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SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
MANUAL 36-2114**



**24 MAY 2021**

***Personnel***

**MANAGEMENT OF THE AIR FORCE  
RESERVE INDIVIDUAL RESERVE (IR)  
AND FULL-TIME SUPPORT (FTS)  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Military Personnel* and AFPD 36-26, *Total Force Development and Management*. It provides guidance and procedures on the administrative management of the individual reserve (IR), pre-trained individual manpower (PIM) pool, and full-time support (FTS) programs of the Air Force Reserve (AFR). This publication applies to civilian and uniformed members of the Regular Air Force, the United States Space Force (SF), the Air Force Reserve, and the Civil Air Patrol who are supported by or provide support to IR and FTS personnel. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code Section 9013 (10 USC § 9013), Secretary of the Air Force, and Executive Order 9397, as amended by Executive Order 13478. The applicable Privacy Act System of Records Notices F036 AFPC C, Military Personnel Records Systems, F036 AFPC J, Promotions Document/Records Tracking, and F036 AFPC K, Enlisted Promotion Testing Record are available at <https://dpcl.d.defense.gov/Privacy/SORNs/apply/>. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following

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### ***SUMMARY OF CHANGES***

This is a new publication and must be completely reviewed to most effectively guide the management and support of AFR personnel.

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## Chapter 1

### OVERVIEW

#### *Section 1A—Overview*

**1.1. Overview.** This publication consolidates and updates guidance and procedures previously published in AFI 36-2629, *Individual Reservist Management* and AFI 36-2633, *Peace Time Management of the Air Force Pre-trained Individual Manpower Programs*. It also updates and incorporates guidance from AFI 36-2110, *Total Force Assignments*, Chapters 12 and 13 and establishes guidance for the Active Guard Reserve (AGR) Continuation Decision (ACD) program. This publication centralizes guidance for processes supporting both the AFR Individual Reserve (IR) and Full-Time Support (FTS) programs. It is not inclusive of all programs and processes necessary to manage reserve personnel. References to legislation, other publications, and guidance necessary to support the AFR's IR and FTS programs are made throughout this publication.

1.1.1. **Chapter 2** prescribes the Air Force administrative control guidance, responsibilities, and administrative management procedures for individual mobilization augmentees (IMAs) and participating individual ready reserve (PIRR) members, collectively identified as IR members. This instruction applies to individuals at all levels of the AFR, except where noted otherwise.

1.1.2. **Chapter 3** provides a common lexicon and standardizes the procedures for managing the PIM pool during peacetime. It applies to all officers and enlisted personnel assigned to an Individual Ready Reserve (IRR) category.

1.1.3. **Chapter 4** provides guidance and establishes procedures for developing and managing the FTS program and its associated special categories.

1.1.4. **Chapter 5** provides guidance and establishes procedures for managing Air Reserve Technicians (ARTs) as a part of the FTS program.

1.1.5. **Chapter 6** provides guidance and establishes procedures for managing AGR personnel as a part of the FTS program and introduces new guidance for the ACD program.

#### *Section 1B—General Guidance*

**1.2. Roles and Responsibilities.** Multiple organizations across the Department of the Air Force Total Force (TF) are responsible for managing and implementing AFR programs in accordance with this publication. It may be necessary to reference other policies to capture the full spectrum of responsibilities for each TF organization. The following roles and responsibilities focus mainly on duties assigned to AFR personnel.

1.2.1. The Chief of Air Force Reserve will:

1.2.1.1. In collaboration with the Headquarters Air Force Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1), the Air National Guard (ANG) and the Space Force Deputy Chief of Space Operations for Human Capital (SF/S1), develop DAF TF personnel policy and strategic guidance to support the IR, PIM, and FTS programs.

1.2.1.2. Ensure AFR policies and procedures incorporate diversity and inclusion actions which cultivate and sustain both a AF and SF culture and environment of excellence so that all members and their families can reach their full potential.

1.2.1.3. Establish guidance for IR personnel program management and approve or disapprove AFR exceptions to policy in accordance with Headquarters Air Force Mission Directive (HAFMD) 1-42, *Chief of Air Force Reserve*.

1.2.1.4. Manage a FTS program and structure which supports mission requirements. The FTS program should provide the applicable allocation and force mix to achieve readiness, talent management, and to meet operational requirements.

1.2.2. The Headquarters Air Force, the AFR Manpower Division (AF/REXX) at the direction of the Headquarters Air Force, Air Force Reserve Plans, Programs, and Requirements directorate will:

1.2.2.1. Ensure processing of new requirements for validation, approval, and funding. Support organizations external to the Headquarters Air Force Reserve Command (HQ AFRC) in the development and documentation of new requirements.

1.2.2.2. Program all end-strength changes in the AF Future Years Defense Program.

1.2.2.3. Provide AFR manpower validation (new and existing), oversight, and execution of all direct reporting units, primary subordinate units, and field operating agencies to include Joint and Department of Defense (DoD) agencies external to HQ AFRC.

1.2.2.4. Provide controlled grade allocations for each fiscal year in accordance with congressional mandates.

1.2.3. The Headquarters Air Force, Air Force Reserve Directorate of Personnel Policy (AF/REP) will:

1.2.3.1. In collaboration with the AF/A1, AF/RE, ANG, and SF/S1, develop TF personnel policy and strategic guidance to support the IR, PIM, and FTS programs.

1.2.3.2. Support the AF/RE by liaising with the Office of the Secretary of Defense (OSD), the Office of the Secretary of the Air Force, Manpower and Reserve Affairs, combatant commands, sister services, other components, and both governmental and non-governmental agencies to facilitate support for assigned AFR personnel and ensure compliance with prescribed directives and instructions.

1.2.4. The Commander, Headquarters Air Force Reserve Command (HQ AFRC/CC) will:

1.2.4.1. Ensure compliance with policies and procedures for the full spectrum of personnel services supporting for IR, PIM, and FTS personnel.

1.2.4.2. Oversee readiness requirements and mobilization of IR and FTS personnel.

1.2.5. The HQ AFRC, Directorate of Manpower, Personnel, and Services (HQ AFRC/A1) will:

1.2.5.1. Provide personnel expertise and facilitate the integration of AFR personnel policies into the IR, PIM, and FTS programs.



1.2.5.2. Collaborate with HQ AFRC staff and Headquarters Air Reserve Personnel Center (HQ ARPC) to ensure force support units have the necessary information technology (IT) systems access and permissions to administer personnel actions for assigned personnel.

1.2.5.3. Determine HQ AFRC unit full-time support requirements through management engineering principles.

1.2.5.4. Provide assistance to the HQ ARPC, Reserve Assignments Division (HQ ARPC/DPAA) and the Headquarters Air Force, AFR Senior Leader Management Office (AF/REG) regarding personnel actions impacting HQ AFRC and AGRs assigned at the unit level.

1.2.6. The HQ AFRC, Recruiting Service (HQ AFRC/RS) will oversee management of AGR personnel assigned to HQ AFRC/RS in accordance with Air Force Manual (AFMAN) 36-2032, *Military Recruiting and Accessions*.

## Chapter 2

### IR MANAGEMENT

#### *Section 2A—Overview*

**2.1. Overview.** The IR program made up of both IMA and PIRR personnel. Management of the IR programs includes recruitment, training, assignment, mobilization, promotion, separation, and retirement of IRs. IRs are AFR assets who function as TF multipliers augmenting the Regular Air Force and Space Force in support of the DoD and other departmental agencies in accordance with DoD Instruction (DoDI) 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*.

#### *Section 2B—Individual Reserve (IR)*

**2.2. IR.** IR is a descriptive category for two types of individual reservists. IMA and PIRR personnel. It is used only when the subject is applicable to both types of members.

2.2.1. Collectively, the AFR human capital management (HCM) enterprise will partner together to assist force support units in servicing their assigned IRs. Business process owners (BPO) and subject matter experts (SME) will partner with AF/REP in developing policy to support the IR program. (T-2).

2.2.2. The Headquarters Readiness and Integration Organization (HQ RIO) will partner with supported organizations to ensure commanders, directors, and their equivalents are knowledgeable of policy and guidance and are provided sufficient resources to train and equip IRs for assigned duties. (T-2).

#### *Section 2C—Individual Mobilization Augmentee (IMA)*

**2.3. IMAs.** IMAs are individuals filling a military position identified as augmenting the Regular Air Force or Space Force structure of the DoD or other United States government department or agency (e.g., Selective Service System and Federal Emergency Management Agency). Members of the Selected Reserve (SelRes) fill IMA positions to support mobilization (including pre- and post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements for fill with individual members of the SelRes.

2.3.1. IMA position requirements are established in accordance with AFI 38-101, *Manpower and Organization*.

2.3.2. IMAs will train on a part-time basis with these organizations to prepare for mobilization. (T-0). The amount of training required may vary from 24 to 48 inactive duty training (IDT) periods per year; however, all IMAs must perform a minimum of 12 duty days of annual tour each year. (T-0).

2.3.3. IMAs will have the training and retired category (TRC) designator “B.” (T-0).

***Section 2D—Participating Individual Ready Reserve (PIRR)***

**2.4. PIRR.** PIRR includes ready reserve personnel who are in a non-pay training program and participate for retirement points only as they are not assigned to the SelRes. PIRR encompasses Admissions Liaison Officers, Civil Air Patrol Reserve Assistance program, and Ready Reinforcement Personnel sections.

2.4.1. PIRRs are attached to a Regular Air Force, Space Force, or Air Reserve component unit and participate for pay and points when mission requirements dictate the need and funds are available.

2.4.2. PIRRs will have the TRC designator “E.” (T-0).

***Section 2E—Administrative Control***

**2.5. Administrative Control.** The HQ RIO Commander (HQ RIO/CC) exercises administrative control of all IR personnel and supports HQ ARPC who serves as the BPO for most IR programs. (T-2).

2.5.1. Exercise statutory authority over IR personnel with respect to administration and support. This includes personnel management, training, readiness, mobilization, demobilization (for IMAs only), discipline, and other matters not included in the operational missions of the IR personnel’s supported organization as detailed in the following subparagraphs. (T-1). **Note:** This authority may be delegated to the HQ RIO Detachment Commanders as necessary.

2.5.1.1. In collaboration with the IR personnel’s supported organizational leadership, exercise authorities authorized under the Uniform Code of Military Justice. (T-1). **Note:** Administrative actions should be pursued by either the supported commander, director, or equivalent, or the HQ RIO/CC, not both.

2.5.1.2. Manage IMA end strength based on funded manpower authorizations and the HQ AFRC fiscal year manning policy through the use of unit manning documents unit personnel management rosters, and other rosters to manage respective IR populations. (T-2).

2.5.1.3. Collaborate with the HQ AFRC/Force Generation Center (HQ AFRC/FGC) and HQ AFRC Functional Area Managers (FAM) to source IR mobilization requests. (T-2).

2.5.1.4. Review Non-Extended Active Duty (EAD) Airmen Commissioning Program packages for enlisted IRs selected for appointment to officer authorizations in accordance with AFMAN 36-2032.

2.5.1.5. Forward packages to HQ ARPC for appointment order publishing, obtaining officer training course information, and military personnel IT system (i.e., Military Personnel Data System (MilPDS)) updates, as necessary. (T-2).

2.5.1.6. Process High Year of Tenure (HYT) date and Mandatory Separation Date (MSD) extension requests for HQ AFRC consideration in accordance with AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*.

2.5.1.7. Provide Host Aviation Resource Management support to IR rated officers, career enlisted aviators, and other non-rated or non-career enlisted aviator aircrew members in accordance with Department of the Air Force Manual (DAFMAN) 11-401, *Aviation Management*, AFMAN 11-402, *Aviation Management and Parachutist Service*, AFMAN 11-421, *Aviation Resource Management*.

2.5.1.7.1. Manage flight record folders and Host Aviation Resource Management processes in accordance with AFI 38-101.

2.5.1.7.2. Verify member's eligibility for a rated position prior to sending assignment request to HQ ARPC for processing. **(T-2)**.

2.5.1.8. Develop and conduct quarterly standardized training to familiarize supported organizations and unit reserve coordinators (URCs) on their roles in supporting IRs. **(T-2)**.

2.5.1.8.1. Ensure all training segments, training aides, and guides are posted to IT platforms (e.g., myPers, HQ RIO SharePoint®, and HQ RIO mobile application).

2.5.1.8.2. Conduct IR Orientation Course for IRs to attend within one year of initial assignment. **(T-2)**.

2.5.1.9. In collaboration with HQ ARPC, provide AF/REP input on policy and guidance which cultivates and sustains both a AF and SF culture and environment of excellence in which IRs and families can reach their full potential. **(T-2)**.

2.5.1.10. Standardize procedures to support IRs ensuring consistency in program applications for HQ RIO Detachments. **(T-2)**.

2.5.1.11. Respond to Congressional, Board for Correction of Military Records, Inspector General, or DoD inquiries which pertain to HQ RIO support or authority. **(T-1)**.

2.5.1.12. In collaboration with HQ ARPC and HQ AFRC/A1X, manage the planning, programming, and budgeting processes for HQ RIO. **(T-2)**.

2.5.1.13. Execute operational oversight and control of the Reserve Pay Office and the HQ RIO IMA Travel office. **(T-2)**.

2.5.1.13.1. The HQ RIO Reserve Pay office is the financial service office for IR personnel. **(T-2)**. This office establishes IR personnel pay accounts and submits paperwork for military pay and non-travel reimbursement. **(T-2)**.

2.5.1.13.2. The HQ RIO IMA Travel office provides travel pay customer service to all IRs and processes travel reimbursement. **(T-2)**.

2.5.1.14. Manage special trophy and awards programs that are unique to the AFR (e.g., IR of the year). **(T-2)**.

2.5.1.15. Implement mobilization, deployment, and exercise programs and processes in accordance with prescribed directives.

2.5.1.15.1. Ensure applicable HQ RIO staff members are current in deliberate and crisis action planning, execution segments training, and daily procedures. **(T-2)**.

2.5.1.15.2. Track deployment availability codes on IRs. **(T-2)**.

- 2.5.1.15.3. Coordinate on all programming plans, concept of operations, and mobility plans that involve IRs. **(T-2)**.
- 2.5.1.15.4. Support HQ AFRC and HQ ARPC crisis action teams, as required. **(T-2)**.
- 2.5.1.15.5. Account for IRs in accordance with Headquarters Air Force Reserve Command Instruction (AFRCI) 10-203, *Crisis Response Process*.
- 2.5.1.15.6. Oversee IMA Mobilization and IR Readiness. **(T-1)**.
- 2.5.1.16. Approve or disapprove participation waiver(s) in accordance with AFMAN 36-2136, *Reserve Personnel Participation*.
- 2.5.1.17. Manage limited mobility updates for IRs in grades O-6 and below. **(T-2)**.
- 2.5.1.18. Manage Transition Assistance program compliance for IRs in grades O-6 and below. **(T-2)**.
- 2.5.1.19. In collaboration with AF/REXX, and the HQ AFRC Manpower, Organization, and Resources Division (HQ AFRC/A1M) identifies the impact of Regular Air Force's or Space Force's force structure changes which may impact IR billets. **(T-2)**.
- 2.5.1.20. Produce, update, and distribute the IR guide. **(T-2)**.
- 2.5.1.21. Manage personnel incident notifications for IRs. **(T-2)**.
- 2.5.1.22. Manage items on purge rosters for IRs. **(T-2)**.
- 2.5.1.23. Provide HQ AFRC, Personnel division (AFRC/A1K) and functional managers with current and forecasted formal school quota requirements for IRs. **(T-2)**.
- 2.5.1.24. Manage URC rosters and coordinate their HQ AFRC network access. **(T-2)**.
- 2.5.1.25. In collaboration with HQ AFRC, coordinate IR uniform requests. **(T-2)**.
- 2.5.1.26. Manage and quality review members eligible for the Stripes for Exceptional Performers enlisted promotion program and nomination packages for IRs prior to HQ ARPC submission. **(T-2)**.
- 2.5.1.27. Provide guidance on officer promotion board issues to IR-supported organizations. **(T-2)**.
- 2.5.1.28. Identify communications requirements, tools, and website or system accesses required for IRs to obtain and review personal or pay data (e.g., Air Force portal, virtual Personnel Center, and the Defense Travel system). **(T-2)**.
- 2.5.1.29. In collaboration with HQ AFRC/A1K, manage the Blended Retirement System Continuation Pay program for IRs. **(T-2)**.
- 2.5.1.30. Review all initial incapacitation pay requests in accordance with AFI 36-2910 to Line of Duty (LOD) Determination, Medical Continuation (MEDCON) and Incapacitation (INCAP) Pay. **(T-1)**. Endorse justification letters for late submission, as applicable. **(T-2)**.
- 2.5.2. When AFR personnel are mobilized, operational control of those forces transfers in accordance with Secretary of Defense (SecDef) orders. The Commander of Air Force Forces receives specific administrative control over all attached forces. Short of full mobilization, administrative control (other than specified administrative control) remains with HQ AFRC.

(T-0). HQ RIO ensures supported staffs have trained Air Force Personnel Accountability and Assessment system case managers. (T-2).

2.5.3. HQ AFRC career field and functional managers and AFR mobilization assistants (MAs) and reserve advisors (RA) collaborate with supported organizations to execute the funding review and assignments process for IMAs. (T-2).

2.5.3.1. The Headquarters Air Force, Judge Advocate (DAF/JA) General serves as FAM and is responsible for assignment actions for all Judge Advocate and paralegal professionals. (T-0). DAF/JA serves as the principal office through which the Judge Advocate General exercises statutory authority under 10 USC § 806 and 9037 and other applicable provisions for IR Judge Advocates and paralegals to include all decisions pertaining to assignment actions of AFR personnel.

2.5.3.2. The Secretary of the Air Force/Inspector General (AF/IG) serves as FAM and is responsible for assignment actions for all IR Air Force Office of Special Investigations agents.

2.5.3.3. The HQ AFRC/Chaplain serves as FAM and manages the ready reserve chaplain candidate program and assignment actions for all IR chaplains (TRC “J”). (T-2).

2.5.3.4. MAs and RAs collaborate with supported organizations to facilitate IR program visibility and resource advocacy, mentorship, evaluations, and talent management facilitation for IRs assigned to their respective organizations. (T-2). **Note:** They do not have administrative control over IRs unless assigned as a member of their chain of command.

## ***Section 2F—IR Production Management – HQ ARPC***

**2.6. Production Management.** HQ ARPC (including HQ RIO) and servicing force support units execute operations as production managers for IMAs. (T-2). Production managers are HCM professionals responsible for, but not limited to, managing self-service actions, producing products, executing mapable and repeatable processes, and delivering service to customers. (T-2). Supporting force support units will collaborate with their respective URCs in supporting assigned IMAs. (T-2).

2.6.1. Executes all mobilization actions for PIRR members in accordance with AFI 10-402, *Mobilization Planning*.

2.6.2. Administers and updates officer promotions for IRs in accordance with AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*.

2.6.3. Administers and updates enlisted IR promotion and demotion actions in accordance with AFI 36-2502, *Enlisted Airmen Promotion/Demotion Programs*.

2.6.4. Processes IMA reenlistments and extensions in accordance with AFI 36-2606.

2.6.5. Updates military personnel IT systems with information relating to IRs for operations not included in the Force Support Squadron Execution, Organization, and Responsibilities Personnel Services Delivery Guide available on the My Personnel Services (MyPers) website at [https://mypers.af.mil/app/answers/detail/a\\_id/6424](https://mypers.af.mil/app/answers/detail/a_id/6424). (T-2).

2.6.6. Uploads IR records in the Personnel Records Display application (PRDA). (T-2).

- 2.6.7. Processes commissioning packages in accordance with AFMAN 36-2032.
- 2.6.8. Processes approved retirement requests for IRs in accordance with AFI 36-3203, *Service Retirements*.
- 2.6.9. Processes DD Forms 214, *Discharge Papers and Separation Documents*, for IRs released from active duty in accordance with AFI 36-3202, *Certificate of Release or Discharge from Active Duty (DD FORM 214/5 Series)*.
- 2.6.10. Processes, approves, or disapproves bonus applications for officer and enlisted IRs. **(T-2)**.
- 2.6.11. Manages the education and training programs for IRs. **(T-2)**.
  - 2.6.11.1. Administers the Montgomery and Post 9-11 GI Bills, Foreign Language Proficiency Bonus programs, and reserve Tuition Assistance program for IRs. **(T-2)**.
  - 2.6.11.2. Updates enlisted IR education data to include College Level Examination Program and Defense Activities for Non-Traditional Education Support test results. **(T-2)**.
  - 2.6.11.3. Processes foreign language proficiency pay requests for IRs in accordance with AFI 36-4005, *Total Force Language, Regional Expertise, and Culture Program*.
  - 2.6.11.4. Provides oversight and guidance on IR training matters in accordance with AFI 36-2670, *Total Force Development*; AFRCI 36-2603, *Air Force Reserve Seasoning Training Program (STP)*; and AFI 36-2626, *Airman Retraining Program*.
  - 2.6.11.5. Collects and consolidates IR statuses of training each month for inclusion in a quarterly report to the HQ RIO/CC in accordance with AFI 36-2670.
  - 2.6.11.6. Coordinates training related issues with HQ RIO and its detachments for IRs. **(T-2)**.
  - 2.6.11.7. Processes formal school requests for Air Force Specialty Code (AFSC) awarding and qualification training for IRs. **(T-1)**. All centrally funded formal training requests assigned a training line number are procured and funded by HQ AFRC/A1K; all unit-funded formal training requests assigned a training line number are procured and funded by HQ RIO. **(T-1)**.
  - 2.6.11.8. Provides HQ RIO formal school training reports on IRs. **(T-2)**.
  - 2.6.11.9. Ensures IRs in upgrade training are not authorized to attend formal schools (excluding IR orientation and professional military education (PME) courses). **(T-2)**.
  - 2.6.11.10. Ensures IRs do not attend a formal school if their control AFSC does not match the AFSC requirement listed on the Education and Training Course Announcement website. **(T-2)**.
  - 2.6.11.11. Ensures short notice cancellation requests (those turned in 30 days or less of class start date) and no-shows (those turned in within 10 days or less) forwarded to the HQ ARPC Classification and Training division include a memorandum signed both by the supported commander and the HQ RIO Det/CC. **(T-2)**.

