

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

**DEPARTMENT OF THE AIR FORCE
MANUAL 36-2136**



15 DECEMBER 2023

Personnel

**RESERVE PERSONNEL
PARTICIPATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/REP

Certified by: SAF/MR

Supersedes: AFMAN36-2136, 6 September 2019

Pages: 111

This publication implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*, and is consistent with Department of the Air Force Policy Directive (DAFPD) 36-32, *Military Retirements and Separations*. It provides guidance and procedures on reservist participation and how to determine federal service points for promotion and retirement purposes and applies to civilian employees and uniformed members of the Regular Air Force (RegAF) and the Air Force Reserve (AFR), and to all reserve members participating with the AFR, Federal Emergency Management Agency, RegAF, United States Space Force, and Selective Service System. This publication does not apply to the Air National Guard (ANG). In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, Services (AF/A1) develops policy for reserve personnel participation. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 9013, *Secretary of the Air Force*. The applicable System of Record Notices (SORNs) F036 AFPC H, *Application for Appointment and Extended Active Duty Files*; F036 AF PC C, *Military Personnel Records System*; F036 AF PC Q, *Personnel Data System*; and F036 AETC R, *Air Force Recruiting Information Support System (AFRISS) Records* are available at: <https://dpcl.d.defense.gov/Privacy/SORNs/>. Maintain and dispose of all records created by processes prescribed by this manual in accordance with Department of the Air Force Instruction (DAFI) 36-2608, *Military Personnel Records System*. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary

responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, or delta level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. It adjusts guidance to reflect the change per the FY2022 National Defense Authorization Act, Section 415, *Accounting of Reserve Component Members Performing Active Duty or Full-time National Guard Duty Towards Authorized End Strengths*, which was amended from “1095 days in the previous 1460 days” to “1825 days in the previous 2190 days”. The previous restrictions to the use of Additional Training Periods have been removed in accordance with DoDI 1215.06, *Uniform Reserve, Training and Retirement*. Additional Ground Training Periods have been included as a subset of Additional Flying and Flight Training Periods, and flying training information has been updated. The authorized use of Desktop Anywhere on personal computers to access privacy act information has been added. Obsolete references to Chaplain Candidates as Category J have been removed and updated. Current Military Parental Leave Program and Reserve Component Maternity Leave guidance has been added in accordance with updates to DAFI 36-3003, *Military Leave Program*, and the Under Secretary of Defense Memorandum regarding Changes to Command Notification of Pregnancy Policy, dated 16 February 2023. Retirement points for completion of Joint Knowledge Online courses have been added.

Chapter 1—ROLES AND RESPONSIBILITIES AND OVERVIEW	7
1.1. Roles and Responsibilities.....	7
1.2. General Requirements.....	7
1.3. Satisfactory Participation.....	8
1.4. Unsatisfactory Participation.....	9
1.5. Involuntary Order to Active Duty.....	9
1.6. Excusing Reservists for Failure to Perform Minimum Prescribed Duties.....	10
1.7. Medical Qualifications.....	11
1.8. Civil Service Status When Performing Military Duty.....	12
1.9. Uniform Code of Military Justice (UCMJ) Jurisdiction.....	12
1.10. Leave Entitlement.....	13
Table 1.1. AFR Training and Retirement Categories (Inactive Duty Training).....	13

Table 1.2. Excusing Reservists for Failure to Perform Minimum Prescribed Training Duties. 20

Chapter 2—ALLOWABLE FEDERAL SERVICE FOR MEMBERS OF THE AFR 21

2.1. Definition of Points..... 21

2.2. Crediting Points and Satisfactory Federal Service..... 21

2.3. Maximum Points Creditable. 21

2.4. Active Duty Points..... 22

2.5. Training, Pay, and Point Activities..... 22

2.6. Active Duty for Points Only (44 Military Leave Days)..... 24

2.7. Establishment of Retention/Retirement Date..... 24

2.8. Health Professions Scholarship and Financial Assistance Program (HPS/FAP)..... 24

Table 2.1. Training, Pay, and Point Activities (Selected Reserve). 25

Table 2.2. Training, Pay, and Point Activities (Individual Ready Reserve). 28

Table 2.3. Training, Pay, and Point Activities (Standby and Retired). 30

Table 2.4. Establishment of Retention/Retirement Year or Anniversary Year..... 32

Chapter 3—INITIAL ACTIVE DUTY FOR TRAINING 33

3.1. IADT..... 33

3.2. Responsibilities for IADT..... 34

3.3. Personal Hardship While on IADT..... 35

3.4. Retention on IADT. 35

3.5. Hospitalization and Disability..... 35

3.6. Master Personnel Record. 35

3.7. Procedures for Catastrophic or other Extreme Events. Refer to Chapter 8 of this DAFMAN. 36

3.8. Release From IADT..... 36

Chapter 4—INACTIVE DUTY TRAINING 37

4.1. Crediting IDT..... 37

4.2. IDT Authorization..... 38

4.3. Constructively Present. 40

4.4. Authorizing Official..... 40

4.5. Scheduling IDT..... 40

4.6. UTA Schedule Reports. 41

4.7. Rescheduling IDT..... 41

4.8. Training Attachments. 42

4.9.	IDT Period Duration.....	43
4.10.	ET.....	43
4.11.	Flying Training.....	44
4.12.	Documenting IDT Participation.....	46
4.13.	Reserve Personnel Actions for Involuntary Reassignment or Administrative Discharge of Unsatisfactory Participants.....	47
4.14.	Reservist Nonparticipation (see also paragraph 1.3).	47
4.15.	PALACE CHASE Obligators.....	48
4.16.	Illness or Injury During IDT.....	48
Chapter 5—ANNUAL TOUR/TRAINING		49
5.1.	Annual Tour/Training.....	49
5.2.	Eligibility for AT.....	49
5.3.	Ineligibility for AT.....	49
5.4.	Travel Restrictions.....	49
5.5.	Travel Limitations.....	49
5.6.	Approval Authority for AT.....	49
5.7.	Requesting AT.....	49
5.8.	School Substitution of AT.....	50
5.9.	Air and Space Expeditionary Force Substitution of AT.....	50
5.10.	Ordering a Reservist to AT.....	51
5.11.	Split AT.....	51
Table 5.1.	OTD, ADOS and AT Travel Restrictions.....	51
Chapter 6—ACTIVE DUTY FOR OPERATIONAL SUPPORT		54
6.1.	Definition of ADOS.....	54
6.2.	Active Duty Sanctuary.....	54
6.3.	Eligibility ADOS.....	54
6.4.	Training Category Code (TCC).	57
6.5.	Scheduling ADOS.....	57
6.6.	Specific ADOS Exceptions.....	58
6.7.	Action Taken on Completion of ADOS.....	58
Chapter 7—MILITARY FUNERAL HONORS AND FUNERAL HONORS DUTY		59
7.1.	Military Funeral Honors.....	59
7.2.	Definition of Funeral Honors Duty.....	59

7.3.	Eligibility to Perform Funeral Honors Duty.	59
7.4.	Use of Funeral Honors Duty Status.	59
7.5.	Authorization for Funeral Honors Duty Status.	60
7.6.	Status of Reservists Conducting Military Funeral Honors Section in Other Than Funeral Honors Duty Status.	60
Chapter 8—OTHER TRAINING DUTY		62
8.1.	Definition of OTD.	62
8.2.	Eligibility for OTD.	62
8.3.	General Guidelines for OTD.	62
8.4.	Guidelines for Providing Formal School Training.	63
8.5.	OTD (School) Eligibility.	64
8.6.	Scheduling OTD.	64
8.7.	Travel.	65
8.8.	Application Procedures.	65
8.9.	OTD Orders.	66
8.10.	Catastrophic or other Events.	68
8.11.	Contracted Civilian Acquired Training.	69
Chapter 9—PROGRESSION ACTIVE DUTY FOR TRAINING		70
9.1.	Progression Active Duty for Training.	70
9.2.	Progression Active Duty for Training Funding.	71
9.3.	Ineligibility for Progression Active Duty for Training.	71
9.4.	Student Progression in Training.	71
9.5.	Breaks in Training.	71
9.6.	Unsatisfactory Student Performance.	72
9.7.	Seasoning/AMRT.	72
9.8.	Mission Qualification Training.	72
Chapter 10—ADVANCED DISTRIBUTED LEARNING		73
10.1.	Definition of Advanced Distributed Learning.	73
10.2.	Eligibility.	73
Chapter 11—TELEWORK		74
11.1.	Background.	74
11.2.	Definition.	74
11.3.	Percentage of Use.	75

11.4.	Roles and Responsibilities.....	75
11.5.	Dual Compensation for Federal Employees.....	77
11.6.	Safety.....	77
11.7.	General Obligations.....	77
11.8.	Funding.....	77
11.9.	Agreement.....	78
11.10.	Government Equipment.....	78
11.11.	Privately Owned Equipment.....	79
11.12.	Equipment Related Funding and Office Supplies.....	79
11.13.	Equipment Obligations.....	79
11.14.	Security.....	80
11.15.	Documentation.....	80
Chapter 12—	AIR RESERVE TECHNICIAN SCHOOL ATTENDANCE	81
12.1.	ART School Attendance. Note.....	81
12.2.	AETC Funded Quotas.....	83
12.3.	Funding Guidance.....	83
12.4.	Tuition Assistance (TA) (ARTs only).....	83
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	84
Attachment 2—	USAFA LIAISON POINT CREDIT	95
Attachment 3—	TRAINING CATEGORY CODE DEFINITIONS	97
Attachment 4—	AFR TELEWORK AGREEMENT	104
Attachment 5—	AFR TELEWORK CHECKLIST	107
Attachment 6—	SAMPLE MEMORANDUM DENIAL OF PARTICIPATION (MEDICAL)	109
Attachment 7—	SAMPLE MEMORANDUM RETURN FROM RESTRICTED PARTICIPATION (MEDICAL)	110
Attachment 8—	SAMPLE MEMORANDUM FOR RESTRICTED PARTICIPATION (MEDICAL)	111

Chapter 1

ROLES AND RESPONSIBILITIES AND OVERVIEW

1.1. Roles and Responsibilities.

1.1.1. The AF/RE prepares, justifies, and executes the personnel, operations and maintenance, and construction budgets for the AFR to include responsibility as the director and functional manager of appropriations made for the AFR in those budget areas under Headquarters Air Force Mission Directive (HAFMD) 1-42, *Chief of Air Force Reserve*.

1.1.2. The Directorate of Personnel (AF/REP) is responsible for providing the AFR Human Capital Management enterprise and the Total Force with perspectives and information that ensure integrated strategy, policy management, resource management and oversight across the Human Capital Management domain. Also, AF/REP is responsible for AFR advocacy and Total Force integration related to the Total Force Human Resource Management Domain governance. AF/REP influences the Total Force centralization, standardization and integration of human resource laws, policies, business processes, structures, and information technologies as outlined in HAFMD 1-42.

1.1.3. The Air Reserve Personnel Center (ARPC) shall:

1.1.3.1. Execute AFR personnel programs, plans, policies, and procedures.

1.1.3.2. Execute Total Force processes for personnel and financial program management services to Individual Mobilization Augmentee (IMA) and Participating Individual Ready Reserve members.

1.1.4. The ARPC Reserve Assignment Branch (ARPC/DPAAA) shall:

1.1.4.1. Act as the OPR for reclassifying reservists into another Air Force Specialty Code (AFSC).

1.1.5. The Air Force Reserve Command (AFRC), Education and Training Operations and Support Branch (AFRC/A1KE), in concert with the 367th Recruiting Group (367 RCG) and AFRC Functional Managers (FMs), shall:

1.1.5.1. Determine the program requirements and student flow for Basic Military Training and Technical Training.

1.1.5.2. Organize, train, and equip combat-ready forces.

1.1.5.3. Coordinate and maintain liaison with Headquarters (HQ) USAF and other major commands (MAJCOMs) to ensure reserve training standards and qualification levels meet mobilization requirements.

1.1.5.4. Establish necessary priorities to ensure accelerated training programs and quotas for reserve individuals, especially in areas of skill shortages, in support of Air Force requirements.

1.2. General Requirements. In accordance with AFRPD 36-21, the Air Force shall ensure qualified Airmen with the needed skills are in the right job at the right time to meet the AF mission. Whenever possible, to the maximum extent possible, assign individuals on a voluntary basis and in the most equitable manner feasible while meeting mission and commander needs. In order to do

so, reservists must meet the following requirements when taking part in a pay or points gaining activity:

1.2.1. Dress and appearance standards. **(T-1)** See DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, for details.

1.2.2. Fitness currency requirements. **(T-1)** See DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, for details.

1.2.3. Medical standards and qualifications. **(T-1)** See DAFMAN 48-123, *Medical Examinations and Standards*, and AFI 10-250, *Individual Medical Readiness*, for details.

1.2.4. Contact information requirements. **(T-2)** Reservists are responsible for using the virtual Military Personnel Flight suite of applications at the Air Force Portal website (<https://www.my.af.mil/>) to maintain up-to-date contact information (e.g., address, telephone number) in the Military Personnel Data System (MILPDS).

1.3. Satisfactory Participation. Satisfactory participation pertains to members of the Ready Reserve and their responsibility to fulfill directed levels of training and meet statutory active duty for training (i.e., annual training (AT), initial active duty for training (IADT), and other training duty (OTD)) requirements as identified in 10 USC § 10147, *Ready Reserve: Training Requirements*, and further defined in DoDI 1215.06. Each reservist must ensure that all general requirements and category requirements in **Table 1.1** are met. **(T-0)**

1.3.1. Reservists must contact their unit commander or supervisor upon becoming aware of an inability to attend a scheduled requirement. **(T-3)**

1.3.2. The reservist's unit or Readiness and Integration Organization (RIO) detachment commander (or designee) is the approval authority for substitution of non-AT, active duty for annual participation (i.e., AT and inactive duty training (IDT)) and must ensure there is a plan to execute Reserve Personnel Appropriation (RPA) funds associated with Selected Reserve manpower authorizations before approving a substitution request. **(T-2)** Submit substitution requests for approval or disapproval at least 30 calendar days in advance to allow a determination prior to scheduled participation requirements. If the requested tour is outside the Individual Reservist's (IR) assigned unit, the commander will not approve the waiver without the concurrence of the IR's active duty commander. **(T-2)** **Note:** The waiver approval for IRs is a part of non-AT, active duty order processing.

1.3.3. The supervisors of reservists (as determined by the applicable commander) will track all training and participation needs. **(T-1)** Supervisors may use any documentation method that best meets their needs and the needs of their reservists.

1.3.4. With the exception of a United States Air Force Academy (USAFA) Admissions Liaison Officer (ALO), all IDT must be scheduled and approved in advance by the reservist's approval authority. **(T-3)**

1.3.5. Prorate the required IDT periods in a fiscal year (FY) for reservists who move between Selected Reserve categories. Every month the reservist is projected to be a Traditional Reservist (TR) (i.e., unit reservist) or IR (i.e., IMA, Mobilization Assistant, Participating Individual Ready Reserve member) in Reserve Section codes MB, ME, or MR establishes a four-period requirement. Every month the reservist is projected to be an IMA in Reserve Section code MA establishes a four-period requirement. However, twenty-five percent of the

required periods must be in a non-paid (i.e., points-only) status and every month the reservist is projected to be an IMA in Reserve Section codes MC, MD, or MH establishes a two-period requirement. The reservist cannot exceed the allowable maximum paid IDT periods per FY for their current Reserve Section code (e.g., IMA in Reserve Section code MC cannot have more than twenty-four paid IDT periods in a FY). (T-2)

1.3.6. Reservists assigned after 31 March (except those gained from non-Active Guard/Reserve (AGR), Selected Reserve manpower authorizations) may prorate the number of required IDT periods for the remainder of that FY. **Note:** All FY requirements must be met the following FY and thereafter.

1.4. Unsatisfactory Participation. Unsatisfactory participation is a failure to meet statutory training requirements as outlined in 10 USC §10147 and further defined in DoDI 1215.06. A reservist may have a good year for retirement (i.e., 50 points or more in retention/retirement year in accordance with DoDI 1215.07, *Service Credit for Non-Regular Retirement*) and may still be an unsatisfactory participant if they did not satisfy the FY requirement based on Reserve Section Code identifying number of AT and IDT requirements.

1.4.1. IR unsatisfactory participation. An IR who has not completed IDT and AT requirements in a FY as outlined for their applicable Reserve Section Code in **Table 1.1** and who has not otherwise received appropriate command excusal or substitution for those requirements as specified in this DAFMAN is an unsatisfactory participant.

1.4.2. An IR required to perform 24 paid IDT periods per FY who has not completed scheduled AT in a FY (unless substituted or excused by the IR's unit or RIO detachment commander) is considered an unsatisfactory participant. Refer to **Table 1.1** for additional information. An IR required to perform 48 paid IDT periods per FY who has not completed scheduled AT in a FY (unless substituted or excused by the IR's unit or RIO detachment commander) is considered an unsatisfactory participant. Refer to **Table 1.1** for additional information.

1.4.3. Disposition of Unsatisfactory Participants. A RIO detachment commander is authorized to take the following actions:

1.4.3.1. Demotion action in accordance with DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*.

1.4.3.2. Reassignment in accordance with DAFI 36-2110, *Total Force Assignments*.

1.4.3.3. Terminate bonus(es) and/or incentive(s) (e.g., enlistment bonuses or incentives in accordance with DAFI 36-3012, *Military Entitlements*).

1.4.3.4. Discharge in accordance with DAFI 36-3211, *Military Separations*.

1.4.3.5. Order to active duty in accordance with **paragraph 1.5.** or **paragraph 4.15.**

1.4.3.6. Deny reenlistment in accordance with AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*.

1.5. Involuntary Order to Active Duty. Reservists who have not fulfilled their military service obligation and/or participation requirements in accordance with 10 USC § 651, *Members: Required Service*, and 10 USC § 10147, may be ordered to active duty in accordance with 10 USC § 10147 and 10 USC § 10148, *Ready Reserve: Failure to Satisfactorily Perform Prescribed Training*.

1.5.1. Reservists assigned to the Selected Reserve who have not fulfilled their military service obligation and have not served on active duty for a total of 24 months may be ordered to active duty in accordance with 10 USC § 12303, *Ready Reserve: Members Not Assigned to, or Participating Satisfactorily In, Units*. The Reservist's appointment or enlistment may be involuntarily extended until the reservist has accumulated 24 months of active duty.

1.5.2. A reservist, who fails in any year to perform satisfactorily the training duty prescribed, may be ordered without consent to perform additional active duty for training for no more than 45 calendar days pursuant to 10 USC § 10148. The reservist's Ready Reserve affiliation will be involuntarily extended until that additional active duty for training is performed but not for more than 6 months pursuant to 10 USC § 10147. **(T-0) Note:** A reservist who has served on active duty for one year or longer may not be required to perform a period of active duty for training if the first day of that period falls during the last 120 calendar days of the required Ready Reserve affiliation.

1.5.3. An involuntary order to active duty due to unsatisfactory participation is RPA-funded active duty for training and must be performed with a unit that the reservist's unit or RIO detachment commander has coordinated the availability of training. **(T-2) Note:** See DAFI 36-3211 for PALACE CHASE obligator recall procedures, if applicable.

1.6. Excusing Reservists for Failure to Perform Minimum Prescribed Duties.

1.6.1. Minimum retention/retirement requirements. Reservists, qualified for retirement in accordance with DAFI 36-3211 (except for having reached age 60), may be involuntarily reassigned to the Retired Reserve by an AFR commander for failing to accrue 50 total retirement points (including up to 15 membership points) during the last full retention/retirement year. **Note:** Regardless of retention determination, anything less than 50 points in a retention/retirement year will not count as a satisfactory year of service for promotion and retirement purposes in accordance with DoDI 1215.07. **(T-0)**

1.6.2. Minimum FY requirements.

1.6.2.1. Reservists must obtain excusals for AT or IDT periods by 1 June each FY and prior to the scheduled start of training. **(T-3)** For an IR, excusal approval authority rests with the IR's RIO detachment commander for the first four submissions; thereafter, it is with the Headquarters RIO Commander (HQ RIO/CC). For centrally managed IMAs, the RIO Detachment 5 Commander must obtain concurrence of the AFRC Functional Manager if IMA is in the Legal or Chaplain career field. For a TR, the TR's commander may excuse any part of AT or IDT.

1.6.2.2. HQ RIO distributes a list annually of unsatisfactory IMA FY participants to detachment commanders. Detachment commanders have the authority to approve the first and second time waivers in accordance with [paragraph 4.14.2](#). For centrally managed IMAs, RIO Detachment 5 commander must obtain concurrence from the reservist's AFR Career Field or MAJCOM Functional Manager. HQ RIO/CC is the authority for all subsequent waivers. RIO detachment commanders must provide HQ RIO written feedback on the status of each within 90 calendar days in order to retain the reservist(s). **(T-2)**

1.6.3. Authority to Excuse Reservist to Perform Prescribed Training. [Table 1.2](#) shows approval authority to excuse reservists for failure to perform the minimum prescribed training.

1.7. Medical Qualifications.

1.7.1. All reservists must meet the medical standards in DAFMAN 48-123 and the associated Medical Standards Directory (MSD) to be considered medically qualified to fully participate in the AFR. **(T-2) Note:** AFR commanders may initiate involuntary transfer to the Individual Ready Reserve for failing to meet medical standards.

1.7.2. Reservists with any expired individual medical readiness (IMR) requirement will not participate in any point-gaining activities other than a military medical/dental evaluation or examination consistent with DoDI 1215.06. **(T-0)** This also includes reservist's failing to provide required medical records from private providers to facilitate a determination of the reservist's fitness for duty. **Exception:** A RIO detachment commander may authorize participation for other than medical/dental evaluation or examination if the expiration was caused by the availability of medical provider(s) rather than delinquency of the reservist.

1.7.3. A member placed on a Duty (DR), Mobility (MR) or Fitness (FR) restrictions via an Air Force (AF) Form 469, *Duty Limiting Condition Report*, issued by any Air Reserve Component (ARC) or active duty (AD) medical squadron should be permitted to participate for pay and points within the restrictions outlined on the member's AF Form 469. The commander will carefully consider the member's documented physical limitations, safety (to include travel to and from duty location) and mission requirements and allow the member to participate within the restrictions outlined on the member's AF Form 469. **(T-2)** Commanders choosing to restrict a member's participation will formally notify them in writing. **(T-2)** A copy of the notification letter restricting the member from participation must be sent to the servicing Force Support Squadron (FSS) who will update the member's Duty Status Code to 14 in MILPDS. **(T-2)** The commander must formally notify the FSS in writing when a member's previous restriction is removed or finalized. **(T-2)** Additionally, any IDT which is missed due to medical limitations will be considered excused by the unit. **(T-2)** If the commander determines a member may safely perform any duties, a letter outlining these duties and restrictions must be presented to and acknowledged by the member. **(T-2)** When applicable, the MILPDS will be updated by the unit to reflect the member as excused. **(T-2)** See [Attachment 6](#), [Attachment 7](#) and [Attachment 8](#) for sample memos.

1.7.4. Pregnant reservists (other than those on active duty for operational support (ADOS) or AGR orders) may not participate in any status during the 34th week of pregnancy to term and 12 weeks immediately after delivery unless the following criteria are met:

1.7.4.1. The reservist volunteers and her decision is supported by the unit commander, obstetric care provider, and, if different, military medical authorities.

1.7.4.2. Pregnant reservists may be approved to telework in accordance with [Chapter 11](#) or be approved to participate at an alternate duty location (that can provide adequate training) in order to comply with the obstetric care provider's travel recommendations. Regardless, pregnant reservists must be able to commute home safely every day or have access to birthing facilities approved by the obstetric care provider if lodged at the duty location. **(T-2) Note:** [Chapter 6](#) includes ADOS policies for pregnant reservists.

1.7.4.3. Additional rules regarding pregnant reservists can be found in DAFI 36-2110 and DAFMAN 36-2905.

1.7.5. Reservists may be ordered to active duty for the purpose of receiving military medical/dental evaluation, or examination as identified in DAFMAN 48-123 or AFMAN 47-101, *Managing Dental Services*, or treatment for in line of duty (LOD) conditions. This does not apply to the Periodic Health Assessment. Active duty reservists receiving medical/dental care may be voluntarily retained on active duty to continue treatment as identified in DoDI 1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*.

1.7.5.1. Reservists not on active duty may be given invitational travel orders when directed by appropriate military medical authority to receive an examination or evaluation by military medical/dental facilities to meet military requirements. Invitational travel orders may also be issued to those reservists receiving military medical/dental care at military medical treatment facilities for the purpose of medical/dental appointments.

1.7.5.2. ARC or RegAF medical providers do not extend, authorize the extension of, or issue active duty or invitational travel orders. Order issuance or an extension is the responsibility of the applicable commander.

1.8. Civil Service Status When Performing Military Duty. Many reservists, to include ARTs, hold separate positions as federal civil servants. A civil servant must be in an off duty or official leave status from their civil service position when they are performing military duty. **(T-2) Note:** "Official leave" includes annual leave, military leave, time off award, leave without pay, accrued compensatory time off, accrued travel compensatory time, or accrued credit hours, and may be used to cover the civilian work hours. A reservist performing days of active duty, even if such duty transpires after the completion of the civilian workday, will result in a full workday charged to leave from the federal civilian employment. **(T-2)**

1.9. Uniform Code of Military Justice (UCMJ) Jurisdiction.

1.9.1. The UCMJ applies to reservists during any point-gaining activity excluding membership and education course points (reference paragraphs **2.2.1** and **2.2.2**). A reservist subject to 10 USC § 802, Art. 2, *Persons Subject to this Chapter*, may be placed or extended in an active duty status without the consent of the reservist for UCMJ action related to conduct that occurred during a point-gaining activity in accordance with DAFI 51-201, *Administration of Military Justice*.

1.9.2. Determining the appropriate court-martial convening authority for exercise of UCMJ jurisdiction over AFR members is explained in DAFI 51-201.

1.9.3. When a reservist is suspected of committing a UCMJ offense, the reservist's AFR unit or RIO detachment commander must notify the AFRC Directorate of Manpower, Personnel and Services (AFRC/A1) or ARPC Directorate of Assignments (ARPC/DPA) so that "under investigation or pending separation" is updated in the reservist's MILPDS record. **(T-2)** The reservist's AFR unit or RIO detachment commander must notify the reservist. **(T-1)**

1.9.4. When a reservist is in an active duty status supporting a unit other than the permanent unit, the supported commander exercising UCMJ authority must inform the member's assigned/attached organization upon initiating an investigation. **(T-1)**

1.9.5. A reservist pending investigation or court-martial may remain on the existing active duty order through completion of the investigation and/or court-martial up until expiration of

the order. The reservist may be released at that time pending recall at a later time. If it is determined the reservist should be retained in an active duty status involuntarily under 10 USC § 802, the current active duty order must be amended to reflect “disciplinary action against member” with the appropriate fund cite. **(T-0)**

1.9.6. Reservists who are being court-martialed for conduct from a previous point-gaining activity are to be involuntarily called to active duty under 10 USC § 802 using the applicable fund cite. Involuntary active duty authority for this type of action rests with the Secretary of the Air Force and must be processed in accordance with DAFI 51-201. Processing will route through the chain of command to AFRC Judge Advocate (AFRC/JA).

1.10. Leave Entitlement. Leave for members serving on active duty tours is governed by DAFI 36-3003, *Military Leave Program*. Reservists accrue ordinary leave for all periods of active duty exceeding 30 calendar days and are strongly encouraged to use leave accrued during each period of active duty. However, operational requirements sometimes require reservists to carry over leave earned to a future period of active duty (other than AT). In accordance with DAFI 36-3003, reservists must request gaining/supported commander approval for carryover leave usage prior to any active duty so approval can be included in the applicable order to active duty. **(T-0)** If the member withdraws the request that led to the approval, or the supported commander cancels previously approved carryover leave, the unused carryover leave will be credited back to the member’s leave balance and the tour length may be adjusted. **Note:** Reservists transferring to or from an extended active duty (EAD) (i.e., Limited EAD, Voluntary Limited Period of Active Duty (VLPAD), AGR) status must coordinate with the applicable Reserve Pay Office (RPO) or Financial Services Office to request accrued leave be transferred to the reservist’s new pay record. Personnel being activated in support of contingency operation must have leave carry-over approved and added to the mobilization authorization / E49. **(T-2)**

1.10.1. For Military Parental Leave Program, see [paragraph 6.3.1.2](#).

Table 1.1. AFR Training and Retirement Categories (Inactive Duty Training).

