

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



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

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Personnel

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

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This instruction implements Air Force Policy Directive (AFPD) 36-1, *General Civilian Personnel Provisions and Authorities*, and outlines procedures for conduct and administration of the Air Force Reserve Command (AFRC) ART Officer Career Management Program (AOCMP). It encompasses the areas of manager development, ART officer placement, merit promotion, relocation services, and mobility. It provides guidelines for career development of all ART officer personnel and staffing of ART officer positions. It also provides instructions for individual ART officers, supervisors, commanders, and personnel managers in career planning and development for ART officers. It applies to all civilian personnel offices (CPO) (or civilian personnel sections, hereafter referred to as CPSs) servicing ART officer positions and all AFRC activities which are authorized ART officer positions. References to CPS also apply to the Air Force Personnel Center (AFPC) at Randolph AFB TX, as appropriate. This instruction is not applicable to the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and conflicts between this and other publications to the Office of Primary Responsibility (OPR) on Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. The authorities to waive wing/unit level requirements in this

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SUMMARY OF CHANGES

This instruction is substantially revised and must be completely reviewed. All references to HQ AFRC/DPCS have been changed to HQ AFRC/A1CS throughout the publication. All transactional work previously performed by AFRC/A1CSU and AFRC/A1CSA was transferred to AFPC and have been removed.

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Chapter 1

GENERAL INSTRUCTIONS

1.1. Background.

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

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

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

1.2. Definitions.

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

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

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

1.2.4. ART Officer Placement Plan. One of the two major categories of career management programs within AFRC. (See paragraph 1.2.5) This is the affirmative employment phase of the AOCMP, directed toward systematic career progression through promotional and developmental assignments. It provides for uniform placement criteria for all ART officer positions. Provisions of the mobility program for ART officers apply. (See [Chapter 4](#))

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

1.2.6. Mobility Program. AFRC-wide program which prescribes geographic mobility as a condition of employment. It applies to all ART officer positions at all grade levels and to all ART organizations and CPSs servicing ART organizations. (See [Chapter 4](#))

1.2.7. Force Management and Development Association (FMDA). The FMDA is established by the Chief of Air Force Reserve to provide inputs for policy, guidance and instruction for all Reserve Communities. The FMDA is instrumental in shaping, advocating, and monitoring how functional communities execute their force development responsibilities.

1.2.8. High Potential Officer (HPO) Management Process. Process where candidates for Key, Command, and Joint (KCJ) billets are vetted by Development Teams, Career Field Managers and presented to the Executive Steering Group for validation prior to fill actions by hiring authority.

1.2.9. Instructor/Examiner Qualified. Reservist certified by the unit as meeting instructor/examiner requirements by completing and approved instructor syllabus course.

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

1.2.11. Model, Design, and Series (MDS). The MDS is defined as mission type: Fighter, Mobility, Bomber, Rescue, Special Operations, C2ISR and Trainer (i.e., Fighter MDS includes F-35, F-22, F-16, F-15C/E, A-10, F-18, AV-8, etc.).

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

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

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

1.2.15. Request for Personnel Action (RPA). The RPA is the form used to request a personnel action. It is generated in, and electronically flows within the Defense Civilian Personnel Data System (DCPDS). It replaced the Standard Form (SF) 52, *Request for Personnel Action*, paper form.

1.3. Responsibilities.

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

1.3.2. Commanders, managers and supervisors ensures a sound basis for manager development by:

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

1.3.2.2. Considers and resolves problems involved in filling ART officer vacancies, and develops and installs a formal, orderly plan for developing capable replacements.

1.3.2.3. Assigns, implements, and monitors specific responsibilities at the top management level to provide for the developmental training programs.

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

1.3.2.5. Assures that managers provide on-the-job training (OJT) and guidance to their subordinate supervisors. OJT may include special orientation programs for new managers, task force and committee assignments, understudy assignments, and details to positions in different occupational areas or in different functional roles for increased job enrichment.

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

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

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

1.3.2.9. Ensures equitable opportunity to compete for advancement.

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

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

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

1.3.3. HQ AFRC/A1C:

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

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

1.3.4. FMDA membership includes AFRC/A1C, AFRC/A1K, AFRC/A1X, AFRC/A1M, AF/REP, AF/REG, AF/REX, ARPC/DPA, Career Field Managers, and MAJCOM Functional Managers.

