DEPARTMENT OF THE AIR FORCE
WASHINGTON, D.C.

OFFICE OF THE ASSISTANT SECRETARY

AFI36-2132v2_AFGM2016-01
30 September 2016

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: SAF/MR
1040 Air Force Pentagon
Washington, DC 20330-1040

SUBJECT: *Air Force Guidance Memorandum to AFI 36-2132, Active Guard/Reserve (AGR) Program*

By Order of the Secretary of the Air Force, this Guidance Memorandum immediately implements changes to AFI 36-2132, *Active Guard/Reserve (AGR) Program*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*.

In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Air Force Active Guard/Reserve (AGR) Program. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval.

The changed guidance is summarized in the attachment.

This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change to or rewrite of AFI 36-2132, whichever is earlier.

GABRIEL O. CAMARILLO
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

Attachment:
Guidance Changes

Attachment 1

(Change) 2.6.2.3. ARPC/DPA will be notified via official memorandum, initiated by the Wing Commander or equivalent, of all MDR actions. ARPC/DPA concurrence of MDR action is required prior to actual movement of AGR personnel. For all MDR actions which will result in a PCS assignment based on mission needs, concurrence from member is required in writing, however declination could result in member being separated from the AGR program.

(Change) 2.7.1. Initial Assignment. Initial assignment tour length is for 3 years, however certain assignments may be shorter in length. Extension(s) to the initial AGR tour may be granted by authorized approval authority (See Table 2.4). The probationary period begins when the member starts the initial AGR assignment and continues until the member is granted career status by meeting an ARB (between the 4th and 5th year in the program or prior to17 years of active service) and has obtained six years cumulative total active federal military service (TAFMS) in AGR status. These members can apply for and be competitively selected for a follow-on assignment but will not exceed 5 years total AGR service until approved to do so by the aforementioned ARB process.

(ADD) Table 2.4. **AGR Initial and Follow-On Tour Extension Approval Authority**

If the member is a/an	**Up to 1 year**	**Up to 2 year**
Unit AGR	WG/CC or Equivalent	NAF/CC
AFRC AGR	Director or Equivalent	AFRC/CV
ARPC /RIO AGR	ARPC/CC or RIO/CC	AFRC/CV
AFRCRS AGR	AFRCRS/CC	AFRC/CV
All other HQ AGR	Director or Equivalent	AF/RE(D)
0-6	AF/RE(D) or AFRC/CV	AF/RE(D) or AFRC/CV

(Delete) 2.7.5.2.

(Change) 2.7.6. Recruiter Assignments. All reserve personnel regardless of status are encouraged to pursue career-broadening assignments within the AFRCRS. Personnel selected for a recruiting position shall attend and successfully complete all required recruiter training while still assigned to their current position and status.

(Change) 2.7.7. Assignment Extensions. Assignment extensions will be dependent upon operational requirements, career management, and AGR program requirements. See Table 2.3 for extension approval authority and Table 2.4 for detailed tour extension information.

(Add) 2.7.7.1. ARPC/DPA has the authority to extend an AGR for administrative needs as long as it does not exceed five months for O-5s and below (AF/REG for O-6s) and member is not placed into career status or sanctuary.

(Add) 2.7.8. K/C/J, KS AGR Positions: Members who accept tours for Key, Command, Joint (O-5 and below), or Key Strategic (E-8/E-9) will have orders approved for a term of 3 years, unless otherwise specified. AGRs in these positions will not meet an ARB unless they receive an approved extension to their order which takes them to 4 to 5 years of continuous service in the AGR program.

(Change) Table 2.3. AGR Assignment Actions/Tour Extensions.

Assignment Action	Tour Extension	No Tour Extension	Notes
Management-Directed Reassignment without PCS		X	
Management-Directed Reassignment with PCS	X		1, 4
Competitive Assignment for Current, Non-Career AGRs	X		2, 4
3-year Competitive Assignment for Career AGRs with more than 17 years TAFMS	X		3, 4

(Change) ***NOTES:***

1. Extend member no more than 3 years from projected RNLTD.
2. Extend member maximum 3 years from the member's RNLTD. Do not extend member beyond 5 years in the AGR program.
3. Extend member 3 years from the member's projected RNLTD.
4. Extension may not go beyond member's HYT, MSD, or 60th birthday.

(Change) 3.1. AGR Career Program. An AGR has Career Status upon being accepted into the career AGR program. An AGR is accepted into the career program (1) when accepted by an AGR review board or (2) when the AGR reaches sanctuary or (3) when exceeds the 6-year probationary period (cumulative) as an AGR. The career program provides an AGR with career opportunities for promotion, career progression, retention, education and professional development. This program may lead to a military retirement after attaining the required years of Federal service. Career AGRs may have the ability to serve to their HYT, MSD, age 60 date or 20-year TAFMS date, whichever occurs first. Retention in the AGR program depends upon adhering to force utilization standards. Career AGRs will adhere to existing policy and guidance impacting AGR programs and will accept PCS, training, developmental education, and force development opportunities.

(Change) 3.1.1. When career status is granted for officers, the DOS will be extended to the 20-year TAFMS date, mandatory Separation Date (MSD), or age 60, whichever comes first. Career status does not guarantee completion of 20-years TAFMS, or reaching MSD, or continuing to age 60.

(Delete) 3.1.3.

(Change) 3.2. Tour Expiration. Individuals who are not granted career status during the probationary period may be separated on their DOS. All AGRs, regardless of their career status, are entitled to separate on their DOS with applicable entitlements. Individuals that are not granted career status and projected to separate may re-apply for current position pending approval from AFRC/CV or AF/RE-D

(Add) 3.12.1.3. Officers promoted to Lt Col or Colonel who have career status will have orders extended to meet 3-year time in grade requirement to receive an active duty retirement at the promoted grade. If member is in the probationary period, he/she will meet ARB for determination of extension.

(Change) 4.2.1. ARB Schedule. ARBs are normally scheduled in March and September of each calendar year. The ARB will review all probationary AGRs between the 4th and 5th year, who have 10 to 15 months prior to their date of separation (DOS). For planning purposes, AGRs with a DOS of 1 January through 30 June will meet the March ARB, and AGRs with a DOS of 1 July through 31 December will meet the September ARB.

Administrative Changes to AFI 36-2132, Volume 2, Active Guard/Reserve (AGR) Program

OPR: AF/REPP

References to AFRC/A1A should be changed to ARPC/DPAA throughout the publication

References to AFRC/A1L should be changed to AF/REG throughout the publication

28 APRIL 2016

BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2132

Volume 2

20 MARCH 2012

Incorporating Change 1, 10 FEBRUARY 2014

Personnel

ACTIVE GUARD/RESERVE (AGR) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-Publishing.af.mil**

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/RE

Certified by: HQ USAF/RE
(Lt Gen Charles E. Stenner, Jr.)

Pages: 39

This instruction implements AFPD 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*, dated 4 May 2007. This instruction applies to Air Force and Air Force Reserve, but does not apply to the Air National Guard. Procedures relating to the Air National Guard AGR program can be found in ANGI 36-101, *Active Guard/Reserve Program.* Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through channels to AFRC/A1A, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.

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.* Forward all other proposed publications that affect this instruction to Headquarters Air Force Personnel Center, Directorate of Assignments (HQ AFPC/DPA), 550 C Street West, Suite 28, Randolph AFB TX 78150-4730, for review and approval before publication. Refer to *Attachment 1* for Glossary.

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/rims.cfm**.

Chapter 1—RESPONSIBILITIES FOR THE FULL TIME SUPPORT AGR PROGRAM 4

1.1. Purpose. 4

1.2. Functional Responsibilities 4

Chapter 2—GENERAL POLICIES AND PROCEDURES 9

2.1. General Information. 9

2.2. Equal Opportunity. 9

2.3. AGR Assignment Eligibility Requirements. 9

2.4. Application Procedures. 11

2.5. AGR Assignment Program. 11

2.6. AGR Vacancies: 11

2.7. Assignment Type, Length and Extension. 13

2.8. Use of AGR Resources. 14

2.9. Deployment of AGRs. 14

2.10. Controlled Grades. 15

Table 2.1. Authorized Grades, Skill Level and Rank Requirements. 15

Table 2.2. AGR Deployment Approval Authority. 15

Table 2.3. AGR Assignment Action Tour Extensions. 16

Chapter 3—CAREER PROGRAM ADMINISTRATION 17

3.1. Entry into the AGR Career Program. 17

3.2. Tour Expiration. 17

3.3. Release from AGR Assignment. 17

3.4. Involuntary Curtailment. 18

3.5. Involuntary Release. 19

3.6. Mandatory Separation Date (MSD). 19

3.7. High Year Tenure (HYT). 19

3.8. AGR Reduction in Force or Requirement Change. 20

3.9. Retirements – Active Duty. 20

3.10. Retirements – Reserve. 20

3.11. Uniformed Services Employment and Reemployment Rights Act (USERRA). ... 21

3.12. Promotions. 21

3.13. Reenlistments/Extensions. 22

3.14. Training and Developmental Education. 22
3.15. Standards of Conduct. 22
3.16. Outside Employment. 22
3.17. Uniform Code of Military Justice (UCMJ). 22
Table 3.1. Voluntary Tour Curtailment Approval Authorities (Notes 1, 2 and 3). 23
Table 3.2. AGR Involuntary Curtailment Approval and Appeal Authority (Notes 1, 2). 23

Chapter 4—AGR REVIEW BOARD 24

4.1. AGR Review Board (ARB). 24
4.2. ARB Procedures. 24
4.3. ARB Decision Criteria. 25
4.4. ARB Post-Board Process. 25
4.5. ARB Appeal Process. 25
4.6. Out-of-Cycle ARB. 25