R	A	B	C	D	E	F	G	H
U			Then the Inactive Duty Training			and the Annual Training (1)		
L			(see note 1)					
E	If a reservist is assigned to	in training and retirement category	requires (2)	training period maximum is (2)	and training will be conducted by	requires	and pay is	and training will be conducted by
1	Air Force Reserve Unit (except Rule 6 or 7) with Reserve Section code AA-AZ, A0-A9, BA-BZ, or B0-B9A1-	A	48 paid Training Periods (TPs) (3)	48 per FY (4)	HQ AFRC	Not less than 14 training days (exclusive of travel time) (5)	authorized	HQ AFRC

	A4							
2	Selective Service System in Reserve Section code MA	B	36 paid TPs and 12 points- only TPs	48 per FY (4)	Selective Service System	12 training days (exclusive of travel time) per FY (6)	authorized	Selective Service System
3	Individual Mobilization Augmentee position requiring continuity and frequent proficiency training (7) with Reserve Section code MB, ME, or MR	B	48 paid TPs	48 per FY	MAJCOM (8)	N/A	N/A	N/A
4	Individual Mobilization Augmentee position (including Judge Advocate and Chaplain) allocated to various levels of command to maintain mobilization proficiency with Reserve Section code MC	B	24 paid TPs	24 per FY	(9)	12 training days (exclusive of travel time) per FY (6)	authorized	MAJCOM (9)

5	Individual Mobilization Augmentee position in the Critical Medical Skill Program with Reserve Section code MC (10)	N/A	N/A	N/A	N/A	12 calendar days (exclusive of travel time) per FY	N/A	N/A
6	Individual Mobilization Augmentee position in Selective Service System with Reserve Section code MD	B	24 unpaid	N/A	Selective Service System	12 training days (exclusive of travel time) per FY (6)	N/A	Selective Service System
7	Selected Reserve (but is a non-prior service member in an IADT status) with Reserve Section code CC or CD	F	N/A	N/A	N/A	N/A	N/A	N/A
8	Selected Reserve (but is a non-prior service member awaiting IADT) with Reserve Section code CE, CF, CG, or CH	P	1 paid training period (11)	48 TPs	unit	no training	not authorized	N/A
9	Participating Individual Ready Reserve with Reserve Section code MX (8 and 12)	E	(13)	N/A	HQ RIO or training attachment	no training (13)	not authorized (13)	N/A

10	HQ RIO Ready Reinforcement Personnel Section with Reserve Section code MT	N/A	(13)	N/A	training attachment	N/A	N/A	N/A
11	Nonobligated Non-participating Reserve Personnel Section with Reserve Section code RD	E	1 day muster duty per FY (14)	1 day muster pay	nearest selected active duty base	2-3 training days per FY as directed (15)	authorized	nearest selected active base
12	Obligated Reserve Section with Reserve Section code RA	N/A	1 day muster duty per FY (14)	1 day muster pay	nearest selected active duty base	2-3 training days per FY as directed (15)	authorized	nearest selected active base
13	Individual Ready Reserve with Reserve Section code TC, TD, TE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14	Obligated Reserve Section (with an Extended active duty) commitment) with Reserve Section code RC	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	Ready Reserve and undergoing training as a legal intern	K	N/A	N/A	N/A	N/A	authorized	training attachment or ARPC

16	Ready Reserve and participating in the Armed Forces Health Professions Scholarship Program	K	no TPs	N/A	N/A	45 calendar days of Special Tour	authorized	Air Force medical training activities
17	Nonaffiliated Reserve Section with Reserve Section code NA or NB	D	N/A	N/A	N/A	not authorized	N/A	N/A
18	Nonaffiliated Reserve Section (as an obligator) with Reserve Section code NB	D	N/A	N/A	N/A	no training	not authorized	N/A
19	Nonaffiliated Reserve Section (in sanctuary) with Reserve Section code NC	N/A	N/A	N/A	training attachment	N/A	N/A	training attachment
20	Nonaffiliated Reserve Section (as a key civilian) with Reserve Section ND (16)	C	N/A	N/A	N/A	N/A	N/A	N/A
21	Inactive Status List Reserve Section with Reserve Section code RB	N	no TPs	N/A	N/A	not authorized	N/A	N/A

22	Retired Reserve Section	N/A	N/A	N/A	N/A	N/A	N/A	N/A
----	-------------------------	-----	-----	-----	-----	-----	-----	-----

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. Do not credit active duty as IDT. The commander of an AFR medical unit or AFRC Surgeon General (AFRC/SG) may permit an assigned health service officer to attend one continuing health education activity each year in place of a portion of the AT requirement with concurrence of the unit of assignment but should not authorize if the action would have a negative impact to the member's primary mission.
2. Prorate IDT periods for the remainder of the FY if a reservist moves between Selected Reserve categories or is a mid-FY gain to the Selected Reserve in accordance with **paragraph 1.3.6**.
3. Each AFR unit should schedule at least one unit training assembly (UTA) a month that consists of four IDT periods of at least 4 hours in length (preferably during a non-holiday weekend). When the unit's AT precludes scheduling a UTA within the same month, the commander may schedule two UTAs in the month prior to or after the AT. Wing commanders, or group commanders who report directly to an AFR Numbered Air Force (NAF) commander, may approve split UTAs when a unit deploys to an alternate training location; approve deviations from the monthly UTA requirement to conduct a staff assistance visit, prepare for, or participate in, an inspection; or cancel scheduled Unit Training Assembly Participation System (UTAPS) events because of severe weather conditions.
4. An Additional Flying and Flight Training Period does not count toward the maximum paid TPs for the FY.
5. Unit reservists must perform at least 14 training days of AT. However, the maximum they can earn in a FY is 15 training days. An AFR NAF commander may authorize AT up to 20 training days if funding is available (excluding authorized travel time) to support training requirements. If the deployment is less than 20 calendar days, AT approval is for that specific deployment time. However, due to departing/returning transportation delays, the Deployment Review Board approval letter serves as the approval waiver request for the additional unscheduled AT days, not to exceed 20 training days. For example, if a deployment is approved for 16 calendar days of AT and due to transportation delays the deployment lasted 19 calendar days, the additional 3 calendar days do not require a separate AT waiver. The approved Deployment Review Board letter serves as the approval waiver request. Any deployment exceeding 20 calendar days requires an approved AT waiver from AFRC Deputy Commander (AFRC/CD). The Military Personnel Section (MPS) will update MILPDS accordingly. **(T-2)**
6. If funding is available, an IMA in Reserve Section codes MA, MB, ME, or MR, may perform up to 15 calendar days of AT in a FY with approval of the IMA'S AFR commander. IMAs in Reserve Section codes MC or MD normally perform 12 calendar days of AT in a FY, unless a waiver is obtained in advance from the IMA's AFR commander. If training opportunities are available, a member may perform up to 14 calendar days of AT if funding is available. Provide justification in the "Remarks" section of the order request.
7. Frequent proficiency training for the purpose of this manual applies to weapons controllers, ground radar operation, base disaster preparedness/air base operability officers, members assigned to rated positions not requiring active flying, and federal and state preparedness liaison officers as well as critical medical specialties. For purposes of this DAFMAN only, the term "aircrew" will

encompass all Airmen operating manned or unmanned aerial vehicles or participating in Guardian Angel, aeromedical, and space missions.

8. Members accomplish their training at the unit of attachment.

9. This block includes the chaplain, legal, and medical IMAs who are assigned to centrally managed programs and participate in training with a unit of attachment.

10. Reservists are awarded 24 optional Air University/Air Force Career Development Agency courses points for maintaining current license and Continuing Health Education requirements. These Reservists are required to attend AT at their unit of attachment and may only perform paid IDT periods at their unit of attachment.

11. Non-prior service awaiting IADT (i.e., Category P) reservists must be scheduled for at least one and may be scheduled for additional paid TPs for the purpose of enlisting, in-processing, and preparing for IADT. **(T-2)** The first training period should be in conjunction with the oath of enlistment in order to establish a pay date commensurate to the date of initial entry to military service. At a minimum, Category P reservists must have a training period within 30 calendar days of departure for IADT for a fitness assessment in accordance with **paragraph 3.2.2.2. (T-2)** Uniform requirements are waived while performing these TPs.

12. The reservist is selected to take part in special training such as the Civil Air Patrol Reserve Assistance Program and USAFA ALO.

13. Reservists assigned to the Participating Individual Ready Reserve must earn a minimum of 50 total retirement points per retention/retirement year (including 15 membership points). **(T-2)** Reservists must accrue a minimum of 35 points through IDT periods, active duty, or a combination. **(T-2)** RIO detachment commanders can waive the 35-point requirement. Reservists should accrue 16 points through IDT periods at their unit of attachment.

14. 10 USC § 12319 *Ready Reserve: Muster Duty*, sets guidelines for these reservists to perform 1 day of muster duty each FY to accomplish the annual screening requirements outlined in 10 USC §§ 10149 *Ready Reserve: Continuous Screening*, 10204 *Personnel Records*, 10205 *Members of Ready Reserve: Requirement of Notification of Change of Status*, and 10206 *Members: Physical Examinations*. Exemptions from Individual Ready Reserve screening during a FY are for reservists who: 1) served in an active duty status during the FY; 2) are scheduled for discharge during the FY; 3) are in a grade of O-4 and higher or E-8 and higher and have no remaining military service obligation, or 4) were successfully screened in the preceding FY.

15. 10 USC § 12301(b) *Reserve Components Generally*, sets guidelines for these reservists to perform 2 to 3 calendar days of AT each FY (up to a maximum of 15 calendar days each FY) to accomplish the annual screening requirements outlined in 10 USC §§ 10149, 10204, 10205, and 10206. The only exemptions from Individual Ready Reserve screening during a FY are for reservists who: 1) served in an active duty status during the FY; 2) are scheduled for discharge during the FY; 3) are in grade of O-4 and higher or E-8 and higher and have no remaining military service obligation; or 4) were successfully screened in the preceding FY.

16. Officers in sanctuary who were not retained in a position are assigned to the Active Standby Reserve Section (i.e., Reserve Section code NC). A twice-deferred officer without a military service obligation or an officer who has reached maximum service, but not maximum age, is assigned to Reserve Section code NC.

Table 1.2. Excusing Reservists for Failure to Perform Minimum Prescribed Training Duties.

ITEM	A	B	C
	If excusal concerns	and reservist is assigned to	then approval authority is
1	the requirements in	a general officer position	Mobilization Assistant to AF/RE (see note 1).
2	Table 1.1.	non-General Officer, Traditional Reservist position	the immediate commander or an official delegated this responsibility in writing (2).
3		non-General Officer, Individual Reservist position	the Individual Reservist's detachment commander (including centrally managed) for the first four excusals, thereafter HQ RIO/CC (2).
4		50 total retirement point minimum	a General Officer position
5	requirement as explained in paragraph 1.5.1.	non-General Officer Selected Reserve positions or other Ready Reserve sections	Commander for Traditional Reservists or HQ RIO/CC for Individual Reservists (2 and 3).

NUMBERS IN PARENTHESIS REFERENCE NOTES**NOTES:**

1. Request excusal in writing for all reservists assigned to General Officer positions. Send a copy of the approved request for file to ARPC/DPA.
2. Waiver requests must be accomplished for each reservist, to include the type of waiver (e.g., Substitution, Excusal, or 4th Quarter AT waiver). Retain the approved FY waiver in Automated Records Management System. For centrally managed IRs, the IR's detachment commander obtains concurrence of the reservist's AFRC Career Field or MAJCOM Functional Manager.
3. HQ RIO/CC and a TR's commander have the authority to excuse or deny a reservist to take part in point-gaining activities if the reservist is being processed for involuntary reassignment to an appropriate subcategory of the Individual Ready Reserve or the Standby Reserve according to DAFI 36-2110 or if the member is being processed for involuntary discharge action according to DAFI 36-3211, or court-martial charges have been preferred against a reservist.

Chapter 2

ALLOWABLE FEDERAL SERVICE FOR MEMBERS OF THE AFR

2.1. Definition of Points. Points are a unit of measurement for tracking a reservist's participation. They are also used to calculate the amount of participation for retirement purposes. The number of earned points determine a reservist's eligibility for retention both in Ready Reserve programs and in an active reserve status. Active reserve status means any status other than an assignment to the Temporary Disability Retired List, Inactive National Guard, or Inactive Status List Reserve or Retired Reserve Sections. Reference DAFI 36-3211 to calculate the minimum amount of service required for retired pay for non-regular service.

2.2. Crediting Points and Satisfactory Federal Service. Award one point for each day of active duty. Award one point for each IDT period (reference [paragraph 4.1.1](#)), not to exceed two IDT periods per calendar day. Points may only be credited to the date a reservist actually performed the duty, except in those activities where the cumulative method is authorized (e.g., ALO, teleworking, etc.).

2.2.1. Air University and Air Force Career Development Agency determines the number of study hours awarded for their courses, and normally awards one point for each 4 study hours and a maximum of two retirement points in one calendar day. Joint Knowledge Online courses (reference [paragraph 10.2](#)) will be awarded one point for each 4 study hours and a maximum of two retirement points in 1 calendar day. A period of non-resident training and education using electronic-based distributed learning methodologies must last at least 4 hours in accordance with DoDI 1215.07.

2.2.2. Membership points are credited, 15 points per retention/retirement year or prorated amount for each retention/retirement year with less than a year in active reserve status.

2.3. Maximum Points Creditable.

2.3.1. No more than 365 points are creditable in one retention/retirement year with the exception of 366 points in a leap year. In accordance with 10 USC § 12733 *Computation of Retired Pay: Computation of Years of Service*, combined total credit of no more than 130 retirement points for activities other than active service or Funeral Honors Duty for reservists whose retention/retirement year ended on or after 30 October 2007. For reservists whose retention/retirement year ended between 30 October 2000 and 29 October 2007, no more than 90 retirement points may be credited. For reservists whose retention/retirement year ended between 23 September 1996 and 29 October 2000, no more than 75 retirement points may be credited. For reservists whose retention/retirement year ended prior to 23 September 1996, no more than 60 retirement points may be credited.

2.3.2. Satisfactory federal service cannot exceed the actual number of calendar days. A year of satisfactory federal service for retirement is awarded when a reservist earns a minimum of 50 points (including membership points) in their full retention/retirement year in accordance with DoDI 1215.07. A partial year of satisfactory federal service for retirement is awarded when the reservist earns the minimum number of required points (including prorated membership points) during a partial retention/retirement year (see AFI 36-3203, *Service Retirements*).

2.4. Active Duty Points. Points may be earned for serving in any active duty status.

2.5. Training, Pay, and Point Activities.

2.5.1. IDT points may be earned as shown in [Table 2.1.](#), [Table 2.2.](#), and [Table 2.3.](#)

2.5.1.1. Additional Training Period (ATP). ATPs are another category of additional IDT that is intended for use by units, components of units, and individuals, and are also intended for accomplishing additional required training. The number of those training periods will not exceed 36 each FY for any member in accordance with DoDI 1215.06. Additional guidance provided in [paragraph 4.1.4.1.](#)

2.5.1.2. Additional Flying and Flight Training Period (AFTPs) are authorized for primary aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness. ATP may also be for the performance of or to support required ground and flying training, simulator training, and other MAJCOM required readiness training. ATP will not be in addition to the ATPs in [paragraph 2.5.1.1.](#) (T-0) Additional guidance provided in [paragraph 4.1.4.2.](#)

2.5.1.3. In accordance with DoDI 1215.06 a Readiness Management Period (RMP) is intended for use by drilling Reserve Service members who are not dual status military technicians (in AFR, Air Reserve Technicians (ARTs)) to support the following functions in preparing their unit for training: the ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions. Additional guidance provided in [paragraph 4.1.4.3.](#)

2.5.1.3.1. The number of RMPs performed in a FY by any member will not exceed 36, and not more than one RMP will be performed by an individual in one calendar day. (T-0) Only use these training periods where sufficient full-time support personnel are not available or specifically assigned to accomplish those duties pursuant to DoDI 1215.06.

2.5.1.3.2. Priority for the performance of RMPs will be given to unit members who are not ARTs. (T-0) An ART may not be placed in a leave status to enable them to perform duty in a RMP status. (T-0) Additionally, an ART may not perform duty in an RMP status to accomplish activities that are within the normal requirements and workload of the ART's job description pursuant to DoDI 1215.06. (T-0)

2.5.1.4. Equivalent training (ET) is training conducted in lieu of a missed regularly scheduled drill. There is no obligation to authorize ET periods. When an ET period is authorized, the approving official will ensure that the training is of equivalent value to the regularly scheduled of that member and available on the date(s) scheduled. (T-0) An RC Service member may not be paid for more than 4 periods of ET during any FY pursuant to 37 USC § 206, *Reserves; Members of National Guard: Inactive-Duty Training.* (T-0)

2.5.1.5. Special Projects and Training. AFR unit or RIO detachment commanders and supervisors of MAJCOM assigned IR may authorize other point-gaining activities. Reservists must obtain written authorization in advance for such activities. (T-2) For centrally managed IRs, the IR's unit or RIO detachment commander must obtain concurrence of the IR's AFRC Career Field Manager or MAJCOM Functional Manager. (T-2) The following are examples that may earn additional IDT point credit:

2.5.1.5.1. Liaison and Counseling. This entails face-to-face contact with the individual for whom a specific program is planned. Reservists must be in an appropriate uniform to take part in the liaison and counseling pay and/or point-gaining activities. **(T-3)** Examples: a meeting with an applicant for the Air Force Reserve Officer Training Corps (AFROTC) Program; the ALO Program activities authorized in [Attachment 2](#); or the Air Force Health Professions Scholarship Program.

2.5.1.5.1.1. Primary duty ALOs must earn at least 50 points annually (including the 15 membership points) for performing ALO-related duties. **(T-2)** Documentation requirements:

2.5.1.5.1.1.1. ALOs document activity on the Admissions Liaison Officer Web activity log or its equivalent.

2.5.1.5.1.1.2. A Liaison Officer Director must certify performance and authorization of credit claimed on ALO's activity log. **(T-2)**

2.5.1.5.1.2. Additional Duty ALOs may also earn non-paid points. Liaison Officer Directors may set a minimum requirement for effective participation within their respective areas. See [paragraph 2.5.1.5.1.1.1](#) and [paragraph 2.5.1.5.1.1.2](#) for documentation requirements.

2.5.1.5.2. Public Information. Activities in this category bring favorable publicity to the Air Force. Examples include a presentation about the Air Force to a civic group or taking part in an Armed Forces Day activity.

2.5.1.5.3. Administration and Management. A reservist may earn points by preparing approved correspondence (e.g., studies, charts, analyses) that supports the mission of the individual program; writing or processing performance reports; coordinating or supervising personnel who support MAJCOM, ARPC; or unit or RIO detachment commander directed activities.

2.5.1.5.4. Reserve Recruiting. A reservist may earn points for recruiting activities supporting the 367 RCG. Send report results of the recruiting effort to the applicable AFR Commander.

2.5.1.5.5. Routine periodic medical examinations (required per DAFMAN 48-123) made at a military facility at a time other than during a scheduled training period.

2.5.1.5.6. Funeral Honors Duty (see [Chapter 7](#)).

2.5.1.5.7. Reservist may receive Equivalent Reserve Instruction non-pay points for attending a professional or trade convention that increase the reservist's professional development or mobilization readiness. Reservists must obtain prior approval of their AFR unit or RIO detachment commander to perform Equivalent Reserve Instruction. **(T-2)** Equivalent Reserve Instruction point eligibility requests should be sent in advance through the reservist's unit of assignment for approval. Award points when:

2.5.1.5.7.1. The reservist signs in with a designated military monitor or conference official.

2.5.1.5.7.2. The meeting is at least 4 hours in duration or 6 hours if for continuing medical education. **Note:** Award a maximum of one point per day for these activities.

2.5.2. Points are not awarded to a reservist for:

2.5.2.1. Social function (e.g., dining-in, military ball).

2.5.2.2. Attending sports events.

2.5.2.3. Attending a meeting of a non-federal organization (e.g., Air Force Association, Reserve Officers Association).

2.5.2.4. Purchasing Air Force uniform items or getting an official photograph or identification card.

2.5.2.5. Taking part in non-federal (e.g., Boy Scouts of America) activities.

2.5.2.6. Travel to and from IDT.

2.5.2.7. Taking part in physical fitness exercise for the purpose of meeting and maintaining Air Force fitness standards, unless as part of a mandatory unit formation while already in an active or inactive duty status.

2.6. Active Duty for Points Only (44 Military Leave Days). An ART may earn one retirement point per day of non-paid, ADOS for participation in operations outside the United States, its territories, and possessions. Orders are published as Military Personnel Appropriation (MPA) or RPA tours for the length of the tour, but convert to pay status to cover weekends, holidays, or scheduled day off. Orders may be used for travel to and from theater if performed on normal duty days.

2.7. Establishment of Retention/Retirement Date. To establish a retention/retirement date see [Table 2.4](#).

2.8. Health Professions Scholarship and Financial Assistance Program (HPS/FAP). Reservists assigned to the Selected Reserve who previously satisfied the requirements of the HPS/FAP for active service pursuant to 10 USC § 2126, *Members of the Program: Service Credit*, and DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, may receive retroactive retirement point credit for each year of participation in a course of study.

2.8.1. In accordance with DoDI 1215.07, members of the Selected Reserve who satisfy the requirements of the HPS/FAP for active service pursuant 10 USC § 2126 will be credited with 50 retirement points for each year of participation in a course of study. **(T-0)** The points will be credited to the member at the end of each year after the completion of the course of study that the member serves in the Selected Reserve and is credited with at least 50 retirement points. **(T-2)** The points will be recorded as having been earned in the year of the participation in the course of study. **(T-2)** The award of service credit will be limited to 4 years of participation in a course of study under the HSP/FAP. **(T-1)**

2.8.2. The points credited for HPS/FAP participation with any uniformed service will be recorded in the reservist's records as having been earned in the year of the HPS/FAP participation in the course of study regardless of whether the Selected Reserve assignment was

FUNERAL HONORS DUTY		B (8)	B (8)	B (8)	B (8)	B (8)	B (8)	B (8)	B (8)		
OTHER	Member Points	A	A	A	A	A	A	A	A	A	A
ANY	Training Attachment Authorized (9)	Y	Y	Y	Y	Y	Y	Y	Y	N	N

LEGEND:
A = POINTS ONLY
B = PAY AND POINTS
Y = YES
N = NO
NUMBERS IN PARENTHESIS REFERENCE NOTES
NOTES:
1. Teleworking is authorized as a method to perform AT, ADOS and Inactive Training; however, this method must receive prior approval from the reservist's unit or RIO detachment commander (or designee). **(T-2)** Place the statement "Training to be accomplished by teleworking" in the remarks section of the AF Form 40A, *Record of Individual Inactive Duty Training*, or AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*.
2. Approval authorities must approve RPA funded ADOS requiring travel, only when the tour is absolutely necessary. **(T-2)**
3. Reservists providing ADOS through Limited EAD or VLPAD programs in accordance with DAFMAN 36-2032, *Military Recruiting and Accessions*, or DAFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) For Air Reserve Component (ARC) Service Members and the Career Intermission Program*, are assigned to RegAF Personnel Accounting Symbol codes and manpower positions based on an application (i.e., AF Form 125, *Application for Extended Active Duty with the United States Air Force*), and active duty agreement in accordance with 10 USC § 12311, *Active Duty Agreements*; however, these members have active duty service commitments in accordance with AFMAN 36-2100, *Military Utilization and Classification*, Chapter 4, and are reported to the Defense Manpower Data Center as IMAs.
4. Must be approved in advance by centrally managed IR's unit or RIO detachment commander (as appropriate). **(T-2)**
5. Must be approved in advance by their unit of attachment and AFRC/SG. **(T-2)**
6. Members may earn pay and points while preparing or presenting an aerospace instructional or educational course for Civil Air Patrol.

	Additional Flying and Flight Training Period												
	Training Period			A	A	A	A	A	A				
	Teaching Activities							A					
	Flight Training							A					
	Instructor Duty and Preparation			A	A	A	A	A					
	Special Projects/ Training (6)			A	A	A	A	A	A				
EDUCATION	Professional Military Education Seminar Programs			A	A	A	A	A	A				
	Advanced Distributed Learning Courses			A	A	A	A	A	A				
FUNERAL HONORS (7)				B	B	B	B	B	B	B		B	B
OTHER	Member	A	A	A	A	A	A	A	A	A	A	A	A
ANY	Training Attachment Authorized (8)	N	N	Y	Y	Y	Y	Y	Y	N	N	N	N

LEGEND:
 A = POINTS ONLY
 B = PAY AND POINTS
 C = PAY ONLY
 Y = YES
 N = NO
 NUMBERS IN PARENTHESIS REFERENCE NOTES
NOTES:
 1. Category E reservists may earn pay and points for serving as members of Nonparticipating and Participating Reserve promotion boards.
 2. Members in Reserve Section codes MT and MX may perform up to a maximum of 12 calendar days of non-paid Other Training Day (Special Tours), ADOS, AT, or a combination of these per retention/retirement year. The reservist must reside within the corporate limits of the training site; no travel pay or per diem is authorized. **(T-2)**
 3. Officers commissioned via the AFROTC and assigned to the Obligated Reserve Section - RC who participate in the Interallied Confederation of Reserve Officers military competition receive pay, points, and credit towards their Total Active Federal Military Service date. ARPC's Points Management Branch (ARPC/DPTSP) will prepare an ARPC Form 168, *Computation for Points and Satisfactory Service Credit Summary*. **(T-1)**
 4. These members perform 1-day muster duty or 2 to 3 calendar days of AT to accomplish their annual screening requirements. Members performing the 2 or 3 calendar days of AT may earn active duty pay and points. Until 30 September 1991, reservists performing 1-day muster duty were authorized active duty pay and points. Reservists performing 1-day muster duty on or after 1 October 1991 are authorized muster pay, but no points.
 5. Mandatory 5-day AT for half stipend program candidates electing Reserve Service Obligation payback in Individual Ready Reserve. No more than a total of 12 calendar days of active duty per FY.
 6. Special projects and training aid in completing a mission; however, reservists assigned to the Participating Individual Ready Reserve require approval of their AFR Commander. Teleworking can also be authorized.
 7. Reservists assigned to the Participating Individual Ready Reserve document Funeral Honors Duty (see **Chapter 7**) via ADOS order or AF Form 40B.
 8. The commanders of the units of assignment and attachment must approve. **(T-2)**

Table 2.3. Training, Pay, and Point Activities (Standby and Retired).

