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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2132**

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**Personnel**

**AIR RESERVE TECHNICIAN (ART)  
PROGRAM**



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This instruction implements AFD 36-1, *General Civilian Personnel Provisions and Authorities*. It applies to all Civilian Personnel Sections (CPS) that service ART employees and to all Air Force and Air Force Reserve (AFR) units authorized Air Reserve Technicians (ART) positions and personnel who work with ARTs. It does not apply to Title 32 Air National Guard (ANG) technicians. It gives instruction on providing civilian personnel service to ARTs under the same concepts, rules, regulations, and policies that apply to Title 5 U.S.C. civil service positions. The AFI addresses additional requirements for servicing the ART which result from the nature and structure of the ART program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rimc.cfm>. This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect or maintain the records prescribed in this publication are Title 5 U.S.C., Chapter 45; 10 U.S.C. §857 and §8013; and 5 CFR 451. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice(s) are available online at <http://www.defenselink.mil/privacy/notices/usaf>. Supplementation of this instruction is prohibited without prior review by HQ AFRC/A1C. Process supplements of this instruction in accordance with Air Force Instruction (AFI) 33-360, *Publications and Forms Management*.

## Chapter 1

### RESPONSIBILITIES FOR THE ART PROGRAM

**1.1. Purpose.** This AFI is a new publication which provides guidance, assigns responsibilities, and establishes procedures for developing and managing the ART program. This publication replaces AFI 36-108, *Air Reserve Technician Program*, which is being rescinded. Major differences between this new AFI and AFI 36-108 include changes to roles and functional responsibilities; general policies and procedures, and benefits/entitlements. This new publication used different office symbols than did AFI 36-108; it deletes the term status quo, and adds the term Non-Dual Status Technician (NDST) (paragraph 2.4); it adds references AFRCI 36-114, *Procedures on Air Reserve Technicians (ART) Who Lose Active Membership in the Reserve* and AFI 36-1203, *Administrative Grievance System*; deletes reference to AFRES Supplement 1 to AFMAN 36-2622, Volume IV, *Base Level Personnel Data System Civilian (PDS-C) Users Manual* and finally it adds a reference to ART identification data element list of values (paragraph 9).

1.1.1. The ART workforce provides stable, continuous, full-time management, administration, and training of the Selected Reserve and oversees their transition from a peacetime force to wartime or national emergency situations to ensure mobilization readiness is maintained. In addition to training Reservists, ARTs provide continuity within the Reserve unit of assignment, and support to the Combatant Commands (COCOMs).

#### 1.2. Functional Responsibilities.

1.2.1. The Chief of Air Force Reserve:

1.2.1.1. Approves and provides overall resources and guidance for the ART program.

1.2.1.2. Manages the ART program, its structure, and assists in the organization, administration, recruitment, instruction, training and support of the AFR.

1.2.1.3. Ensures ARTs are provided career opportunities for promotion, career progression, retention, education and professional development consistent with assigned missions, strength limitations and policies.

1.2.2. Plans, Programs and Requirements Directorate (AF/REX): Programs ART end-strength and ensures ART authorizations and requirements across all organizations are updated in the Manpower Programming and Execution System (MPES). Provides AFRC manpower validation of new positions (existing positions validated by AFRC/A1M), oversight, and execution.

1.2.3. Personnel Directorate (AF/REP): Report manpower end-strengths, review and verify requests for ARTs external to AFRC.

1.2.4. Commander, Air Force Reserve Command: Provides operational guidance, policy and oversight of the Civilian Personnel Division (AFRC/A1C) which includes ART management, and the Senior Leader Management Division (AFRC/A1L).

1.2.5. AFRC/A1: Provides personnel expertise and support in integrating AFR personnel policies into the ART program.

#### 1.2.5.1. AFRC/A1C:

1.2.5.1.1. Provides guidance and instructions to individual ART personnel, supervisors, commanders, and personnel managers pertaining to assignments, promotions, reassignment and management of ART personnel in the ART career program.