Chapter 5—AGR BENEFITS AND ENTITLEMENTS 26

5.1. Permanent Change of Station (PCS) Entitlements. 26
5.2. Aviator Continuation Pay (ACP) Program. 26
5.3. Enlisted Bonuses, Medical Officer Special Pay, Special Duty Assignment Pay (SDAP) 26
5.4. Clothing Allowance. 26
5.5. Military Retirement Reform Act of 1986 (REDUX)/Career Status Bonus (CSB). 26
5.6. Education Services. 27
5.7. Tuition Assistance (TA). 27

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 28

Attachment 2—UNIT AGR INVOLUNTARY CURTAILMENT LETTER EXAMPLE 33

Attachment 3—HQ AGR INVOLUNTARY CURTAILMENT EXAMPLE 35

Attachment 4—AGR TOUR CURTAILMENT WORKSHEET 37

Attachment 5—MDR LETTER 39

Chapter 1

RESPONSIBILITIES FOR THE FULL TIME SUPPORT AGR PROGRAM

1.1. Purpose. Primary purpose of this instruction is to identify responsibilities for the AGR program; establish procedures for administering the program; identify applicable Air Force directives; specify eligibility and selection criteria; and provide career management direction. This AFI provides guidance for developing and managing a career program for Air Force Reserve (AFR) Active Guard Reserve (AGR) personnel. The AGR program shall be administered as a career program that may lead to an active duty (AD) retirement after attaining the required years of active Federal Military Service IAW Department of Defense Instruction (DoDI) 1205.18, *Full-Time Support to the Reserve Components* and 10 U.S.C., § 8038(e). This publication includes in-depth information on roles/functional responsibilities; a new section on general policies and procedures; assignment process for advertising/filling vacancies; tour lengths, definition of career status; use of AGR resources; deployments of AGRs; changes in AGR Review Board membership (ARB); updated ARB procedures; and benefits/entitlements

1.1.1. Assignment and Requirement Guidance. This AFI provides guidelines for the voluntary order to active duty of military individuals to participate in preparing and administering the policies and regulations and to assist in organizing, administering, recruiting, instructing, training or support to the AFR governed by 10 U.S.C. §§ 10211, 12301(d) and 12310. Agencies of assignment will submit requests IAW AFI 38-201, *Determining Manpower Requirements*, Chapter 7, AGR Requirements, to establish or change positions, including number, grade, Air Force Specialty Code (AFSC) and organizational placement through their appropriate organizational manpower channels.

1.1.2. Funding and Accountability. The number of funded AGRs assigned should not exceed the Congressional end-strength and grade authorization ceilings. The Air Force Reserve Personnel Appropriation (RPA) funds all AGR assignments. Do not include incumbents of these assignments in the chargeable end-strength of the active Air Force (AF). Pay and allowances are chargeable to applicable budget projects under AF appropriations for Reserve personnel, according to AFMAN 65-604, *Appropriation Symbols and Budget Codes.*

1.2. Functional Responsibilities

1.2.1. **Chief of Air Force Reserve (AF/RE):**

1.2.1.1. Approves and provides overall resources and guidance for AGR program.

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

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

1.2.2. Deputy Chief, Air Force Reserve (RE(D)):

1.2.2.1. As appropriate, acts on behalf of Chief of Air Force Reserve on AGR issues.

1.2.2.2. Provides management oversight of National Capital Region (NCR) AGR authorizations.

1.2.2.3. Provides AGR strategic guidance, policy and oversight to AF/REX and AF/REP.

1.2.2.4. Coordinates with AF/REX, AF/REP, AFRC/A1A, AFRC/A1L on NCR AGR personnel actions, to include assignments, reassignments, personnel program waivers and other personnel actions as required.

1.2.2.5. Co-Chairman of the AGR Review Board (ARB).

1.2.3. **Vice Commander Air Force Reserve Command (AFRC/CV):**

1.2.3.1. Provides operational guidance, policy and oversight of the AGR Management Office (AFRC/A1A) and Senior Leader Management Division (AFRC/A1L).

1.2.3.2. Provides management oversight of HQ AFRC and Unit AGR authorizations.

1.2.3.3. Coordinates with AFRC/A1A and AFRC/A1L on HQ AFRC and Unit AGR personnel actions, to include assignments, reassignments, personnel program waivers and other personnel actions as required.

1.2.3.4. Co-Chairman of the AGR Review Board (ARB).

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

1.2.4.1. Manages the manpower and programming of AGR end-strength and ensures AGR authorizations and requirements external to AFRC are updated in the Manpower Programming and Execution System (MPES). Provides oversight, executes, and validates new and existing AGR positions external to AFRC.

1.2.4.2. Provides file management of AGR position descriptions (PD) and requirements outside of AFRC.

1.2.4.3. Provides AFRC/A1A and AFRC/A1L an accurate AGR Unit Manning Document (UMD) that reflects approved funded and unfunded AGR positions.

1.2.4.4. Provides AFRC/A1A and AFRC/A1L notification when validated AGR requirements change or become newly funded or unfunded so applicable personnel actions can be initiated.

1.2.4.5. Provides AFRC/A1A and AFRC/A1L controlled grade allocations IAW congressional mandates.

1.2.4.6. Programs all AFR AGR end-strength changes in the AF Future Years Defense Program.

1.2.4.7. Ensures HQ AGR requirements are revalidated as required to meet and to sustain AFR force requirements.

1.2.5. **Personnel Directorate (AF/REP):**

1.2.5.1. Develops policy and guidance on AGR personnel matters and provides senior leadership with long-term strategies in the management of AGR resources.

1.2.5.2. Monitors and reports AGR end-strength.

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

1.2.6.1. Provides personnel expertise and support in integrating AFR personnel policies into the AGR program.

1.2.6.2. Provides assistance to AFRC/A1A and AFRC/A1L by facilitating personnel actions impacting HQ AFRC and unit assigned AGRs, to include waivers, and command policy exceptions and distribution of all Air Reserve Personnel Center Memorandums (ARPCMs) released to AFRC FSMs.

1.2.7. AGR Management Office (AFRC/A1A) for lieutenant colonel and below; Senior Leader Management Division (AFRC/A1L) for colonel:

1.2.7.1. As directed by the Chief of Air Force Reserve, acts as lead agent and provides overall personnel and program management of the AGR program IAW DoDI 1205.18.

1.2.7.2. Executes policy and guidance on AGR personnel matters and provides senior leadership with feedback on the management of AGR resources.

1.2.7.3. Provides guidance and instruction to commanders, supervisors and AGRs on matters related to career management, force development, assignments, promotions, demotions, reassignments, sustainment, career status and other personnel issues affecting the management of AGR resources.

1.2.7.4. Conducts AGR Review Boards (ARB) to effectively provide career management of AGRs.

1.2.7.5. Conducts AGR regional meetings as required.

1.2.7.6. Coordinates on all AGR promotions within the controlled grades of E-8 (SMSgt), E-9 (CMSgt), O-4 (Maj), O-5 (Lt Col), and O-6 (Col) IAW 10 U.S.C., §§ 12011 and 12012.

1.2.7.7. Processes Military Personnel Data System (MilPDS) assignment actions and Case Management System (CMS) actions on HQ AFRC, RMG, ARPC and Unit AGRs, and provides necessary assistance to Air Force Reserve Command Recruiting Service (AFRCRS), Manpower and Personnel Flight (FSM) and Commanders Support Staff (CSS).

1.2.7.8. Publishes orders for AGRs assigned at the HQ level (except AFRCRS).

1.2.7.9. Ensures AGRs are assigned to validated positions compatible with their military grade, skill levels and specialties.

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

1.2.8.1. Provides AFRC manpower validation (new and existing), oversight and execution for HQ AFRC and all AFRC DRUs/PSUs/FOAs.

1.2.8.2. Provides review and validation of AGR PDs within AFRC.

1.2.9. **Air Force Reserve Command Recruiting Service (AFRCRS):**

1.2.9.1. Provides management oversight of AFRCRS AGRs.

1.2.9.2. Coordinates with AFRC/A1A on AFRCRS personnel actions, to include assignments, reassignments, personnel program waivers and other personnel actions as required.

1.2.9.3. Serves as primary OPR on 8R000 personnel actions to include MilPDS updates, assignments/orders (copies are forwarded to A1A), reassignments, promotions and other personnel actions as required to include CMS actions.

1.2.10. **AFRC Numbered Air Forces (NAF):**

1.2.10.1. Provides operational and management oversight of assigned Unit AGRs.

1.2.10.2. Provides guidance and instruction to unit commanders, supervisors and assigned AGRs on matters related to assignments, promotions, reassignments, career status and other personnel issues affecting the management of Unit AGR resources.

1.2.10.3. Coordinates with AFRC/A1A on Unit AGR management actions as required.

1.2.11. Air Reserve Personnel Center (ARPC):

1.2.11.1. Provides AFR personnel support for AGR personnel programs.

1.2.11.2. Coordinates with AFRC/A1A and AFRC/A1L on AGR personnel actions, to include assignments, reassignments, personnel program waivers and other personnel actions as required.

1.2.12. **Wing Commanders**. Wing Commanders and/or assigned designee have overall authority to manage and assign AGR assets. If this authority has been delegated, a letter must be on file with AFRC/A1A or AFRC/A1L.

1.2.13. **Commander or Equivalent (**Commander Equivalent see definition)**:**

1.2.13.1. Commanders 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.

1.2.13.2. Wing or equivalent commanders (see definition), authority to be delegated no lower than group commander, will be the hiring authority for unit AGR positions of Lt Col and below. If this authority is delegated, a letter must be on file with AFRC/A1A or AFRC/A1L.

1.2.14. Manpower and Personnel Flights (FSMs) and Commander Support Staff (CSS):

1.2.14.1. Provides FSM service to assigned AGR personnel.

1.2.14.2. Provides unit AGR personnel support for AGR personnel programs and forwards copies of specific actions to AFRC/A1A.

1.2.14.3. Updates and maintains MilPDS, CMS transactions and other personnel systems on assigned unit AGR personnel.

1.2.14.4. Maintains and provides necessary administrative management of all personnel source documents and disposition scheduled to Personnel Records Display Application (PRDA).