Training Category		D					C		N		RETIRED	
Designators		NA					EMPLOYEE		INACTIVE		RESERVE	
TYPES OF TRAINING		NONOBLIGATED UNITS AND PROGRAMS					Reserve Section		Section		RETIRE	
		OBLIGATED Nonaffiliated Reserve Section					Nonaffiliated		INACTIVE		RESERVE	
		Reserve Section					Reserve Section		List Reserve			
		NC (see note 1)					Reserve Section		Section			
		Nonaffiliated					Nonaffiliated		Section			
		Reserve Section					Reserve Section		Section			
		NB					Reserve Section		Section			
		OBLIGATED					Reserve Section		Section			
		Nonaffiliated					Reserve Section		Section			
		Reserve Section					Reserve Section		Section			
		NA					Reserve Section		Section			
		NONOBLIGATED UNITS AND PROGRAMS					Reserve Section		Section			

	Training Activities	1	2	3	4	5	6
ACTIVE DUTY	Active Duty for Training/Active Duty for Operational Support (School and RPA Tours)			A (1)	A (1)		
	Annual Training			A (1)	A (1)		
INACTIVE DUTY	Training Period			A	A		
	Instructor Duty and Preparation (2)			A	A		
	Special Projects/Training (3)			A	A		
EDUCATION	Professional Military Education Seminar Programs			A	A		
	Advanced Distributed Learning Courses			A (4)	A		
OTHER	Membership Points	A	A	A	A		
ANY	Training Attachment Authorized (5)	N	N	Y	Y	N	N

LEGEND:

A = POINTS ONLY

B = PAY AND POINTS

C = PAY ONLY

Y = YES

N = NO

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. Reservists assigned to Reserve Section codes NC and ND may perform up to a maximum of 12 calendar days of non-paid active duty for training, ADOS, AT, or a combination of these per calendar year. The reservist must reside within the corporate limits of the training site (i.e., no

travel or per diem can be authorized). (T-2) However, for a member to earn a good year for retirement they must earn 50 points. (T-2)
2. Reservists may earn points while preparing or presenting an aerospace instructional or educational course for Civil Air Patrol.
3. Special projects and training aid in completing a mission; however, IRs must obtain their unit or RIO detachment commander's approval. (T-2)
4. An officer retained beyond the mandatory separation date, who has 18, but fewer than 20 satisfactory years of service, may earn retirement points for Advanced Distributed Learning courses.
5. The commanders of the units of assignment and attachment must approve. (T-2)

Table 2.4. Establishment of Retention/Retirement Year or Anniversary Year.

RULE	A	B	C
	If reservist is assigned	and assignment is from	then retention/retirement year begins (see notes 1, 2, and 3)
1	on or before 1 July 1949	an active Reserve status	on 1 July 1949.
2	on or between 2 July 1949 and 30 September 1995	an active Reserve status (3)	the date member is placed on active Reserve status.
3		an active component or inactive status (4)	the date member returns to an active Reserve status.
4	after 1 October 1995	initial entry into uniform service	upon initial entry into uniform service.

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. If a retention/retirement date is incorrect, ARPC/DPTSP corrects the error by changing the date and realigning points.
2. The year of service for retention/retirement begins on 1 day of 1 year and ends on the day before the anniversary of the next year (both dates inclusive). EXAMPLE: 1 July to 30 June.
3. The MPS should contact ARPC/DPTSP for assistance to establish the new retention/retirement date.
4. For the purposes of this table, inactive status consists of: Inactive Status List Reserve Section, Inactive National Guard, Retired Reserve, temporary disability retirement list, and Obligated Reserve Section (RC) assignments, discharge (i.e., civilian status), and service academy appointments. Any of these statuses constitutes a break in service.

Chapter 3

INITIAL ACTIVE DUTY FOR TRAINING

3.1. IADT.

3.1.1. For non-prior service persons who are qualified for induction for active duty (generally male citizens and resident aliens between the ages of 18 1/2 and 26 years of age) and who are not under orders to report for induction under the Military Selective Service Act, IADT will be for a period as provided in 10 USC § 671, *Members Not to be Assigned Outside United States Before Completing Training*, to commence, insofar as practical, within 270 calendar days after the date of enlistment pursuant to 10 USC § 12103, *Reserve Components: Terms*. For all other enlistees and inductees, the period of IADT will commence, insofar as practical, within 360 calendar days after entry into the service, except that in time of war or national emergency declared by Congress or the President, basic training (or its equivalent) will be for a period of not less than 12 weeks pursuant to 10 USC § 671(b). **(T-0)**

3.1.1.1. A non-prior service enlistee will perform IADT of no less than 12 weeks. **(T-2)** This may take place over consecutive calendar days or there may be a split training option where the reservist may be returned home and removed from IADT after completion of Basic Military Training or Total Force Officer Training. **Note:** For the purpose of this manual, non-prior service is defined as any reservist who has no prior military service, who has not completed IADT or its equivalent, and enlisted directly into a military service.

3.1.1.2. Periods of basic training or equivalent training shorter than 12 weeks may also be established for members who have been credentialed in a medical profession or occupation and are serving in a healthcare occupational specialty pursuant to 10 USC § 671(c).

3.1.2. The MPS will publish an IADT order as early as the time of enlistment but not later than 60 calendar days before the reporting date. **(T-1)** The MPS must cite 10 USC § 12103 as the authority. **(T-0)** The 60 calendar days are for publication of an IADT order, not for accessing the reservist. The MPS must establish the reservist's MILPDS record within 5 working days after enlistment and the non-prior service reservist's pay date will equal the first day of participation (e.g., training period) for pay. **(T-1)**

3.1.3. Enlistment Options:

3.1.3.1. Non-commissioning program Split Training Option is available to meet AFR's end strength goals when sufficient amount of Basic Military Training quotas are available but without immediate follow-on technical training class dates; or, when in the best interest of applicant and AFR (e.g., member attending college, or work/personal conflicts with long-term IADT). The approval authority is wing commander.

3.1.3.2. Non-commissioning program enlistments without Basic Military Training option is authorized only when there are insufficient Basic Military Training and/or Technical Training quotas and will be administered with AFRC/A1 coordination and AFRC/CD approval. **(T-2)**

3.2. Responsibilities for IADT.

3.2.1. The AFRC/A1KE, in concert with 367 RCG and AFRC FMs, determines the program requirements and student flow for Basic Military Training and Technical Training. Only AFRC, not subordinate units, may communicate directly with course owners (e.g., Air Education and Training Command (AETC), Air Combat Command). Annually, AFRC verifies and projects trained personnel requirements by AFSC, for the current and following 2 years, and identifies and processes requirements by AFSC according to guidance received from the AETC Director of Operations (AETC/DO) and/or AF/A1.

3.2.2. The Enlisting Unit must:

3.2.2.1. Not enlist an applicant if the training outlined above is not possible. **(T-2)** Send the recruiting quotas back to AFRC with a letter of explanation.

3.2.2.2. Place reservists awaiting IADT in IDT status in accordance with **Table 2.1** to validate they meet the applicable fitness standards within 30 calendar days of being ordered to active duty. **(T-2)** For new enlistees projected to attend Basic Military Training, the enlisting unit must delay IADT if a reservist fails to meet standards. **(T-2)** Reference DAFMAN 36-2905 Chapter 3 for fitness assessment standards. Enlistees failing to meet those standards upon arrival may result in immediately being processed for entry-level separation in accordance with DAFI 36-3211, *Military Separations*. For new enlistees projected to attend Total Force Officer Training, the enlisting unit must conduct a fitness assessment and delay IADT if reservists fail to meet standards. **(T-2)**

3.2.2.3. Immediately upon enlistment, begin processing the reservist for the appropriate security clearance required for training and/or unit of assignment. **(T-2)**

3.2.2.4. Accomplish uniform item issue. **(T-2)** Reference DAFI 36-3012 for further guidance.

3.2.3. Substandard Performance While on IADT.

3.2.3.1. Reservists will be released and processed for court martial or discharge from Technical Training but retained in an IADT status and returned to their designated unit for discharge processing. **(T-2)** Reference DAFI 36-3211 and DAFI 51-201 for court martial or discharge processing.

3.2.3.2. If a reservist commits an offense that demonstrates substandard performance, the reservist's commander may initiate UCMJ or administrative discharge action in accordance with DAFI 36-3211 and DAFI 51-201. If UCMJ or discharge action is initiated, the unit of attachment will notify the unit of assignment and conclude UCMJ or discharge processing. **(T-1)** If the unit of attachment returns the reservist to the unit of assignment for processing and action, the unit of attachment must publish orders relieving the reservist from attachment and directs her or him to the assigned servicing MPS, at which time the reservist reverts to inactive status. **(T-1)**

3.2.3.3. Upon a reservist's elimination from Technical Training, the commander's options are:

3.2.3.3.1. Reclassification. AFRC/A1KE is the OPR for reclassifying reservists into another AFSC. The commander can request a training line number (TLN) for the new AFSC, if AETC concurs. When possible, accomplish reclassification actions before the

reservist leaves the Technical Training location. The AFRC Technical Training liaison assists in this situation.

3.2.3.3.2. Administrative Discharge. Commanders should contact the applicable Career Development Element (FSMPD) when discharging reservists in accordance with DAFI 36-3211.

3.3. Personal Hardship While on IADT. The unit and/or RIO detachment commander may initiate action to relieve reservists from IADT and discharge them for personal hardship. The commander may also relieve the reservist from Technical Training without relieving them from IADT and return them to their designated unit. Upon resolution of the personal hardship, the applicable Education and Training Testing Element coordinates with AFRC/A1KE to facilitate the return of the reservist to the appropriate Technical Training. If return to the appropriate Technical Training is not possible, the reservist must undergo reclassification or be discharged. **(T-2)**

3.4. Retention on IADT. The unit of attachment commander may involuntarily retain the reservist on IADT beyond the planned time span without the reservist's consent.

3.4.1. Unit must retain reservists on IADT when scheduled for a later Technical Training start date through no fault of their own, AETC is unable to provide training on some 3-level tasks, or for other reasons required by law. **(T-2)**

3.4.2. When retaining a reservist beyond the end date specified on the IADT order, the MPS at the unit of assignment will amend the order to extend the IADT. An IADT order cannot be extended once the enlisted reservist has been awarded a 3-skill level. **(T-2)**

3.4.3. Unit will retain reservists in an IADT status when they are undergoing disability evaluation, are receiving ongoing medical treatment, or identified as having a disqualifying condition that is notated on an AF Form 422, *Notification of Air Force Member's Qualification Status*, or AF Form 469 in accordance with DAFMAN 48-123 and the associated MSD. **(T-2)** Unit will retain reservists in an IADT status until final disposition of their medical condition, disability evaluation, or the disqualifying condition has been cleared by appropriate medical authority. **(T-2)**

3.5. Hospitalization and Disability. Reservists receive the same medical care as active component (AC) Airmen during IADT. A reservist receives pay and allowances while undergoing medical treatment or hospitalization, including processing in accordance with AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. AFI 36-3212 contains requirements for evaluating a reservist on IADT who may have a physical defect that interferes with their availability for worldwide service (refer to DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation Pay (INCAP) Pay*).

3.6. Master Personnel Record.

3.6.1. ARPC will electronically maintain the Master Personnel Record for reservists in an IADT status. **(T-1)**

3.6.2. The unit of assignment will electronically maintain the field personnel record. **(T-2)** When the reservist is in an IADT status, the unit of assignment will send the field personnel record and 25 copies of the IADT order to the MPS at the unit of attachment. **(T-2)** DAFI 36-2608 covers distribution of records.

3.7. Procedures for Catastrophic or other Extreme Events. Refer to Chapter 8 of this DAFMAN.

3.8. Release From IADT.

3.8.1. Unit will release enlisted reservists after award of the 3-skill level. **(T-2)** Do not release reservists from IADT unless they meet medical standards for retention in accordance with DAFMAN 48-123 and the associated Mission Design Specific, have a Department of Defense Form (DD Form) 2697, *Report of Medical Assessment*, completed in accordance with DAFMAN 48-123, and have no ongoing medical conditions which would interfere with performance of their duties. **(T-2)** Reservists completing Basic Military Training and Technical Training with:

3.8.1.1. More than 6 calendar days to complete the minimum 84 calendar days of IADT, will return to their unit of assignment unless otherwise specified in the tour order, for on-the-job training. Release reservists upon IADT completion. **(T-2)**

3.8.1.2. Less than 7 calendar days to complete the minimum 84 calendar days of IADT, will be held at the unit of attachment and released after completion of the IADT. **(T-2)**

3.8.2. The servicing MPS of the unit of attachment must publish an order in accordance with AF Form 938 for reservists released from their IADT for reasons other than the normal completion. **(T-2)** Send five copies to the servicing MPS at the unit of assignment.

3.8.3. The MPS servicing the unit that ends the IADT must either complete or arrange for the entire separation processing of the reservist. **(T-2)** Before release of the reservist from IADT, ensure a thorough review of the reservist's health records.

3.8.4. The servicing MPS for the unit of assignment issues the DD Form 214, *Certificate of Release or Discharge From Active Duty*, in accordance with this chapter, DAFI 36-3211, and AFI 36-3202, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*. The completion date for the IADT is when the reservist returns to the place of entry. **Note:** For reservists performing IADT via Split Training Option, the DD Form 214 is completed upon award of 3-level or release from IADT after 90 calendar days or more. The DD Form 214 should reflect time spent in Basic Military Training within the Remarks section of the form. Include all active duty (e.g., authorized travel days) on the DD Form 214. The 802d Force Support Squadron accomplishes the DD Form 214 for reservists who fail to complete Basic Military Training.

Chapter 4

INACTIVE DUTY TRAINING

4.1. Crediting IDT. A reservist may not perform inactive duty and active duty on the same day. **(T-0)** Reference the Joint Travel Regulations for IDT travel entitlements outside normal commuting distance. The types of IDT are:

4.1.1. Training Period (TP). A period of training, duty, or instruction. A paid TP must be at least 4 hours but can be longer based on the discretion of a reservist's unit or RIO detachment commander (or designee). **(T-0)** A non-paid (i.e., points-only) TP is typically 4 hours in duration but no less than 2 hours if training is interrupted for unusual (e.g., inclement weather) circumstances. This exception is only to be used for unusual circumstances (not for reservist's needs) and is not to be used indiscriminately. The waiver cannot be authorized when accumulation of time is used for a points-only TP. **(T-0)**

4.1.2. Unit Training Assembly (UTA). A planned period of training, duty, instruction, or test alert completed by an AFR unit.

4.1.3. Equivalent Training (ET). A TP accomplished in place of a missed UTA or TP. A reservist may not be paid for more than 4 periods of ET performed during a FY. **(T-0)**

4.1.4. Additional IDT periods (as specified by DoDI 1215.06) are authorized training in excess of statutorily prescribed training.

4.1.4.1. An ATP is another category of IDT that is intended for use by units, components of units, and individual reservists and is also intended for accomplishing additional required training. Commanders need to consider statutory funding requirements prior to approving ATPs. Each FY a reservist cannot exceed 36 ATPs and no more than a combination of 72 ATPs and RMP in accordance with DoDI 1215.06. **(T-0)**

4.1.4.2. An AFTP can only be authorized for an aircrew member with an active flying aeronautical order, to conduct aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness. AFTPs may also be authorized for an aircrew member with an active flying aeronautical order, to perform or support required ground and flying training, simulator training, and other MAJCOM required readiness training.

4.1.4.2.1. AFTPs will not be in addition to the ATPs described in [paragraph 4.1.4.1](#) of this manual.

4.1.4.2.2. The number of AFTPs will not exceed 72 each FY for any aircrew member, unless specifically authorized by the Secretary of the Air Force in accordance with DoDI 1215.06. **(T-0)** The combination of ATPs, AFTPs and RMPs for aircrew members will not exceed 84 in a FY. **(T-0)**

Training periods authorized in excess of the unit's training will not be used for augmenting missions and must provide legitimate training opportunities required to meet readiness levels; however, the Secretary of the Air Force must provide a waiver to permit up to 96 additional IDT periods for an aircrew member in a FY. **(T-0)**

4.1.4.2.3. An Additional Ground Training Period (AGTP) is a subset of AFTP and counts against the 72 AFTP limitation. AGTPs are authorized to conduct aircrew specific ground training to attain and maintain aircrew currencies and sustain required readiness. Some examples include, but not limited to, flight physicals, aircraft systems training, physiological training, periodic testing, and supervisor of flying.

4.1.4.3. Readiness Management Period (RMP). An RMP is intended for use by a drilling reservist who is not an ART to support the following functions in preparing their unit for training: the ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions. RMPs are not to be used to satisfy a reservist's training requirements. **(T-0)**

4.1.4.3.1. Priority for the performance of RMP will be given to reservists who are not ARTs. **(T-0)** An ART may not be placed in a civil service leave status in order to perform duty in RMP status. **(T-0)** Additionally, an ART may not perform in an RMP status to accomplish activities that are within the normal requirements and workload of the ART's civil service job description. **(T-0)**

4.1.4.3.2. The number of RMPs performed in a FY by any reservist will not exceed 36 and not more than one RMP (with a minimum 4-hour duration) will be performed by an individual in 1 calendar day in accordance with DoDI 1215.06. **(T-0)** RMPs cannot be performed in conjunction with other additional IDT periods (e.g., ATPs, AFTPs). Except for aircrew members, the combination of additional IDT periods cannot exceed 72 in a FY for each reservist. **(T-0)**

4.1.4.3.3. RMPs may not be used as a substitute for completion of FY statutory IDT requirements. **(T-0)**

4.1.4.3.4. Missed RMPs are not coded as excused or unexcused.

4.1.4.3.5. Travel days are not authorized for an RMP.

4.2. IDT Authorization.

4.2.1. All IDT must comply with the below items:

4.2.1.1. Supervisors must ensure IDT periods have advance written authorization from the reservist's AFR unit or RIO detachment commander or designated representatives. **(T-2)** Block III of the AF Form 40A, requires a signature. AFTP advanced authorization will be accomplished via the flight authorization or automated systems (i.e., Air Reserve Component Network (ARCNet) or UTAPS). **(T-2)**

4.2.1.2. Supervisors must ensure appropriate and adequate training is provided. **(T-2)** Supervisors will work with IRs to develop and approve a schedule of IDT periods no later than 15 August for the upcoming FY, taking into consideration the training period limitations for the reservist's category as stated in [Table 1.1](#). **(T-2)** This projected schedule serves two purposes: 1) to allow obligation of RPA funding against annual IDT schedule; and 2) to facilitate tracking of satisfactory/unsatisfactory participation. Supervisors must approve all IDT periods for IRs in advance and in writing, with an information copy to the applicable commander or Unit Reserve Coordinator, prior to the IR performing any IDT period. **(T-2)**

4.2.1.3. Supervisors must ensure IDT periods are performed for pay and points or points-only as a reservist without pay from another United States (US) government source (i.e., no dual compensation). **(T-1)** Dual compensation doesn't include a member of the federal civil service on paid leave.

4.2.2. IDT performed for pay must prepare a reservist for mobilization. Authorized IDT activities are shown in **Table 2.1.**, **Table 2.2.**, and **Table 2.3.** The certifying official will document all IDT on a mechanized AF Form 40, *Authorization for Inactive Duty Training*, or an AF Form 40A. **(T-2)**

4.2.2.1. IDT while on Reserve Component Maternity Leave (RCML). A covered Service member is entitled to compensation at the rate of 1/30 of the basic pay authorized for a Service member entitled to basic pay in accordance with 37 USC § 204, *Entitlement*, of a corresponding grade and longevity (as computed for purposes of entitlement to basic pay) for each period, not to exceed 12 periods, during which the covered member is on RCML (reference DAFI 36-3003).

4.2.3. Generally, travel pay and other entitlements are not authorized for travel to or from the place of IDT except under specific authorization by AFRC.

4.2.3.1. AFRC must publish IDT outside normal commute distance guidance on or about 1 January every year which authorizes limited travel reimbursement for specific reservists on a year-by-year basis. **(T-1)** Travel entitlements authorized for IDT being performed at "Other Than Home Station" should be rare and only when mission dictates.

4.2.3.2. Reservists, except for aircrew performing flight duty, are not authorized to perform travel (to include contingency, exercise, and deployment orders) while in IDT status.

4.2.4. Only reservists in authorized flying positions will take part in aircrew flying training activities. **(T-1)**

4.2.5. IDT can be performed in conjunction (separate but consecutive/"back-to-back") with AT, OTD or ADOS. However, under no circumstances should active duty be in conjunction with IDT for the sole purpose of providing travel expenses to the IDT location. Commanders and supervisors must ensure all active duty performed in conjunction with IDT can be substantiated by a valid support or training requirement. **(T-1)**

4.2.6. Overseas IDT. Reservists assigned/attached to continental United States units may not perform IDT outside Continental United States and its territories, states, and possessions or Guantanamo Bay Naval Station, Cuba. **(T-2)**

4.2.6.1. Reservists who reside within the US and its territories and possessions may not perform IDT Outside the Continental United States and its territories and possessions or Guantanamo Bay Naval Station, Cuba, unless assigned/attached to a unit that is outside the US and its territories and possessions or Guantanamo Bay Naval Station, Cuba. **(T-2)**

4.2.6.2. A reservist who resides Outside the Continental United States will perform IDT in the US and its territories and possessions or the country in which they are assigned/attached or in the country in which they reside. **(T-2)**

4.2.6.3. Reservists must be in a duty status during the entire period at the Outside the Continental United States location. **(T-2)** IDT periods must not be performed in areas of hostile fire or imminent danger in accordance with DoDI 1215.06. **(T-0)**

4.2.6.4. If departing Continental United States in IDT status, the reservist must convert to civilian status (ARTs only) or active duty status prior to landing outside the Continental United States anywhere other than US territories, states, and possessions. **(T-2)** In-flight duty status conversions to active duty status are permitted in accordance with scheduling documents (e.g., AF Form 938). Aircrew personnel will not have more than one duty status conversion in 1 crew duty day or 1 calendar day for non-aircrew personnel. **(T-2)** Complete AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, in accordance with applicable AF and local directives. Include separate lines to record the flying time accomplished in each duty status.

4.3. Constructively Present. Reservists assigned to the Selected Reserve and in an ADOS status will be considered constructively present for scheduled training, regardless of whether they are physically present or not. **(T-2)** If agreed upon by both the AFR commander and RegAF commander as a condition of approving a reservist for non-contingency ADOS tour, reservists may attend unit support mission training, and/or unit mission certification training. The RegAF unit and the functional manager must maintain approved documentation prior to the start of the ADOS-AC tour. These members will not receive additional pay, points, or other compensation for supporting unit mission training requirements, participating in mission certification training while on long term ADOS. **(T-2)** Reservists receive credits for being in an active duty status so the reservists cannot receive additional compensation or retirement point credit for participating in training when they ordinarily would have been in an IDT status during a period of ADOS. **(T-2)** If the supporting and supported commander (or equivalent) do not reach an agreement prior to beginning the tour, the AFR commander will decide if they will allow the member to be placed on an ADOS status. **(T-2)** Reservists assigned to the Selected Reserve must be released by the AFRC/CD to provide ADOS through Limited EAD or VLPAD programs, and they cannot be required to attend IDT while assigned to RegAF positions. **(T-2)** Reference DAFI 36-2008 and DAFMAN 36-2032 for details on ADOS and VLPAD.

4.4. Authorizing Official. The authorizing official for IDT is the commander or a representative designated in writing.

4.5. Scheduling IDT.

4.5.1. No later than 15 March, unit commanders will prepare a schedule of UTA for the next FY. **(T-2)** Commanders may authorize up to a maximum of 16 training periods per quarter (or 48 TPs per quarter if rescheduling due to pregnancy), not to exceed 48 TPs per FY. AFRC NAF commanders may approve an exception to this policy. The commander may extend an IDT period beyond the normally scheduled time to meet mission needs.

4.5.2. Training Flight or Team. Unit commanders must approve an alternate training location for a flight or team and publish a training order or rescheduling memorandum before the date of the UTA. **(T-2)** The order or memorandum must list every member on the flight or team, specify who is supervising the training, and specify who is certifying attendance.

4.6. UTA Schedule Reports. AFRC Wing, or Group as applicable, commanders must submit a consolidated schedule for their assigned units, through the servicing MPS to their NAF commander for approval no later than 15 May for the next FY. **(T-2)**

4.6.1. A Wing or separate unit organized and trained to serve as a unit when mobilized may be divided into flights or teams. The flight commander or Airman in charge of a team may schedule a UTA to permit better use of equipment or facilities, or to train with another unit.

4.6.2. The wing, or group as applicable, commander must submit notification of changes to the master schedule to the MPS, for applicable NAF commander approval no later than 90 calendar days before the proposed date. **(T-2)** Forward an information copy of all changes involving AFRC airlift to the functional OPR.

4.7. Rescheduling IDT. Unit commanders may reschedule IDT for the entire unit, team, or a reservist. Commanders should use discretion and sound judgment in employing this option and cannot use rescheduled training as a substitute for ET (reference [paragraph 4.10](#)). **(T-2)** Training performed during the rescheduled IDT should benefit individual and unit training as well as unit readiness to the same extent as the originally scheduled IDT. At a minimum, Commanders must clearly document the rescheduled training is as effective for the reservist and unit readiness as the originally scheduled training. **(T-2)** The training flight order or the remarks section of the Form 40 or Form 40A must contain the statement, "Rescheduled IDT provides the same type and quality of training as the originally scheduled IDT." **(T-2)** Each commander will keep all related participation documents to support excused and unexcused absences and rescheduled IDT. **(T-1)**

4.7.1. Requests to reschedule IDT must be approved in advance (i.e., not after the fact) and documented on a training flight order or Form 40A. **(T-2)** Rescheduling should be in the best interest of mission accomplishment. Its primary purpose is not for personal convenience. A decision to reschedule may be based on mission needs, training opportunities, and the reservist's availability. Rescheduled training may be performed at any time during the same FY within the limitations of [paragraph 4.5.1](#). AFR unit or RIO detachment commanders (or designee) may approve the rescheduling of an IDT period based on the reservist's submission of adequate justification at least 30 calendar days prior to the originally scheduled IDT period. **Note:** Commanders may excuse missed IDT or approve ET in accordance with [paragraph 4.14.2](#).

4.7.2. A unit cannot reschedule a reservist's IDT after a reservist is no longer assigned to the unit. **(T-2)** Example 1: UTA is scheduled for 2-3 October, and a member's reassignment, retirement, or separation is projected to be effective 2 October. The member requests to reschedule 3 October IDT period to 1 October; this is not authorized. Example 2: Reassignment, retirement, or separation of a member is projected to be effective 21 June. The member wants to reschedule July, August, and/or September IDT periods to be performed prior to 21 June; this is not authorized.

4.7.3. A unit cannot reschedule a reservist's UTA that were scheduled before a reservist was assigned to the Selected Reserve (i.e., a Reservist is not authorized participation privileges before their effective assignment date). **(T-2)** Example: A reservist assigned in December is not allowed to reschedule October and November UTAs, which were prior to effective gain date to the unit.

4.8. Training Attachments. To best meet training goals, a reservist (other than one assigned to a General Officer position) may be attached for duty to other than the unit of assignment, provided the reservist can be trained in the applicable duty AFSC. For centrally managed IRs, the applicable AFR unit or RIO detachment commander (or designee) implements the decision of the AFRC FMs.

4.8.1. In most cases, IDT takes place at the unit of assignment or attachment. To enhance unit readiness or support a mission need, a unit or part of a unit (e.g., individuals) may be sent to an alternate training site, if adequate facilities or equipment are not available at either the unit of assignment or unit of attachment. Assign most IRs to a single training location where all training (e.g., AT, IDT) is conducted. Regardless of training location, the reservist may be mobilized to the position to which they are assigned. The Single Training Location may be within the same command that has the manpower need or within another command. The applicable AFR unit or RIO detachment commander (or designee) makes the final decision as to the location of the Single Training Location. In those cases where the Single Training Location policy is not feasible, IRs may, at the discretion of the applicable AFR commander, perform IDT at an attached location, and perform AT and mobilization requirements at the assigned location.

4.8.2. The unit of assignment gives the unit of attachment sufficient information about the reservist's mobilization duties so that training may be structured to allow for the performance of those types of tasks. The commander of the unit in which training is desired approves the request for such training in writing. The memorandum should describe available training and state whether there is any objection to the reservist's training with the unit. The memorandum is then sent to the reservist's immediate commander who approves or disapproves the request. If a reservist is attached to another unit for training, the unit of assignment authorizes the unit of attachment to prepare an AF Form 40A. In this case, the "Authorizing Activity" shown on the form is the unit of attachment, and the "Organization" is the unit of assignment. Write "Training Attachment" in parenthesis in Item 10, Training Unit of Activity. Units must include three signatures on the AF Form 40A; the reservist taking part in the training, the official authorizing the training, and the certifying official (commander or person, military or civilian) who supervised the training for the dates and periods accomplished), and must send a copy of the AF Form 40A to the unit of assignment after the training is performed for appropriate action. **(T-2)**

4.8.3. Approval Authority for Training Attachments.

4.8.3.1. The unit commander must approve a training attachment before the training begins. **(T-1)** The unit of assignment must publish an assignment/attachment order to include reporting official, unit of attachment and unit of assignment, and duration of attachment. **(T-1)** Attachment cannot normally exceed 6 months.

