***BY ORDER OF THE COMMANDER***
***AIR FORCE RESERVE COMMAND***

***AIR FORCE RESERVE COMMAND***
***INSTRUCTION 36-111***

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# *AIR RESERVE TECHNICIAN (ART) OFFICER CAREER MANAGEMENT PROGRAM*

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This instruction implements Air Force Policy Directive (AFPD) 36-1, *General Civilian Personnel Provisions and Authorities*, and outlines procedures for conduct and administration of the AFRC ART Officer Career Management Program (AOCMP). It encompasses the areas of manager development, ART officer placement, merit promotion, relocation services, and mobility. It provides guidelines for career development of all ART officer personnel and staffing of ART officer positions. It also provides instructions for individual ART officers, supervisors, commanders, and personnel managers in career planning and development for ART officers. It applies to all civilian personnel offices (CPO) (or civilian personnel flights, hereafter referred to as CPOs) servicing ART officer positions and all AFRC activities which are authorized ART officer positions. References to CPO also apply to the Air Force Personnel Center (AFPC) at Randolph AFB TX, as appropriate. Use in conjunction with AFPD 36-2, *Employment and Affirmative Action*; AFPD 36-3, *Merit Promotion*; AFPD 36-6, *Civilian Career Placement*; AFI 36-601, *Air Force Civilian Career Program Management*; AFMAN 36-606, volume I, *Air Force Civilian Career Program Management*, chapter 21; AFMAN 36-203, *Staffing Civilian Positions*; AFI 36-801, *Pay Setting*; and other higher level guidance.

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# Chapter 1

## GENERAL INSTRUCTIONS

### 1.1. Background:

1.1.1. AFRC acquires, develops, and retains a qualified, productive, and well-motivated managerial force of ART officers capable of assuring the success of varied and ever-changing missions. This career management system provides standards and guidelines to enhance the intellectual and professional growth of each ART officer in both his or her civilian and military careers.

1.1.2. The overall development effort is a single career management program for the procurement, use, development, promotion, and retention of the ART officer work force.

1.1.3. A vital element in the career progression of ART officers is an active duty assignment under Title 10. Each ART officer is encouraged to plan for such a tour and to actively seek selection as opportunities become available.

1.1.4. Formal trainee programs exist in skill shortage occupations such as airplane pilot, military personnel officer, maintenance officer, program analysis officer, and public affairs officer. These programs provide a systematic plan to "grow our own." In addition, rotational training is provided through the AFRC Job Enrichment Program. This developmental training provides selected individuals the opportunity to familiarize themselves with and expand their knowledge of the day-to-day operations of the various unit programs. (See chapter 5 )

### 1.2. Definitions:

1.2.1. AOCMP. A centralized career management program used by AFRC to ensure that sufficient numbers of highly qualified ART officers are available to assume positions of increased responsibility and scope throughout AFRC.

1.2.2. Air Reserve Technician (ART). An AFRC civilian employee who provides permanent party support to an AFRC unit and occupies a comparable military reserve position in that unit. The individual must maintain active membership in the unit as long as he or she occupies an ART position.

1.2.3. Senior ART. ART in charge of the Monday to Friday operations of an AFRC unit. The senior ART may or may not also be the unit commander.

1.2.4. ART Officer Placement Plan. One of the two major categories of career management programs within AFRC. (See paragraph 1.2.5) This is the affirmative employment phase of the AOCMP, directed toward systematic career progression through promotional and developmental assignments. It provides for uniform placement criteria for all ART officer positions and centralized rating and ranking procedures for senior-level ART officer positions. Provisions of the mobility program for ART officers apply. (See chapter 4) The Career Management Board (CMB) provides guidance for the ART Officer Placement Plan.

1.2.5. Manager Development Plan. One of the two major categories of career management programs within AFRC. (See paragraph 1.2.4) The Manager Development Plan addresses personal managerial/ executive training and career development. Provisions of the mobility program for ART officers apply. (See chapter 4)

1.2.6. Mobility Program. AFRC-wide program which prescribes geographic mobility as a condition of employment. It apples to all ART officer positions at all grade levels and to all ART organizations and CPOs servicing ART organizations. (See chapter 4)

1.2.7. Career Management Board (CMB). A group of senior-level managers appointed by AFRC/CC/CV which assists in developing objectives, requirements, policy, planned assignment, and career progression within the ART program. This board also has authority to develop uniform placement criteria for all ART officer positions and provides centralized rating and ranking of candidates for promotion.

1.2.8. Manager Development Council (MDC). A group of senior level managers appointed by the AFRC/CC/CV to assist in developing and implementing command direction and guidance for executive and management development activities for ART officers.

1.2.9. Instructor/Examiner Qualified. Reservist certified by the unit as meeting instructor/examiner requirements.

1.2.10. Mission-Ready. Reservists certified by the unit as being ready to perform combat mission requirements of the position (may or may not be instructor/examiner qualified).

1.2.11. Rated Position. Position requiring incumbent to be a qualified aircrew member.

1.2.12. Selecting Supervisor. Person authorized to make selections to fill vacant civilian (including ART) positions. Active duty personnel, civilians, and ARTs may be selecting supervisors but non-ART reservists may not be.

1.2.13. Unit Aircraft. The model, design, and series (MDS) aircraft actually flown by or assigned to the unit in which flying duties are performed. For example, C-130 is applicable to all WC-130, and HC-130 flying units.

1.2.14. Promotion Evaluation Pattern (PEP). Statement of requirements used to evaluate all competing candidates for a specific position or category of positions.

**1.3. Responsibilities:**

1.3.1. Commanders, supervisors, and managers are responsible for development of assigned personnel and staffing positions with the best-qualified available personnel.

1.3.2. AFRC/CC/CS ensures a sound basis for manager development by:

1.3.2.1. Surveying projected losses of ART officer personnel in all grade levels.

1.3.2.2. Considering and resolving problems involved in filling ART officer vacancies, and developing and installing a formal, orderly plan for developing capable replacements.

1.3.2.3. Assigning, implementing, and monitoring specific responsibilities at the top management level to provide for the developmental training programs.

1.3.2.4. Providing guidance, policy, etc., allowing development of each ART officer's skills in the techniques of management, in the processes of administration, and in individual effectiveness in dealing with employees. This includes broadening understanding of agency and government missions and the relevance of those missions to national goals.

1.3.2.5. Assuring that managers provide on-the-job training (OJT) and guidance to their subordinate supervisors. OJT may include special orientation programs for new managers, task force and

committee assignments, understudy assignments, and details to positions in different occupational areas or in different functional roles for increased job enrichment.

1.3.2.6. Providing oversight of ART officers with the assignments, experiences, and training to prepare them for leadership posts and to promote the development of their capabilities and qualifications. This may include formal courses in management perspectives and techniques and professional or occupational update.

1.3.2.7. Identifying potential recruitment sources to assure selection, development, and placement of personnel needed to satisfy projected requirements.

1.3.2.8. Assuring sensitivity to Affirmative Employment, Equal Employment Opportunity, and other special interest goals.

1.3.2.9. Ensuring equitable opportunity to compete for advancement.

1.3.2.10. Assuring availability of personal counseling and other guidance sources.

1.3.2.11. Encouraging participation in self-development activities, including professional association activities, degree or credential-linked professional development, and technical and personal skills acquisition.

1.3.2.12. Assuring employees in ART positions may apply for other Air Force career programs, and conversely all Air Force employees who qualify for both civilian and military requirements of ART officer positions may apply for the AOCMP.

1.3.3. HQ AFRC/DPC:

1.3.3.1. Administers the AOCMP according to the provisions of this instruction, the guidance of the AFRC MDC, CMB, HQ USAF, Department of Defense (DoD), and the Office of Personnel Management (OPM).

1.3.3.2. Serves as technical staff advisor to the CMB according to appropriate laws, guidance, and this instruction, and maintains pertinent files and records.

1.3.3.3. Prepares merit promotion and competitive reassignment registers and certificates, and, upon request, notifies candidates of the consideration given them.

1.3.3.4. Maintains applicant supply file (ASF) of status applicants (for example, reinstatement, transfer) and veterans readjustment appointment (VRA) eligibles, and certifies eligibles to selecting supervisor for ART officer vacancies.

1.3.3.5. Is designated as the Command Executive Manpower Management Officer (CEMMO) according to appropriate Air Force instructions.

1.3.4. The AFRC Career Management Board (CMB):

1.3.4.1. Convenes approximately every 6 months and as the CMB chairperson deems appropriate.

1.3.4.2. Provides guidance and instructions for individual ART officers, supervisors, commanders, and personnel managers pertaining to assignments, merit promotions, reassignments, changes-to-lower grade (CLG), appointments, and management of ART officers.

1.3.4.3. As needed, makes periodic reviews of progress in achieving program objectives in all areas of ART program administration.

1.3.4.4. As needed, requests that the AFRC MDC address various special tasks, issues, etc.

1.3.4.5. As needed, develops standard PEP for all ART officer positions.

1.3.4.6. Reviews adequacy of ART program announcement and competitiveness with other government programs.

1.3.4.7. Reviews field unit inputs forwarded through command channels for CMB resolution/consideration.

1.3.4.8. Ensures adequate policy is provided to the Special Examining Unit (HQ AFRC/DPC (SEU)) concerning ART applicant qualifications and the establishment of ART job registers.

1.3.4.9. Upon request, advises/augments various committees, teams, functions, etc. (for example, Human Resources Development Council, ART Process Improvement Team).

1.3.4.10. Supports Affirmative Employment efforts to achieve an ART officer force that reflects the national diversity of employees (for example, female, minority).

1.3.4.11. Provides for planned assignments and progression of ART officer personnel to key management positions.

1.3.4.12. Enhances AFRC readiness by ensuring there are ample well qualified candidates for ART officer positions above the entry level.

1.3.4.13. Develops uniform placement criteria for all ART officer positions. It also manages the centralized rating and ranking of candidates for assignment to appropriate ART officer positions (such as GS-14 level and above positions, GS-13 level with corresponding military position level of colonel (06)).

1.3.4.14. Screens nominations for participation in senior level training and educational programs, including resident professional military education (PME).

1.3.5. The AFRC MDC:

1.3.5.1. May convene in conjunction with the CMB (every 6 months) and more often if considered necessary by the council chairperson.

1.3.5.2. Provides command direction and guidance for trainee programs and executive and management development activities, including OJT enrichment programs.

1.3.5.3. As needed, identifies the knowledge, skills, and abilities (KSA) required in each managerial position.

1.3.5.4. Screens nominations for participation in intermediate level training and educational programs, including resident PME.

1.3.5.5. Monitors and evaluates, on a periodic basis, ART officers' participation and progress in council-designated developmental training.

1.3.5.6. As necessary, serves as special task team for conducting studies and resolving key issues that AFRC/CC/CV deems appropriate.

1.3.5.7. Upon request, advises/augments various functions, committees, organizations, etc.

1.3.5.8. Appropriate functional representatives serve as needed as advisors to the AFRC MDC. AFRC/CV serves as chairperson or designates appropriate official to serve as the chairperson.

**1.4. Registration in the AOCMP:**

1.4.1. The CMB requires all ART officer personnel below GS-15 level to register in the AFRC AOCMP. If militarily eligible without waiver, other permanent Air Force employees may also register for assignment to an AFRC officer position.

1.4.2. Employees may register by submitting completed AF Form 2675, **Civilian Career Program Registration and Geographic Availability**, to their servicing CPO. After the first registration, the employees may update and resubmit the form whenever desired.

1.4.3. ART officers are considered for promotion or competitive reassignment only if they are properly registered in the Defense Civilian Personnel Data System (DCPDS) as a career program member. Consequently, ART officers should confirm their registration in the AFRC AOCMP periodically (for example, annually and after a permanent change of station (PCS) move).

1.4.4. As the approving authority, AFRC/CV may approve registration for ART officers within 11 months of a PCS move and refer them command-wide to ART officer vacancies. If selected for a position requiring a PCS move, AFRC/CV, his or her designee, or HQ AFRC/DPC approves the waiver of the requirement for no PCS moves within 12 months.

1.4.5. Each ART officer should consider the following in completing AF Form 2675:

1.4.5.1. Since their mobility agreement applies to all ART officers, the CMB requires promotion or reassignment consideration regardless of geographic availability.

1.4.5.2. Availability does not, in itself, guarantee selection.

1.4.5.3. The selecting official may choose from up to 15 certified promotion eligibles or from other sources (for example, HQ AFRC/DPC (SEU) appointment eligibles).

1.4.5.4. Since AFRC/CV may authorize case-by-case exceptions to allow geographical screening based upon the needs of AFRC, registrants should ensure they are registered for geographic locations of their choice, including current location.

**1.5. Career Progression:**

1.5.1. Each first-and second-level supervisor of an ART officer should periodically counsel and advise employees on matters affecting their career progression. Supervisors should counsel based on first-hand knowledge of the abilities, interests, and desires as related to the career objectives of each ART officer.

1.5.2. The para-military nature of ART officers creates a uniqueness that dictates developmental efforts aimed at the military and civilian phases of their careers. Accordingly, the CMB and supervisors consider the "whole person" when determining assignments. Notwithstanding their military responsibilities, ART officers are full-time civilian employees. Therefore, the CMB and selecting supervisors must exercise care in the planning and scheduling of assignments to assure compliance with the laws and regulations governing civilian employees.