2.6.12. Provides oversight and guidance on IR classification matters in accordance with AFMAN 36-2032, AFI 36-2626, the AF Enlisted Classification directory (AFECD) available on the MyPers website at [https://mypers.af.mil/app/answers/detail/a\\_id/7504](https://mypers.af.mil/app/answers/detail/a_id/7504) and the AF Officer Classification directory (AFOCD) available at [https://mypers.af.mil/app/answers/detail/a\\_id/7759](https://mypers.af.mil/app/answers/detail/a_id/7759). (T-1).

2.6.13. In collaboration with HQ AFRC/A1X, provides financial planning, programming, and budgeting guidance for HQ RIO. (T-2).

2.6.14. Provides guidance to HQ RIO and ensures the financial plan includes provisions to:

2.6.14.1. Manages and allocates the Reserve Personnel Appropriation (RPA) and operations and maintenance (O&M) budgets for HQ RIO and its detachments. (T-2).

2.6.14.2. Manages enlisted IR clothing issue authorizations in accordance with AFI 36-3012, *Military Entitlements*.

2.6.15. Reviews and audits undelivered orders outstanding list from the Personnel Budget and Accounting System and resolves discrepancies through coordination with the member and the member's servicing HQ RIO Detachment. (T-2).

2.6.16. Manages and provides both guidance and training on RPA management tools to HQ RIO and detachments. (T-2).

2.6.17. Manages Congressional and Board for Correction of Military Records inquiries for IRs and coordinates with HQ RIO for response to inquiries. (T-2).

2.6.18. Provides rosters and other products on a routine basis required to manage the IR population to HQ RIO and ensures system updates by managing the daily transaction register program. (T-2).

2.6.18.1. Provides special duty assignment pay rosters to HQ RIO detachments. (T-2).

2.6.18.2. Updates special duty assignment pay requests received from HQ RIO detachments. (T-2).

2.6.18.3. Provides the monthly unit personnel management roster and unit manning document to HQ RIO detachments. (T-2).

2.6.19. Manages and performs the required update in the military personnel IT systems (i.e., MilPDS) for purge items. (T-2).

2.6.20. Builds, updates, and maintains points crediting records for IRs. (T-2).

2.6.21. Processes awards, decorations, and evaluations received from the supported organizations for all IRs. (T-2).

2.6.22. Facilitates change management on emerging systems applications and both policy and procedural changes which have implications to IRs attached or assigned to external agencies.



***Section 2G—IR Production Management - HQ RIO Detachments***

**2.7. HQ RIO Detachment Production Management.** HQ ARPC (including HQ RIO) and supported organizations servicing force support units execute operations as production managers for IMAs. (T-2). They provide support to assist the Total Force Service Center with IRs. (T-3). HQ RIO Detachments will:

2.7.1. Liaise between the HQ RIO/CC and the supported organizations receiving IR support. (T-2).

2.7.2. Solicit supported organization URC appointment and forward information to HQ RIO. (T-2).

2.7.3. Send welcome packages as well as conduct Welcome and Introduction briefings for newly assigned IRs. (T-2).

2.7.4. Collaborate with URCs to inform IMAs about statutory training requirements and the IDT scheduling and rescheduling process. (T-2).

2.7.5. Educate IRs on IT systems to manage participation (e.g., Air Force Portal, virtual Personnel Center, virtual Military Personnel Flight, Defense Travel System, etc.) (T-2).

2.7.6. Ensure IRs are made aware of relevant career management topics of interest (e.g., reserve special pay, clothing issue, and career management to include promotions). (T-2).

2.7.7. Advise supported organizations' force support units and URCs on IR accountability responsibilities in accordance with AFMAN 10-206, *Operational Reporting (OPREP)* and AFI 36-3802, *Force Support Readiness Programs*.

2.7.8. Advise supported organizations on AFR formal recognition programs in accordance with AFMAN 36-2806, *Awards and Memorialization Program*.

2.7.8.1. Quality check and process IR nominations for special trophies and awards that are unique to the AFR personnel (e.g., IR of the year).

2.7.8.2. Notify supported organization's respective IRs of award decisions and encourage supported organization recognition.

2.7.9. Provide requirements to HQ RIO during each budget cycle to include a financial plan for both RPA and O&M quarterly budget execution reviews. Review, audit, and prepare obligation plans and unfunded requirements based on mission priority, law, and regulatory requirements.

2.7.10. Authorize RPA for duty consistent with AFMAN 36-2136.

2.7.11. Advise supported organizations on the appropriate utilization of IR resources in accordance with AFMAN 36-2136.

2.7.12. Manage and process force management, readiness, and resource management actions for IRs in accordance with this publication and associated Personnel Services Delivery Guides. (T-2).

2.7.13. Coordinate annual data call with supported organizations for IR formal school requirements and forward to HQ RIO upon request. (T-2).

2.7.13.1. Validate IMA eligibility to attend formal schools in accordance with AFI 36-2626, AFI 36-2670, and AFMAN 36-2136. **Note:** Members retraining must meet the retainability requirements in accordance with AFI 36-2626.

2.7.13.2. Ensure members have at least 1 year retainability following graduation for all courses that are less than 15 days and 2 years retainability for courses exceeding 15 days. **(T-2).**

2.7.13.3. Ensure members meet Air Force physical fitness standards in accordance with AFMAN 36-2905, *Air Force Fitness Program*.

2.7.13.3.1. Members must have a physical fitness assessment that is both current and satisfactory prior to the start of in-resident courses of instruction. **(T-2).**

2.7.13.3.2. For attendance at any in-residence PME course that is less than 6 months in duration, a passing fitness assessment must be current through course completion. **(T-2).**

2.7.13.4. Collaborate with HQ ARPC and supported organization unit training managers to resolve IR training related matters. **(T-2).**

2.7.13.5. Monitor upgrade training for all IRs. **(T-2).**

2.7.13.6. Audit training program matters to include: formal schools, on-the-job training, fiscal year quota management, training budgets, etc. **(T-2).**

2.7.13.7. Submit formal school requests at least 45 calendar days prior to the class start date. **(T-2).**

2.7.13.8. Process training allocation report on individual personnel from HQ ARPC, obtain necessary endorsements, and ensure attendance is confirmed.

2.7.13.9. Notify members to request school tour orders in the Air Force Reserve Order Writing System-Reserve (AROWS-R).

2.7.13.10. Collaborate with HQ ARPC and the URC to resolve classification matters (including waivers) for IRs. **(T-2).**

2.7.13.11. Advise, conduct quality reviews, and submit completed Developmental Education Board (e.g., Reserve Developmental Education Designation Board and Enlisted Developmental Education Board) application packages consistent with command guidance to HQ ARPC for IRs. **(T-2).**

2.7.14. Collaborate with URCs to manage unit personnel management rosters and makes necessary changes in the military personnel IT system (i.e., MilPDS), as necessary. **(T-2).**

2.7.15. Collaborate with AF/REXX and HQ AFRC, manage IMA end strength based upon funded manpower authorizations and the HQ AFRC fiscal year manning policy through the use of unit manning documents, unit personnel management rosters and other applicable rosters. **(T-2).**

2.7.16. Collaborate with the supported organization's manpower offices and HQ AFRC advise URCs on Manpower Change Requests and execute requested changes, as necessary, on their behalf. **(T-2).**

2.7.17. Publish active duty orders using the AF Form 938, *Request and Authorization for Active Duty Training/Active Tour* and AROWS-R in accordance with AFMAN 36-2136. (T-1).

2.7.17.1. In collaboration with URCs, supported organization's force support units and HQ AFRC, Readiness and Integration division (HQ AFRC/A1RY) manage active duty sanctuary program and maintain associated documentation (including waivers) in accordance with AFI 36-2131, *Administration of Sanctuary in the Air Reserve Component*. (T-1).

2.7.17.2. A member desiring to invoke sanctuary protection under 10 USC § 12686(a), *Reserves on active duty within two years of retirement eligibility: limitation on release from active duty*, must claim such protection while on AD (other than for training) and while in the sanctuary zone. The request must be in writing and be submitted to the respective Numbered Air Forces (NAF) Commander or Readiness Management Group Commander for processing. **Note:** Requests from AFR Joint Service unit members should be forwarded by their servicing personnel section directly to HQ AFRC/A1RY for consideration by HQ AFRC/CD.

2.7.17.2.1. Absent a written claim for sanctuary zone protection, members will be considered for active duty as voluntary and sanctuary protection will be deemed not properly requested. (T-2).

2.7.17.2.2. Approved sanctuary waivers must be on file at HQ AFRC/A1RY prior to approving a member's order, when applicable. (T-2).

2.7.18. Line of Duty (LOD) Determination. In collaboration with HQ RIO and the supported organization, support Interim and Formal LOD determination processing in accordance with AFI 36-2910. (T-1).

2.7.19. Coordinate and review non-extended active duty Airmen Commissioning Program packages for enlisted members selected for assignment to Regular Air Force officer authorizations in accordance with AFMAN 36-2032. Forward package to HQ RIO for recommendation and further processing to include: appointment order publishing, obtaining officer training course quota, and military personnel IT system (i.e., MilPDS) updates.

2.7.20. Process HYT and MSD extension requests for HQ RIO consideration in accordance with AFI 36-2606.

2.7.21. In collaboration with the URC, manage the Unfavorable Information File program and make necessary military personnel IT system (i.e., MilPDS) updates in accordance with AFI 36-2907, *Adverse Administrative Actions*.

2.7.22. Screen applicants for eligibility and approve or disapprove assignment applications in accordance with AFI 36-2110.

2.7.23. Initiate assignment leveling actions as needed to ensure appropriate management of forces to meet mission requirements. (T-2).

2.7.24. In collaboration with HQ ARPC, manage and implement IR Career Retention Programs, including the IR Selective Reenlistment Program (SRP) in accordance with AFI 36-2606.

2.7.24.1. Provide a monthly SRP roster to the supported commander, director, or equivalent for reenlistment consideration. **(T-2)**.

2.7.24.2. Assist IRs with the completion of the DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*, and AF Form 1411, *Extension of Enlistment in the Air Force*. **(T-1)**. Performs quality control of completed retention-related forms, ensuring they are complete and reflect accurate data, entitlements, and eligibility. **(T-1)**.

2.7.24.3. Provide a completed SRP roster along with any required AF Forms 418, *Selective Reenlistment Program Consideration* to HQ ARPC for processing (reenlistment code update) and filing. **(T-2)**.

2.7.25. Notify URCs when IRs fail to perform required reserve participation requirements in accordance with AFMAN 36-2136.

2.7.25.1. Approve or disapprove participation waiver(s) in accordance with AFMAN 36-2136.

2.7.25.2. Assist URCs with the process to reassign or discharge IRs who do not meet participation requirements. **(T-2)**.

2.7.25.3. Train URCs and IR supervisors on AFR participation management tools. **(T-2)**.

2.7.25.4. Annually, ensure members submit a proposed IDT participation schedule for supervisor approval no later than 15 August for the next fiscal year in accordance with AFMAN 36-2136.

2.7.25.5. Validate Military Personnel Appropriation (MPA) tour orders with approved Manpower MPA Man-day Management System (M4S) authorization and the fund cite authorized for travel and per diem entitlements. **(T-2)**.

2.7.25.6. Validate readiness currency and retainability requirements using available IT systems (i.e., Air Reserve Component Network) prior to authorizing orders. **(T-2)**.

2.7.25.7. Authorize Verbal Order of the Commander in accordance with AFMAN 36-2136 and AFI 36-2131.

2.7.26. Process requests for bonuses based on approved mission critical skills in accordance with AFI 36-3012.

2.7.26.1. Advise IRs on responsibilities and participation requirements for incentive programs. **(T-2)**.

2.7.26.2. Manage Special Duty Assignment Pay for IRs in accordance with AFI 36-3012.

2.7.27. Advise URCs on enlisted promotion matters and monitor compliance in accordance with AFI 36-2502.

2.7.27.1. Facilitate Stripes for Exceptional Performers program nominations and conduct quality reviews of nomination packages prior to submitting to HQ RIO. **(T-2)**.

2.7.27.2. Advise URCs on promotion-eligible IRs assigned to their organizations. **(T-2)**.

2.7.28. Maintain awareness of the assigned duty locations of all IMAs and coordinate all unplanned changes in duty location (e.g., forward movement as ordered by the supported organization) with HQ RIO, HQ AFRC/FGC, and HQ AFRC/A1R for visibility and force accountability purposes. (T-2). Coordinate location changes for IRs assigned to O-6 and general officer positions with AF/REG. (T-2).

## ***Section 2H—IR Production Management – Supported Organization Force Support Units***

**2.8. Production Management - Supported Organization Force Support Units.** HQ ARPC (including HQ RIO) and servicing force support units execute operations as production managers for IMAs. (T-2).

2.8.1. Provide base level personnel support and ensure assigned personnel have military personnel IT system access to support IRs. (T-2).

2.8.2. Manage personnel products to include, but not limited to, reports on individual personnel, unit personnel management rosters, enlisted/officer performance report notifications, training rosters, promotion products, formal school board convening notices, and results notifications. (T-2).

2.8.3. Update capability and responsibility, as detailed in Air Force Computer Systems Manual 36-699, V1, Military Personnel Flight (MPF) Management Data System (PDS) User Guide, and Personnel Services Delivery Guide, *Force Support Squadron Execution, Organization, and Responsibilities* (available on <https://mvpers.af.mil>).

2.8.4. Establish procedures to out-process and provide administrative support to IMAs for mobilization taskings. (T-2).

2.8.4.1. Ensure that members do not deploy without an AF Form 938 and computer-generated Contingency, Exercise, Deployment orders by HQ RIO in lieu of the DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, in accordance with AFI 65-103, *Temporary Duty/Special Orders* and AFI 36-3802.

2.8.4.2. Establish procedures to process AF Forms 3847, *Deployment Processing TDY Checklist*, for all IRs per AFI 36-3802.

2.8.5. In collaboration with the supported Airman and Family Readiness Center, ensure IRs, after 180 days or more of continuous orders, complete a DD Form 2648, *Service Member Pre-Separation/Transition Counseling and Career Readiness Standards Eform for Service Members Separating, Retiring, Released from Active Duty (REFRAD)*, in accordance with 10 USC § 1142, *Pre-separation Counseling: Transmittal of Certain Records of Department of Veterans Affairs* and AFI 36-3009, *Airman and Family Readiness Centers*.

2.8.6. Manage the performance evaluations program in accordance with AFI 36-2406, *Officer and Enlisted Evaluations Systems*.

2.8.7. Provide casualty service assistance and ensure required documentation regarding IR casualties is submitted to the Air Force Personnel Center (AFPC) in accordance with DAFI 36-3002, *Casualty Services*.

2.8.8. In collaboration with HQ RIO Detachments, advise URCs on IR awards and decorations submissions in accordance with AFMAN 36-2806.

2.8.9. Advise supported organizations on IR promotion matters and monitor compliance in accordance with AFI 36-2504, AFI 36-2501, *Officer Promotions and Selective Continuation*, and AFI 36-2502.

2.8.10. Ensure unit deployment managers assign personnel to an Air & Space Expeditionary Force Indicator (AEFI) within fifteen (15) calendar days after the member has in-processed the unit in accordance with DAFI 10-401, *Operations Planning and Execution*, and applicable AFR AEFI policy.

2.8.11. Ensure supported organizations are aware of their IR accountability responsibilities in accordance with AFMAN 10-206.

2.8.12. URCs are usually Regular Air Force personnel assigned to supported organizations who serve as their unit's central point of contact and execute administrative duties associated with assigned and attached IRs. They liaise directly with HQ RIO Detachments and supported organization's servicing force support units. **(T-1)**.

2.8.12.1. Complete URC initial and recurring training as required by HQ RIO Det/CCs. **(T-2)**.

2.8.12.2. Complete AFR specific training as determined necessary by HQ RIO Det/CCs for programs relating to IRs. **(T-2)**.

2.8.12.3. Sponsor, conduct initial orientation, and both unit-level in and out-processing for assigned IRs. **(T-2)**. IRs should be integrated into the unit and unit programs and events (e.g., fitness, ancillary and Air Force and Space Force specialty training, performance report tracking, and Wingman Days) as much as reasonably possible.

2.8.12.4. Ensure IRs and designated supervisors are aware of roles, responsibilities, and training requirements relating to IR programs. **(T-2)**.

2.8.12.5. Ensure IRs have necessary equipment (e.g., Common Access Card readers, laptops, etc.) to perform assigned duties. **(T-2)**.

2.8.12.6. Notify supported organizations of personnel actions affecting IR personnel and their roles and responsibilities in execution. **(T-2)**. Collaborate with supported organizations to identify IMA vacancies and expected roles and responsibilities. **(T-2)**.

2.8.12.7. Coordinate with HQ RIO Detachments and local In-Service Recruiters to ensure IMA vacancies are advertised and filled in a timely manner. **(T-2)**.

2.8.12.8. Monitor readiness training requirements and completion for assigned IRs. **(T-2)**.

2.8.12.9. Ensure all personnel actions (e.g., promotions, changes of reporting official, etc.) are completed promptly and routed through the proper chains of command for update in military personnel IT systems (i.e., MilPDS). **(T-2)**.

2.8.12.10. Review and coordinate updates to management products (e.g., alpha rosters, assignment and attachment rosters, etc.) with HQ RIO Detachments on a monthly basis to ensure data accuracy. **(T-2)**.

2.8.12.11. Ensure supported organization Unit Training Managers manage training related matters (e.g. upgrade, downgrades, and Career Development Course enrollments) and coordinate applicable military personnel IT system (i.e., MilPDS) in accordance with AFI 36-2670.

2.8.13. Supported organizations work closely with assigned IRs to establish annual training schedules in advance of execution in accordance with AFMAN 36-2136.

2.8.13.1. Advise IRs on their role in unit mobilization and collaborate with supported organization unit training managers and unit deployment managers to ensure training requirements are met. **(T-1)**.

2.8.13.2. Utilize the AFR participation management IT system (i.e., Unit Training Assembly Processing System (UTAPS)) to document IDT in accordance with AFMAN 36-2136.

2.8.13.3. Obtain necessary access and training to manage and document IR participation in accordance with AFMAN 36-2136.

2.8.13.4. Develop and approve IDT schedules no later than 15 August for the upcoming fiscal year. **(T-2)**.

2.8.13.5. Counsel, recommend, and monitor reservist's participation in developmental education courses, schools, and other development opportunities. **(T-2)**.

2.8.13.6. Administer the officer and enlisted evaluation systems to include: conducting Airmen Comprehensive assessments, accomplishing performance reports, and preparing Promotion Recommendation forms as directed per AFI 36-2406.

2.8.13.7. Include IRs in unit award and recognition programs and monitor eligibility for AFR specific awards and recognition programs for IRs. **(T-2)**.

## ***Section 2I—IMA Mobilization***

**2.9. IMA Mobilization.** To mobilize IMAs, the HQ RIO will partner with supported organization force support units and the FGC who manages deliberate and crisis action force generation processes as prescribed by AFRCI 10-202, *Command, Control, and Communications* and AFI 10-402.

2.9.1. Supported organization force support units establish procedures to out-process and provide administrative support to IMAs for mobilization taskings. **(T-2)**.

2.9.2. For general officers, AF/REG coordinates with HQ AFRC/FGC to mobilize IRs. **(T-2)**.

2.9.3. HQ RIO, HQ AFRC/A1X (for O-6 only), and AF/REG (for General officers) source IMA taskings to the appropriate Personnel Accounting System (PAS) Code of the supported organization. **(T-2)**.

2.9.4. HQ RIO, HQ AFRC/A1X (for O-6 only), and AF/REG (for General officers) validates contingency man-days via the M4S for mobilizations and volunteer deployments in accordance with AFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component Man-Day Program*.