4.8.3.2. For IRs, the IR's RIO detachment commander and the unit of attachment commander must approve training attachment before the training begins. **(T-1)** For centrally managed IRs, the IR's RIO detachment commander must obtain concurrence of the reservist's AFRC Career Field or MAJCOM Functional Manager. **(T-1)**

4.8.4. If a reservist is attached to a non-AF agency, the reservist's unit of assignment provides the attached unit with instructions for preparing AF Form 40A.

4.8.5. Reserve component members of other US armed services will be attached for training with an AFR unit, under the following conditions:

4.8.5.1. Proper training is not reasonably available in their own component but is available in an AFR unit. **(T-3)**

4.8.5.2. The commander of the unit in which training is desired approves a request for the training in writing. The commander must include a statement relative to the type of available training for requests that are approved. **(T-1)** Process approved applications according to the requirements of the individual's service.

4.8.6. With the concurrence of both commanders, a member of an AFR unit may be attached to another AF unit that is equipped with similar aircraft or performs a similar mission.

4.8.7. Centrally managed IRs must be attached for training to an AF unit upon the AFRC Career Field or MAJCOM Functional Manager's approval and IR's AFR unit or RIO detachment commander implementation. **(T-2)**

4.8.8. Do not designate a Military Advisory Assistance Group as a unit of attachment.

4.9. IDT Period Duration. The length of each IDT period should coincide with the local duty hours. A paid IDT period is based on a 4-hour minimum for the award of one point, not to exceed two points per calendar day. Each reservist must be present for duty at the start of each training period. **(T-1)** The 4-hour period does not include meal breaks. Points-only IDT periods should not be less than 4 hours but can be as little as 2 hours if training is interrupted for unusual (e.g., inclement weather) circumstances.

4.9.1. AFR unit or RIO detachment commanders may designate activities for which reservists may accumulate time spent (over 1 or more calendar days) until reaching the 4-hour standard for one point. However, the cumulative method of time accounting can only be used for a maximum of 16 paid TPs per retention/retirement year.

4.9.2. Reservists performing IDT on a mid-shift basis (shift starts 1 calendar day and ends on the next calendar day) will earn two points for completing 8 or more consecutive hours of IDT in a 24-hour period. **(T-2)** Firefighters and others performing 24-hour shifts are an exception. Shifts exceeding 12 hours must have unit commander approval. **(T-2)**

4.9.3. Reservists will earn one non-pay point for completing a routine physical examination during other than regularly scheduled IDT. **(T-2)** Reservist found not qualified for duty under a special physical examination given during a scheduled IDT period will earn credit for one training period. **(T-2)**

4.10. ET. Commanders may approve ET for individuals to make up training missed due to an excused absence from a scheduled IDT period. The following policies apply to ET:

4.10.1. ET is appropriate when the criteria specified for rescheduled training cannot be met. Commanders must ensure ET is performed after the missed IDT period. **(T-2)**

4.10.2. The training furnished during ET should meet at least the minimum standards set up for the reservist's AFSC and duty position. The training should be relevant to the reservist's assigned duties.

4.10.3. In accordance with 37 USC § 206, paid ET is subject to the following limitations:

4.10.3.1. A maximum of four paid ET periods may be performed in a FY. **(T-0)**

4.10.3.2. ET is performed in the same FY as the missed IDT period. ET not performed remains excused.

4.10.3.3. Commanders must set up local procedures to track the number of ET periods to prevent a reservist from exceeding the maximum of four paid ET periods in a FY. **(T-0)**

4.11. Flying Training. AFTPs and AGTPs are entered in UTAPS by the aircrew member. If entered by another person, an AF Form 3956, *Report of Inactive Duty Training Performance – AGTP/AFTP (USAFR)*, with the aircrew member's signature, will be used and maintained as source documentation. **(T-2)** Units must ensure:

4.11.1. AFTP is limited to reservists on active flying status (e.g., non-flying Medical Service Corps officers may not perform AFTPs). **(T-2) Note:** Inactive flight surgeons may be authorized to fly and log time without Aviation Incentive Pay (AvIP) on a noninterference basis with unit training and flying schedules in accordance with DAFMAN 11-401, *Aviation Management*.

4.11.2. Each period must be at least 4 hours in duration and cannot be used in place of an IDT period or ET. **(T-2)** Training must be completed after 4 hours or upon completion of mission, whichever occurs later. **(T-2)**

4.11.3. No more than one half of the authorized AFTP per FY may be for the performance of AGTP. **(T-2) Exception:** Formal Training Units may perform no more than three quarters of the authorized AFTP per FY as AGTP. **(T-2)**

4.11.4. Training mission is confined to US territories and possessions. In-flight duty status conversions to active duty are permitted in accordance with scheduling documents such as an AF Form 938. No more than one duty status conversion may be made in one crew duty day. **(T-2) Note:** See AFRCMAN 36-104, *Air Reserve Technician Time and Attendance*, for additional requirements for ARTs.

4.11.5. Pay for more than two training periods in one-calendar day is not authorized. **(T-2)**

4.11.6. Except as noted below, flight time for each AFTP must be logged in an aircraft or simulator in which the member is obtaining or maintaining qualification. **(T-2)** Flying or simulator/Flight Training Device time must be logged within each 4-hour period. **(T-1)**

4.11.6.1. Flight Surgeons, aeromedical evacuation crewmembers, combat rescue officers, and pararescue aircrew universally qualified in multiple aircraft will perform AFTP in any aircraft in which they maintain qualification. **(T-2)**

4.11.6.2. Aircrew certified and performing flight examiner duties may perform AFTP.

4.11.6.3. while administering flight/ground evaluations in aircraft they are not qualified.

4.11.6.4. Aircrew members assigned to unit tactics offices may perform AFTPs on any aircraft when required to perform observation flights as part of a MAJCOM tactics program.

4.11.6.5. Key supervisors, identified by DAFMAN 11-401 (e.g., wing and group commanders), who are qualified in and maintain currency in one type of aircraft are

allowed to log AFTP while flying in observer status or in a primary crew position in other aircraft under their command.

4.11.7. Dual or consecutive AFTPs may be authorized. Total time, including operating instructions, preflight, flight, simulator/flight training device and post flight duties, will encompass a minimum of eight hours, and flying activities must take place during both AFTPs logged. **(T-2)**

4.11.7.1. The first AFTP must be completed before the second is started. **(T-2)** Consecutive AFTPs must be 3 hours of scheduled flight time. **(T-2) Exception:** Aircrew assigned to AETC/AFRC Associate Instructor Program positions must have at least 2.5 hours of scheduled flight time.

4.11.7.2. Consecutive or dual AGTP are not authorized.

4.11.8. TRs who are civil servants must be in an official leave status from civil service in accordance with **paragraph 1.8** when performing preflight, flight, or post flight duties in connection with an AFTP. **(T-2)**

4.11.9. All AFTPs will be logged in reference to home station time, date, and location that the crew duty day begins. **(T-2)** There is no requirement to average AFTP flying time to qualify for payment.

4.11.10. Operations Group (OG) commanders will establish written local procedures for the management of AFTP to include certifying and approving payment. **(T-2)**

4.11.11. Reservists who are away from home station in IDT status and who experience an uncontrolled mission delay are authorized a pay status until home station return. If IDT would not apply during the delay, OTD orders are initiated. **(T-2)**

4.11.12. TRs are not allowed to perform IDT outside the Continental United States with the exception of US possessions, states, and territories; however, if applicable, will perform duty in civil service status overseas under any of the following conditions:

4.11.12.1. On single ship routine support missions overseas. **Exception:** Reservists must be in active duty military status in all missions flown in designated hostile fire areas. **(T-2)**

4.11.12.2. Performing hurricane support missions overseas. **(T-2)**

4.11.12.3. Attending conferences or conducting site visits overseas with wing commander approval. **(T-2)**

4.11.13. Some examples of AFTP include simulator training required for a primary aircrew member; ground training activities directly related to the aeromedical evacuation crewmember; physiological, aircrew flight equipment, aircraft systems, weapons and tactics, and threat awareness training. **(T-2)**

4.11.14. Squadron Aviation Resource Management offices will manage the flying units AFTP/AGTP program to include verification of periods prior to certification and member utilization for each quarter and FY. **(T-3)**

4.12. Documenting IDT Participation.

4.12.1. Units must use UTAPS or an AF Form 40A to certify all types of IDT except correspondence courses or AFTPs. **(T-3)**

4.12.1.1. Complete (in advance) part I, II, and III of the AF Form 40A to authorize billeting and/or subsistence, as required.

4.12.1.2. Type the AF Form 40A or print clearly in ink. Units will encourage digital signatures; however, all non-digital signatures will be in ink. **(T-2)** Units will ensure all certification dates will be on or after the last date of training. **(T-2)**

4.12.1.3. In section I, Personal Data, in the RPO/Unit block: IMAs enter RPO only and other IRs leave this item blank. TRs enter their unit of assignment only.

4.12.1.4. Document IDT periods during mid-shift (over midnight) on a single AF Form 40A, for award of two points only for completing at least 8 hours of IDT in a 24-hour period.

4.12.1.5. Reservist requests for non-paid points must be processed into UTAPS or by their servicing personnel office into their Point Credit Accounting and Reporting System (PCARS) within MILPDS no later than two months after the member's retention/retirement closeout to be credited for satisfactory service. **(T-2)**

4.12.2. TRs.

4.12.2.1. At the beginning of a UTA, each reservist attending the UTA signs in using UTAPS. Units must consolidate all sign-in and sign-out at the completion of the UTAPS and deliver to the RPO for preparation of the pay transactions. **(T-2)**

4.12.2.2. AF Form 40 and AF Form 40A may be utilized for an offsite UTA with no automated sign-in capability; however, the unit must load the data into UTAPS. **(T-1)**

4.12.2.3. All UTA exceptions (excusals, reschedules, unexcused, etc.) must be resolved daily by the commander appointed UTA monitor in the exact manner of a UTA. **(T-2)**

4.12.2.4. The sign-in station monitor backs up the database, generates the mechanized AF Form 40, and transmits data to the intermediate or master station. All exceptions require a completion of an AF Form 40A; however, an AF Form 938 or other active duty order can be utilized as the source document to update "constructively present" in UTAPS. Both the mechanized AF Form 40 and transmittals are signed by an approved certifying official. The unit must retain the mechanized AF Form 40 in accordance with its records disposition schedule. **(T-2)**

4.12.2.5. The commander will be solely responsible for the tracking and documentation of UTA participation. **(T-2)** Upon completion of the IDT period(s), the unit will forward the UTAPS data to the applicable RPO and MPS for participation update. **(T-2)** Any corrections to participation data, once updated in MILPDS, require a copy of the AF Form 40A.

4.12.2.6. Civil servants must document civilian duty day hours in "Remarks" of the AF Form 40A or AF Form 3956, for IDT performed on a civilian workday and are certified by the applicable civilian timekeeper. **(T-2)**

4.12.3. For IRs, HQ RIO is the OPR for all questions relating to participation requirements and procedures. It must manage the overall administration of the participation program. (T-2)

4.12.4. For TRs, the commander support staff must process participation documents. (T-3)

4.12.4.1. The MPS must conduct visits to review/audit participation documents to ensure compliance with this manual. (T-1)

4.12.4.2. The MPS is the OPR for all questions relating to participation requirements and procedures. It must manage the overall administration of the participation program. (T-3)

4.13. Reserve Personnel Actions for Involuntary Reassignment or Administrative Discharge of Unsatisfactory Participants.

4.13.1. After the reservist has been deemed an unsatisfactory participant, units must process involuntary reassignment or administrative discharge. (T-2) Reference DAFI 36-2110 and DAFI 36-3211 respectively for details.

4.13.2. ARPC/DPA must terminate bonus participation prior to the MPS projecting an approved involuntary reassignment. (T-1) The MPS will maintain a copy of the bonus termination report of individual personnel in the reservist's reassignment folder. (T-1)

4.13.3. For TRs, file documents in the commander's Personnel Information File. Such documents include letters, medical certificates, orders, memorandums for record, etc. Retention of participation documents could become critical for some administrative actions (e.g., discharges, demotions). The unit must retain documentation at least for the current and previous FY and in accordance with its records disposition schedule. (T-2)

4.13.4. For IRs, every month HQ RIO will furnish detachment commanders a list of reservists who failed to meet the minimum training category requirements outlined in [Table 1.1](#), and reservists who are qualified for retirement, but did not earn the required 50 points in their retention/retirement year. (T-1) AFR unit or RIO detachment commanders must submit appropriate waivers as outlined in [Table 1.2](#). (T-1) The AFR unit or RIO detachment commander will determine what action to take in accordance with DAFI 36-2110.

4.14. Reservist Nonparticipation (see also paragraph 1.3).

4.14.1. For TRs, the commander or designated representative must exercise sound judgment in authorizing excusal, ET, or rescheduling actions. (T-3) A commander or supervisor needs to consider the impact on training readiness and mission effectiveness when considering requests for excusals.

4.14.2. If for any reason the reservist fails to notify their unit commander or supervisor of the circumstances regarding the absence, the reservist's commander or supervisor will contact the reservist, documenting such effort with a memorandum for record or electronic mail. (T-2) Every effort is made to make personal contact during the IDT period (or at least the first period if multiple IDTs are scheduled) but no later than the end of the IDT period(s). If contact is made anytime during the IDT period(s), the commander may excuse, unexcuse, or authorize other training as appropriate based upon the merits of the case. AFR unit or RIO detachment commanders may deem the absence as excused based on the reservist's submission of adequate justification within 30 calendar days of the missed IDT(s). Do not authorize excusals outside that 30-day period. An unexcused absence for a fourth IDT period will generate an automated participation status report. (T-2) The AFR unit or RIO detachment commander has 30 calendar

days from the date of the unexcused absence for a ninth IDT period to excuse an absence, authorize ET, retain as a mobilization resource, initiate involuntary reassignment in accordance with DAFI 36-2110, or administrative discharge in accordance with DAFI 36-3211. **Note:** It is possible to retain reservists as a mobilization resource only under the conditions authorized by DAFI 36-2110.

4.15. PALACE CHASE Obligators. A PALACE CHASE obligator who fails to satisfactorily participate must be reported to Air Force Personnel Center for possible activation and reassignment to a RegAF position in accordance with the original PALACE CHASE (i.e., voluntary active duty) agreement in Automated Records Management System. **(T-1)** See DAFI 36-3211 for details.

4.16. Illness or Injury During IDT. If a reservist is injured or becomes ill during IDT, there is no need to report to the Reserve Medical Unit (RMU) or RegAF Military Treatment Facility (MTF). Sick call is not provided by RMUs because their mission is to train and provide physical exam support. Commanders should excuse the remaining portion of IDT period(s) which the reservist is incapable of performing. The reservist doesn't receive pay but does receive points-only credit for the IDT period provided the duration of training has met or exceeded 2 hours in duration (reference [paragraph 4.9](#)). A change to a reservist's physical profile is not necessary unless the medical/dental condition is disqualifying for continued military duty beyond the IDT period(s). However, all medical records should be submitted by the member to the RMUs within 5 duty days so consideration of a Duty Limiting Condition IAW AFI 48-133, *Duty Limiting Conditions*, can be made. If warranted, initiate a LOD determination IAW DAFI 36-2910. Urgent/emergent care bill issues should be coordinated between member, the RMU, and TRICARE.

Chapter 5

ANNUAL TOUR/TRAINING

5.1. Annual Tour/Training. AT is a category of active duty for training and is used to provide structured individual and/or unit training to reservists. AT is the minimal period of training a reservist must perform each year to satisfy the training requirements associated with their assignment. The primary purpose of AT is to provide individual and/or unit readiness training, but AT may support AC missions and requirements. AT may provide support to RegAF missions and requirements but may not be performed in an imminent danger area. AT may be required for all members of the Ready Reserve, excluding AGRs. Members of the Selected Reserve will perform AT. **(T-2)** For all members of Selected Reserve units AT will not be for less than 14 calendar days (exclusive of travel time) each year pursuant to requirements in 10 USC § 10147. **(T-0)** IMAs must perform a minimum of 12 calendar days of AT each year in accordance with DoDI 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*. **(T-0)** Support to mission requirements, (i.e., Operational Support) may occur as a consequence of performing AT. Participating Individual Ready Reserve members and ALOs are allowed to complete 12 AT days if they choose for points only.

5.2. Eligibility for AT. See [Table 1.1](#) for the AT authorizations and requirements and [Table 2.1](#), [Table 2.2](#), and [Table 2.3](#) for pay eligibility. A reservist does not have to perform AT in a FY if gained to the Selected Reserve after 31 March. AFR unit or RIO detachment commanders determine AT schedules and may also excuse a TR gained to the unit after it has already conducted all of its AT. For IRs, the supervisor determines their AT schedule in coordination with the applicable commander or Unit Reserve Coordinator.

5.3. Ineligibility for AT. Reservists are not eligible for AT if their mandatory separation date or the end of their term of enlistment is before the scheduled end of the AT.

5.4. Travel Restrictions. Travel restrictions are contained in [Table 5.1](#).

5.5. Travel Limitations. When required, a maximum of 4 travel days may be authorized per FY. To save travel days, supervisors may permit reporting as late as 1159 hours on the first duty day and release as early as 1201 hours on the last duty day.

5.6. Approval Authority for AT. Approval authority for AT is the reservist's AFR commander; however, for centrally managed IRs, the applicable AFR unit or RIO detachment commander must obtain the concurrence of the applicable AFRC Career Field or MAJCOM Functional Manager. **(T-2)** Routine AT is limited to normal expenses incurred to send the IR to their authorized training location. AT funding management is still the responsibility of AFR unit or RIO detachment commanders and they can be held accountable for misuse.

5.7. Requesting AT.

5.7.1. All reservists must have their AT order(s) published by 30 June each FY unless otherwise directed by AFRC's Financial Management Board. **(T-1)**

5.7.2. IRs request AT through the Air Reserve Orders Writing System-Reserve (AROWS-R). Final approval is by ARPC's Financial Analysis Division (ARPC/FMA). AROWS-R requests input after 31 May must include justification/explanation for the late request for approval from HQ RIO/CC or a designated representative. **(T-2)** The AT orders must start at 0001 hours and

end at 2400 hours, with reporting time to conform with the duty hours of the unit involved and be scheduled to maximize productivity (i.e., avoid regularly scheduled (e.g., federal holiday) passes).

5.7.3. If a reservist completes AT but later in the same year is reassigned to a category A (traditional) unit that would serve as a mobilized unit, and that unit has not yet had its AT, the applicable AFRC NAF may waive the 15-day FY limitation so the reservist may train with the new unit. AT, including travel, may not extend from one FY to the next FY.

5.7.4. Direct a reservist to perform AT prior to the issuance of an AROWS-R order only in unusual circumstances. A reservist's AFR unit or RIO detachment commander must give verbal approval prior to performance of AT without an AROWS-R order. **(T-2)**

5.8. School Substitution of AT. Reservists cannot attend formal schools in AT status. **(T-2)** It is not recommended to substitute other active duty for training for AT; however, there are circumstances when it may be warranted. Substitutions must be approved in advance. To substitute an entire AT (exclusive of travel days), the active duty for training must be for the same consecutive length of time or longer than the reservist's AT requirement. Partial AT substitutions are authorized; however, the remainder of the AT requirement still must be performed. Approval authority for substitution rests with the HQ RIO/CC, or designated representative, for IRs; however, for centrally managed IRs, the applicable detachment commander must obtain concurrence of the applicable AFRC Career Field or MAJCOM Functional Manager. For TRs, approval will rest with the wing commander or higher. **(T-2)**

5.9. Air and Space Expeditionary Force Substitution of AT.

5.9.1. Substitutions are approved in advance by the TR's commander. IRs obtain approval from their detachment commander for the first and second substitution and thereafter HQ RIO/CC; however, for centrally managed IRs, the applicable detachment commander must obtain concurrence of the applicable AFRC Career Field or MAJCOM Functional Manager. **(T-2)** The excusal process may be used for after-the-fact submissions in accordance with [paragraph 1.4](#).

5.9.2. ADOS in support of Aerospace Expeditionary Force missions may be substituted for the AT requirement if approved in advance. Commanders having a need for reservists to perform AT in addition to ADOS for an Aerospace Expeditionary Force mission, may do so only if the member volunteers.

5.9.3. ADOS in support of an Aerospace Expeditionary Force mission is defined as any tour of duty in which a reservist deploys in support of a contingency operation. The reservist may augment base support operations for an Airman that is forward deployed for an Aerospace Expeditionary Force and this is called home station support. Home station (or backfill) support for an Aerospace Expeditionary Force occurs when the RegAF, ANG or AFRC requests an augmentee for base support operations to replace an assigned RegAF or ARC Airman who is deployed forward in support of an Aerospace Expeditionary Force. Whenever low density/high demand assets (e.g., Rivet Joint) participate with an Aerospace Expeditionary Force, this active duty falls under the definition of an Aerospace Expeditionary Force tour. Any reservist fulfilling the above criteria will be credited with an Aerospace Expeditionary Force tour. **(T-2)**

5.10. Ordering a Reservist to AT. The reservist is encouraged to volunteer for AT; however, pursuant to 10 USC § 12301(b), AT may be ordered involuntarily by a commander. In such cases, the reservist must receive at least 30-calendar days advance notification. **(T-1)**

5.11. Split AT. Splitting AT is an option for AFR unit or RIO detachment commanders when it is in the best interest of the AF. Use split AT only to accommodate special mission or training requirements.

5.11.1. Units must not schedule OTD, ADOS, or AT with IDT solely for the purpose of funding a reservist’s travel to or from the place of IDT. **(T-2)** For IRs, the supervisor must provide justification for the split AT in the remarks section of the order request (for travel limitations see [paragraph 5.4](#)). **(T-2)** However, IDT will only be performed in conjunction with AT a maximum of two times per FY, when travel is involved. **(T-2)**

5.11.2. An IR must not split AT when travel overseas is involved (except Hawaii, Alaska, and US territories and possessions). **(T-2)** The assigned/attached unit commander must request an exception by submitting full justification to the IR’s detachment commander who forwards it to HQ RIO/CC for approval; however, for centrally managed IRs, the applicable AFR unit or RIO detachment commander must obtain concurrence of the applicable AFRC Career Field or MAJCOM Functional Manager. **(T-2)**

5.11.3. AT for TRs is the responsibility of the unit commander. AFR unit or RIO detachment commanders will establish and maintain a written method for tracking each TR who splits their AT. **(T-1)** Commanders may delegate down to section chiefs the authorization to monitor, project, and report any discrepancies to the unit commander for waiver approval/disapproval.

Table 5.1. OTD, ADOS and AT Travel Restrictions.

	A	B	C
RULE	If a reservist	and the training requirement	then the reservist may (see note 1)
1	is assigned to an AFR unit and resides within the Continental United States	is programmed and approved in advance according to current programming cycles (2)	train outside the Continental United States.
2		authorizes the member to participate in over water training flights and approved exercises or maneuvers, which are conducted in whole or in part within Continental United States	
3	is assigned to an AFR unit and resides outside the 50 states or non-	is programmed and approved in advance according to current programming cycles (2)	train within the Continental United States.

4	foreign Outside the Continental United States area	authorizes the reservist to participate in over water training flights and approved exercises or maneuvers, which are conducted in whole or in part within Continental United States	
5	is assigned to an AFR unit	is located at a station other than their unit of assignment	be ordered to active duty at the station where training is to be performed. For multiple locations, the reservist is ordered to the first duty location with an itinerary showing other training locations (3).
6	is an Individual Reservist	requires travel overseas (including Hawaii and Alaska)	train at the overseas location with the concurrence of the applicable commander and approved waiver (4).
7		is at a location other than the unit of assignment or attachment	train at the alternate site if approved by the applicable commander.
8		involves duty at various locations that are known in advance	be ordered to active duty at the first duty location with an itinerary showing the other training locations, if approved by the applicable AFR unit or RIO detachment commander (5).

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1.Except when this table authorizes, a commander may not order a reservist to duty and then place the reservist on temporary duty at another location for the full period of OTD, ADOS or AT. When a reservist reports to a location for the sole purpose of transportation to an OTD, ADOS or AT site, the active duty order must contain reporting instructions in the "Remarks" section (see note 3 for the deployment of a unit for AT). **(T-2)**

2.A training requirement programmed in advance is primarily mission related and independent of the reservist who is to receive the training. Also, program travel funds in advance (included in the current year appropriation) to support such a requirement. For an IR assigned to a General Officer position, a request for advanced approval must be sent to AF/REG through ARPC/DPA. **(T-2)**

3.Include time required for unit deployments in the duration of AT and credit toward the 14-day requirement.

4.Waiver Authority: IRs assigned/attached to overseas locations do not require a waiver to travel to their unit. For AT at a location other than the assigned/attached unit, a waiver is required. For IRs not assigned to overseas locations, the applicable commander must provide justification to HQ RIO/CC for approval, unless the agency requesting overseas training uses military air space

available travel or otherwise funds the overseas travel and per diem. **(T-2)**. Justifications include unique nature of training and reasons why similar training cannot be provided at unit of assignment/attachment or without incurring overseas travel.

5. Variations in itinerary are not to be used in lieu of adequate planning, nor is it interpreted as granting blanket travel authorization. They should be authorized only when essential for training or the success of the mission. Units must not authorize variations in an order when the purpose is to attend a school or course of instruction except when unspecified field trips or flight training courses are necessary and authorized by the Education and Training Course Announcement (ETCA) website (<https://usaf.dps.mil/teams/app10-etca/sitepages/home.aspx>).

(T-2) The approval authority cited in the Air Force Form 1289, *Application for Active Duty Training (Reserve Personnel Appropriations Tour)*, section IV, and web orders transaction system request has to provide justification for "Variations in Itinerary" or travel to more than one location and forward with the AT application. Variations required after publication of orders are the responsibility of the unit and are accomplished using DD Form 1610, *Request and Authorization for Temporary Duty Travel of DoD Personnel*.

Chapter 6

ACTIVE DUTY FOR OPERATIONAL SUPPORT

6.1. Definition of ADOS. In accordance with DoDI 1215.06, ADOS includes all voluntary active duty performed pursuant to 10 USC § 12301(d) other than AGR duty. This includes all 1-year or multi-year voluntary periods of active duty service by reservists. ADOS may be funded by RPA for projects that directly support reserve component programs in which training for the reservist itself is not the primary objective, but a significant outcome. ADOS projects include annual screening, unit conversion to new weapons systems, projects supporting study groups, training sites and exercises, short-term mission projects, administrative support functions, conferences, staff visits, and counter drug missions.

6.2. Active Duty Sanctuary. “Sanctuary” means that any reservist who attains 18 (but less than 20) years of active duty while serving on active duty (other than for training) must be retained on active duty unless voluntarily separated, is medically disqualified for continued service, or is discharged for cause. **(T-2)** Reservists must waive sanctuary entitlement prior to the beginning of active duty (other than for training) of less than 180 calendar days, or the reservist will not be authorized to perform the active duty. **(T-2)** A reservist cannot waive sanctuary entitlement for an active duty order greater than 179 calendar days so the reservist may not be authorized to perform the active duty or may be required to have consecutive orders with a waiver for each order under 180 calendar days. **(T-2)** To provide oversight, AROWS-R will initiate a commander’s hard hold for approval of active duty order(s) if the reservist has more than 16 years of total active federal military service. **(T-2)** Sanctuary statements of understanding are required for reservists performing ADOS (other than for training) if the reservists have accrued 16.5 years of Total Active Federal Military Service. See DAFI 36-2110, *Total Force Assignments*.