1.5.3. The CMB and selecting supervisors may use the provisions of chapter 3, ART Officer Merit Promotion Plan, and FPM Supplement (Internal) 930-71, *Recruitment of Air Reserve Technicians Through Competitive Examination*, as well as applicable OPM and Air Force guidance in considering individuals for promotion and competitive reassignment. (See chapter 2 for processing of tentatively selected candidates.)

**1.6. Career Management Board (CMB) Members.** AFRC/CC/CV appoints the members to serve on the CMB. The chairperson of the CMB is a general officer and is normally AFRC/CV. Each senior ART numbered air force (NAF)/CC/CV serves as a permanent board member. A typical board composition is the board chairperson, the three senior ART NAF/CCs/CVs and three other members. In addition to the CMB chairperson, a minimum of five members serve on the CMB. If required for efficiency of operations, the CMB may subdivide into rating panels to rate candidates for different grade levels.

**1.7. CMB Program Elements.** The CMB must consider the individual's total background and projection of management or executive potential. This "whole person" identification criteria may include training and experience, supervisory appraisals, awards and recognition, PME, and self-development activities, etc.

**1.8. CMB Procedures:**

1.8.1. The CMB reviews promotion registers, including the rating and ranking of candidates. (See chapter 3.) After identifying the best qualified eligibles, the CMB may:

1.8.1.1. Review and establish/validate the registers.

1.8.1.2. Use AFRC Form 138, **ART Officer Career Management Program Promotion Register and Evaluation Sheet**, to further evaluate candidates.

1.8.1.3. Use a consensus or assign points to each candidate considered.

1.8.1.4. Review and discuss individual rankings. Use reduction-in-force (RIF) civilian service computation date to break final ranking ties.

1.8.2. After final rankings of qualified eligibles on promotion registers:

1.8.2.1. The CMB establishes, and the CMB chairperson authenticates, command-wide promotion registers for appropriate positions. These are official documents which normally contain sufficient names to ensure HQ AFRC/DPC can certify 10 to 15 candidates (if that many are available) to a selecting supervisor for a given vacancy).

1.8.2.2. HQ AFRC/DPCC prepares and issues promotion certificates from each command-wide promotion register for a minimum of six months from date of its authentication. Promotion certificates may be on AFRC Form 157, **Merit Promotion Program Certificate/Referral List**. (See chapter 3 for employee certification, consideration, and selection procedures.)

1.8.2.3. Upon request, HQ AFRC/DPCC informs candidates of their final ranking as a result of the CMB evaluation.

**1.9. Permanent Change of Station (PCS) Costs.** Joint Travel Regulations (JTR), volume 2, *Department of Defense Civilian Personnel*, govern the payment of PCS costs. AOCMP PCS moves to GS-12 level (including GS-11 target GS-12) and above ART officer positions are eligible for the Relocation Services (RS) program. (See chapter 6.)

## Chapter 2

## SELECTION OF PERSONNEL TO FILL ART OFFICER POSITIONS

**2.1. General.** This chapter provides guidance on command procedures and responsibilities for selection and placement of personnel for ART officer positions. It applies to all AFRC units employing ART officers and to CPOs servicing those units.

**2.2. Background.** HQ AFRC strives to select the best available candidates for ART officer positions. Since 1977, AFRC/CV and the ART officer CMB have required HQ AFRC/DPC to administer all AOCMP assignments (for example, civilian promotions, changes-to-lower grade, reassignments). In addition, since 1979, AFRC/CV and the CMB have required HQ AFRC/DPC to provide "centralized recruitment" for all ART officer positions. These requirements were initiated to improve timeliness in filling ART officer vacancies, improve overall recruitment servicing, provide centralized career management, etc. To accomplish these requirements:

2.2.1. HQ AFRC/DPCC approves all civilian personnel actions affecting ART officers before being effected. The only exceptions are CPO-controlled actions involving entitlements and position classification actions such as transfer of function, RIF, position upgraded due to new classification standard, etc. The servicing CPO should coordinate these type actions with HQ AFRC/DPCC before being effected and submit copies of SF 50-B, **Notification of Personnel Action**, to HQ AFRC/DPCC when effected.

2.2.2. Appointments of ART or non-ART temporary employees to ART officer-level positions do not require approval above the local unit commanders. Therefore, the servicing CPO processes them in the same manner as any other temporary recruitment action which does not require HQ AFRC approval.

**2.3. Responsibilities When Filling ART Officer Positions by Promotion, Appointment, Competitive Reassignment, or Other Competitive Means:** (See attachment 2, Selecting Supervisor's (SS) Checklist for Filling Air Reserve Technician (ART) Officer Vacancies.)

2.3.1. Unit Commanders/Supervisors:

2.3.1.1. When a selecting supervisor has or projects an ART officer position vacancy, he or she initiates an SF 52, **Request for Personnel Action**, to the servicing CPO to fill the vacancy on a permanent basis unless the unit commander desires to delay filling of the vacancy.

2.3.1.2. AFRC does not "double slot" authorizations. Consequently, if vacant Unit Manpower Document (UMD) authorizations do not exist, supervisor must either wait until authorization is vacated, or obtain overhire, if appropriate.

2.3.1.3. Ensure completion and accuracy of all necessary documents (for example, the manpower Authorization Change Notice (ACN) and/or a copy of an approved AFRC Form 106, **Manpower Authorization Change Request**, (or other official document) authorizing any changes in the UMD data of the position.

2.3.1.4. Provide any special instructions on filling the vacancy for the servicing CPO to include in the request-to-fill message or memorandum they send to HQ AFRC/DPCC.

2.3.1.4.1. If the selecting supervisor provides no special instructions for the request-to-fill message or memorandum, HQ AFRC/DPCC contacts the selecting official to see if he or she wants to consider other sources.

2.3.1.4.2. If a selecting supervisor requests an SEU certificate, include:

2.3.1.4.2.1. Any special instructions such as name requests (with social security number).

2.3.1.4.2.2. How long (30, 60, or 90 days) to "earmark" the request (that is, don't certify until name request is available).

2.3.1.4.2.3. Any selective certification or "quality ranking factors" (that is, special or additional KSAs desirable for this position).

2.3.1.4.3. Upon supervisor's request, HQ AFRC/DPCC may refer qualified and available promotion candidates, employees requesting reassignment or CLG, VRA, and reinstatement/transfer eligibles, along with the SEU candidates.

2.3.1.5. Consider sources of candidates. After the servicing CPO clears appropriate regulatory priority considerations, (for example, local RIF, DoD Priority Placement Program (PPP) (known as the "stopper list")), unit commanders/supervisors have authority to consider and make tentative selections for permanent positions from any appropriate source of qualified candidates. "Qualified" means candidates who meet all civilian and military qualification requirements. Sources of candidates may include:

2.3.1.5.1. ART officers with restoration rights following a military tour. (Selection is mandatory.)

2.3.1.5.2. ART officers whose positions are canceled, downgraded by position classification action, etc. These are AFRC employees who have lost or will lose their positions/grades due to unit deactivations/conversions, change in aircrew composition, positions downgraded by classification action, etc.

2.3.1.5.3. Competitive promotion candidates. These are current Air Force employees who are qualified, hold a lower civilian grade, are registered in the AOCMP, and are in the top 10 to 15 available candidates on the promotion register for the unit where the position is located. Refer to chapter 3 for detailed procedures.

2.3.1.5.4. Competitive reassignment/CLG candidates. These are current Air Force employees who are registered in the AOCMP and are in the top 10 to 15 available candidates on a competitive reassignment/CLG register. This register is normally used when the supervisor restructures a position to fill at a lower grade level because there are insufficient qualified promotion candidates at the full journeyman grade. Competitive selection means that promotion to the target grade level can be made without further competition when all qualification factors are met.

2.3.1.5.5. Employee-requested reassignment/CLG candidates. These are current Air Force employees who are qualified, have the same or higher civilian grade, may be registered in the AOCMP, and have requested consideration in writing through appropriate channels. Further promotion requires competition.

2.3.1.5.6. Reinstatement/transfer "status" candidates. Reinstatement candidates are former permanent federal employees who are qualified and have submitted an acceptable application

and a copy of latest SF 50-B to HQ AFRC/DPCC, and who still have reinstatement eligibility. Transfer candidates are current permanent federal employees who are qualified and have submitted an acceptable application and SF 50-B to HQ AFRC/DPCC. HQ AFRC/DPCC maintains an ASF of their status applicants who meet criteria and reserve/military qualifications. The "recruitment list" for "status" applicants is all current and projected ART officer positions. Interested and qualified candidates should submit their application to HQ AFRC/DPCC.

2.3.1.5.7. Management Directed Reassignment (MDR) candidates. These are current AFRC employees who are qualified, have the same civilian grade as the vacancy, and who management directs their reassignment to the vacancy. Such reassignments may be involuntary (that is, he or she has not agreed to the assignment. The action may be effected under a mobility agreement.)

2.3.1.5.8. Candidates referred from an SEU register. These are candidates who the SEU has rated as qualified, are identified as geographically available, are referred on a certificate, and who the selecting supervisor may select.

2.3.1.5.9. VRA authority candidates. These are veterans who have applied for consideration. The VRA authority limits appointments up to the GS-11 level. Time limits (after separation from active duty) apply to all except disabled veterans. The "recruitment list" is all ART officer positions which selecting supervisors may fill at the GS-11 level or below. Interested and qualified (military and civilian) candidates should submit application to HQ AFRC/DPCC and reference "VRA."

2.3.1.5.10. Mandatory grade retention selectees.

2.3.1.5.10.1. The local military personnel flight (MPF) determines if these candidates are militarily qualified (may need to coordinate with HQ AFRC/DPMO for colonels and above and HQ AFRC/DPMO for lieutenant colonels and below). HQ AFRC/DPC is the approving authority for colonels and above (after coordination with HQ AFRC/DPMO).

2.3.1.5.10.2. For lieutenant colonels and below, after coordination with the local MPF, the servicing CPO notifies HQ AFRC/DPCC of tentative selection, who may coordinate with HQ AFRC/DPMO.

2.3.1.6. Consider temporary fill action. Pending permanent assignment of a new incumbent, the unit commander/supervisor may detail or temporarily promote to a vacant position, an employee who is qualified for the temporary promotion. This promotion would be non-competitive, not-to-exceed 120 days. Supervisors submit SF 52 to the servicing CPO for processing of temporary assignment actions. HQ AFRC/DPCC approval is required if temporary promotion exceeds 120 days. A person does not have to qualify militarily for temporary promotion or detail since these actions do not affect the employee's reserve assignment.

2.3.1.7. Comply with responsibilities outlined in chapter 3.

2.3.2. Servicing CPOs:

2.3.2.1. Upon receipt of an SF 52 to fill the vacancy, notify HQ AFRC/DPCC immediately by message, e-mail, Banyan Vines (send to: Name of personnelist@HQ_AFRC_DPC@ROBINS), or memorandum of all ART officer vacancies. Include:

2.3.2.1.1. Civilian title, series, grade, level at which supervisor is filling the position (and full performance level potential as appropriate), authorized military grade, and functional account code (FAC).

2.3.2.1.2. ART position description number.

2.3.2.1.3. Unit designation and location.

2.3.2.1.4. Date position became or will become vacant.

2.3.2.1.5. Date SF 52 was initiated.

2.3.2.1.6. Any selective certification or quality ranking factors desired by the selecting supervisor.

2.3.2.1.7. Previous incumbent and reason why he or she vacated the position.

2.3.2.1.8. Name and Defense System Network (DSN) number of the servicing CPO personnelist point of contact.

2.3.2.1.9. Name and DSN number of the selecting supervisor.

2.3.2.1.10. A statement that the servicing CPO has cleared the vacancy from regulatory placement requirements of RIF, DoD PPP, Reemployment Priority List, etc., and that the servicing CPO will notify HQ AFRC/DPCC immediately if the status changes.

2.3.2.1.11. Any special instructions such as name requests or earmarked name requests when requesting an SEU certificate. Name requests should include the social security number of the individual. Name requests are not appropriate for in-service competitive actions such as promotion, competitive reassignment, etc.

2.3.2.1.12. The manpower ACN and/or approved AFRC Form 106 (or other official document) authorizing any changes in the UMD data of the position.

2.3.2.1.13. The salary, including locality pay of the position, step 1, and step 10.

2.3.2.2. Upon receipt of notification from HQ AFRC/DPCC that a selection has been approved, the servicing CPO:

2.3.2.2.1. Contacts the selected applicant.

2.3.2.2.2. Furnishes appropriate preemployment processing information forms, etc.

2.3.2.2.3. Arranges reporting dates.

2.3.2.2.4. Processes the action.

2.3.2.2.5. Provides other normal staffing services.

2.3.2.3. Refer on DD Form 359, **Referral for Consideration**, names of applicants and employees tentatively selected for all ART positions to the AFRC unit's servicing MPF. This form includes:

2.3.2.3.1. Position title, series, grade, and ART position number of the position for which selected.

2.3.2.3.2. The signature of the selecting official.

2.3.2.3.3. The proposed effective date of personnel action.

2.3.2.4. Establish effective dates for placement into ART positions in conjunction with servicing MPF. The servicing CPO commits no job until the servicing MPF documents in writing that the applicant or employee meets all requirements (including military Air Force Specialty Code (AFSC)) for assignment to the Air Force Reserve position for which selected). The servicing CPO may not effect the civilian personnel action (including reassignments) until this documentation (reflecting the individual meets military qualifications) is on file in the servicing CPO. The servicing CPO and servicing MPF accomplish the documentation on DD Form 359 as indicated above.