1.2.5.1.2. Reviews consistency of the ART program vacancy announcement and hiring procedures to ensure the ART program is in step with processes for other Reserve work force categories.

1.2.5.1.3. Administers the centralized classification program for ART positions in accordance with AFRCI 36-501, *Position Management and Classification Program*.

1.2.5.1.4. Oversees the administration of the ART program using AF, DoD, and OPM policy and guidance applicable to all civil service employees.

1.2.5.1.5. Central point of contact on all ART matters. Responsible for managing the day-to-day administration of the overall ART program. Provides career management to the ART force.

1.2.5.2. **Air Force Reserve Special Examining Unit (SEU)** The SEU operates under the auspices of the Office of Personnel Management (OPM). The SEU conducts examinations for competitive appointments to ART positions located nationwide.

1.2.5.3. **AFRC/A1M** Validates requirements and manages ARTs on UMD. Executes ART end-strength on UMD and ensures ART authorizations and requirements across AFRC organizations are updated in the Manpower Programming and Execution System (MPES). Provides AFRC manpower validation of new and existing positions

### 1.3. AFRC Numbered Air Forces.

1.3.1. Provides operational and management oversight of assigned unit ARTs.

1.3.2. Coordinates with AFRC/A1C on unit ART management actions as required.

**1.4. Air Reserve Personnel Center (ARPC)** Provides a range of support to ARTs with regard to policy implementation, computer records, entitlements, mobilization, and master records..

**1.5. Air Force Personnel Center (AFPC).** Vacancies are filled through AFPC when management requests candidates with special appointing authorities such as Veterans Recruitment Appointment, Veterans Employment Opportunity Act, reinstatement, or would like to consider promotion/internal (current federal civilian) candidates.

**1.6. Unit Manpower and Personnel Flights (FSMs) and servicing Civilian Personnel Sections (CPSs).**

1.6.1. Provide accession, utilization, termination, retirement, promotion and disciplinary services for assigned ART personnel.

1.6.2. Update and maintain personnel systems on assigned unit ART personnel.

1.6.3. Maintain and provide necessary administrative management of all personnel source documents and disposition scheduled to Personnel Records Display Application (PRDA).

**1.7. Member Responsibilities.**

1.7.1. Individuals are responsible for maintaining a current security clearance; acquiring and/or maintaining the skill level commensurate with assigned grade and AFSC; completing Developmental Education (DE) commensurate with grade.

1.7. 2. Individuals must maintain active Reserve membership within the applicable Reserve unit or position of assignment (does not apply to those above the unit level such as HQ or Air Staff).

## Chapter 2

### GENERAL POLICIES AND PROCEDURES

**2.1. General Information.** There are a number of policies and procedures which apply to actions and programs for ART personnel. Exceptions and/or deviations from policies and procedures must be properly coordinated and may only be authorized by the AF/RE, AF/RE(D), AFRC/CC, AFRC/CV, or AFRC/A1 as appropriate.

#### **2.2. Filling ART Positions.**

2.2.1. Special Examining Unit (SEU) and the ART Officer Career Management Program (AOCMP). HQ AFRC/A1C, Civilian Personnel and Personnel Plans, manages the SEU and the AOCMP. All ART positions are administered in accordance with provisions and guidance of AFRC, HQ USAF, DoD, and the Office of Personnel Management (OPM). Refer to AFD 36-6, *Civilian Career Management*, AFI 36-601, *Air Force Civilian Career Program Management*, AFMAN 36-606, *Air Force Civilian Career Program Management*, AFRCI 36-111, *Air Reserve Technician (ART) Officer Career Management Program*, and FPM 930-71, *Recruitment of Air Reserve Technicians Through Competitive Examination (ART Agreement)* for specific information concerning servicing responsibilities for ART officer positions.

2.2.2. HQ AFRC/A1CSA (Career Management, Staffing, and Affirmative Employment):

2.2.2.1. Fills all ART officer positions.

2.2.2.2. At management's request, announces vacancies on USAJOBS to recruit internal and external candidates. Obtains certificate of external eligibles from the ART SEU. Prepares and issues certificates of qualified candidates.