6.3. Eligibility ADOS.

6.3.1. Only reservists in certain training categories (see [Table 2.1](#) and [Table 2.2](#)) are authorized to perform ADOS.

6.3.1.1. FY requirements (see [Table 1.1](#)) will be performed, scheduled, substituted, or waived by a unit prior to a reservist performing ADOS for less than an entire FY. **(T-2)** On each ADOS order request, the requester will place the statement “All FY participation requirements have been performed, scheduled, substituted, or waived. I understand all leave actions must be processed in accordance with DAFI 36-3003 and an ADOS order will not be extended beyond the original termination date for leave purposes.” **(T-2)**

6.3.1.2. Pregnancy and the Military Parental Leave Program (MPLP). The MPLP grants AFR service members, who have been on active duty orders for more than 12 consecutive months, up to 12 weeks of non-chargeable leave following the birth, placement of a minor child for adoption (if adopted, only one 12-week period), or placement of a minor child with the member for long-term foster care. Reservists with a confirmed pregnancy while in an ADOS status can request curtailment of the order through the supported unit commander or director. Reservists with a confirmed pregnancy can continue serving in an ADOS status as long as there is a valid requirement and the reservist's AF Form 469 does not prohibit the reservist from performing the particular ADOS duty required. ADOS orders will not be extended beyond the original termination date for pregnancy or any leave

purposes; however, ADOS orders may be extended if there is a valid requirement, if funding is available, and with applicable (i.e., permanent, supported) commander(s) and/or director(s) approval. **(T-2)**

6.3.1.2.1. Reservists who have confirmed their pregnancy and intend to carry the pregnancy to term must make every effort to meet with a DoD health care provider at a military medical treatment facility, Reserve or Guard medical unit, or with a TRICARE authorized provider, no later than 12 weeks gestation. **(T-3)** Reservists intending to carry pregnancy to term are encouraged to notify appropriate command authorities upon confirmation of pregnancy, validated through a DoD health care provider or licensed non-DoD health care provider from whom the Reservist is receiving care. Reservists who have confirmed their pregnancy and choose to delay pregnancy notification to appropriate command authorities will notify the appropriate command authorities no later than 20 weeks gestation, unless notification must be made prior to 20 weeks gestation in circumstances such as duties, hazards, and conditions; required pregnancy testing; or deployed or underway. **(T-3)** Activation and/or continued ADOS is contingent upon the reservist's ability to maintain access to obstetric care. Provisions for obstetric care should be arranged within a reasonable travel distance of the duty location, as determined by a military medical provider. The supported commander or director will curtail the ADOS order, notwithstanding whether the reservist is able to perform the duties of the order, if obstetric care is not available, if medical personnel are not capable of managing early complications of pregnancy, or if the pregnancy is "high risk". **(T-2)**

6.3.1.2.1.1. If the supported commander or director determines the reservist's duty limitation(s) do not prevent performance of the ADOS order's expected duties, the reservist may be activated or continued on the ADOS order.

6.3.1.2.1.2. Costs normally associated with maternity and infant care (i.e., medical and surgical care incident to pregnancy, including prenatal care, delivery, postnatal care, treatment of complications of pregnancy, inpatient newborn) and post-natal convalescent leave shall not be considered when making a duty determination. If the supported commander or director determines the reservist's duty limitation(s) interfere or are not consistent with the duties to be performed during the ADOS order, the supported commander or director may curtail the reservist's order or, at the reservist's request, seek other ADOS opportunities for which the reservist may be qualified to perform. If the ADOS order is curtailed, the effective date will be 45 calendar days after receipt of the limitation notification.

6.3.1.2.2. Leave. See DAFI 36-3003 for leave processing requirements.

6.3.1.2.2.1. If the reservist meets the Department of Defense's (DoD) parental leave threshold of a call or order(s) to active duty for a continuous period of more than 12 months, the reservist will be entitled to 12 weeks non-chargeable parental leave or as much as the ADOS order termination date permits. **(T-0)** Parental leave will be granted in all cases when eligible reservists apply for it. **(T-0)** Unused parental leave at the end of the ADOS order can be converted into the RCML for the birthing parent but will be forfeited for the non-birthing parent. **(T-1)** **Note:** An interruption of a call or order(s) to active duty for a continuous period of at least 12

months (e.g., change to an IDT status) constitutes a break and negate the 12-month continuous period (i.e., eligibility for maternity leave).

6.3.1.2.2.2. If the reservist does not meet the DoD's parental leave threshold, the reservist may use accrued ordinary leave after the date of birth. If the reservist wants to use all or some accrued ordinary leave, the unit will curtail the order to that date. **(T-2)** If the reservist does not have any ordinary leave or does not want to use ordinary leave after the Date of Birth, the unit will curtail the ADOS order to the Date of Birth. **(T-2)**

6.3.1.2.3. Continuity of Medical Care.

6.3.1.2.3.1. Transition Assistance Medical Program (TAMP). Reservists being deactivated from a contingency related ADOS order of more than 30 calendar days may be eligible for 180 calendar days of transitional health care.

6.3.1.2.3.2. TRICARE Reserve Select. Reservists that are not eligible for Federal Employees Health Benefits may use TRICARE Reserve Select for healthcare coverage between periods of active duty.

6.3.1.2.3.3. Secretarial Designee Status. A pregnant reservist being deactivated after more than 30 calendar days of ADOS, may apply for Secretarial Designee status at her nearest military hospital or clinic for care. If awarded, they would be able to get care at a military hospital or clinic as a Secretarial Designee, but not in the purchased care sector. Since all three armed services support the Secretarial Designee program, the pregnant reservist could use another service's MTF through reciprocity. This program is covered in AFMAN 41-210, *TRICARE Operations and Patient Administration*.

6.3.2. Reservists assigned to the Obligated Reserve, Nonaffiliated Reserve Section, Inactive Status List Reserve Section, Retired Reserve, or Nonobligated Nonparticipating Reserve Personnel Section may not perform ADOS. **Exception:** Reservists assigned to the Nonaffiliated Reserve Section due to being a key employee may take part in active duty for training and ADOS as long as it is at no cost to the government.

6.3.3. End-strength accounting laws limit reservists serving in an ADOS status. In accordance with 10 USC § 115, *Personnel Strengths: Requirement for Annual Authorization*, and DoDI 1215.06, reservists with ADOS order(s) totaling more than three consecutive years must be accounted for in the AF's active duty end-strength on the first day of active duty. **(T-0)** Also, reservists in an ADOS status and with more than 1,825 calendar days of active duty and full-time National Guard duty in the previous 2,190-day period must be accounted for in the AF's active duty end-strength. **(T-0)**

6.3.3.1. The 2,190-day period is a revolving time frame and the same as that used for Personnel Tempo accounting; however, in accordance with 10 USC § 115(i), all active duty for training, IADT, Presidential recalls, and mobilization are exempt from the count.

6.3.3.2. The cumulative periods of active duty performed by the member exceeding 1,825 calendar days in the previous 2,190-day period, are accountable against active duty strengths (i.e., AC or AGR) consistent with pay appropriations when the 1,825-day threshold is crossed, pursuant to 10 USC § 115(b)(2)(B).

6.4. Training Category Code (TCC). Commanders or their designated representatives have the authority to determine the appropriate TCC to be used for ADOS and must make sure appropriate TCCs are placed on all ADOS orders. **(T-1)** The TCCs are listed in [Attachment 3](#).

6.5. Scheduling ADOS.

6.5.1. Schedule ADOS orders to start at 0001 hour and end at 2400 hours, with reporting time to conform with the local duty hours. ADOS is usually planned to coincide with the availability of training supervisors, aircraft, or equipment. Reservists on ADOS for a period of time for which the requirement overlaps holidays or weekends, must be on continuous orders until completion of training or requirement. **(T-1)** This does not negate the requirement for any necessary man-day waiver authority. Under no circumstances are reservists performing ADOS to be released during holidays or weekends and ordered to active duty again the following duty day to resume augmentation for the same duty/project. This is to protect the reservist and dependents (i.e., ensure no disruption of associated benefits and entitlements).

6.5.2. Under no circumstances should ADOS be in conjunction (separate but consecutive/“back-to-back”) with IDT for the sole purpose of providing travel expenses to the IDT location. Commanders and supervisors must ensure all ADOS performed in conjunction with IDT can be substantiated by a valid support or training requirement. **(T-2)**

6.5.3. RPA-funded non-AGR active duty cannot be used in combination with any MPA-funded ADOS and cannot be used for the same mission. **(T-1)** In other words, Air Force MAJCOMs, units, or agencies cannot circumvent manpower authorization levels by using a combination of different types of active duty. DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, provides further guidance.

6.5.4. ADOS orders must be processed via AROWS-R. **(T-1)** DAFMAN 36-2032 or DAFI 36-2008 provides further guidance. IRs will submit an order request electronically through AROWS-R at least 30 calendar days before the start date for publication of an order. **(T-1)**

6.5.4.1. For reservists assigned to the Selected Reserve, units must not approve ADOS order for the last quarter of the FY if the reservist’s FY participation requirements have not been met, not scheduled to be met or not waived by the appropriate authority. **(T-2)**

6.5.4.2. Send a copy of all ADOS orders for TRs assigned to General Officer positions to AF/REG.

6.5.5. Procedures for Officers in Mobilization Assistant positions.

6.5.5.1. A Mobilization Assistant who is assigned to a General Officer position must process a request for an ADOS order to HQ RIO for action at least 30 calendar days before the start date for publication of an order. **(T-1)**

6.5.5.2. An AF Form 1289, a memorandum, or electronic mail containing all the same pertinent data, including the primary point of contact (name and telephone number), may be used to request an ADOS order.

6.5.5.3. Send a copy of all active duty orders for MAs who are in commander and general officer positions to AF/REG.

6.6. Specific ADOS Exceptions.

6.6.1. Counterdrug Support. AFRC Directorate of Operations, Strategic Deterrence and Nuclear Integration (AFRC/A3/10), Current Operations Division's Counterdrug Support Branch (AFRC/A3OH), is responsible for the coordination, advertising, and selection process of counterdrug ADOS requirements. Application packages are vetted through AFRC/A3OH to the respective hiring agency for selection. Once a reservist is identified to fill a position, AFRC/A3OH drafts and transmits an order authorization memorandum containing work center and training code information to the reservist's unit. The ADOS is charged to the AROWS-R counterdrug work center code specified in the order authorization memorandum. AFRC/A3/10 approves the release of funds to the unit for the ADOS.

6.6.2. Special Restrictions on Utilization of RPA funded Active Duty for Training in conjunction with commercial or contract activities. When on-the-job training or proficiency training is available only through participation with a commercial, contract activity:

6.6.2.1. Conduct the training under the supervision of a qualified trainer designated by the applicable performance work statement.

6.6.2.2. The reservist's military or DAF civilian supervisor certifies duty pay.

6.7. Action Taken on Completion of ADOS. The AF Form 938 (computer-generated or hard copy) must be signed by the reservist, certified by the approving official or individual who supervised the training, and sent to the reservist's designated RPO within 5 workdays after the ADOS is completed. **(T-1)**

Chapter 7

MILITARY FUNERAL HONORS AND FUNERAL HONORS DUTY

7.1. Military Funeral Honors. This ceremonial paying of respect is the final demonstration a grateful nation can provide to the veteran's family.

7.2. Definition of Funeral Honors Duty. Funeral Honors Duty is the term used for inactive duty or training associated with the performance/provision of Military Funeral Honors. Funeral Honors Duty includes both the preparation for and the actual performance of funeral honors functions at the funeral of a veteran as defined in 10 USC § 1491, *Funeral Honors Functions at Funerals for Veterans*. Although Funeral Honors Duty status is inactive duty in accordance with 10 USC § 12503, *Ready Reserve: Funeral Honors Duty*, it does not count towards the minimum training period requirements in **Table 1.1**. Members of the Ready Reserve may perform Funeral Honors Duty in a voluntary status pursuant to the provisions of DoDI 1215.06. No more than one Funeral Honors Duty period will be performed in a day. Funeral Honors Duty will include a minimum of 2 hours of duty during a day, including travel, for the performance of duty or preparation or training for duty. Service credit for this duty will be pursuant to 10 USC § 12732(a)(2)(E), *Entitlement to Retired Pay: Computation of Years of Service*. This duty may be performed in either a pay or non-pay status. If in a pay status, the member will be paid an allowance for Funeral Honors Duty pursuant to DoDI 1215.06. **(T-0)** In no case may the performance of funeral honors or the preparation for such honors be considered a period of IDT.

7.2.1. Responsibility for Military Funeral Honors Section/Funeral Honors Duty. AFRC/A1 provides AFRC overall oversight and program management; however, the Reserve Advisor to AF Services Agency (AFSVA/CCR) provides centralized MPA funding for Military Funeral Honors Section/Funeral Honors Duty related ADOS.

7.2.2. Program management and procedures for conducting Funeral Honors Duty can be found in DAFI 34-160, *Mortuary Affairs Program*.

7.3. Eligibility to Perform Funeral Honors Duty. Only reservists in training categories A, B, and E are authorized to perform Funeral Honors Duty.

7.3.1. Funeral Honors Duty and/or preparation for Funeral Honors Duty by reservists must be no less than 2 hours to receive credit. **(T-2)**

7.3.2. Funeral Honors Duty is limited to those who reside within 50 miles of the Funeral Honors Duty and/or preparation location(s). **Note:** Reservists can support Military Funeral Honors Section or training 50 miles or beyond their residence via MPA-funded ADOS through AFSVA/CCR.

7.4. Use of Funeral Honors Duty Status.

7.4.1. Use of Funeral Honors Duty status is for the purpose of providing Funeral Honors Duty support and is strictly voluntary and may be paid or points-only participation.

7.4.2. Election of performing Funeral Honors Duty in paid status entitles the reservist to a day of base pay for each day of Funeral Honors Duty and/or preparation for Funeral Honors Duty.

7.4.3. Use of Funeral Honors Duty status entitles a reservist to one retirement point for each day of Funeral Honors Duty and/or preparation for Funeral Honors Duty. Retirement points

earned in support of Funeral Honors Duty can result in the reservist exceeding the 130 inactive duty points per retention/retirement year limitation (reference [paragraph 2.3](#)). **Note:** For accounting purposes, Funeral Honors Duty retirement points are tracked separately under the PCARS.

7.5. Authorization for Funeral Honors Duty Status.

7.5.1. Reservists must be authorized to perform Funeral Honors Duty via an AF Form 40B. **(T-2)**

7.5.2. AF Form 40B will be used to submit for pay (if authorized) and points. **(T-2)**

7.5.2.1. AF Form 40B should be submitted to the reservist's respective Reserve Pay, with copy to the reservist's AFR commander. A copy of this form should be provided to AFSVA/CCR for accounting purposes as well.

7.5.2.2. A single AF Form 40B may be used for Funeral Honors Duty performed on consecutive calendar days.

7.5.3. There is no limitation (other than fiscal constraints) on the amount of Funeral Honors Duty performed by any reservist.

7.5.4. Funeral Honors Duty status cannot be used to substitute for any statutory participation requirement.

7.5.5. Optional Form (OF) 1164, *Claim for Reimbursement for Expenditures on Official Business*, may be submitted for reimbursement for travel in conjunction with Funeral Honors Duty.

7.6. Status of Reservists Conducting Military Funeral Honors Section in Other Than Funeral Honors Duty Status. Military Funeral Honors Section and preparation for Military Funeral Honors Section may be performed in a variety of military status. ARTs are permitted to perform Funeral Honors Duty; however, cannot do so in a civil service capacity (i.e., must do so in their Traditional Reserve capacity and in a military status other than IDT or active duty for training). All statuses listed below are permitted to perform Military Funeral Honors Section. **Note:** While ANG members also serve in the AGR program, the statuses below refer only to members of the AFR.

7.6.1. AGR. AGRs may perform Military Funeral Honors Section in the same manner as RegAF Airmen (e.g., additional duty).

7.6.1.1. AGRs are not entitled additional compensation for Funeral Honors Duty. They draw their normal pay and allowances for the duty day in which Funeral Honors Duty is performed.

7.6.1.2. AGRs are entitled to travel (unless government transportation is provided) and per diem expenses in support of Funeral Honors Duty or preparation for Funeral Honors Duty.

7.6.1.3. AGRs must have a travel order to support Funeral Honors Duty if lodging and per diem is authorized. **(T-2)** Lodging and per diem is authorized if overnight travel is necessary to pre-position member for Funeral Honors Duty or if Funeral Honors Duty extends beyond normal duty hours (including travel to and from Funeral Honors Duty site).

7.6.2. ADOS. Only reservists in training categories A, B, and E (see [Table 2.1](#) and [Table 2.2](#)) are authorized to take part in ADOS. Therefore, only reservists in these training categories may perform ADOS to support Military Funeral Honors Section. Furthermore, ADOS for Military Funeral Honors Section is limited to MPA-funded orders through AFSVA/CCR.

7.6.3. MPA order authority is subject to limitations outlined in DAFI 36-2619.

7.6.3.1. Reservists on MPA-funded ADOS are not entitled to additional Funeral Honors Duty compensation. They draw their normal ADOS pay and allowances for the duty day in which Military Funeral Honors Section are performed.

7.6.3.2. Reservists on MPA-funded ADOS to support Military Funeral Honors Section are entitled to travel (unless government transportation is provided) and per diem expenses. Lodging and per diem is authorized if overnight travel is necessary to preposition member for Military Funeral Honors Section or if Military Funeral Honors Section extend beyond normal duty hours (including travel to and from the location of Military Funeral Honors Section).

7.6.3.3. Active duty sanctuary provisions apply.

Chapter 8

OTHER TRAINING DUTY

8.1. Definition of OTD. OTD is authorized to provide for full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs.

8.1.1. Use OTD to supplement AT, IADT, and IDT when the reservist requires additional training to achieve or maintain a required skill or skill level in their assigned AFSC. **Note:** Use ADOS to provide direct staff support to ARC programs.

8.1.2. OTD may be used to maintain or increase the reservist's mobilization readiness in support of AFR needs. Authorized OTD must provide a primary training content involving organized and planned specialized skill training, flight training, combat crew training, unit conversion training, refresher and proficiency training, officer acquisition training, professional development education programs, etc.

8.2. Eligibility for OTD.

8.2.1. Only reservists in training categories A, B, F, J, and P (see [Table 2.1](#) and [Table 2.2](#)) are authorized to take part in OTD. On OTD (special) order requests, the requester must place the statement — “All fiscal year participation requirements have been performed, scheduled, substituted, or waived”. **(T-1)**

8.2.2. A reservist is not eligible to take part in OTD (other than formal schools) if:

8.2.2.1. Reservist possesses 1-level control AFSC.

8.2.2.2. Reservist is within 6 months of mandatory discharge or retirement.

8.2.2.3. Reservist does not have retainability prescribed by the ETCA.

8.2.2.4. Reservist's FY requirements have not been met or are not scheduled to be met and reservist is assigned to the Selected Reserve and the OTD order would be in the last quarter of the FY.

8.3. General Guidelines for OTD.

8.3.1. Commanders or their designated representatives have the authority to determine the appropriate TCC to be used for OTD and must make sure appropriate TCC are placed on all OTD orders. The TCCs are listed in [Attachment 3](#).

8.3.2. Reservists are allowed to participate in AFRC-level or higher morale, welfare, and recreation events sanctioned by the Air Force. Permissive Temporary Duty (PTDY) orders will be issued to reservists in a non-pay, points-only OTD status at no appropriated fund cost to the government for events which do not require selection by the Air Force or a national governing body but require an active duty status to participate. **(T-2)**

8.3.2.1. PTDY, while at no appropriated fund cost to the government, will allow standby military travel and non-reimbursable lodging support. Travel from the reservist's unit to the participation site is at the reservist's expense and is not reimbursable. For reservists who wish to participate in these programs, orders to OTD in non-pay, points-only status

must be approved by AFRC/CD. **(T-2)** TCC “HA” applies. For athlete submission instructions, contact AFRC/A1. Selection will be on a case-by-case basis.

8.3.2.2. It is also possible to place a reservist on OTD with pay status if that reservist is selected to represent AFRC in an Armed Forces National or International competition. For athlete submission instructions, contact AFRC/A1. Selection will be on a case-by-case basis.

8.3.2.3. Reservists will be selected to attend the Interallied Confederation of Reserve Officers/Interallied Confederation of Reserve Medical Officers military competition through the Reserve School Selection Board process. TCC “HB” applies. AFRC/A1 will notify the reservist’s AFR unit or RIO detachment commander for coordination and to have orders published for paid and Permissive Temporary Duty.

8.3.3. OTD will not be used in combination with ADOS for the same event. **(T-2)** In other words, a MAJCOM, unit, or agency cannot circumvent manpower authorization levels through continuous ADOS application, using a combination of OTD and ADOS. **(T-2) Note:** Reservists performing ADOS in accordance with DAFI 36-2619 may not attend upgrade training (e.g., AFSC training (officer or enlisted), formal schools, Professional Military Education seminars, technical training, contractor course (e.g., Franklin Quest), or courses offered at universities or high schools). However, reservists may attend training when specifically required for the MPA tour. For waiver process of MPA-funded ADOS see DAFI 36-2619.

8.3.4. Reservists on OTD for a period of time for which the training or requirement will overlap holidays or weekends, or includes mandated technical phase training, must be on continuous orders until completion of training or requirement. **(T-2)** This does not negate the requirement for any necessary ADOS Support waiver authority.

8.4. Guidelines for Providing Formal School Training. The following are responsibilities for providing formal school training and is applicable to all reservists and civil servants:

8.4.1. AFRC formal training requirements are supported by RegAF and other service schools. Unless specified by a course owner, a reservist is eligible to attend the same classes as a RegAF Airman.

8.4.2. AFR quotas for schools conducted by AETC, other MAJCOMs, services, and government agencies are processed by AFRC/A1KE with the exception of Total Force Officer Training quotas which are processed by ARPC’s Accessions Division (ARPC/DPAR). Individuals and units will NOT contact schools directly regarding availability of quotas, class dates, or other school information. **(T-2)** The applicable FSS or equivalent, must contact AFRC/A1KE or ARPC’s Education and Incentives Division (ARPC/DPAT) for school information. **(T-2)** For IRs, contact RIO Detachment and/or ARPC/DPAT for school information. Any course which requires the potential obligation of AFRC central funding must be approved by AFRC/A1KE prior to attendance. **(T-2)** Any student allowed to proceed to a course of instruction without prior approval or a valid TLN will not be centrally funded. **(T-2)**

8.4.3. AFRC may also conduct selected courses from within its own resources, provided that validated and funded manpower authorizations are available to support these courses.

8.5. OTD (School) Eligibility. A reservist may take part in OTD for school to keep or increase proficiency in the duty AFSC or wartime tasking. A reservist must:

8.5.1. Meet all prerequisites for the course. **(T-2) Note:** When unqualified students are allowed to proceed to a centrally funded formal course and subsequently returned to home station, the respective unit will pay all costs. **(T-2)** A student is unqualified if failing to meet specific course prerequisites, fitness or physical requirements, Armed Service Vocational Aptitude Battery qualification scores, or any other requirements set by the Education and Training Course Announcement or additional course announcements. All central funds previously disbursed should be returned.

8.5.2. Meet the medical standards. **(T-2)** DAFMAN 48-123 provides further guidance. Physical examinations for flying courses must be certified by AFRC/SG before requesting a school allocation. **(T-2)**

8.5.3. Have a current fitness assessment and meet DAF fitness standards as a prerequisite to an in-resident formal training course. **(T-2)** DAFMAN 36-2905 provides further guidance. If the reservist does not meet fitness requirements for the school, a reservist's AFR unit or RIO detachment commander must request approval to attend from the respective school's commander. **(T-2)** Therefore, it is possible that a reservist may not be allowed to attend formal training until such time as fitness requirements for the school are met.

8.5.4. Have retainability for a course. **(T-2)** Retainability is governed by the Education and Training Course Announcement and AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*. For developmental education, see DAFI 36-2670, *Total Force Development*. In the event the Education and Training Course Announcement or applicable course guidance does not prescribe a specific retainability requirement, reservists must acknowledge a 1-year Reserve Service Commitment for all courses that are 15 calendar days or less. **(T-2)** For courses longer than 15 calendar days, reservists must acknowledge a 2-year Reserve Service Commitment. **(T-2)**

8.6. Scheduling OTD. Under no circumstances should OTD be combined with IDT solely for the purpose of providing travel expenses to the IDT location. Commanders and supervisors must ensure all OTD performed in conjunction with IDT can be substantiated by a valid support or training requirement. **(T-2)** Schedule OTD based on the applicable unit's duty hours. OTD is usually planned to coincide with the availability of training supervisors, aircraft, or equipment. OTD is not authorized for the primary purpose of a physical examination unless directed by a medical examination board.

8.6.1. Reservists attending schools that are closed during the holiday season will remain in OTD status during the closed period. Reservists may be granted passes by the applicable training organization authorities or approved for leave in accordance with DAFI 36-3003 or remain at the duty location to perform duties as required by the training organization. Travel orders will not be published by the unit for the purpose of a reservist to take leave or a pass. **(T-2)** All reservists, regardless of status, will abide by specific guidance provided by the respective schools concerning dates of departure/return. **(T-2)**

8.6.2. Authorization for a reservist to return to home unit must be on the original order or an amendment must be accomplished by the unit. **(T-2) Note:** Correspondence from the technical school liaisons will not suffice.

8.6.2.1. Reservists may request to return voluntarily to the Permanent Duty Station (PDS) to perform duty during the down time, if the PDS commander agrees and certifies there is suitable work for the reservist to perform at the PDS. Units should not recall any reservist. A recall action terminates enrollment and precludes the reservist's return after the holiday period. Under these circumstances, commanders must not direct the reservist to return home. **(T-2)**

8.6.2.2. Reservists must coordinate their absence with the appropriate school officials and provide a copy of the order. **(T-2)** Reservists must not depart earlier, nor return later, than the time authorized by school officials for their respective course. **(T-2)** Reservists must be aware of the limitation on travel allowances which are dependent upon individual circumstances. **(T-2)**

8.6.2.3. It is the reservist's responsibility to seek clarification from the school travel pay office if unsure about his/her specific circumstances.

8.7. Travel. Travel restrictions are in [Table 5.1](#).

8.8. Application Procedures. Application procedures for requesting formal training including OTD. AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*, will be submitted through the applicable training office for the reservist. **(T-2)** Application procedures are dependent upon student status. **Note:** AGRs and civil servants use Standard Form 182, *Request, Authorization, Agreement and Certification of Training*, to attend formal training.

8.8.1. OTD student status must be determined prior to application. **(T-2) Note:** The Education and Training Course Announcement or specific course guidance may predetermine status. Other factors to consider may include military/civilian pay and entitlements, leave, course funding and/or bonuses.

8.8.2. AF Form 101 overprints are authorized to facilitate local coordination processes and ensure qualifications are met prior to the course request.

8.8.3. Requester will obtain unit verification that funds are available to support the request only if the course is not identified as centrally funded by AFRC. **(T-2)** Follow established AFRC Comptroller Financial Management (AFRC/FM) procedures if additional funding is required for those courses not centrally funded.