2.3.2.5. The servicing CPO may not make any appointment or assignment to an ART position until the servicing MPF has appointed or assigned the applicant or employee to a comparable position in the AFRC unit. However, they may effect both actions on the same date. ***EXCEPTION:*** With prior approval from HQ AFRC/DPC, the servicing CPO may make a career-type appointment to an ART position pending an AFRC appointment or assignment. Under these conditions, the applicants must certify in writing that they understand the AFRC unit will separate them from the civilian position because of military disqualification if they cannot be appointed or assigned to the reserve position.

2.3.2.6. If not already on file, have the employee/selectee signs a completed AFRC Form 121, **Mobility and Status Quo Placement Certificate of Understanding**, before the effective date of the personnel action. File original in employee's official personnel folder (OPF) and mail copy to HQ AFRC/DPCC.

2.3.2.7. May voucher appropriate appointees and, upon receipt of any derogatory vouchers, notify HQ AFRC/DPCC.

2.3.2.8. Notify HQ AFRC/DPCC by message/e-mail/etc., of the effective date of any ART officer assignment action (that is, promotion, appointment, reassignment, etc.). Include the employee's DSN number.

2.3.2.9. When an ART officer enters on active duty (for example, 10 U.S.C. statutory tour), send a copy of SF 50-B, and, if available, a copy of the military orders to HQ AFRC/DPCC.

2.3.2.10. Ensure that all ART officer data is current in the DCPDS. For example, ASG-CIV-ART-ID, DIN J5D must be code "P." (***NOTE:*** The system may reject action if AFSC does not start with zero (0) for ART officer positions.)

2.3.2.11. Before effecting the appointment, notify HQ AFRC/DPCC if any tentative preference selectees are ineligible for tentative preference. Their appointment may be illegal.

2.3.2.12. Notify in advance, and provide copy of SF 50-B to, HQ AFRC/DPCC on all ART officer personnel actions not approved in writing by HQ AFRC/DPCC (for example, Transfer of Function Placement, RIF Placement), and on others upon request.

2.3.3. Gaining MPFs:

2.3.3.1. Determine eligibility for reserve membership of each applicant and employee selected for placement in an ART position. This applies even though the employee may be currently serving in an ART position.

2.3.3.2. If eligible for reserve membership, certify eligibility using DD Form 359 that the servicing CPO furnishes, and return it to the servicing CPO.

2.3.3.3. Effect the reserve appointment or assignment before or concurrent with the civilian appointment or assignment, and notify the servicing CPO of any necessary delay.

2.3.4. HQ AFRC/DPC:

2.3.4.1. Maintain ART officer promotion and ASF registers (for example, VRA and status file), including those the CMB establishes/approves.

2.3.4.2. Prepare and issue ASF, merit promotion and competitive/noncompetitive reassignment certificates to selecting officials in response to servicing CPO requests.

2.3.4.3. Issue promotion announcements, as required.

2.3.4.4. Prepare and maintain PEPs, and obtain PEP approval by the CMB chairperson.

2.3.4.5. Process approval packages, notify affected units of approval or disapproval of tentative selections, and furnish the servicing CPO with required data to process approved actions.

2.3.4.6. Obtain and process OPM certificate of eligibles from the SEU.

2.3.4.6.1. Conduct preliminary review of former and present military status. Take action to remove applicants from appropriate registers/certificates if they are not militarily qualified and the selecting supervisor does not desire to request waivers or when waivers are not allowed.

2.3.4.6.2. Determine availability of applicants.

2.3.4.6.3. Refer applications to and obtain tentative selections from selecting officials.

2.3.4.7. Arrange with the servicing CPO for accession or position change processing and provide the servicing CPO with necessary supporting documents, such as applications, etc.

2.3.4.8. Maintain ART program vacancy listings as needed, and identify trends in ART program manning/recruitment.

2.3.4.9. Monitor placement of ART officers (for example, positions canceled, restoration).

2.3.4.10. May voucher appropriate appointees with results going directly to the servicing CPO.

**2.4. Management Directed Reassignments (MDR)/Management Reassignment (MR).** These terms are used interchangeably and signify management initiated reassignments.

2.4.1. Within Unit or Same NAF. The unit commander/senior ART officer/selecting supervisor having mutual chain of command/supervisory jurisdiction over both ART officer positions/vacancies may request HQ AFRC approval of an MDR or an employee requested CLG.

2.4.1.1. The request must be by memorandum/message/e-mail and state what is proposed, giving full names, positions affected, civilian and military grades, ART position description numbers, FAC of positions affected, and impact on reserve assignments.

2.4.1.2. The unit commander/senior ART officer/selecting supervisor sends the request to HQ AFRC/DPCC for approval processing, with an information copy to the requesting official's higher headquarters, to include the NAF/CC. This allows ample time for higher level commanders to evaluate proposed changes and contact HQ AFRC/DPCC only if the action should not be processed.

2.4.1.3. The unit, concurrently with step in paragraph 2.4.1.2, sends an SF 52 to their servicing CPO who checks/clears their priorities (for example, "stopper list") and completes the proposed personnel actions upon receipt of the HQ AFRC approval.

2.4.1.4. If unit commanders/senior ARTs do not have mutual jurisdiction, they can request an MDR as long as they obtain the concurrence of the appropriate supervisory channels and indicate this concurrence in the MDR request.

2.4.1.5. If a supervisor, other than the unit commander/senior ART, requests an MDR, he or she must indicate that the unit commander/senior ART concurs in the request.

2.4.2. Between NAFs. There is no single unit commander/senior ART officer who has mutual chain of command/supervisory jurisdiction below AFRC/CV level. Therefore, AFRC/CV or HQ AFRC/DPCC, as appropriate, approves requests for MDRs from the gaining unit commander, so long as both the gaining and losing NAF/CCs concur in the action. Include in the request the data listed in paragraph 2.4.1. In addition, upon AFRC approval, the gaining unit concurrently sends an SF 52 to its servicing CPO who checks/clears the priorities (for example, "stopper list") and complete the proposed personnel actions.

**2.5. Employee Requested Reassignments/ Change-to-Lower Grade (CLG):**

2.5.1. ART officers may submit requests in writing for reassignment or CLG consideration to positions within or outside their current unit of assignment. The request must contain current position title, series, grade, DSN number, lowest acceptable grade, type of work or specific position in which interested, and reason for the request. Send the request through supervisory/command channels to HQ AFRC/DPCC.

2.5.2. Unit commanders/supervisors/senior ARTs review reasons stated in the request and add comments, concurrences, or nonconcurrences. NAF/CC/senior ART may disapprove the request and return to the ART officer with reasons, or approve and forward the request to HQ AFRC/DPCC.

2.5.3. Requests receiving the approval of the NAF/CC remain in effect for a period of 1 year from date of receipt in HQ AFRC/DPCC unless the employee withdraws the written request, declines consideration for a position, or accepts placement in a different type position. ART officers desiring further consideration at the end of 1 year initiate a new request.

2.5.4. Selecting supervisors have the option of considering employees with an approved request for reassignment/CLG.

**2.6. Rated ART Officer Assignment Criteria.** The above guidance, relative to management directed and employee requested reassignments and CLGs, applies to both nonrated and rated ART officer personnel. However, due to certain flying and aircraft qualification requirements, the following assignment criteria applies to management directed and noncompetitive reassignments. They also apply to rated ART officer assignments to positions which require flying or aircraft qualifications not possessed by the individual at time of assignment. This criteria does not apply to noncompetitive details:

2.6.1. Persons assigning into ART positions noncompetitively through in-service placement actions. They must meet the regular qualification standards for such positions. Exceptions are rated aircrew ARTs who AFRC may move noncompetitively to another rated aircrew ART position (even at another installation), having higher or different flying qualification requirements. Such employees are considered qualified for promotion in the same line of work only after acquiring whatever flying experience

the new position requires within the time limits prescribed by Air Force and AFRC regulations. However, if a person is assigning into an Airplane Flight Instructor or Helicopter Flight Instructor, GS-13 position, the ART officer must be currently instructor-pilot qualified in the unit aircraft where the vacancy exists. Only the gaining NAF/CC or above may approve exceptions to this requirement. In such cases the individual must meet reserve/military retainability requirements and meet all prerequisites for attendance at the training or transition course appropriate for the specific aircraft involved.

2.6.2. New appointments. Supervisors normally fill rated positions at the full journeyman level. However, management may choose to fill a vacancy at a lower grade level. Applicants must meet all prerequisites for attendance at the training or transition course appropriate for the specific aircraft involved. All flying hour requirements must be met before the individual will be eligible for promotion.

2.6.3. Unit aircraft conversions. The special aircrew qualification requirements for rated ART officer positions may dictate the establishment of separate competitive levels for positions requiring the performance of duty and/or mission qualifications in different types of aircraft. Accordingly, movement between positions during RIFs caused by a change in unit aircraft requires a qualification determination before assignment to a position in a different competitive level. Examiner, instructor, or mission qualifications in more than one type aircraft simultaneously are the exception rather than the rule. Therefore, all employees normally fail to meet the special qualification requirements for assignment to a comparable position involving a different type aircraft. When such an employee is reached for RIF due to change in unit aircraft and does not meet minimum qualifications requirements, the employee will be accorded normal RIF outplacement entitlements. If the employee is currently an ART officer and meets all prerequisites for attendance at the training or transition course (including such things as military retainability), management has the option to select him or her for retraining to a comparable position in a different aircraft. Management computes retainability from official conversion date.

**2.7. Placement of ART Officers Whose Positions Are Canceled.** The servicing CPO administers official placement programs. These include central skills bank, RIF, and the DoD PPP. As part of the provisions of the AFRC AOCMP and to supplement RIF, PPP, and other normal placement programs conducted by the servicing CPO, HQ AFRC/DPCC conducts informal placement efforts within the AFRC command.

2.7.1. Approximately 12 months before unit conversion or deactivation (or at the earliest known practical date), HQ AFRC/DPCC may send the potentially displaced ART officer a memorandum/message/Banyan/e-mail notifying that they will be subject to placement in the first available vacancy at current, permanent grade level anywhere within AFRC. If he or she is unsuccessful in being placed at another location/position, local RIF applies. Local RIF could result in reassignment in grade, CLG, or separation according to governing regulations. If all the positions are not canceled, the lowest persons on the RIF retention register will be considered for command-wide placement. (***NOTE:*** HQ AFRC/DPCC refers ARTs on military tour (whose position has been canceled) only during the 12 months prior to their date of separation.)

2.7.2. HQ AFRC/DPCC assigns the displaced ART officer to the first ART vacancy at the same grade for which he or she qualifies. AFRC considers employee preferences to the maximum extent possible in keeping with command mission requirements and availability of vacancies; however, AFRC considers the needs of the service to be paramount in any placement action.

2.7.3. Supervisors with vacancies normally select referred displacement ART officers unless there are valid reasons for nonselection. Supervisors coordinate proposed nonselections in writing through command channels to NAF/CC for approval.

2.7.4. Employee may not decline position. Employee will be subject to separation if he or she refuses assignment.

2.7.5. AFRC may implement mobility provisions of chapter 4 at any time.

2.7.6. In processing and effecting local RIF, servicing CPOs conduct the RIF according to normal RIF regulations. The servicing CPO effects actions as soon as possible after the effective date of the conversion, deactivation, position cancellation, etc.

2.7.7. With concurrence of the senior ART/unit commander, managers may allow waivers of civilian qualification requirements for positions at the individual's location, according to governing regulations.

2.7.8. Converting/deactivating units fill vacant positions on a temporary basis during the 12 months before the effective date. NAF/CC may approve exceptions.

2.7.9. When more than one ART officer is qualified and available for the same vacancy, HQ AFRC/DPCC refers all, and the selecting supervisor may select any of those referred.

**2.8. Placement of ART Officers from Key to Non-Key Positions.** ART officers who request movement into a non-key position sign an agreement stating: "As a condition of this voluntary assignment to a non-key position I accept that I will be subject to separation from my air reserve technician (ART) position, both civilian and reserve, upon reaching my mandatory separation date (MSD), whether my ART position is a key or non-key position and whether or not I have received an offer."

# Chapter 3

## ART OFFICER MERIT PROMOTION PLAN

### 3.1. General:

3.1.1. This chapter serves as the merit promotion plan and outlines guidance and procedures used in filling ART officer positions by promotion or related personnel actions that could lead to promotion.

3.1.2. Supervisors make selections based on merit and qualifications and without regard to race, color, religion, sex, age, national origin, marital status, political affiliation, nondisqualifying physical handicap, membership or nonmembership in an employee organization, personal favoritism, or any other nonmerit factor.

### 3.2. Responsibilities:

3.2.1. Supervisors/unit commanders:

3.2.1.1. Must uphold merit principles.

3.2.1.2. Promptly release an employee selected for promotion normally within 30 calendar days after servicing CPO notifies the losing supervisor of selection. Notification may be verbal or written. In unusual circumstances, the gaining and losing supervisors may agree to extend the release date.