2.9.5. HQ RIO Det/CCs maintain awareness of the current duty location of all assigned activated IMAs. **(T-2)**.

2.9.5.1. All unplanned changes in duty location (e.g., forward movement as ordered by the attached Active Duty Organization) should be forwarded to HQ RIO, HQ AFRC/FGC, and HQ AFRC/A1R for visibility and force accountability purposes. **(T-2)**.

2.9.5.2. Requests for activating MAs assigned to general officer positions will be coordinated with AF/REG. **(T-2)**.

2.9.6. HQ AFRC FAMs review requests for mobilization of IMAs, as well as validate deployable capabilities and requirements in accordance with Air Force Operations Planning and Execution policies and directives. **(T-2)**.

2.9.7. HQ AFRC/PIM Management office (DPAM) mobilizes PIRR members in accordance with AFI 10-402. **(T-1)**.

2.9.8. The HQ RIO/CC will:

2.9.8.1. Ensure mobilization authorities provide for sufficient duration to complete deployment taskings, required training, authorized Post-Deployment Mobilization Respite Absence, out-processing, travel, and accrued leave. **(T-2)**.

2.9.8.2. Request contingency man-days via the MPA Man-day Management system to support IR mobilizations. **(T-2)**.

2.9.8.3. Direct HQ RIO Det Commanders to collaborate with URCs to monitor and report any changes to planned activations, to include duty locations, curtailments, and extensions to the FGC. **(T-2)**.

2.9.8.4. Coordinate with supported organizations to ensure transportation requirements for mobilized IMAs have been obtained. **(T-2)**.

2.9.8.5. Direct HQ RIO Det Commanders to collaborate with URCs to manage post-mobilization deployment personnel actions. **(T-2)**.

2.9.8.6. Collaborate with HQ AFRC/A1, provides guidance for IR participation in the DoD's Yellow Ribbon Program. **(T-2)**.

2.9.9. Supported organization unit deployment managers train and equip IRs in accordance with AFI 65-601 V1, *Budget Guidance and Procedures* and DAFI 10-401.



## ***Section 2J—IR Assignments***

**2.10. IR Assignments.** IR assignments are managed and executed collaboratively by HQ ARPC (including HQ RIO), HQ AFRC/RS, HQ AFRC/A1K, and functional leaders of centrally managed Air Force Specialties (AFSs). **(T-2).** **Note:** Assignment vacancy information maintained by HQ ARPC is available at <https://www.arpc.afrc.af.mil/Services/Assignments/> for grades O-5 and below.

2.10.1. HQ RIO Det/CCs collaborate with HQ AFRC/RS to fill advertised IMA vacancies. **(T-2).** Functional leaders of centrally managed AFSs collaborate with HQ RIO Det/CCs to fill vacancies in their respective communities. **(T-2).** Before accepting a member for an assignment, gaining unit commanders and HQ RIO Det/CCs must consider:

2.10.1.1. Assignment of a member to a position in the same or similar career field. **(T-2).**

2.10.1.2. Assignment in an additional AFSC. **(T-2).**

2.10.1.3. Classification actions that AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* authorizes.

2.10.1.4. Collaborate with accession and assignment authorities (including FAMs for centrally managed IRs) to directly place Airmen (O-5 and below) that are fully qualified in their core AFSC into vacant IMA positions. **(T-2).**

2.10.1.5. Qualifications a member gains from civilian schooling or employment. **(T-2).**

2.10.1.6. Assignment for retraining in a new AFSC when possible. **(T-2).**

2.10.2. Processes and updates approved assignments, generates reassignment orders, and obtains required assignment waivers for assigned IRs in accordance with AFI 36-2110 and ensures current assignment and duty information data is accurately updated in the appropriate IT system (i.e., MilPDS).

2.10.3. Gaining unit commanders are provided rosters of members who have been PIRRs for more than 3 years for reassignment or extension of current position consideration by HQ RIO Dets.

2.10.4. Collaborate with accession and assignment authorities (including FAMs for centrally managed IRs) to directly place Airmen (O-5 and below) that are fully qualified in their core AFSC into vacant IMA positions. **(T-2).**

## Chapter 3

### PEACETIME MANAGEMENT OF THE AIR FORCE PIM PROGRAMS

#### *Section 3A—Overview*

**3.1. Overview.** PIM are vital aspects of the Air Force's strategic Reserve force that are managed by HQ ARPC. The HQ ARPC/CC will develop procedures and guidelines for managing pre-trained Air Reserve component members who are not actively participating in the SelRes.

#### *Section 3B—Composition of the Air Force PIM Pool*

**3.2. Composition of the Air Force PIM Pool.** The PIM is a pool of personnel with prior military training or experiences that are subject to recall to EAD in a mobilization. The HQ AFRC/DPAM manages the PIM categories which include (a) PIRR, (b) IRR, (c) Retired Active Duty and Reserve, and (d) Standby Reserve (active and inactive).

3.2.1. The Individual Ready Reserve (IRR) is a manpower pool comprised of individuals who have previously served in the Regular Air Force or the SelRes and may or may not have a remaining military service obligation or other contractual obligation in accordance with 10 USC, Chapter 1005, *Elements of Reserve Components*.

3.2.1.1. Members of PIRR participate in programs providing a variety of professional assignments and opportunities to earn retirement points and military benefits. **(T-0)**.

3.2.1.2. During peacetime, the PIRR is managed by the RIO. IRR members cannot participate in any capacity; however, they are part of the Ready Reserve and are subject to recall to active duty by the president or Congress during times of national emergency or war. **(T-0)**.

3.2.2. The Standby Reserve consists of personnel who maintain their military affiliation without being in the Ready Reserve in accordance with 10 USC, Ch. 1005.

3.2.2.1. Standby Reservists may be active or inactive reservists who: 1) are key civilian employees, 2) in Reserve sanctuary, 3) Voluntary Separation Incentive Pay recipients or, 4) have an acknowledged or approved hardship. **(T-0)**.

3.2.2.2. Standby Reserve members are subject to recall to active duty by Congress in time of national emergency or war. **(T-0)**.

3.2.3. The retired PIM pool consists of Regular Air Force and reserve retirees subject to active duty recall by Congress or the SecDef in time of national emergency or war in accordance with 10 USC, Ch. 1005.

3.2.3.1. Retired active duty are members who have the appropriate years of service for an active duty retirement.

3.2.3.2. Retired reserve are members who receive retirement pay on the basis of their active or reserve duty. It also includes members who are otherwise eligible for retirement pay but have not reached the age of 60, have not elected discharge, or are not voluntary members of the Ready Reserve or Standby Reserve.

### *Section 3C—Production Management – PIM Pool*

**3.3. Production Management - PIM Pool.** PIM pool production management is executed by HQ ARPC (including HQ RIO). They develop guidance and procedures to manage the execution of participation programs. **(T-2).** Participation programs exist in the IRR that permit participation, under certain conditions, and on a voluntary basis. Participation in these programs also permits continuation of training on a temporary basis while in assignment transition in accordance with AFMAN 36-2136.

3.3.1. HQ ARPC (including HQ RIO) provides production management for supported IRRs and PIRRs. **(T-2).** Actions include providing professional guidance, communicating program requirements, assigning members within or from these programs, ensuring compliance with participation requirements, providing career guidance, and processing tour requests. **(T-2).**

3.3.1.1. Publish MPA orders if not assigned to programs managed by HQ ARPC.

3.3.1.2. Ready Reinforcement Personnel Section program members' orders are published by the supported organization. **(T-2).**

3.3.2. HQ RIO will provide management oversight of the following key IRR participation programs: **(T-2).**

3.3.2.1. Ready Reinforcement Personnel Section program. This Reserve section includes line personnel who lose their SelRes position through no fault of their own but cannot secure another SelRes position.

3.3.2.1.1. Personnel included in this section who wish to change their training attachment should first contact the unit to which they would like to be assigned prior to beginning training with that unit. Once approved, the member should forward their written approval to HQ RIO for record.

3.3.2.1.2. Personnel who wish to train overseas should contact their respective Major Command (MAJCOM) MA, RA, or program manager to ensure the theater to which they would like to be assigned has a Status of Forces agreement that supports reserve personnel participation.

3.3.2.1.3. Personnel should participate in the Ready Reinforcement Personnel Section program for up to 3 years. **Note:** Extensions may be granted by the HQ RIO/CC for up to 3 years.

3.3.2.2. The Air Force Admissions Liaison Officer program is made up of liaison officers who counsel and recruit candidates for the United States Air Force Academy or the Air Force Reserve Officer Training Corps in accordance with AFMAN 36-2032. **Note:** These members participate for points only and are mobilization resources.

3.3.2.3. Civil Air Patrol Reserve Assistance program. HQ RIO will ensure reservists are ready for duty to support the Civil Air Patrol; these members may volunteer technical assistance and advice to Civil Air Patrol units located throughout the United States. **(T-2).** Personnel train for points only and are mobilization resources, but some paid active duty support opportunities are available using MPA days in accordance with AFI 10-2701, *Organization and Function of the Civil Air Patrol*.

3.3.3. The HQ ARPC Medical Incentives branch will manage members enrolled in the Health Professionals Scholarship program and Financial Assistance program. **(T-2)**.

3.3.3.1. Reserve personnel serving in the Health Professional Scholarship program must perform 45 days of active duty each year. **(T-2)**. **Note:** These members are not a mobilization resource.

3.3.3.2. Reserve personnel serving in the Financial Assistance program must perform 14 days of active duty each year. **(T-2)**. **Note:** These members are not a mobilization resource.

3.3.4. AFPC manages the overall Career Intermission program, a congressionally mandated program whose intent is to retain the valuable experience and training of service members that could otherwise be lost by permanent separation in accordance with AFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program*.

3.3.4.1. The HQ ARPC Reserve Services programs branch will manage Career Intermission program members while assigned to PAS Code 963IF330. **(T-2)**.

3.3.4.2. The Career intermission program is a work and life flexibility initiative. It is a continuum of service program that enables the total force Air Force to retain talent, reduce costs, and avoid long-term, adverse mission impacts.

### ***Section 3D—Management of the Non-Participating Individual Ready Reserve***

**3.4. Management of the Non-participating Individual Ready Reserve.** HQ ARPC Directorate of Assignments (DPA) will develop procedures and guidelines to manage the Non-Participating IRR program. **(T-2)**. Upon entry members are sent a “Welcome to the Individual Ready Reserve” letter. This letter defines the responsibilities of the individual and identifies the points of contact at HQ ARPC for personnel functions. The IRR members are assigned to either the Obligated Reserve section (ORS) or the Non-obligated Non-participating Ready Personnel section (NNRPS). Members in the ORS and NNRPS are subject to PIM screenings in accordance with DoDI 1200.07, Screening the Ready Reserve (superseded 22 Jan 21).

3.4.1. ORS reserve section identifier “RA” (ORS-RA). ORS-RA is a section of the Ready Reserve that includes Airmen reassigned from extended active duty, Reserve or Air National Guard units with a remaining Military Service Obligation (MSO). **Note:** Members who separate from the Regular Air Force under the PALACE CHASE program are considered ORS-RA.

3.4.1.1. Airmen assigned to this section may be ordered to attend an annual IRR muster.

3.4.1.2. ORS-RA Airmen are eligible for unlimited Base Exchange privileges, limited morale, welfare, and recreation privileges and are eligible for promotion consideration. **(T-0)**.

3.4.1.3. Qualified ORS-RA members may volunteer for SelRes in accordance with this publication. **(T-0)**.

3.4.1.4. PALACE CHASE members are contractually obligated to report to a SelRes unit upon release from the Regular Air Force in accordance with AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs*.

3.4.1.4.1. PALACE CHASE members who do not report to a SelRes unit must have a contract waiver to serve in the IRR. (T-1).

3.4.1.4.2. PALACE CHASE members who do not have a contract waiver to serve in the IRR and have not reported to their assigned SelRes unit will be recalled to the Regular Air Force. (T-1).

3.4.2. The ORS reserve section identifier “RC” (ORS-RC). ORS-RC is a section of the Ready Reserve that includes both officer and enlisted personnel with or without an MSO who have an extended active duty commitment.

3.4.2.1. Officers included in this section are members awaiting regular appointment or SelRes assignment. This category includes graduates of professional training programs on approved education delays, physicians released from the Regular Air Force for specialty training, members appointed to professional programs, Air Force Reserve Officer Training Corps graduates on approved education delays, and graduates of the Health Professional Scholarship program.

3.4.2.2. Enlisted members included in this section are either 1) assigned to college scholarship programs or the Professional Officer course of the Air Force Reserve Officer Training Corps in accordance with AFMAN 36-2032, or 2) be selected to attend the United States Air Force Academy.

3.4.3. The NNRPS includes officers and enlisted personnel without a MSO who qualify for duty worldwide. NNRPS members do not meet the requirements of participating Reserve assignments; they may have requested a transfer to NNPRS due to personal reasons. Members eligible for a reserve retirement are reassigned if they fail to participate for 1 year. A one-time waiver of this requirement may be made by the Secretary of the Air Force. Enlisted members are discharged upon Expiration of Term of Service (ETS). However, officers who complete their initial 8-year MSO are automatically transferred into NNRPS for the duration of 2 years and may remain after completion of their MSO, unless they choose to resign their commission.

### ***Section 3E—Management of the Standby and Retired Reserve***

**3.5. Management of the Standby and Retired Reserve.** The HQ ARPC Reserve Services programs branch will manage the Standby Reserve, which is comprised of the active non-affiliated reserve and the inactive status list reserve sections. (T-2).

3.5.1. The Non-Affiliated Reserve section is divided into four sections, non-obligors, obligors, sanctuary, and key employees. They are defined as follows:

3.5.1.1. Non obligors (section identifier “NA”) - Airmen who are normally retained for two years because of hardship, twice deferred officers not in sanctuary, or pending discharge for cause. Training is not authorized and Airmen are not eligible to take correspondence courses for point credit. (T-1).

3.5.1.2. Obligor (section identifier “NB”) - Airmen who have an MSO and a temporary deferral from recall to mobilization because of key employee status, or nonmilitary delays/religious obligations. Training is not authorized and Airmen are not eligible to take correspondence courses for point credit. (T-1).

3.5.1.3. Sanctuary (section identifier “NC”) - Airmen who have at least 18 but less than 20 satisfactory years for a Reserve retirement but were not retained in their position. Airmen must have an approved unit of attachment to perform nonpaid IDT. (T-1).

3.5.1.4. Key Employees (section identifier “ND”) - Airmen who are in key employee positions with or without an MSO and have applied for to be identified in this section. They must have an approved unit of attachment to perform non-pay IDT. (T-1).

3.5.2. Inactive Status List Reserve section (section identifier “RB”). Personnel in this section are officers who are normally retained for three years before being discharged, once discharged they have no military status and may not retire or enlisted members who are retained until the expiration of their current contract. **Note:** Airmen cannot be promoted while in this section as this status constitutes a break in active status and members’ date of rank is adjusted. (T-1).

3.5.3. Individual Ready Reserve sections (section identifiers “MT” and “MX”). Personnel in this section perform duty for points only. (T-1). They may perform up to a maximum of 12 days of non-paid active duty for training (special tours only), active duty for operational support, annual tour, or a combination of these per retirement and retention year. Member must reside within the corporate limits of the training site because they are not authorized travel pay or per diem. (T-1).

3.5.4. The Retired PIM pool consists of Regular Air Force and AFR retirees subject to recall by Congress or the SecDef in time of national emergency or war via 10 USC § 688, *Retired Members: Authority to Order to Active Duty; Duties*. Retirees may volunteer to be utilized during peacetime. This pool is managed by HQ ARPC/DPAM in peacetime.

### ***Section 3F—Screening of the PIM***

**3.6. Screening of the Pre-trained Individual Manpower.** DoDD 1200.7 requires screening of the IRR to ensure these members are locatable during a wartime mobilization scenario. Screenings are conducted annually and result in members either being retained in the IRR, transferred to the Standby Reserve, discharged under AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, or transferred to the Retired Reserve (for eligible members who apply).

3.6.1. Screening ensures the most current personal information is available for PIM members in the event mobilization is required.

3.6.2. The HQ ARPC Personnel Readiness Branch (DPAMX) has an established memorandum of agreement with the Defense Health agency to receive the Department of Veterans Affairs disability ratings for all IRR members to ascertain medical readiness. This may be used to eliminate members from utilization if they are not medically qualified to be accessed to Regular Air Force or Space Force.

3.6.3. HQ ARPC/DPAMX distributes an email reminder to complete an annual virtual survey to all IRR (excluding muster participants) and Standby Reserve members to gather personal information to ensure the military personnel IT system (i.e., MilPDS) reflects the most current information in the event utilization is required. Any surveys that are returned due to Return-to-Sender, insufficient address, or attempted/not known require HQ ARPC/DPAMX to accomplish address research to identify a new mailing address. HQ ARPC/DPAMX will utilize a contracted address research program that will provide all product, personnel, and other services necessary to research current and previous addresses for PIMs. HQ ARPC/DPAMX is not required by law to survey retired members.

### ***Section 3G—IRR Muster Exercise***

**3.7. IRR Muster Exercise.** HQ ARPC will routinely conduct musters to ensure procedures are in place to recall IRR members. HQ ARPC/DPAMX is the Air Force program manager for the muster program which tests the ability to reach out and activate IRR members. Musters are also a means of screening members as their personal information, medical information, etc., is collected at these events. **Note:** When full or partial mobilization is declared under 10 USC § 12301(a), *Reserve Components Generally* or 10 USC § 12302, *Ready Reserve*, muster screening will cease. When Presidential Reserve Call-Up authority (10 USC § 12304, *Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War or National Emergency*) is invoked, the DoD will direct continuation or cessation of screening.

3.7.1. HQ ARPC/DPAMX serves as lead for IRR muster program management.

3.7.1.1. Sends “Invitation to Host” letters to Regular Air Force, Space Force, and Air Reserve component bases to participate and coordinates dates for muster screenings. (T-2).

3.7.1.2. Identifies and notifies selected members assigned to the PIM to participate. (T-2).

3.7.1.3. Reschedules or excuses members for screening based on the DPAM internal policy. (T-2).

3.7.1.4. Publishes muster orders, amendments, and revocations. (T-2).

3.7.1.5. Provides orders and instructions to members. (T-2).

3.7.1.6. Provides written screening and muster planning guide to participating bases. (T-2).

3.7.1.7. In collaboration with HQ ARPC/FM, resolves associated IR pay problems. (T-2).

3.7.1.8. Records member status (show, no-show, excused) in the military personnel IT system (i.e., MilPDS). (T-2).

3.7.1.9. Prepares statistical and after action reports. (T-2).

3.7.1.10. Ensures receipt of HQ ARPC Form 12-IRR, *Annual Screening Worksheet* and direct deposit form to accomplish muster actions. (T-2).

3.7.2. HQ AFRC/RS ensures a recruiter is available at the muster site to brief participants on assignment opportunities within the SelRes and reports the number of leads and accessions gained from each muster to HQ ARPC/DPAMX. (T-2).

3.7.3. The host base facilitating the muster appoints an OPR to coordinate muster activities in collaboration with AFPC/DPMAX. (T-2).

3.7.3.1. Arranges for logistical support for processing line to support logistics such as identification cards, recruiting, and medical. (T-2).

3.7.3.2. Orders necessary supplies and forms to accomplish muster-processing tasks. (T-2).

3.7.3.3. Accomplishes objectives and tasks in the Muster Planning Guide furnished by HQ ARPC/DPAMX. (T-2).

3.7.3.4. Ensures receipt of Pay Roster (2 copies) from HQ ARPC/DPAMX.

3.7.3.5. Provides a location and establishes a processing line with applicable stations, equipment, and personnel to meet mission requirements.

3.7.3.6. Accounts for participants, prepares required reports, and forwards to HQ ARPC/DPAMX.

3.7.3.7. If available, ensures representatives from the Department of Veterans Affairs, Veterans Benefits Administration, and Health Administration provide information on their programs.

3.7.3.8. Works with local force support unit or Defense Enrollment Eligibility Reporting system office to ensure Real-Time Automated Personnel Identification system terminals are made available for IRR members to get a current DD Form 2S(RES), *Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Green)*, and make record updates.



## Chapter 4

### AFR MANAGEMENT OF THE FULL-TIME SUPPORT (FTS) PROGRAM - GENERAL

#### *Section 4A—Overview*

**4.1. Overview.** The AFR maintains a cadre of FTS personnel consisting of AGR personnel, ARTs (dual-status), and other federal civilian employees who organize, administer, instruct, recruit, and train; maintain supplies, equipment, and aircraft; and perform other functions required on a daily basis in the execution of operational missions and readiness preparation. **(T-0).**

#### *Section 4B—Program Management – FTS*

**4.2. Program Management – FTS.** The AFR HCM enterprise is responsible for preparing and administering policies and guidance necessary to organize, administer, recruit, instruct, train, and support the AFR in accordance with 10 USC § 10211 *Policies and Regulations: Participation of Reserve Officers in Preparation and Administration*, 10 USC § 10216, *Military Technicians (dual status)*, 10 USC § 12310, *Reserves: for Organizing, Administering, etc., Reserve Components*, DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*, HAF MD 1-42, and Air Force Mission Directive (AFMD) 11, *Air Force Reserve Command (AFRC)*. Program management of the FTS program is shared across the HCM enterprise.

