specialty code

**EAD**—extended active duty

**EDCSA**—Effective Date of Change of Strength Accountability

**EFI**—efficient facilities initiatives

**EPR**—enlisted performance report

**ESGR**—Employer Support of Guard and Reserve

**ETS**—expiration term of service

**FY**—fiscal year

**HIV**—Human Immunodeficiency Virus

**HYTD**—high year of tenure date

**IADT**—initial active duty training

**IDT**—inactive duty training

**IMA**—individual mobilization augmentee

**IMT**—information management tool

**IRR**—Individual Ready Reserve

**ISLRS**—Inactive Status List Reserve Section

**LOE**—letter of evaluation

**MAJCOM**—Major Command

**MON**—memorandum of notification  
**MPA**—military personnel appropriation  
**MPF**—military personnel flight  
**MSD**—mandatory separation date  
**MSO**—military service obligation  
**NAF**—numbered Air Force  
**NARS**—Non-Affiliated Reserve Section  
**NCESGR**—National Committee for Employer Support of the Guard and Reserve  
**NDST**—Non Dual Status Technician  
**NNRPS**—Non-Obligated Non-Participating Ready Personnel Section  
**OPR**—officer performance report  
**ORS**—Obligated Reserve Section  
**PED**—promotion effective date  
**PEP**—promotion enhancement program  
**PIRR**—Participating Individual Ready Reserve  
**PM**—program manager  
**PME**—professional military education  
**PPLAN**—Programming Plan  
**PRISM**—Promotion Recommendation In-Board Support Management  
**RBGQB**—Reserve Brigadier General Qualification Board  
**RCPHA**—Reserve Component Physical Health Assessment  
**RMU**—Reserve Medical Unit  
**RMVS**—Reserve Management Vacancy System  
**RPA**—Reserve personnel appropriation  
**RRPS**—Ready Reinforcement Personnel Section  
**RSG**—Reserve Support Group  
**RTAP**—Reserve Transition Assistance Program  
**SAF**—Secretary of the Air Force  
**SDE**—Senior Developmental Education  
**SeIRes**—Selected Reserve  
**SOFA**—Status of Forces Agreements  
**SSB**—Special Separation Bonus

**SSN**—Social Security Number

**STL**—single training location

**SURF**—single unit retrieval format

**TFCS**D—total federal commissioned service date

**TR**—traditional Reserve

**UIF**—unfavorable information file

**UMD**—unit manning document

**UNT**—undergraduate navigator training

**UPRG**—unit personnel record group

**UPT**—undergraduate pilot training

**USAFR**—United States Air Force Reserve

**USERRA**—Uniformed Services Employment and Reemployment Rights Act

**VSI**—Variable Separation Incentive

## Attachment 2

## MAILING ADDRESSES FOR CORRESPONDENCE

L I N E	A	B
	If the agency is:	the address is:
1	USAF/RE	USAF/RE, 1150 Air Force, Pentagon, Washington DC 20330-1150
2	USAF/REP	USAF/REP, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209
3	USAF/REAMO	USAF/REAMO, 1150 Air Force, Pentagon, Washington DC 20330-1150
4	USAF/ RESOMO	USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209
5	ANG/MP	ANG/MP, 3500 Fetchet Ave., Andrews AFB MD 20762-5157
6	ANG/DPFOM	ANG/DPFOM, 1411 Jefferson Davis Highway, Arlington, VA 22203-3231
7	AFRC/CV	AFRC/CV, 155. Richard Ray Blvd, Robins AFB GA 31098-1635
8	AFRC/DP	AFRC/DP, 155. Richard Ray Blvd, Robins AFB GA 31098-1635
9	AFRC/DPMB	AFRC/DPMB, 155. Richard Ray Blvd, Robins AFB GA 31098-1635
10	AFRC/DPMF	AFRC/DPMF, 155. Richard Ray Blvd, Robins AFB GA 31098-1635
11	AFRC/DPML	AFRC/DPML, 155. Richard Ray Blvd, Robins AFB GA 31098-1635
12	AFRC/DPO	AFRC/DPO, 155. Richard Ray Blvd, Robins AFB GA 31098-1635
13	ARPC/CC	ARPC/CC, 6760 East Irvington Place #1000, Denver CO 80280-1000
14	ARPC/DPPB/ DPPBA/ DPPBB or DPPBC1	ARPC/DPPB, 6760 East Irvington Place #2000, Denver CO 80280-2000
15	ARPC/DPRAB	ARPC/DPRAB, 6760 East Irvington Place #2300, Denver CO 80280-2300
16	ARPC/DPRPP	ARPC/DPRPP, 6760 East Irvington Place #2600, Denver CO 80280-2600
17	ARPC/DPSSU	ARPC/DPSSU, 6760 East Irvington Place #2600, Denver CO 80280-4000
18	ARPC/DPSRP (Contractor)	ARPC/DPSRP (Contractor), 6760 East Irvington Place, Denver CO 80280
19	AFRCRS/ROSI	HQ AFRCRS/ROSI, 6760 East Irvington Place #9500, Denver CO 80280-9500
20	22 <sup>nd</sup> AF/DPM	1364 Chennault Circle, Dobbins ARB, GA 30069-4904
21	4 <sup>th</sup> AF/DPM	895 Baucom Ave SE, March ARB, CA 92518-2266
22	10 <sup>th</sup> AF/DPM	1702 Dolittle Ave, NAS Fort Worth JRB, TX 76127-6200