3.2.1.3. Participate as needed in developing PEPs or determining qualification requirements, methods, and standards for selection to fill positions covered in this instruction.

3.2.1.4. Have authority for tentative selection of candidates for vacant positions. (See chapter 2 for final approval authority for selection.)

3.2.1.5. May interview or contact promotion candidates as part of the selection process. Supervisors have a corollary obligation to notify the candidates after receipt of HQ AFRC notification of approval for a selection. This notification should include name of selectee and should express appreciation for the candidates' interest.

3.2.1.6. Upon receipt of a promotion or other competitive or noncompetitive assignment certificate, complete and return the certificate to HQ AFRC/DPCC within 21 days from date of the certificate. Request an extension from HQ AFRC/DPCC if unable to complete tentative selection by the expiration date shown on the certificate. Select from available candidates (from this or other sources) unless such circumstances exist that would justify a delay in filling the position on a permanent basis.

3.2.1.7. Ensure only qualified instructor/examiner pilots are assigned to Airplane Flight Instructor and Helicopter Flight Instructor, GS-13 positions. (See paragraph 2.6.1 for exceptions.)

3.2.2. Employees desiring consideration for advancement:

3.2.2.1. Pursue a program of self-development to prepare for advancement.

3.2.2.2. Submit changes in or additions to experience, education, or training through their supervisor to the servicing CPO. ART officers should review their civilian career brief at least annually.

3.2.2.3. Keep informed on career program instructions.

3.2.2.4. Complete and keep AF Form 2675 up-to-date. Only those who complete this form and are registered in the AOCMP receive any promotion or competitive reassignment consideration for ART officer positions.

3.2.3. HQ AFRC/DPC:

3.2.3.1. Administer the ART officer merit promotion plan in conjunction with higher level guidance, other chapters of this instruction, and AFRC instructions.

3.2.3.2. Maintain detailed PEPs and make them available for review by operating officials and employees upon request.

3.2.3.3. Establish continuing and as-needed competitive registers of eligibles to be used in staffing ART officer vacancies. Establish/update continuing registers at least semiannually to permit entry of new employees.

3.2.3.4. Upon request, inform employees of their record of experience which is used as a basis for qualification determinations.

**3.3. Area of Consideration:**

3.3.1. The area of consideration for permanent promotion for all GS-15 and below ART officer positions is all eligible registrants in the AOCMP.

3.3.2. The area of consideration for ART temporary promotion is normally limited to eligibles in the commuting area.

**3.4. Applicability of Competitive Process:**

3.4.1. Competition is normally according to higher level guidance. HQ AFRC/DPCC is responsible for determining if a personnel action for an ART officer position is subject to competition and the extent of competition. (Servicing CPO determines requirement for competition of temporary promotions of 120 days or less.)

3.4.2. HQ AFRC/DPCC, following guidance of the AFRC CMB, determines each candidate's basic eligibility and initially ranks eligibles to identify the best qualified. The progression level factors (PLF) normally identify the best qualified candidates. The requirements for being a reserve officer severely limit the number of qualified candidates. Therefore, HQ AFRC/DPCC may refer and supervisors may select candidates below the best qualified level.

3.4.3. HQ AFRC/DPCC may exclude employees encumbering formal trainee-type positions from competitive promotion consideration, up to, and including, the target grade level of the program in which enrolled.

**3.5. Details:**

3.5.1. When the detail is for more than 120 days and the assignment is such that the employee can perform the majority of the higher level duties, the servicing CPO, in conjunction with HQ AFRC/DPCC, applies appropriate competitive procedures.

3.5.2. The area of consideration to be used for competitive details is the major organization in which the higher grade position is located.

3.5.3. Competition is not required for a detail of 120 days or less to a higher grade position.

3.5.4. The detail of an ART does not affect the employee's reserve assignment.

**3.6. Temporary Promotions:**

3.6.1. The same experience, qualification requirements, etc., apply to temporary promotions as apply to permanent promotions. AFRC applies competitive procedures as appropriate when selecting employees for temporary promotion.

3.6.2. The area of consideration to be used for competitive temporary promotions is the major organization in which the higher grade position is located.

3.6.3. For ART officer vacancies, an employee of an Air Force activity serviced by another CPO is not normally considered for a temporary promotion unless the two activities are within commuting distance.

3.6.4. In processing a temporary promotion, the selected employee should be informed of the temporary nature of the promotion and related conditions, including contemplated return to his or her former position or to another position at the same grade as his or her position. The employee accepts or declines in writing. A declination does not affect an employee's eligibility for consideration for promotion to other positions.

3.6.5. An employee serving on a temporary promotion continues to receive consideration for permanent promotion to all positions for which qualified above his or her permanent grade level.

3.6.6. The employee competes in a RIF as if he or she were still serving in his or her permanent position.

3.6.7. Servicing CPOs and HQ AFRC/DPCC count service under a temporary promotion the same as for any other service. The temporary promotion does not make the employee eligible for pay retention or adjustment, or noncompetitive repromotion.

3.6.8. The temporary promotion of an ART does not affect the employee's reserve assignment.

3.6.9. Upon termination of a temporary promotion, the employee normally returns to his or her permanent position.

3.6.10. A supervisor may request temporary promotion or detail to backfill a vacancy created by temporary promotion or detail. If a supervisor establishes a non-ART position against the ART authorization, he or she may request fill action by temporary appointment.

**3.7. Methods of Locating Candidates:**

3.7.1. The current method of locating candidates for consideration for competitive referral is the Promotions and Placements Referral System (PPRS). PPRS is an automated referral capability available through the DCPDS. When developing a promotion/competitive reassignment certificate, AFRC considers only candidates registered in the AFRC AOCMP. AFRC normally considers individuals registered in the AOCMP, regardless of geographic availability. Since AFRC may make case-by-case exceptions (for example, for new unit aircraft), registrants should register for appropriate geographic locations.

3.7.2. AFRC considers all employees within the area of consideration for initial basic eligibility determinations. When an announcement is used, HQ AFRC/DPCC limits consideration to those who have applied through the specific announcement whether or not PPRS was used.

3.7.3. AFRC may consider former civilian federal employees eligible for reinstatement or employees of another federal agency (including transfer candidates) with competing Air Force employees for a position of higher grade (or one with promotion potential to a higher grade) than the one presently held. To the extent possible, AFRC evaluates these candidates against the same criteria specified in the PEP for competing Air Force employees. Selection of candidates is tentative pending HQ AFRC/DPCC approval.

3.7.4. The selecting supervisor may also consider applicants certified from OPM registers. The selection process in chapter 2 applies. Servicing CPOs may effect appointment with no break in service for candidates certified from OPM registers who currently occupy ART positions.

3.7.5. Employees absent in military service:

3.7.5.1. A vital element in the career progression of ART officers is a limited, active duty statutory assignment. AFRC encourages ART officers to plan for such a tour and to actively seek selection as opportunities become available. ARTs entering on active duty tours do so to fill a critical military requirement. Title 38, U.S.C. Chapter 43; Title 5, U.S.C. 3551; and the *Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994* (Public Law 103-353), October 13, 1994, guarantee restoration rights of such individuals. AFRC considers an ART officer absent on military duty in absentia for in-service promotion under AOCMP as though still present. Servicing CPOs and HQ AFRC/DPCC credit experience gained while in military service that is creditable for veterans preference or which is the basis for restoration, either as an extension of the work the individual was doing immediately before entry into the armed forces, or on its own merits, whichever is more beneficial to the individual.

3.7.5.1.1. The servicing CPO and HQ AFRC/DPCC do not normally give credit for actual duties performed until the employee returns from the tour and describes duties performed.

3.7.5.2. HQ AFRC/DPCC evaluates and ranks ART officers considered in absentia by the same methods as other competitors. If classification action upgrades the position, the servicing CPO considers/promotes the employee as if still assigned in the position. Management normally promotes the absent employee in a classification upgrade unless the unit commander indicates in writing that he or she is not to be promoted. If statutory tour employee is within reach for selection for competitive promotion, HQ AFRC/DPCC refers his or her name. If the supervisor selects the absent employee for promotion in absentia, the SF 52 indicates that he or she is absent for reasons stated. The SF 52 reflects the date the servicing CPO approves the action as the effective date. When the employee restores to duty, the servicing CPO produces SF 50-Bs or enters the action into the appropriate DCPDS record and places the SF 52 in the OPF for use in effecting the action. The servicing CPO maintains records supporting the certification and selection like other promotion actions. If the employee fails to restore, the servicing CPO processes a termination/separation SF 50-B, as appropriate, with an effective date of the date he or she separated to enter military service.

3.7.5.3. For the ART officer promoted while absent, the servicing CPO counts all the time following promotion as service in the higher grade, for purposes of meeting experience and other requirements to which promoted. Since the returning ART officer is subject to command-wide

mobility requirements of the AOCMP, and since restoration rights are agency/AF-wide, AFRC may restore the ART anywhere in AFRC. (***NOTE:*** Restoration rights are covered under USERRA and AFRCI 36-114, *Procedures on Air Reserve Technicians (ART) Who Lose Active Reserve Membership*.)

3.7.5.4. For ART officer promotion registers, HQ AFRC/DPCC extends the civilian performance appraisals in effect when an ART officer enters military service to the end of the tour.

3.7.6. HQ AFRC/DPCC may exclude employees from promotion consideration when they:

3.7.6.1. Apply after the closing date specified in an announcement.

3.7.6.2. Enter on the rolls or acquire eligibility (or those with newly acquired qualifications) after establishment of the promotion register until the next regular updating of the register.

3.7.6.3. Are on leave without pay and not expected to return to duty.

3.7.6.4. Are on leave or leave without pay for 6 months or longer (except those absent for military duty or compensable injury) even though they are expected to return to duty.

3.7.6.5. Are newly entered on duty and the necessary qualifications and evaluation data are not available for ranking purposes. HQ AFRC/DPCC may temporarily exclude them from consideration pending acquisition of such data. In no case may HQ AFRC/DPCC deny promotion consideration of an employee for longer than 3 months.

3.7.6.6. Are not registered in the AFRC AOCMP.

3.7.6.7. Are within 90 days after competitive appointment.

**3.8. Promotion Evaluation Patterns (PEP):**

3.8.1. HQ AFRC/DPCC develops the PEP as a result of selection-oriented job analysis which identifies the KSAs required for future successful job performance.

3.8.2. The process establishes a documented, direct relationship between job requirements and KSAs.

3.8.3. HQ AFRC/DPCC provides employees with PEPs upon request so they can determine how to obtain additional experience and development. This may improve their opportunities for career progression and foster a better understanding of the AOCMP evaluation criteria used in the career management process.

**3.9. Basic Eligibility Determination.** Candidates must meet the minimum screening factors for the position being filled. Those who meet the screening requirements are at least minimally qualified and eligible for further evaluation and ranking against factors in the PEP for the position. Higher level guidance normally limits basic eligibility qualification requirements to those specified in the minimum standards that OPM establishes or authorizes.

**3.10. Evaluating Eligible Candidates:**

3.10.1. The PEP uses valid, job-related, evaluation criteria that go beyond the minimum qualification requirements to rank basically eligible employees in best-qualified order. These criteria are PLF which measure and compare the scope, quality, pertinency, quantity, etc., of an employee's civilian

and military work experience, education, and/or training related to the requirements of the position being filled.

3.10.2. The PEP/PPRS uses only information in the employee's master record DCPDS before the date of the computer listing to establish the promotion register. The PEP/PPRS matches data in the master record against ranking criteria specified in the PEP and ranks each employee in order of qualification.

3.10.3. PPRS processing may encompass several progression levels which will permit meaningful distinctions between experience of competing employees.

3.10.4. Sort-priority processing. After PPRS eligible employees are processed through prescribed PLFs, sort-priorities or tie breakers are applied to determine the rank order of competing employees within each PLF. The sort-priorities are:

3.10.4.1. The first sort-priority is the current appraisal score in the employee's master record at the time of ranking.

3.10.4.2. RIF civilian service computation date is the final ranking tie-breaker.

3.10.4.3. Selecting supervisors should also review awards data on each certified eligible to determine rank priority.

**3.11. Selective Certification for Competitive and Non-Competitive Consider ation.** In identifying eligibles for promotion, competitive reassignment or other assignment action, AFRC/CV and/or the CMB authorize use of basic and additional job-related flying and military qualification criteria to screen employee experience. Before requesting competitive action, the servicing CPO conducts required priority review (for example, local grade retention eligibles) using the selective factors listed below. HQ AFRC/DPCC then uses these factors to identify eligibles for referral/consideration/ certification. Only those meeting these requirements are eligible. (For rated positions, permanently grounded personnel are ineligible for referral) (***NOTE:*** AFRC/CV and/or the CMB may approve other job-related selective certification (or ranking) factors as deemed appropriate.) Selective factors include:

3.11.1. Military qualification for reserve assignment to the ART position. For ART officer positions with authorized counterpart military reserve grades of colonel or above, HQ AFRC/DPCC does not certify/refer/consider employees who are more than one grade below the authorized grade of the reserve position. This includes officially announced selectees for military promotion. There is no selective certification below colonel (O-6) level based on military rank.

3.11.2. Navigator and other nonpilot-rated (hereafter referred to as navigator) eligibles may not be certified for positions in units where a navigator is not authorized as part of the normal unit aircrew.