8.8.4. Servicing training office will:

8.8.4.1. Establish processes to ensure reservists meet all course prerequisites and eligibility requirements, to include appropriate level of security clearance and physical exam requirements prior to submission of a training request. **(T-2)**

8.8.4.2. Request training courses through MILPDS utilizing Oracle Training Announcement applications. **(T-2) Note:** Training offices must establish a Base Training Request Line Number accounting system to track/suspense requests. **(T-2)**

8.8.4.3. Ensure skill level waivers are processed with final disposition (i.e., approval) prior to a school seat request. **(T-2)** Training offices must coordinate "block/prerequisite" waivers with AFRC/A1KE in conjunction with school seat requests. **(T-2)**

8.8.4.4. Establish procedures to ensure training report of individual personnel are properly coordinated and returned for confirmation. **(T-2)** All TLNs must be confirmed in-system

no later than 30 calendar days prior to class start date to prevent potential loss of funding and class seat. **(T-2)** Coordination of Training RIPS for non-prior service students will include the Development and Training Flight and servicing recruiters prior to confirmation. **(T-2)**

8.8.4.5. Use the following guidelines when making school requests:

8.8.4.5.1. Include the appropriate priority (i.e., available quota with class dates or unavailable quota with window of availability). **(T-2) Note:** Requests with incorrect priorities will be cancelled and must be re-input by requesting training office. **(T-2)**

8.8.4.5.2. Verify applicant is assigned to the corresponding duty/manpower position before school seat request. **(T-2)** In the case of pending assignments, coordination is required from the losing and hiring commanders prior to request.

8.8.4.6. Follow established procedures when substitutions are necessary. **(T-2)**

8.9. OTD Orders. Units must send a copy of all OTD orders on AFR commanders assigned to general officer positions to AF/REG. **(T-2)**

8.9.1. OTD (Non-School).

8.9.1.1. Consider travel time and accrued leave when determining the duration of the OTD.

8.9.1.2. For MAs, the limit is determined by AF/RE each FY. Requests to exceed the limitation must be sent to AF/REG.

8.9.2. OTD (School).

8.9.2.1. Course length, travel time, and accrued leave determines the duration of the OTD.

8.9.2.2. The frequency of attending school courses will be consistent with the need to maintain job proficiency in a reservist's duty AFSC or with an approved retraining action. **(T-2) Exception:** A reservist selected by an approved school selection board to attend resident Developmental Education.

8.9.2.3. Reservists can request a waiver of the FY limitation on course attendance if a school course is needed to keep or improve a reservist's mobilization readiness. The reservist's waiver request must have the concurrence of a reservist's detachment commander. **(T-2)** It must be forwarded prior to selection to AFRC/A1 or HQ RIO/CC, or their designated representative, for approval. **(T-2)**

8.9.2.4. Central funding will be limited to covering a gap of 30 calendar days or less between graduation date of the current course and class start date of the next course. **(T-2)** Any gap totaling 31 calendar days or more will be completely unit funded at the discretion of the unit commander. **(T-2)** The purpose of gap funding is to allow a reservist to proceed to the follow-on course location to prepare for class attendance and perhaps admitted for an earlier class.

8.9.2.5. Rental cars are not authorized using AFRC's central funds. If a unit commander funds, the authorization/funding must be clearly annotated on the OTD order. **(T-2)** There will be no additional funding provided during reconciliation to cover rental car costs. **(T-2)**

8.9.2.6. For students not attending IADT, school orders will not be extended past the original class graduation date for a reservist to undergo disability evaluation, medical

treatment, etc. (T-2) If needed, upon expiration of school orders, reservists must be placed on medical continuation special tour orders (select order type: Medical Hold with TCC “LI” or “LQ”). (T-2) If injured while in IADT status, students must be retained on school orders. (T-2)

8.9.2.7. When reservists are eliminated from a formal course of instruction, they will immediately return to home station and be removed from centrally funded school tour orders. (T-2) All excess funding provided will be returned to AFRC. (T-2)

8.9.2.8. Extensions of school orders past the class graduation date will be validated by the wing/unit training office or the military training liaison. (T-2)

8.9.2.8.1. Electronic mail or a memorandum with the new Class Graduation Date will be the source-funding document provided to AFRC/FM’s Reserve Personnel Appropriations Branch (AFRC/FMAR) prior to certification of the order modification in AROWS-R. (T-2)

8.9.2.8.2. In the event of flying training, schoolhouses will forward late graduation reports to AFRC/A3/10 Operations Resource Division (AFRC/A3R). (T-2) AFRC/A3R will forward these changes via electronic mail to the applicable flying unit’s training office. (T-2)

8.9.2.9. Priorities for OTD (School).

8.9.2.9.1. Centralized school funding is dependent upon the availability of RPA funds. RPA funds are only for use by IMAs, TRs and ARTs in military status attending courses. **Note:** AGRs and ARTs in civilian status are funded through operations and maintenance (O&M) funds. Course and funding status is published by AFRC/A1KE. Training courses not centrally funded will be considered unit funded. Periodic review will be conducted to identify additional courses for central funding. Course and funding status is determined by priority. Current priorities are:

8.9.2.9.1.1. Officer and enlisted initial skills training; officer basic courses; aircrew schools (including survival).

8.9.2.9.1.2. Required courses as determined by law or other published directive which are needed for reservists to perform their primary duties and responsibilities. Also included are lateral AFSC-awarding courses.

8.9.2.9.1.3. Professional Military Education and AFRC-boarded force development courses.

8.9.2.9.1.4. Supplemental and advanced courses. Although not required to perform primary duties, these courses are needed for career value.

8.9.2.9.1.5. Miscellaneous and other MAJCOM courses.

8.9.2.9.1.6. Unfunded courses include distance learning; AETC Type 4 (Field Training Detachment); Type 6 (Job Site Training); and Type 7 (Mobile Training Team). **Exception:** Training required for initial/full operating capability for emerging missions. Training requirements must be identified prior to class scheduling for availability. (T-2)

8.9.2.9.2. To help establish local unit funded school request priorities, commanders should establish an informal school committee to review and prioritize known training requirements. Review this list frequently to realign requirements based on available school funds.

8.9.2.9.3. OTD (School) requests will not to be turned down or canceled for lack of unit funds until all efforts have been exhausted to obtain additional funding. **(T-2)** AFRC Functional Managers (FMs) must have established procedures for requesting unfunded requirements. **(T-2)** Only when AFRC/FM verifies funding is not available will training requests be denied. **(T-2)**

8.9.2.9.4. Prior to contacting AFRC/A1KE for quota cancellation, these procedures must be initiated. **(T-2)** Written documentation, signed by the budget officer and the commander, will be submitted to AFRC/A1KE if a quota is canceled for lack of funding. **(T-2)**

8.9.2.10. Programming Requirements for OTD (School). Out-year forecasts will consider future years defense program end-strength projections, Selected Reserve AFSC manning levels, course utilization history, AFSC hiring trends, and mission changes in determining requirements. **(T-2)**

8.9.2.10.1. AFRC FMs must stay fully engaged with status of out-year requirements and contact the AFRC/A1KE course program manager as events arise (e.g., mission changes, overage hiring). **(T-2)**

8.9.2.10.2. AFRC/A1KE will ensure that all requirements are input into the automated system. **(T-2)**

8.9.2.10.3. OTD (School) directly supporting a unit activation or conversion may precede the programmed activation or conversion date by 6 months or as class availability permits.

8.9.3. OTD (Seasoning, also known as Accelerated Missions Readiness Training (AMRT)). See AFRCI 36-2603, *Air Force Reserve Seasoning Training Program (STP)*.

8.10. Catastrophic or other Events.

8.10.1. Non-Prior Service. Respective training squadrons will maintain training integrity, to include continuation of reservist's orders. Generally speaking, there will be no interruption in pipeline training; however, should an interruption occur, pipeline students will remain in an IADT status to complete the required 84 calendar days of training. AFRC/A1KE will work with the applicable unit and AETC or the respective course owner to ensure the reservist's reentry into formal course of instruction.

8.10.2. Prior Service. Generally, prior service reservists will be returned to their home unit with sufficient time to transition through the MPS and will then be removed from OTD status. **(T-3)** AFRC/A1KE, in concert with AETC or the respective course owner, will provide timely instruction and updates to the unit or HQ RIO on formal disposition of reservists, to include identification of processes for reentry into formal course. **(T-2)**

8.11. Contracted Civilian Acquired Training. Contracted Civilian Acquired Training is designed to increase the number of mission-qualified reservists in the AFR. It is an alternative to proficiency training and must be directly related to specific individual mobilization skill requirements. **(T-2)** Contracted Civilian Acquired Training applies to both to AFSC awarding training and sustainment training. Contracted Civilian Acquired Training is an option for a formal school request.

8.11.1. Contract training is authorized when it is demonstrated that such training fulfills all military requirements, is less costly, and military service school quotas have been requested, but are not available to satisfy an identified training requirement specified by the military service concerned.

8.11.2. Only fully accredited civilian institutions and industries may be used for Contracted Civilian Acquired Training. Observe all existing laws and policies on contracting from non-DoD sources.

8.11.3. AFRC FMs will initiate requests to establish Contracted Civilian Acquired Training, when warranted. **(T-2)** As a minimum, the AFRC Career Field or MAJCOM Functional Manager should define the size and type of the population to be trained, the skills to be obtained, and the proposed source of the training.

8.11.4. AFRC FMs will maintain records reflecting cost per student hour, name of institution, and number of students trained per FY for each of their Contracted Civilian Acquired Training programs.

8.11.5. Special Restrictions on Utilization of RPA Special Tours in Conjunction with Commercial or Contract Activities. When On-the-Job-Training or proficiency training is available only through participation with a commercial, contract activity:

8.11.5.1. The training must be conducted under the supervision of a qualified trainer designated by the applicable performance work statement. **(T-2)**

8.11.5.2. The appropriate military organization responsible for the functional area supported by the performance work statement will request special tours. **(T-2)**

Chapter 9

PROGRESSION ACTIVE DUTY FOR TRAINING

9.1. Progression Active Duty for Training. Progression Active Duty for Training outlines the training an aircrew requires to become mission ready. Progression Active Duty for Training includes initial qualification/re-qualification (as appropriate) training, mission qualification training, and AMRT. The intent of Progression Active Duty for Training is to allow an aircrew to be placed on continuous orders and ensure they are mission ready. Progression Active Duty for Training also allows an AFR unit to forecast funding in their financial plan or through an unfunded requirement as appropriate.

9.1.1. Direct all questions concerning Progression Active Duty for Training to AFRC/A3/10.

9.1.2. As the training class days change frequently with new/deleted syllabus requirements, Progression Active Duty for Training tables for all qualifying aircrew are located on the AFRC/A3/10's restricted Aircrew Management Microsoft SharePoint site (<https://usaf.dps.mil/sites/AFRC-A3/A3R/A3RB/SitePages/Home.aspx?mobile=0>).

9.1.3. The order of the courses listed in the tables is an outline for planning purposes only. Units may prefer a certain order of course attendance concerning survival schools and weapons systems specific school. This should be clearly identified on the unit training request. Units should remain flexible in their expectations of course alignment. It may not be possible to accommodate all requests due to the lack of availability of training slots. Additionally, units should plan for the possibility of short breaks between courses to make the most efficient use of their days allocated.

9.1.4. The reservist's unit of assignment will prepare one Progression Active Duty for Training order after submitting a single AF Form 101. **(T-2)** Upon completion of each school/training, a new DD Form 1610 will be cut for the next training. **(T-1)** The total combined length of the orders should not exceed the time identified in the table listed in the tables on the AFRC/A3/10 Aircrew Management SharePoint site unless there are breaks in training that need to be addressed.

9.1.5. Progression Active Duty for Training is authorized for in-unit training. In-unit training should only be used when formal training is unavailable. Units should have reservists complete academic training at a formal school if a formal school can accommodate only this portion of the training. Utilize the applicable training days authorized for the specific training in the tables listed on the AFRC/A3/10 Aircrew Management SharePoint site when forecasting for progression tour unit funding for in-unit training. Units will ensure they will be authorized to allow a reservist to accomplish in-unit training before requesting progression tour funding. **(T-2)**

9.1.6. If the number of training days for a particular training course listed on a table on the AFRC/A3/10 Aircrew Management SharePoint site is different from the number of days listed in Education and Training Course Announcement, the days listed in the Education and Training Course Announcement take precedence.

9.2. Progression Active Duty for Training Funding. Progression active duty for training is a combination of school tour funds for formal schools that are issued a TLN and special tour funds for all other training to include AMRT. Orders are identified using TCC "FA" for the formal Undergraduate Flying Training (UFT) portion and TCC "FD" for the unit funded continuation portion.

9.2.1. Units must submit Progression Active Duty for Training requirements to their unit's Financial Management Office in their annual financial plan for special tour funds. **(T-3)** Units use the applicable table and aircrew position located on the AFRC/A3/10 Aircrew Management SharePoint site to determine the number of days authorized for Progression Active Duty for Training.

9.2.2. When requirements occur outside of the normal financial planning process and cannot be forecasted in the unit's financial plan, wings must submit an unfunded requirement to the appropriate NAF. **(T-2)** The NAF Financial Management Office reviews the unfunded requirement for possible realignment of funds within the NAF. If the NAF Financial Management Office cannot fund the requirement, an out of cycle unfunded requirement may be submitted to AFRC/FMAR for consideration.

9.3. Ineligibility for Progression Active Duty for Training. Progression Active Duty for Training is not authorized for aircrew who are upgrading to instructor, flight examiner, or flight lead status. Upgrade training to an instructor, evaluator, or flight lead is not part of the flying transition training school tour and thus not authorized Progression Active Duty for Training. **Exception:** An aircrew member joining a Flight Training Unit can be authorized Progression Active Duty for Training funding for required instructor training.

9.4. Student Progression in Training. Each unit is responsible for monitoring the reservists training progression. Progression Active Duty for Training should be accomplished on a continuing basis. If an aircrew member is unable to complete the required training within the number of calendar days identified on the AFRC/A3/10 Aircrew Management SharePoint site, the unit contacts AFRC/FMAR for the additional expense. Units must report a reservist's progress in the unit's Training Review Panel. **(T-3)**

9.4.1. Any time a reservist's formal school training is extended for any reason, the respective unit training office must be notified. **(T-2)**

9.4.2. The applicable training office then coordinates with AFRC/A1 on any required additional school tour funding to cover the extended period. Units must ensure reservists completing formal training earlier than anticipated notify the applicable training office who will then notify AFRC/A1. **(T-1)**

9.5. Breaks in Training. If there is a large break (30 calendar days or more) between Undergraduate Flight Training courses, the unit, at the discretion of the wing commander, may elect to have the reservist begin training at home station. Breaks in training may require a reservist to remain in-place to ensure perishable skills are not lost and facilitate refresher training until the next training course becomes available. This period of training is in excess of the Progression Active Duty for Training requirements and is therefore an additional expense to the unit.

9.6. Unsatisfactory Student Performance. If a reservist is not progressing satisfactorily or meeting the required milestones while on Progression Active Duty for Training, a review board from the unit must be convened to review that individual's training. **(T-3)** If it is decided that there are no mitigating factors that have led to the unsatisfactory progression, the individual is dropped from Progression Active Duty for Training.

9.7. Seasoning/AMRT. Units are allowed to season an aircrew after completing formal qualification courses.

9.7.1. An aircrew member who is assigned to an ART or AGR position after initial qualification or re-qualification training while in mission qualification are not authorized AMRT days.

9.7.2. Information on AMRT and each weapon system's authorized Progression Active Duty for Training can be found on the AFRC/A3/10 Aircrew Management SharePoint site.

9.7.3. The number of AMRT days referenced on the AFRC/A3/10 Aircrew Management SharePoint site is the maximum number of AMRT days authorized. An aircrew member does not have to utilize all of the AMRT days. Commanders may split AMRT into manageable blocks to maximize training.

9.7.4. The unit's training monitor ensures AMRT days are well utilized to ensure the reservist becomes mission qualified.

9.8. Mission Qualification Training. Mission Qualification Training encompasses the calendar days required to complete all ground, flying, and simulator training. It also covers all unit indoctrination training. Mission Qualification Training is normally conducted by the unit of assignment after the aircrew has completed their initial formal training. Mission Qualification Training ensures the aircrew is fully mission capable to accomplish the mission unsupervised.

Chapter 10

ADVANCED DISTRIBUTED LEARNING

10.1. Definition of Advanced Distributed Learning. Advanced Distributed Learning is defined as structured learning that takes place without the physical presence of the instructor but may require mentors/factors to be physically present. Advanced Distributed Learning is enhanced with technology, which may include the use of one or more of the following media – correspondence course materials, audio/videotapes, CD-ROMs, audio/video tele-training, interactive television, web-based instruction, and video conferencing.

10.2. Eligibility. Credit for Advanced Distributed Learning is confined to reservists in duty status and enrolled in qualified Air University or Air Force Career Development Agency courses. After successful completion of the course, the reservist will receive the appropriate points. **Exception:** Completion of Enlisted Joint Professional Military Education (EJPME) I and II on Joint Knowledge Online (JKO) will result in credit of the appropriate points (reference [paragraph 2.2.](#)) The effective date of this exception is 6 September 2019. Compensation will be determined according to DoDI 1215.21, *Reserve Component (RC) Use of Electronic-Based Distributed Learning Methods for Training*. **(T-0)**

10.2.1. An officer will not earn points in a course specified for enlisted reservists. **(T-2)**
Likewise, enlisted reservists will not earn points in a course specified for officers. **(T-2)**

10.2.2. Reservists who complete Developmental Education via Advanced Distributed Learning must register for the course through their servicing FSS or equivalent in order to receive point credit. **(T-1)** Reservists are only authorized to complete other service Developmental Education via Advanced Distributed Learning after first completing the comparable level of AF Developmental Education. Reservists are not authorized to enroll directly with other service schools offering Developmental Education, and any Developmental Education completed by using such means will not be creditable for points. **(T-2)**

10.2.3. Enlisted reservists are authorized to self-register for EJPME I and EJPME II on JKO and are not required to complete service Developmental Education via Advanced Distributed Learning prior to receiving credit for completion of either of these two courses.

Chapter 11

TELEWORK

11.1. Background.

11.1.1. Though telework as a management tool that leverages human capital strategies, the AF can authorize its reservists to work remotely or by teleworking. Teleworking arrangements are flexible work arrangements in which reserve personnel can perform their duties, responsibilities, and authorized activities from a different location from where they would normally work. A culture that supports and facilitates effective telework arrangements will require deliberate effort to create a supportive culture that values transparency, communication, trust, use of technology, and results-oriented performance management if teleworkers are to successfully meet unit mission and operational requirements. The most common technologies used for teleworking are the telephone, computer, and internet connection for electronic mail, etc. Telework is a discretionary workplace flexibility, not an entitlement. Telework eligibility for Service members is discretionary and determined by the relevant Commander or supervisor. Additional information regarding telework is found in DoDI 1035.01_DAFI 36-143, *Telework Program*.

11.1.2. Telework arrangements can present new challenges and require new skills for individuals and their supervisors. Consequently, not every position nor every individual is suited for such arrangements. Supervisors should carefully review DODI 1035.01_DAFI 36-143 eligibility requirements, and may want to consider multiple factors, including individual work characteristics, team dynamics, and job characteristics when making decisions regarding these arrangements. Similarly, reservists are advised to conduct an honest self-evaluation when determining if they are suited for these arrangements. Eligibility criteria must be applied impartially and consistently without prohibited factors being considered.

11.1.2.1. The approval authority should grant teleworking only when it is in the best interest of the AF. Travel in connection with this type of duty is not authorized.

11.1.2.2. Telework for civilian employees is a discretionary workplace flexibility, not an entitlement. **Note:** ARTs who are coded in the Defense Civilian Personnel Data System as “Telework Ineligible” should not be allowed to telework while performing military duty to maintain parity between the dual nature of the position.

11.1.2.3. Telework eligibility for Service members is discretionary and determined by the relevant commander or supervisor.

11.1.3. This manual requires that reservists who telework must complete a DD Form 2946, *Department of Defense Telework Agreement*. (T-2) Commanders and supervisors will also require an AFR agreement (**Attachment 4**) and checklist (**Attachment 5**) be included with the DD Form 2946 for additional accountability. (T-3)

11.2. Definition. Telework is a work arrangement where a reservist performs assigned official duties and other authorized activities at an approved alternate duty location on a regular, recurring, or a situational basis. Telework requires written pre-authorization by a reservist’s AFR unit or RIO detachment commander (or designee) for reservists to work/train in an official capacity for pay and/or points away from the official duty location in either active duty or IDT status. The alternate work locations must have the necessary tools and environment to enable reservists to accomplish

assigned duties. All data, documents, or products developed are the sole property of the United States government and will be prepared for filing in accordance with command guidance if it is to be a permanent record. **(T-0)**

11.3. Percentage of Use. The approval authority and the supervisor determine the percentage of teleworking work for each reservist. Under no circumstances should a reservist perform all their duty by teleworking. **(T-2)** It is the intent that every reservist will participate in a military environment by performing duty in uniform at their official duty location.

11.4. Roles and Responsibilities.

11.4.1. The reservist's AFR unit or RIO detachment commander (or designee) are approval authorities for telework agreements. The AFR unit or RIO detachment commander (or designee) must:

11.4.1.1. Designate positions eligible for telework. **(T-3)**

11.4.1.2. Approve changes to an employee's official worksite, and any telework arrangement outside of the local commuting area. **(T-3)**

11.4.1.3. Ensure supervisors review and document employee eligibility to telework at least annually and more frequently as needed, or upon request by an employee. **(T-3)**

11.4.2. The immediate supervisor must:

11.4.2.1. Review assigned positions and advise commanders in determinations of telework position eligibility. **(T-3)**

11.4.2.2. Determine reservist telework eligibility. **(T-3)**

11.4.2.3. Review and document employee eligibility to telework at least annually and more frequently as needed, or upon request by an employee. **(T-3)**

11.4.2.4. Ensure all telework eligible reservists are fully trained on telework procedures including information technology, data security, and safety requirements. **(T-3)**

11.4.2.5. Participate in OPM telework training for employees and managers (www.telework.gov) prior to approving reservists' telework agreements. **(T-3)**

11.4.2.6. Participate with reservists in completing DD Form 2946 ensuring all appropriate factors are included according to the circumstances of each telework arrangement. **(T-3)**

11.4.2.7. Document in writing the basis for denial or termination of telework on the DD Form 2946. **(T-3)**

11.4.2.8. Maintain appropriate telework documentation and provide a copy to the reservist (including training documentation and telework agreement). Supervisors are responsible for maintaining reservist telework documentation. **(T-3)**

11.4.2.9. Ensure necessary physical worksite coverage such that mission operations continue efficiently and effectively. **(T-3)**

11.4.2.10. Ensure teleworkers and onsite reservists are treated equitably. **(T-3)**

11.4.2.11. Ensure teleworkers are held accountable for government furnished equipment (GFE) and adhere to applicable maintenance requirements (e.g., scheduled software updates). **(T-3)**

- 11.4.2.12. Ensure GFE is returned to the unit/organization when telework agreement ends.
- 11.4.2.13. Promptly report any work-related accident or injury occurring at an alternative worksite. **(T-3)**
- 11.4.2.14. Ensure teleworking employees adhere to time and attendance guidance and requirements. **(T-3)**
- 11.4.2.15. Immediately address teleworker conduct or performance concerns, including terminating telework arrangements if appropriate. **(T-3)**
- 11.4.2.16. Regularly evaluate whether telework continues to meet organizational needs and make appropriate adjustments to telework arrangements as appropriate, including terminating arrangements or expanding telework opportunities, where appropriate.
- 11.4.2.17. Recommend the teleworking project to the approval authority. **(T-3)**
- 11.4.2.18. Prepare required documentation and obtaining any necessary signatures from the teleworker. **(T-3)**
- 11.4.2.19. Ensure project details (e.g., scope of work, deliverables) are mutually agreed upon before beginning work. **(T-3)**
- 11.4.2.20. Quality control the teleworker's completed product. **(T-3)**
- 11.4.2.21. Ensure reservists participate in telework training prior to approving employee telework agreements. **(T-3)**

11.4.3. The reservist must:

- 11.4.3.1. Request review of telework eligibility if so desired. If determined telework eligible, complete OPM telework training for employees and any additional training required by supervisor on telework procedures including information technology, data security, and safety requirements prior to entering into a written telework agreement. **(T-3)**
- 11.4.3.2. Complete, with supervisor, DD Form 2946 ensuring all appropriate factors are included according to the circumstances of each telework arrangement, including specific details regarding alternate duty location. **(T-3)** If alternate duty location is the home, maintain a safe work environment and designate one section of the home as the telework station.
- 11.4.3.3. Safeguard, maintain accountability, and ensure appropriate use of GFE and adhere to applicable maintenance requirements (e.g., scheduled software updates). **(T-3)**
- 11.4.3.4. Return GFE to organization when telework agreement ends. **(T-3)**
- 11.4.3.5. Promptly report any work-related accident or injury occurring at an alternate duty location to supervisor and provide documentation related to the incident when requested. **(T-3)**
- 11.4.3.6. Adhere to time and attendance guidance and requirements. **(T-3)**
- 11.4.3.7. Protect all official, sensitive, and Controlled Unclassified Information (CUI) data and comply with all criteria and guidelines for information and electronic security consistent with DoDI 1035.01_DAFI36-143. **(T-0)**

11.4.3.8. Work at the regular worksite on scheduled telework days as directed by supervisors/Commanders. **(T-3)**

11.4.3.9. Meet required performance standards at fully successful level (or equivalent) or higher and meet any additional duty requirements as documented on telework agreement. **(T-3)**

11.4.4. The supervisor must approve government owned equipment and related supplies for use by the teleworker. **(T-0)** The decision to use appropriated funds to pay for equipment, services, or supplies for the purposes of teleworking, rests solely with the applicable commander. Refer to DoDI 1035.01_DAFI 36-143 for details.

11.5. Dual Compensation for Federal Employees. Many reservists, to include ARTs, hold separate positions as federal civil servants. To telework as a reservist to perform IDT, a civil servant must be in an off duty or official leave status from their civil service position when they are performing military duty (**reference Paragraph 1.8**). **(T-2)** **Note:** A reservist performing days of active duty, even if such duty transpires after the completion of the civilian workday, will result in a full workday charged to leave from the federal civilian employment. **(T-2)**

11.6. Safety. Teleworkers are responsible for ensuring that alternate work locations are safe environments. The reservist will report any injuries while teleworking to their supervisor as soon as possible. The supervisor will follow LOD reporting procedures for accidents or injuries. **(T-3)**

11.7. General Obligations.

11.7.1. Reservists are subject to the UCMJ while teleworking (see 10 USC § 802; DAFI 51-201) whether on active duty orders or performing inactive duty.

11.7.2. Reservists must meet requirements outlined in this manual in order to telework. **(T-3)**

11.7.3. Reservists must provide teleworking equipment requirements to the supervisor. **(T-3)**

11.7.4. Reservists should obtain the approval authority's concurrence before performing teleworking that exceeds the agreed upon hours.

11.7.5. The approval authority of the teleworking agreement may terminate participation in teleworking at any time.

11.7.6. Reservists should not use teleworking for formal training purposes; however, IDT credit is permissible if teleworking is used to satisfy sustainment or supplemental types of activities typically satisfied in an IDT status. Enlisted members may not engage in teleworking on projects within their AFSC area unless they are in training status code D or R. Officers should have a qualified level AFSC (e.g., 38P3 or 38P4 rather than 38P1) to telework on projects in their AFSC area. Projects unrelated to AFSC areas may be approved if the supervisor knows the member to be capable of completing the project.

11.8. Funding.

11.8.1. The approval authority will not authorize travel or per diem for teleworking. **(T-2)**

11.8.2. Before beginning a project, approval authorities must authorize reimbursement for incidental and minor out-of-pocket expenses (e.g., postage, long distance telephone calls, consumable supplies). **(T-3)** They should include a statement in the teleworking agreement

allowing the reservist to use the OF 1164. The normal procedures and dollar limits associated with the OF 1164 apply.

11.9. Agreement.

11.9.1. The reservist and supervisor should sign an agreement before starting the teleworking project specifying all terms for the project and before receiving approval authority's signature.