## Attachment 3

## SAMPLE STATEMENT OF UNDERSTANDING (OVERAGE STATUS)

**PRIVACY ACT STATEMENT;**

**AUTHORITY:** Title 10 U.S.C., Section 275 and Executive Order 9397.

**PRINCIPLE PURPOSES:** Request for Ready Reserve assignment must contain current personnel information to complete processing. Use of the member's social security number is necessary to make positive identification of the individual and his or her records.

**ROUTINE USE:** This information may be disclosed, upon request, to Federal, State and local agencies for law enforcement purposes or in pursuit of their official duties and to the Department of Justice for litigation.

**DISCLOSURE IS VOLUNTARY:** An individual who chooses not to submit necessary documentation will not be eligible for Ready Reserve assignment.

**Members Name** \_\_\_\_\_ **Members SSN** \_\_\_\_\_

**Members Grade** \_\_\_\_\_

**Current Overage (yes) \_\_\_\_\_ (no) \_\_\_\_\_ Current Position Number** \_\_\_\_\_

**Current Expiration date** \_\_\_\_\_, **date overage originated** \_\_\_\_\_

1. I acknowledge that I am being assigned in an overage status to position number \_\_\_\_\_, with an authorized grade of \_\_\_\_\_, in AFSC \_\_\_\_\_ with an expiration date of \_\_\_\_\_. While assigned as an overage, I understand the following conditions apply:

a. My overage status may be withdrawn at any time by the unit commander or Individual Mobilization Augmentee Program Manager, and I must either be assigned to ARPC within 180 days or by the expiration date of my current overage waiver, whichever comes first.

b. During this overage period, I will make every effort to locate a vacant position for which I am qualified.

c. There have been no promises or guarantees given allowing me to be retained indefinitely in an overage status.

d. For TSgts Only: I cannot fill a SSgt or below position unless I accept a voluntary demotion to SSgt.

e. For SSgts and TSgts: I am ineligible for promotion consideration.

f. For Captains: If I am selected for promotion to Major, I will vacate this position as an overage within 180 days from the effective date of rank or by the expiration date of my current overage waiver, whichever comes first.

g. EFI/Force Reduction Overages: Once declared surplus I will be reassigned to ARPC or retired.

2. I have been provided a copy of this statement of understanding for my personal file.

\_\_\_\_\_  
*(Signature of Member)*

\_\_\_\_\_  
*(Date)*

1<sup>st</sup> Ind, Date

IAW the Air Force Reserve Manning Policy this overage is approved. Overage code “ \_\_\_\_ “ applies with an expiration date not to exceed (Date).

\_\_\_\_\_  
*(Employment Chief or PM Signature and Signature Block)*

\_\_\_\_\_  
*(Date)*

Attachment 4

ACKNOWLEDGEMENT OF UNDERSTANDING OF OBLIGATION TO REPAY SEPARATION/SEVERENCE PAY IN THE EVENT OF QULIFICATION FOR RETIRED OR RETAINER PAY UNDER TITLES 10 OR 14 OF THE U.S.C.

PRIVACY ACT STATEMENT;

AUTHORITY: Title 10 U.S.C., Section 275 and Executive Order 9397.

PRINCIPLE PURPOSES: Request for Ready Reserve assignment must contain current personnel information to complete processing. Use of the member's social security number is necessary to make positive identification of the individual and his or her records.