2.2.2.3. Manages the Relocation Services (RS) Program for the Air Force Reserve. Employees eligible for the RS program authorized under *Department of Defense (DOD) Joint Travel Regulations (JTR) Volume II*, and who are selected for GS-12 and above positions through the ART Officer Career Management Program, will submit an application for relocation services. New appointees are not eligible for the RS program.

2.2.2.4. **Manages Mobility Agreement Information (ART Officers only):** AFRC-wide program which prescribes geographic mobility as a condition of employment. It applies to all ART officer positions at all grade levels and to all ART organizations and CPSs servicing ART organizations.

2.2.2.5. **Executes Management Directed Reassignment (MDR) (ART Officers Only):** The reassignment of current AFRC employees who are qualified, have the same civilian grade as the vacancy, and whose management directs their reassignment to the vacancy. Such reassignment may be involuntary (i.e., employee has not agreed to the assignment). The action may be effected under the mobility agreement.

2.2.3. The servicing FSM verifies in writing the employee or applicant meets all military requirements for the ART position. The recruiter (for all applicants not currently in the Selected Reserve) or servicing FSM (for applicants currently in the Selected Reserve)

verifies in writing the employee or applicant meets all military requirements for the ART position.

2.2.4. The servicing CPS:

2.2.4.1. Receives Request for Personnel Action (RPA) from unit, accomplishes any necessary base level RPA edits, clears local priorities, and routes as appropriate.

2.2.4.2. Ensures all required or appropriate remarks on actions pertaining to ART employees are included on the *Notification of Personnel Action*, Standard Form (SF) 50.

2.2.4.3. Promptly submits fill actions to AFPC on all vacancies in order to maintain high staffing levels of ART positions in each unit, as required.

2.2.4.4. Establishes civilian employment plans for the unit, as needed.

2.2.4.5. Notifies non-dual status employees of conditions under which they are being retained in ART positions.

2.2.4.6. Takes appropriate action, (e.g., reassignment, change-to-lower grade, medical retirement, termination, etc.) when an ART fails to meet the medical requirements of the civilian position or loses active membership in the Reserve unit of assignment for reasons considered to be within the member's control.

**2.3. Reduction in Force (RIF).** OPM guidance includes 5 CFR, part 351, Reduction-In Force; Air Force Sup to FPM Sup 351-1, Reduction-In-Force ("blue pages"); and the OPM Restructuring Information Handbook, Module 3, RIF. The servicing CPS:

2.3.1. Ensures an employee meets the military requirements (such as Air Force Specialty Code (AFSC), physical) prior to offering an ART position under RIF.

2.3.2. Puts similar ART and non-ART positions in separate competitive levels.

**2.4. Restoration Rights for Combat Related Injuries.** The servicing CPS:

2.4.1. Extends restoration rights after a military tour of duty under 5 CFR Part 353, *Restoration To Duty From Military Service or Compensable Injury*, only to those members still eligible for Reserve assignment to the ART position vacated prior to entering on active duty or to an equivalent ART position for which qualified.

**2.5. Position Management and Classification.**

2.5.1. HQ AFRC/A1CC (Position Management and Classification) will:

2.5.1.1. Administer a centralized classification program for ART positions in accordance with AFRCI 36-501, *Position Management and Classification Program*.

2.5.1.2. Classify ART positions in accordance with OPM/DoD/AF classification standards/guides.

2.5.1.3. Maintain the ART PD/SPD Library along with master ART position description (PD) or standardized position description (SPD) files.

2.5.1.4. Provide ART civilian position information for input in the Unit Manpower Document (UMD).

2.5.1.5. Audit selected ART positions as needed when conducting occupational studies and/or applying new standards.

2.5.2. HQ AFRC/A1M, Manpower and Organization, will assign military designations and ranks to ART positions. OPM does not review these designations.