11.9.1.1. The reservist and supervisor must complete DD Form 2946 prior to participation in telework or remote work programs. **(T-2)** Commanders and supervisors will require an AFR agreement (**Attachment 4**) and telework checklist (**Attachment 5**) with DD Form 2946. **(T-3)**

11.9.1.2. Telework agreements shall be revalidated and signed by the supervisor and reservist at least every 2 years, but must be reviewed annually (recommend review occur in conjunction with annual performance assessment). **(T-3)** Agreements may be reviewed/revalidated more frequently if changes in position duties or other circumstances necessitate. When substantive changes are needed, including any change in the alternative worksite or the assignment of a new supervisor, a new agreement must be completed. **(T-2)**

11.9.2. The approval authority may authorize a general agreement for the performance of teleworking projects in 4-hour increments; however, before each project, the approval authority should document specified project details (e.g., scope of work/training, deliverables, project completion times, type of participation, resource requirements, reimbursable expenses, and progress report requirements).

11.9.2.1. The approval authority must require the reservist to sign a separate assignment report or an addendum to the agreement to acknowledge receipt and understanding of project details. **(T-2)**

11.9.2.2. The approval authority must give a copy of the agreement, with any addendum or assignment reports, to the reservist and supervisor. **(T-2)**

11.10. Government Equipment.

11.10.1. Subject to AFI 17-130, *Cybersecurity Program Management*, DAFMAN 17-1203, *Information Technology Asset Management (ITAM) and Accountability*, and other prescribed rules and limitations, a commander may approve the installation of government-owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternate work locations.

11.10.2. The commander or designated representative retains ownership and control of all hardware, software, and data associated with, or generated by, government-owned systems. The commander must account for equipment on a hand receipt and inventory annually. The commander must notify the Equipment Control Officer of the relocation of the equipment. **(T-3)**

11.10.3. Government equipment can only be used for official use. Commanders may authorize installation, repair, and/or maintenance of equipment at their discretion and direction. The equipment is for authorized use by the reservist only.

11.10.4. The reservist agrees to protect any government-owned equipment from damage, loss, theft, and infection with computer viruses.

11.10.5. Reservists may not install hardware or software on a government system; only unit Client Support Administrators have that authority and only with the permission of their unit commander. **(T-3)**

11.10.6. Reservists must follow Report of Survey procedures for damaged, lost, or stolen government equipment. **(T-3)** DAFMAN 17-1203 provides further guidance.

11.10.7. Government information must be protected from modification, destruction, or inappropriate release. **(T-2)**

11.10.8. Classified equipment and data will only be handled in an area specifically authorized for that classification. **(T-3)**

11.10.9. Users of government provided telecommunications in alternative work locations are subject to the monitoring requirements of AFI 10-701, *Operations Security (OPSEC)*.

11.11. Privately Owned Equipment.

11.11.1. Subject to AFI 17-130, DAFMAN 17-1203, and AFRC Directorate of Communications (AFRC/A6) permissions and limitations, a commander may authorize reservists to use privately owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternative work locations.

11.11.2. Reservists must agree to install, service, and maintain (at their own risk and expense) any privately owned equipment. **(T-1)**

11.11.3. The government does not incur any liability or assume costs resulting from the use, misuse, loss, theft, or destruction (to include computer viruses) of privately owned computer equipment resources (DAFMAN 17-1203).

11.11.4. Government information must be protected from modification, destruction, or inappropriate release. **(T-1)**

11.11.5. Private equipment may not be used to access or view classified material or privacy act data (AFI 17-130). **Exception:** Desktop Anywhere, a US government system, may be used to securely access privacy act data on personal computers.

11.12. Equipment Related Funding and Office Supplies. In accordance with DoDI 1035.01_DAFI 36-143, commanders must consider the propriety of providing necessary communications and computer systems services before allowing personnel to work from an alternate work location. **(T-2)**

11.13. Equipment Obligations.

11.13.1. Reservists using privately owned or government owned equipment must sign an agreement outlining the required equipment, software, hardware, data, and telecommunication services. **(T-2)**

11.13.2. Reservists must ensure that software use conforms with copyright law and any contractual agreements. **(T-2)**

11.13.3. If teleworking requirements terminate, the reservist must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided. **(T-2)** Reference DAFI 23-101, *Materiel Management*, DoDI

5000.64_DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*, and DAFMAN 17-1203, for more information.

11.14. Security. Access to sensitive (e.g., Privacy Act) documents, data, records, etc. on government equipment by reservists must be consistent with DoD, Air Force, and MAJCOM directives and instructions. **(T-0)** Private equipment may not be used to access or view classified material or privacy act data (See AFI 17-130 and DAFMAN 17-1203). **Exception:** Privacy Act data can be securely accessed on a privately-owned computer if Desktop Anywhere, a US government system, is used.

11.15. Documentation.

11.15.1. The approval authority must sign the agreement as the approval documentation before the reservist starts the teleworking project. **(T-3)**

11.15.2. The approval authority must document approval. **(T-3)**

11.15.2.1. For active duty, the publication of the active duty order by the unit must be accomplished. **(T-2)**

11.15.2.2. For IDT, supervisors must sign Block III of the AF Form 40A and must annotate in the remarks section:

11.15.2.2.1. The number of anticipated hours of work for the teleworking project. **(T-2)**

11.15.2.2.2. The specified time period for the project. **(T-2)**

11.15.2.2.3. The statement “Training to be accomplished by teleworking.” **(T-2)** This statement will also be reflected on the order or AF Form 40A.

11.15.3. Upon project completion, the reservist verifies the project time. The certifying authority must indicate agreement by signing Block IV of the AF Form 40A or Block 45 of the AF Form 938. **(T-2)**

Chapter 12

AIR RESERVE TECHNICIAN SCHOOL ATTENDANCE

12.1. ART School Attendance. Note : Primarily pertains to ARTs in their non-TR capacity; however, guidance will pertain to all TRs, AGRs, non-ART civilians, and IR when annotated with “*”).

12.1.1. Each ART position is associated with a TR position and an identical or closely related civilian position, that requires substantially the same basic knowledge and skills in either position. Student status must be determined prior to the training request. **(T-2)**

12.1.2. As determined by the Civilian Personnel Section in conjunction with AFRC policy and union agreements, ARTs may be required to wear their military uniform to training while in civilian status. Some courses may require the wearing of “special” equipment and, regardless of status, all attendees will abide by these requirements, to include physical fitness requirements. (* also applicable to all TRs, AGRs, non-ART civilians, and IRs)

12.1.3. ARTs traveling in a civilian capacity, must include both the military rank and civilian grade on their orders. ARTs will be provided lodging according to their military rank. **(T-2)**

12.1.4. A statement addressing the reservist’s compliance with fitness requirements, with specified date, must be included in the remarks section of the travel order. **(T-2)**

12.1.5. AFRC FMs will identify those courses requiring mandatory attendance in military status. **(T-2)**

12.1.6. Reservists requesting attendance in civilian status will complete Standard Form 182, *Request, Authorization, Agreement and Certification of Training*, and according to local procedures, will forward through the servicing FSS Education and Training Office Section, if applicable, to the appropriate servicing Civilian Personnel Section for processing. Only requests coordinated through the servicing Civilian Personnel Section will be accepted by AFRC/A1KE. Request received directly from units or reservists will not be processed. The reservist’s duty status will be determined prior to submission of the training request. **Note:** *AGRs must also submit the Standard Form 182, not the AF Form 101, through appropriate channels for further submission to AFRC/A1KE. **(T-2)**

12.1.6.1. Reservists will not attend formal schools in AT status. **(T-2)** All commanders must consider the following prior to approval of any training event while in AT status. **(T-2)**

12.1.6.1.1. Formal training can best be described as training in an environment with a defined set of intentional, measured, learning objectives. In the AF, most formal training is conducted by organizations whose primary mission is training or education (e.g., AETC). Informal training is by experience in nature (i.e., on-the-job training). Informal training can also be accomplished through other forums such as workshops, conventions, conferences, or meetings where information is presented and discussed but not evaluated for a pass/fail result.

12.1.6.1.2. The Education and Training Course Announcement contains course announcements for active courses conducted to support Total Force requirements. Each course announcement contains relevant information used to facilitate attendance to

include prerequisites as well as course descriptions and reporting information. Individual course owners are responsible for the update of information within the Education and Training Course Announcement. As a central source for course information for student attendance, the Education and Training Course Announcement has evolved to include formal as well as informal course announcements to ensure students have the most up-to-date information for all types of training events. Additionally, the Education and Training Course Announcement has become the source of course information for training contained in the Oracle Training Announcement quota management system.

12.1.6.1.3. Oracle Training Announcement is the AF system of record for student accounting for a myriad of training events. AETC as well as MAJCOMs and other agencies use Oracle Training Announcement and other subsystems to track requirements, quota management, student attendance, and course completion information. Oracle Training Announcement has become an essential tool to provide the capability to reach back and compile statistics on utilization, graduations, eliminations, etc. Tracking of students within Oracle Training Announcement is accomplished through quota management and student accounting using TLNs.

12.1.6.1.4. To clarify the definition of a formal school in terms of AT for AFR use only, a formal school can be defined as a course within a controlled environment with a defined set of intentional, measured, learning objectives coupled with a pass/fail result.

12.1.6.1.5. By AFR definition, reservists will not attend formal schools in AT status. **(T-2)** Also, this AFR definition of a formal school should never be used to replace the spirit and intent of AT. As a statutory requirement, AT is specifically designed for unit-based structured training. All commanders remain charged to exercise AT to the full benefit of providing individual or unit mission readiness training.

12.1.6.2. The servicing FSS or equivalent is responsible for reviewing and approving all requests for training according to regulatory, statutory, and legal requirements.

12.1.6.3. AF Form 101 will not be used to request courses for civilian status. **(T-2)**

12.1.6.4. ARTs will not use a civilian training quota/TLN to attend in military status or use a military quota to attend in civilian status. **(T-2)**

12.1.6.5. ARTs will not submit duplicate requests through military channels requesting the same course/class. The duty status will be determined prior to submission of the training request. **(T-2)**

12.1.7. While ARTs cannot attend formal training in AT status, formal training may be substituted for the AT requirement.

12.1.8. ARTs attending courses in civilian status will begin and remain in that status during the duration of the training. **(T-2)** Switching status is not authorized (e.g., civilian status 1 week and military status the next).

12.1.9. ARTs, regardless of status (military or civilian), will not continue to meet flying operations requirements while they are attending resident formal training, including ARTs

attending courses co-located with unit of assignment. **(T-2)** This restriction will allow ARTs to remain focused on the academic rigors of the institution they are attending.

12.2. AETC Funded Quotas. Each FY, AFRC is given a number of AETC funded quotas (bogeys). AETC fund cites are used for travel/per diem; there is no tuition cost for formal schools. However, the number of bogeys available each year does not remain constant. Bogeys are not used for flying, Air Force Institute of Technology (AFIT), Air University, Medical, Survival, or MAJCOM (e.g., Air Mobility Command) specific training courses.

12.2.1. Prior to determining status and school request, training offices must coordinate with AFRC/A1KE on bogey availability. When bogeys are available, ARTs must attend formal schools in civilian status. **(T-2)**

12.2.1.1. A commander must approve an exception to attend in military status. **(T-2)** The AFRC unit command section (AFRC/CSS) will approve all requests for ARTs assigned to AFRC. **(T-2)**

12.2.1.2. ARTs attending school in civilian status will abide by all appropriate guidelines/rules established by the school and required of all students. **(T-2)**

12.2.2. AFIT normally funds the travel/per diem for civilian students, therefore ARTs will also be required to attend their courses in civilian status. **(T-2)**

12.2.3. Short notice cancellations (those turned in within 10 calendar days or less) and no-shows will be documented in writing, signed by the commander, and forwarded through the FSS or equivalent to AFRC/A1KE (* also applicable to all TRs, AGRs, and non-ART civilians). **(T-2)**

12.3. Funding Guidance. When ARTs attend schools in civilian status, O&M funds are utilized. If military status, then Active Duty for Training funds (i.e., project 726) are used. **Note:** There are no tuition costs associated with formal schools.

12.4. Tuition Assistance (TA) (ARTs only).

12.4.1. As a civilian employee, tuition assistance may be available under the local tuition assistance policy at each respective location. Local O&M (unit) funds are used. Where an AFR unit is a tenant, the funding remains an AFR unit responsibility; however, TA is not provided, in whole or part, for courses which the employee is receiving other federal or state tuition subsidies such as Department of Veterans Affairs educational benefits, scholarships or grants, etc.

12.4.2. For those ARTs registered in an AF civilian career program other than the ART Officer Career Program, it may be possible to obtain tuition assistance through that means.

ALEX WAGNER
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

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

- 10 USC § 115, *Personnel Strengths: Requirement for Annual Authorization*
- 10 USC § 651, *Members: Required Service*
- 10 USC § 671, *Members Not to be Assigned Outside United States Before Completing Training*
- 10 USC § 802, Art. 2, *Persons Subject to this Chapter*
- 10 USC § 1491, *Funeral Honors Functions at Funerals for Veterans*
- 10 USC § 2126, *Members of the Program: Service Credit*
- 10 USC § 10147, *Ready Reserve: Training Requirements*
- 10 USC § 10148, *Ready Reserve: Failure to Satisfactorily Perform Prescribed Training*
- 10 USC § 10149, *Ready Reserve: Continuous Screening*
- 10 USC § 10204, *Personnel Records*
- 10 USC § 10205, *Members of Ready Reserve: Requirement of Notification of Change of Status*
- 10 USC § 10206, *Members: Physical Examinations*
- 10 USC § 12103, *Reserve Components: Terms*
- 10 USC § 12301, *Reserve Components Generally*
- 10 USC § 12303, *Ready Reserve: Members Not Assigned to, or Participating Satisfactorily In, Units*
- 10 USC § 12311, *Active Duty Agreements*
- 10 USC § 12319, *Ready Reserve: Muster Duty*
- 10 USC § 12503, *Ready Reserve: Funeral Honors Duty*
- 10 USC § 12732, *Entitlement to Retired Pay: Computation of Years of Service*
- 10 USC § 12733, *Computation of Retired Pay: Computation of Years of Service*
- 37 USC § 204, *Entitlement*
- 37 USC § 206, *Reserves; Members of National Guard: Inactive-Duty Training*
- FY2022 National Defense Authorization Act, Section 415, *Accounting of Reserve Component Members Performing Active Duty or Full-time National Guard Duty Towards Authorized End Strengths*
- DoDI 1035.01_DAFI 36-143, *Telework Program*, 4 April 2012
- DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 11 March 11, 2014
- DoDI 1215.07, *Service Credit for Non-Regular Retirement*, 30 July 2019

DoDI 1215.21, *Reserve Component (RC) Use of Electronic-Based Distributed Learning Methods for Training*, 10 October 2014

DoDI 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*, 10 July 2015

DoDI 1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*, 19 April 2016

DoDI 5000.64_DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*, 6 December 2021

DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, 30 December 2015

DAFPD 36-32, *Military Retirements and Separations*, 11 October 2022

DAFI 23-101, *Materiel Management*, 22 October 2020

DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022

DAFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) For Air Reserve Component (ARC) Service Members and the Career Intermission Program*, 3 March 2023

DAFI 36-2110, *Total Force Assignments*, 15 November 2021

DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 16 April 2021

DAFI 36-2608, *Military Personnel Records System*, 16 April 2021

DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, 25 November 2019

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 February 2020

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, 3 September 2021

DAFI 36-3003, *Military Leave Program*, 24 August 2020

DAFI 36-3012, *Military Entitlements*, 6 April 2023

DAFI 36-3211, *Military Separations*; 24 June 2022

DAFI 51-201, *Administration of Military Justice*, 14 April 2022

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

DAFMAN 17-1203, *Information Technology Asset Management (ITAM) and Accountability*, 13 September 2022

DAFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019, DAFGM 2023-02 23 April 2023

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

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

HAFMD 1-42, *Chief of Air Force Reserve*, 27 April 2021
AFPD 36-21, *Utilization and Classification of Military Personnel*, 22 August 2019
AFI 10-250, *Individual Medical Readiness*, 22 July 2020
AFI 10-701, *Operations Security (OPSEC)*, 24 July 2019
AFI 17-130, *Cybersecurity Program Management*, 13 February 2020
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 20 September 2019
AFI 36-3202, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*, 24 June 2020
AFI 36-3203, *Service Retirements*, 29 January 2021
AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 15 July 2019
AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 20 September 2019
AFI 48-133, *Duty Limiting Conditions*, 7 August 2020
AFMAN 11-2 *Mission Design Specific Aircrew Training, Aircrew Evaluation, and Aircrew Operations*, Various Dates
AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021
AFMAN 41-210 *TRICARE Operations and Patient Administration*, 10 September 2019
AFMAN 47-101, *Managing Dental Services*, 25 July 2018
AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*, 26 March 2004
AFRCI 36-2603, *Air Force Reserve Seasoning Training Program (STP)*, 28 January 2021
AFRCMAN 36-104, *Air Force Reserve Technician Time and Attendance*, 25 January 2023
AF Information Management Tool
Medical Standards Directory

Prescribed Forms

AF Form 40, *Authorization for Inactive Duty Training*
AF Form 40A, *Record of Individual Inactive Duty Training*
AF Form 40B, *Record of Individual Military Funeral Honor Duty*
AF Form 101, *Reserve Requirement for School Tours of Active Duty for Training*
AF Form 1289, *Application for Active Duty Training (RPA Tour)*, 01 September 1995
AF Form 3956, *Report of Inactive Duty Training Performance – AGTP/AFTP (USAFR)*

Adopted Forms

OF 1164, *Claim for Reimbursement for Expenditures on Official Business*
SF 182, *Request, Authorization, Agreement and Certification of Training*
DD Form 214, *Certificate of Release or Discharge From Active Duty*
DD Form 1610, *Request and Authorization for Temporary Duty Travel of DoD Personnel*
DD Form 2697, *Report of Medical Assessment*
DD Form 2946, *Department of Defense Telework Agreement*
DAF Form 847, *Recommendation for Change of Publication*
AF Form 125, *Application for Extended Active Duty with the United States Air Force*
AF Form 422, *Notification of Air Force Member's Qualification Status*
AF Form 469, *Duty Limiting Condition Report*
AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*
AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*
ARPC Form 168, *Computation for Points and Satisfactory Service Credit Summary*

Abbreviations and Acronyms

367 RCG—367th Recruiting Group
AC—Active Component
AD—Active Duty
ADOS—Active Duty for Operational Support
AETC—Air Education and Training Command
AF—Air Force
AFI—Air Force Instruction
AFIT—Air Force Institute of Technology
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
AFROTC—Air Force Reserve Officer Training Corps
AFSC—Air Force Specialty Code
AFTP—Additional Flying and Flight Training Period
AGR—Active Guard/Reserve
AGTP—Additional Ground Training Period

ALO—Admissions Liaison Officer
AMRT—Accelerated Mission Readiness Training
ANG—Air National Guard
ARC—Air Reserve Component
ARCNet—Air Reserve Component Network
AROWS-R—Air Reserve Orders Writing System-Reserve
ARPC—Air Reserve Personnel Center
ART—Air Reserve Technician
AT—Annual Training
ATP—Additional Training Period
AvIP—Aviation Incentive Pay
CC—Commander
CUI—Controlled Unclassified Information
DAF—Department of the Air Force
DAFGM—Department of the Air Force Guidance Memorandum
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DD Form—Department of Defense Form
DoD—Department of Defense
DR—Duty Restriction
EAD—Extended Active Duty
EJPME—Enlisted Joint Professional Military Education
ET—Equivalent Training
ETCA—Education and Training Course Announcement
FM—Functional Manager
FR—Fitness Restriction
FSS—Force Support Squadron
FY—Fiscal Year
GFE—Government Furnished Equipment
GM—Guidance Memorandum
HAFMD—Headquarters Air Force Mission Directive

HPS/FAP—Health Professions Scholarship and Financial Assistance Program

HQ—Headquarters

HQ RIO—Headquarters Individual Reservist Readiness and Integration Organization

IADT—Initial Active Duty for Training

IDT—Inactive Duty Training

IMA—Individual Mobilization Augmentee

IMR—Individual Medical Readiness

IR—Individual Reservist (Individual Mobilization Augmentee, Mobilization Assistant, Participating Individual Ready Reserve) (for the purpose of this DAFMAN)

JKO—Joint Knowledge Online

LOD—Line of Duty

MAJCOM—Major Command

MILPDS—Military Personnel Data System

MPA—Military Personnel Appropriation

MPLP—Military Parental Leave Program

MPS—Military Personnel Section

MSD—Medical Standards Directory

MTF—Military Treatment Facility

NAF—Numbered Air Force

O&M—Operations and Maintenance

OF—Optional Form

OL—Operating Location

OPR—Office of Primary Responsibility

OTD—Other Training Duty

PCARS—Point Credit Accounting and Reporting System

RC—Reserve Component

RCML—Reserve Component Maternity Leave

RegAF—Regular Air Force

RMP—Readiness Management Period

RMU—Reserve Medical Unit

RPA—Reserve Personnel Appropriation

RPO—Reserve Pay Office

SORN—System of Record Notices

TAMP—Transition Assistance Medical Program

TCC—Training Category Code

TLN—Training Line Number

TP—Training Period

TR—Traditional Reservist

UCMJ—Uniform Code of Military Justice

UFT—Undergraduate Flying Training

USC—United States Code

USAF—United States Air Force

USAFA—United States Air Force Academy

UTA—Unit Training Assembly

UTAPS—Unit Training Assembly Participation System

VLPAD—Voluntary Limited Period of Active Duty

Office Symbols

AETC/DO—Director of Operations, Air Education and Training Command

AF/RE—Air Force Reserve

AF/REG—Air Force Reserve, Reserve Senior Leader Management Office

AF/REP—Air Force Reserve, Directorate of Personnel

AFSVA/CCR—Reserve Advisor, Air Force Services Agency

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

AFRC/A1KE—Air Force Reserve Command, Education and Training Operations and Support Branch

AFRC/A3/10—Air Force Reserve Command, Directorate of Operations, Strategic Deterrence and Nuclear Integration

AFRC/A3R—Air Force Reserve Command, Operations Resource Division

AFRC/A3OH—Air Force Reserve Command, Current Operations Division, Counterdrug Support Branch

AFRC/A6—Air Force Reserve Command, Directorate of Communications

AFRC/CD—Deputy Commander, Air Force Reserve Command

AFRC/CSS—Air Force Reserve Command, Unit Command Section

AFRC/FM—Air Force Reserve Command, Directorate of Financial Management

AFRC/FMAR—Air Force Reserve Command, FM Reserve Personnel Appropriations Branch

AFRC/JA—Air Force Reserve Command, Directorate of the Judge Advocate

AFRC/SG—Air Force Reserve Command, Directorate of the Surgeon General

ARPC/DPA—Air Reserve Personnel Center, Directorate of Assignments

ARPC/DPAR—Air Reserve Personnel Center, Accessions Division

ARPC/DPAT—Air Reserve Personnel Center, Education and Incentives Division

ARPC/DPAAA—Air Reserve Personnel Center, Reserve Assignment Branch

ARPC/DPTSP—Air Reserve Personnel Center, Points Management Branch

ARPC/FMA—Air Reserve Personnel Center, Financial Analysis Division

HQ RIO/CC—Commander, Headquarters Individual Reservist Readiness and Integration Organization

NGB/CF—Director, Air National Guard

SAF/MR—Assistant Secretary of the Air Force, Manpower and Reserve Affairs

Terms

Activation—Order to active duty (other than for training) in the federal service.

Active Duty (AD)—Full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve Component.

Active Duty for Operational Support (ADOS)—All voluntary active duty performed pursuant to 10 USC § 12301(d) other than AGR duty.

Active Duty for Training—A tour of active duty (i.e., AT, IADT, or OTD) that is used for training members of the Reserve Component to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires.

Active Guard/Reserve (AGR)—National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve, and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components.

Additional Flying and Flight Training Period (AFTP)—Training periods authorized for primary aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness.

Additional Ground Training Period (AGTP)—Training periods authorized for primary aircrew members for conducting aircrew specific ground training to attain and maintain aircrew currencies and sustain required readiness.

Additional Training Period (ATP)—Training periods designed to improve readiness by providing for individuals and units the required and necessary training to attain and maintain designated readiness levels.

Alternative Worksite (Civilian Employees)—A location away from the regular worksite that has been approved for the performance of assigned official duties and other approved activities. It may be an employee's home, a telework center, or other approved worksite, and for the purposes of tele/remote work, must be codified on the completed DD Form 2946 and/or any other applicable

document deemed necessary by the unit. The alternative worksite must be identified with sufficient specificity (e.g., area of the home to be used for government work) to allow for analysis of civilian employee workplace injury claims.

Alternate Duty Location (Service Members)—A location away from the permanent duty station that has been approved for the performance of assigned official duties and other approved activities. It may be a service member’s home, a telework center, or other approved worksite, and for the purposes of tele/remote work, must be codified on the completed DD Form 2946 and/or any other applicable document deemed necessary by the unit. The alternate duty location must be identified with sufficient specificity to allow for analysis of service member line-of-duty determinations.

Air Reserve Technician (ART)—Department of the AF civilian employee providing full-time support to the AF for administration, training, and maintenance of the AFR and required to be a Traditional Reservist (“dual-status”) as a condition of employment. Also known as “Military Technicians” (MilTechs) in other service branches.

Consecutive Additional Flying and Flight Training Period—Two separate, but back-to-back Additional Flying and Flight Training Periods, performed in a single calendar day. The consecutive Additional Flying and Flight Training Periods must be performed on distinctly separate flights/missions and have separate flight authorizations.

Dual Additional Flying and Flight Training Period—Two continuous Additional Flying and Flight Training Periods recorded as a single (i.e., 8-hour or longer) event. Dual Additional Flying and Flight Training Periods may be accomplished on a single flight/mission or on several flights/missions within the same flight duty period.

Functional Manager (FM)—(Career Field or MAJCOM) Senior leaders who provide day-to-day management responsibility over specific functional communities for AFRC. While they should maintain an institutional focus regarding resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community’s mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

Funeral Honors Duty—Inactive duty used to prepare for and provide honors at funerals of military members and veterans.

Inactive Duty Training (IDT)—Authorized training performed by a member of a Reserve Component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve Component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay.

Individual Mobilization Augmentee (IMA)—An individual reservist attending drills who receives training and is preassigned to an Active Component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization.

Individual Ready Reserve (IRR)—A manpower pool consisting of individuals who have had some training or who have served previously in the Active Component or in the Selected Reserve or have some period of their military service obligation remaining.

Initial Active Duty for Training (IADT)—A category of active duty for training that includes basic military training and technical skill training.

Other Training Duty (OTD)—Authorized active duty for training, other than IADT or AT, that provides all other structured training, to include on the job training, for individuals or units to enhance proficiency.

Reserve Unit Training Assembly (UTA)—Two or more consecutive IDT periods scheduled by a unit (preferably during a non-holiday weekend) for an assembly of Airmen to get training.

Telework (Civilian Employees)—A voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of the employee's regular, paid hours, at an approved alternative worksite (e.g., home, telework center) on a regular, recurring, or a situational basis. Telework does not include any part of work done while on official travel or mobile work, that is, work characterized by routine and regular travel to customer or other worksites instead of a single agency worksite (e.g., site audits, inspections, investigations, and property management).

Telework (Service Members)—A work arrangement where a service member performs assigned official duties and other authorized activities at an approved alternate duty location on a regular, recurring, or a situational basis. Telework does not include any part of work done while on official travel or mobile work, that is, work characterized by routine and regular travel to customer or other worksites instead of a single agency worksite (e.g., site audits, inspections, investigations, and property management).

Telework Agreement—A written agreement, completed and signed by an employee/service member and the authorized management official(s)/commander, via the DD Form 2946, which outlines the terms, conditions, obligations, and responsibilities of the telework arrangement.

Telework Eligible Employee/Service Member—An employee/service member whose position is deemed telework eligible, and whose performance, conduct, assignment, mission, and other relevant personnel factors are suitable to allow telework participation, even though participation may only be situational, temporary, or on an emergency basis. Supervisors are responsible for determining an employee/service member's telework eligibility. The individual employee/service member's eligibility is separate and distinct from the position eligibility.