1.3.4.1. Roles and Responsibilities:

1.3.4.2. Guides and resolves Force Management and Development issues.

1.3.4.3. Identifies and manages key, command, and joint (KCJ) billets; regardless of status.

1.3.4.4. Forecasts assignments and progression of personnel from all participating status.

1.3.4.5. Establishes core development standards for Air Force Reserve personnel.

1.3.4.6. AFRC/CD serves as chairperson or designates appropriate official to serve as the chairperson.

1.3.4.7. AFRC/A1K has responsibility for FMDA, serving as the OPR and focal point for Force Management and Development issues.

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

1.4. Career Progression.

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

1.4.2. The paramilitary nature of ART officers creates a uniqueness that dictates developmental efforts aimed at the military and civilian phases of their careers. Notwithstanding their military responsibilities, ART officers are full-time civilian employees.

1.4.3. Selecting officials may use the provisions of **Chapter 3**, ART Officer Merit Promotion Plan, and the Supplement to Qualification Standards for Air Reserve Technicians (ART), as well as applicable OPM and Air Force guidance in considering individuals for promotion and competitive reassignment. (See **Chapter 2** for processing of tentatively selected candidates.)

1.5. Permanent Change of Station (PCS) Costs.

1.5.1. Joint Travel Regulations (JTR), *Uniformed Service Members and DoD Civilian Employees*, govern the payment of PCS costs. AOCMP PCS moves to GS-12 level and above ART officer positions are eligible for participation in the Relocation Services (RS) program. (See **Chapter 6**.) All ART officer actions requiring a permanent change of station will be authorized PCS costs. New appointees (i.e., new hires) to ART officer positions are eligible for a first duty station move.

1.5.2. In accordance with the JTR, Chapter 5, Part F, authorized PCS allowances for current employees include:

1.5.2.1. Employee and dependents' transportation, including monetary allowance in lieu of transportation (MALT) for privately owned vehicle (POV) travel.

1.5.2.2. Per diem for the employee and dependents.

1.5.2.3. Household goods (HHG) shipment, including storage in transit (SIT).

1.5.2.4. Miscellaneous expenses.

1.5.2.5. Expenses incurred in the selling and/or buying a residence, or lease termination.

1.5.2.6. Discretionary allowances an employing activity may, at its discretion, authorize include:

1.5.2.6.1. House hunting trip and/or temporary quarters subsistence expense.

1.5.2.6.2. POV shipment.

1.5.3. In accordance with the JTR, Chapter 5, Part F, authorized PCS allowances for a new appointee include:

1.5.3.1. Travel and transportation, including per diem, for the appointee.

1.5.3.2. Transportation for the appointee's dependents.

1.5.3.3. MALT if a POV is used.

1.5.3.4. HHG transportation and SIT.

1.5.3.5. Mobile home transportation.

1.5.3.6. POV shipment when authorized by the DoD Component.

Chapter 2

SELECTION OF PERSONNEL TO FILL ART OFFICER POSITIONS

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

2.2. Background.

2.2.1. All AFRC selecting officials strive to select the best available candidates for ART officer positions.

2.2.2. Appointments of ART temporary employees to ART officer-level positions do not require approval above the local unit commanders.

2.2.3. For temporary appointments, the selectee is required to be assigned to the military drill/traditional reservist side of the ART position; therefore ART position description are used.

2.3. Responsibilities When Filling ART Officer Positions by Promotion, Appointment, Competitive Reassignment, or Other Competitive Means.

2.3.1. Unit Commanders/Supervisors:

2.3.1.1. Do not "double slot" civilian or ART authorizations. Recruitment can begin for the projected vacancy based on the current hiring timeline for filling a valid vacancy. Selectee will not be assigned until current incumbent vacates.

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

2.3.1.3. Initiates a RPA for a current or anticipated vacancy and forwards to their servicing CPS.

2.3.1.3.1. To fill billets identified as Key, Command, or Joint (KCJ); coordinates with AF/REG to ensure "HPO Management Process" is followed for fill actions.

2.3.1.4. Includes any special instructions in the RPA notepad or checklist.

2.3.1.5. Consider sources of candidates. After consideration of any priority candidates, (for example, local Reduction-in-Force (RIF), DoD Priority Placement Program (PPP)), unit commanders/supervisors have authority to consider and make tentative selections for permanent positions from any appropriate source of referred candidates. Before any selection is finalized, the candidate must meet all civilian and military qualification requirements. Sources of candidates may include:

2.3.1.5.1. ART officers with restoration rights following a military tour. These employees are considered priority candidates and selection is mandatory.

2.3.1.5.2. ART officers whose positions are canceled due to unit inactivation /conversion, etc. Selection is mandatory unless non-selection is justified and approved by AFRC/CD.