4.2.1. The HQ AFRC Civilian Personnel division (A1C) serves as the AFR SME for the ART program; AFPC serves as the TF BPO. **(T-2).**

4.2.1.1. In collaboration with supervisors, commanders, HQ AFRC/A1M, and AFPC, HQ AFRC/A1C manages ART promotions, and both assignments and reassignments as the workforce's single point of contact for all personnel matters. **(T-2).** For assignments affecting grades E-9 and O-6 and above, they collaborate with AF/REG in their efforts to manage the ART program as the AFR's SME. **(T-2).**

4.2.1.2. AFPC provides oversight of civilian personnel policies and guidelines for federal civilians who are not dual-status technicians. **(T-2).**

4.2.2. HQ AFRC/A1M provides HQ AFRC manpower validation (new and existing), oversight, and execution of HQ AFRC and all HQ AFRC direct reporting units, primary subordinate units, and field operating agencies. **(T-2).**

4.2.3. AF/REXX provides manpower validation (new and existing), oversight, and execution of all direct reporting units, primary subordinate units, and field operating agencies to include joint and DoD agencies external to HQ AFRC. **(T-2).**

4.2.4. HQ ARPC/DPA provides BPO responsibilities for AGR assignment management for grades O-5 and below and deliberate management for key, command, and joint duty assignment list (JDAL) workforce. **(T-2).**

4.2.5. Force support units provide personnel service to assigned FTS personnel and maintain and provide administrative management of all personnel source documents and disposition. **(T-2).**

4.2.6. Commanders, directors, or equivalents are responsible for, but not limited to: coordinating on curtailment actions; promotion recommendation, demotion and continuation, initiating involuntary curtailments, management directed reassignments (MDR), and manpower actions. (T-2).

4.2.7. Military and civilian personnel are responsible for maintaining a current security clearance and maintaining skill level and PME requirements commensurate with their position. (T-2).

#### ***Section 4C—Determining Status***

**4.3. Determining Status.** FTS positions that do not require military FTS personnel are filled by federal civilians. (T-0).

4.3.1. Military Essential and Inherently Governmental: Military essential positions directly contribute to the prosecution of war (combat or direct combat support) and are military by law, custom or tradition. FTS positions determined to be military essential shall be AGR or ART. Inherently governmental positions are those that are so intimately related to the public interest as to mandate performance by government personnel. These activities require the exercise of discretion in applying government authority, the use of value judgment in making decisions on behalf of the government, or obligation of funds and entitlements. FTS positions determined not to be military essential shall generally be civilian if the work is inherently governmental and contractor if not inherently governmental, in accordance with AF policy and guidance on using contractor personnel. Military essential and inherently governmental activities are defined in AFI 38-101.

4.3.1.1. DoDI 1205.18, implements specific statutes concerning federal civilians, military technicians (dual status), and AGRs. These statutes provide specific limitations and permissions concerning the duties of ARTs and AGRs. By agreement with the Office of Personnel Management (OPM), ART and non-ART positions are in separate competitive levels because of the ART's condition of employment, which is active reserve affiliation in accordance with AFRCI 36-102, *Air Force Reserve Command (AFRC) Position Management and Air Reserve Technician (ART) Classification Program*. Adding more than 30 percent ART duties to a non-ART position or more than 30 percent non-ART duties to an ART position, negates the basis for separate competitive levels. (T-1). Planning and validation of ART or AGR positions requires consultation with 10 USC § 10216, § 10211, § 12310, and 5 USC § 2101, *Civil Service; Armed Forces; Uniformed Services* to 11001, *Civil Service; Armed Forces; Uniformed Services*, as applicable.

4.3.1.1.1. If a military FTS position is outside the United States, or its territories, it will in most cases be filled by an AGR.

4.3.1.1.2. Many FTS positions entail duties that could be undertaken by either an AGR or an ART. To determine the appropriate FTS status, AFRC/A1C will review the requirements of the position by conducting a business case analysis in accordance with AFI 36-2110. (T-1).

4.3.1.2. ARTs shall be exempt from any requirement for reductions in DoD civilian personnel and shall be reduced only as a direct result of military force structure reductions in accordance with DoDI 1205.18. **(T-0)**.

4.3.1.2.1. Unit membership requirement for ARTs. As a condition of employment, ARTs are required to maintain membership in the SelRes unit by which they are employed or in a SelRes unit that the ART is employed to support. **(T-0)**.

4.3.1.2.2. ARTs, in their military status, are treated as any other traditional reserve member and must meet the requirements for dual status as determined by AFI 36-2606 and AFI 36-3203.

4.3.1.2.3. ARTs may be continued in their civilian position without a unit membership requirement based on their date hired and HQ AFRC policy in accordance with 10 USC § 10216, 10 USC § 10218, *Army and Air Force Reserve Technicians: Conditions for Retention; Mandatory Retirement Under Civil Service Laws*.

4.3.1.2.4. ARTs who lose their SelRes membership as the result of a combat-related disability (as defined in 10 USC § 1413a, *Combat-Related Special Compensation*) may be retained until no later than 30 days after becoming eligible for an unreduced annuity and becoming 60 years of age. Civil Service Retirement system or Federal Employee Retirement system are inconsequential to being retained. **Note:** Currently, the Federal Employee Retirement system is one year for non-dual status technicians.

4.3.1.3. AGRs are members of the SelRes that are ordered to EAD at the seat of government (or office that exercises its authority to govern), at headquarters responsible for reserve affairs (10 USC §§ 12301(d) and 10211 for officers, 10 USC § 12310 for enlisted), at a reserve unit or elsewhere within the AF, or at SF to serve as advisors (10 USC § 12310) on AFR policy and guidance, or otherwise support the AFR.

4.3.1.3.1. An AGR competes for promotion only within the AFR and is not eligible for Regular Air Force promotions. **(T-1)**.

4.3.1.3.2. An AGR may be provided training consistent with training provided to other members on active duty status, as the Secretary of the Air Force sees fit. **(T-1)**.

4.3.1.3.3. Supported force support units provide personnel support services for assigned AGRs. **(T-1)**.

4.3.1.3.4. Military FTS members responsible for the recruitment of AFR personnel have a special duty identifier of 83R (officer) or 8R (enlisted) and are required to be AGRs. **(T-2)**.

4.3.1.3.5. Judge advocates and chaplains providing FTS shall be AGR officers. **(T-1)**.

4.3.1.3.6. All AGR personnel shall be counted against authorized SelRes end-strengths as authorized by Congress each year and against congressional grade limits for the grades of E-8, E-9, and grades O-4 through O-6. **(T-1)**.

4.3.2. Exceptions to status determinations. Utilizing an FTS status other than directed above requires approval of AF/RE through the Career Management Board. The requestor shall prepare a business case analysis to determine the status of FTS positions as identified by law or policy in accordance with AFI 36-2110 and [paragraph 4.3.3](#). **Note:** Analyses and subsequent justifications should include the mission impact of not utilizing the directed status.

4.3.3. Submit business case analyses to AF/REXX for any positions external to HQ AFRC and to HQ AFRC/A1M for positions within HQ AFRC and its subordinate units. **(T-1)**. An AGR, versus an ART, may be required if a position entails a significant amount of time in a work week in military status for any of the following:

4.3.3.1. Law of war (operational law). **(T-0)**.

4.3.3.2. Uniform code of military justice authority (military justice). **(T-0)**.

4.3.3.3. OPM work law (labor law). **(T-0)**.

4.3.3.4. Combatant command requirements. **Note:** These compelling reasons do not automatically require AGR status but require a legal or personnel office review and opinion on a case-by-case basis that will be part of the business case analysis.

#### ***Section 4D—Administration***

**4.4. Administration.** Supervisory authority for FTS members shall correspond to military operational lines of authority unless otherwise specified. **(T-2)**.

#### ***Section 4E—Special Categories***

**4.5. Special Categories.** Special categories include liaison officers (LNO), RAs, and MAs who serve as the links between the AFR and the supported organization facilitating both communications and AFR personnel support. [Attachment 3](#) provides the communication roles and the respective collaboration they provide.

4.5.1. LNOs, RA, and MAs advocate for, mentor, evaluate, and facilitate talent management for IRs assigned to their respective organization but will only have administrative control over AFR personnel in their supported organizations if assigned as a supervisor. **(T-2)**.

4.5.2. DAF, MAJCOM, Field Command, Combatant Command, NAF, field operating agencies, direct reporting units, schools, and other agencies when deemed appropriate and approved by the AF/RE. **(T-1)**.

4.5.3. LNOs are assigned to and rated by an AFR organization, but seated within a supported organization. If deemed appropriate by both organizations, the rating chain may also follow guidance provided in AFI 36-2406.

4.5.3.1. AFR and the Regular Air Force organization will have a memorandum of agreement outlining communications roles as outlined in [Attachment 3](#) and actions to integrate LNOs in their respective organizations as outlined in [paragraph 4.5.3.2](#) **(T-2)**. LNOs may provide support, as needed, to MAs assigned to their supported organization.

4.5.3.2. Geographically separated LNOs fall into an operating location structure. The servicing Force Support unit at the member's operating location will:

4.5.3.2.1. Create a checklist for in-processing geographically separated LNOs.

4.5.3.2.2. Collaborate with HQ AFRC FAM to develop and maintain a memorandum of agreement which outlines the supporting and servicing roles of the AFR and the member's operating location.

4.5.3.2.3. Manually update the HQ AFRC rater ID into the military personnel IT system (i.e., MilPDS) when LNOs in-process to their operating locations.

4.5.3.2.3.1. Raters will be assigned to the HQ AFRC. **(T-2)**. **Note:** The LNO's rating chain must follow guidance provided in AFI 36-2406.

4.5.3.2.3.2. Senior raters will be the first general officer in the reserve chain of command. **(T-2)**. This automatically updates based on PAS Code, so it would need to be manually updated to reflect if the person is eligible for promotion.

4.5.3.2.3.3. Use the memorandum of agreement to document LNO raters and senior raters. **(T-2)**.

4.5.3.2.4. Develop and update the member's operating location code based on where the LNO physically performs duty. **(T-2)**. For example, if HQ AFRC/A3 wants to have an LNO at AMC/A3, then the operating location will be at AMC. **Note:** The operating location and the PAS Code are linked. The PAS Code is 8 digits: The first two digits identify the base or servicing force support unit, the second two digits identify the MAJCOM or Field Command, and the last four digits identify the unit. Operating location is required to link the member back to HQ AFRC. **(T-2)**.

4.5.4. Unlike LNOs, RAs and MAs are assigned to and rated by leaders within the supported organizations. **(T-2)**.

#### ***Section 4F—Managing FTS Personnel***

**4.6. Managing FTS Personnel.** FTS personnel shall be provided opportunities for promotion, career progression, retention, education, and professional development consistent with this AF and SF policy and instruction. **(T-2)**.

4.6.1. Career programs should be structured to provide for both the civilian and military career needs of respective FTS personnel supported. **(T-2)**.

4.6.2. FTS personnel who agree to allow the AFR to manage their career based on service needs will be considered as "deliberately managed." **(T-1)**. The AFR deliberately manages Key, Command, JDAL, and Key Strategic positions for FTS personnel. **(T-1)**.

4.6.2.1. Deliberate management is determined through functional community development team vectors for E-1 through O-5 and by AFR senior leaders for O-6 and above. **(T-1)**.

4.6.2.2. Personnel may receive a “Key Personnel” designation when they are deliberately managed. These members are identified on a Key Personnel Listing (KPL). **(T-1)**.

4.6.2.2.1. Members on the KPL are given priority consideration for positions considered Key, Command, and Joint (positions listed on the JDAL). **(T-1)**. They are also given priority consideration for core and developmental positions and Development Education follow-on assignments. **(T-1)**.

4.6.2.2.2. Members on the KPL may receive a management-directed assignment. If member declines, it may result in member no longer being deliberately managed.

4.6.2.2.3. Key, Command, and JDAL (for officers), Key Strategic (for enlisted personnel), and Term AGR positions. Members who accept tours for Key, Command, JDAL, Key Strategic (O-6 and below) positions, or term positions including special duty, overseas, Headquarters (grades E-8 and above), all O-6 assignments and non-sustainable career field positions, will have orders approved for a term of 3 years, unless otherwise specified. **(T-2)**. **Note:** Members selected for term AGR positions who qualify for a bonus that requires a longer service commitment may be granted a longer tour length to meet the bonus eligibility requirement.

4.6.2.3. Being deliberately managed does not imply or guarantee promotion. **(T-1)**.

4.6.2.4. Officers manage their career through their officer development plan and vectors provided by the functional community development team, mentors, senior leaders, and commanders. Enlisted members manage their career through their enlisted development plan and subsequent vectors provided by their leadership, mentors, and functional community development team. **(T-1)**.

4.6.3. FTS personnel agree to education, training, and experiential opportunities based on the needs of the AFR. **(T-2)**.

4.6.3.1. Follow-on assignments for individuals selected for developmental education assignments or fellowships should be considered, and if possible, identified before an individual is selected for development education assignments or a fellowship if the follow-on assignment must be full-time.

4.6.3.2. The assignment must be to a valid position on the unit manning document for a member to be assigned. **(T-2)**.

## Chapter 5

### AFR MANAGEMENT OF THE FULL-TIME SUPPORT (FTS) PROGRAM - AIR RESERVE TECHNICIANS (ART)

#### *Section 5A—Overview*

**5.1. Overview .** The ART workforce provides stable, continuous, full-time management, administration, and training of the SelRes maintenance of facilities and equipment, and oversees the transition from a peacetime force to wartime or national emergency situations to ensure mobilization readiness is maintained.

5.1.1. The AF/REXX programs ART end-strength and ensures ART authorizations and requirements are utilized within program limitations. **(T-1).**

5.1.2. HQ AFRC/Civilian Personnel Division (A1C) serves as the SME for the ART program; AFPC serves as BPO.

#### *Section 5B—Production Management – ART*

**5.2. Production Management - ART.** HQ AFRC/A1 serves as program managers for the ART program.

5.2.1. Reviews consistency of the ART program vacancy announcement and hiring procedures to ensure the ART program is in step with processes for other Reserve work force categories. **(T-1).**

5.2.2. Administers the centralized classification program for ART positions in accordance with HQ AFRCI 36-102. **(T-1).**

5.2.3. Oversees the administration of the ART program using AF, DoD, and OPM policy and guidance applicable to all civil service employees. **(T-1).**

5.2.4. In collaboration with HQ AFRC/A1M, validates requirements and manages ARTs on the unit manning document; executes ART end-strength on the unit manning document, ensures ART authorizations and requirements across HQ AFRC organizations are updated in the Manpower Programming and Execution System (MPES), and provides HQ AFRC manpower validation of new and existing positions. **(T-2).**

5.2.5. In collaboration with NAFs, provides operational and management oversight of assigned unit ARTs.

5.2.6. Collaborates with HQ ARPC to provide a range of military support to ARTs with regard to policy implementation, computer records, entitlements, mobilization, and master records. **(T-2).**

5.2.7. Collaborates with force support units to provide accession, utilization, termination, retirement, promotion, and disciplinary services for assigned ARTs.

5.2.7.1. Updates and maintains personnel systems on assigned unit ART personnel.

5.2.7.2. Maintains and provides necessary administrative management of all personnel source documents and records disposition scheduled for PRDA documents.

5.2.8. Informs ARTs of member responsibilities (e.g., maintaining a current security clearance or maintaining the skill level and PME requirements commensurate with their position). **(T-2)**. **Note:** Individuals must maintain active Reserve membership within the applicable Reserve unit or position of assignment (does not apply to those above the unit level).

### ***Section 5C—Filling ART Vacancies***

**5.3. Filling ART Vacancies.** HQ AFRC/A1C provides policies and guidance on recruitment of all ART positions and serves as the SME for the AFR. **(T-2)**.

5.3.1. All ART positions are administered in accordance with provisions and guidance of HQ AFRC, HAF, DoD, and OPM. Refer to AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, AFMAN 36-606, *Civilian Career Field Management and Development*, AFRCI 36-111, *Air Reserve Technician (ART) Officer Career Management Program*, for specific information concerning servicing responsibilities for ART officer positions.

5.3.2. Air Force Personnel Center, at management's request, announces vacancies on the USAJOBS website to recruit internal and external candidates to fill all ART positions. **(T-1)**.

5.3.2.1. The ART team processes requests for internal certificates. **(T-2)**.

5.3.2.2. The AFPC Special Examining Unit processes requests for external certificates. **(T-2)**.

5.3.2.3. Depending on recruitment request (ART Team or AFPC Special Examining unit), each office prepares and issues certificates of qualified candidates.

5.3.2.4. Vacancies are filled through AFPC when management requests candidates.

5.3.3. The Special Examining Unit operates under the support of the OPM. The Special Examining Unit conducts examinations for competitive appointments to ART positions located nationwide. **(T-2)**.

5.3.4. HQ AFRC/A1CS manages the Relocation Services program for the AFR. Employees eligible for DoD National Relocation program and who are selected for certain centrally managed ART Officer Career program positions, will submit an application for relocation services in accordance with Joint Travel Regulation (JTR) para 053608. New appointees are not eligible for the Relocation Services program.

5.3.4.1. Manages Mobility Agreement Information (ART officers only): HQ AFRC-wide program which prescribes geographic mobility as a condition of employment. It applies to all ART officer positions at all grade levels, organizations, and force support sections servicing ART organizations.

5.3.4.2. Executes MDR (ART officers only): Executes the reassignment of current HQ AFRC employees who are qualified, have the same civilian grade as the vacancy, and whose management directs their reassignment to the vacancy. **(T-1)**. **Note:** Such reassignment may be involuntary and is authorized under the mobility agreement.



5.3.5. The gaining force support unit verifies in writing the employee or applicant meets all military requirements for the ART position. **(T-1)**.

5.3.5.1. AF/REG verifies the military requirements for all key, command, and joint E-9 and O-6 and above ART positions. **(T-1)**.

5.3.5.2. The recruiter, or gaining force support unit, verifies the applicant meets all military entry requirements for the ART position in accordance with AFMAN 36-2032, *Military Recruiting and Accessions*.

5.3.6. The servicing force support (Civilian personnel) sections directly support ARTs assigned to the organization to which the force support sections provide administrative support. **(T-1)**.

5.3.6.1. Receives a request for personnel action from unit and accomplishes any necessary base-level request for personnel action edits, clears local priorities, and routes as appropriate.

5.3.6.2. Ensures all required or appropriate remarks on actions pertaining to ART employees are included on the Standard Form (SF) 52, *Request for Personnel Action*.

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

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

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

#### ***Section 5D—Reduction-in-Force***

**5.4. Reduction in Force.** The servicing force support sections ensure employees meet military requirements (such as AFSC, fitness requirements) prior to offering an ART position under a reduction in force initiative. **(T-2)**. **Note:** ART and non-ART positions should be categorized in separate competitive levels. **(T-2)**.

#### ***Section 5E—Restoration Rights for Combat-Related Injuries***

**5.5. Restoration Rights for Combat-Related Injuries.** The servicing force support section extends restoration rights after a military tour of duty under 5 CFR Part 353, *Restoration to Duty from Uniformed Service or Compensable Injury*, to those members still eligible for Reserve assignment to the ART position vacated prior to entering active duty status or to an equivalent ART position for which qualified.

### ***Section 5F—Position Management and Classification***

**5.6. Position Management and Classification.** In accordance with [paragraph 5.1.2](#), AFRC/Civilian Personnel Division (A1C) serves as the SME for the ART program; AFPC serves as BPO. They collaborate with the Air Force Manpower Analysis Agency, force support sections, and AFRC/A1M, to administer a centralized classification program for ART positions. As the AFRC SME, AFRC/A1C:

- 5.6.1. Classifies ART positions in accordance with classification standards/guides.
- 5.6.2. Maintains the ART Position Description and Standardized Position Description Library along with master ART Position Description or Standardized Position Description files.
- 5.6.3. Provides ART civilian position information for input in the unit manning document.
- 5.6.4. Audits selected ART positions as needed when conducting occupational studies and applying new standards.
- 5.6.5. HQ AFRC/A1M assigns military designations and grades to ART positions. **Note:** OPM does not review these designations.
  - 5.6.5.1. In collaboration with the servicing force support section and Air Force Manpower Analysis Agency processes minor changes or modifications to ART position descriptions which do not impact the title, series, grade, pay plan, nature, purpose of the position, or career progression.
  - 5.6.5.2. Establishes positions in civilian personnel IT system (i.e., Defense Civilian Personnel Data System) to include unit manning document line numbers.