3.11.3. After screening candidates using above two factors, the following factors apply:

3.11.3.1. Geographic availability as reflected on AF Form 2675 (upon request).

3.11.3.2. Trainees who have attained their trainee target grade for all vacancies for which qualified regardless of geographic availability. They are normally referred prior to promotion or SEU candidates.

3.11.3.3. Refer eligibles for GS-15 rated positions by either fighter or multi-place qualifications (without regard to recency), as appropriate for the vacancy being filled (per CMB, September 1996). However, the eligible must be aircraft rated and on flying status within the past 60 months

from the date HQ AFRC/DPCC establishes the promotion register (or for servicing CPO date of referral).

3.11.3.4. Refer eligibles for GS-14 rated positions by AFRC mission qualification; that is, fighter, airlift, or helicopter, in which the individual is or was qualified within the past 60 months from the date HQ AFRC/DPCC establishes the promotion register (or for servicing CPO date of referral). AFRC/CV/CMB determined that referral for new missions, such as bomber, includes other appropriate missions (for example, airlift, fighter) until AFRC/CV or the CMB determines it can be limited to the new mission.

3.11.3.5. For all other positions requiring unit aircraft/MDS qualifications, only unit aircraft/MDS qualified eligibles within the past 60 months from the date HQ AFRC/DPCC establishes the promotion register. At management's option, AFRC/DPCC may refer as best qualified, employees for GS-12 rated positions who have experience in the unit aircraft.

3.11.3.6. Eligibles for Airplane Flight Instructor and Helicopter Flight Instructor, GS-13 positions in the unit aircraft/MDS who are instructor qualified within the past 60 months.

3.11.3.7. Eligibles for Aircraft Operations Officer, GS-14 positions at NAF level and Operations Group Commander at units with more than one type of aircraft who are currently qualified in any type subordinate mission. HQ AFRC/DPCC normally refers navigators only if there are ART navigators authorized as part of the normal unit aircrew within the subordinate units. Due to special/unique requirements of these NAF positions, NAF/CC/senior ART may approve limiting consideration to pilots and navigators of specific mission (for example, fighter pilots, airlift navigators, or helicopter/airlift pilots or navigators).

3.11.3.8. Eligibles for Aircraft Operations Officer, GS-13 positions at NAF level who are currently qualified in any type aircraft in the NAF. HQ AFRC/DPCC refers navigators only if there are navigators authorized as part of the normal unit aircrew within the NAF units. Due to special/unique requirements of these positions, NAF/CC/senior ART may approve limiting consideration to pilots and navigators of specific aircraft (for example, C-130 navigators, F-16/A-10 pilots, KC-135/KC-10 pilots or navigators, and helicopter/airlift pilots or navigators).

3.11.3.9. Eligibles for Aircraft Operations Officer, GS-13 positions at unit level, candidates must be currently qualified in unit equipped aircraft. Refer unit equipped aircraft navigators only if there are navigators authorized as part of the normal unit aircrew.

3.11.4. AFRC policy is that navigator employees may not occupy both ART officer positions of Aircraft Operations Officer/Deputy Air Commander (Operations Group Commander) and Air Commander at group or wing level at the same time. In units where navigators serve as aircrew members, HQ AFRC/DPCC (or for local priority referral, the servicing CPO) certifies both pilot and navigator employees for Air Commander vacancies only. If the unit commander/senior ART is a pilot, HQ AFRC/DPCC (or the servicing CPO) refers both pilot and navigator employees for Aircraft Operations Officer (Operations Group Commander) vacancies at group or wing level. If the unit commander/senior ART is a navigator employee, HQ AFRC/DPCC refers only employees who are pilot-rated. This paragraph applies to all wings, groups, and non-collocated squadrons (for example, 305 RQS) which are similar to wings.

**3.12. Promotion Registers and Certificates:**

3.12.1. A competitive promotion register is a listing of qualified competitors, in rank order, from which eligibles are certified for promotion consideration. (*NOTE:* Before a competitive certificate is issued, HQ AFRC/DPCC normally issues a listing of surplus ART officers (if any) (see paragraph 2.7) and, subsequently, ART officer grade retention eligibles (if any) (see paragraph 3.15.4)). HQ AFRC/DPCC may establish registers for up to 1 year, subject to semiannual or earlier scheduled updating. Except for these scheduled updates, HQ AFRC does not add additional names to a register until the end of the period for which HQ AFRC/DPCC established the register. The only exceptions to this requirement are the correction of administrative error which resulted in the omission of a qualified eligible or when less than 10 qualified eligibles are available for certification. HQ AFRC/DPCC normally refers employees from the register in regular rank order for all positions covered by the register. When justified, however, HQ AFRC/DPCC may use selective certification from a register to compile promotion certificates based on specialized job requirements as outlined in paragraph 3.11.

3.12.2. A promotion certificate is the listing in alphabetical order of the names of those candidates who are within reach on the register for referral to the selecting official. HQ AFRC/DPCC may use AFRC Form 157 to certify candidates. This certificate normally contains the names of the top 10 available candidates and not more than 15 if ties exist within a PLF (absent sort priority processing) of the 10 certified eligibles. For example, if #12 is in PLF 1-4 and #13 is in PLF 1-3, HQ AFRC/DPCC certifies #12 but not #13. Conversely, if #10 through #15 are all in PLF 1-3, then HQ AFRC/DPCC certifies 15 candidates. HQ AFRC/DPCC certifies one additional name for each additional vacancy. If two or more supervisors request certification for identical positions at the same time, HQ AFRC/DPCC certifies the same available eligibles to each supervisor. Selecting officials normally complete and return certificates to HQ AFRC/DPCC not later than 21 calendar days from date of the certificate.

3.12.3. HQ AFRC/DPCC provides selecting supervisors with a supplemental profile or career brief of information available in the system for each candidate listed on the promotion certificate. These profiles/briefs contain information such as: experience, formal education background, performance ratings, reserve MSD, and other information pertinent to selection for promotion.

3.12.4. In addition to review of the supplemental profile/brief, selecting officials may want to contact the supervisor of each candidate to obtain additional information on the employee's KSAs considered pertinent to the requirements of the position.

3.12.5. If an individual declines a promotion after being selected, HQ AFRC/DPCC will not certify his or her name again for any promotion opportunity for 1 year.

3.12.6. For colonel (O-6) vacancies, upon request by the selecting supervisor, HQ AFRC/DPCC may refer (along with promotion certificate) all ART officers who are qualified for civilian reassignment (that is, same civilian grade) and who are lieutenant colonel selectees or lieutenant colonels. Individuals do not need to request reassignment as normally required by chapter 2. HQ AFRC/DPCC does not normally refer personnel already occupying O-6 positions at these organizational levels or higher unless a request for reassignment is on file (for example, NAF/DO is not normally referred to an operations group commander vacancy). If the selecting supervisor requests a listing, HQ AFRC/DPCC refers all eligible ART officers who are on O-5 authorizations (or below), regardless of organizational assignment.

**3.13. Selection From Promotion Certificate:**

3.13.1. The selecting supervisor may select any candidate on the certificate. However, if the selectee has a current DD Form 1618, DoD Transportation Agreement-Transportation of Civilian Employees To and Within Continental United States, as a result of a PCS within the past 12 months, AFRC/CS or his or her designee (that is, HQ AFRC/DPC) approves or disapproves the one-year waiver of the limitation of more than one PCS move within a 12 month period.

3.13.2. The gaining unit pays PCS costs according to provisions of the JTR, volume 2.

3.13.3. HQ USAF/RE or AFRC/CV is the selecting official for Senior Executive Service and GS-15 level ART officer positions. AFRC/CV may designate the NAF/CC as the selecting supervisor for GS-15 level positions. Supervisors and personnelists may fax certificates in unusual situations.

**3.14. Interviewing Candidates:**

3.14.1. Higher level guidance/instruction does not require the selecting supervisor to interview candidates; however, local policies may apply. If the supervisor interviews one candidate, he or she must interview all. If conducted, interviews may be by telephone when face-to-face interviews are not practical. A selection should not be delayed due to the unavailability of a candidate for interview within a reasonable amount of time. Supervisors should not expect candidates at other geographic locations to undergo personal hardship to be interviewed for a position. If the selecting supervisor decides to conduct selection or ranking interviews, he or she must apply only appropriate, job-related criteria in evaluating promotion candidates to differentiate among their qualifications and to identify those best qualified for advancement. When used, the selection or ranking interviews should assess job-related KSAs and personal characteristics important in predicting future job success. Supervisors must ask all candidates the same job-related questions and document results.

3.14.2. In lieu of an official interview, supervisors may use the "exchange of information" discussion which limits discussion to the job duties, work schedules, temporary duty requirements, and other factual matters relating to the vacancy. In these situations, it is most common to conduct these exchanges of factual information over the telephone or in other totally informal situations. Most likely, face-to-face situations are not necessary and could be otherwise improperly construed as an actual ranking or selection interview.

3.14.3. Supervisors may use ranking interviews in combination with other factors to determine the final ranking of candidates before referral. Panels of qualified subject-matter experts, at or above the grade of the vacancy, normally conduct ranking interviews.

3.14.4. The selection interviews provide the selecting official with additional information upon which to base the selection decision. Supervisors may only use questions which relate to the KSAs identified in the job analysis. Supervisors/panel members must summarize and document the selection interview proceedings and submit the results to HQ AFRC/DPCC. The selecting official records the number of candidates interviewed. If less than all candidates are interviewed, the official enters the names of those not interviewed and the substantiating reasons for not interviewing. The selecting official lists the questions which have been asked of all interviewees, records the names of the selectees. He or she also signs and dates this record of the interview and submits it, together with any other pertinent documents, to HQ AFRC/DPCC for retention and disposition.

3.14.5. Selecting supervisors should document the job-relatedness of both the ranking and selecting interviews. They should identify levels of possession of each KSA, using behavioral examples which correspond to an adjective scale and definitions/anchors with accompanying numerical (point) values.

An example of an objective scale is: OUTSTANDING, SATISFACTORY, BARELY ACCEPTABLE, and UNACCEPTABLE. These anchors or descriptions are used to establish a rating scale as a frame of reference for objectively evaluating each candidate's possession of the KSAs.

**3.15. Promotions Not Subject to Competition:**

3.15.1. Career Promotions. As with other civil service positions, higher level guidance does not require competition for certain ART officer promotions (for example, previously competed for the target position, career promotion, classification of position to a higher grade, repromotion of previously downgraded employees who held higher grade on a permanent basis). AFRC may use these exceptions in conformance with higher level guidance.

3.15.2. The servicing CPO or HQ AFRC/DPCC refers employees who are identified to receive priority consideration in the order specified by higher guidance and limits consideration to positions within the employee's current commuting area. Employees whose pay retention has expired are not eligible for priority consideration.

3.15.3. HQ AFRC/DPCC may refer and supervisors may noncompetitively repromote/assign employees who previously had a permanent assignment to a permanent higher civilian grade or an intervening grade at any location. Supervisors forward tentative selections to HQ AFRC/DPCC for approval/disapproval processing. Selections are not mandatory unless on grade retention under the DoD PPP grade retention program "R" in the geographic area where the vacancy exists.

**3.16. Keeping Employees Informed:**

3.16.1. When announcing specific vacancies which require employees to apply for consideration, HQ AFRC/DPCC rates applicants as either eligible or ineligible and notifies them of their rating.

3.16.2. Supervisors should periodically advise their employees of their obligation to update their experience record by entering any data which would serve to enhance qualifications for future job placements.

3.16.3. HQ AFRC/DPCC maintains information relative to requirements and makes the information available for review by employees and supervisors upon request.

**3.17. Recommendations and Complaints:**

3.17.1. Employees and supervisors may make recommendations on this instruction in writing through employee's supervisory chain of command to HQ AFRC/DPCC.

3.17.2. In an effort to obtain informal resolution, employees who have documentation showing incorrect promotion consideration should discuss their concerns initially with their supervisor and HQ AFRC/DPCC. AFRC processes formal complaints under appropriate Air Force procedures.

**3.18. Safeguarding Records.** HQ AFRC/DPCC, servicing CPOs, and supervisors disclose and protect records (for example, career briefs, promotion date) under provisions of appropriate guidance.

## Chapter 4

## MOBILITY PROGRAM FOR ART OFFICERS

**4.1. General.** The need for flexibility of ART officer personnel in the ART program is paramount. This provides for effective career management and ensures availability of highly qualified personnel for assignments as required to meet the needs of the ART program. Mobility of ART officer personnel is in the best interest of the Air Force and may, therefore, override personal considerations of employees where required by the needs of the Air Force or AFRC.

**4.2. Mobility Requirement.** To be eligible for assignment to ART officer positions, applicants and employees must accept AFRC-wide geographic mobility as a condition of their employment. Refusal to accept this condition of employment serves as a basis for nonselection. Failure to meet this condition of employment by refusing to accept a mandatory assignment serves as a basis for separation. This requirement applies to ART officer employees who accepted their current position with a mobility provision and those who, in the future, voluntarily enter the mobility program by executing the required mobility certificate. This condition of employment is in addition to other requirements and conditions of ART employment (for example, maintaining active reserve eligibility).

**4.3. Categories of ART Officers.** As related to the mobility program, there are two categories of ART officer employees. Each category is involved in the mobility program in a different manner, depending on when employed and which mobility certificate they signed. Categories are:

4.3.1. ART officers who elected to participate in the mobility program before 9 February 1979, and signed AFRC Form 58, **Mobility Certificate** (obsolete form). This form required mobility to other ART positions.