2.3.1.5.3. ART officers whose positions are downgraded by position classification action.

2.3.1.5.4. Competitive promotion candidates. These are current Air Force employees who are qualified, hold a lower civilian grade, and apply against a posted announcement.

2.3.1.5.5. Competitive reassignment or CLG candidates. These are current Air Force employees who are qualified, hold the same or higher grade as the position, and apply against a posted announcement.

2.3.1.5.6. Reinstatement or transfer "status" candidates. Reinstatement candidates are former permanent Federal employees who are qualified, have reinstatement eligibility and apply against a posted announcement. Transfer candidates are current permanent Federal employees of another Federal agency who are qualified and apply against a posted announcement.

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

2.3.1.5.8. Candidates referred on a DEU certificate. These are candidates who have applied against a DEU posted announcement and whom the DEU has rated as qualified.

2.3.1.5.9. VEOA and VRA authority candidates. These are veterans who have applied for consideration against a posted announcement.

2.3.1.5.9.1. VEOA criteria include:

2.3.1.5.9.1.1. Used only when filling permanent, competitive service positions. VEOA cannot be used for excepted service positions.

2.3.1.5.9.1.2. Veteran's latest discharge must be issued under honorable conditions, AND

2.3.1.5.9.1.3. Must be a preference eligible (as defined in Title 5 U.S.C. 21-8(3), OR

2.3.1.5.9.1.4. A veteran who substantially completed three or more years of active service.

2.3.1.5.9.2. VRA is an excepted authority that allows appointment of eligible veterans without competition up to and including the GS-11 level. Time limits (after separation from active duty) apply to all except disabled veterans. VRA criteria include:

2.3.1.5.9.2.1. In receipt of a campaign badge for service during a war or in a campaign or expedition; OR

2.3.1.5.9.2.2. Are a disabled veteran, OR

2.3.1.5.9.2.3. In receipt of an Armed Forces Service Medal for participation in a military operation, OR

2.3.1.5.9.2.4. A recently separated veteran (within the last three years), AND

2.3.1.5.9.2.5. Separated under honorable conditions

2.3.1.6. Considers temporary fill action. Pending permanent assignment of a new incumbent, the unit commander/supervisor may non-competitively detail or temporarily promote to a vacant position NTE 120 days. The employee must be qualified for the ART position on a temporary promotion. For non-competitive details and temporary promotions NTE 120 days, the employee does not have to qualify militarily. The employee remains on the military drill/traditional reservist side of their permanent ART authorization. Temporary actions expected to exceed 120 days must be competitive and the ART must qualify militarily for temporary promotions and details.

2.3.1.7. Complies with responsibilities outlined in [Chapter 3](#).

2.3.2. Servicing CPS or AFPC, as appropriate:

2.3.2.1. Receives RPA from unit, reviews for accuracy, ensures all required documentation is attached, accomplishes any necessary base level RPA edits and inputs, clears local priorities, and routes the RPA IAW AFPC procedures.

2.3.2.2. The servicing CPS/AFPC may not make an appointment or assignment to an ART position until the servicing Military Personnel Section (MPS) has determined the individual is qualified for the comparable Reserve position in the AFRC unit. Upon receipt of military qualifications, the CPS/AFPC can proceed with the action. Both actions should be effected on the same date.

2.3.2.3. If not already on file, have the employee/selectee sign a completed AFRC Form 121, *Mobility and Status Quo Placement Certificate of Understanding*, before the effective date of the personnel action. File original in employee's electronic Official Personnel Folder (eOPF).

2.3.3. Gaining Force Support Unit:

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

2.3.3.2. Certifies eligibility or ineligibility using the appropriate AFRC Military Qualifications worksheet and returns to the hiring official.

2.3.3.3. Effects the Reserve appointment or assignment before or concurrent with the civilian appointment or assignment.

2.4. Rated ART Officer Assignment Criteria.

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

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

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

2.5. Placement of ART Officers Whose Positions Are Canceled.

2.5.1. The servicing CPS/AFPC administers official placement programs. These include RIF and the DoD Priority Placement Program (PPP).

2.5.2. Supervisors with vacancies must select referred displaced ART officers unless there are valid reasons for non-selection. Supervisors coordinate proposed non-selections in writing through command channels to AFRC/CD for approval/disapproval.

2.5.3. If the referred and selected individual declines a selection, they will be subject to separation for failure to maintain a condition of employment.

2.5.4. AFRC may implement mobility provisions of [Chapter 4](#) at any time.

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

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

2.5.7. Losing activity pays covered PCS expenses for employees placed under this initiative.

2.6. Filling Position Behind an ART Officer on Active Duty Orders (ABSENT-US).

2.6.1. ART officers who take an active duty tour have restoration rights under Title 38, United States Code (U.S.C.) Chapter 43; Title 5, U.S.C. 3551; and the *Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994* (Public Law 103-353), October 13, 1994.