### ***Section 5G—Labor-Management Relations***

**5.7. Labor-Management Relations.** Labor-Management Relations are concerned with preventing and resolving problems involving workplace disputes which arise out of, or affect, work situations. AFRC/A1C Labor-Management Relations oversees the administration of the Labor-Management Relations program for ARTs using the same DAF, DoD, and OPM policy and guidance applicable to all civil service employees. **(T-1)**. The Labor-Management Relations branch:

- 5.7.1. Ensures the host civilian personnel section provides reserve management officials contract negotiator training and forwards any agreement to HQ AFRC/A1CE to facilitate legal review with HQ AFRC/JA. **(T-1)**.
- 5.7.2. Processes grievances and appeals affecting ART employees and requiring involvement of the HQ AFRC Commander, Deputy Commander, or as otherwise determined necessary by headquarters. **(T-1)**.
- 5.7.3. Provides representation as necessary in third party proceedings involving ART employees or issues. **(T-1)**.
- 5.7.4. Reviews those aspects of the agreement that primarily affect ART employees. **(T-1)**.

### ***Section 5H—Employee-Management Relations***

**5.8. Employee-Management Relations.** Employee Management Relations refers to the rules and policies which govern and organize employment, how these are established and implemented, and how they affect the needs and interests of employees and employers. (T-2). HQ AFRC Employee Management Relations oversee the administration of the Employee Management Relations program for ARTs using the same DAF, DoD, and OPM policy and guidance applicable to all civil service employees as well as AFRCI 36-114, *Procedures on ARTs Who Lose Active Membership in the Reserves*.

5.8.1. Reviews disciplinary or adverse actions and performance improvement plans on ART employees for procedural correctness, legal sufficiency, and appropriateness on merit and facilitates legal review with HQ AFRC/JA as necessary. (T-1).

5.8.2. Processes appeals affecting ART employees and requiring involvement of the HQ AFRC/CC or as otherwise determined necessary by headquarters. (T-1).

5.8.3. Provides representation as necessary in third party proceedings involving ART employees or issues. (T-1).

### ***Section 5I—Conduct, Performance, Discipline, Appeals, and Grievances***

**5.9. Conduct, Performance, Discipline, Appeals, and Grievances.** Conduct, performance, discipline, appeals and grievances are managed by a member's servicing force support section and in collaboration with AFRC/A1C. Force support sections:

5.9.1. Forward requests to the appropriate NAF, wing, or group to conduct required performance appraisals on all ARTs assigned.

5.9.2. Provide an advance copy of proposed notices of adverse action, replies, and decision letters on ART employees to HQ AFRC/A1CE before taking action.

5.9.3. Refer grievances of ARTs under DoDI 1400.25, V771\_AFI 36-706, *Administrative Grievance System*, involving ART rules, guidelines, and procedures through AFRC channels.

5.9.4. Coordinate grievances filed under negotiated grievance procedures involving ART rules, guidelines, and procedures with HQ AFRC/A1CE.

5.9.5. Furnish one copy of each appeal or grievance from an ART employee to include the examiner's report and arbitration or appeal decision to HQ AFRC/A1CE.

5.9.6. Develop and provide local guidance on matters that pertain to the administration of the ART Program.

5.9.7. Review disciplinary and adverse actions on ART employees for procedural correctness and appropriateness on merit.

5.9.8. For disciplinary and adverse actions, ensure the local Legal office and Labor Law Field Support Center review and coordinate on those actions as appropriate.

### ***Section 5J—ART Career Development***

**5.10. ART Career Development.** ART career development is collaboratively executed by HQ AFRC/A1K, servicing force support sections, and ART supervisors. (T-2).

5.10.1. Servicing force support sections are responsible for submitting appropriate requests for formal schools to HQ AFRC/A1KB for final processing and training quota allocation. (T-1).

5.10.2. ARTs, regardless of method of training, either resident or non-resident, must meet military grade requirements to apply for PME in accordance with AFI 36-2670.

5.10.3. ARTs will attend schools and training courses in civilian status, except as otherwise noted in reporting instructions. (T-1).

### ***Section 5K—Defense Civilian Personnel Data System***

**5.11. Defense Civilian Personnel Data System.** HQ AFRC command manpower authorizations have unique coding requirements for Defense Civilian Personnel Data System input such as “0M.” Refer to assigned ART identification data element List of Values to select correct ART code definition within employee assignment applications. (T-2).

### ***Section 5L—Benefits and Entitlements***

**5.12. Benefits and Entitlements.** ARTs receive benefits both as DAF civilian employees and as AFR personnel. (T-2).

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

5.12.2. HQ AFRC/A1CS is the DoD Priority Placement Program Registering Activity for ART officers who involuntarily lose Reserve status. This includes MSD, as well as medical disqualification, for Reserve assignment as long as the employee still meets the medical requirements of the civilian position. Enlisted ARTs are registered by the servicing force support section using the same criteria as used for ART officers.

5.12.3. ARTs are eligible to receive service creditable for DAF civilian retirement based upon their honorable completion of active duty military service. When performing military duty an individual receives retirement points which serve as creditable service toward military retirement. Federal employees can receive civilian retirement service credit for active duty service that is terminated under honorable conditions. Creditable military service includes but is not limited to: extended periods of active duty service as documented on a DD Form 214 and Reserve service as documented on AF Form 1613, *Statement of Service*. This allowable provision is applicable to ART and Non-ART civil service employees.

5.12.4. ARTs must be in military status to log time for incentive pay. This publication and MAJCOMs define the inflight duties that qualify individuals for aviation career incentive pay, career enlisted flyer incentive pay, hazardous duty incentive pay in accordance with AFMAN 11-401.

*Section 5M—Time and Attendance*

**5.13. Time and Attendance.** Time and attendance is managed by the servicing force support sections in collaboration with HQ AFRC/A1C.

5.13.1. Time and attendance are dependent upon the duty status of the ART in accordance with HQ AFRCI 36-803, *Air Reserve Technician Time and Attendance Procedures and Audits*.

5.13.2. Flight duty in civilian status is accounted for in accordance with DAFMAN 11-401.

*Section 5N—Officer Mandatory Separation Date (MSD) Program and Enlisted High Year of Tenure (HYT) Program*

**5.14. The ART Officer MSD Program and Enlisted HYT Program:** are managed through collaboration between HQ AFRC/A1C and HQ AFRC/A1K in accordance with AFRCI 36-114.

*Section 5O—Uniformed Services Employment and Reemployment Rights Act*

**5.15. Uniformed Services Employment and Reemployment Rights Act.** Employees who are away from their full-time civilian employment (to include ARTs) to enter into the AGR program or other military duty have restoration rights in accordance with 38 USC §§ 4301 – 4335.

*Section 5P—ART Deployment*

**5.16. ART Deployments.** ART deployments are executed collaboratively between HQ AFRC/FGC, the servicing force support unit and the supported unit's unit deployment managers in accordance with DAFI 10-401 and AFI 36-3802.

## Chapter 6

### AFR MANAGEMENT OF THE FULL-TIME SUPPORT (FTS) PROGRAM – ACTIVE GUARD RESERVE (AGR) PROGRAM

#### *Section 6A—Overview*

**6.1. Overview.** This chapter identifies the responsibilities for the AGR program. It establishes procedures for administering the program, identifies applicable AF and SF directives supporting the program, provides eligibility criteria and career management direction, and provides guidance for developing and managing the AGR career program.

6.1.1. The AGR program is managed collaboratively across the HCM enterprise depending on program specifics. HQ ARPC (AF/REG for O-6s) serves as the BPO for the overall AGR program while HQ AFRC/A1M, AF/REXX and HQ AFRC/A1R serve to support the program as BPOs for manpower requirements and pay records respectively. **(T-2).**

6.1.2. The AGR program is administered as a career program which may lead to a military retirement after attaining the required years of active federal military service in accordance with DoDI 1205.18, *Full-Time Support (FTS) of the Reserve Components*. Career AGRs must adhere to existing guidance impacting AGR programs and should accept permanent changes of station or assignment, training, developmental education, and force development opportunities. **(T-2).**

6.1.3. AGRs are AFR members voluntarily ordered to active duty to assist in organizing, administering, recruiting, instructing, training, and supporting the AFR in accordance with 10 U.S. Code § 12301 - *Reserve Components Generally*.

6.1.3.1. Officer AGRs placed at the seat of government (or office that exercises its authority to govern; i.e., AF/RE) participate in preparing and administering the policies affecting the AFR in accordance with 10 U.S. Code § 10211, *Policies and Regulations: Participation of Reserve Officers in Preparation and Administration*.

6.1.3.2. Enlisted members placed at the seat of government or at AF/RE serve under 10 U.S. Code § 12310 - *Reserves: for Organizing, Administering, etc., Reserve Components*.

#### *Section 6B—Production Management - AGR*

**6.2. Production Management-AGR.** In collaboration with servicing force support units and AF/REXX, HQ ARPC executes production management for the AGR program.

6.2.1. AF/REXX, in collaboration with supported organization's servicing force support unit's manpower section, manages requests to establish or change positions (e.g., position number, grade, and AFSC) external to HQ AFRC in accordance with AFI 38-101. **(T-1).**

6.2.1.1. Manages the manpower and programming of AGR end-strength and ensures AGR authorizations and requirements external to HQ AFRC are updated in the MPES. Provides oversight, executes, and validates new and existing AGR positions external to HQ AFRC. **(T-1).**

6.2.1.2. Provides file management of AGR position descriptions and requirements external to HQ AFRC. (T-1). PDs must be revalidated each time an incumbent leaves the position. (T-1).

6.2.1.3. Provides HQ ARPC/DPAA (O-5 & below) and AF/REG (O-6 only) AGR unit manning documents which reflect approved, funded, and unfunded AGR positions and notifies them of changes, as necessary. (T-2).

6.2.1.4. Provides HQ ARPC/DPAA (O-5 & below) and AF/REG (O-6 only) controlled grade allocations in accordance with Congressional mandates. (T-2).

6.2.1.5. Ensures AGR requirements external to HQ AFRC are revalidated annually to meet and sustain AFR force requirements. (T-2).

6.2.1.6. Ensures the number of funded AGRs assigned to an organization does not exceed the Congressional end-strength and grade authorization ceilings. (T-0).

6.2.2. AF/REXX provides oversight, executes, and validates new and existing AGR positions for MAJCOM-level and above billets and HQ AFRC/A1M provides oversight, executes, and validates new and existing billets for HQ AFRC Direct Reporting Units and Primary Subordinate Units. (T-1).

6.2.3. HQ AFRC/A1R monitors and reports AGR end-strength, as necessary. (T-2).

6.2.4. HQ AFRC, Comptroller Plans division assists HQ AFRC/A1R to create active duty pay files and resolve pay issues impacting all AGRs. (T-2). **Note:** Pay and allowances are chargeable to applicable budget projects under RPA in accordance with AFMAN 65-604, *Appropriation Symbols and Budget Codes*.

6.2.5. Collectively, HQ AFRC/A1M, HQ AFRC/A1X, HQ ARPC/DPA, AF/REP, and AF/REG advise senior leaders on personnel and talent management matters related to career management, force development, assignments, promotions, demotions, reassignments, sustainment, career status, and other personnel issues affecting the management of AGR resources. (T-2).

6.2.6. HQ ARPC Promotion Board Secretariat coordinates with HQ ARPC/DPA with AGR promotions within the controlled grades of E-8 through E-9 and grades O-4 through O-6 in accordance with 10 U.S. Code § 10211, *Policies and Regulations: Participation of Reserve Officers in Preparation and Administration*.

6.2.6.1. Assignment or promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings. (T-2).

6.2.6.2. Servicing force support units, HQ AFRC/A1K, and HQ AFRC/RS must obtain control grade ceiling clearance from HQ ARPC/DPAA prior to requesting promotion authorization from the promotion authority. (T-2).

6.2.7. HQ ARPC/DPAA, in collaboration with HQ AFRC/RS and AF/REG (O-6 only), processes AGR assignment actions in the military personnel IT system (i.e., MilPDS) and in accordance with AFI 36-2110.

6.2.7.1. Publish orders for unit and HQ-level AGRs (AF/REG for O-6s and E-9s). (T-2).

6.2.7.2. Ensure AGRs are assigned to valid positions compatible with their military grade, skill levels, and specialties. (T-2).

6.2.7.3. HQ AFRC/RS serves as the office of primary responsibility on all 8RXXX and 83R0 personnel actions to include military personnel IT system (e.g., Case Management System (CMS) and MilPDS) updates, assignments, activation orders (copies are forwarded to HQ ARPC/DPAA), time-on-station waivers (25 months or higher), tour curtailments, promotions, 106 actions, and other personnel and manpower actions, as required. (T-2).

6.2.8. Supporting organizations' force support units collaborate with unit commanders and AF/REG, when applicable, in executing curtailment actions; recommendations for promotion, demotion, and continuation; initiation of involuntary curtailments, MDR, and manpower actions. (T-2). **Note:** AF/REG Colonels Group is the point of contact for processing O-6 curtailment requests. (T-1).

6.2.9. Wing commanders (or equivalents, see definition) serve as hiring authorities and assignment extension and curtailment authority for unit AGR positions (O-5 and below). (T-1). AF/REG processes all curtailments for O-6s. (T-1). **Note:** If this authority is delegated, a letter must be on file with HQ ARPC/DPAA or AF/REG. (T-1).

6.2.10. Supporting force support units update and manage military personnel IT system (e.g., MilPDS, PRDA, and CMS) transactions for assigned AGRs. (T-2).

### ***Section 6C—AGR Assignment Eligibility***

**6.3. AGR Assignment Eligibility.** An individual must meet all appropriate medical standards listed in DAFMAN 48-123, *Medical Evaluation and Standards*, AFMAN 36-2032, and AFI 36-2101.

6.3.1. Applicants should meet position requirements and entry-level AFSC qualification criteria as outlined in the AFECD and AFOCD. (T-2).

6.3.2. Exceptions-to-policy for AFSC and skill level will be approved by the HQ AFRC/CC with coordination and concurrence from the career field manager (CFM) or MAJCOM Functional Manager (MFM). (T-2).

6.3.3. Retraining will be considered on a case-by-case basis and is subject to HQ AFRC MFM/CFM concurrence. (T-2).

6.3.3.1. Failure to complete retraining in accordance with applicable regulatory guidance may result in removal from the AGR program in accordance with AFI 36-2670. (T-2). **Note:** Members approved for retraining may incur an AFR service commitment in accordance with HQ AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*, upon completion of training.

6.3.3.2. Members who are retrained subsequent to an AGR assignment must complete an AF Form 3920, *Request for Reservist Retraining*, prior to being assigned to a position and before orders can be published in accordance with AFI 36-2101.

6.3.4. Enlisted members may request a voluntary grade demotion (not below the grade of E-5) to qualify for a position with an authorized grade below what they currently hold in accordance with AFI 36-2502.



6.3.5. Enlisted personnel must obtain sufficient retainability prior to fulfilling an AGR assignment. **(T-2)**.

6.3.6. Applicants must meet current DAF fitness standards in accordance with AFMAN 36-2905.

6.3.7. Supported organizations, in collaboration with Unit Security Managers, manage security clearance requirements for assigned AGRs. **(T-1)**.

6.3.7.1. HQ AFRC/DPA, in collaboration with the applicant, should ensure applicants have a current security clearance or have initiated a periodic reinvestigation prior to receiving new AGR assignment orders. **(T-2)**.

6.3.7.2. Applicants accepted for a position requiring a Top Secret security clearance must initiate an investigation once gained to their new unit, as applicable. **(T-2)**.

6.3.8. Applicants selected for an initial AGR assignment must meet the medical standards as outlined in DAFMAN 48-123 prior to assignment.

6.3.8.1. The appropriate reserve medical unit (or HQ AFRC/SGO in the absence of a gaining reserve medical unit), will certify medical evaluations for active military or prior service applicants applying for initial AGR positions as long as no disqualifying medical conditions are present. **(T-2)**.

6.3.8.2. The Chief of Aerospace Medicine of the supporting reserve medical unit or HQ AFRC/SGO will certify the appropriate medical documentation. If applicable, a memorandum from the gaining commander or equivalent is required stating their willingness to accept an individual's physical restrictions. **(T-2)**.

6.3.8.3. HQ AFRC/SG is the certifying and waiver authority for all applicants with no service affiliation, disqualifying medical conditions, or assignment limitation code "C" status. **(T-1)**. **Note:** All requests for waivers shall be included with the submitted package. **(T-1)**.

6.3.8.4. Applicants not currently in the SelRes who are selected for an AGR assignment will process through their local AFR recruiter. **(T-2)**. The applicant shall be cleared by the servicing medical unit or Military Entrance Processing Station prior to AGR assignment start date. **(T-2)**.

6.3.9. Applicants in the Exceptional Family Member Program (EFMP) should follow the guidance outlined in AFI 36-2110. Contact the EFMP coordinator at the losing location for continued support at the gaining location.

### ***Section 6D—Assignment Processing***

**6.4. Assignment Processing.** Assignment processing is managed through an assignment eligibility process aligned under operational (required assignment fill actions) and MDR fill actions.

6.4.1. Assignment actions are guided by selecting the best-qualified individual to support AFR mission requirements, while additionally supporting AGR career management and force development protocols. **(T-2)**.

6.4.2. Interviews may be required to fill AGR vacancies.

6.4.3. AGR vacancies and application procedures for O-5s and below can be found at <https://www.arpc.afrc.af.mil/Services/Assignments/> and for O-6s on the AF/REG Air Force Portal webpage at <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType>. Members should contact HQ AFRC/RS or their servicing force support unit for scheduled update guidance.

6.4.3.1. Following the closing date of the announcement, HQ ARPC/DPAA (AF/REG for O-6s) will screen and forward qualified applicants to the hiring authority. **(T-2)**.

6.4.3.2. If none of the applicants meet the advertised qualifications, HQ ARPC/DPAA, in collaboration with the hiring authority, will advertise the vacancy again. **(T-2)**.

6.4.4. Senior leadership within the respective organization that has AGRs assigned can select qualified AGRs for MDRs in the grades of O-5 and below for positions which are not considered key, command, or JDAL, or Key/Strategic for E9s. Senior leadership within the organization will leverage the MDR program to effectively integrate personnel force development goals, operational requirements, and career management objectives that sustain and support AFR requirements. **(T-2)**.

6.4.4.1. MDRs which cross organizational command chains or would result in a promotion and MDRs in the grade of O-6 and E-9 are not permitted. **(T-2)**. Requests for exception to policy are reviewed on a case-by-case basis and require MAJCOM FAM concurrence, HQ AFRC/CV or AF/RE (D) approval. **(T-1)**. **Note:** Exceptions may be permitted for officers who have been selected by a promotion board and have not yet pinned on or are currently occupying a higher graded position. **(T-1)**.

6.4.4.2. AGRs should serve at least 24 months in their present position to be considered for an MDR. **Note:** MDRs for member with less than 24 months in their current assignment will be considered on a case-by-case basis. **(T-2)**.

6.4.4.3. HQ ARPC/DPAA will review other personnel program policies to ensure an appropriate reassignment selection criterion is satisfied. **(T-2)**.

6.4.4.4. Supported organizations will collaborate with servicing force support units to notify HQ ARPC/DPA of all MDR actions. **(T-2)**.

6.4.4.5. HQ ARPC/DPAA concurrence of MDR action is required prior to actual movement of AGR personnel **(T-2)**.

6.4.4.6. When MDRs will result in a PCS assignment based on mission needs, member concurrence and acknowledgment in writing is required. **(T-2)**. **Note:** Concurrence declination may result in member being separated from the AGR program.

6.4.4.7. HQ ARPC/DPAA will collaborate with servicing force support units to publish MDR orders for all AGRs. **(T-2)**. **Note:** HQ AFRC/RS will publish orders for assigned AGRs.

6.4.5. Assignment type, length, and extensions are impacted and can be determined by career status, assignment location, developmental education, force development, and time-on-station.

6.4.5.1. Permanent positions. Initial assignment tour length non-term positions (during probationary period) is 4 years. **Note:** The probationary period begins when the member

starts the initial AGR assignment and continues until the member is granted career status. **(T-2).**

6.4.5.2. Term positions, including key, command, JDAL, key strategic, special duty, overseas, HQs (E-8 and above/O-4 through O-5), all O-6 assignments, and non-sustainable career fields are 3 year tours unless otherwise specified. **(T-2).**

6.4.5.2.1. Members selected for term AGR positions who qualify for a bonus that requires a longer service commitment may request a longer tour length to meet the bonus eligibility requirement.