1.2.15. **Member Responsibilities:** 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; coordinating with AFRC/A1A or AFRC/A1L on all AGR related matters.

Chapter 2

GENERAL POLICIES AND PROCEDURES

2.1. General Information. There are a number of policies and procedures which apply to assignment actions and personnel programs. Exceptions and/or deviations from policies and procedures may be authorized by the AF/RE, AF/RE(D), AFRC/CC or AFRC/CV.

2.2. Equal Opportunity. The management of AGRs will be free of discrimination based upon race, color, religion, sex, and national origin. The AGR program will support military equal opportunity and affirmative employment efforts to achieve an AGR 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. AGR Assignment Eligibility Requirements. An individual must meet all appropriate medical standards as set out in paragraph 11.10 of AFI 48-123, *Medical Examinations and Standards*, AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force, and* AFI 36-2101, *Classifying Air Force Personnel (Officer and Enlisted).* Applicants should meet the entry-level AFSC qualification criteria as outlined in Air Force Officer Classification Directory (AFOCD) and AF Enlisted Classification Directory (AFECD), for the duty AFSC compatible with the position.

2.3.1. Grade, AFSC and Skill Level Relationship for AGR Assignments. Exceptions to policy will be approved by AF/REP, AFRC/A1A or AFRC/A1L with coordination/concurrence from the AFRC functional.

2.3.1.1. Enlisted personnel must be awarded the advertised AFSC and be equal to or no less than one grade and skill level below the advertised position as shown in Table 2.1.

2.3.1.2. Officer personnel will possess the AFSC and be equal to or not less than one grade below the authorized grade of the advertised position.

2.3.2. Retraining. The intent of the AGR program is to assess fully qualified individuals. Retraining will be considered on a case-by-case basis as the mission dictates pending AFRC MAJCOM Functional Area Manager (FAM) concurrence. Failure to complete retraining IAW applicable regulatory guidance is grounds for removal from the AGR program.

2.3.2.1. Members approved for retraining may incur an AFR service commitment IAW AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program* upon completion of training.

2.3.2.2. Members who are retrained subsequent to an AGR assignment must complete an AF Form 3920, *Request for Reservist Voluntary Training*, prior to assignment to a position and before orders can be published. AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, provides additional guidance on AFSC classification issues for all AF personnel.

2.3.3. Voluntary Enlisted Demotion. IAW AFI 36-2502, *Airman Promotion/Demotion Programs*, an enlisted member may accept a voluntary grade demotion (not below the grade of Staff Sergeant) to qualify for a position with an authorized grade below what they

currently hold. Acceptance of demotion must be in writing and included in the assignment application package.

2.3.4. DE Requirements for Assignments to Senior Master Sergeant (E8) Positions. Personnel applying for E-8 positions must have completed the Senior Noncommissioned Officer Academy, either in-residence or by correspondence prior to applying for the E-8 AGR position.

2.3.5. Retainability for an AGR Assignment. Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

2.3.6. Fitness Standards. Applicants must meet current AF fitness standards IAW AFI 36-2905, *Fitness Program.*

2.3.7. Security Clearance. Assigned organizations and individual AGRs are responsible for maintaining current security clearances. As a minimum, a secret clearance, or the ability to obtain a secret clearance, is required for entry into the AGR program.

2.3.7.1. AGRs who are selected for a follow-on AGR assignment must have a current security clearance or have initiated a periodic reinvestigation prior to receiving new AGR assignment order.

2.3.7.2. If an applicant is accepted for a position requiring a top secret (TS) security clearance, but does not hold a clearance at the TS level, the member must initiate a security clearance update. AFRC/A1A will provide an official memorandum to the AGR selectee for notifying their current unit security manager to initiate a new security investigation. AFRC/A1A will not issue AGR orders until a security clearance upgrade is initiated and the gaining organization has granted an interim clearance.

2.3.8. Medical Requirements. Applicants selected for an initial AGR assignment must meet the medical standards as outlined in AFI 48-123V2, *Medical Examination and Standards*, prior to assignment. All personnel applying for AGR positions to OCONUS locations must have their family members medically cleared for the assignment as well. Members currently undergoing MEB are ineligible to apply.

2.3.8.1. Applicants with exceptional family members should follow the guidance of AFI 36-2110, *Assignments*, Attachment 25, Exceptional Family Member Program (EFMP). Applicants with dependents requiring EFMP services must contact the EFMP coordinator at the losing location for coordination at the gaining location.

2.3.8.2. The appropriate Reserve Medical Unit (RMU) or Active Duty Medical Squadron (ADMS) will certify medical evaluations for active military or prior service applicants applying for AGR positions as long as no disqualifying medical conditions are present. The Chief, Aerospace Medicine of the supporting RMU or ADMS will certify the appropriate medical documentation. If applicable, a memorandum from the gaining commander or equivalent is required stating their willingness to accept an individual's physical restrictions.

2.3.8.3. AFRC/SG is the certification/waiver authority for all applicants with no service affiliation, disqualifying medical conditions, or current/previous Assignment Limitation Code (ALC) C status. All requests for waivers shall be included with the submitted package.

2.3.8.4. Applicants who are selected for an AGR assignment and are assigned to the Individual Ready Reserve (IRR) will process through their local AFR recruiter. The applicant shall be cleared by the RMU or Military Entrance Processing Station (MEPS) prior to AGR assignment start date.

2.4. Application Procedures. Information regarding AGR application procedures may be found on the personnel websites such as Air Force Personnel System (AFPERS) or Reserve Management Vacancy System (RMVS) via the AF Portal, or by contacting the AFRC/A1A office.

2.5. AGR Assignment Program. Assignments in the AGR program are managed through an assignment eligibility process that aligns under operational (required assignment fill actions) and MDR fill actions. All assignment actions are guided by selecting the best-qualified individual to support AFR mission requirements, while additionally supporting AGR career management and force development protocols.

2.5.1. The overall composition and ongoing evolution of AGR force requirements has resulted in the need to establish a Deliberately Managed and a Voluntary Assignment personnel management construct. While the majority of personnel policy and guidance is conducive to both constructs, there is a need to specialize our assignment and utilization expectation for each distinctive track.

2.5.1.1. The Deliberately Managed track will include AGRs who are assigned to colonel, lieutenant colonel, major, chief master sergeant, and senior master sergeant positions. AFR leadership will have the ability to manage senior AGRs, and associated requirements that provide AFR strategic management, vision, and operational perspective that have high visibility and impact on AFR mission success. Additionally, these positions will provide the platform for force development and assignment experience opportunities for our exceptional AFR performers.

2.5.1.2. The Voluntary Assignments track will capitalize and utilize the segment of the AGR force that provides technical skill sets and specialized experience. Within this track, due to manpower and mission requirements, the primary expectation will be to provide the operational unit the capability to retain necessary skills and experience.

2.6. AGR Vacancies:

2.6.1. AGR vacancies will be posted on the personnel websites such as Air Force Personnel System (AFPERS) or Reserve Management Vacancy System (RMVS) via the AF Portal. AFRC/A1 assignment facilitators will also send out notifications to AFR personnel of posted vacancies. Following the closing date of the announcement, AFRC/A1A (AFRC/A1L for colonel positions) will screen and forward qualified applicants to the selecting official.

2.6.1.1. For lieutenant colonel positions and below, if two or more current AGRs apply for the position, those packages will initially be sent to the hiring official. Exception to this policy may be made for Key, Command, and Joint Assignments upon approval by AF/RE. If the hiring official does not select a current AGR, they must provide written justification for non-selection to AFRC/A1A.

2.6.1.2. Once AFRC/A1A receives justification, the hiring official will be sent applications from other Selected Reserve categories (ART, TR, and IMA). If the hiring

official does not select a Selected Reserve applicant, they must provide written justification for non-selection to AFRC/A1A.

2.6.1.3. If all Selected Reserve applicants have been disqualified by the hiring official, AFRC/A1A will forward any ANG or active duty applications to the hiring official.

2.6.1.4. If all applicants do not meet the needs of the hiring authority, the vacancy may be advertised again on the personnel websites such as Air Force Personnel System (AFPERS) or Reserve Management Vacancy System (RMVS) via the AF Portal.

2.6.1.5. For advertised colonel postings, all applications regardless of Selected Reserve status will be considered.

2.6.1.6. Key, Command, and Joint Assignments. At the direction of the CAFR, AF/RE(D), AFRC/CC, or AFRC/CV, direct placements may be made to fill positions designated as Key, Command, or Joint positions without priority consideration for current AGRs.

2.6.2. Management Directed Reassignment (MDR). Senior leadership within the respective organizational programs that have AGRs assigned can select qualified AGRs for MDRs in the grades Lt Col and below and SMSgt and below. Senior leadership will leverage the MDR program to effectively integrate personnel force development goals, operational requirements, and career management objectives that sustain and support AFR requirements.

2.6.2.1. MDRs which cross organizational command chains or would result in a promotion, and MDRs in the grade of colonel and chief master sergeant are not permitted. Requests for exception to policy are reviewed on a case-by-case basis and require MAJCOM FAM concurrence, AFRC/CV or AF/RE(D) approval. Exceptions are permitted for officers who have been selected by a promotion board and have not yet pinned on or currently occupying a higher graded position.

2.6.2.2. AGRs should serve at least 24 months in their present position to be considered for a MDR. Reassignment actions, for MDRs with less than 24 months in current assignment, will be considered on a case-by-case basis. Additionally, AFRC/A1A will review other personnel program policies to ensure an appropriate reassignment selection criterion is satisfied.

2.6.2.3. AFRC/A1A will be notified via official memorandum, initiated by the Wing Commander or equivalent, of all MDR actions. AFRC/A1A concurrence of MDR action is required prior to actual movement of AGR personnel. For all MDR actions which will result in a PCS assignment, concurrence from member is required in writing and declination will not affect career status. Declination will affect continuation in the Deliberately Managed track. Declination will result in being moved to the Voluntary Assignments track thus limiting future assignment choices.