2.6.2. When an ART officer goes on ABSENT-US the ART position should not be obligated.

2.6.3. If the military tour is for less than one year, the ART position vacated is filled on a temporary basis. When the ART applies for restoration, they are restored to the position they

left. If the military tour is extended for a year or longer, the ART position may be filled on a permanent basis.

2.6.4. Because ART officers sign a mobility agreement, they may be restored to a comparable position anywhere in the Command.

2.6.5. The exception to filling the ART position temporarily when the incumbent goes on a military tour for less than one year is when the ART officer attends Senior Developmental Education (SDE) in residence. Normally, the ART officer attending SDE does not return to their former ART position; therefore, in these cases, the position is not obligated and the position is filled permanently. This decision is made by senior management officials in consultation with the NAF/CC.

2.6.6. When an ART officer goes ABSENT-US their restoration rights is to an ART position. ARTs cannot be restored to civilian (non-ART) position unless agreed to by the employee and gaining management. If an ART is restored to a non-ART position, the employee is responsible for finding their own TR position if they wish to continue Reserve membership.

Chapter 3

ART OFFICER MERIT PROMOTION PLAN

3.1. General.

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

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

3.2. Responsibilities.

3.2.1. Supervisors/unit commanders:

3.2.1.1. Must uphold merit system principles.

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

3.2.1.3. Have authority for selection of candidates for vacant positions.

3.2.1.4. May interview or contact promotion candidates as part of the selection process.

3.2.1.5. Upon receipt of a promotion or other competitive or noncompetitive assignment certificate, completes and returns the certificate. Requests an extension if unable to complete tentative selection by the expiration date shown on the certificate. Selects from available candidates (from this or other sources) unless such circumstances exist that would justify a delay in filling the position on a permanent basis.

3.2.1.6. Ensures only qualified instructor pilots are assigned to Supervisory Airplane Flight Instructor, GS-13 and GS-14 positions.

3.2.2. Employees desiring consideration for advancement:

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

3.2.2.2. Keeps their resume updated, especially upon completion of an Extended Active Duty tour where responsibilities may be different from the position they left.

3.2.2.3. Keeps informed on career program instructions.

3.2.3. HQ AFRC/A1CS:

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

3.3. Area of Consideration.

3.3.1. The area of consideration for permanent promotion for all GS-15 and below ART officer positions is all DoD-wide, Transfer, and Reinstatement eligibles who apply for ART officer positions on a posted announcement.

3.3.2. The area of consideration for ART temporary promotion is normally limited to eligibles in the commuting area and serviced by the local CPS.

3.4. Details.

3.4.1. When the detail is for more than 120 days and the assignment is such that the employee can perform the majority of the higher level duties, the servicing CPS/AFPC applies appropriate competitive procedures.

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

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

3.4.4. The detail of an ART does not affect the employee's Reserve assignment.

3.5. Temporary Promotions.

3.5.1. The same experience, qualification requirements, etc., apply to temporary promotions as apply to permanent promotions. Competitive procedures are applied, as appropriate, when selecting employees for temporary promotion.

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

3.5.3. For ART officer vacancies, an employee of an Air Force activity serviced by another CPS is not normally considered for a temporary promotion unless the two activities are within commuting distance (50 miles or less).

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

3.5.5. An employee serving on a temporary promotion may apply and receive consideration for permanent promotion to all positions for which qualified above their permanent grade level.

3.5.6. The employee competes in a RIF as if he or she were still serving in their permanent position.

3.5.7. The temporary promotion does not make the employee eligible for pay retention or adjustment, or noncompetitive re-promotion.

3.5.8. The temporary promotion of an ART, for 120 days or less, does not affect the employee's Reserve assignment.

3.5.9. Upon termination of a temporary promotion, the employee normally returns to their permanent position.

3.6. Methods of Locating Candidates.

3.6.1. The current method of locating candidates for consideration for competitive referral is through posted vacancy announcements. Who may apply (e.g., permanent Air Force employees, reinstatement eligibles, transfers, etc.) for these positions will be indicated in the job announcement.

3.6.2. Employees absent in military service:

3.6.2.1. A vital element in the career progression of ART officers is a limited, active duty statutory assignment. AFRC encourages ART officers to plan for such a tour and to actively seek selection as opportunities become available. ARTs entering on active duty tours do so to fill a critical military requirement. Title 38, U.S.C. Chapter 43; Title 5, U.S.C. 3551; and the *Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994* (Public Law 103-353), October 13, 1994, guarantees restoration rights of such individuals provided the cumulative length of the individuals absence from their civilian employment for military duty does not exceed five (5) years. An ART officer absent on military duty may apply and be considered for posted vacancy announcements as though still present.