ROUTINE USE: This information may be disclosed, upon request, to Federal, State and local agencies for law enforcement purposes or in pursuit of their official duties and to the Department of Justice for litigation.

DISCLOSURE IS VOLUNTARY: An individual who chooses not to submit necessary documentation will not be eligible for Ready Reserve assignment.

I \_\_\_\_\_, \_\_\_\_\_,
(Grade, Last Name, First, MI) (SSN)

Hereby acknowledge that I have been informed of and understand the requirement contained in Title 10 U.S.C., Section 1174a, that if in the future I become qualified to receive military retired or retainer pay under either Titles 10 or 14 of the U.S.C., I am required to repay all of the separation/ severance pay I previously received upon my discharge from active duty. I further acknowledge that I have been informed and understand that the manner of repayment prescribed by Title 10 U.S.C., Section 1174a that there shall be deducted from each payment of retired or retainer pay so much of that pay as is based on the service for which I received separation/severance pay.

I further have been advised and understand that there presently is no authority in law permitting any office or employee of the United States to waive or alter this requirement for recoupmnt of separation/severance pay.

\_\_\_\_\_  
(Signature) (Date)

**Attachment 5****FORMAT FOR MEMORANDUM OF NOTIFICATION OF INITIATION OF INVOLUNTARY REASSIGNMENT ACTION**

MEMORANDUM FOR (members rank, name, and address)

FROM: (Unit Commander or PM)

SUBJECT: Notification of Initiation of Involuntary Reassignment to the Non-Participating Individual Ready Reserve or the Standby Reserve (**List appropriate Reserve Section**)

1. I am recommending you for involuntary reassignment to the (list the appropriate reserve section, i.e., non participating IRR or the Standby Reserve) IAW AFI 36-2115, *Assignments Within the Reserve Components*, **Table 4.3**, Rule (**list applicable rule**), and narrative reason. AFI 36-2115 is available for your review at your servicing Military Personnel Flight. The specific reason for this recommendation is based on (**specific reason**). (**Any reason listed must be substantiated by supporting documentation. Give specifics of the act(s) or conditions on which the recommendation is based.**) Documents supporting this involuntary reassignment action are provided at **Attachment 1**.

2. If approved, this action will result in your involuntary reassignment to the (**list the appropriate Reserve Section of the IRR or the Standby Reserve**) and may impact your ability to obtain future assignments. In the interim, you are denied taking part in pay or point gaining activities, i.e., unit training assemblies, annual tour, man days, etc., pending the approval authority's decision on your involuntary reassignment (**denial of pay and points is optional**).

3. Within 24 hours after you receive this memorandum, you must complete and return the attached acknowledgment of receipt (**Attachment 2**).

4. You are entitled to submit statements or documents which you desire to be considered in the disposition of your case. These statements or documents must be submitted to this office within 15-calendar days after you receive this memorandum.

5. You should note that failure to acknowledge receipt of this memorandum or failure to submit statements or documents within 15-calendar days after receipt of this memorandum constitutes a waiver of your right to rebut this proposed involuntary reassignment and will result in your case being processed based on the information available.

6. You may consult with military legal counsel who is qualified under Article 27(b)(1) of the Uniformed Code of Military Justice (UCMJ) at no cost to you. If you are in a unit program, you may consult with the defense counsel located at AFRC at DSN 497-1588, Toll Free 1-800-458-5391, Commercial (912) 327-1588, or mailing address: AFRC/JAS, 155 Richard Ray Blvd., Robins AFB GA 31098-1635. If you are in an IMA or PIRR program, you may consult with the defense counsel located at Buckley AFB DSN:

877-6967, Commercial (303) 677-3967, Toll Free 1-866-282-5460, Option #2, or mailing address: AFLSA/ADC, 18401 E. A-Basin Ave., Stop 41, Buckley AFB CO 80011. You may also consult with civilian counsel of your choice, but at your own expense.

7. **(Use this statement only if the member is an ART.)** Approval of this recommendation will result in your loss of active membership in your Reserve unit of assignment. This constitutes a failure on your part to maintain a “condition of employment” for your ART position and, as such will result in your removal from your ART position.