4.3.2. ART officers who elected to participate in the mobility program beginning 9 February 1979, and signed AFRC Form 121, **Mobility and Status Quo Placement Certificate of Understanding**. This form applies to all employees who are initially assigned to nontemporary ART officer positions, to all officers accepting voluntary position changes to other ART officer positions, and to all ART officers requesting an extension to their reserve MSD. (See AFRCI 36-201.) On 9 February 1979, HQ AFRC/DP notified all command organizations and servicing CPOs that AFRC had made a change in the mobility program requirements. All subsequent ART officer appointees and current ART officers accepting voluntary position change were required to sign the new mobility certificate incorporating changes agreed to by the OPM. For employees facing status quo, the new mobility criteria requires mandatory outplacement referral to non-ART positions at the same or lower grade at any continental United States Air Force activity under the provisions of the DoD PPP.

**4.4. Procedures:**

4.4.1. HQ AFRC coordinates new assignments with employees through their servicing CPOs. AFRC may honor employee desires as to geographical location, but only to the extent that the needs of the service permit. AFRC may consider individual preferences and personal circumstances before mandatory application of this plan.

4.4.2. Management takes action on ART officers who lose their reserve membership in accordance with AFRCI 36-114, *Procedures on Air Reserve Technicians (ART) Who Lose Active Reserve Membership*.

4.4.3. AFRC makes assignments to different geographical locations under the requirement in paragraph 4.2 on a permanent basis.

4.4.4. AFRC makes geographical movements for the convenience of AFRC and supports payment of all allowable costs according to the JTR, volume 2.

4.4.5. AFRC applies the provisions of the ART Officer Merit Promotion Plan (chapter 3) in selecting employees for mobility assignments involving promotion.

**4.5. Responsibilities:**

4.5.1. Management officials and supervisors:

4.5.1.1. Promote understanding and acceptance of the purpose and intent of the mobility program.

4.5.1.2. Should inform each ART officer applicant and employee of the mobility condition of employment.

4.5.2. Servicing CPOs:

4.5.2.1. Ensure that employees entering ART officer positions, whether through initial appointment or position change (promotion, reassignment, or demotion), are aware of the mobility provisions.

4.5.2.2. Counsel employees occupying or being changed to positions covered by this plan.

4.5.2.3. Obtain a signed AFRC Form 121 in triplicate from each individual upon initial entry into an ART officer position, and as needed, upon any position change moving an employee from a non-ART to an ART officer position. The servicing CPO furnishes the original to the employee, one copy to HQ AFRC/DPCC, and one copy to the employee's OPF. A subsequent position change between ART officer positions does not require the completion of another AFRC Form 121; however, in each case the servicing CPO must verify the existence of a signed AFRC Form 121 in the employee's OPF. When the position change involves a PCS, the gaining CPO verifies the existence of a completed AFRC Form 121 before consummating the personnel action.

4.5.2.4. Include the following in item 30 of SF 50-B: "Your assignment to this position is subject to command-wide geographic mobility-AFRC Form 121, **Mobility and Status Quo Placement Certificate of Understanding**, dated _____."

4.5.3. ART officer employees:

4.5.3.1. When accomplishing short-and long-range career planning, consider positions in the total ART structure, including active duty statutory tour assignments to positions that would broaden/enhance their ART careers. This applies especially to ART officer employees aspiring to occupy higher level ART positions. ART officer employees should make themselves available for geographical reassignments and promotions to ART positions for which they are highly qualified, to which they can contribute their greatest in meeting the current and long-range AFRC needs. Geographic reassignments and promotions provide experience and training necessary for further development and assignment.

4.5.3.2. Sign a certificate establishing mobility as a condition of employment. Upon execution of the mobility certificate, employees are subject to mobility as a condition of employment until they are changed to a non-ART position.

4.5.3.3. Must be available for movement within a reasonable period of time (normally 30-60 days) following notification of assignment.

4.5.3.4. Review this instruction and provide, through supervisory channels, recommendations for ART career program improvements.

## Chapter 5

## ART OFFICER TRAINEE PROGRAMS

**5.1. General:**

5.1.1. AFRC has developed trainee programs in order to develop selectees into highly qualified ART officers in appropriate functional areas. These programs are expected to provide a reservoir of personnel for future assignments to journeyman positions within AFRC. These programs are not accelerated promotion plans. Trainee programs include Military Personnel Officer (MPO), Logistics Management-Plans (LM), Airplane Pilot (AP), Airplane Pilot-PALACE ACQUIRE (PAQ), Public Affairs (PA), and Aircraft Maintenance Officer (MO). (***NOTE:*** The AFRC Job Enrichment Program, a 26-week rotational training program, is published in the ART Officer Training Guide and is not addressed in this instruction.)

5.1.2. Upon successful completion of training, as appropriate, individual competes under merit promotion procedures for assignment to any appropriate vacant ART officer journeyman position within AFRC (military grade dependent upon Unit Manpower Document (UMD)). Qualified trainees are referred/assigned regardless of geographic preference.

5.1.3. These positions are designated as formal trainee positions for RIF purposes.

5.1.4. Trainees sign AFRC Form 121 and are subject to the provisions of other chapters of this instruction.

5.1.5. Selectees complete a 1-to-3 year training period depending on entry grade level and program. Units may request exception to the length of training to meet the needs of the service and when the employee is fully qualified, meets the time-in-grade, and any other requirements, as appropriate (for example, flying hour requirements contained in FPM Supplement (Internal) 930-71). Circumstances warranting the exception must be fully documented and approved by the NAF/CC and HQ AFRC functional area.

5.1.6. Trainees are subject to formal evaluation and counseling as required. Some trainees may not achieve "satisfactory completion" in the minimum periods specified due to individual differences in ability. When progress is less than satisfactory, supervisors inform trainee, provide guidance for improvement, and assist in achieving satisfactory performance. Under such conditions, AFRC delays eligibility for promotion (if appropriate) until satisfactory completion of the required training. A trainee who continues to fail to meet requirements or becomes dissatisfied with the program may be reassigned to a non-trainee position for which qualified or become subject to separation.

5.1.7. AFRC will not consider trainees for competitive assignment to positions outside their trainee program at the target grade or below.

**5.2. Responsibilities.** The appropriate functional office in HQ AFRC, NAF, unit, and trainee is responsible for, and the HQ AFRC Director of Civilian Personnel (DPC) assists in, accomplishing the duties listed below.

5.2.1. Publicize the training programs (the offices of primary responsibility are HQ AFRC, NAF, unit).

5.2.2. Announce, evaluate, and rank potential candidates (including current federal civil service employees) (HQ AFRC/DPC Special Examining Unit (SEU), HQ AFRC/DPC).

5.2.3. Identify units where trainee overhire positions are to be established. Positions are assigned on an as-needed or priority basis. Advise wings when a position is available (HQ AFRC functional area, NAF).

5.2.4. Ensure manpower change requests are accomplished and submitted to HQ AFRC/XPM to establish, cancel, or extend overhire positions as situations dictate (NAF, unit). Supervisor submits appropriate SF 52 to servicing CPO.

5.2.5. Evaluate candidates and make tentative selections for entry into the training program (unit).

5.2.6. Coordinate on final selection and relocation of trainees (HQ AFRC functional area for MPO, LM, PA, MO).

5.2.7. Approve unit/CC's tentative selection of trainee for entry into the program before the unit/CC forwards selection to HQ AFRC/DPCC for final appointment approval processing (NAF).

5.2.8. Develop and maintain training course outline and monitor progress of trainees (HQ AFRC functional area, NAF, unit).

5.2.9. Furnish a copy of this chapter of the instruction and appropriate training plan to each trainee at the time of assignment (unit).

5.2.10. Ensure trainees are scheduled to attend ART Officer Orientation (NAF, unit).

5.2.11. Ensure class quotas are obtained for formal schools when required (for PA, Defense Information School (DINFOS) PA Officer Course; LM, Logistics Plans Officer Course; MO, Aircraft Maintenance Officer Course) (HQ AFRC functional area, NAF, unit).

5.2.12. Maintain an "open door" policy during the trainee's assignments to resolve local problems and report significant program problems through channels (HQ AFRC, NAF, unit).

5.2.13. Conduct training of trainees and monitor progress (HQ AFRC functional area, unit).

5.2.14. Pursue and complete training requirements (trainee).

5.2.15. Discuss the various phases and subject matter of the training with the assigned instructor (trainee).

5.2.16. Ensure that the AP trainees perform only flying duties, or duties directly related to flying, and unit management responsibilities (unit).

5.2.17. As appropriate, establish personal contact with trainees during staff visits to offer encouragement and to observe progress (HQ AFRC, NAF, unit).

5.2.18. Provide/review supervisor's periodic report of trainee's progress and provide copy to HQ AFRC/DPCC for file maintenance (initiate: unit; review: HQ AFRC functional area, NAF, unit).

5.2.19. Monitor appropriate vacancies within the command, beginning at least 6 months before the employee's completion of training, for placement possibilities (HQ AFRC, NAF, unit). Unit with Airplane Flight Instructor, GS-13, vacancy which has a trainee at the GS-12 level must restructure their vacancy and fill with the trainee before filling from outside sources. Nonselection of trainee must be approved by the NAF/CC.

5.2.20. Forward trainee's critique of completed training through channels to HQ AFRC functional office who sends a copy to HQ AFRC/DPCC for file maintenance (HQ AFRC functional area, trainee).

5.2.21. Propose revisions to publications related to the program or issue supplemental functional guidance if needed (HQ AFRC, NAF, unit).

**5.3. Authorizations and Position/Personnel Actions:**

5.3.1. Any NAF may request a Type B overhire for the period of training needed, plus one quarter for trainee placement according to appropriate manpower guidance. HQ AFRC approves/disapproves based on current CMB direction. NAFs designate unit locations where trainee positions are authorized (HQ AFRC/DPS designates for MPO). AFRC limits selection to captains (O-3) and below unless the NAF approves exception. Aircraft commander qualified pilots are not considered trainees. (See attachment 5, Summary of Differences Between the Various AFRC ART Officer Trainee Programs.)

5.3.2. Shortly before or upon completion of training and all other requirements, the supervisor may submit an SF 52 to the servicing CPO to noncompetitively promote the employee to the trainee target grade which is one grade below the journeyman level. AFRC requires competition for placement into positions above the target grade level. The servicing CPO must obtain HQ AFRC/DPCC approval prior to effecting any PAQ pilot trainee promotions to ensure compliance with Air Force funded policies.

5.3.3. Unit/NAF cancels the authorization when the position is vacated, for whatever reason (HQ AFRC/DPS cancels for MPO).

5.3.4. PALACE ACQUIRE (PAQ) authorizations are for ART pilot trainee positions and are basically the same as AFRC funded spaces except that no Part A authorization appears on the UMD, and Air Force Personnel Center (AFPC) provides funding for the civilian space for a maximum of 2 years. AFRC funds for the corresponding Part B military authorization and identifies it as an ART coded "PAL ACQUIRE" in the command remarks code field of the UMD. In the event the trainee does not meet all military and civilian qualifications for the GS-13, Airplane Flight Instructor, position in the 2 year training period, the unit may need to submit a request to establish an AFRC funded overhire position for up to 5 quarters for additional training.

5.3.4.1. AFRC allocates PAQ spaces to the NAFs on an as-needed basis. Entry level to PAQ appointments is GS-9 ONLY. Appointments are chargeable to FAC 1608PA, agency command code 2C, RC/CC 6116YS, and office structure code DPCPAQ. AFPC assigns personnel accounting symbols and program element codes when the NAF identifies the specific location of the position.

5.3.5. Reporting and Documentation Requirements:

5.3.5.1. The unit to whom the trainee is assigned:

5.3.5.1.1. Within 30-60 days after trainee enters on duty, develops and maintains a realistic milestone chart with trainee's AF Form 971, **Supervisor's Employee Brief**. (For AP, unit may tailor chart after gaining command regulatory guidance concerning development of a pilot.) This milestone chart serves as an official training plan and includes any formal training schools required for the trainee's development. AFRC requires a separate plan for each grade

level and should include specific dates from start to completion of each phase of training. The milestone charts are applicable from the time of assignment until the trainee is fully qualified for promotion to the journeyman level. The supervisor should discuss the training plan so that the trainee has a full understanding of the objectives of the training.

5.3.5.1.2. Schedule and summarize quarterly conferences with the trainee. These sessions allow discussion of problems and their solutions, and provide information and support to the trainee and feedback to the supervisor. (For airplane pilots, AFRC Form 57, **Quarterly Conference Report and Evaluation of Airplane Pilot Trainee**, is recommended.)

5.3.5.1.3. Upon completion of the training program, accomplish a final report in narrative form and include an evaluation of the trainee and of the training program.

(***NOTE:*** Unit maintains above reports and documentation. NAF/CC/DPC and functional area must ensure compliance with reporting requirements during periodical staff assistance visits to the units.)

5.3.5.2. The trainee evaluates the training received at the conclusion of the training and submits the evaluation through command channels to the NAF/CC and HQ AFRC functional area who provides a copy to HQ AFRC/DPCC. The trainee may want to include:

5.3.5.2.1. Adequacy of the training outline, amount of time allowed for each unit of training (too much, too little, etc.).