2.6.2.4. AFRC/A1A (AFRC/A1L for colonel positions) will publish MDR reassignment orders for all HQ assigned AGRs. AFR FSMs will publish MDR reassignment orders for all unit assigned AGRs. AFRCRS FSM will publish orders for personnel assigned to recruiting service.

2.6.2.5. For assignments out of the AGR program, the second endorsement will be completely filled in and signed by FSM for the gaining organization and returned to AFRC/A1A for further separation processing.

2.7. Assignment Type, Length and Extension. AFRC/A1A (AFRC/A1L for colonel positions) and the assignment approval authorities manage assignment lengths and extensions. Issues impacting assignment decisions are determined by career status, assignment location, developmental education, force development, time on station, and other AGR program management issues. Less than 36 months time on station (TOS) requires AFRC/A1A approval for lieutenant colonels and below (AFRC/A1 for colonels) and less than 24 months TOS requires AFRC/CV approval.

2.7.1. Initial Assignment. Unless otherwise indicated, initial assignment length is 4 years, except for colonels for whom the initial assignment length will be 3 years. Initial assignment length for AGRs accessed as recruiters is 3 years. The probationary period begins when the individual starts their initial AGR assignment and continues until the individual is granted career status but not greater than 6 years.

2.7.2. Joint Assignments. Assignments to the Joint Staff will comply with Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1320.01, *Assignment of Enlisted Personnel to the Joint Staff* and CJCSI 1330.01, *Assignment of Officers (Colonel and Below) to the Joint Staff*. Assignments to other joint positions will comply with AFI 36-2110, *Assignments*. For career management purposes, joint assignments will be term limited with initial AGR assignment established for a 3-year period. AGRs in joint assignments on their initial AGR assignment will not meet an ARB for consideration of career status. Joint assigned AGRs may apply for advertised AGR positions.

2.7.3. Assignment to a Temporary Position. Temporary AGR positions may be created based on special mission requirements or as directed. AGRs assigned to these positions are term limited and will not meet an ARB for consideration of career status. Upon completion of the temporary assignment, non-career AGRs may be released from the AGR program or apply for another AGR position.

2.7.4. OCONUS Assignments. OCONUS assignments will be for an initial maximum of 3 years. An option for a 1 year extension (not to exceed assignment to the OCONUS for more than 4 years total) will be at the commander's discretion. Requests for OCONUS 1 year extensions with commanders signed concurrence will be submitted to the full time support office and routed to AFRC/CV. AFRC/CV is the approval authority for all OCONUS extension requests. Provisions of AFI 36-2110 as it pertains to local nationals will apply on a case-by-case basis.

2.7.5. Term Assignments. Term assignments are permanently funded authorizations that have been determined by AF/RE(D) and AFRC/CV to require routine rotation. Term assignments are particularly suited for career fields that have insufficient AGR career and force development opportunities. Examples include, but are not limited to, Inspector General, Chaplain, Legal, and Medical career fields. Assignment lengths will be dependent on AFR requirements and will be predetermined prior to assignment fill action. Contact the AFRC/A1A office for a current listing of AGR non-sustainable (term) career fields.

2.7.5.1. Non-career AGRs serving in a term assignment will not meet an ARB and will be separated at the end of the term assignment. However, members may apply for another AGR term position or non-term advertised positions.

2.7.5.2. Career Status: An AGR has Career Status upon being accepted into the career AGR program. An AGR is accepted into the career program (1) when accepted by an AGR review board, (2) when orders enable the AGR to exceed the 6-year probationary period as an AGR, or (3) when the AGR reaches sanctuary. The career program provides an AGR with career opportunities for promotion, career progression, retention, education and professional development. This program may lead to a military retirement after attaining the required years of Federal service. Career AGRs may have the ability to serve to their HYT, MSD, age 60 date or 20 year TAFMSD, whichever occurs first. Retention in the AGR program depends upon adhering to force utilization standards. Career AGRs will adhere to existing policy and guidance impacting AGR programs and will accept PCS, training, developmental education, and force development opportunities.

2.7.5.3. Career AGRs who fill a term assignment will not meet an ARB but will be career managed at the end of the term assignment. Career management may include a follow on assignment or retirement. Members may apply for other advertised positions and if selected, will remain in the AGR program.

2.7.6. Recruiter Assignments. All reserve personnel regardless of status are encouraged to pursue career-broadening assignments within the AFRCRS. Personnel selected for a recruiting position shall attend and successfully complete all required recruiter training while still assigned to their current position and status. Initial assignment length for AGRs accessed as recruiters is 3 years.

2.7.7. Assignment Extensions. Assignment extensions will be dependent upon operational requirements, career management, and AGR program requirements. See Table 2.3 for detailed tour extension information.

2.8. Use of AGR Resources. AGRs must be assigned to validated Unit Manning Document (UMD) positions compatible with their military grade and AFSC. AGR over grades are not allowed and overages are not permitted.

2.8.1. New or changes to AGR requirements. AFI 38-201, *Determining Manpower Requirements*, Chapter 7, will be utilized for establishment/changes to AGR positions. AFRC/A1A will be notified during initiation process. Once positions are established or changed, the appropriate hiring authority may take recruiting actions only when approved by AFRC/A1A or AFRC/A1L and authorized by AFRC/CV. New accessions should not be authorized prior to new positions being funded, validated, and placed on the appropriate UMD.

2.9. Deployment of AGRs. AGRs are ordered to duty under the authority of Title 10 U.S.C. § 12301(d) which authorizes the Secretary of Defense , with the consent of the member, to call a member of the Reserve to active duty. Title 10 U.S.C. § 10211 establishes Headquarters officer AGRs and places them “at the seat of government, and at headquarters responsible for reserve affairs, to participate in preparing and administering the policies and regulations affecting those reserve components.” Title 10 U.S.C § 12310 allows all other AGRs “to perform Active Guard and Reserve duty organizing, administering, recruiting, instructing, or training the reserve

components." This duty could be at a headquarters or at the unit level. Regardless of the role of an AGR, the law severely limits AGR deployments that are not in direct support of reserve missions. The congressional intent in this law is clear and specifically drives the following AGR deployment policy. See AFI 10-401, AFRC Supplement 1, *Air Force Operation Planning and Execution*, for AGR deployments.

2.9.1. Under no circumstances will a Headquarters AGR be involuntarily tasked to fulfill an active duty deployment requirement. Voluntary AGR deployments will be considered on a case-by-case basis when it is in the best interests of the Air Force Reserve, provides a significant career development opportunity for the AGR, and meets the requirements in the paragraph above.

2.10. Controlled Grades. AGRs are managed within the congressionally mandated end-strength authorizations for senior master sergeant, chief master sergeant, major, lieutenant colonel, and colonel. Assignment or promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings. Reserve FSMs, AFRC/A1K and AFRCRS must obtain control grade ceiling clearance from AFRC/A1A prior to requesting promotion authorization from the promotion authority.

Table 2.1. Authorized Grades, Skill Level and Rank Requirements.

Authorized Position Grade	Skill Level Requirement	Rank Requirement
CMSgt (E-9)	9-skill level	CMSgt/SMSgt
SMSgt (E-8)	7 or 9-skill level	SMSgt/ MSgt
MSgt (E-7)	5 or 7- skill level	MSgt/TSgt
TSgt (E-6)	5 or 7-skill level	TSgt/SSgt
SSgt (E-5)	3 or 5- skill level	SSgt/SrA

Table 2.2. AGR Deployment Approval Authority.

	A	**B**
Rule	**If AGR assignment is:**	**Deployment Approval Authority is:** (Note 1)
1	HQ organization (other than AFRC)	Organization commander or equivalent (Note 2)
2	AFRC	Organization commander or equivalent (Note 3)
3	ARPC	ARPC/CC (Note 3)
4	AFRCRS	AFRCRS/CC (Note 3)
5	RMG	RMG/CC (Note 3)
6	AFR Unit	Wing commander or equivalent (Note 3, 4)

NOTES:

1. The member will provide AFRC/A1A with a copy of the appropriate coordination and contingency order.
2. AF/RE(D) is the approval authority for tours greater than 120 days.
3. AFRC/CV is the approval authority for tours greater than 120 days.
4. Wing commanders may delegate approval authority to Group commander or equivalent.

Table 2.3. AGR Assignment Action Tour Extensions.

Assignment Action	Tour Extension	No Tour Extension	Notes
Management Directed Reassignment without PCS		X	
Management Directed Reassignment with PCS	X		1, 5
Competitive Assignment for Current, Non-Career AGRs	X		2, 5
3-year Competitive Assignment for Career AGRs with more than 17 years TAFMS	X		3, 5
4-year Competitive Assignment for Career AGRs with more than 16 years TAFMS	X		4, 5

NOTES:

1. Extend member no more than 36 months from projected RNLTD.
2. Extend member 4 years (3 if advertised as a 3 year position) from the member's RNLTD. If extension takes member beyond 6 years in the AGR program, grant automatic Career Status.
3. Extend member 3 years from the member's projected RNLTD.
4. Extend member 4 years from the member's projected RNLTD.
5. Extension may not go beyond member's HYT, MSD, or 60th birthday.

Chapter 3

CAREER PROGRAM ADMINISTRATION

3.1. Entry into the AGR Career Program. An AGR has Career Status upon being accepted into the career AGR program. An AGR is accepted into the career program (1) when accepted by an AGR review board, (2) when orders enable the AGR to exceed the 6-year probationary period as an AGR, or (3) when the AGR reaches sanctuary. The career program provides an AGR with career opportunities for promotion, career progression, retention, education and professional development. This program may lead to a military retirement after attaining the required years of Federal service. Career AGRs may have the ability to serve to their HYT, MSD, age 60 date or 20 year TAFMSD, whichever occurs first. Retention in the AGR program depends upon adhering to force utilization standards. Career AGRs will adhere to existing policy and guidance impacting AGR programs and will accept PCS, training, developmental education, and force development opportunities.

