

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2132

23 MARCH 2012



Personnel

**FULL-TIME SUPPORT (FTS) TO THE AIR
FORCE RESERVE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AAFP 36-21, *Utilization and Classification of Air Force Military Personnel*, Department of Defense Instruction (DoDI) 1205.18, *Full-Time Support (FTS) to the Reserve Components*. It applies to personnel serving or involved in any capacity with support of personnel in FTS of the Air Force Reserve (AFR) mission and including personnel throughout the Air Force Reserve. This instruction assigns responsibilities, establishes policy and procedures, and identifies applicable Air Force directives for administering the provisions of FTS. It ensures all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions regarding this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*, through channels to AF/RE, 1150 Air Force Pentagon, Washington, DC 20330-1150.

The Privacy Act of 1974 applies. The authority to collect and maintain the data prescribed in this Air Force Instruction (AFI) is Title 10, United States Code (U.S.C.), § 8013. System of Records Notice Numbers, F036 HQ AFPC C, *Military Personnel Records System* and F036 HQ AFPC Q, *Personnel Data System (PDS)*, apply. Process proposed supplements to this AFI as outlined in AFI 33-360, *Publications Management Program*.

SUMMARY OF CHANGES

This publication is updated to reflect changes in guidance and procedures with the Air Force Reserve Full-Time Support Program. The major changes include updated title and inclusion of all the categories of FTS personnel utilized by AFR as previous AFI referenced Active Guard and Reserve (AGR) program only. The updated AFI contains guidance that applies to all categories of AFR FTS programs and Volumes 1 and 2 provide specific details about each of the categories — Air Reserve Technician (ART), and AGR respectively. This first part of the AFI includes functional roles and responsibilities, general policies and procedures, Liaison Officer (LNO) and Reserve Advisor (RA) roles, and procedures for managing all categories of AFR FTS personnel.

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Chapter 1

RESPONSIBILITIES FOR THE FULL-TIME SUPPORT PROGRAM

1.1. Purpose. This AFI assigns responsibilities, provides guidance, and establishes procedures for developing and managing the Full-Time Support program to the Air Force Reserve (AFR).

1.1.1. The AFR will maintain a cadre of FTS personnel consisting of Active Component (AC) military personnel, Active Guard and Reserve (AGR) personnel, Air Reserve Technicians (ARTs) (dual-status), non-dual status technicians (NDST), and other Federal civilian (CIV) employees.

1.1.2. The FTS personnel are responsible for preparation and administration of policies and regulations to organize, administer, recruit, instruct, train or support the AFR IAW 10 U.S.C. § 10211, § 10216, § 12310, DoDI 1205.18, *Full-Time Support* (FTS) to the Reserve Components, HAF MD 1-42, *Chief of Air Force Reserve* (CAFR), and AFMD11, *Air Force Reserve Command* (AFRC).

1.2. Functional Responsibilities.

1.2.1. The Chief of Air Force Reserve:

1.2.1.1. Manages an FTS program and structure which supports mission requirements and provides the applicable allocation and mix of FTS personnel to achieve readiness and meet deployment requirements.

1.2.1.2. Ensures all FTS positions that do not require military FTS personnel are filled by Federal civilians or non-dual status technicians (NDST).

1.2.1.3. Conducts an annual review of the utilization of FTS members and accomplishes the reporting requirements established in 10 U.S.C. § 8038.

1.2.1.4. Ensures the skill requirements of the civilian and military positions of ARTs are compatible, and ensures that AGR members are assigned to validated Reserve positions that are compatible with their military grade and skill codes.

1.2.1.5. Ensures FTS personnel are provided career opportunities, applicable to the category of employment, for promotion, career progression, retention, education, and professional development consistent with this Instruction and strength limitations.

1.2.1.6. Establishes policies to limit the number of NDST in accordance with (IAW) congressional mandates.

1.2.2. Plans, Programs and Requirements Directorate (AF/REX):

1.2.2.1. Manages the manpower and programming of FTS end-strength and ensures authorizations and requirements across all organizations are updated in the Manpower Programming and Execution System (MPES).

1.2.2.2. Ensures processing of new FTS requirements for validation, approval, and funding. Supports gaining organizations in the development and documentation of new FTS requirements.

1.2.2.3. Provides controlled grade allocations for each Fiscal Year (FY) IAW congressional mandates.

1.2.2.4. Programs all FTS end-strength changes in the AF Future Years Defense Program.

1.2.2.5. Provides AFR manpower validation (new and existing), oversight, and execution to ensure FTS authorizations meet and sustain AFR force requirements.

1.2.3. Headquarters Air Force Reserve Command Directorate of Manpower, Personnel and Services (AFRC/A1):

1.2.3.1. Provides personnel expertise and support in integrating AFR personnel policies into the FTS program.

1.2.3.2. Facilitates personnel actions impacting FTS personnel and distribution of all A1 guidance and released to AFRC FSMs.

1.2.4. Headquarters Air Force Reserve Command Manpower, Organization and Resources Division (AFRC/A1M):

1.2.4.1. Provides AFRC manpower validation (new and existing), oversight, and execution of HQ AFRC and all AFRC Direct Reporting Units (DRUs)/Primary Subordinate Units (PSUs)/Field Operating Agencies (FOAs).

