

**1 NOVEMBER 1997**



**Personnel**

**EXTENDED ACTIVE DUTY FOR RESERVE  
COMPONENT OFFICERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: SAF/MIR  
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Supersedes AFI 36-2116, 8 July 1994.

Certified by: SAF/MIR  
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Pages: 4  
Distribution: F

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This Air Force instruction (AFI) outlines eligibility and application procedures for Air Force Reserve Component officers who request active duty under Title 10, United States Code (U.S.C.), Sections 10211 and 10305. It implements Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*. This instruction requires you to collect and maintain information protected by the Privacy Act of 1974. Your authority is Title 10, U.S.C., Sections 10211 and 10305. System of Records Notice F035 MP B, Statutory Tour Program, also applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*.

**SUMMARY OF REVISIONS**

This revision updates the initial publication of AFI 36-2116; updates appropriate office symbols; updates changes in the appropriate section numbers of Title 10 USC; clarifies component application procedures; specifies order publishing authority and distribution; and clarifies what promotions must be confirmed by the Senate. A | denotes a revision from the previous edition.

**1. Eligibility.** Eligible officers:

- 1.1. Are those appointed to the United States Air Force Reserve (USAFR).
- 1.2. Are members of a Ready Reserve section of Air National Guard, United States (ANGUS) or USAFR.
- 1.3. Meet the physical qualifications in AFI 48-123, *Medical Examinations and Medical Standards* (formerly AFR 160-43).
- 1.4. Have completed or are enrolled in a professional military education course in keeping with their grade.

- 1.5. Have not failed selection for permanent promotion to the next higher grade.
- 1.6. Have completed 5 years of Federal commissioned service. In addition, ANGUS and USAFR officers must have served at least 3 years in the ANGUS or in the Ready Reserve section of the USAFR, respectively. Indefinite Reserve Status (IRS) officers on Extended Active Duty (EAD) must have at least 3 years of recent experience with ANGUS or USAFR matters.
- 1.7. Commit to an initial 4-year tour. **EXCEPTIONS:** Shorter tours require Deputy Assistant Secretary of the Air Force (Reserve Affairs) (SAF/MIR) waiver.
- 1.8. Are not on the USAF Retired List or the USAF Reserve Retired List.

**EXCEPTIONS:** If the applicant requires a waiver to meet the eligibility requirements set forth above, the ANG/SMP (Military Human Resources) or the agent for the appropriate component USAF/REP, forwards the request to SAF/MIR for approval.

**2. Application Procedures.** Eligible officers apply for statutory positions in accordance with procedures established by ANG/SMP and HQ USAF/REP.

- 2.1. ANGUS officers not on statutory tour can receive specific application procedures from ANG/SMP. Submit applications to ANG/SMP, 3500 Fetchet Avenue, Andrews AFB MD 20762-5157
- 2.2. ANGUS statutory tour officers apply for assignment according to ANG/SMP procedures.
- 2.3. USAFR officers not on statutory tour, can receive specific application procedures from HQ USAF/REP. Submit applications (to include AF Form 125) to the office of Air Force Reserve (HQ USAF/REP), 1150 Air Force Pentagon, Washington, DC 20330-1150.
- 2.4. USAFR statutory tour officers submit a letter and current resume directly to HQ USAF/REP.

**3. Selection Procedures:**

- 3.1. The Director, Air National Guard, or Chief of Air Force Reserve forward their nominee or list of nominees with appropriate documentation to the agency that has the vacancy, for the agency's review.
- 3.2. The using agency decides whether to accept the applicant, and, if necessary, returns the application package as follows:
  - 3.2.1. Send ANG nomination or selection packages to ANG/SMP, 3500 Fetchet Avenue, Andrews AFB MD 20762-5157.
  - 3.2.2. Send USAFR nomination or selection packages to HQ USAF/REP, 1150 Air Force Pentagon, Washington DC 20330-1150.
- 3.3. If the applicant is eligible, or eligible-with-waiver, National Guard Bureau (NGB/CF) or Headquarters United States Air Force (HQ USAF/RE) forwards the assignment, reassignment, or extension request to SAF/MIR for review and approval.
- 3.4. Service components develop procedures for processing applications that are not selected.

**4. Extensions and Additional Tours.** The components develop their own policies on extensions, and additional consecutive tours.

- 4.1. The components establish procedures for announcing vacancies for statutory tour officers.

4.2. If a tour extension would exceed the limits on age or length of service set in Title 10, U.S.C., Sections 14507, 14508, 14509, 14510, 14511, or 14512, forward the completed component recommendations to SAF/MIR for review.

**5. Reassignment on Statutory Tour.** The Air Force will only reassign an officer prior to completing an assignment for military or valid personal reasons, and only if it is in the best interest of the Air Force.

**6. Release From Tour.** Normally, officers complete their statutory tour no later than the date specified in their orders. The components develop procedures to allow officers to request early release from a statutory tour assignment.

6.1. NGB/CV or HQ USAF/RE may approve involuntary release or tour curtailment for compelling reasons, if it is in the best interest of the Air Force.

**7. ANG/SMP Publishes Orders for ANGUS Statutory Tour Officers.** HQ AFRC/DPMF publishes orders for USAFR Statutory Tour Officers. Each order contains a statement that the officer is ordered to active duty under Title 10 U.S.C., Section 12301(d), for duty under Title 10 U.S.C. Sections 10211, 10305(h), as appropriate. Usually the period of active duty is specified as 4 years unless sooner relieved. Include information on which appropriations will be charged.

7.1. As a minimum, orders will be distributed to the member and the following:

	Number of Copies
HQ USAF/REP (USAFR officers)	2
HQ USAF/XP/MIR (all officers)	1
HQ ARPC/DPRAB/DPJ/DSM (all officers)	1
Losing MPF and Unit of Assignment	1
Gaining MPF and Unit of Assignment	1
HQ AFRC/DPO/DPCS (USAFR officers)	1

**8. Promotion While on Statutory Tour:**

8.1. The individual's commander or staff agency director recommends the promotion to HQ USAF/REP or ANG/SMP.

8.1.1. ANG/SMP will process ANGUS officers IAW NGR (AF) 36-4.

8.1.2. HQ USAF/REP will process USAFR officers IAW AFI 36-2115.

8.1.3. The Senate confirms the promotions to Colonel and above. After receiving the approved recommendation, ANG/SMP or HQ AFRC/DPMB as appropriate, orders the promoted officer to serve in the higher grade.

**9. Form Prescribed:** AF Form 125, **Application for Extended Active Duty With the United States Air Force.**

RODNEY A. COLEMAN  
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