3.6.2.2. ART officers are considered in absentia by the same methods as other competitors. If a classification action upgrades the position, the servicing CPS/AFPC considers/promotes the employee as if still occupying the position. Management normally promotes the absent employee in a classification upgrade unless the unit commander indicates in writing that he or she is not to be promoted. If the ART on active duty applies for the competitive promotion and is selected, they may either curtail their active duty tour and return to the ART program in the selected position or the promotion action is effected and the individual remains on active duty.

3.6.2.3. For the ART officer promoted while absent, AFPC counts all the time following promotion as service in the higher grade, for purposes of meeting experience and other requirements to which promoted. Since the returning ART officer is subject to command-wide mobility requirements of the AOCMP, and since restoration rights are agency/AF-wide, AFRC may restore the ART anywhere in AFRC. (**NOTE:** Restoration rights are covered under USERRA and Air Force Reserve Command Instruction (AFRCI) 36-114, *Procedures on Air Reserve Technicians (ART) Who Lose Active Membership in the Reserve*)

3.7. Basic Eligibility Determination. Candidates must meet the minimum qualifications for the position being filled. Those who meet the minimum qualifications are further evaluated against factors in the assessment for the position. Higher level guidance normally limits basic eligibility qualification requirements to those specified in the minimum standards that OPM establishes or authorizes (including the ART qualifications standard).

3.8. Selective Certification for Competitive and Non-Competitive Consideration.

3.8.1. In identifying eligibles for promotion, competitive reassignment or other assignment action, AFRC/CD authorize use of basic and additional job-related flying and military qualification criteria to screen applicants' experience. Before requesting competitive action, the servicing CPS conducts required local priority review (for example, local grade retention eligibles). Only those meeting these requirements are eligible. (For rated positions, permanently grounded personnel are ineligible for referral.)

3.8.2. Military qualification for Reserve assignment to the ART position. For ART officer positions with authorized counterpart military Reserve grades of colonel or above, employees who are more than one grade below the authorized grade of the Reserve position are not certified/referred/considered. This includes officially announced selectees for military promotion. There is no selective certification below colonel (O-6) level based on military rank.

3.8.3. Navigator/combat systems officer and other non-pilot-rated (i.e., air battle manager) eligibles may not be certified for positions in units where a navigator/combat systems officer or air battle manager is not authorized as part of the normal unit aircrew.

3.8.4. The selecting official may select any candidate on the certificate. However, if the selectee has a current DD Form 1618, *Department of Defense (DoD) Transportation Agreement Transfer of Civilian Employees to and within Continental United States*, as a result of a PCS within the past 12 months, AFRC/CD or designee (that is, HQ AFRC/A1C/A1CS) approves or disapproves the one-year waiver of the limitation of more than one PCS move within a 12 month period.

3.8.5. Air Force also requires employees assigned to a centrally managed position (i.e., career program covered positions), to include the AOCMP, to sign a tour length agreement. If an ART officer is under a signed tour length agreement, HQ AFRC/A1CS is the designated waiver approval authority if employee is selected for a position that requires a PCS before the expiration of the agreement.

3.8.6. The gaining unit pays PCS costs according to provisions of the JTR, Chapter 5, Part F, 053713.

3.8.7. USAF/RE or AFRC/CD is the selecting official for HQs and NAF level GS-15 ART officer positions. AFRC/CD may designate the NAF/CC as the selecting official for GS-15 wing level positions.

3.9. Interviewing Candidates.

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

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

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

3.9.4. The selection interviews provide the selecting official with additional information upon which to base the selection decision. Supervisors may only use questions which relate to the KSAs identified in the assessment. Supervisors/panel members must summarize and document the selection interview proceedings and the selecting official maintains the data. The selecting official records the number of candidates interviewed. If less than all candidates are interviewed, the official enters the names of those not interviewed and the substantiating reasons for not interviewing. The selecting official lists the questions which have been asked of all interviewees, records the name of the selectee. They also sign and date the records of the interviews and retain based on appropriate disposition, together with any other pertinent documents.

3.9.5. Selecting officials should document the job-relatedness of both the ranking and selecting interviews. They should identify levels of possession of each Knowledge, Skills, and Abilities (KSA), using behavioral examples which correspond to an adjective scale and definitions/anchors with accompanying numerical (point) values. An example of an objective scale is: OUTSTANDING, SATISFACTORY, BARELY ACCEPTABLE, and UNACCEPTABLE. These anchors or descriptions are used to establish a rating scale as a frame of reference for objectively evaluating each candidate's possession of the KSAs.