1.2.5. Manpower and Personnel Flights (FSMs) and Commander's Support Staff (CSS):

1.2.5.1. Provides personnel service to assigned FTS personnel.

1.2.5.2. Maintains and provides necessary administrative management of all personnel source documents and disposition.

1.2.6. Commander or Equivalent (Equivalents = Directors of staff organizations):

1.2.6.1. Commanders, or equivalents, are responsible for, but not limited to: coordination on curtailment actions; recommendation for promotion, demotion and continuation; initiation of involuntary curtailments, Management Directed Reassignments (MDRs) and manpower actions.

1.2.7. Member:

1.2.7.1. Individuals are responsible for maintaining a current security clearance; acquiring and/or maintaining the skill level commensurate with assigned grade and AFSC for military and/or civilian; and completing Professional Military Education/Development (PME/PMD) commensurate with grade.

Chapter 2

GENERAL POLICIES AND PROCEDURES

2.1. General Information. There are a number of policies and procedures which apply to FTS personnel management. Exceptions and/or deviations from policies and procedures must be properly coordinated and may only be authorized by the Chief of Air Force Reserve, the deputy to the Chief of Air Force Reserve, the Commander of Air Force Reserve Command, and the Vice-Commander of Air Force Reserve Command.

2.2. Equal Opportunity. The management of FTS personnel will be free of discrimination based upon race, color, religion, sex, and national origin. The FTS program will support military equal opportunity and affirmative employment efforts to achieve an FTS work force that reflects national diversity. The objective is to ensure fair, equitable and nondiscriminatory treatment of all, based on merit, fitness, capability and potential.

2.3. Determining the status requirement of FTS positions. (See Attachment 3)

2.3.1. Military Essential and Inherently Governmental: Military essential positions directly contribute to the prosecution of war (combat or direct combat support), are military by law, or are military by custom or tradition. FTS positions determined to be military essential shall be AGRs, ARTs or AC personnel. Inherently governmental positions are those that are so intimately related to the public interest as to mandate performance by government personnel. These activities require the exercise of discretion in applying government authority, the use of value judgment in making decisions on behalf of the government, or obligation of funds/entitlements. FTS positions determined not to be military essential shall generally be civilian if the work is inherently governmental and contractor if not inherently governmental, IAW AF policy on using contractor personnel. Military essential and inherently governmental activities are defined in AFI 38-203, *Commercial Activities Program* and Office of the Management and Budget (OMB) Circular No. A-76, *Performance of Commercial Activities*, dated 29 May 03.

2.3.1.1. AC: Military FTS shall be AC where AC expertise is required. AC positions provide advice, liaison, management, administration, training, and support to the Reserve. The number or percentage of AC positions in the AFR is not governed by law or policy. When funding new AC requirements first consider funding them from within the existing allocation of positions to the AFR. There is a ceiling and floor on AC end-strength so additional positions cannot be created. A second option for funding new AC requirements is an inter-command transfer.

2.3.1.2. DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*, implements specific statutes concerning Federal Civilians, Military Technicians (dual status) (hereinafter Air Reserve Technicians (ARTs)) and Active Guard and Reserve members (AGRs). These statutes provide specific limitations and permissions concerning the duties of ARTs and AGRs. The applicable statutes list specific primary duties of organizing, administering, instructing, or training of the Selected Reserve. ARTs also have the additional primary duty of maintenance and repair of supplies or equipment issued to the Selected Reserve or the armed forces. However, a significant array of additional duties may be performed so long as they do not interfere with

performance of primary duties. Planning and validation of ART or AGR positions requires consultation with 10 U.S.C. §§ 10216, 10211, 12310, as applicable. Title 5 Federal Civilians are governed by OPM work law.

2.3.1.2.1. A non-inclusive list of ART and AGR additional duties includes:

2.3.1.2.1.1. Supporting operations or missions assigned in whole or in part to their unit.

2.3.1.2.1.2. Supporting operations or missions performed or to be performed by a unit composed of elements from more than one component of the technician's armed force; or a joint forces unit that includes one or more units of the technician's component; or a member of the technician's component whose reserve component assignment is in a position in an element of the joint forces unit.

2.3.1.2.1.3. Instructing or training in the United States or the Commonwealth of Puerto Rico or possessions of the United States of active-duty members of the armed forces.

2.3.1.2.2. If a military FTS position is outside the United States, or its territories, it will in most cases be filled by an AGR. Status of Forces Agreements should be reviewed to determine if an ART is allowed. Consult with the servicing staff judge advocate when determining whether it is appropriate to fill an overseas position with an ART.

2.3.1.2.3. Many FTS positions entail duties that could be undertaken by either an AGR or an ART. AFR FTS positions shall be designated for and filled by ARTs unless there is a compelling reason to utilize AGRs. (See Attachment 4.)

2.3.1.3. ARTs are by definition Federal civilian employees who are required to maintain membership in the Selected Reserve as a condition of employment. Therefore, reference to an ART is normally a reference to a federal civilian employee in his/her civilian status. ARTs in their military status are treated as any other Traditional Reservist (TR).

2.3.1.3.1. ARTs shall be exempt from any requirement for reductions in DoD civilian personnel and shall be reduced only as a direct result of military force structure reductions. (Reference: DoDI. 1205.18, para 6.10.7)

2.3.1.3.2. Unit Membership Requirement for ARTs. ARTs are required as a condition of employment to maintain membership in the unit of the Selected Reserve by which employed; or a unit of the Selected Reserve that the ART is employed to support.