3.1.1. When career status is granted for officers, the DOS will be extended to the 20-year TAFMS, mandatory Separation Date (MSD), or age 60 whichever comes first. However, continuation will be managed based on tour lengths (3, 4, or 5 years) for purposes of determining continued retainability. Career status does not guarantee completion of 20-years TAFMS, or reaching MSD, or continuing to age 60.

3.1.2. When career status is granted for enlisted members, continuation is managed in 5-year increments (for reenlistment purposes) up to the 20-year TAFMS, High Year of Tenure (HYT) date, or age 60 whichever comes first. Members must obtain the necessary retainability to support continuation. With their commander's approval, enlisted AGRs who are granted continuation as a result of the ARB are authorized to reenlist or extend to support the retainability requirement as directed by the ARB regardless of current ETS. Career status does not guarantee completion of 20-years TAFMS, or reaching HYT, or continuing to age 60

3.1.3. AGRs who have been approved for entry into the AGR career program and subsequently separate from the AGR program may forfeit their career status. If an officer or enlisted member leaves the AGR program as part of the Deliberately Managed track to meet the needs of the AFR, they will not be required to forfeit their career status. Officer and enlisted personnel who return to the AGR program with more than a 30 day break in AGR status (for reasons other than supporting the needs of AFR) will serve a new probationary period and be reconsidered for entry into the career program IAW this AFI.

3.2. Tour Expiration. Individuals who are not granted career status during the probationary period may be separated on their DOS. All AGRs, regardless of their career status, are entitled to separate on their DOS with applicable entitlements.

3.3. Release from AGR Assignment.

3.3.1. AGRs may request early release from their AGR tour based on position realignment, personal hardship, retirement or other valid reasons. AGRs must submit a curtailment request through their chain of command to the appropriate approval authority as shown in

Table 3.1 and must be received by AFRC/A1A or AFRC/A1L at least 120 days prior to and no more than 365 days before requested DOS.

3.3.2. AGRs must submit curtailment package using the AGR curtailment worksheet with written justification to include any applicable waivers (See Attachment 4). An application for reserve assignment must be provided at the time curtailment is requested if member is remaining in the selected reserve.

3.3.2.1. The supervisor and commander or commander equivalent must approve curtailment packages and route IAW Table 3.1 prior to forwarding to AFRC/A1A or AFRC/A1L.

3.3.2.2. Curtailment requests for the purpose of retirement must be received by AFRC/A1A (AFRC/A1L for colonel positions) no later than 60 days prior to the requested permissive TDY/terminal leave start date but not less than 120 days before retirement date to allow for processing. Exceptions to the 60/120-day policy will require substantial justification and will be considered on a case-by-case basis and must be approved by AFRC/CV.

3.3.2.3. Tour curtailments that require a Aviator Continuation Pay (ACP) waivers require AF/RE approval. TOS waivers and Reserve Service Commitment (RSC) waivers require AFRC/CV approval.

3.3.2.4. For those individuals who request release or curtailment via the ARB, the ARB decision will be binding. Decisions to reverse curtailment, separation and retirement requests will be based on the needs of the AFR and will be considered by AFRC/CV.

3.3.2.5. AGRs who have an approved AGR tour curtailment or retirement application and who later request to withdraw the curtailment or retirement action, must have approval from the original approval authority for the curtailment or retirement action.

3.3.2.5.1. Senior leadership must consider the status of backfill or other force management actions before approving withdrawal of a curtailment or retirement request. When a backfill action has been completed, the owning organization must ensure placement actions into a valid vacant position within their respective organization are possible. Senior leadership should not approve withdraw requests if a valid vacancy does not exist within their organization.

3.3.2.6. AGRs who are assigned to a temporary or short term assignment (2 years or less) must request early release from their AGR assignment IAW the procedures of this section. Requests for waiver of the 120 day notification period must be approved by AFRC/CV.

3.4. Involuntary Curtailment. Commanders considering involuntary curtailment should use all quality force tools available i.e. referral OPRs/EPRs, LORs, Article 15 etc. prior to initiating an involuntary curtailment. Depending on the nature of the involuntary curtailment, commanders should consider discharge in lieu of involuntary curtailment**.**

3.4.1. Commanders should initiate a preliminary inquiry with AFRC/A1A (AFRC/A1L for colonels) to determine if an involuntary curtailment is appropriate. The commander will notify the member, in writing, of the proposed action.

3.4.1.1. After acknowledging receipt, the member may submit a rebuttal within 15 calendar days of notification. The rebuttal, along with any supporting documentation, must be submitted with the commander's recommendation to the appropriate approval authority (see Table 3.2). A commander's recommendation should be submitted through the appropriate chain of command (Squadron, Wing, NAF, AFRC, as applicable), with a legal review, to AFRC/A1A (AFRC/A1L for colonel). AFRC/A1A (AFRC/A1L for colonel) will notify the member of an approved curtailment and the member's appeal rights. If member is eligible for Active Duty Sanctuary, refer to AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components.*

3.4.1.2. Involuntary Curtailment Appeal. An approved curtailment may be appealed to the involuntary curtailment appeal authority. Curtailment action will continue while pending appeal. If a written request for appeal is not filed, appellate rights will be waived.

3.4.1.3. Appeal memorandums, along with any supporting documentation, shall be submitted directly to AFRC/A1A (AFRC/A1L for colonel) for staffing to the appeal authority.

3.4.1.4. AFRC/A1A (AFRC/A1L for colonel) will notify the member of the appeal outcome and notify the member's chain of command of any further processing requirements.

3.5. Involuntary Release. Mission realignments, total force initiatives, Base Realignment and Closure (BRAC), or other force management actions may require involuntary release of an AGR prior to the tour end-date or DOS. AFRC/A1A (AFRC/A1L for colonel) will manage the involuntary release process and members will be notified of all actions and requirements associated with this release. If member is eligible for Sanctuary (retirement), refer to AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components.* Members may be eligible for separation pay based on length of service. See AFI 36-3207, *Separating Commissioned Officers* and AFI 36-3208, *Administrative Separation of Airmen.*

3.5.1. Involuntary Discharge. Commanders may initiate involuntary discharge actions for officers and enlisted personnel IAW AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, and AFI 36-3208, *Administrative Separation of Airmen*.

3.6. Mandatory Separation Date (MSD). Officers must be separated before or upon reaching their maximum years of service (IAW 10 U.S.C., §§14505—14509, and AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members),* unless they have entered Sanctuary.

3.6.1. For officers that have entered Sanctuary, AFRC/A1A (AFRC/A1L for colonel) will notify ARPC of MSD extension requirements and will also adjust the DOS when notified by ARPC that the MSD extension is approved. The member's MSD will be updated to the first day of the month after the month in which they reach active duty retirement eligibility (20 years TAFMS), but not later than age 62.

3.7. High Year Tenure (HYT). Existing AFR HYT will apply to enlisted personnel unless they have entered Sanctuary IAW AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program.* AFRC/A1A will adjust the HYT date for enlisted AGRs who are in Sanctuary when reaching their HYT date. The HYT date will be adjusted until the

first day of the month after the month in which they reach active duty retirement eligibility (20 years TAFMS), but not later than age 60. Waivers beyond HYT for members not in active duty sanctuary are based on the needs of the AFR.

3.8. AGR Reduction in Force or Requirement Change. AFRC/A1A (AFRC/A1L for colonel) administers and manages placement programs for AGRs in the event of force reductions, requirements and/or mission change. AFRC/A1A (AFRC/A1L for colonel) will assign displaced AGRs to available vacancies, at the same grade (officers only) and AFSC for which they qualify, in the timeliest manner possible, in coordination with AFRC/CV. AGRs who are involuntarily separated are authorized separation entitlements IAW with the Joint Federal Travel Regulations (JFTR) and AFI 36-2115.

3.8.1. Career AGRs. Placement for career AGRs may take precedence over non-career AGRs. Individual preferences will be considered to the maximum extent possible in keeping with command mission requirements and availability of vacancies; however, the requirement to support the AFR mission is paramount in the placement action.

3.8.2. Non-Career AGRs. Placement and future utilization of non-career AGRs will be dependent on the needs of the AFR. AFRC/A1A (AFRC/A1L for colonel) will review and consider all necessary actions to effectively utilize impacted non-career AGRs.

3.9. Retirements – Active Duty. Individuals may apply for an active duty retirement 1 year prior to completion of at least 20 years of TAFMS. Application for retirement must be submitted no earlier than 12 months and not later than 4 months prior to the effective date of retirement. If the member's DOS is later than the requested retirement date, AGRs must apply for and receive approval for curtailment of their AGR tour prior to submitting application for retirement. Members requesting an active duty retirement must serve the required time in grade (TIG) in an active duty status to be eligible for active duty retirement in highest grade held.

3.9.1. HQ AGRs. Members will apply for retirement via the virtual MPF (vMPF). AFPC will issue retirement orders and process actions to Defense Finance and Accounting Service (DFAS). Member and member's supervisor will notify REP, A1A and/or A1L of application for retirement within 15 days of application.

3.9.2. Unit AGRs. Members will apply for retirement via the virtual Personnel Center - Guard and Reserve (vPC-GR) Dashboard on the Air Force Personnel Services (AFPERS) website. ARPC will issue retirement orders and process actions to DFAS. Member and member's supervisor will notify A1A and/or A1L of application for retirement within 15 days of application.

3.9.3. Officer AGRs with prior enlisted service must have at least 10 years of active duty service as a commissioned officer to retire at the commissioned grade IAW AFI 36-3203, *Service Retirements*, Chapter 2.