5.3.5.2.2. Effectiveness of instruction and guidance provided.

5.3.5.2.3. Effectiveness of use of trainee's time and the relation of work assignments to training scheduled.

5.3.5.2.4. Any other comments or suggestions for improving the program.

## Chapter 6

## MOVEMENT OF ART OFFICERS AT GOVERNMENT EXPENSE AND RELOCATION SERVICES (RS) PROGRAM

**6.1. General.** This chapter provides guidance relating to payment of expenses for permanent PCS involving the expenditure of AFRC funds and the administration of the RS program.

**6.2. Background.** The JTR, volume 2, provides that PCS movements may be authorized at government expense if such movement is determined to be in the best interest of the government. In addition, Public Law 98-151 established the Relocation Assistance Act, allowing certain employees to dispose of their home by the use of a third party relocation company. On October 1, 1995, the Secretary of Defense directed that all DoD RS contracts be consolidated into one DoD-wide program, known as the National Relocation Program (NRP), administered by the United States Army Corps of Engineers.

**6.3. General Provisions:**

6.3.1. The selecting official must obtain approval from HQ AFRC/DPCC prior to tentative ART officer selections involving PCS of an employee who has a current signed transportation agreement as a result of a PCS within the past 12 months. The supervisor's request for approval should be based on the tentative selectee's superior qualifications when compared to the other competitors and mission impact if disapproved.

6.3.2. AFRC (for example, gaining unit) determines when PCS moves are in the best interest of the government as indicated in the JTR, volume 2. The JTR defines reimbursable expenses. Before incurring any expenses, employee should sign DD Form 1618.

**6.4. Relocation Services Program.** The purpose of the RS program is to minimize the financial impact of PCS, make transition from the former duty station to the new duty station easier for the employee and the Air Force, and provide an alternative to direct reimbursement of PCS expenses (JTR, volume 2, chapter 15).

6.4.1. Only Air Force employees (including Excepted Service) who are selected for GS-12 and above Air Force career program positions (including AOCMP positions) are eligible to apply for RS. These services are not available for first duty station moves nor moves connected to any military assignment. Through the RS contractor eligible employees may apply for home sale, marketing assistance, property management, destination assistance, and spouse employment assistance. Only spouse employment assistance expenses are charged to the employee on a nonreimbursable basis if the employee elects this coverage.

6.4.2. Employees not covered by the RS program or who decline the RS program remain eligible for applicable direct reimbursement entitlements for buying and selling a dwelling as authorized in the JTR, volume 2, chapter 14, paragraph C14000.

6.4.3. Steps in using the RS program: (See attachment 3, AFRC Relocation Services (RS) Checklist.)

6.4.3.1. Employee accepts relocation and signs a DD Form 1618. Any expenses incurred before the form is signed might not be covered.

6.4.3.2. ART officer completes Request for Relocation Services Form (attachment 4) and faxes/ forwards to HQ AFRC/DPCC who verifies eligibility and forwards to United States Army Corps of Engineers, Administrator of the NRP, Baltimore, Maryland, who contacts the RS contractor. Request must be received by HQ AFRC/DPCC no later than 45 days after PCS effective date. Local reproduction of the form is authorized. Signing the form does not commit the employee to using the services, but only indicates that the employee may use the services.

6.4.3.3. The contractor:

6.4.3.3.1. Contacts and counsels employee.

6.4.3.3.2. Orders structural inspection.

6.4.3.3.3. Arranges for two market appraisals (employee selects three appraisers).

6.4.3.3.4. Receives two appraisals-if more than ten percent difference, obtains third appraisal.

6.4.3.3.5. Makes offer based on average of two closest appraisals. (Employee must list residence with realtor for at least 60 days before RS contractor makes offer.) (***NOTE:*** Employee must not sign a contract for sale of residence unless RS contractor counselor approves. Signing a contract makes employee ineligible for RS.)

6.4.3.4. Employee accepts or declines offer:

6.4.3.5. If employee accepts the offer, receives equity and goes to new duty station.

6.4.3.6. If employee receives a better bona-fide offer (amended value offer) during the acceptance period, the contractor may match the offer.

6.4.3.7. If employee rejects offer, or the offer period expires, employee reverts to direct reimbursement (JTR, volume 2, chapter 14).

6.4.3.8. The RS program is optional to eligible employees.

6.4.4. If the employee uses the guaranteed home sale option, some JTR allowance may be reduced; for example, temporary quarters subsistence expense. Employees may take their house hunting trip at their convenience rather than waiting for receipt of the contractor's offer of value on their home.

6.4.5. Under both the RS program and the direct reimbursement option, the residence must be owned by the employee or immediate family member at the time AFRC first definitely informed the employee that AFRC approved his or her transfer to the new duty station. (***NOTE:*** A former spouse is not a member of the immediate family.)

6.4.6. The home must be the actual residence of the employee at the time AFRC first definitely informed the employee of the transfer. This residence must be the place from which the employee regularly commutes to and from work (JTR, volume 2, chapter 14, paragraph C14000).

6.4.7. The home must be improved real estate which the employee or immediate family member owns, and which employee used as a year-round single family principal insurable residence. This includes condominiums, but excludes cooperative housing, mobile homes, houseboats, and yachts.

6.4.8. If the employee is eligible for RS, the person publishing the PCS orders should place the following statement on the published PCS orders: "This employee is eligible to use the relocation services contract and as such is subject to the entire relocation services contract program which impacts all PCS entitlements."

6.4.9. Since all employees participating in the guaranteed home sale option must list their home with a real estate broker for 60 days, the employee ensures the exclusion clause contained in the AFRC Relocation Services (RS) Checklist (attachment 3) is included in the agreement.

6.4.10. The RS program includes the following options to assist the relocating employee/family:

6.4.10.1. Destination assistance for finding a home at the new location, including rental assistance and mortgage counseling. This service is available to all employees at no cost to the Air Force.

6.4.10.2. Property management, available for up to 2 years in situations where the employee is eligible for real estate reimbursement under the JTR, volume 2, and is reasonably expected to return to the old duty station. The contractor assumes the responsibility of collecting the rent and making the mortgage payments, etc. (***NOTE:*** If the employee elects to use the property management program, he or she may not use the guaranteed home sale program pursuant to the same PCS.)

6.4.10.3. Spouse career counseling (at employee's expense) provides guidance and training on planning a job search, interviewing skills, and analyzing career skills and opportunities.

6.4.11. The RS program applies if AFRC selects an otherwise eligible employee through the AOCMP for entry into an ART officer GS-12 level position or higher if:

6.4.11.1. The position is restructured to the GS-11 level. (***NOTE:*** Except for reassignment/promotion into pilot positions, the RS program does not apply if the position is restructured to the GS-09 level.)

6.4.11.2. The selectee is currently an Air Force civilian employee. The RS program does not apply if the selectee is a federal service employee of another agency.

6.4.11.3. The position is filled by a surplus ART officer from another geographic location.

6.4.12. The RS program does not apply if an ART officer relocates to a GS-12 or higher position in another federal agency.

6.4.13. Under extenuating circumstances, eligible employees may request authority from HQ AFRC/DPCC to delay entry into the RS program for up to 1 year from the date he or she reported to the new duty station. HQ AFRC/DPCC must receive the request within 45 days of the PCS. The reason for requesting the delay must not be for personal gain (for example, waiting for the housing market to improve). Due to the flexible timetable (see attachment 3, AFRC Relocation Services (RS) Checklist, paragraph 13), these requests should be rare.

6.4.14. The intent of the RS contract is to provide employees with an alternative to the direct method of reimbursement authorized when an employee sells a home at a former duty station coincident with PCS. RS is not a protection for employee investment property and is not designed to provide more of a financial advantage than if the employees sold their home themselves. The home sale assistance program provides employees with an opportunity to accept "fair market value" for their home. The Society of Real Estate Appraisers describes "fair market value" as follows: "A relocation appraisal is an estimate-a highly educated estimate-of the most probable price for which your home will sell in the current market within a reasonable length of time." The Air Force defines reasonable length of time as the normal marketing time for a given geographical area. The appraiser makes that determination. When employees accept the RS offer, they immediately receive their equity.

6.4.15. The home sale assistance program eliminates the process of requesting and receiving reimbursement for expenses incurred under JTR, volume 2. Employees may still elect the direct reimbursement method, which requires that they market and sell their home on their own (within a specific time period of 2 years, with a possible 1 year extension if justified and approved in writing). They must sell the home; wait for their equity disbursement; file a travel voucher; have the former duty station staff judge advocate certify expenses; and have the gaining activities accounting and finance office pay the travel voucher. Under direct reimbursement, the employee incurs a tax liability as a result of receiving a relocation allowance which is considered income. In contrast, the employee does not incur a tax liability when the RS is used. This is because the Internal Revenue Service does not consider receipt of equity from a relocation company to be income. The RS contract provides an expedited method of relieving employees from many of the difficulties in selling their homes.

6.4.16. As authorized under the JTR, volume 2, paragraph C4110, when an ART officer (who is otherwise eligible for RS) who is entitled to mandatory restoration under FPM 353 returns from military duty and an appropriate vacancy does not exist at the place from which he or she entered the armed forces, the employee may be regarded as restored at that place for the purpose of paying his or travel expenses in connection with a transfer in the interest of the government, from the place of restoration to a place where a suitable vacancy is available within DoD. This provision allows RS coverage on the residence (if still owned) at the location they left to enter military service. (See JTR, volume 2, for further information.)

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***Abbreviations and Acronyms***

**ACN—**Authorization Change Notice

**AFPC—**Air Force Personnel Center

**AFSC—**Air Force Specialty Code

**AOCMP—**Air Reserve Technician (ART) Officer Career Management Program

**AP—**Airplane Pilot

**ART—**Air Reserve Technician

**ASF—**Applicant Supply File

**CEMMO—**Command Executive Manpower Management Officer

**CLG—**Change-To-Lower Grade (usually employee requested)

**CPO—**Civilian Personnel Office

**DCPDS—**Defense Civilian Personnel Data System

**DoD—**Department of Defense

**DSN—**Defense System Network

**FAC—**Functional Account Code

**JTR—**Joint Travel Regulations

**KSA—**Knowledge, Skills, and Abilities

**LM—**Logistics Management-Plans

**MDR—**Management Directed Reassignment

**MDS—**Model, Design, and Series

**MO—**Maintenance Officer

**MPF—**Military Personnel Flight

**MPO—**Military Personnel Officer

**MSD—**Mandatory Separation Date

**NAF—**Numbered Air Force

**NRP—**National Relocation Program

**OJT—**On-the-job Training

**OPF—**Official Personnel Folder

**OPM—**Office of Personnel Management

**PA—**Public Affairs

**PAQ—**PALACE ACQUIRE

**PCS—**Permanent Change of Station

**PEP—**Promotion Evaluation Pattern

**PLF—**Progression Level Factor

**PME—**Professional Military Education

**PPP—**Priority Placement Program

**PPRS—**Promotions and Placements Referral System

**RIF—**Reduction-in-Force

**RS—**Relocation Services

**SEU—**Special Examining Unit

**UMD—**Unit Manpower Document

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

**VRA—**Veterans Readjustment Appointment

## Attachment 2

## SELECTING SUPERVISOR'S (SS) CHECKLIST FOR FILLING AIR RESERVE TECHNICIAN (ART) OFFICER VACANCIES

REFERENCE: AFRCI 36-111, *Air Reserve Technician (ART) Officer Career Management Program*

____1) SS: Ensures Unit Manpower Document (UMD) contains an authorization for the position. (If not, check with unit manpower person [usually the military personnel flight (MPF) chief] to obtain the authorization and/or have it appear on the UMD).

____2) SS: Ensures management has written the position description (PD) for the position and that it is accurate. (If not, check with servicing civilian personnel office (CPO) and/or position classification specialist at HQ AFRC/DPCC, DSN 497-1309/10/11.)

____3) SS: May "name request" and "earmark" for SF 52, *Request for Personnel Action*, to the CPO, and may list preferred sources such as HQ AFRC/DPC Special Examining Unit (SEU), promotion, Veterans Readjustment Appointment (VRA) (up to GS-11), reinstatement eligible, transfer eligible, etc.

____4) CPO: Verifies UMD authorization, position description (PD), position classification, and grade.

____5) CPO: Checks priorities; for example, local reduction-in-force (RIF) eligibles, DoD Priority Placement Program (PPP) (often called the "stopper list") eligibles.

____6) CPO: Requests recruitment action from HQ AFRC/DPCC. May include recruitment action from any or all sources.

____7) HQ AFRC/DPCC: Refers qualified ART officers command-wide who are 1) excess, or 2) trainees who have completed their training, (nonselection requires numbered air force [NAF] commander [CC] approval). HQ AFRC/DPCC refers excess and trainees at current grade and the repromotion eligibles on grade retention up to the highest permanent grade previously held. SS may repromote any employee who previously permanently held position at or above the grade of the vacancy (even if not currently on grade retention). (See step 10 if SS selects one.)

____8) HQ AFRC/DPCC: Requests certificate from the SEU and/or develops promotion certificate or listing of other candidates (for example, VRA, reinstatement) as appropriate, and clears all other appropriate priorities (for example, Interagency Career Transition Assistance Plan (ICTAP)).