2.3.1.3.2.1. Exceptions:

2.3.1.3.2.1.1. ARTs who are employed in an area other than the Air Force Reserve unit program; however the number of these positions is limited by law.

2.3.1.3.2.1.2. ARTs can be discretionarily continued for a period up to 12 months following loss of membership in the Selected Reserve if it is determined that the loss of membership was not due to the failure of that

individual to meet military standards.

2.3.1.3.3. An ART may be retained until no later than 30 days after becoming eligible for an unreduced annuity and becoming 60 years of age, if Selected Reserve membership is lost as the result of a combat-related disability (as defined in Title 10 § 1413a). The ART may be retained as a non-dual status technician so long as the combat-related disability does not prevent performing the non-dual status functions of the ARTs position and the ART is not otherwise disqualified from holding the non-dual status position as the result of performance, medical, or other reasons.

2.3.1.3.4. Deferral of Mandatory Separation. ARTs who continue to meet the requirements for dual status are permitted to continue to serve beyond a mandatory removal date for officers, and any applicable maximum years of service limitation, until the military technician (dual status) reaches age 60 and attains eligibility for an unreduced annuity (as defined in §10218 (c) of Title 10).

2.3.1.4. AGRs are members of the Selected Reserve that are ordered to extended active duty at the seat of government, and at headquarters responsible for reserve affairs (10 U.S.C. § 10211) or elsewhere within the Air Force (10 U.S.C. §12310) to serve as advisors on Air Force Reserve policy or otherwise support the Air Force Reserve.

2.3.1.4.1. While serving as an AGR, a member continues to be eligible for promotion as a Reservist, if otherwise qualified.

2.3.1.4.2. Training. An AGR may be provided training consistent with training provided to other members on active duty, as the Secretary of the Air Force sees fit.

2.3.1.4.3. Military FTS responsible for the recruitment of personnel for the Air Force Reserve having a Special Duty Identifier (SDI) of 83R (officer) or 8R (enlisted) are required to be AGRs.

2.3.1.4.4. An AGR serves as an additional member of any staff with which he is serving, subject to the limitations imposed by law.

2.3.1.4.5. AFR FTS Medical, JAG and Chaplain. Judge advocates, chaplains, medical officers, dental officers, veterinary officers, medical service officers, nurses and biomedical science officers shall be AGR officers.

2.3.1.4.6. All AGR personnel shall be counted against authorized Selected Reserve end-strengths as authorized by the Congress each year and against congressional authorizations for the grades of E-8, E-9, O-4, O-5, and O-6.

2.3.2. Centralized administrative and operational headquarters and support functions shall use FTS personnel consistent with Reserve readiness requirements, DoD manpower determination requirements, applicable laws, and fiscal and manpower constraints to ensure efficient and cost-effective manning levels while maximizing unit readiness.

2.3.3. Supervisory authority for FTS members shall correspond to military operational lines of authority unless otherwise specified.

2.4. Exceptions to Status Determinations. Utilizing a FTS status other than directed above requires approval of AF/RE through the Career Management Board (CMB). The requestor shall

prepare a business case analysis to justify exceptions. Justification shall include the mission impact of not utilizing the directed status.

2.4.1. Business cases shall be submitted to AF/REXX for any positions in RE or above the MAJCOM and to AFRC/A1M for positions within AFRC and its subordinate units. More details on developing a business case analysis while utilizing the FTS decision tree are located at Attachment 4. An AGR, versus an ART, may be required if a position requires a significant amount of time in a work week in military status for any of the following*:

2.4.1.1. Law of Armed Conflict (Operational Law).

2.4.1.2. Active Component Command (Command and Doctrine).

2.4.1.3. Uniform Code of Military Justice Authority (Military Justice).

2.4.1.4. Office of Personnel Management (OPM) Work Law (Labor Law).

2.4.1.5. Combatant Command (COCOM) requirements. *These compelling reasons do not automatically require AGR status but require a legal and/or personnel office review and opinion on a case-by-case basis that will be part of the business case analysis.

2.5. Special Categories of FTS Personnel.

2.5.1. Liaison Officers (LNOs). The AFR LNO is a subject matter expert and day-to-day link between AFR functionals and Subject Matter Experts (SMEs) and the AC organization for the purpose of facilitating subject matter expert communications between both organizations. Liaison Officers work in organizations at the tactical or transactional levels. See Attachment 2. See Attachment 4 on BCAs to determine appropriate FTS status for the position.

2.5.1.1. LNOs are assigned to and rated by an AFR organization, but seated within an AC organization. If deemed appropriate by both organizations, the rating chain may also follow guidance provided in AFI 36-2406, *Officer/Enlisted Evaluation Systems*, regarding different AF components.

2.5.1.2. Roles and Responsibilities of LNOs include being a communication conduit between AFR SMEs and functional and the AC organization; educate AC organization on functional specific Reserve capabilities, concerns, and equities; advise SMEs and functionals on highlights and subject matter interest items from AC organization; and ensure reach back to the AFR.