3.10. Retirements – Reserve. AGRs may apply for a reserve retirement upon completion of 20 satisfactory years total federal military service. Application for reserve retirement is submitted via the vPC-GR Dashboard on the AFPERS website. If the member's DOS is later than the requested retirement date, AGRs must apply for and receive approval for curtailment of their AGR tour prior to submitting application for retirement. ARPC will issue retirement orders and process actions to DFAS. Member and member's supervisor will notify A1A and/or A1L of application for retirement within 15 days of application.

3.11. Uniformed Services Employment and Reemployment Rights 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.

3.11.1. The Secretary of the Air Force shall determine those periods of active duty designated as a critical mission or critical requirement that could be exempt from the 5-year cumulative service limit. Voluntary AGR tours do not qualify for this exemption.

3.11.2. Orders to active duty or orders retaining members on active duty must specify the secretarial authority for those orders.

3.12. Promotions. While serving in AGR status, existing AFR promotion policies with the exceptions listed below will apply to both officer and enlisted personnel. The grades of senior master sergeant, chief master sergeant, major, lieutenant colonel, and colonel are Congressionally controlled. Promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings.

3.12.1. Officer AGRs selected for promotion must be the sole occupant of a higher-grade UMD position prior to assuming the new grade while serving in AGR status. By law, officers not occupying a higher-grade position, or constrained by controlled grade limitation may not assume the new grade.

3.12.1.1. Under these circumstances the promotion is considered involuntarily delayed IAW 10 U.S.C., § 14311. If the controlled grade limitation is lifted, or the officer obtains a position equal to the higher grade, the officer may assume the higher grade.

3.12.1.2. Promotions for officers will automatically be delayed until the member occupies a higher grade position or the member leaves the AGR program (AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*). Reserve unit FSMs and AFRC/A1K must coordinate officer promotion eligibility and grade ceiling clearance with AFRC/A1A (AFRC/A1L for colonel) prior to requesting promotion authorization from ARPC. An AGR promotion letter requesting accelerated promotion will be accomplished on an officer selected for promotion to the next higher grade and being reassigned to an AGR position of the next higher grade. The letter will be accomplished by the gaining commander or director requesting a promotion effective date to coincide with the date of assignment to the AGR position. The officer's reassignment and promotion dates will be the same.

3.12.2. Enlisted AGRs must be fully qualified and may not be promoted above the grade of their UMD position. Enlisted AGRs may be promoted effective the 1st day of month provided they are eligible and selected. AGRs are not eligible for the Promotion Enhancement Program (PEP) or the Extended Promotion Program (EPP).

3.12.2.1. Process enlisted promotions IAW AFI 36-2502, *Airmen Promotion Program*, Chapter 4. Promotions to SMSgt and CMSgt for all enlisted AGRs must be coordinated with AFRC/A1A for grade ceiling clearance prior to processing promotion. Enlisted members may not be promoted more than once while in retraining status without obtaining the appropriate skill level. SMSgts occupying CMSgt positions will not be promoted before completing Chief Leadership Course.

3.12.2.2. AGRs will incur a 24-month RSC for promotion to MSgt, SMSgt and CMSgt IAW AFRCI 36-2102. Individuals will attain the 24-month retainability prior to the promotion effective date.

3.13. Reenlistments/Extensions. As directed by the ARB or AFRC/A1A, FSMs are authorized to reenlist or extend the member to obtain the required retainability regardless of current ETS. AGRs must submit completed reenlistment or extension paperwork to AFRC/A1A.

3.14. Training and Developmental Education. AGRs are afforded the opportunity to enhance their military knowledge and career progression IAW AFI 36-2201V2, *Air Force Training Program Training Management*. Units will fund training and developmental education which is not centrally funded through AFRC/A1A, AFRC/A1K, AFRC/A1L or AFRC/A1R (except SDE and IDE approved courses).

3.14.1. Skills Training. Individuals must continue to progress in training IAW AFI 36-2201V2 to a skill level compatible with their UMD position. If a member fails to successfully progress in upgrade training, the individual could be reassigned to a qualifying vacant UMD position, involuntarily demoted IAW AFI 36-2503 (see paragraph 2.3.3), or removed from the AGR program.

3.14.2. Formal Training. Formal training courses listed in the Education and Training Course Announcements (ETCA) will be requested when the need for training is mission essential. Training requests will be submitted through the assigned organizational training monitor using SF 182, *Authorization, Agreement, and Certification of Training.*

3.14.3. Training Waivers. AGRs will use the training waiver procedures currently prescribed by AFI 36-2201V5, *Air Force Training Program Training Management Career Field Education and Training,* Chapter 4 and AFI 36-2254 Volumes 1,2,3 *Reserve Personnel Participation, Reserve Personnel Training, and Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines* respectively.

3.14.4. Developmental Education (DE). AGRs are afforded the same opportunities for DE as other members of the AFR. AGRs may apply for in-residence participation or elect completion through distance learning. For additional information on DE opportunities, contact AFRC/A1A. AGRs may incur an AFR service commitment IAW AFRCI 36-2102 upon completion of training.

3.14.4.1. Members selected for fellowships incur a service commitment IAW DoDI 1322.06, *Fellowships, Scholarships, Training with Industry (TWI), and Grants for DoD Personnel.*

3.14.5. Retainability. AGRs will meet appropriate retainability requirements according to the ETCA.

3.15. Standards of Conduct. DoD Directive 5500.7-R, *Joint Ethics Regulation (JER) and* AFI 51-902, *Political Activities by Members of the US Air Force,* are applicable to AGRs. Personnel must be briefed annually on these regulations.

3.16. Outside Employment. All AGRs must ensure off-duty employment complies with DoDD 5500.7-R, *Joint Ethics Regulation.*

3.17. Uniform Code of Military Justice (UCMJ). All AGRs fall under the jurisdiction of the UCMJ.

Table 3.1. Voluntary Tour Curtailment Approval Authorities (Notes 1, 2 and 3).

	A	B
RULE	**If AGR assignment is with:**	**Curtailment Approval Authority is:**
1	HQ Organization (other than AFRC)	AF/RE(D) and Organization Chief
2	HQ AFRC	AFRC/CV and Division Chief
3	AFR Unit	WG/CC (note 3)
4	AFR Unit (Sq reporting through an RSG)	RSG/CC
5	ARPC	ARPC/CC
6	AFRCRS	AFRCRS/CC

NOTE:
1. Tour curtailments that require an ADSC, RSC, or ACP waiver will be approved by AF/RE(D).
2. Tour curtailments that require a TOS waiver will be approved by AFRC/CV.
3. Wing CC may not delegate this authority below Group CC.

Table 3.2. AGR Involuntary Curtailment Approval and Appeal Authority (Notes 1, 2).

	A	B	C	D
Rule	**If total time as an AGR is:**	**and AGR is assigned to:**	**Curtailment approval authority is:**	**Curtailment appeal authority is:**
1	Less than 6 years and has not met an AGR Review Board (ARB)	Unit or NAF	NAF/CC	AFRC/CC
		AFRC, RMG or ARPC	AFRC/CV	AFRC/CC
		other Headquarters organization	AF/RE(D)	AF/RE

NOTES:
1. All curtailment packages will be coordinated with AFRC/A1A (AFRC/A1L for colonel) prior to forwarding to the curtailment approval authority.
2. AFRC/A1A will receive a copy of all approved curtailment letters.
3. If a member is involuntarily curtailed and is under a bonus contract (ACP, Medical bonus, etc.), the bonus contract will be terminated on the DOS established by the involuntary curtailment. Repayment of any unearned portion of the bonus will be determined by DFAS.

Chapter 4

AGR REVIEW BOARD

4.1. AGR Review Board (ARB). The ARB, established by the Chief of Air Force Reserve, provides AF/RE, AFRC and ARPC staffs, AFRCRS, NAF, RMG, Wing or Group, RSG and unit Commanders, supervisors and individual AGRs an opportunity to participate in retention decisions affecting assigned AGR personnel. The chairperson for the ARB is a general officer and is normally the AFRC/CV. AF/RE may appoint members to serve on the ARB in addition to membership listed below.

4.1.1. Vice Commander, Air Force Reserve Command, Chairman.

4.1.2. Deputy to the Chief of Air Force Reserve.

4.1.3. Directorate of Personnel, AF/REP.

4.1.4. Numbered Air Force Commander or designated representative (4AF, 10AF, and 22AF).

4.1.5. Commander, Air Reserve Personnel Center.

4.1.6. Director of Manpower, Personnel and Services, Air Force Reserve Command.

4.1.7. Commander, Air Force Reserve Command Recruiting Service.

4.1.8. Commander, Readiness Management Group.

4.1.9. AFRC Command Chief

4.1.10. Board Advisor: Chief, AGR Management Office. Non-voting member.

4.1.11. Board Advisor: Chief, Senior Leader Management Division. Non-voting member.

4.1.12. Board Recorder: Designated AFRC/A1A Staff member. Non-voting member.

4.2. ARB Procedures. The ARB reviews AGRs for continuation in the AGR program to include entry into the AGR career program and retention beyond 20 years TAFMS.

4.2.1. ARB Schedule. ARBs are normally scheduled in March and September of each calendar year. The ARB will review AGRs 10 to 15 months prior to their date of separation (DOS). For planning purposes, AGRs with a DOS of 1 January through 30 June will meet the March ARB, and AGRs with a DOS of 1 July through 31 December will meet the September ARB.

4.2.2. ARB Pre-Board Process. AFRC/A1A will identify AGRs to be reviewed 10-15 months prior to their DOS. At least three months prior to the scheduled ARB individuals will receive an ARB Worksheet, AGR Personnel Brief and ARB Fact Sheet. Individuals must complete and return the endorsed ARB Worksheet through their appropriate chain of command to reach AFRC/A1A by the assigned suspense date.

4.2.3. ARB Worksheet Non-Concurrence. Written documentation shall be provided to the board for consideration anytime there is non-concurrence in the reviewing chain.