8. (Use this statement only if the member is eligible for transfer to Retired Reserve.) Our records indicate you are eligible for transfer to the Retired Reserve. If you wish to apply for transfer to the Retired Reserve in lieu of involuntary reassignment, complete and return the attached AF IMT 131, **Application for Transfer to the Retired Reserve, (Attachment 3)** to this office, within 15-calendar days after you receive this memorandum. You should note that failure to return this application to this office within 15 days from the date of receipt of this memorandum will constitute a waiver of this option. If you are reassigned to (list the appropriate Reserve Section of the IRR or the Standby Reserve) in lieu of transfer to the Retired Reserve, you will not be eligible for transfer to the Retired Reserve, allowed to reenter the Air Force Reserve for the purpose of transfer to the Retired Reserve, and will only be entitled to retired pay and medical care at age 60.

9 . A return envelope (**Attachment 3**) is provided for your convenience.

---

*(Unit Commander(if member is in a unit program ) PM(if member is in an IMA or PIRR program) Signature Block)*

4 Attachments:

1. Supporting Documentation
2. Acknowledgment of Receipt
3. AF IMT 131 (if eligible for transfer to the Retired Reserve)
4. Return Envelope(s)

**Attachment 6****FORMAT FOR ACKNOWLEDGMENT OF NOTIFICATION OF INITIATION OF  
INVOLUNTARY REASSIGNMENT ACTION**

MEMORANDUM FOR (unit commander's/PM's organization, office symbol, and address)

FROM: (members rank, name and address)

SUBJECT: Acknowledgment of Notification of Initiation of Involuntary Reassignment Action

1. I hereby acknowledge receipt of and understanding of your memorandum dated \_\_\_\_\_ notifying me that action has been initiated for my involuntary reassignment. I understand that if I do not respond within 15-calendar days after receipt of notification of initiation of involuntary reassignment action, involuntary reassignment action will continue on the basis of available information.

2. I do/do not desire to submit rebuttal statements or documents for consideration. Rebuttal statements or documents are/are not attached.

---

*(Signature)*

**Attachment 7**

**FORMAT FOR SENDING MEMORANDUM OF NOTIFICATION (MON) BY FIRST CLASS MAIL**

MEMORANDUM FOR (members rank, name, and mailing address)

FROM: (commander's organization, office symbol, and address)

SUBJECT: Notification of Initiation of Involuntary Reassignment Action

1. The attached letter of notification of initiation of involuntary reassignment action was previously mailed to you by certified mail. Since we were unable to verify your receipt of the letter of notification sent by certified mail, we have sent it to you by first class mail.

2. We have established (**specify date that is 21 days from date of this letter**) as the suspense date for your reply. Your failure to reply by (**specify date that is 21 days from date of this letter**) will constitute a waiver of rights.

---

*(Commander's or designated representative's signature)*

Attachment:

Letter of Notification of Initiation of Involuntary Reassignment Action w/Attachments

---

*(Printed name and rank)*



---

*(Requester's organization, office symbol, and mailing address)*

Postmark/Date Stamp

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**Administrative Support Manual 352.492**

**Exhibit 352.44b**

**Attachment 9****FORMAT FOR SWORN AFFIDAVIT OF SERVICE BY MAIL**

State of (specify)

County of (specify)

(name, rank, SSN of dispatcher), being duly sworn deposes and says:

1. That (he/she) is a (member) (employee) of the (USAF) (USAFR) (Department of Defense) (other) at (specify AF base).

2. That on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, in the performance of my official duties, mailed the original letter of notification (MON) of initiation of involuntary reassignment action, a true copy of which is attached hereto, via certified mail, return receipt requested, and by first-class mail, to (members rank, name, and SSN) at (address, street, city, ZIP) that being the last known address given to the custodian of the UPRG as the one at which official mail would be received or forwarded to the member by depositing the same in an official depository of the United States Postal Service at (base or city and state) in a securely wrapped and sealed United States postage and fees pail envelope addressed to the member at said address. Certified mail was returned as (i.e., unclaimed, undeliverable, address not known). Therefore, on the \_\_\_\_ day of \_\_\_\_, 20 \_\_\_\_, I mailed the original MON, via first class mail, to the member at (address, street, city, ZIP).