2.5.1.3. AFR and the AC organization will have a MOA (see samples at Attachments 5 and 6) outlining how an LNO fits into the organization where they are working while still being connected to the AFR. LNOs may provide support, as needed, to Mobilization Assistants (MAs) assigned to their AC organization.

2.5.1.4. If agreed to by both organizations involved, LNOs may be utilized at OSD, Joint Staff, HAF, SAF, MAJCOMs, COCOMs, NAFs, FOAs, DRUs, schools and other agencies when determined as appropriate and approved by RE or AFRC.

2.5.1.5. Geographically separated LNOs will fall into an operating location (OL) structure as outlined in Attachment 6.

2.5.2. Reserve Advisors (RAs). The RA is the focal point for communication and collaboration between AFR leadership, functional, and SMEs and the AC organization for the purpose of facilitating corporate communication for both organizations. Reserve Advisors work in organizations that have strategic vision or impact on the AFR. See Attachment 2. See Attachment 4 on BCAs to determine appropriate FTS status for the position.

2.5.2.1. RAs are assigned to and rated by the AC organizations where they are working.

2.5.2.2. Roles and responsibilities of RAs include being a communication conduit between AFR and AC leadership, AFR and AC functionals and SMEs; educate AC organization on Reserve capabilities, needs, and equities; advise AFR on initiatives, highlights and special interest items from AC organization; and ensure reach back to AFR.

2.5.2.3. If the requirement for an RA is agreed to by both AFR and AC, RAs may be utilized at OSD, Joint Staff, HAF, SAF, MAJCOMs, COCOMs, NAFs, FOAs, DRUs, schools and other agencies when determined as appropriate and approved by RE.

2.6. Managing FTS personnel

2.6.1. FTS programs, applicable to the category of personnel concerned, shall provide the opportunity for promotion, career progression, retention, education, and professional development, consistent with DoD military and civilian personnel policies.

2.6.2. Career programs should be structured to provide for both the civilian and military career needs of FTS personnel, as applicable.

2.6.3. Senior Leadership Development. Two tracks will provide personnel with choices, either be Deliberately Managed or be Voluntarily Assigned.

2.6.3.1. Deliberately Managed: Members agree to allow the command to manage their career based on the needs of the AFR with vectors provided by the Development Team (DT) and mentor/senior leader's/commander's support. These members are given priority consideration for Key/Command/Joint (K/C/J) Positions as identified by the Key Personnel List (KPL). They are also given priority consideration for core and developmental positions, if not on KPL, and DE follow-on assignments. Members agree to education, training, and experiences based on the needs of the AFR.

2.6.3.1.1. Assumptions. Member may receive a management-directed assignment. If member declines management-directed assignment it may result in member no longer being Deliberately Managed.

2.6.3.1.2. Key/Command/Joint (K/C/J) Positions. These positions will be Deliberately Managed. They will be filled using screened candidates identified through command processes and competitive sanctioned boards. Hiring officials will be provided a short list of candidates to be considered. These positions will be tour/term limited. Voluntarily Assigned members may have access to these positions only after all priority candidates have been considered.

2.6.3.1.3. Promotion. Being Deliberately Managed does not imply promotion.

2.6.3.1.4. Voluntarily Assigned: Members manage their career through their Officer Development Plan (ODP) and vectors provided by the DT and mentor/senior leader's/commander's support.

2.6.4. Senior Developmental Education and Legislative Fellowships. Follow-on assignments for individuals selected for DE or Fellowships should be considered, and if possible identified before an individual is selected for DE or a fellowship if the follow on assignment must be full-time. The assignment must be to a valid position on the Unit Manning Document (UMD).

2.6.5. Detailed information. See Volume 1 of this AFI regarding the ART program. See Volume 2 of this AFI regarding the AGR program.

DARRELL D. JONES, Lieutenant General, USAF
DCS, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS, AND TERMS*****References***

10 U.S.C. §10211, *Policies and regulations: participation Reserve officers in preparation and administration*

10 U.S.C. §10216, *Military technicians (dual status)*

10 U.S.C. §10217, *Non-dual status technicians*

10 U.S.C. §12301, *Reserve Components Generally*

10 U.S.C. §12310, *Reserves: for organizing, administering, etc., reserve components*

DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*, 4 May 2007

DoDD 2311.01E, *DoD Law of War Program*, 9 May 2006

DoD Law of War Manual (being published)

HAF MD 1-42, *Chief of Air Force Reserve*, 17 November 2009

AFMD11, *Air Force Reserve Command (AFRC)*, 30 December 2005

AFI 36-2132V1, *Air Reserve Technician (ART) Program*, 20 March 2012

AFI 36-2132V2, *Full-Time Support (FTS) Active Guard Reserve (AGR) Program*, 20 March 2012

AFI 36-2254V1, *Reserve Personnel Participation*, 26 May 2010

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*, 22 July 1994

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 38-204, *Programming USAF Manpower*, 1 August 1999

AFI 38-203, *Commercial Activities Program*, 20 June 2008

ANGI 36-101, *The Active Guard/Reserve (AGR) Program*, 3 June 2010

ANGI 36-2001, *Management of Training and Operational Support Within the Air National Guard*, 19 October 2009

ANGI 36-2002, *Enlistment and Reenlistment in the ANG and as a Reserve of the Air Force*, 1 March 2004