4.3. ARB Decision Criteria. ARB decisions are based on the needs of the AFR. The ARB considers the individual's request and leadership recommendations. Leadership should consider the individual's total background using the "whole person" concept. This may include training, work experience, performance reports, awards and decorations, and developmental education. Each individual's service history is reviewed to determine the individual's ability to attain 20 years TAFMS and to determine if the member's participation in the career program will meet the needs of the AFR. Continuation is dependent on continued performance, career progression, the needs of the AFR and career field requirements.

4.3.1. AGRs who are granted career status will not meet another ARB until 10-15 months prior to the 20-year TAFMS date, at which time the ARB will make a decision on continuation beyond 20 years TAFMS. AGR assignment lengths that continue an individual beyond 20 years TAFMS will be determined by the ARB, not to exceed 2 years from member's current date of separation.

4.4. ARB Post-Board Process. AFRC/A1A publishes formal minutes of the ARB proceedings and documents board decisions. Memorandums of notification will be prepared and forwarded to each member and leadership indicating the ARB decision. Normally, notifications will be provided to each individual within 45 days following the ARB.

4.5. ARB Appeal Process. The final appeal authority for an ARB decision is AF/RE. An AGR member may appeal an ARB decision by forwarding their request with supporting documentation to AFRC/A1A for staffing.

4.5.1. Appeals must be signed and forwarded to the member's supervisor within 60 days of the date on the ARB decision memorandum.

4.5.2. Unit AGRs must have their NAF/CC endorsement, NCR AGRs must have AF/RE(D) endorsement, and HQ AFRC AGRs must have directorate endorsement.

4.5.3. Non-concurrence at any level must still be routed to AFRC/A1A (AFRC/A1L for colonel) for AF/RE decision.

4.6. Out-of-Cycle ARB. An out-of-cycle ARB may be requested by a member with the concurrence of their group commander or equivalent if a retention decision is required outside the normal ARB process. Out-of-cycle approvals are rare and must be properly justified on why the member should not meet their regularly scheduled ARB.

4.6.1. Processing Procedures. An out-of-cycle ARB request should be forwarded to AFRC/A1A for staffing. AFRC/A1A will staff to AFRC/CV for decision. A notification memorandum will be prepared and forwarded to the member and leadership indicating the out-of-cycle ARB decision. If the request is denied, the normal appeal process will apply.

Chapter 5

AGR BENEFITS AND ENTITLEMENTS

5.1. Permanent Change of Station (PCS) Entitlements. AGRs and their authorized dependents are entitled to PCS benefits provided by law IAW the JFTR, Volume 1, Chap 5, AFI 36-2110, *Assignments*, and DoD Instructions. For pay and travel entitlements contact the servicing Financial Management Office (FMO).

5.2. Aviator Continuation Pay (ACP) Program. AGRs who may be eligible shall review current fiscal policy on the AFRC/A1A website. Contact AFRC/A1A or the servicing AFR FSM Career Enhancement Branch for details concerning ACP.

5.3. Enlisted Bonuses, Medical Officer Special Pay, Special Duty Assignment Pay (SDAP)

5.3.1. Enlisted AGRs are not entitled to bonus incentives IAW AFI 36-2638, *Air Force Reserve Enlisted Incentives*.

5.3.2. Medical officer AGRs are entitled to special pay IAW Title 37, U.S.C., § 302 and DoD 7000.14, "Department of Defense Financial Management Regulations (FMRs)", Volume 7A, Chapter 5. Contact ARPC Medical Incentives Branch for information and application process.

5.3.3. AGRs may be entitled to special pay IAW AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program.*

5.4. Clothing Allowance. The Air Force provides certain clothing allowances to officers and enlisted members. Eligibility and amounts are found in the DoD FMR, Volume 7A, Chapter 29, and AFI 36-3014, *Clothing Allowances for Air Force Personnel*, and are paid to the member. Some allowances are provided to all enlisted members, while others are provided on an as needed basis. For specific entitlement information, see DoD FMR, Volume 7A, Chapter 29 and AFMAN 65-116 V1, Chapter 3, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures*.

5.5. Military Retirement Reform Act of 1986 (REDUX)/Career Status Bonus (CSB). The REDUX/CSB retirement system applies to those who entered Service on or after August 1, 1986, and who elect to receive the $30,000 CSB at their 15th year of service. AFRC/A1BR will identify eligible members and notify the servicing FSM to obtain a CSB election.

5.5.1. General Eligibility Criteria. A member of a uniformed service is eligible to make a REDUX/CSB election only if the member meets all of the following criteria:

5.5.1.1. Is serving on active duty.

5.5.1.2. Became a member of a Uniformed Service on or after August 1, 1986.

5.5.1.3. Meets quality standards and is recommended by the commander.

5.5.1.4. Is granted career status by an ARB and has completed 15 years of active duty in the Uniformed Services and is eligible and selected to continue on active duty until completion of 20 years of TAFMS.

5.5.1.5. Executes a written agreement to remain on continuous active duty until completion of 20 years of TAFMS.

5.5.2. AGRs who have not been granted career status may request an out of cycle ARB from AFRC/A1A for consideration of career status pending application for REDUX.

5.6. Education Services. AGRs may be eligible for education benefits under the active duty Montgomery GI Bill program as a veteran or service member, if the member entered active duty for the first time after June 30, 1985, and served continuously for 3 years. (Montgomery GI Bill-Active Duty Educational Assistance Program, Chapter 30 of 38 U.S.C., please refer to VA Pamphlet 22-90-2, revised 2005). Post 9-11 GI Bill may also be an option if an individual meets the requirements. See AFRC/A1K for details.

5.7. Tuition Assistance (TA). AGRs are eligible to receive college TA through their Regular Air Force Education Services Office (ESO). AGRs are not eligible for AFR TA while on active duty status. Reserve servicing FSM/DPMT may coordinate a Memorandum of Agreement with the servicing ESO location to establish AGR TA requirements.

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

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Uniform Code of Military Justice

Uniformed Services Employment and Reemployment Rights

DoD Directive 5500.7-R, *Joint Ethics Regulation (JER)*, 29 November 2007

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

DoD Instruction 1322.06, *Fellowships, Scholarships, Training with Industry (TWI), and Grants for DoD Personnel*, 15 November 2007

AFI 10-401, *Air Force Operation Planning and Execution*, 7 December 2006

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 14 June 2010

AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*, 27 June 2011

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFI 36-2406, *Officer and Enlisted Evaluation System*, 15 April 2005

AFI 36-2502, *Airmen Promotion/Demotion Programs*, 31 December 2009

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 9 June 2003

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

AFI 36-2254V2, *Reserve Personnel Training*, 9 June 2010

AFI 36-2254V3, *Reserve Personnel Commuting/Advanced Distributed Learning (ADL) Guidelines*, 18 June 2010

AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*, 25 July 1994

AFI 36-2638, *Air Force Reserve Enlisted Incentives*, 26 January 2005

AFI 36-2905, *Fitness Program*, 1 July 2010

AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*, 10 June 1994

AFI 36-3203, *Service Retirements*, 8 September 2006

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

AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

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

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFI 38-201, *Management of Manpower Requirements and Authorizations*, 26 September 2011

AFI 48-123, *Medical Examination and Standards*, 24 September 2009

AFI 51-902, *Political Activities by Members of the US Air Force*, 12 November 2010

AFMAN 65-116V1, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures*, 1 April 2007

AFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2012)*, 1 October 2011

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

AFRCI 36-2001, *Air Force Reserve Recruiting Procedures*, 1 June 2009

AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*, 26 March 2004

AFRCI 36-3006, *Aviator Continuation Pay (ACP) Program for the Air Force*, 1 January 2003

ANGI 36-101, *Active Guard/Reserve (AGR) Program Joint Federal Travel Regulation*

National Defense Authorization Act, Sections 641-644, 3 June 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 3920, *Request for Reservist Voluntary Training*

Acronyms

ACP—– Aviator Continuation Pay

AD—– Active Duty

ADSC—– Active Duty Service Commitment

AEF— – Aerospace Expeditionary Force

AF/RE—– Chief of Air Force Reserve

AF/RE(D)—– Deputy to the Chief of Air Force Reserve

AFRC/A1A—– AGR Management Office

AF/REP—– Directorate of Personnel

AF/REX – Directorate of Plans, Programs, and Requirements

AFPC/DPA—– Directorate of Assignments

AFR— Air Force Reserve

AFRC—– Air Force Reserve Command

AFRC/A1—– Air Force Reserve Command Directorate of Manpower, Personnel and Services