6.4.5.2.2. AGRs may apply for tour extensions in term positions in accordance with approval authorities outlined in **Table 6.1**. **Note:** Members are authorized to serve in a term position for a maximum of 5 years (3 initial tour years with a maximum extension up to 2 years). **(T-1).**

**Table 6.1. AGR Assignment Actions/Tour Extensions Approval Authority.**

NON-TERM POSITIONS			
Rule	A	B	
	If member is assigned to:	Extensions/Career Status:	
1	Unit	WG/CC or Equivalent	
2	NAF	NAF/CC or Equivalent	
3	HQ AFRC/RS	HQ AFRC/RS Commander	
4	HQ AFRC	Director or Equivalent	
5	AF/RE	Director or Equivalent	
6	HQ ARPC	HQ ARPC/CC	
7	RIO	RIO/CC	
8	All others	AF/RE(D)	
TERM POSITIONS			
RULE	A	B	C
	If member is assigned to:	Extensions up to 1 year/Career Status:	Extensions up to 2 years:
9	Unit	WG/CC or Equivalent	HQ AFRC/CD
10	NAF	NAF/CC or Equivalent	HQ AFRC/CD

11	HQ AFRC/RS	HQ AFRC/RS Commander	HQ AFRC/CD
12	HQ AFRC	Director or Equivalent	HQ AFRC/CD
13	HQ ARPC	HQ ARPC/CC	HQ AFRC/CD
14	RIO	RIO/CC	HQ AFRC/CD
15	AF/RE	Director or Equivalent	AF/RE(D)
16	Colonel (O-6) or Chief Master Sergeant (E-9)	AF/RE(D) or HQ AFRC/CD	AF/RE(D) or HQ AFRC/CD
17	All others	AF/RE(D)	AF/RE(D)

6.4.5.3. Assignment tour extensions via the ACD process will be granted based on operational requirements, career management, funding requirements, and AGR program requirements by approval authorities outlined in **Table 6.2. (T-2)**.

**Table 6.2. AGR Initial and Follow-On Tour Extension Approval Authority for Key, Command, JDAL, and Key Strategic Positions.**

NON-TERM POSITIONS			
RULE	A	B	
	If member is assigned to:	Extensions/Career Status:	
1	Unit	WG/CC or Equivalent	
2	NAF	NAF/CC or Equivalent	
3	HQ AFRC/RS	HQ AFRC/RS Commander	
4	HQ AFRC	Director or Equivalent	
5	AF/RE	Director or Equivalent	
6	HQ ARPC	HQ ARPC/CC	
7	RIO	RIO/CC	
8	All others	AF/RE(D)	
TERM POSITIONS			
RULE	A	B	C
	If member is assigned to:	Extensions up to 1 year/Career Status:	Extensions up to 2 years:

1	Unit	WG/CC or Equivalent	HQ AFRC/CD
2	NAF	NAF/CC or Equivalent	HQ AFRC/CD
3	HQ AFRC/RS	HQ AFRC/RS Commander	HQ AFRC/CD
4	HQ AFRC	Director or Equivalent	HQ AFRC/CD
5	HQ ARPC	HQ ARPC/CC	HQ AFRC/CD
6	RIO	RIO/CC	HQ AFRC/CD
7	AF/RE	Director or Equivalent	AF/RE(D)
8	Colonel (O-6) or Chief Master Sergeant (E-9)	AF/RE(D) or HQ AFRC/CD	AF/RE(D) or HQ AFRC/CD
9	All others	AF/RE(D)	AF/RE(D)

6.4.5.3.1. HQ ARPC/DPA (O-5 and below) and AF/REG (O-6 only) may extend AGR tours for periods not to exceed 5 months to execute administrative actions. **(T-2)**.

6.4.5.3.2. Members will not be granted a career status or sanctuary designation for duty incurred for those extensions. **(T-2)**.

6.4.5.4. Joint Staff Assignments are managed and assigned in compliance with Chairman of the Joint Chiefs of Staff Instruction 1340.01A, *Assignment of Officers (O-6 and below) and Enlisted Personnel to the Joint Staff*. **Note:** AGRs who accept joint assignments will have orders approved for a term of 3 years, unless otherwise specified. **(T-2)**.

6.4.5.5. Members who accept special duty assignments will have orders approved for a term of 3 years, unless otherwise specified. **(T-2)**.

6.4.5.6. Non-sustainable career field assignments are permanently funded positions and require routine rotation. **(T-2)**.

6.4.5.6.1. Non-sustainable career fields are career fields with insufficient career and force development opportunities in the AGR program which are particularly suited for term positions. **(T-2)**.

6.4.5.6.2. Assignment length will depend on AFR requirements and will be predetermined prior to assignment fill action. These assignments are typically a term of 3 years, unless otherwise specified. Contact the HQ ARPC/DPA office for a current listing of AGR non-sustainable career fields. **(T-2)**.

6.4.6. Temporary AGR positions are approved by AF/RE for specified periods of time. **(T-1)**.

6.4.6.1. Tour lengths are determined based on mission requirements and funding availability.

6.4.6.2. Non-career status AGRs assigned to temporary positions will not be considered for career status unless their tour goes beyond 6 cumulative years as an AGR. **(T-2)**.

6.4.6.3. Upon completion of the temporary assignment, non-career status AGRs will be released from the AGR program if they have not been selected for another AGR position. **(T-2).**

6.4.6.3.1. Non-career status AGRs may request an extension to their temporary AGR tour.

6.4.6.3.2. Determining factors include, but are not limited to, the position category (e.g., permanent, term, or temporary), commander's approval, AFSC, job performance, and the needs of the AFR.

6.4.6.4. If a career status member accepts or is currently in a temporary position, they are limited to the tour length or the funding of that position, and may not be able to extend to MSD or age 62.

6.4.7. Overseas assignments are 3-year tours. **(T-2).** **Note:** Overseas assignments with reference to AGR assignments does not include AGRs assigned to Alaska, Hawaii, or U.S. territories.

6.4.7.1. In collaboration with HQ ARPC/DPAA, commanders may request a 1-year tour extension for assigned AGRs. **(T-2).**

6.4.7.2. Tours must not exceed assignment to an overseas location for more than 4 years total. **(T-2).**

6.4.8. AGRs may request early release from their AGR tour based on position realignment, personal hardship, or retirement. **(T-2).**

6.4.8.1. AGRs must submit a curtailment request through their chains of command to the appropriate approval authority as shown in **Table 6.3** HQ ARPC/DPAA or AF/REG (for E-9s in key and strategic positions and O-6s in Key, Command, and Joint (KCJ) positions) must receive the curtailment request at least 120 days prior to, and no more than 365 days before, their requested Date of Separation (DOS). **(T-2).**

**Table 6.3. Voluntary Tour Curtailment Approval Authorities (See Notes 1, 2, and 3).**

Rule	If member is assigned to:	Curtailment Approval Authority is:
1	HQ Organization (external to HQ AFRC)	Director or Equivalent
2	HQ AFRC	Director or Equivalent and HQ AFRC/CD
3	AFR Unit	WG/CC or Equivalent <b>(Note 4)</b>
4	AFR Unit (squadron reporting through a Regional Support Group (RSG))	RSG/CC
5	HQ ARPC	HQ ARPC/CC
6	HQ AFRC/RS	HQ AFRC/RS Commander

7	All others	HQ AFRC/CD
<b>Notes:</b> 1. Tour curtailments that require an aviation bonus waiver require HQ AFRC/A3 concurrence. 2. Tour curtailments that require a reserve service commitment waiver will be approved by the Wing Commander, Director, or equivalent. 3. Tour curtailments that require a time-on-station waiver will be approved in accordance with DoDI 1315.18, <i>Procedures for Military Personnel Assignments</i> . 4. Wing CC or equivalent may not delegate this authority below Group CC or equivalent.		

6.4.8.2. AGRs must collaborate with their force support units to submit an assignment curtailment package using the AGR curtailment worksheet with written justification to include any applicable waivers. **(T-2)**. **Note:** An application for reserve assignment must be provided at the time curtailment is requested if member is remaining in the SelRes. **(T-2)**.

6.4.8.3. Curtailment requests must be approved as outlined in [Table 6.3](#) prior to submission to HQ ARPC/DPAA or AF/REG for processing. **(T-2)**.

6.4.8.4. Curtailment requests for the purpose of retirement must be received by HQ ARPC/DPA (AF/REG for O-6 positions) no later than 60 days prior to the requested permissive TDY/terminal leave start date but not less than 120 days before retirement date to allow for processing. **(T-2)**. **Note:** Exceptions to the 60/120-day guidelines will require substantial justification and will be considered on a case-by-case basis and must be approved by HQ ARPC/DPAA or AF/REG, as appropriate. **(T-2)**.

6.4.8.5. Tour curtailments that require an aviator continuation pay or aviation bonus waiver require HQ AFRC, Operations division (A3) concurrence. **(T-2)**.

6.4.8.6. Reserve service commitment waivers require NAF/CC approval. **(T-2)**.

6.4.8.7. Time-on-station waivers require approval from a designated authority in accordance with DoDI 1315.18.

6.4.8.8. AGRs with an approved tour curtailment or retirement application who later request to withdraw said application must have approval to do so from the original approval authority level. **(T-2)**.

6.4.8.8.1. When a backfill action has been completed, the supporting organization must ensure the member is placed into a valid vacancy. **(T-2)**.

6.4.8.8.2. Withdrawal requests will be disapproved when there is no vacancy to return the member into. **(T-2)**.

6.4.9. Commanders considering involuntary curtailment are encouraged to consider use of all quality force tools available prior to initiating an involuntary curtailment.

6.4.9.1. Depending on the nature of the involuntary curtailment, commanders should consider discharge in lieu of involuntary curtailment. **(T-2)**.

6.4.9.2. In collaboration with HQ ARPC/DPAA (AF/REG for O-6), supported organization commanders should confer with their local JA offices to determine if an involuntary curtailment is appropriate prior to taking action. (T-2).

6.4.9.3. In collaborating with supporting force support units, supported organization commanders must notify members of the intent to curtail their AGR assignment in writing prior to taking action in accordance with [Figure A2.1](#). (T-2).

6.4.9.4. Supported organization commanders must ensure members are informed on their option to apply for retirement or separation, for another vacancy in the SelRes, or to be assigned into the IRR. (T-2).

6.4.9.4.1. Career status AGRs will not be given the opportunity for priority consideration when applying for an AGR position. (T-2).

6.4.9.4.2. Involuntary curtailment recommendations must be submitted through the appropriate chains of command (squadron, wing, NAF, HQ AFRC, as applicable) and have an HQ AFRC/JA legal review prior to submission to HQ ARPC/DPAA (AF/REG for O-6s). (T-2).

6.4.9.5. Upon receipt of notification, member appeals/rebuttals must be submitted to HQ ARPC/DPAA (AF/REG for O-6s) for staffing to the appeal authority outlined in [Table 6.4](#) no later than 15 calendar days following notification. (T-2).

**Table 6.4. AGR Involuntary Curtailment Approval and Appeal Authority (See Notes 1, 2).**

<b>RULE</b>	<b>If member is assigned to:</b>	<b>Involuntary Curtailment:</b>	<b>Involuntary Curtailment Appeal:</b>
1	Unit	WG/CC or Equivalent	NAF/CC or Equivalent
2	NAF	NAF/CC or Equivalent	HQ AFRC/CD
3	HQ AFRC/RS	HQ AFRC/RS Commander	HQ AFRC/CD
4	HQ AFRC	Director or Equivalent	HQ AFRC/CD
5	AF/RE	Director or Equivalent	HQ AFRC/CD
6	HQ ARPC	HQ ARPC/CC	HQ AFRC/CD
7	RIO	RIO/CC	HQ ARPC/CC
8	All others	AF/RE(D)	AF/RE



**Notes:**

1. HQ ARPC/DPAA (including AF/REG, as applicable) will receive a copy of all approved curtailment letters.
2. If a member is involuntarily curtailed and is under a bonus contract (aviation bonus, medical bonus, etc.), the bonus contract will be terminated on the established involuntary curtailment DOS. Prorated amount of served bonus time will be determined by the Defense Finance and Accounting Service (DFAS) and calculated based on the established DOS. **(T-0)**.

6.4.9.6. HQ ARPC/DPAA (AF/REG for O-6s) will notify members of approved involuntary curtailments and inform them of their appeal rights. **(T-2)**.

6.4.9.7. An approved curtailment may be appealed to the involuntary curtailment appeal authority no later than 15 calendar days following notification. **(T-2)**. **Note:** Curtailment action will continue while pending appeal.

6.4.9.8. HQ ARPC/DPAA (AF/REG for O-6s) will notify members and requesting authority of appeal results and next course(s) of action. **(T-2)**.

6.4.9.9. When approved, HQ ARPC/DPAA (AF/REG for O-6s) will curtail the member's order 90 days from the date of approval. **(T-2)**.

6.4.10. Mission realignments may require involuntary release of an AGR prior to their scheduled tour end date. In collaboration with the supporting force support unit, HQ ARPC/DPAA (AF/REG for O-6s) will manage the involuntary release process for AGRs. **(T-2)**.

6.4.10.1. When applicable, members will be notified of necessary actions for release by HQ ARPC/DPAA in accordance with AFI 36-2131, AFI 36-3207, *Separating Commissioned Officers*, and AFI 36-3208, *Administrative Separation of Airmen*.

6.4.10.2. In collaboration with supporting force support units, MFMs, CFMs, and AFRC senior leaders, HQ ARPC/DPAA (AF/REG for O-6s) manages AGR placement programs in the event of force reductions. **(T-2)**.

6.4.10.3. HQ ARPC/DPAA (AF/REG for O-6s) will assign displaced AGRs to available vacancies with the same grade (officers only) and AFSC for which they qualify once members have exhausted the application process. **(T-2)**.

6.4.10.4. AGRs involuntarily separated are authorized separation entitlements in accordance with JTR 0510, *Retirement and Separation*.

6.4.10.5. Career status AGRs will receive priority consideration over non-career AGRs for positions of the same grade and AFSC once the member has exhausted the application process. **(T-2)**.

6.4.10.6. HQ ARPC/DPAA (AF/REG for O-6s) will review and consider all necessary actions to effectively utilize AGRs without career status based on the needs of the AFR. **(T-2)**.

6.4.10.7. Supported organization commanders may initiate involuntary discharge actions for AGRs in accordance with AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, and AFI 36-3208.

6.4.11. Officers must be separated before or upon reaching their maximum years of service unless they have entered and invoked sanctuary in accordance with AFI 36-3203 and AFI 36-2131, Administration of Sanctuary in the Air Reserve Components.

6.4.11.1. For officers that have entered and invoked sanctuary, HQ ARPC/DPAA (AF/REG for O-6s) will notify HQ ARPC/DPTTS of MSD extension requirements and will also adjust the DOS when notified by HQ ARPC that the MSD extension is approved. **(T-2)**. The member's MSD will be updated to the first day of the month after the month in which he or she reaches 20 years Total Active Federal Military Service (TAFMS), but not later than age 62. **(T-2)**.

6.4.11.2. For members claiming sanctuary, but unable to extend their tour to 20 years TAFMS as a result of term or temporary positions, HQ ARPC/DPAA (AF/REG for O-6s), in coordination with the CFM, will assist members using the AGR placement program. **(T-2)**. However, once members have exhausted the application process and no position has been selected, a final assignment determination for members claiming sanctuary will be based on the needs of the AFR. **(T-2)**.

6.4.12. Enlisted AGRs will be separated in accordance with their HYT date unless they have entered and invoked sanctuary in accordance with AFI 36-2606.

6.4.12.1. HQ ARPC/DPAA will adjust the HYT date for enlisted AGRs to the first day of the month following the month in which they reach 20 years TAFMS, but not later than age 60. **(T-2)**.

6.4.12.2. HYT waivers will be granted based on the needs of the AFR for members not in sanctuary. **(T-2)**.

6.4.12.3. For members claiming sanctuary, but unable to extend their tour to 20 years TAFMS as a result of term or temporary positions, HQ ARPC/DPAA, in collaboration with the MFM, will assist members using the AGR placement program. **(T-2)**. However, once members have exhausted the application process and no position has been selected, a final assignment determination for members claiming sanctuary will be based on the needs of the AFR. **(T-2)**.

6.4.13. Retirements (Active Duty). AGRs may apply for an active duty military retirement no earlier than 12 months prior to completing 20 years of TAFMS and no later than four months prior to their intended effective date of retirement in accordance with AFI 36-3203.

6.4.13.1. If the member's DOS is later than the requested retirement date, AGRs must apply to have their AGR tour curtailed prior to submitting their retirement application. **(T-1)**.

6.4.13.2. AGRs requesting an active duty retirement must meet time-in-grade eligibility requirements for active duty retirement in highest grade held in accordance with AFI 36-3203.

6.4.13.3. Time-in-grade waivers must be submitted to AF/RE through the member's chain of command for approval. **(T-1)**.

6.4.13.3.1. Retirements are based on the time-in-grade waiver outcome. **(T-1)**.

- 6.4.13.3.2. Officer AGRs with prior enlisted service must have at least 10 years of active duty service as a commissioned officer to retire at the commissioned grade in accordance with AFI 36-3203.
- 6.4.13.4. AGRs assigned to headquarters apply for retirement via the virtual Military Personnel flight. **(T-1)**.
  - 6.4.13.4.1. AFPC will issue retirement orders and process actions to Defense Finance and Accounting Services (DFAS). **(T-1)**.
  - 6.4.13.4.2. Member must notify HQ ARPC/DPAA (AF/REG for O-6s) of their application for retirement no later than 15 calendar days following their application submission. **(T-2)**.
- 6.4.13.5. AGRs serving at the unit level apply for retirement via the virtual Personnel Center dashboard on the myPers website. **(T-1)**.
  - 6.4.13.5.1. HQ ARPC will issue retirement orders and process actions to DFAS. **(T-1)**.
  - 6.4.13.5.2. Members must notify HQ ARPC/DPAA (AF/REG for O-6s) of their application for retirement no later than 15 calendar days following their application submission. **(T-2)**.
- 6.4.14. AGRs may apply for a Reserve retirement upon completion of 20 satisfactory years of TAFMS in accordance with AFI 36-3203.
  - 6.4.14.1. AGRs submit applications for retirement through the virtual Personnel Center on the myPers website. **(T-2)**.
  - 6.4.14.2. If the member's DOS is later than the requested retirement date, AGRs must apply to have their AGR tour curtailed prior to submitting their retirement application. **(T-1)**.
  - 6.4.14.3. Members must notify HQ ARPC/DPAA (AF/REG for O-6s) of their application for retirement no later than 15 calendar days following their application submission. **(T-2)**.

### Section 6E—AGR Deployments

**6.5. AGR Deployments.** AGRs are ordered to duty under the authority of 10 USC § 12301(d) which authorizes the Secretary of Defense, with the consent of the member, to call a member of the Reserve to active duty at a headquarters or at the unit level.

6.5.1. Approval authorities for AGR deployments are outlined in **Table 6.5 (T-2)**.

**Table 6.5. AGR Deployment Approval Authority.**

RULE	A	B
	If AGR assignment is:	Deployment Approval Authority is:
1	HQ Organization (External to HQ AFRC)	AF/RE(D) ( <b>Note 1</b> )
2	HQ AFRC	Organization Commander or Equivalent ( <b>Note 2</b> )
3	HQ ARPC	HQ ARPC/CC
4	HQ AFRC/RS	HQ AFRC/RS Commander
5	AFR Unit	Wing Commander or Equivalent ( <b>Note 3</b> )
6	All others	AFRC/CD
<b>Notes:</b> 1. AF/RE Deputy is the approval authority for tours greater than 179 days. ( <b>T-2</b> ). 2. HQ AFRC/CD is the approval authority for tours greater than 179 days. ( <b>T-2</b> ). 3. Wing Commander or Equivalent must endorse requests for approval for tours exceeding 179 days. ( <b>T-2</b> ).		

6.5.2. AGRs assigned to headquarters positions will not be involuntarily tasked to fulfill a Regular Air Force contingency requirement. (**T-1**).

6.5.3. Voluntary AGR deployments may be considered if in the best interest of the AFR and if they provide a significant career development opportunity for the AGR. (**T-2**).

6.5.4. Unit AGRs assigned to AEFIs and Unit Type Codes may be involuntarily tasked to support AFR contingency requirements in accordance with AFMAN 10-206 and AFI 36-3802.  
**Note:** Unit AGRs consent to deployment vulnerability as a condition of employment. (**T-2**).

6.5.5. AGRs tasked to deploy will have the purpose statement on their orders modified by HQ ARPC /DPAA to encompass their period of deployment. (**T-2**).

6.5.6. HQ AFRC/FM will reimburse funds for AGR military pay related deployment activities. (**T-1**).

6.5.7. Tracking of AGR deployments will be managed by HQ AFRC/A1RR and tasked wings. (**T-2**).

### ***Section 6F—AGR Career Program***

**6.6. AGR Career Program.** An AGR is granted a career status designator in accordance with **Table 6.2** no later than the 5-year point of the initial assignment or when they exceed 6 years of cumulative service as an AGR. **(T-2).**

6.6.1. The AGR career status program provides career opportunities for promotion, career progression, retention, education, and professional development and may afford members opportunities to obtain a military retirement and is communicated via the ACD process. **(T-2).**

6.6.2. Career status AGRs may serve up to their HYT, MSD, age 60 (age 62 for officers), or 20-year TAFMS date. **(T-2).**

6.6.2.1. When career status is granted for officers, the DOS may be extended to the MSD or age 62, whichever comes first, depending on the position (e.g., term, temporary, or funding). **(T-2).** **Note:** Career status does not guarantee reaching MSD or service continuation up to age 62.