ANGI 36-2101, *Assignments within the Air National Guard*, 11 June 2004

OMB Circular No. A-76, *Performance of Commercial Activities*, 29 May 03

Abbreviations and Acronyms

AC— Active Component

AFR— Air Force Reserve

AFRC —Air Force Reserve Command

AGR— – Active Guard and Reserve

ARC— – Air Reserve Component

ARPC— – Air Reserve Personnel Center

ART— Air Reserve Technician

DRU— Direct Reporting Unit

ETS— Expiration Term of Service

FOA— Field Operating Agency

FSF— Force Support Flight

FSS— Force Support Squadron

AFPC— – Air Force Personnel Center

HQ AFRC— Headquarters Air Force Reserve Command

HYTD— High Year Tenure Date

IAW— In Accordance With

IR— Individual Reservist (includes Individual Mobilization Augmented (IMA))

PIRR— Participating Individual Ready Reserve

JFHQ— Joint Forces Headquarters

MA— Mobilization Assistant

MAJCOM— Major Command

MilPDS— Military Personnel Data Systems

MPA— Military Personnel Appropriation

FSM— Manpower and Personnel Flight

MPS—Military Personnel Section

MSD—Mandatory Separation Date

NAF— Numbered Air Force

NARS—Non-Affiliated Reserve Section

NDST—Non-Dual Status Technician

PCARS—Point Credit Accounting and Reporting System

PM— Program Manager

PSU—Primary Subordinate Unit

RC— Reserve Component

RMG— Readiness Management Group

RPA— Reserve Personnel Appropriation

SAF— Secretary of the Air Force

SELRES —Selected Reserve

SME—Subject Matter Expert

ST— Special Training

TAFMS —Total Active Federal Military Service

UMD— Unit Manning Document

Terms

Active Component FTS Personnel— Active Component members paid from Active Component military personnel appropriations assigned or attached to Reserve component organizations or units by their respective Service to provide advice, liaison, management, administration, training, and support as a category of FTS. Those personnel are not members of the Selected Reserve but may deploy with their assigned unit when mobilization occurs. Active Component personnel who shall mobilize with the Reserve component unit to which assigned are counted as part of the Reserve component trained strength in units, but are not included in the Selected Reserve strengths.

Active Guard and Reserve— Members of a Reserve component on active duty under 10 U.S.C. §12301(d) to perform duties as described in 10 U.S.C. §101, 10211, and 12310. The Secretary of the Air Force may order a member of the Air Force Reserve to active duty at any time, or retain him/her on active duty, with the consent of that member, to perform Active Guard and Reserve duty organizing, administering, recruiting, instructing, or training the reserve components.

Air Reserve Technician (Dual—Status) - A Federal civilian employee who is employed under Title 5 § 3101 and is required as a condition of that employment to maintain membership in the Selected Reserve of the Air Force Reserve; and is assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve or the armed forces.

Commander Equivalent— Directors of Directorates and Directors of Staff at HAF, MAJCOM, and NAFs.

Federal Civilian Employees— Personnel hired under 5 U.S.C. §3101 to provide administration, training, maintenance, and recruiting support to the Reserve components. The term civilian employee, for the purposes of AFR, means all appointive positions in AFR (5 U.S.C. 105). It does not refer to private contractors hired by the agencies.

Full—Time Support - Members of the Reserve components, assigned to organize; administer; instruct; recruit and train; maintain supplies, equipment, and aircraft; and perform other functions

required on a daily basis in the execution of operational missions and readiness preparation as authorized in Title 5 and Title 10. Collectively, FTS personnel consist of five categories that are AGR, MTs or ARTs, AC personnel, NDSTs, and CIV employees.

Military Technician (Dual Status)— See Air Reserve Technician which is a Dual Status Military Technician working for the Air Force Reserve.

Manpower and Personnel Flight (FSM). Provides the installation with Manpower and Organization services and Personnel support for both military and appropriated and nonappropriated fund civilians.

Non—Dual Status Technician - A civilian employee employed as a technician before November 18, 1997, under any of the authorities specified in 10 U.S.C. § 10217 and is not a member of the Selected Reserve or after that date has ceased to be a member of the Selected Reserve.

Attachment 2

COMMUNICATION ROLES FOR RESERVE ADVISORS (RAS) AND LIAISON OFFICERS (LNOS)

A2.1. The only difference between RAs and LNOs is the rating chain. RAs are rated by their active component organization and LNOs are rated through the Reserve organization to which they are attached. These positions are intended to facilitate communication between the components.