---

*(Signature of dispatcher)*

Sworn to and subscribed to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

---

*(Signature of State Notary Public or of Person Authorized to Perform Notaries IAW Title 10 U.S.C. Section 1044a)*

**NOTE:** Swear to the affidavit before a Notary public or before a person authorized IAW Title 10 U.S.C. Section 1044a.

**Attachment 10****FORMAT FOR RECOMMENDATION TO APPROVAL AUTHORITY FOR  
INVOLUNTARY REASSIGNMENT**

MEMORANDUM FOR (Unit Program) Servicing Staff Judge Advocate Office

MPF/DPMSA RELOCATIONS

Wing Commander or Equivalent

AFRC/DP (if auth is AFRC/DP)

IN TURN

MEMORANDUM FOR (IMA or PIRR program) Servicing Staff Judge Advocate Office

HQ ARPC/DPRAB

IN TURN

FROM: Unit Commander (if member is in a unit program) PM (if member is in an IMA or PIRR program)

SUBJECT: Recommendation for Involuntary Reassignment, (Members rank, full name and SSN)

1. I recommend (members rank, full name and SSN) be involuntarily reassigned to the Individual Ready Reserve (**or Standby Reserve if purpose of transfer is for discharge IAW AFI 36-2115, Table 4.3., Rule 9**) IAW AFI 36-2115, **Table 4.3.**, Rule (**list specific rule**). The reason for this recommendation is contained in the memorandum notifying the member of my recommendation (**Attachment 1**).

2. Military personnel information:

- a. Date and term of current enlistment.
- b. Unit and PAS code of assignment.
- c. Date assigned to unit.
- d. Current grade and effective date.
- e. Demotions (if any), reasons, and dates.
- f. Record of disciplinary action (if any). Include action under Article 15, UCMJ, or state military code listing specific offenses.
- g. Overall ratings and close-out date on members performance reports. Attach copies of performance reports.
- h. Favorable communications, citations, or awards (if any).

i. Derogatory data, UIFs, other than action by court-martial or under Article 15, UCMJ or state military code (attach documentation).

j. **(Use only if member was previously served with discharge notification action or if transferring for reason other than Table 4.3., Rule 9).** Administrative discharge has been considered/requested. If discharge was requested, furnish date submitted, reason recommended for discharge, final disposition and level of disapproval (copy of disapproval should be included). If administrative discharge was not requested, specify why discharge was not considered appropriate.

k. Member is/is not an Air Reserve Technician (ART)

---

*(Unit Commander/PM Signature Block)*

5 Attachments:

1. Notification to Member
2. Supporting Documentation (see note)
3. Members Rebuttal Statements/Documents (if submitted)
4. Performance Reports
5. Other Documentation

**NOTE:**

Include a copy of Article(s) 15, Letter(s) of Counseling, Letter(s) of Reprimand, or any other documentation pertinent to the case. Also include notification documents set forth in paragraphs **3.5.2.** through **3.5.2.2.**

**Attachment 11****USERRA AND ESGR**

Legal Protection. The employment and reemployment rights of uniformed service members are provided by the USERRA of 1994 (Title 38 U.S.C., Chapter 43, Section 4301-4333, Public Law 103-353).

USERRA:

Entitles non-career uniformed service members to a leave of absence from their civilian employment for the period necessary to perform military service, for up to 5 cumulative years of service. Some specific types of duty are exempt from the 5-year limit. The exceptions can be grouped in three broad categories: obligated service, required training/retraining, and duty performed in crisis or emergency situations.

Provides the right to continued company health insurance, pension credits, and other employment benefits for qualifying periods of military service.

Entitles non-career uniformed service members returning from military service to prompt restoration/reemployment with seniority status, and rate of pay as if continually employed, and

Enables non-career uniformed service members to seek relief, through the Veterans' Employment and Training Service, US Department of Labor, if a conflict cannot be worked out. ([www.dol.gov/dol/vets](http://www.dol.gov/dol/vets))

**Members' Responsibilities.** Members are responsible to:

Advise their civilian employers of their military affiliation, training requirements, projected assignments, and provide advanced notification to employers when entering an active duty status.

Advise commanders and military supervisor about changes that affect their availability, such as, civilian employment, dependent status, or physical qualifications.

**Key Contacts.** All organizations that utilize Guard and Reserve forces need to promote and publicize the rights, protections, and responsibilities under USERRA. Military organizations should publicize the designated USERRA point of contact so members will know where assistance can be solicited at the local level. Organizational key contacts as well as members can best obtain detailed information on USERRA through the **National Committee for Employer Support of the Guard and Reserve (NCESGR)**.

NCESGR provides employers, military points of contact and uniformed service members with information necessary to maintain good relations between employers and service member employees. NCESGR also offers informal mediation services that are available to either employers or uniformed service members who are experiencing problems because of military duties. NCESGR can be reached at (800) 336-4590, or [www.ncesgr.org](http://www.ncesgr.org) or email at [ncesgr@osd.pentagon.mil](mailto:ncesgr@osd.pentagon.mil).