Telework Eligible Position—Characteristics of the position that identify suitability for tele/remote work as determined by the squadron commander (or equivalent), with input and advice from the supervisor, who has authority to manage the position. Civilian positions are identified as either: eligible for regular/recurring telework; or eligible for situational telework; or not eligible for telework. (Upon release of applicable DoD guidance, positions may also be identified as remote work eligible.) Typically, positions with telework eligibility involve at least some tasks and work activities that are portable and do not depend on the employee/Service Member being physically present at the regular worksite. The position eligibility is separate and distinct from the employee/service member's eligibility.

Training Period—An authorized and scheduled regular IDT period. A training period must be at least 4 hours. The term was previously used interchangeably with other common terms such as “drills,” “drill period,” “assemblies,” “periods of instruction,” etc.

Attachment 2

USAFA LIAISON POINT CREDIT

A2.1. Activities Authorized for Point Credit. Admissions Liaison Officers should use [Table A2.1](#) to identify and report authorized ALO activities.

Table A2.1. Activities Authorized for Point Credit.

RULE	A	B
	Activity Title	Definition
1	School Contact	Contact with school personnel (e.g., personal visit, phone call, preparation of a letter, newsletter to a school).
2	Individual Contact	Counseling or other contact on an individual basis with students, parents, cadets, or other persons concerning USAFA and AFROTC.
3	Student Group Contact	Presentation to a group of students (e.g., scouts, social studies class, Civil Air Patrol, student body assembly) to provide general information about USAFA or AFROTC.
4	Adult Group Contact	Presentation to a group of adults (e.g., religious group) to provide general information about USAFA or AFROTC.
5	Recruiter Contact	Presentation of USAFA and AFROTC information to an Air Force recruiter. Also, attendance at recruiter meetings.
6	Career Day Convention	Participation in Career Day, College Day, or in other types of fairs or conventions to hand out USAFA and AFROTC information.
7	Candidate Evaluation	Preparation of a candidate evaluation to include both the writing of an evaluation and obtaining necessary data from teachers, guidance personnel, coaches, and other individuals.
8	Proficiency Maintenance	Participation in USAFA or AFROTC-directed activities to maintain ALO proficiency. Includes individual testing, meetings, and conferences.
9	Candidate Fitness Assessment (Candidate Fitness Assessment). See note.	Activity associated with Candidate Fitness Assessment.
10	Grass Roots. See note.	Activity associated with the Grass Roots program.
11	Educator Visit	Activity associated with the Educator Visit program.
12	Parents Club	Activity associated with the Parents Club program.
13	Orientation Meeting	Activity associated with an orientation meeting or other programs especially for pre-candidates, candidates, and appointees to USAFA, and for individuals in the AFROTC scholarship application process.
14	Summer Seminar	Activity associated with the Summer Scientific Seminar program.

15	Public Information	Activity to maintain public awareness of USAFA and AFROTC through media (scholarship or appointment presentation).
16	Congressional	Assistance provided to a Member of Congress or congressional staff by providing information regarding USAFA and AFROTC or serving on a selection committee.
17	Supply Management	Activity to maintain supply program (for use by supply officers only).
18	ALO Program Management	Activity associated with overall management of the ALO Program (for use by Liaison Officer Directors and/or Deputy Liaison Officer Directors only).
Note: Include time spent preparing for an event such as Candidate Fitness Assessment or Grass Roots.		

Attachment 3

TRAINING CATEGORY CODE DEFINITIONS

A3.1. ADOS and OTD are divided into categories based on the type of active duty being accomplished. ADOS is used to provide direct staff support to Active or Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome. OTD is used to supplement AT, IADT, and IDT when the member needs extra training to achieve a required skill or skill level in the assigned AFSC. The TCC headers are designated as XZ. TCCs ending in "Z" are category headers only and will be used for cost rollups at the AF/RE level. Only the TCCs listed below a given "Z" category are valid. Listed below is a brief definition for each TCC except SCHOOL TOURS (PROJECT 726) and Career Development Training (i.e., AZ).

Section A3A— AZ—Career Development Training

A3.2. AA—Officer Professional Military Education. Identifies officers attending Professional Military Education to include Squadron Officer School, Intermediate Developmental Education (e.g., Air Command and Staff College), and Senior Developmental Education (e.g., Air War College). This is general type training that is not specifically AFSC oriented.

A3.3. AB—Non-Commissioned Officer (NCO) Professional Military Education. Identifies enlisted members attending Professional Military Education (e.g., Senior Non-Commissioned Officer Academy). This is general type training that is not specifically AFSC oriented.

A3.4. AC—Professional Continuing Education. Identifies officers or enlisted members attending short military education courses designed to provide professional development and Air Force recognized professional continuing education courses for professional AFSCs (e.g., medical, legal, chaplain, engineer, acquisition). Includes but not limited to Squadron Commander Course, Non-Commissioned Officer Leadership Development Seminar, etc.

A3.5. AD —Advanced Distributed Learning (ADL). Identifies officers and enlisted members participating in education and training events that are delivered by an Advanced Distributed Learning media that takes place without the physical presence of the instructor.

Section A3B— BZ—Initial Skill Acquisition Training.

A3.6. BA—Initial Skill Training for Nonrated Officers. Identifies those officers attending the initial skills training for award of their AFSC.

A3.7. BB—Initial Skill Training for Enlisted Members. Identifies those enlisted members attending the initial technical training for award of their AFSC.

Section A3C— Officer Training

A3.8. CA—Officer Training School. Identifies enlisted attending Officer Training School.

A3.9. CB—Academy of Military Science. Identifies officers attending the Academy of Military Science course.

A3.10. CC—Commissioned Officer Training (COT). Identifies officers attending the Commissioned Officer Training course or the Reserve Commissioned Officer Orientation course.

A3.11. CZ—Total Force Officer Training (TFOT). Identifies those enlisted members attending Total Force Officer Training in order to be appointed as Line of the Air Force officers.

Section A3D—. DZ—Recruiter Training

A3.12. DA—Air Force Reserve Recruiter School. Identifies personnel attending the Air Force Reserve Recruiter School.

Section A3E—. EZ—Refresher and Proficiency Training

A3.13. EA—Enlisted 7-Level Upgrade Courses. Identifies enlisted members attending a 7-level upgrade course.

A3.14. EB—Officer Field Upgrade Courses. Identifies officers attending field upgrade courses (e.g., Advanced Personnel Officer Course).

A3.15. EC—Survival Training. Identifies personnel attending survival-training courses.

A3.16. ED—Other Advanced Skill Courses. Identifies personnel attending advanced skill courses other than those included as officer field grade upgrade courses, survival training, and post Undergraduate Flight Training courses.

A3.17. EF—Post Undergraduate Flight Training Flying Courses. Identifies personnel attending post Undergraduate Flight Training flying courses.

Section A3F—. FZ—Undergraduate Flying Training

A3.18. FA—Undergraduate Pilot Training (UPT). Identifies personnel attending Undergraduate Pilot Training.

A3.19. FB—Undergraduate Navigator Training (UNT). Identifies personnel attending Undergraduate Navigator Training.

A3.20. FC—Flight Screening. Identifies personnel who are attending Flight Screening course prior to attending Undergraduate Pilot Training or Undergraduate Navigator Training.

A3.21. FD—Progression Active Duty for Training. Identifies personnel on Progression Active Duty for Training, initial aircrew qualification up to, but including instructor or flight examiner status by crew position.

Section A3G—. GZ—Unit Conversion Training

A3.22. GA—All Formal Courses for Retraining Aircrew. Identifies aircrew personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a result of the unit undergoing mission/aircraft changes. This TCC would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing.

A3.23. GB—All Formal Courses for Retraining Nonflying Members. Identifies nonflying personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a

result of the unit undergoing mission/aircraft changes. This TCC would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing. SPECIAL TOURS (PROJECT 727).

Section A3H— HZ—Competitive Events

A3.24. HA—All DoD Sponsored/Sanctioned Athletic Events. Identifies personnel participating in a DoD sponsored/sanctioned athletic event (excluding Interallied Confederation of Reserve Officers). Is to be used only for actual participants in the competition, not for coaches, judges, assistants, or individuals attending planning meetings, etc.

A3.25. HB—Interallied Confederation of Reserve Officers Military Competitors. Identifies selected individuals participating and providing logistical support of Interallied Confederation of Reserve Officers /CIOMR activities as approved by AF/RE. The US team competes with those of other NATO nations each year. It is to be used for actual participants in the competition and for individuals giving logistical support.

Section A3I— JZ—Command/Staff Supervision

A3.26. JA—Audits/inspections/Staff Assistance Visit to Subordinate Reserve Units and Other Air Force Reserve-Directed Investigations. Identifies personnel providing realistic and practical experience in augmenting evaluation teams conducting audits, inspections, QAFA teams, or investigations and in rendering assistance to subordinate Reserve units.

A3.27. JB—Conferences, Workshops, Meetings, Command-Directed Interviews, etc. Identifies personnel attending conferences, workshops, meetings, command-directed interviews.

A3.28. JC—Membership on Selection/Review Boards, Policy Councils, and Similar Activities. Identifies personnel selected to participate on selection/review boards (e.g., promotions, awards), policy councils, and related activities.

A3.29. JD—Quality Initiatives or Teams. Identifies personnel participating in quality teams (e.g., problem solving process teams, process action teams, process improvement teams) or other meetings for quality initiatives. This includes individuals serving as instructors for quality schools. Emergency and Special Program code QS should be used for quality related instruction.

Section A3J— KZ—Exercises (Active Duty for Operational Support/Active Duty for Training)

A3.30. KA—Wargame Support. Identifies Reserve personnel participating in simulated and computer-aided war games and exercises.

A3.31. KB—Participation in Joint Training Exercises. Identifies Reserve personnel participating in joint and command-directed training exercises. Reserve members are integrated with the AC forces and provide required expertise. These personnel may function in command positions as aircrew members, or specialists in any field.

A3.32. KC—Other Worldwide Missions. Identifies personnel participating in deployments, missions, humanitarian relief efforts, and peacekeeping efforts not specifically identified by another TCC.

A3.33. KD—Haiti Support. Identifies personnel participating in Haitian relief efforts. This TCC should be used in conjunction with Emergency and Special Program code HA, XF, or DT.

A3.34. KE—Iraq/Saudi/Kuwait Support. Identifies personnel participating in military missions in the areas of Iraq/Saudi/Kuwait. For tours requiring Emergency Essential and Special Program codes check with the local financial management office for the appropriate code.

Section A3K—LZ—Management Support (Active Duty for Operational Support/Active Duty for Training)

A3.35. LA—Day-to-Day Support of Reserve Unit Training Functions. Identifies personnel participating in a normal day-to-day activity at the Reserve unit (e.g., administrative support, backfilling an Air Reserve Technician's duties, flight examiners/instructors).

A3.36. LB—Short-Term Augmentation of Air Force Reserve Management Headquarters (Base/NAF/FOA/RE) During Surge Periods, Temporary Shortfalls or When Expertise Not Available on Staff is Required. Identifies personnel participating in higher headquarters support/or headquarters directed support tours.

A3.37. LC—Short Term Augmentation of Air Force Reserve Activities in SAF/DoD/Joint Staff in Support of Reserve Projects/Issues. Identifies personnel participating in support tours for Secretary of the Air Force, Department of Defense, or Joint Staff level in support of Reserve projects or issues.

A3.38. LD—Short-Term Augmentation of Statutory Representative Offices Outside AFRC. Identifies personnel participating in support tours for offices outside of the Air Force Reserves.

A3.39. LE—Non-Commissioned Officer Leadership Development Training Instructor Facilitation. Identifies personnel serving as facilitators for the Non-Commissioned Officer Leadership Development Training course. Use in conjunction with Emergency and Special Program code LS.

A3.40. LF—Air Force Reserves Course Curriculum Development. Identifies personnel participating in curriculum development for courses offered by the Air Force Reserves.

A3.41. LG—Instructor Augmentation at AFRC School Locations. Identifies personnel who are serving in an instructor capacity for Air Force Reserves schools. (Do not include Non-Commissioned Officer Leadership Development Training facilitators in this category. Use TCC LE for them.)

A3.42. LH—Disciplinary Action Against Member. Identifies individuals who have been called to active duty for the purpose of disciplinary action against the member.

A3.43. LI—Retain Sick/Injured Member on Active Duty Upon Expiration of Original ADOS Order.

A3.44. LJ—STARBASE KELLY. Identifies individuals participating in the STARBASE KELLY program. This is a program designed to be an innovative approach to addressing three critical problems facing today's American children. These are: poor preparation in science and math, lack of personal direction, and substance abuse. It targets minority and socio-economic children in grades four, five and six.

A3.45. LK—Innovative Readiness Training (IRT) Support. Identifies individuals participating in project Innovative Readiness Training. This is a Health and Human Services Civil-Military Project, under the guidance of the Indian Health Service. This includes members who are providing training during the project.

A3.46. LN—Base Realignment and Closure Activities (BRAC) Charged to Reserve Personnel Appropriations. Identifies individuals who are performing a tour in support of a base identified for closure. If you use Air Force Reserves Reserve Personnel Appropriations funds that will not be reimbursed by AFRC, use this TCC. If you have been authorized to Air Force Reserves Reserve Personnel Appropriations funds and get reimbursement from AFRC/FMAR from HQ Support, use TCC LO. If you charge the Base Realignment and Closure appropriation (rather than AFRC funds), use TCC SA.

A3.47. LO—Base Realignment and Closure Activities Performed as HQ Directed Support. Identifies individuals who are performing an approved HQ directed support tour in support of a base identified for closure. If your funds will be reimbursed by AFRC, use this TCC.

A3.48. LP—Medical Evaluation. Identifies individuals placed on active duty solely for medical purposes. Does not include duty associated with "LI" and "LQ".

A3.49. LQ—Retain/Place Sick/Injured Member on Active Duty Upon Expiration of Original Active Duty for Training Order or IDT Duty Status.

Section A3L— MZ— Operational Training

A3.50. MA—ON-THE-JOB TRAINING to Achieve AFSC Upgrade Requirements. Identifies personnel who are doing on-the-job training to achieve AFSC upgrade requirements. All hands-on skill training at the unit will be in ADOS status in this TCC.

A3.51. MB—Short Orientation Tours for Members New to Unit/Activity, or for Familiarization Training When Unit Receives New Equipment, Software, Tech Orders, etc. Identifies personnel who are doing training as a result of being new to the unit or activity, or as a result of the unit receiving new equipment, software, etc. Should be used only when AT is not available for this purpose.

A3.52. MC—Mission/Mobility Qualification Training. Identifies personnel doing either flying or non-flying training needed to qualify for the duty position or Unit Type Code (UTC) that cannot be satisfied during scheduled IDTs and AT. This is typically training of a recurring nature, not related to AFSC upgrade. This TCC will also be used when normal qualification milestones required extensive continuous training (i.e., Progression Active Duty for Training) subsequent to the initial formal school.

A3.53. MD—Skill-Oriented Competitions. Identifies personnel participating in skill-oriented types of competitions (e.g., Airlift Rodeo, Peacekeeper Challenge, Gunsmoke).

A3.54. ME—Intelligence Refresher and Proficiency Training. Identifies personnel who are participating in intelligence training that cannot be completed during scheduled IDT periods and/or AT. This training, normally of a recurring/refresher nature, is required for satisfactory qualification in the assigned duty position. It may also be required by contingency status and/or command directives as appropriate.

A3.55. MF—Instructor Training for the Transportation Proficiency Center. Identifies individuals training to qualify them to serve as instructors at the Transportation Proficiency Center.

A3.56. MH—Innovative Readiness Training Participation. A member who is participating in an Innovative Readiness Training project for the purpose of valid unit or individual currency, sustainment and/or upgrade training.

Section A3M—. NZ—Recruiting/Retention

A3.57. NA—Assistance to 367 RCG, AFR Recruiting Group, From Members Having Specialized Skills/AFSCs, Who Can Help Attract New Accessions in Those Skills. Identifies personnel who have specialized skills/AFSCs and are on active duty to provide assistance to AFRC Recruiting Service in attracting new accessions in their area of expertise.

Section A3N—. PZ—Unit Conversion Training

A3.58. PA—Aircrew Mission/Mobility Qualification Training Through ON-THE-JOB TRAINING Required Due to Change of Mission or Aircraft. Identifies members who are doing on-the-job training of an aircrew mission/ mobility qualification nature due to a change of mission or aircraft. This TCC should be used instead of the MZ or RZ categories until the unit completes conversion.

A3.59. PB—Non-Flying Mission/Mobility Qualification Training Through ON-THE-JOB TRAINING Required Due to Change of Mission or Aircraft. Identifies members doing non-flying mission/mobility qualification training through on-the-job training due to a change of mission or aircraft. This TCC should be used instead of the MZ or RZ categories until the unit completes conversion.

Section A3O—. QZ—Drug Interdiction/Counterdrug Activities

A3.60. QB—Interdiction/Counterdrug Support. In support of detection/monitoring identifying personnel who are participating in drug interdiction/counterdrug activities that support the detection/ monitoring effort.

A3.61. QC—Interdiction/Counterdrug Efforts in Support of Demand Reduction. Identifies personnel who are participating in drug interdiction counterdrug support activities that are in support of the demand reduction effort. This TCC will be used in conjunction with Emergency and Special Program code “MA”.

Section A3P—. RZ—Service Mission/Mission Support

A3.62. RA—Direct Support for Air Force Reserve Air Operations or Flying Unit Projects Performed in Conjunction with AC Forces and as a Part of Sustainment Training for Aircrews. Identifies personnel participating in AFR air operations or flying unit projects being done in conjunction with active forces and as a part of sustainment training for aircrews. This TCC should be used when aircrew and related support staff have no other upgrade or mission qualification milestones to meet under Operational Training (TCC MZ). It is not authorized for IMAs.

A3.63. RB—Aeromedical Crew Mission Support and Sustainment Training. Identifies aeromedical personnel participating in mission support or sustainment training. This TCC should be used only when the aeromedical crew have no other upgrade or mission qualification milestones to meet under Operational Training (TCC MZ). It is not authorized for IMAs.

A3.64. RC—BOSNIA Support Activities Charged to Reserve Personnel Appropriations. Identifies all Air Force Reserves personnel used in conjunction with JOINT ENDEAVOR or any other BOSNIA Support activities.

A3.65. RE—Alert Mission. Identifies personnel supporting alert missions (e.g., Joint Chiefs of Staff directed Single Integrated Operational Plan, refueling airborne command post, and Take Charge and Move Out air refueling support).

A3.66. RD—Reserve Participation in Directed Activities. Identifies all Air Force Reserves personnel used in conjunction with centrally directed missions for real world situations and AC missions. Missions will be directed and funded by functional points of contact.

Section A3Q—. SZ—Costs Charged to Other Appropriations (Active Duty for Training/Active Duty for Operational Support)

A3.67. SA—Unit Conversion Costs to be Charged to Base Realignment and Closure Appropriation as Authorized by AFRC/FMAR and Used in Conjunction with Emergency and Special Program Code BR. Identifies personnel participating in activities related to unit conversion and being funded out of the Base Realignment and Closure appropriation. Use of this TCC and Base Realignment and Closure funds must be authorized by AFRC/FMAR. This TCC should be used in conjunction with TCC BR.

Attachment 4

AFR TELEWORK AGREEMENT

Figure A4.1. AFR Telework Agreement.

The following constitutes an agreement between: _____ (Reservist) and _____ (Supervisor).

The reservist and supervisor agree: Telework schedule is Fixed General.

- 1. Reservist agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the teleworking program.** Reservist recognizes that the teleworking arrangement is not a right, but a complementary tool the Air Force Reserve may use to accomplish work.
- 2. The reservist will meet with the supervisor to develop and/or amend performance agreements for work performed away from the official duty station.** See paragraph 11 of this agreement for a list of elements to consider while developing performance agreements. The reservist will complete all assigned work according to work procedures mutually agreed upon by the reservist and the supervisor in the agreement.
- 3. Participation in teleworking does not change the reservist's official duty work location.** Air Force Instructions and the teleworking pamphlet govern all pay and reimbursements.
- 4. Where applicable, the reservist agrees to document and submit to the supervisor for endorsement, any changes in the agreement.**
- 5. The reservist must ensure a safe and healthy work environment exists.** If required by the supervisor, the reservist agrees to sign a self-certification checklist (**Attachment 5**) that proclaims the alternative work site is free of work-related safety and health hazards.
- 6. Any data, document or work product developed in reservist teleworking is the sole property of the US Government.**
- 7. During teleworking, the supervisor/approval authority may check progress via telephone calls, electronic mail or other available means.**
- 8. The reservist agrees not to conduct personal business while in official duty status at the teleworking workplace (e.g., caring for dependents, making home repairs, etc.).**
- 9. The reservist acknowledges that while teleworking, he is subject to the Uniform Code of Military Justice during the duty hours specified in his active duty order, or the inactive duty hours reflected on his AF Form 40A.**

10. Equipment.

- a. The Government retains ownership and control of all hardware, software, and data associated with Government owned systems.
- b. Government equipment is for official use only. Installation, repair, and maintenance are at the sole discretion and direction of the issuing organization.
- c. Reservist agrees to protect any government owned equipment, to prevent the use by others, and to use the equipment only for official purposes.
- d. Reservist must have Designated Approval Authority approval before installing any hardware or software on Government systems.
- e. Reservist agrees to install, service, and maintain any privately owned equipment at the reservist's sole risk and responsibility.
- f. The government does not incur any cost or liability resulting from the use, misuse, loss, theft, or destruction of privately owned computer equipment or resources.
- g. The Air Force Reserve strongly encourages use of base toll-free numbers for remote network access and long-distance phone calls.
- h. Reservists must comply with DoD and Air Force security procedures and ensure security measures are in place to protect the equipment from damage, theft, or access by unauthorized individuals.
- i. Access to sensitive (e.g., Privacy Act, CUI, and classified) documents, data, records, etc. on government equipment must be consistent with all DoD and Department of the Air Force directives and instructions. Private equipment may not be used to access or view classified information or Privacy Act data. **Exception:** Desktop Anywhere, a US government system, may be used to securely access privacy act data on personal computers.
- j. Reservist is responsible for providing security against loss due to malicious logic and physical or virus loss, theft, or damage. Anti-virus software is available for both government and privately owned computers.
- k. If teleworking requirements terminate, the reservist must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided.

11. Specific teleworking project details:

- a. Scope of work (description of project/training-certification).

- b. Projected deliverables.
- c. Estimated amount of time to complete the project.
- d. Projected start and end dates.
- e. Duty status and estimated number of hours/days.
- f. Reservist resource requirements.
- g. Reimbursable expense type and estimate, if required (i.e., OF 1164).
- h. Progress report requirements.
- i. Additional remarks.

_____	_____
(Reservist's Supervisor's Signature)	(Date)
_____	_____
(Supervisor's Signature)	(Date)
_____	_____
(Approval Authority's Signature)	(Date)

Attachment 5

AFR TELEWORK CHECKLIST

Figure A5.1. AFR Telework Checklist.

(To be completed by the supervisor)

The following checklist is to ensure proper orientation of your teleworker with the policies and procedures of the teleworking program. Questions 4, 5, and 6 may not be applicable to your teleworker, if this is the case, simply state non-applicable or N/A.

NAME OF RESERVIST (TELEWORKER): _____

NAME OF SUPERVISOR: _____

Date Completed: _____ (To be completed by teleworker)

_____ 1. Reservist has read and understood the teleworking guideline instruction and all local policy (if applicable) concerning teleworking.

_____ 2. Reservist received a copy of agreement.

_____ 3. Reservist is issued/not issued government equipment.

_____ 4. Document any equipment issued by the supervisor/approval authority, by placing an X after each applicable item. All Government equipment (hardware and software) must be accounted for on hand receipt.

Check as applicable: Yes No Serial Number

- computer _____

- modem _____

- fax machine _____

- other (state) _____

_____ 5. Policies and procedures for care of equipment issued by the supervisor/approval authority have been explained and are clearly understood.

_____ 6. Policies and procedures covering classified, secure, or privacy act data have been discussed, and are clearly understood.

_____ 7. Requirements for a safe office space and/or area have been discussed, and the Reservist certifies those requirements are met.

_____ 8. Performance expectations have been discussed and are clearly understood.

_____ 9. Reservist understands that the approval authority may terminate reservist participation at any time, in accordance with supervisor/approval authority established administrative procedures.

_____ 10. Reservist consents to monitoring.

(Reservist's Supervisor's Signature)

(Date)

(Supervisor's Signature)

(Date)

(Approval Authority's Signature)

(Date)

Attachment 6

SAMPLE MEMORANDUM DENIAL OF PARTICIPATION (MEDICAL)

Figure A6.1. Sample Memorandum Denial of Participation (Medical).

(Date)
MEMORANDUM FOR <i>(Member's Rank, Full Name)</i> <i>(Member's Full Mailing Address)</i>
FROM: (Unit Commander)
SUBJECT: Denial of Participation for Pay and Points
This is to notify you that I have elected to place you in a restricted participation status due to medical limitations. Under the provisions of DAFMAN 36-2136, <i>Reserve Personnel Participation</i> , paragraph 1.7.3 , you may not participate in any pay or point activity pending resolution of medical limitations.
Unit Commander Signature Unit Commander Signature Block
1st Ind, <i>(Member's Rank and Full Name)</i>
Memorandum for <i>(Commander's Organization and Office Symbol)</i>
I acknowledge receipt of this notification. This acknowledgement constitutes neither my agreement nor disagreement with this action.
Member's Signature Member's Full Name, Rank
Cc: <i>(Member's Servicing FSS)</i>

Attachment 7

**SAMPLE MEMORANDUM RETURN FROM RESTRICTED PARTICIPATION
(MEDICAL)**

Figure A7.1. SAMPLE MEMORANDUM RETURN FROM RESTRICTED PARTICIPATION (MEDICAL).

	(Date)
MEMORANDUM FOR <i>(Member's Rank, Full Name)</i> <i>(Member's Full Mailing Address)</i>	
FROM: (Unit Commander)	
SUBJECT: Return from Restricted Participation Status	
<p>This is to notify you that I have elected to remove restrictions on your participation status due to medical limitations. Under the provisions of DAFMAN 36-2136, <i>Reserve Personnel Participation</i>, paragraph 1.7.3, you may resume participating in pay or point activity.</p>	
Unit Commander Signature Unit Commander Signature Block	
1st Ind, <i>(Member's Rank and Full Name)</i>	
Memorandum for <i>(Commander's Organization and Office Symbol)</i>	
I acknowledge receipt of this notification. This acknowledgement constitutes neither my agreement nor disagreement with this action.	
Member's Signature Member's Full Name, Rank	
Cc: <i>(Member's Servicing FSS)</i>	

Attachment 8

SAMPLE MEMORANDUM FOR RESTRICTED PARTICIPATION (MEDICAL)

Figure A8.1. SAMPLE MEMORANDUM FOR RESTRICTED PARTICIPATION (MEDICAL).

	(Date)
MEMORANDUM FOR <i>(Member's Rank, Full Name)</i> <i>(Member's Full Mailing Address)</i>	
FROM: (Unit Commander)	
SUBJECT: Restricted Participation Status	
<p>This is to notify you that I have elected to remove some/all restrictions on your participation status due to medical limitations as documented on an AF Form 469. Under the authority of the <i>Participation Determinations for Members of the Air Force Reserve</i> memo, signed by the AFRC/CC dated 08 February 2019, you may participate in pay or point activities with the following restrictions: <i>(specifically list those duties a member may participate in, and give consideration whether they should be restricted to home station only, or permitted to go TDY in CONUS)</i>. Returning to duty under these restrictions will remain until your profile is finalized by AFRC/SG, removed, or your ability to participate in your primary duties change.</p>	
	Unit Commander Signature Unit Commander Signature Block
1st Ind, <i>(Member's Rank and Full Name)</i>	
Memorandum for <i>(Commander's Organization and Office Symbol)</i>	
I acknowledge receipt of this notification. This acknowledgement constitutes neither my agreement nor disagreement with this action.	
	Member's Signature Member's Full Name, Rank
Cc: <i>(Member's Servicing FSS)</i>	