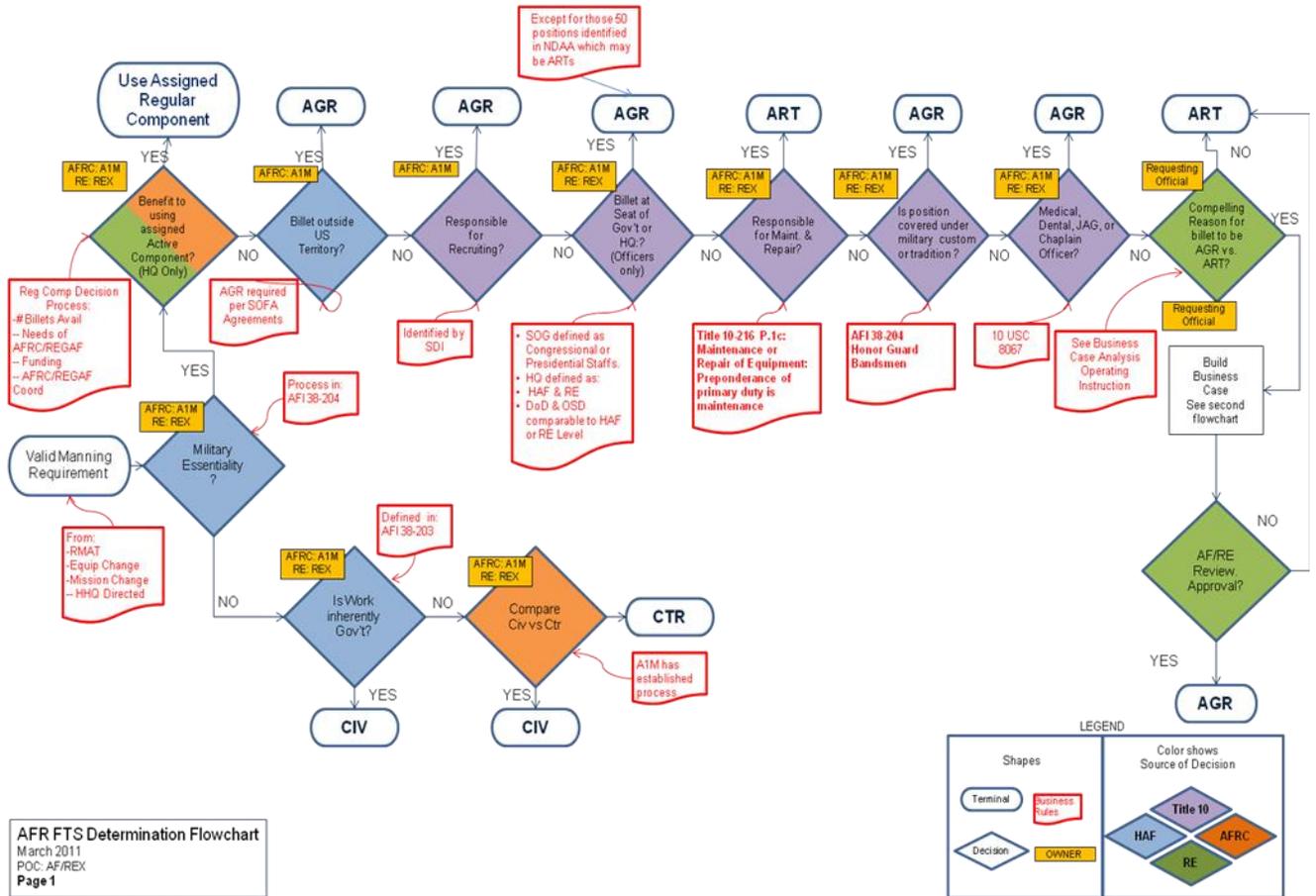
Table A2.1. Communication Roles for RAs and LNOs

<i>Communication Roles</i>	<i>Provided to AFR</i>	<i>Provided to Active Component</i>
Day-to-day link	Entry point/POC for relevant topics, taskers, etc	
Maintain Knowledge on AFR: Priorities Policy Guidance	Facilitate staff to staff interaction with subject matter experts	
Collaboration	Deliberate facilitation of staff-to-staff interaction	
Communication	Info/Data/Updates on Active Component's: Functional Information Subject Matter Interest Items Highlights New programs	Info/Data/Updates on AFR: Capabilities Concerns Equities
Reach back to AFR for positions and/or decisions	Facilitate staff to staff interaction with subject matter experts	
AFR positions and/or decisions should come from CAFR, AFRC/CC, MAJCOM Functionals/SMEs		

Attachment 3

DETERMINE STATUS OF FTS POSITIONS

Table A3.1. Determine status of Full-Time Support positions as identified by Law or Policy