6.6.2.2. When career status is granted for enlisted members, continuation is granted, for reenlistment purposes, up to a member's HYT date, or age 60, whichever comes first. **(T-2).**

6.6.2.2.1. Members must obtain the necessary retainability to support continuation. **(T-2).**

6.6.2.2.2. Enlisted AGRs may reenlist or extend to support the retainability requirement, regardless of current ETS, with unit commander approval. **(T-2).**

6.6.2.2.3. Career status does not guarantee reaching HYT or service continuation up to age 60. **(T-2).**

6.6.3. Career status AGRs will adhere to existing policy and guidance impacting AGR programs and will accept PCS, training, developmental education, and force development opportunities necessary to fulfill duties assigned. **(T-2).**

6.6.4. HQ ARPC/DPAA, in collaboration with servicing force support units, will notify members of career status designation. **(T-2).**

6.6.4.1. Member must sign a Statement of Understanding prior to acceptance in the AGR Career Program. **(T-2).**

6.6.4.2. Members may appeal the final decision by forwarding their request with supporting documentation to HQ ARPC/DPAA for staffing to the appeal authority. **(T-2).**

6.6.5. Members not granted career status during the probationary period will be separated on their DOS. **(T-2).**

6.6.6. All AGRs, regardless of their career status, will separate on their DOS with applicable entitlements. **(T-0).**

6.6.6.1. Members scheduled to be released on their DOS must provide HQ ARPC/DPAA an application for reserve assignment if they choose to remain in the SelRes. **(T-2).**

6.6.6.2. Members will be reassigned to HQ ARPC in a non-participating status when their assignment applications are not sent to HQ ARPC/DPAA. **(T-2).**

6.6.7. Career status AGRs serving in a term-limited assignment will have their AGR orders limited to the end date of the position. (T-2).

### ***Section 6G—AGR Continuation Decision (ACD) Program***

**6.7. AGR Continuation Decision (ACD) Program.** The ACD program is intended to guide discussions between the AGR, the chain of command, and MFM or CFM in regard to extension requests and the AGR career program.

6.7.1. Individuals eligible to meet the current ACD cycle must meet one of the following conditions:

6.7.1.1. AGR members in a permanent position who are not career status with a DOS of 12 to 15 months from start of cycle. (T-2).

6.7.1.2. AGR members in a term position with an AGR order end date of 12 to 15 months from start of cycle. (T-2).

6.7.2. An AGR member may request career status, an extension, or release on date of separation through the ACD Worksheet. The request is based on the member's time in their current assignment and cumulative time spent in AGR status. (T-2).

6.7.2.1. Members will be considered for career status before or at their 5 year, cumulative AGR time. The career status program provides the AGR with career opportunities for promotion, career progression, retention, education, and professional development which may lead to retirement. (T-2).

6.7.2.1.1. When career status is granted for officers, the member has the potential to continue as an AGR to their MSD, or age 60, whichever comes first. Their DOS will be extended in increments not to exceed 6 years at a time. (T-2).

6.7.2.1.2. When career status is granted for enlisted members, the member has the potential to continue as an AGR to their HYT, or age 60, whichever comes first. (T-2).

6.7.2.2. Individuals must complete the required retainability action (reenlistment or enlistment extension) necessary to support the continuation as directed in the official notification of the ACD decision. (T-2).

6.7.2.3. Extension orders will be published in increments, not to exceed the ETS, up to the member's HYT. (T-2).

6.7.2.4. For personnel in a term position (O-6 and above KCJ positions, O-4 and above HQ positions, E-8 and above Key and Strategic (KS) positions, and non-sustainable career fields are considered term positions in accordance with [paragraph 6.4.5.2](#)). Their activation order duration will be for 3 years, regardless of career status determination. **Note:** If a member is in a term position and granted career status, the AGR will be automatically extended 1 year in the current position. (T-2).

6.7.2.5. AGR members not in career status may request a 1- or 2-year extension as long as it does not take the member to 5 years or more cumulative AGR time. (T-2). **Note:** If an AGR in a term billet requests an extension longer than 1 year, the ACD must be routed to HQ AFRC/CD or AF/RE (D) as the final decision authority. (T-2).

6.7.2.6. All AGR members are eligible to request release on date of separation. **Note:** If ACD is not received by HQ ARPC by the due date, HQ ARPC/DPA will assume the decision is release on date of separation. **(T-2).**

6.7.2.7. Members who plan to retire, transition to another status, or apply for other AGR positions will request release on date of separation on their ACD worksheet. **Note:** If a member selects “release on date of separation” the ACD will skip the chain of command and be sent directly to HQ ARPC for processing. **(T-2).**

6.7.2.8. Final decision of release on date of separation. If the approving official decides release on date of separation for an AGR, members may apply for other AGR positions, regardless of an ACD decision, as well as transition to another SelRes status. Members may also re-apply for current position with the exception of KCJ or Key Strategic positions. **(T-2).**

### ***Section 6H—Benefits and Entitlements***

**6.8. Benefits and Entitlements.** AGRs are eligible for benefits and entitlements as prescribed for AFR personnel serving in active duty status in accordance with AFI 36-3012.

6.8.1. AGRs and their authorized dependents are entitled to PCS benefits provided by law in accordance with the JTR, DoD Instructions, and AFI 36-2110. For pay and travel entitlements contact the servicing Financial Management Office.

6.8.2. AGRs may be eligible for Aviator Continuation Pay or the Aviation Bonus Program in accordance with DAFMAN 11-401 or other approved bonuses designated for AGRs.

6.8.3. Medical officer AGRs are entitled to special pay in accordance with 37 USC § 302, Special Pay: Medical Officers of the Armed Forces, and DoDI 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), V7A, Chapter 5.

6.8.4. Officer and enlisted AGRs are eligible for clothing allowances in accordance with DoD FMR 7000.14-R.

6.8.5. AGRs may be eligible for education benefits under the All-Volunteer Force Educational Assistance Program which includes active duty Montgomery GI Bill program as a veteran or service member, if the member entered active duty for the first time after June 30, 1985, and served continuously for 3 years in accordance with 38 USC, Ch. 30, All-Volunteer Force Educational Assistance Program, and Post-9/11 GI Bill educational benefits in accordance with 38 USC, Ch. 33, Post-9/11 Educational Assistance.

6.8.6. AGRs are eligible to receive college TA through their Regular Air Force Education Services Office in accordance with 10 U.S. Code § 16131 – Educational Assistance Program: establishment; amount. **Note:** AGRs are not eligible for AFR TA. **(T-1).**

6.8.7. Public and private sector full-time civilian employees who separate from their civilian employment (includes ARTs) to serve as an AGR have employment protections for up to 5 years for military service in accordance with 38 USC §§ 4301 – 4335.

6.8.7.1. Some military service time may be exempt from the 5 year Uniformed Services Employment and Reemployment Rights Act limit. **(T-0).**

6.8.7.1.1. The SecAF shall determine those periods of active duty designated as a critical mission requirement that could be exempt from the Uniformed Services Employment and Reemployment Rights Act 5-year cumulative service limit. **(T-0)**.

6.8.7.1.2. Voluntary AGR tours do not typically qualify for Uniformed Services Employment and Reemployment Rights Act exemptions.

6.8.7.2. Servicing force support units, in collaboration with HQ ARPC/DPAA, ensure AGR activation orders specify the secretarial authority. **(T-1)**.

### ***Section 6I—Promotions***

**6.9. Promotions.** While serving in AGR status, members are eligible for promotion in accordance with AFI 36-2501 and AFI 36-2502.

6.9.1. Promotion to E-8, E-9, and O-4 through O-6 are congressionally controlled and cannot exceed the annually established military duty end-strength or grade ceilings. **(T-2)**.

6.9.2. Officer AGRs selected for promotion must be the sole occupant of a higher-grade AGR unit manning document position prior to assuming the new grade in accordance with 10 USC § 14311, Delay of Promotion: Involuntary.

6.9.2.1. If the controlled grade limitation is lifted or the officer obtains a position equal to the higher grade, the officer may assume the higher grade. **(T-0)**.

6.9.2.2. Officer promotions will automatically be delayed until the member occupies a higher grade position or the member leaves the AGR program in accordance with AFI 36-2504.

6.9.2.3. Servicing force support units coordinate officer promotion eligibility and grade ceiling clearance with HQ ARPC/DPAA (AF/REG for O-6 HQ-level AGRs) prior to promotion using the accelerated promotion process in the virtual Personnel Center. **(T-1)**.

**Note:** Gaining commanders (or equivalent) submit requests for promotion effective date to coincide with the date the AGR assumes the new position. **(T-1)**.

6.9.2.4. Career status AGRs in non-term positions promoted to O-5 or O-6 will have their orders extended to meet 3-year time-in-grade requirement as necessary for a retirement at the promoted grade. **Note:** If member is in the probationary period, the wing commander or equivalent will make the determination of extension. **(T-1)**.

6.9.3. Enlisted AGRs who are fully qualified for promotion may not be promoted above the grade of their assigned unit manning document position in accordance with AFI 36-2502.

6.9.3.1. Enlisted AGRs may be promoted effective the 1st day of the month provided they are eligible and selected in accordance with AFI 36-2502.

6.9.3.2. Enlisted AGRs are not eligible for the Stripes for Exceptional Performers program. **(T-1)**.

6.9.3.3. Promotions to E-8 and E-9 must be coordinated with HQ ARPC/DPAA for grade ceiling clearance prior to promotion processing. **(T-1)**.



6.9.3.4. Enlisted AGRs may not be promoted more than once while in retraining status without obtaining the appropriate skill level in accordance with **Table 6.6. (T-2).** **Note:** E-8s occupying E-9 positions will not be promoted before completing the Chief Orientation Course. **(T-2).**

**Table 6.6. Authorized Grades, Skill Level and Grade Requirements.**

RULE	A	B	C
	Authorized Position Grade:	Skill-level Requirement:	Grade Requirement:
1	CMSgt (E-9) (See Note 1)	9 skill-level	CMSgt (E-9)/SMSgt (E-8)
2	SMSgt (E-8) (See Note 1)	7 or 9 skill-level	SMSgt (E-8)/MSgt (E-7)
3	MSgt (E-7) (See Note 1)	5 or 7 skill-level	MSgt (E-7)/TSgt (E-6)
4	TSgt (E-6)	5 or 7 skill-level	TSgt (E-6)/SSgt (E-5)
5	SSgt (E-5)	3 or 5 skill-level	SSgt (E-5)/SrA (E-4)
<b>Note:</b> 1. Any personnel selected to fill E-8/E-9 authorizations are required to have completed the Senior Non-Commissioned Officer Academy (in-residence or by correspondence) prior to assignment and successful completion of a Community College of the Air Force degree. <b>(T-2).</b>			

6.9.3.5. Enlisted AGRs will incur a 24-month reserve service commitment for promotion to E-8 through E-9 prior to their promotion effective date in accordance with AFRCI 36-2102.

### **Section 6J—Reenlistments and Extensions**

**6.10. Reenlistments and Extensions.** In collaboration with supported organization chains of command, servicing force support units may reenlist or extend AGRs to obtain the required retainability regardless of current ETS in accordance with 36-2606. **Note:** AGRs submit completed reenlistment or extension documents to HQ ARPC/DPAA for processing. **(T-2).**

### **Section 6K—Education and Training**

**6.11. Education and Training.** AGRs are eligible for developmental opportunities in accordance with AFI 36-2670.

6.11.1. Supported organizations will fund training and DE not centrally funded through HQ ARPC/DPAA, HQ AFRC/A1K, or HQ AFRC/A1R (except Senior Developmental Education and Intermediate Development Education approved courses). **(T-2).**

6.11.2. AGRs must continue to progress in training to a skill-level compatible with their unit manning document position in accordance with AFI 36-2670. **Note:** AGRs who fail to progress in upgrade training may be reassigned to a qualifying vacant unit manning document position, may be subject to involuntary demotion in accordance with AFI 36-2502, or may be removed from the AGR program in accordance with AFI 36-3208.

6.11.3. Mission essential formal training courses listed in the Education and Training Course Announcements will be requested by the servicing unit training managers on an SF 182, Authorization, Agreement, and Certification of Training. **(T-2)**.

6.11.4. In collaboration with servicing force support units and unit training managers, AGRs may request training waivers in accordance with AFI 36-2670.

### ***Section 6L—Standards of Conduct***

**6.12. Standards of conduct.** All AGRs are subject to the provisions in the Uniform Code of Military Justice. **(T-0)**.

6.12.1. Servicing force support units ensure AGRs are briefed on 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch, AFI 1-1, Air Force Standards, and AFI 51-508, Political Activities, Free Speech and Freedom of Assembly of Air Force Personnel, annually.

6.12.2. Servicing force support units, in collaboration with supported organizations, must ensure AGR off-duty employment complies with AFI 1-1.

JOHN A. FEDRIGO  
Principal Deputy Assistant Secretary of the Air  
Force  
(Manpower and Reserve Affairs)

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

Executive Order 9397 and Executive Order 13478-Numbering System for Federal Accounts Relating to Individual Persons

5 USC § 105, Executive Agency

5 USC § 2101, Civil Service; Armed Forces; Uniformed Services

5 USC § 3101, General Authority to Employ

5 USC § 11001, Enhanced Personnel Security Programs

10 USC, Chapter 1005, *Elements of Reserve Components*

10 USC § 688, Retired Members: Authority to Order to Active Duty; Duties

10 USC § 806, Art. 6. Judge Advocates and Legal Officers

10 USC § 1142, Pre-separation Counseling: Transmittal of Certain Records of Department of Veterans Affairs

10 USC § 1413a, Combat-Related Special Compensation

10 USC § 9013, Secretary of the Air Force

10 USC § 9037, Judge Advocate General, Deputy Judge General: Appointment; duties

10 USC § 10211, Policies and Regulations: Participation of Reserve Officers in Preparation and Administration

10 USC § 10216, Military Technicians (Dual Status)

10 USC § 10218, Army and Air Force Reserve Technicians: Conditions for Retention; Mandatory Retirement Under Civil Service Laws

10 USC § 1161, Commissioned Officers

10 USC § 12301, Reserve Components Generally

10 USC § 12302, Ready Reserve

10 USC § 12304, Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other than During War or National Emergency

10 USC § 12310, Reserves: For Organizing, Administering, etc., Reserve Components

10 USC §§ 12684, Reserves: separation for absence without authority or sentence to imprisonment

10 USC § 12686(a), *Reserves on active duty within two years of retirement eligibility: limitation on release from active duty,*

10 USC §§ 12687, *Reserves under confinement by sentence of court-martial: separation after six months confinement*

10 USC § 14311, Delay of Promotion: Involuntary

10 USC § 16131, Educational Assistance Program: establishment; amount

37 USC § 302, Special Pay: Medical Officers of the Armed Forces

38 USC, Ch. 30, All-Volunteer Force Educational Assistance Program

38 USC, Ch. 33, Post-9/11 Educational Assistance

38 USC §§ 4301 – 4335, Employment and Reemployment Rights of Members of the Uniformed Services

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AFPD 36-21, Utilization and Classification Military Personnel, 22 August 2019

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AFI 36-2101, Classifying Military Personnel (Officer and Enlisted), 25 June 2013

AFI 36-2110, Total Force Assignments, 5 October 2018

AFI 36-2131, Administration of Sanctuary in the Air Reserve Component, 27 July 2011

AFI 36-2406, Officer and Enlisted Evaluations Systems, 14 November 2019

AFI 36-2501, Officer Promotions and Selective Continuation, 16 July 2004

AFI 36-2502, Enlisted Airmen Promotion/Demotion Programs, 12 December 2014

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DAFI 36-3002, *Casualty Services*, 4 February 2021

DAFMAN 11-401, *Aviation Management*, 27 October 2020

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

Joint Travel Regulations

### ***Prescribed Forms***

None

### ***Adopted Forms***

AF Form 938, Request and Authorization for Active Duty Training/Active Tour

AF Form 1411, Extension of Enlistment in the Air Force

AF Form 418, Selective Reenlistment Program Consideration

AF Form 1613, Statement of Service

AF Form 3847, Deployment Processing TDY Checklist

AF Form 3920, Request for Reservist Voluntary Retraining

AF Form 847, Recommendation for Change of Publication

DD Form 2S(RES), *Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Green)*

DD Form 214, Certificate of Release or Discharge from Active Duty

DD Form 4, Enlistment/Reenlistment Document-Armed Forces of the United States

DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel

DD Form 2648, *Service Member Pre-Separation/Transition Counseling and Career Readiness Standards Eform for Service Members Separating, Retiring, Released from Active Duty (REFRAD)*

Standard Form 52, Request for Personnel Action

Standard Form 182, Authorization, Agreement, and Certification of Training

HQ ARPC Form 12-IRR, Annual Screening Worksheet

### ***Abbreviations and Acronyms***

**A1**—Manpower, Personnel, and Services Directorate or Equivalent

**ACD**—AGR Continuation Decision

**AEFI**—Air & Space Expeditionary Force Indicator

**AF**—Air Force

**AFECD**—Air Force Enlisted Classification Directory

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOCD**—Air Force Officer Classification Directory

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFS**—Air Force Specialty

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard Reserve

**ANG**—Air National Guard

**AROWS-R**—Air Force Reserve Order Writing System-Reserve

**ART**—Air Reserve Technician

**BPO**—Business Process Owner

**CFM**—Career Field Manager

**DAF**—Department of the Air Force

**DFAS**—Defense Finance and Accounting Service

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**DOS**—Date of Separation

**DPAA**—Headquarters Air Reserve Personnel Center, Reserve Assignments Division

**DPAM**—Headquarters Air Reserve Personnel Center, Pre-trained Individual Manpower Management Office

**DPAMX**—Headquarters Air Reserve Personnel Center, Personnel Readiness Branch

**EAD**—Extended Active Duty

**EFMP**—Exceptional Family Member Program

**ETS**—Expiration of Term of Service

**FAM**—Functional Area Managers

**FGC**—Force Generation Center

**FSS**—Force Support Squadron

**FTS**—Full-Time Support

**HCM**—Human Capital Management

**HQ**—Headquarters

**HQ AFRC**—Headquarters Air Force Reserve Command

**HQ ARPC**—Headquarters Air Reserve Personnel Center

**HQ RIO**—Headquarters Readiness and Integration Organization

**HYT**—High Year of Tenure

**IDT**—Inactive Duty Training

**IMA**—Individual Mobilization Augmentee

**IR**—Individual Reserve

**IRR**—Individual Ready Reserve

**IT**—Information Technology

**JA**—Judge Advocate

**JDAL**—Joint Duty Assignment List

**JTR**—Joint Travel Regulation



**KCJ**—Key, Command, and Joint  
**KPL**—Key Personnel Listing  
**LNO**—Liaison Officer  
**LOD**—Line of Duty  
**M4S**—Manpower MPA Man-day Management System  
**MA**—Mobilization Assistant  
**MAJCOM**—Major Command  
**MDR**—Management Directed Reassignment  
**MFM**—Major Command Functional Manager  
**MilPDS**—Military Personnel Data System  
**MPA**—Military Personnel Appropriation  
**MPES**—Manpower Programming and Execution System  
**MSD**—Mandatory Separation Date  
**MSO**—Military Service Obligation  
**MyPers**—My Personnel Services  
**NAF**—Numbered Air Force  
**NNRPS**—Non-obligated Non-participating Ready Personnel Section  
**O&M**—Operations and Maintenance  
**OPM**—Office of Personnel Management  
**OPR**—Office of Primary Responsibility  
**ORS**—Obligated Reserve Section  
**ORS**—RA- ORS reserve section identifier “RA”  
**ORS**—RC- ORS reserve section identifier “RC”  
**OSD**—Office of the Secretary of Defense  
**PAS**—Personnel Accounting System  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PDS**—Personnel Data System  
**PIM**—Pre-trained Individual Manpower  
**PIRR**—Participating Individual Ready Reserve  
**PME**—Professional Military Education  
**PRDA**—Personnel Records Display Application

**RA**—Reserve Advisor

**REG**—Headquarters Air Force, Air Force Reserve Directorate of Senior Leader Management

**REP**—Headquarters Air Force, Air Force Reserve Directorate of Personnel Policy

**REXX**—Headquarters Air Force, Air Force Reserve Manpower Division

**RPA**—Reserve Personnel Appropriation

**RS**—Recruiting Service

**RSG**—Regional Support Group

**SecDef**—Secretary of Defense

**SelRes**—Selected Reserve

**SF**—Space Force

**SME**—Subject Matter Expert

**SRP**—Selective Reenlistment Program

**TAFMS**—Total Active Federal Military Service

**TF**—Total Force

**TRC**—Training and Retired Category

**URC**—Unit Reserve Coordinator

**USC**—United States Code

**UTAPS**—Unit Training Assembly Processing System

### ***Terms***

**Accession**—Newly commissioned officer or new enlisted recruit entering EAD with no prior military service. Refers to student entries rather than graduates.