2.5.3. The servicing CPS and/or Air Force Manpower Agency (AFMA):

2.5.3.1. Processes minor changes or modifications to ART position descriptions which do not impact the title, series, grade, pay plan, nature, purpose of the position, or career progression.

2.5.3.2. Establishes positions in Defense Civilian Personnel Data System (DCPDS), ensuring data include UMD line numbers for ART positions.

**2.6. Labor-Management Relations (LMR) (HQ AFRC/A1CE).** LMR is concerned with preventing and resolving problems involving workplace disputes, which arise out of or affect work situations.

2.6.1. Oversees the administration of the LMR program for ARTs using the same AF, DoD, and OPM policy and guidance applicable to all civil service employees.

2.6.2. Ensures the host civilian personnel flight/section provides Reserve management officials contract negotiator training and forward any agreement to AFRC/A1CE for legal review.

2.6.3. Processes grievances and appeals affecting ART employees and requiring involvement of the AFRC Commander, Vice Commander, or as otherwise determined necessary by the headquarters.

2.6.4. Provides representation as necessary in third party proceedings involving ART employees or issues.

2.6.5. Reviews those aspects of the agreement that primarily affect ART employees.

**2.7. Employee-Management Relations (EMR) (HQ AFRC/A1CE).** EMR refers to the rules and policies which govern and organize employment, how these are established and implemented, and how they affect the needs and interests of employees and employers.

2.7.1. Oversees the administration of the EMR program for ARTs using the same AF, DoD, and OPM policy and guidance applicable to all civil service employees as well as AFRCI 36-114, *Procedures on Air Reserve Technicians (ART) Who Lose Active Membership in the Reserves*.

2.7.2. Review disciplinary and adverse actions on ART employees for procedural correctness, legal sufficiency, and appropriateness on merit.

2.7.3. Process appeals affecting ART employees and requiring involvement of the AFRC Commander, Vice Commander, or Assistant Vice Commander, or as otherwise determined necessary by the headquarters.

2.7.4. Provide representation as necessary in third party proceedings involving ART employees or issues.

**2.8. Conduct, Discipline, Appeals, and Grievances.** The servicing CPS:

- 2.8.1. Forwards requests to appropriate Numbered Air Force (NAF), wing, or group to conduct required performance appraisals on ART wing, group, or squadron commanders, and senior ARTs as appropriate.
- 2.8.2. Provides an advance copy of proposed notices of adverse action, replies, and decision letters on ART employees to AFRC/A1CE before taking action.
- 2.8.3. Refers grievances of ARTs under AFI 36-1203, *Administrative Grievance System*, involving ART rules, guidelines, and/or procedures through AFRC channels.
- 2.8.4. Coordinates grievances filed under negotiated grievance procedures involving ART rules, guidelines, and procedures with AFRC/A1CE.
- 2.8.5. Furnishes one copy of each appeal or grievance from an ART employee to include the examiner's report and arbitration or appeal decision to AFRC/A1CE.
- 2.8.6. Develops and provides local guidance on matters that pertain to the administration of the ART Program.
- 2.8.7. Reviews disciplinary and adverse actions on ART employees for procedural correctness and appropriateness on merit.
- 2.8.8. Ensures local review and coordination to include local legal review is accomplished for disciplinary and adverse actions on ART employees.

**2.9. Employee and Career Development (ECD) (HQ AFRC/AIKE).** ECD oversees the employee and career development program for ARTs.

- 2.9.1. For formal schools, servicing CPS responsible for submitting appropriate request to AFRC/A1KE for final processing and allocation of training quotas.
- 2.9.2. ARTs, regardless of method of training, either resident/non-resident, must meet military grade requirements to apply for PME. Refer to AFI 36-2254, Vol. 2, *Reserve Personnel Training*. ARTs will attend schools and training courses in civilian status, except as otherwise noted in referenced AFI.