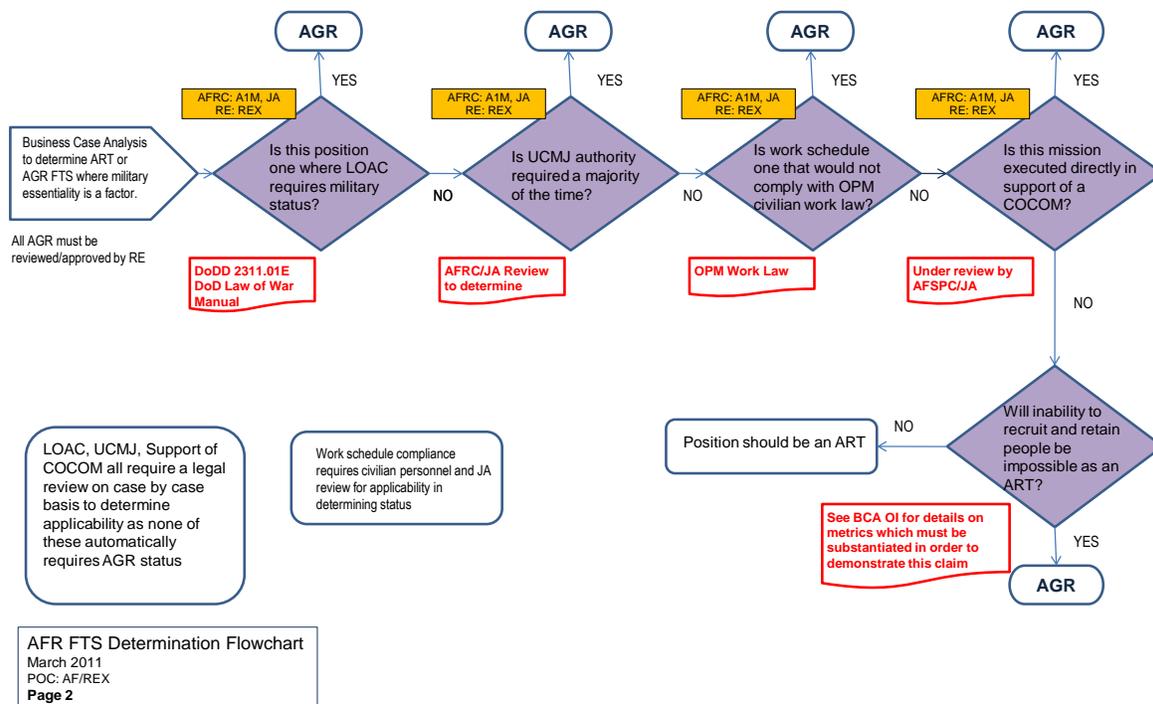
Attachment 4

FTS DECISION TREE

A4.1. Utilizing a status other than directed by law or policy (see Attachment 1) requires approval of AFRC/CC or AF/RE through the Corporate Structure process. The requestor shall prepare a business case analysis to justify exceptions. The analysis should address the items in the FTS decision tree below.

- Law of Armed Conflict (LOAC) (Operational Law)
- Command of Active Component Military (Command and Doctrine)
- UCMJ Authority (Military Justice)
- Office of Personnel Management (OPM) work laws (Labor Law)
- COCOM support
- Recruiting and retention
- Force development

Table A4.1. FTS Decision Tree



Attachment 5**MEMORANDUM OF AGREEMENT (MOA) FOR LNOS AT AIR STAFF**

1. **PURPOSE:** The purpose of this agreement is to establish a basic working relationship between AF/(Appropriate RE Directorate here) personnel and AF/(Appropriate HAF Organization here). This MOA provides guidance and documentation of both parties agreement to roles and responsibilities. Actions and agreements herein apply only to the participating parties and are not intended to supersede existing regulations or agreements. Use of AGRs under this agreement is in compliance with 10 U.S.C. §10211.

2. **AUTHORITY:** AFI 36-2132, *Full-Time Support (FTS) to the Air Force Reserve* (New Date), and other directives, as required.

3. **SCOPE:** This agreement addresses (number of positions) at (list office(s) where AFR members will serve). These AFR members will perform primary duties of:

A. (Short description of each type of position along with a statement about how the position benefits the AFR such as: "Incumbent will provide expertise in Reserve capabilities and facilitate effective Reserve force employment decisions.)

4. CHAIN OF COMMAND AND ORGANIZATIONAL STRUCTURES

A. The Director of (RE Directorate), AF/(RE Directorate), will retain administrative control over AF/(RE Directorate) personnel working within AF/(HAF Organization). In this case administrative control refers to administration and support, control of AFRC provided resources and equipment, personnel management, readiness, mobilization, demobilization, discipline, and other administrative matters pertaining to the management of these positions.

B. AF/(HAF Organization) will exercise day-to-day operational direction and authority over the detailed and, usually, local direction and control of activities necessary to accomplish missions or tasks assigned. In other words, (HAF Organization here) will provide day-to-day oversight of activities to the incumbents. AF/(HAF Organization) agrees to provide appropriate workspace, computer, network access, and access to other office equipment and supplies.

5. ADMINISTRATIVE SUPPORT ^{Note 1}

A. The (identify how many positions are part of this agreement) funded Active Guard and Reserve (AGR) authorizations/positions supporting this initiative will be retained in AF/RE. The incumbents will be assigned to AF/(specific RE division) and attached to AF/(HAF Organization). (Identify where these individuals will be seated on a daily basis and who these individuals are by name). (RE Directorate) reserves the right, as owners of the authorizations, to reassign the incumbents as needed.

B. TDY funding for the incumbent will be provided by the organization for which the TDY is requested and supports.

C. (In this section provide details on who will rate each individual to include their senior raters, raters and senior raters will be within the AFRC chain of command.).

1. UCMJ authority will remain with the Air Force District of Washington.

6. PERIODIC REVIEW BY DESIGNATED OFFICIALS: AF/(RE Directorate) and AF/(HAF Organization) will provide periodic progress reviews of the activities associated with this MOA and shall conduct a comprehensive review at the six-month point to determine status pursuant to this MOA.

Signature block for Director of RE
Directorate maintaining ADCON

Signature block for Director of HAF
Organization

Note 1: If deemed appropriate by both organizations, the rating chain may also follow guidance provided in AFI 36-2406, *Officer/Enlisted Evaluation Systems*, regarding different AF components.