3.10. Promotions Not Subject to Competition.

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

3.10.2. The servicing CPS refers employees who are identified to receive priority consideration in the order specified by higher guidance and limits consideration to positions within the employee's current commuting area. Employees whose grade retention has expired are not eligible for priority consideration.

3.11. Keeping Employees Informed. Supervisors should periodically advise their employees of their obligation to update their resume by entering any data which would serve to enhance qualifications for future job placements.

3.12. Recommendations and Complaints.

3.12.1. Employees and supervisors may make recommendations on this instruction in writing through employee's supervisory chain of command to HQ AFRC/A1CS.

3.12.2. In an effort to obtain informal resolution, employees who have documentation showing incorrect promotion consideration are encouraged to discuss their concerns initially with their supervisor. AFRC processes formal complaints under appropriate Air Force procedures.

3.13. Safeguarding Records. Servicing CPSs, AFPC and supervisors disclose and protect records (for example, career briefs, promotion date) under provisions of appropriate guidance.

Chapter 4

MOBILITY PROGRAM FOR ART OFFICERS

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

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

4.3. Category of ART Officers. As related to the mobility program, ART officers who elected to participate in the mobility program beginning 9 February 1979, and signed AFRC 121. This form applies to all employees who are initially assigned to non-temporary ART officer positions, to all officers accepting voluntary position changes to other ART officer positions, and to all ART officers requesting an extension to their Reserve mandatory separation date (MSD). On 9 February 1979, HQ AFRC/A1 notified all command organizations and servicing CPSs that AFRC had made a change in the mobility program requirements. All subsequent ART officer appointees and current ART officers accepting voluntary position change were required to sign the new mobility certificate incorporating changes agreed to by the OPM. For employees facing status quo, outplacement referral opportunity to non-ART positions at the same or lower grade is provided to any DoD activity in their local commuting area under the provisions of the DoD PPP.

4.4. Procedures.

4.4.1. New assignments are coordinated with employees through their servicing CPSs and AFPC.

4.4.2. Management takes action on ART officers who lose their Reserve membership in accordance with AFRCI 36-114.

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

4.4.4. AFRC makes geographical movements for the convenience of AFRC and supports payment of all allowable costs according to the JTR, Chapter 5, Part F, to include payment for first duty station moves.

4.5. Responsibilities.

4.5.1. Management officials and supervisors:

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

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

4.5.2. Servicing AFPC/CPSs:

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

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

4.5.2.3. Obtains a signed AFRC 121 from each individual upon initial entry into an ART officer position, and as needed, upon any position change moving an employee from a non-ART to an ART officer position. A subsequent position change between ART officer positions does not require the completion of another AFRC 121; however, in each case AFPC must verify the existence of a signed AFRC 121 in the employee's eOPF. When the position change involves a PCS, AFPC verifies the existence of a completed AFRC 121 before consummating the personnel action.

4.5.2.4. Includes the following in item 45 of SF-50, *Notification of Personnel Action*: "Your assignment to this position is subject to command wide geographic mobility certificate, AFRC 121 you signed on (date signed)."

4.5.3. ART officer employees:

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

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

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

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

Chapter 5

ART OFFICER TRAINEE PROGRAMS

5.1. General.

5.1.1. AFRC has developed trainee programs in order to develop selectees into highly qualified ART officers in appropriate functional areas. These programs are expected to provide a reservoir of personnel for future assignments to journeyman positions within AFRC. These programs are not accelerated promotion plans. Trainee programs include Military Personnel Officer, Logistics Management, Airplane Pilot, Navigator, Public Affairs, Aircraft Maintenance Officer, and a Mission Support Officer Career Broadening Program.

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

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

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

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

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

5.2. Responsibilities.

5.2.1. The appropriate functional office in HQ AFRC, NAF, unit, and trainee is responsible for, and the HQ AFRC Director of Civilian Personnel (A1C) assists in, accomplishing the duties listed below.

5.2.2. HQ AFRC/A1C:

5.2.2.1. Ensures AFRC/CD-approved staff package is accomplished and submitted via TMT to HQ AFRC/A1M to establish or extend overhire trainee positions based on FAM recommendations. To cancel an existing trainee overhire position, AFRC/A1C will send request via e-mail to AFRC/A1M. Relocation of an established trainee overhire position will not occur (movement of a position from one location to another). Instead, the existing

trainee position will be end dated and a new trainee position (once approved by AFRC/CD) will be established at the new location.