**2.10. Honorary and Non-Federal Awards.**

## 2.10.1. HQ AFRC/A1CE:

- 2.10.1.1. Reviews submissions for honorary and non-federal awards for ART employees requiring HQs approval as appropriate and returns completed action to the servicing personnel section.
- 2.10.1.2. Prepares certificates for 30 and 40 year length of service recognition for ART employees, obtain signature of the AFRC Commander or Vice Commander, and forward to the servicing civilian personnel and respective organization commander for presentation.
- 2.10.2. The servicing CPS reviews and forwards nominations for honorary awards and non-federal awards for ART employees to AFRC/A1CE for review and approval as appropriate. This requirement does not apply to monetary awards based on performance such as a Quality Step Increase (QSI).

**2.11. Defense Civilian Personnel Data System (DCPDS).** AFRC command authorizations have unique coding requirements for DCPDS input such as "0M". Refer to assigned ART ID data element list of values (LOV) to select correct ART code definition within employee assignment applications.

**2.12. Benefits and Entitlements.** ARTs receive benefits both as Air Force civilian employees and as Air Force Reservists.

2.12.1. Relocation Services. The Air Force Relocation Services program (for the sale of an employee's residence) is available to qualified employees in the ART Officer Career Program.

2.12.2. Priority Placement: HQ AFRC/A1CSA is the DoD Priority Placement Program (PPP) Registering Activity for ART officers who involuntarily lose Reserve status. This includes Mandatory Separation Date (MSD), as well as medical disqualification for Reserve assignment as long as the employee still meets the medical requirements of the civilian position.

2.12.3. Retirements. ARTs receive service creditable for Air Force civilian retirement. When performing military duty an individual, who is an ART in civilian life, receives retirement points which serve as creditable service towards military retirement.

2.12.3.1. If hired as an ART before 10 Feb 96, the ART must be at least age 50 with 25 years of service creditable toward a civilian retirement. If hired after 10 Feb 96, then must be at least age 50 with 20-years of dual-status service or any age with 25-years of dual-status service.

2.12.3.2. Federal employees can receive civilian retirement service credit for active duty service that is terminated under honorable conditions. Creditable military service includes but is not limited to: extended periods of active duty service as documented on a DD Form 214, *Certificate of Release or Discharge from Active Duty*, and Reserve service as documented on AF Form 1613, *Statement of Service*, and active duty Reserve service during periods of Leave Without Pay in United States (LWOP-US).

2.12.3.3. Flight Duty in Civilian Status. Reference AFI 11-401, *Aviation Management*.

**2.13. Time and attendance.** Time and attendance are dependent upon the duty status of the ART. See AFRCI36-803, *Air Reserve Technician Time and Attendance Procedures and Audits*.

**2.14. Officer MSD program and Enlisted HYT Program.** See AFRCI36-114: *Procedures on ARTs who lose active membership in the Reserves*.

**2.15. Uniformed Services Employment and Reemployment Act (USERRA).** Employees who are away from their full time civilian employment (to include ARTs) to enter into the AGR program or other military active duty have restoration rights according to the provisions identified in the USERRA of 1994, 38, U.S.C., §§ 4301 - 4335.

**2.16. Deployment of ARTs.** Deployment policy is found in AFI 10-401 AFRC Supplement 1, *Air Force Operations Planning and Execution*.

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

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

- AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, 7 March 1995
- AFMAN 33-363, *Management of Records*, 1 Mar 2008
- AFI 33-360, *Publications and Forms Management*, 18 May 2006
- AFRCI 36-114, *Procedures on Air Reserve Technicians (ART) Who Lose Active Membership in the Reserve*; 10 August 2001
- AFI 36-1203, *Administrative Grievance System*, 1 May 1996
- AFI 36-2254, Vol 2, *Reserve Personnel Training*, 9 June 2010
- AFPD 36-6, *Civilian Career Management*, 21 October 1994
- AFI 36-601, *Air Force Civilian Career Program Management*, 25 Jul 1994
- AFMAN 36-606, Volume 1, *Air Force Civilian Career Program Management*, 1 July 1995
- AFRCI 36-111, *Air Reserve Technician (ART) Officer Career Management Program*, 8 November 1996
- Office of Personnel Management (OPM) *Qualifications Standards Handbook*, Current Edition
- FPM Supplement (Internal) 930-71, *Recruitment of Air Reserve Technicians Through Competitive Examination*
- The *Joint Travel Regulations* Volume II, *Department of Defense (DOD) Civilian Personnel*, 1 June 2009
- 5 CFR Part 353, *Restoration To Duty From Military Service or Compensable Injury*, 1 September 1995
- AFRCI 36-501, *Position Management and Classification Program*, 6 April 2005
- AFI 36-1001, *Managing the Civilian Performance Program*, 1 July 1999
- AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009
- AFI 36-2254, *Reserve Personnel Participation*, 26 May 2010