Attachment 6

MEMORANDUM OF AGREEMENT (MOA) FOR LNOS AT MAJCOMS

1. **PURPOSE:** The purpose of this agreement is to establish a basic working relationship between AFRC/(Appropriate AFRC Organization here) personnel and (Other MAJCOM/Appropriate MAJCOM Organization here). This MOA provides guidance and documentation of both parties agreement to roles and responsibilities. Actions and agreements herein apply only to the participating parties and are not intended to supersede existing regulations or agreements. Use of AGRs under this agreement is in compliance with 10 U.S.C. §12310.

2. **AUTHORITY:** AFI 36-2132, *Full-Time Support (FTS) Active Guard Reserve (AGR) Program* (19 April 05), and other directives, as required.

3. **SCOPE:** This agreement addresses (number of positions) at (list office(s) where AFRC members will serve). These AFRC members will perform primary duties of:

A. (Short description of each type of position along with a statement about how the position(s) benefits AFRC such as: "Incumbent will provide expertise in Reserve capabilities and facilitate effective Reserve force employment decisions.)

4. CHAIN OF COMMAND AND ORGANIZATIONAL STRUCTURES

A. The AFRC/(Appropriate AFRC Organization here), will retain administrative control over AFRC/(Appropriate AFRC Organization) personnel working within (Other MAJCOM/Appropriate MAJCOM Organization here). In this case administrative control refers to administration and support, control of AFRC provided resources and equipment, personnel management, readiness, mobilization, demobilization, discipline, and other administrative matters pertaining to the management of these positions.

B. (Other MAJCOM/Appropriate MAJCOM Organization here) will exercise day-to-day operational direction and authority over the detailed and, usually, local direction and control of activities necessary to accomplish missions or tasks assigned. In other words, (Other MAJCOM/Appropriate MAJCOM Organization here) will provide day-to-day oversight of activities to the incumbents. (Other MAJCOM/Appropriate MAJCOM Organization here) agrees to provide appropriate workspace, computer, network access, and access to other office equipment and supplies.

5. ADMINISTRATIVE SUPPORT ^{Note 1}

A. The (identify how many positions are part of this agreement) funded Active Guard and Reserve (AGR) authorizations/positions supporting this initiative will be retained in AFRC/(Appropriate AFRC Organization here). The incumbent(s) will be assigned to AFRC/(Appropriate AFRC Organization here) and attached to (Other MAJCOM/Appropriate MAJCOM Organization here). (Identify where these individuals will be seated on a daily basis and who these individuals are by name). (AFRC

Organization) reserves the right, as owners of the authorizations, to reassign the incumbents as needed.

B. TDY funding for the incumbent will be provided by the organization for which the TDY is requested and supports.

C. (In this section provide details on who will rate each individual to include their senior raters, raters and senior raters will be within the AFRC chain of command.).

1. UCMJ authority will be concurrent, (state appropriate organization within AFRC or Other MAJCOM) will have primary responsibility and consult with the (the organization not primary) commander when contemplating UCMJ action.

6. PERIODIC REVIEW BY DESIGNATED OFFICIALS: AFRC/(AFRC Organization) and (Other MAJCOM/Appropriate MAJCOM Organization here) will provide periodic progress reviews of the activities associated with this MOA and shall conduct a comprehensive review at the six-month point to determine status pursuant to this MOA.

Signature block for Director of AFRC
Organization maintaining ADCON

Signature block for Director of Other
MAJCOM Organization

Note 1: If deemed appropriate by both organizations, the rating chain may also follow guidance provided in AFI 36-2406, *Officer/Enlisted Evaluation Systems*, regarding different AF components.

Attachment 7

GEOGRAPHICALLY SEPARATED LNOS (GSLNO)

A7.1. Responsibility by organization is identified below:

Table A7.1. Determine status of Full-Time Support positions as identified by Law or Policy

Air Force Reserve Command	Active Component Unit
Create OL	Is the servicing FSM
Is the Rater	Manually inputs AFRC rater into MilPDS at
Build MOA(s)	in-processing

A7.2. Create a checklist for in-processing GSLNOs.

A7.2.1. AFRC: Develop MOA (use template in Attachments 5 and 6) to reflect the agreement between the two organizations.

A7.2.2. Servicing FSM will manually input the AFRC rater ID into MILPDS.

A7.3. Create Operating Locations (OLs): The OL will be based on where the LNO is physically located. For example if AFRC/A3 wants to have an LNO at AMC/A3, then the OL will be at AMC.

A7.4. The OL and the PAS Code are linked. PAS Code is 8 digits: First two digits ID the base/servicing FSM. Second two digits ID the MAJCOM. Last four digits ID the unit. OL is required because the individual should be linked back to AFRC.

A7.5. LNO's Raters will be at AFRC. The servicing FSM would be at the location where the LNO is physically located.

A7.6. Senior rater would be the first General Officer in the AFRC chain of command.

This automatically updates based on PAS code, so would need to be manually updated to reflect, especially in AFPROMS if the person is eligible for promotion. Use MOA to document this. AFRC Rater is manually input into MILPDS when LNO in-processes to organization. MILPDS automatically updates based on PAS code. If deemed appropriate by both organizations, the rating chain may also follow guidance provided in AFI 36-2406, *Officer/Enlisted Evaluation Systems*, regarding different AF components.

Geographically separated LNOs are AGRs and therefore checklist applicable to AGRs only.