5.2.3. HQ AFRC/FAM:

- 5.2.3.1. Publicizes the training program.
- 5.2.3.2. Identifies units where trainee overhire positions are to be established. Positions are established on an as-needed basis.
- 5.2.3.3. Develops and maintains training course outline and monitor progress of trainees.
- 5.2.3.4. Ensures class quotas are obtained for formal schools when required.
- 5.2.3.5. As appropriate, establishes personal contact with trainee(s) during staff visits to offer encouragement and to observe progress.
- 5.2.3.6. Provides/reviews supervisor's periodic report of trainee's progress.
- 5.2.3.7. Proposes revisions to publications related to the program or issue supplemental functional guidance if needed.

5.2.4. AFRC/Unit:

- 5.2.4.1. Submits request with justification and outplacement plan for trainee authorization to FAM.
- 5.2.4.2. Evaluates candidates and makes tentative selections for entry into the training program.
- 5.2.4.3. Develops and maintains training course outline and monitor progress of trainees.
- 5.2.4.4. Furnishes a copy of this chapter of the instruction and appropriate training plan to each trainee at time of assignment.
- 5.2.4.5. Ensures class quotas are obtained for formal schools when required.
- 5.2.4.6. Ensures trainees are scheduled to attend orientation and training courses.
- 5.2.4.7. Maintains an "open door" policy during the trainee's assignments to resolve local problems and report significant program problems through channels.
- 5.2.4.8. Conducts training of trainees and monitors progress.
- 5.2.4.9. Ensures that the Airplane Pilot trainees perform only flying duties, or duties directly related to flying, and unit management responsibilities.
- 5.2.4.10. Unit with Airplane/Helicopter Pilot, GS-13, vacancy which has a trainee at the GS-12 level must restructure their vacancy and fill with the trainee before filling from outside sources. Non-selection of trainee must be approved by the NAF/CC.
- 5.2.4.11. Forwards trainee's critique of completed training through channels to FAM.
- 5.2.4.12. Proposes revisions to publications related to the program or issue supplemental functional guidance if needed.

5.2.5. Trainee:

- 5.2.5.1. Pursues and complete training requirements.

5.2.5.2. Discusses the various phases and subject matter of the training with the assigned instructor.

5.2.5.3. Monitors appropriate vacancies within the command, beginning at least 6 months before the completion of training, for placement possibilities. Trainees could be reassigned whether or not they apply against an open announcement.

5.3. Authorizations and Position/Personnel Actions.

5.3.1. Any NAF may request an overhire position for the period of training needed, plus one quarter for trainee placement according to appropriate manpower guidance. HQ AFRC/CD approves/disapproves. NAFs designate unit locations where trainee positions are authorized (HQ AFRC/A1R designates for Force Support Squadron (FSS)). AFRC limits selection to captains (O-3) and below unless the NAF approves exception. Aircraft commander qualified pilots are not considered trainees.

5.3.2. Approximately 120 days before promotion to the next grade level, the supervisor may submit an RPA to the servicing CPS for the noncompetitive promotion of the employee (provided the employee has completed the appropriate training and other requirements). AFRC requires competition for placement into positions above the target grade level (i.e., journeymen level). The servicing CPS submits the RPA for processing of the promotion action and to ensure compliance with Air Force funded policies for pilot trainee promotions.

5.3.3. Unit/NAF cancels the authorization when the position is vacated, for whatever reason (HQ AFRC/A1R cancels for FSS).

5.3.4. Reporting and Documentation Requirements:

5.3.4.1. The unit to whom the trainee is assigned:

5.3.4.1.1. Within 30-60 days after trainee enters on duty, develops and maintains a realistic milestone chart with trainees. (For Airplane Pilot, unit may tailor chart after gaining command regulatory guidance concerning development of a pilot.) This milestone chart serves as an official training plan and includes any formal training schools required for the trainee's development. AFRC requires a separate plan for each grade level and should include specific dates from start to completion of each phase of training. The milestone charts are applicable from the time of assignment until the trainee is fully qualified for promotion to the journeyman level. The supervisor should discuss the training plan so that the trainee has a full understanding of the objectives of the training.

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

5.3.4.1.3. Upon completion of the training program, accomplishes a final report in narrative form and includes an evaluation of the trainee and of the training program. (**NOTE:** Unit maintains above reports and documentation. NAF/CC and functional area must ensure compliance with reporting requirements during periodical staff assistance visits to the units.)