***Adopted Forms.***

- DD Form 214, *Certificate of Release or Discharge from Active Duty*
- AF Form 847, *Recommendation for Change of Publication*
- AF Form 1613, *Statement of Service*
- SF 50, *Notification of Personnel Action*

*Abbreviations and Acronyms*

**AF**— Air Force

**AFPD**— Air Force Policy Directive

**AFRC**— Air Force Reserve Command

**AFRCI**— Air Force Reserve Command Instruction

**AFSC**— Air Force Specialty Code

**ANG**— Air National Guard

**ART**— Air Reserve Technician

**CPS**— Civilian Personnel Section

**DCPDS**— Defense Civilian Personnel Data System

**DoD**— Department of Defense

**DRU**— Direct Reporting Unit

**FOA**— Field Operating Agency

**JTR**— Joint Travel Regulations

**LOV**— List of Values

**MAJCOM**— Major Command

**NDST**— Non-Dual Status Technician

**OPM**— Office of Personnel Management

**OPR**— Office of Primary Responsibility

**PD**— Position Description

**QSI**— Quality Step Increase

**RDS**— Records Disposition Schedule

**RIF**— Reduction in Force

**SASA**— Special Act or Service Award

**SEU**— Special Examining Unit

**SF**— Standard Form

**SPD**— Standardized Position Description

**UMD**— Unit Manpower Document

### *Terms*

**Air Reserve Technician (ART)**—Full-time civilian employees who are also members of the Air Force Reserve unit in which they are employed. In addition to their civilian assignments, they are assigned to equivalent positions in the Reserve organization with a Reserve military rank or grade. ARTs must maintain active membership in their Reserve unit of assignment and satisfactory participation in order to keep their ART position.

**ART Centralized Classification Program**—A classification program for ART positions that is centralized at and administered by HQ AFRC/A1C. The administration of this program includes developing and issuing standardized position descriptions (SPD) for the ART which are prescriptive in nature. The issuance of prescriptive SPDs provides for consistency in grade allocation and organizational structure throughout AFRC, and ensures dual-status compatibility.

**ART Officer Career Management Program**—A career management program which provides standards and guidelines to enhance the intellectual and professional growth of ART officers in both their civilian and military careers to ensure highly qualified ART officers are available to assume positions of increased responsibility and scope throughout the Air Force Reserve.

**AFR Special Examining Unit (SEU)**—A special unit operated by the Air Force Reserve to which the Office of Personnel Management (OPM) has delegated authority to conduct examinations and referrals for ART positions under OPM rules and regulations.

**Non Dual Status Technician (NDST)**—Those individuals occupying ART positions who lose active membership in their Reserve unit of assignment for reasons considered to be beyond their control, but are retained in the civilian portion (Part A) of their ART position.

**Relocation Services Program**—A program designed to minimize the financial impact of permanent change of station (PCS) moves, make transition from the former duty station to the new duty station easier for the employee and the Air Force, and to provide an alternative to current direct reimbursement of PCS expenses.

**Career Appointment**—Permanent appointment in the competitive service after successfully completing the required term of service in a career-conditional appointment. This is typically a three year period.

**Career-Conditional Appointment**—Permanent appointment in the competitive service of a person who has not yet completed the required period of creditable, substantially continuous federal service.