(*NOTE:* Since SS fill most ART officer vacancies from appointments from the SEU, promotion certificates, or reassignment candidates, this guide lists only those sources. If SS uses other sources (or example, VRA, reinstatement, etc.) the SS should contact HQ AFRC/DPCC staffing specialist for guidance. See phone numbers listed at the end of the checklist.)

____9) HQ AFRC/DPCC: Receives appointment certificate from the SEU.

____a) HQ AFRC/DPCC: Checks military qualifications with appropriate HQ AFRC reserve office (for example, HQ AFRC/DPM or DPO). If not militarily qualified, submits documentation to the SEU to substantiate removal from the certificate/register. If militarily qualified, refers to SS.

____b) HQ AFRC/DPCC: If name request is within the top three and higher ranking veterans preference eligible does not block selection (of non-veterans preference eligible), SS may make instant tentative selection by phone.

____c) HQ AFRC/DPCC: If SS had no name request or if name request is not within reach, determines availability of candidates by mailing OF 5, Inquiry as to Availability, and waiting 10 days for responses.

____d) HQ AFRC/DPCC: Refers certificate and applications to SS.

____e) SS: Reviews candidates and documents declinations (if any). May request additional name from HQ AFRC/DPCC for each declination. Makes tentative selection or returns certificate unused. (If SS returns certificate unused, must wait 30 days before requesting new certificate.)

____f) HQ AFRC/DPCC: Reviews tentative selection, obtains appropriate coordination, and issues approval memorandum to servicing CPO, with copy to selecting supervisor, wing and NAF/CC, NAF/DPC, and selectee.

____g) MPF: Per request from CPO, reviews reserve assignment, physical, etc., confirms eligibility in writing (for example, DD Form 359, **Referral for Consideration**) to CPO, and processes reserve assignment. If ineligible, provides CPO information in writing.

____h) CPO: After receiving written confirmation (for example, DD Form 359) that selectee meets military/reserve qualifications, processes civilian assignment.

____10) HQ AFRC/DPCC: In order, issues excess list, trainee list, repromotion (with grade retention) certificate, and (or) promotion certificate, along with one-page briefs to SS.

____a) SS: Reviews lists/certificates and makes tentative selection.

____b) HQ AFRC/DPCC: Reviews tentative selection, obtains appropriate coordination, and issues approval message to servicing CPO with copy to selecting official, MPF, wing and NAF CC, NAF/DPC, and selectee.

____c) MPF: Per request from CPO, reviews reserve assignment, physical, etc., confirms eligibility in writing (for example, DD Form 359) to CPO, and processes reserve assignment. If ineligible, provides CPO information in writing.

____d) CPO: After receiving written confirmation (for example, DD Form 359) from MPF that selectee meets military/reserve qualifications, processes civilian assignment.)

____11) If SS is filling position by reassignment (same civilian grade) of current ART officer, the SS chooses which of the two types of reassignment is to be used; either management directed reassignment (MDR) or employee requested reassignment (ERR). (*NOTE:* If SS is interested in filling by competitive reassignment, contact HQ AFRC/DPCC.)

____a) SS: For MDR, obtains wing/CC approval of a message (Banyan Vines is acceptable) to HQ AFRC/DPCC with a copy to NAF/CC, requesting the MDR of the ART officer. (SS usually obtains verbal approval before submitting the message). If more than one NAF is involved, both must concur and the SS should include a statement in the message that both have concurred. SS submits SF 52 to servicing CPO concurrently with submitting message to HQ AFRC/DPCC.

____b) SS: For ERR, requests a listing of ART officers who have submitted a written request through supervisory channels to HQ AFRC/DPCC requesting reassignment or change-to-lower grade (CLG) consideration.

____12) SS: If source of candidates is to be VRA, reinstatement of former civil service employees, transfer eligibles from other agencies, etc., contact HQ AFRC/DPCC staffing specialists.

HQ AFRC/DPCC HOPES THIS CHECKLIST MAKES FILLING ART OFFICER VACANCIES EASIER. PLEASE CONTACT US AT DSN 497-1338/42/40/31 IF YOU HAVE ANY QUESTIONS OR IF WE MAY BE OF FURTHER SERVICE.

## Attachment 3

## AFRC RELOCATION SERVICES (RS) CHECKLIST

1. Accept relocation.
2. Sign DD Form 1618, **Transportation Agreement**, agreeing to remain in federal civilian employment for 12 months and turn into servicing civilian personnel office. Any expenses incurred before this form is signed may not be reimbursed.
3. Complete Request for Relocation Services Form. (***NOTE:*** A copy of the PCS orders may be requested.) Send to HQ AFRC/DPCC, who verifies eligibility and forwards to the Army Corps of Engineers, Administrator of the National Relocation Program Office (NRPO). They notify the contractor (for example, Associates Relocation Management Company, Inc. (ARMC)) who contacts the employee. To be eligible, you must be a current Air Force employee selected through a career program (for example, ART Officer Career Management Program) for a GS-12 or above position. ***NOTE:*** Be very sure conditions specified on the form are met (for example, ownership of residence, commutes to work from residence and back each day). If you need to data fax, send to HQ AFRC/DPCC, fax number: DSN 497-0358/0355. *NOTE:* MUST APPLY WITHIN 45 DAYS OF PCS MOVE.
4. Read and become familiar with the Joint Travel Regulations (JTR), vol 2.
5. Contact one or more real estate brokers and select best one to aid in marketing the house. Since all RS employees must list their home for sale for at least 60 days, you must include an "exclusion clause" in the listing agreement with your broker. This clause allows you to cancel the listing agreement without incurring a broker's commission should you elect to accept ARMC's appraised value offer during the offer and acceptance period. This clause also permits you to assign an offer to ARMC to relieve you of the responsibility of closing the sale with the buyer. Use the following "exclusion clause" wording:

"The Seller(s) hereby reserve the right (1) to sell the Property directly to Associates Relocation Management Company, Inc. (ARMC), or a designated affiliate at any time, and in such event, to cancel this listing agreement with no obligation for a commission or continuation of listing hereafter; or (2) to turn over an acceptable written offer hereunder to ARMC for closing and payment of commission which shall be deemed earned and payable only upon closing of sale, in accordance with the terms thereof."

If you encounter a problem when requesting that this exclusion clause be included in your listing agreement, please contact your ARMC relocation representative immediately at 1-800-523-3267.

1. When contacted by the contractor's counselor, work closely with them and read/study material provided by them. Consider their advice, select appraisers, be available, and provide timely responses to counselor, appraiser, etc. ***NOTE:*** DO NOT SIGN A CONTRACT FOR SALE OF YOUR RESIDENCE UNLESS YOUR COUNSELOR APPROVES. SIGNING A CONTRACT WILL MAKE YOU INELIGIBLE FOR RS.
2. Try to be objective about the offer, which is based on an average of two appraisals. The appraisals are based on the judgment of appraisers and appraising is not an exact science. The appraisals are for fair market value (for example, most probable selling price). The fair market value is different from mortgage/loan/insurance/tax value.
3. In reviewing the appraisals, if the appraisers overlooked something (for example, houses that are better comparables to the employee's house (broker can help here)), file an appeal with the con-

tractor, providing specific information, data, comparables, etc., that the appraiser can use to re-evaluate his/her appraisal. Simply disagreeing without providing supporting data/evidence will probably result in no change. View the offer as the lowest offer (for example, rock-bottom offer), and continue working closely with the real estate broker to get a better offer. If a higher offer is received, the contractor will match a bona-fide better offer. A higher offer means more money to the employee, an immediate sale for the contractor, and less expense for the Air Force/ AFRC.

4. If the offer is completely unacceptable, carefully consider letting the offer period expire, rely on broker to sell the residence, and after the sale, file a travel voucher to claim reimbursement for covered expense incurred. Weigh costs carefully (for example, additional house payments) against the anticipated gain.
5. The RS program is designed to provide market value for the house. It cannot compensate for declining housing markets in depressed areas nor can it compensate for decisions not based on good economic resale logic (for example, the employee may have to pay for overbuilding a neighborhood when selling).
6. The RS is optional, provides immediate equity without waiting for resale, and has been accepted by many ART officers.
7. Pre-move counseling and destination services information are available by calling 1-800-523-3267 and asking for the client services counselor for the Air Force.
8. If you need to contact HQ AFRC/DPCC, call DSN 497-1342.

TIMETABLE: 45 days from PCS date to request relocation services or delayed use:

30 days for appraisal and offer

60 days to accept offer (or decline offer)

30 days to vacate residence

165 day "window"

## Attachment 4

## REQUEST FOR RELOCATION SERVICES FORM

# REQUEST FOR RELOCATION SERVICES FORM

PRIVACY ACT NOTICE: Under the provisions of Chapter 57, Title 5 U.S.C., the information requested on this form is required to provide DRSE Program to you in connection with your permanent change of station. Failure to fully complete and return this form may preclude or delay your use of these services.

1. EMPLOYEE IDENTIFICATION
   a. Employee's Name John Brown Spouse Susan
   b. Telephone Numbers: Commercial Only
      (1) Old duty # - Work ( 999 ) 000-0600 Home ( 999 ) 555-0005
      (2) New duty # - Work ( 990 ) 000-1111
   c. Current Home Mailing Address:
      Street 111 First Street City Bluesville State TX Zip Code 99991

2. RELOCATION REQUIREMENTS a. ☒ Homesale b. ☐ Destination Services

3. RESIDENTIAL HOMESALE PROPERTY INFORMATION
   a. Property to be Sold:
      Street 111 First Street City Bluesville State TX Zip Code 99991
   b. Estimated value of the residence? $110,000
   c. Subject property was owned by myself and/or eligible dependent(s) at the time of my official notification of transfer. ☒ Yes ☐ No
   d. The subject property is the one which I regularly commuted to and from work at the time of my official notification of transfer. ☒ Yes ☐ No
   e. Exception to above requirement (item d) is claimed per JTR, Volume 2, Chapter 14, para 1.6, and approval is attached. ☐ Yes ☐ No

I CERTIFY THAT THESE STATEMENTS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Employee Signature John Brown Date 28 Nov 95

FOR CPO USE ONLY - DO NOT WRITE BELOW THIS LINE

1. Name of Agency: AIR FORCE RESERVE Location ROBINS AFB GA
   a. CPO Point of Contact: MS. PHYLLIS WALKER Commercial (912 ) 327-1342 DSN 497-1342
      Telefax No. (912 ) 327-0358 DSN 497-0358
2. CPO Code: N/A Office Symbol: HQ AFRES/DPCC
3. Date eligibility expires: _____
4. Eligibility Category *(DA only)*: ☐ SES ☐ Mandatory Mobility Agreement (MM)
   ☐ Management Directed Action (MDM) - *(e.g., RIF, transfer of function)*
   ☐ Authorized at the discretion of the Local Commander or designee (LC)
5. Estimated house value $ N/A for AFRES X _____ % = $ _____ estimated amount obligated for DRSE Program.

_____
*AUTHORIZED CPO SIGNATURE* (HQ AFRES/DPCC)

(FOR AIR RESERVE TECHNICIAN (ART) OFFICERS)

FOR FINANCE & ACCOUNTING USE ONLY - DO NOT WRITE BELOW THIS LINE

I CERTIFY THAT FUNDS IN THE AMOUNT OF $ _____ ARE AVAILABLE. _____
*Authorized Finance & Accounting Signature*

**The National Relocation Program Office (NRPO) will process an SF 1080 for the $ _____ administrative fee.

1. Fund Citation: _____
2. Finance & Accounting Office (FAO) to be Billed: _____
3. Mailing Address: _____
4. FAO Point of Contact: _____ Commercial ( ) _____
   Telefax No. ( ) _____

**NOTE: THIS IS A US ARMY CORPS OF ENGINEERS FORM--IT IS AVAILABLE FROM HQ AFRES/DPCC**

## Attachment 5

## SUMMARY OF DIFFERENCES BETWEEN THE VARIOUS AFRC ART OFFICER TRAINEE PROGRAMS

| PROGRAM | TOTAL NUMBER OF AUTHORIZA-TIONS AVAILABLE | MAXIMUM CIVILIAN ENTRY GRADE | TRAINEE (OVER-HIRE) TARGET GRADE | JOURNEY-MAN GRADE (REQUIRES COMPETIION) | LENGTH OF TRAINING (IN YEARS) |
|---|---|---|---|---|---|
| Military Personnel Officer (MPO) | 3 | 9* | 11 | 12 | 2 |
| Logistics Manage-ment (LM) (Plans) | 3 | 11 | 11 | 12 | 1 |
| Airplane Pilot (AP) (AFRC)<br>--PALACE ACQUIRE (PAQ) (AF) | Varies<br>Varies | 9/11**<br>9 only | 12<br>12** | 13<br>13 | 1-3<br>3 |
| Public Affairs (PA) | 3 | 7/9 | 9 | 11 | 1-2 |
| Aircraft Maintenance Officer (MO) | 9 | 9/11 | 11 | 12 | 1-2 |

* Exception requires NAF/CC approval.
** When the 2 year PAQ authorization expires, the unit must assign the trainee to either an AFRC over-hire at the GS-12 level or to a restructured UMD authorization.
*** Aircraft commander qualified pilots are not considered trainees. GS-12 qualified applicants should be placed on restructured journeyman UMD positions.