**Regular Component**—Any Regular component active duty organization or defense agency to which an IR is assigned

**Active Duty**—Full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve component. The term *active duty for a period of more than 30 days* means active duty under a call or order that does not specify a period of 30 days or less.

**Active Guard and Reserve (AGR)**—Members of a Reserve component on active duty under 10 USC §12301(d) to perform duties as described in 10 USC §§101, 10211, and 12310. The SecAF may order a member of the AFR to active duty at any time, or retain them on active duty, with the consent of that member, to perform AGR duty organizing, administering, recruiting, instructing, or training the Reserve components.

**Administrative Control**—Direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of service forces, control of resources and equipment, personnel management, unit logistics, individual and unit

training, readiness, and mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations.

**Agency**—A military organization constituted by directives issued by any component of the Air Force or Space Force.

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

**Air Force Specialty (AFS)**—A group of positions requiring common qualifications. Each AFS has a title and a code.

**Air Force Specialty Code (AFSC)**—A combination of numbers and letters used to identify an AFS. Officer AFSCs consist of four characters or digits. Enlisted AFSCs consist of five characters or digits. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes and suffixes are used with the numerical codes.

**Air Reserve Component**—An overarching term used when referring to both the ANG and AFR together.

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

**Airman or Airmen**—A member or members of the Air Force, both officer and enlisted.

**Assigned**—An Airman or Guardian counted as part of a unit's assigned strength.

**Assign**—To place units or personnel in an organization where such placement is relatively permanent, or where such organization controls and administers the units or personnel for the primary function, or greater portion of the functions, of the unit or personnel. To detail individuals to specific duties or functions where such duties or functions are primary and relatively permanent.

**Attach**—The placement of units or personnel in an organization where such placement is relatively temporary. The detailing of individuals to specific functions where such functions are secondary or relatively temporary.

**Authorization**—A funded and validated manpower requirement.

**Business Process Owner (BPO)** —The HCM professional responsible for serving as the Process Coach, developing process maps, developing and monitoring metrics, performing gap analyses and process improvement, submitting system change requests, developing Knowledge Artifacts for production managers, customers, and force support units, developing in-house training, interpreting policy for headquarters, responding to field policy interpretation requests, engaging in policy changes, and serving as points of contact for specific processes and services provided by the HCM enterprise.

**Career Enlisted Aviator**—An enlisted Airman awarded and performing permanent duty in AFSCs 1AXXX/1UXXX.

**Career Field**—A group of closely related Air Force Specialties (or a single AFSC when there are not related specialties) requiring basically the same knowledge and skills. A career field includes subdivisions and ladders.

**Career Field Manager**—OPR appointed to ensure assigned Air Force specialties are trained and utilized to support Air Force mission requirements. Works in concert with MAJCOMs, forward operating agency, direct reporting unit, ANG, and HQ AFRC functional managers as required.

**Commander**—An inherent military position by which a member is designated as being responsible for their subordinates or functions that identifies jobs of broad responsibility for command, direction, and planning or staff supervision of diverse activities across several functional areas. In this DAFMAN, unless otherwise specified, “Commander” refers to the immediate commander of the Airman or Guardians concerned and includes officially appointed squadron section commanders with an emphasis on the command, managerial, and executive levels of duties and responsibilities.

**Commander Equivalent**—Directors of Directorates or Staff at HAF, MAJCOM, Field Command, and NAFs.

**Control AFSC**—A management tool used to make enlisted Airmen assignments, to assist in determining training requirements, and to consider individuals for promotion.

**Curtailment**—Occurs when member voluntarily leaves a status or tour prior to completing the prescribed tour length.

**Dependent**—See the JTR, Appendix A: Definitions & Acronyms.

**Discharge**—Severance from all military status. EXCEPTION: For a member of the ANG, this may mean discharge from the ANG only, with concurrent transfer to the AFR for the remainder of a military service obligation or enlistment. It does not include dismissal as a result of trial by court-martial or dropped from the rolls of the Air Force under 10 USC §§ 12684, *Reserves: separation for absence without authority or sentence to imprisonment*, and 12687, *Reserves under confinement by sentence of court-martial: separation after six months confinement*.

**Dual Status**—A federal civilian employee who is employed under 5 USC § 3101 and 32 USC 709(b) who is required as a condition of that employment to maintain membership in the SelRes and is assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the SelRes or in the maintenance and repair of supplies or equipment issued to the SelRes or the armed forces.

**End-strength**—The number of Congressionally funded and approved manpower authorizations for a military component. The program’s goal is to fill 100% of all funded authorizations by the end of each Fiscal Year.

**Entitlement**—As used in manning considerations, an alternate form of requirement.

**Exception to Policy**—A request involving guidance, procedures, or other actions in this instruction which is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established; or, there are waiver provisions but that criteria is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

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

**Force Support Unit**—Includes Force Support Squadrons, Manpower and Personnel Flights or Sections, Civilian Personnel Flights or Sections, etc. who provide manpower and organization services or personnel support for military, appropriated, and non-appropriated fund civilians serving in IR and FTS positions.

**Full-Time Support**—Members of the Reserve component assigned to organize, administer, instruct, recruit, and train; maintain supplies, equipment, and aircraft; and perform other functions required on a daily basis in the execution of operational missions and readiness preparation as authorized in Title 5 and Title 10. Collectively, FTS personnel include AGRs, ARTs, and civilian employees.

**Functional Area Manager**—The functional area manager is the individual, or designated agency, accountable for the management and oversight of all personnel and equipment within a specific functional area to support operational planning and execution. Responsibilities may include: providing input to the development of policy, reviewing policy; developing, managing and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and analysis.

**Functional Authority**—Senior leadership, to include Assistant Secretaries, Deputy Chiefs of Staff (three-star), and other selected Headquarters Air Force two-letter General Officer or senior leadership-level leaders who provide corporate perspective of institutional requirements and force management and development. The Functional Authority serves as a final authority to ensure all policies, established in accordance with this document, are implemented within their functional community. Functional Authorities are supported by Functional Managers who are supported by CFMs.

**Functional Manager**—Senior leader designated by the appropriate functional authority, who provides day-to-day management responsibility over specific functional communities at the MAJCOM, field command, forward operating agency, direct reporting unit, or Air Reserve Component level. While they should maintain an institutional focus on resource development and distribution, functional managers are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission, as well as encouraging force development opportunities in order to meet future needs of the Department of the Air Force mission.

**Guardian(s)**—A member or members of the U.S. Space Force, both officer and enlisted

**Headquarters Active Guard and Reserve**—AGR position assigned at the seat of government (or office that exercises its authority to govern) and at headquarters responsible for Reserve affairs. Those serving in HQ AGR positions participate in preparing and administering the policies and regulations affecting those Reserve components.

**HQ Readiness and Integration Organization Detachment Commander**—The Detachment Commander responsible for personnel and programming issues relating to the assigned IRs.

**Incentive**—The money or equivalent authorized for enlisted Airmen who enlist or reenlist, and officers who sign a commitment to serve in certain selected AFSCs for specified periods of obligated service.

**Individual Mobilization Augmentee**—An individual filling a military position identified as augmenting the Regular component structure of the DoD or other United States government department or agency, (e.g., Selective Service System and Federal Emergency Management Agency), which must be filled to support mobilization (including pre- and/or post- mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements for fill with individual members of the SelRes. IMAs train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for IMAs is directed by DoDI 1215.06 and normally varies from 24 to 48 drill periods a year.

**Individual Ready Reserve**—A manpower pool consisting of individuals who have had some training or who have served previously in the Regular component or in the SelRes and may have some period of their military service obligation remaining. Also called IRR.

**Key Command and Joint Duty Assignment List (JDAL) / Key and Strategic (KS)**—HQ AFRC CFM and MFM will identify developmental positions designated as key billets and the associated skills requirement within their AFSC/Special Duty. Qualifications will be identified for key positions and will be publicized to ensure that all Airmen have an opportunity to develop skills and experience necessary to compete for these positions.

**LOD Program Manager**—Program manager that serves the immediate commander and is responsible for directing the LOD determination to the required authorities, monitoring suspenses, and disposing of final documentation.

**Major Command**—A major subdivision of the Air Force, directly subordinate to Headquarters U.S. Air Force.

**Major Command Functional Managers (MFM)**—Serve as MAJCOM liaisons for their respective Air Force CFM. Monitor the health and manning of their career fields within their command and elevate concerns to the Air Force CFMs while managing command training for their career field and coordinate command training and personnel issues across their MAJCOM staff and with Air Force CFMs.

**Manpower and Personnel Flight**—Provides the installation with Manpower and Organization services and personnel support for military and appropriated and non-appropriated fund civilians.

**MilPDS**—A collective term encompassing the total vertical computerized MilPDS. It is used when a specific subsystem is not being referenced. The system is designed to provide capability for equitable, responsive, uniformly administered, and cost effective management and administration of active duty military, ANG, AFR, retired, and civilian personnel.

**Military Personnel Section**—Is the advisor for military personnel policies and programs. The mission of the Military Personnel Section is to provide quality personnel support in both peacetime and wartime to commanders, Air Force members, and their families.

**Military Technicians (Dual Status)**—A federal civilian employee providing full-time support to a National Guard, Reserve, or AC organization for administration, training, and maintenance of the Selected Reserve.

**Mobilization Assistant**—A duty title exclusively established for general officer IR positions which refers to the broad scope of responsibilities of the position. (Example duty title: Mobilization Assistant to the Air Force Reserve Command Director of A4.)

**Outside Continental United States**—While normally any location outside of the United States, with reference to AGR assignments, AGRs assigned to Alaska, Hawaii, or U.S. territories are not included.

**Overgrade**—A personnel assignment condition where an individual's grade is greater than the authorized grade indicated for the unit manning document position to which assigned.

**Participating Individual Ready Reserve**—IR member that participates for points only status. Eligible to perform MPA man-days.

**Personnel Data System (PDS)**—A collective term encompassing the total vertical computerized personnel data system. It does not refer to a specific subsystem. The system provides capability for equitable, responsive, uniformly administered and cost effective management, and administration of active duty military, ANG, AFR, retired, and civilian personnel.

**Personnel Records Display Application**—An electronic viewer for the Automated Records Management System which contains role-based access. The role-based access portion of PRDA allows commanders, supervisors, first sergeants, and many more access in the performance of their official duties and within their jurisdiction to view both enlisted and officer Military Human Resource Records.

**Position**—A manpower authorization coded with an Air Force specialty code, special duty identifier, or reporting identifier appearing on a manpower document with a prescribed set of duties or tasks.

**Production Manager**—The HCM professional responsible for self service, serving as the operational lead on Process Teams, producing products, executing mapable, repeatable processes, completing initial processing, delivering service to customers, managing day-to-day operations, applying judgment to rendering services for unique situations, identifying tasks that can be pushed to lower level (i.e., self-service), identifying the need for training (customer, field, etc.), and producing operational metrics for specific processes and services provided by the HCM enterprise.

**Quota Management**—The operation of swapping or moving scheduled quotas between non-total force users or requesting use of another non-total force training user's future scheduled unfilled seats.

**Ready Reserve**—The Selected Reserve and Individual Ready Reserve liable for active duty as prescribed by law (10 USC §§ 10142, 12301, and 12302).

**Reassignment or Reassign**—Permanent change of duty station (PCS) or permanent change of assignment (PCA) from one unit to another.

**Release from Active Duty**—End of active duty status and transfer or reversion to the AFR or ANG not on active duty, including the Individual Ready Reserve.

**Requirement (Enlisted)**—A shortage that exists at a unit or location when the 7th month projected manning level in the AFSC ladder, skill level, and grade under consideration is below the world-wide level, or 100 percent, whichever is lower. When the latter manning is adequate

only because of overmanning at the 3- or 5-skill level, you may identify requirements at the 7- or 9-skill level.

**Requirement (Officer)**—An actual or projected vacancy of a funded manpower authorization.

**Requirements**—The documented number of graduates by user as identified on the enlisted initial skills, officer initial skills, military working dog requirements, mission readiness training, field training, distance learning or language training program guidance letters, program requirements documents, or corresponding planning spreadsheets.

**Reserve Advisor**—Serves as technical advisor to the commander and organization concerning HQ AFRC's plans, procedures, and mission objectives.

**Reserve of the Air Force**—The federal status possessed by Airmen of the AFR.

**Resource**—Airmen who possess a required skill and who are available for assignment to meet manning requirements.

**Retainability**—Obligated military service. Time remaining on an overseas tour (including any extensions).

**Retired Reserve**—All reserve members who receive retirement pay on the basis of their active duty and/or reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready Reserve or Standby Reserve.

**Retraining**—Either formal school or on-the-job training which qualifies an Airman for award of a new AFSC or AFSC shred-out/suffix, to include lateral AFSCs.

**Sanctuary**—Reserve sanctuary under 10 USC § 1176(b) (enlisted), 12646(a) and (b) (officer) is provided for AFR members serving in an active Reserve status who have completed at least 18, but fewer than 20 years of satisfactory service. It provides a member with a limited entitlement to remain on AD for the purpose of qualifying for an AD military retirement.

**Selected Reserve**—Those units and individuals within the Ready Reserve designated by their respective services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other reserves.

**Separated**—A general term that includes discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to Reserve component.

**Skill-level**—The level of qualification within an awarded enlisted AFS, shown by the fourth character of an enlisted AFSC.

**Source Document**—The letter, order, form, lists, and so on, that records an event or supports a data system entry.

**Specialty Training**—Training process used to qualify Airmen in their assigned specialty.

**Specified Administrative Control**—Those administrative control duties specifically identified herein to be accomplished by the Regular component.

**Standby Reserve**—Those units and members of the Reserve component (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in 10 USC §§ 10151, 12301, and 12306.



**Subject Matter Expert**—The HCM professional responsible for serving as the primary program/process advisor on AFR equities who stays abreast of major program updates, understands/develops process map detailing AFR roles and responsibilities, understands and communicates metrics, conducts gap analyses, collaborates with BPOs on process improvement, develops knowledge artifacts for AFR customers, develops internal training, interprets policy from HQ AF/RE, coordinates with BPOs to respond to field policy interpretation requests, coordinates with BPOs for AFR-related policy changes, and serves as point of contact to support BPO-led Working Groups for specific processes and services provided by the HCM enterprise.

**Supported Commander(s)**—The supported commander designates and prioritizes objectives, timing, and duration of the supporting action. The supported commander ensures supporting commanders understand the operational approach and the support requirements necessary for mission accomplishment.

**Supported Organizations(s)**—Provide assistance to supported commanders who designate and prioritize objectives, timing, and duration of the supporting action.

**Supporting Commander(s)**—The supporting commander determines the forces, tactics, methods, procedures, and communications to be employed in providing support. The supporting commander advises and coordinates with the supported commander on matters concerning the employment and limitations (e.g., logistics) of required support, assists in planning for the integration of support into the supported commander's effort, and ensures support requirements are appropriately communicated throughout the supporting commander's organization. The supporting commander ascertains the needs of the supported force and takes action to fulfill them, within existing capabilities, consistent with priorities and requirements of other assigned tasks. When the supporting commander cannot fulfill the needs of the supported commander, the establishing authority will be notified by either the supported or supporting commanders.

**Supporting Unit(s)**—Provide assistance to supporting commanders who provide forces, assistance, or other resources to a supported commander.

**Sustainment**—Required number of personnel throughout the career field to accomplish the mission. Accounts for authorized versus assigned billets, retention rates, career broadening and PME assignments drawing officers from core AFSC billets. Calculations for sustainment incorporate "career field health" considerations.

**Temporary AGR position**—AGR position created for a special mission or purpose programmed with a set end date based on funding.

**Temporary Duty (TDY)**—For assignment purposes, non-contingency duty performed at a location other than an Airman's permanent duty station. Also see JTR, Appendix A and DoDI 1315.18, Glossary.

**Term AGR position**—Fully funded AGR positions limited to a 3-year tour length. Positions include officer Key, Command, and Joint (KCJ) and enlisted Key and Strategic, special duty, overseas, Headquarters (MSgt or Maj and above), all colonel assignments, and non-sustainable career field positions.

**Total Force**—Overarching term used when referring to the combination of Regular Air Force, Space Force, ANG, AFR, and DoD civilians.

**Training**—Instruction and applied exercises for the acquisition and retention of skills, knowledge, and attitudes required to accomplish military tasks.

**Transaction**—Any computer action or process used to create or change Airman's personnel data.

**Unit**—A separate and distinct functional organization. In most cases, a unit is defined in manpower and personnel data systems by a PAS Code. However, operating locations and detachments, which have their own PAS Codes are not separate units, but are integral parts of their parent unit. Combat Readiness Training Centers will be treated as units.

**Unit Reserve Coordinator**—Customarily an Regular component individual who functions as their unit's central point of contact to assist with administrative duties associated with assigned and attached IRs.

**Unit Training Assembly Processing System**—The web-based system used to manage pay and points for current Fiscal Year attendance for IDT (including Points Only IDT) for AFR personnel. It is accessible directly at <https://utapsweb.afrc.af.mil/utapsweb/> or through the AROWS-R system.

**Vacancy (Enlisted)**—A shortage that exists at a unit or location when 7th month projected manning in the AFSC skill level under consideration is less than 100 percent and one or more manpower document authorizations exist in that grade.

**Volunteer**—An Airman who formally states the desire to accept a defined assignment.

**Waive or Waiver**—To refrain from insisting upon compliance, enforcement; voluntarily give up or relinquish; put aside or put off for a time or permanently. To allow deviation from a policy, procedure, provision, standard, requirement, limitation, minimum, maximum, etc.

## ATTACHMENT 2

## UNIT AGR INVOLUNTARY CURTAILMENT LETTER EXAMPLE

**A2.1. Purpose:** **Figure A2.1** is an example of a unit AGR involuntary curtailment notification letter.

**A2.2.** Approval authorities should be updated based on circumstances outlined in **Table 6.3** of this publication.

**Figure A2.1. Sample AGR Involuntary Curtailment Notification Letter.**

<p>MEMORANDUM FOR GRADE FIRST M. LAST WING/CC NAF/CC</p> <p>FROM: 123 XXX/CC Address City, State Zip</p> <p>SUBJECT: Involuntary AGR Tour Curtailment</p> <p>1. GRADE FIRST M. LAST, DoD ID 123-45-6789, is recommended for involuntary curtailment from his/her AGR tour under the provisions of DAFMAN 36-2114, <i>Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support Programs (FTS)</i>.</p> <p>2. [INSERT JUSTIFICATION]</p> <p>3. (Grade/Last Name) has been informed of their options to apply for another position in the Selective Reserve, apply for retirement/separation, or transfer to the Individual Ready Reserve.</p> <p>4. The member has acknowledged receipt/understanding of this notification and will return any statements of appeal and supporting documents within 15 calendar days of receipt of this memorandum.</p> <p style="text-align: right; margin-top: 40px;">[COMMANDER'S SIGNATURE BLOCK]</p> <p># Attachments:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>cc: HQ ARPC/DPAA</p>	<p>DATE</p>
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1st Ind, GRADE FIRST M. LAST, Involuntary AGR Tour Curtailment

DATE

MEMORANDUM FOR 123 FSS/CC

I understand your intent to request my AGR tour be curtailed and acknowledge receipt of this memorandum. Further, I understand that I have 15 calendar days of receipt of this memorandum to submit a statement of appeal along with any supporting documents. I do / do not intend to submit a statement.

(MEMBER'S SIGNATURE)

2nd Ind, Wing/CC

DATE

MEMORANDUM FOR NAF/CC

Recommend approval / disapproval.

\_\_\_\_\_  
(WING COMMANDER'S SIGNATURE)

3rd Ind, NAF/CC

DATE

MEMORANDUM FOR HQ ARPC/DPAA

I have reviewed the member's appeal request and supporting documentation. The involuntary AGR tour curtailment action on GRADE FIRST M. LAST is approved / disapproved.

\_\_\_\_\_  
(NAF COMMANDER'S SIGNATURE)

## ATTACHMENT 3

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

**A3.1.** The RA and LNO is the focal point for communication and the day-to-day linkage between AFR leadership, functional communities, and both BPOs (including SMEs) and process managers. This attachment provides the communication roles and the respective collaboration they provide.

**A3.2.** RAs and LNOs have different rating chains even though both positions primarily facilitate communications between the components. RAs are rated by their supported organization and LNOs are rated by the AFR organization to which they are assigned.

**Table A3.1. Communication Roles.**

Communication Roles	Provided to AFR	Provided to Regular Air Force
Day-to-day link	Entry point/POC for relevant topics, taskers, etc.	
Maintain Knowledge on AFR: Priorities, Policy, Guidance	Facilitate staff-to-staff interaction with subject matter experts	
Collaboration	Deliberate facilitation of staff-to-staff interaction	
Communication	Info/Data/Updates on AC: Functional Information Subject Matter Interest Items Highlights New programs	Info/Data/Updates on AFR: Capabilities Concerns, Equities
Reach back to AFR for positions and decisions	Facilitate staff-to-staff interaction with subject matter experts	
AFR positions and decisions should come from AF/RE, HQ AFRC/CC, MFMs/SMEs		