AFRC/A1B—– Air Force Reserve Command Military Personnel Division

AFRC/A1M—Air Force Reserve Command Manpower, Organization and Resources Division

AFRC/CV—– Air Force Reserve Command Vice Commander

AFRC/SG—– Air Force Reserve Command Directorate of Health Services

AFRCRS—Air Force Reserve Command Recruiting Service

AFSC—– Air Force Specialty Code

AFI—Air Force Instruction

AFMAN—– Air Force Manual

AFPERS—Air Force Personnel System

AFRCI—Air Force Reserve Command Instruction

AFECD—– Air Force Enlisted Classification Directory

AFOCD—Air Force Officer Classification Directory

AFRIMS—Air Force Records Information Management Systems

AGR—Active Guard and Reserve

ALC—– Assignment Limitation Code

ARB—AGR Review Board

ARC—– Air Reserve Component

ARPC—Air Reserve Personnel Center

ARPCM—Air Reserve Personnel Center Memorandum

PSDM—– Personnel Service Delivery Memorandum

BRAC—Base Realignment and Closure

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

COT—– Consecutive Overseas Tour

CSS—Commanders Support Staff

CMS—– Case Management System

SBC—– Career Status Bonus

DAFSC—– Duty Air Force Specialty Code

DAS— – Date Arrive Station

DE—– Developmental Education

DFAS—Defense Finance and Accounting System

DIEMS/DIEUS—– Date of Initial Entry into Military/Uniformed Service

DoD—– Department of Defense

DoDI—– Department of Defense Instruction

DOS—– Date of Separation

EFMP—Exceptional Family Member Program

EPP—Extended Promotion Program

EPR—– Enlisted Performance Report

ESO—Education Service Office

ETCA—Education and Training Course Announcements

FAM—Functional Area Manager

FMO—– Financial Management Office

FSM—– Manpower and Personnel Flight

FTS—– Full-Time Support

FY—Fiscal Year

HAF—Headquarters Air Force

HYT—– High Year Tenure

IRR—– Individual Ready Reserve

JCS—– Joint Chiefs of Staff

JFTR—Joint Federal Travel Regulation

LOR—Letter of Reprimand

MAJCOM—Major Command

MDR—– Management Directed Reassignment

MilPDS—Military Personnel Data System

MPES—Manpower Programming and Execution System

MSD—Mandatory Separation Date

MTF—– Military Treatment Facility

NAF—– Numbered Air Force

NDAA—National Defense Authorization Act

OCONUS—Outside the Continental United States

OPR—– Officer Performance Report

OSD—– Office of the Secretary of Defense

PCS—Permanent Change of Station

PEP—Promotion Enhancement Program

PFW—Performance Feedback Worksheet

PMD—Professional Military Development

PRDA—Personnel Records Display Application

RC—Reserve Component

REDUX—Provisions of the Military Retirement Reform Act of 1986

RNLTD—Report no Later than Date

RMG—– Readiness Management Group

RMVS—Reserve Management Vacancy System

RPA—Reserve Personnel Appropriation

RSC—– Reserve Service Commitment

RSG—– Regional Support Group

SDAP—– Special Duty Assignment Pay

TA— – Tuition Assistance

TAFMS—Total Active Federal Military Service

TIG—– Time in Grade

TOS—Time on Station

UCMJ—Uniform Code of Military Justice

UMD—– Unit Manning Document

UPRG—Unit Personnel Record Group

U.S.C—– United States Code

USERRA—Uniformed Services Employment and Reemployment Rights Act

vMPF—Virtual Military Personnel Flight

vPC-GR—– Virtual Personnel Center-Guard and Reserve

Terms

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

HQ AGR— AGRs at the seat of government, and at headquarters responsible for reserve affairs, to participate in preparing and administering the policies and regulations affecting those reserve components.

Key— AFRC Career Field Managers (CFM) and MAJCOM Functional Managers (MFM) will identify developmental positions designated as key billets, and the associated skills requirement within their AFSC/Special Duty. Qualifications will be identified for key positions, and will be publicized to ensure that all Airmen have an opportunity to develop skills and experience necessary to compete for these positions.

Unit AGR— AGRs, at wings and below, to perform duty organizing, administering, recruiting, instructing, or training the reserve components.”

Attachment 2

UNIT AGR INVOLUNTARY CURTAILMENT LETTER EXAMPLE

MEMORANDUM FOR Capt XXX X. XXXXX
WING/CC
NAF/CC

FROM: 123 FSS/CC
Address
City State Zip

SUBJECT: Involuntary AGR Tour Curtailment

1. I recommend that Capt XXX X. XXXXX, 123-45-6789, be involuntarily curtailed from his/her AGR tour under the provisions of AFI 36-2132, paragraph 3.5. The basis for my recommendation is…

2. The specific actions that led to my decision are as follows:

3. Acknowledge receipt and understanding of this notification and return this notification, with any statements and/or supporting documents within 7 calendar days from the date of this letter.

(COMMANDER SIGNATURE)

Attachments:
1.
2.
3.

cc:
HQ AFRC/A1A

1st Ind, Capt XXX X. XXXXX, Involuntary AGR Tour Curtailment DATE

MEMORANDUM FOR 123 FSS/CC

I understand and acknowledge receipt of this memorandum and that I have seven days from its date to submit a statement on my behalf. I intend / do not intend to submit a statement.

(MEMBER SIGNATURE)

2nd Ind, WING/CC DATE

MEMORANDUM FOR NAF/CC

Recommend approval / disapproval.

(WING COMMANDER SIGNATURE)

3rd Ind, NAF/CC DATE

MEMORANDUM FOR AFRC/A1A

The involuntary AGR tour curtailment action on Capt XXX X. XXXXX is approved / disapproved.

(NAF COMMANDER SIGNATURE)

Attachment 3

HQ AGR INVOLUNTARY CURTAILMENT EXAMPLE

MEMORANDUM FOR Capt XXX X. XXXXX
AFRC/CV
AFRC/A1A

FROM: (Director)

SUBJECT: Involuntary AGR Tour Curtailment

1. I recommend that Capt XXX X. XXXXX, 123-45-6789, be involuntarily curtailed from his/her AGR tour under the provisions of AFI 36-2132, paragraph 3.5. The basis for my recommendation is…

2. The specific actions that led to my decision are as follows:

3. Acknowledge receipt and understanding of this notification and return this notification, with any statements and/or supporting documents within 7 calendar days from the date of this letter.

(DIRECTOR SIGNATURE)

Attachments:
1.
2.

cc:
AFRC/A1A

1st Ind, Capt XXX X. XXXXX, Involuntary AGR Tour Curtailment

MEMORANDUM FOR (Director)

I understand and acknowledge receipt of this memorandum and that I have seven days from its date to submit a statement on my behalf. I intend / do not intend to submit a statement.

(MEMBER SIGNATURE)

2nd Ind, AF/RE(D) for NCR AGRs and AFRC/CV for AFRC AGRs

MEMORANDUM FOR AFRC/A1A

The involuntary AGR tour curtailment action on Capt XXX X. XXXXX is approved / disapproved.

(AF/RE(D) or AFRC/CV SIGNATURE)

NCR AGRs require AF/RE(D) signature
AFRC AGRs require AFRC/CV signature

Attachment 4

AGR TOUR CURTAILMENT WORKSHEET

1. AGRs may request early release from their tour based on position realignment, personal hardship, other valid reasons or request for separation or retirement prior to current date of separation (DOS).

2. AGRs must serve **at least 2 years** time on station (TOS) and/or complete applicable service commitments before being approved for early release.

3. Any request for early release that does not meet the above criteria must include applicable waiver(s) and must be staffed through the AGR Management Office (HQ AFRC/A1A) to AFRC/CV for AFRC AGRs or RE(D) for NCR AGRs. Your request will be considered on a case-by-case basis.

4. Submit curtailment worksheet to HQ AFRC/A1A **no earlier than 365 days** and **no later than 120 days** *(plus leave/TAP)* prior to your desired DOS. If your request is less than 120 days, please include justification.

5. Contact your servicing MPF or CSS to verify necessary data.

Last Name, First, MI **Rank** **SSN**
Unit of Assignment **TOS**
Current DOS **Desired DOS** **Duty Title**
Reason for Request
Reserve Service Commitment(s) **DOR**

Officer Developmental Education: In-residence IDE/SDE- 3 years, ASBC/SOS- 1 year
Enlisted Developmental Education: In-residence DE- 2 years
Officer Promotion: Major and above- 3 years
Enlisted Promotion: CMSgt, SMSgt, MSgt- 2 years
**If RSC has not been met, please include follow on assignment information below or submit RSC waiver.*

Follow on Assignment/Unit
**If applicable, please attach AF IMT 1288*

ACP Contract Expiration Date *YYYY- MM -DD*
**If contract has not expired, please request release from AFRC/CC, routed through and coordinated with AFRC/A1A. If approved, you will have to repay the unearned portion of your contract.*

Member's Name **Date**
Please Print

_____
Member's Signature

AGR TOUR CURTAILMENT WORKSHEET CONTINUED

Supervisory Review:
I have reviewed this request and confirm the information is correct. I concur / non-concur ***(please circle)*** with this request for the purpose of retirement / separation ***(please circle)***.
**If non-concur, justification must be provided.*

_____ _____
Name, Rank and Title (Please Print) Date

_____
Supervisor's Signature

Commander Review (Group or Wing equivalent):
I have reviewed this request and concur / non-concur ***(please circle)*** with this curtailment request.
**If non-concur, curtailment process ends.*

_____ _____
Name, Rank and Title (Please Print) Date

_____
Commander's Signature

NAF Commander Review or designated representative:
I have reviewed this request and concur / non-concur ***(please circle)*** with this curtailment request.
**Required for All NAF AGRs and Unit AGRs where waiver(s) are required.*
**If non-concur, curtailment process ends.*

_____ _____
Name, Rank and Title (Please Print) Date

_____
Commander's Signature

HQ AFRC/A1A Coordination:
HQ AFRC/A1A concur / non-concur ***(please circle)*** with this curtailment action and will take appropriate personnel action to support operational and force management requirements.

_____ _____
Name, Rank and Title (Please Print) Date

_____
HQ AFRC/A1A Representative Signature

Attachment 5

MDR LETTER

Date

MEMORANDUM FOR HQ AFRC/A1A
155 Richard Ray Blvd
Robins AFB GA 31098-1635

FROM: GAINING UNIT/ORGANIZATION NAME
Address
City State Zip

SUBJECT: AGR Management Directed Reassignment

1. Request Management Directed Reassignment for the following AGR assigned to the Unit at Base, City State as follows:

Rank / Name:	XXXX/XXXXXXXXXX
SSN:	XXX-XX-XXXX
From Position #:	0MXXXXXXX; Auth Grade / DAFSC: XXXX/XXXXX
To Position #:	XXXXXXXXX; Auth Grade / DAFSC: XXXX/XXXXX
Effective Date:	DD Month YYYY
New Duty Title:	

2. If there are any questions, please contact (Rank/Name of POC), at DSN XXX-XXXX.

SIGNATURE BLOCK
(Gaining Commander/Director)

Note: Losing commander/director endorsement not required for internal MDR actions.
1st Ind, (From losing organization)

I concur / do not concur with this request.

SIGNATURE BLOCK
(Losing Commander/Director)

2nd Ind, HQ AFRC/A1A

I concur / do not concur with this request.

SIGNATURE BLOCK
AFRC/A1A