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

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

5.3.4.2.2. Effectiveness of instruction and guidance provided.

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

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

Chapter 6

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

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

6.2. Background. The JTR provides that PCS movements may be authorized at government expense if such movement is determined to be in the best interest of the government. Defense Management Review Decision 974, dated 15 December 1992, consolidated all Department of Defense (DoD) relocation services into the DoD National Relocation Program (DNRP). DNRP operates in accordance with a contract with multiple relocation companies. DNRP services currently available include Destination Services and the Guaranteed Home Sale (GHS) service. The U.S. Army Corps of Engineers (USACE) is the DoD Executive Agent. The National Relocation Program Office located in the USACE Baltimore District Real Estate Division administers the DNRP.

6.3. General Provisions.

6.3.1. All ART officer actions (to include new appointees/new hires) involving a geographic move are in the best interest of the government and are therefore; authorized a paid PCS in accordance with the JTR, Chapter 5, Part F, and applicable Air Force guidance. Before incurring any expenses, employee signs the DD 1618.

6.3.2. Waiver authority for more than one PCS within 12-month period is delegated to HQ AFRC/A1C/A1CS.

6.3.3. Air Force guidance for centrally managed/career program positions (to include the ART Officer Career Management Program) requires employees sign the required tour length agreement.

6.3.3.1. Waiver authority for the required tour length is HQ AFRC/A1C/A1CS.

6.3.3.2. Per JTR, Chapter 5, Part G, Section 054912, an employee serving under a service agreement for an Air Force centrally managed position at any permanent duty station (PDS) may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the Air Force. The commanding officer or designee at the PDS is the authority to determine whether the reason is acceptable. Examples of acceptable reasons include:

6.3.3.2.1. Illness not induced by misconduct;

6.3.3.2.2. Enlistment or call to active duty in the Armed Forces;

6.3.3.2.3. Exercise of statutory re-employment rights within a time limitation that precludes completion of the tour of duty;

6.3.3.2.4. Release for the Government's convenience, such as separation because of physical/ mental disqualification or lack of skill to perform duties of position for which recruited or any position to which employee could be assigned;

6.3.3.2.5. Separation as a result of reaching mandatory separation date (ART Officers).

6.4. Relocation Services Program.

6.4.1. The purpose of the RS program is to minimize the financial impact of a PCS, make transition from the former duty station to the new duty station easier for the employee and the Air Force, and provide an alternative to direct reimbursement of PCS expenses (JTR, Chapter 5, Part F). RS is not a protection for employee investment property and is not designed to provide more of a financial advantage than if the employees sold their home themselves. The home sale assistance program provides employees with an opportunity to accept "fair market value" for their home. The Society of Real Estate Appraisers describes "fair market value" as follows: "A relocation appraisal is an estimate—a highly educated estimate—of the most probable price for which your home will sell in the current market within a reasonable length of time." The Air Force defines reasonable length of time as the normal marketing time for a given geographical area. The appraiser makes that determination. When employees accept the RS offer, they immediately receive their equity.

6.4.2. Federal employees selected for (including Excepted Service) GS-12 and above Air Force career program positions (including AOCMP positions) are eligible to apply for RS. For restructured positions, RS eligibility is dependent upon the grade the employee goes into, not the targeted grade (e.g., GS-11, target GS-12, employee is not eligible if entering the GS-11).

6.4.3. These services are not available for first duty station moves or for moves connected to any military assignment.

6.4.4. Employees not covered by the RS program or who decline the RS program remain eligible for applicable direct reimbursement entitlements for buying and selling a dwelling as authorized in the JTR, Chapter 5, Part F.

6.4.5. The RS program is optional to eligible employees.

6.4.5.1. Under the RS program, the residence must be the employee's principal residence and cannot be a mobile home, houseboat, or cooperative.

6.4.5.2. The residence must be the place from which the employee regularly (daily) commutes to and from work.

6.4.5.3. The residence must be titled in the name of the employee and/or one or more dependents. In situations involving a divorce or separation, or title held with other than a dependent, contact HQ AFRC/A1CS for further information regarding limited pro rata reimbursement.

6.4.5.4. Since all employees participating in the guaranteed home sale option must list their home with a real estate broker for 60 days, the employee ensures the exclusion clause contained in the Relocation Service Handbook is included in the agreement.

6.4.6. Guidance on the RS program is provided by HQ AFRC/A1CS to eligible ART officers.

6.4.7. Employee signs a DD 1618. Any expenses incurred before this form is signed may not be covered.

6.4.8. ART officers who desire to use the Relocation Services (RS) program, must market their home for sixty (60) days before registering in the DNRP Guaranteed Home Sale (GHS).

6.4.9. If during the Air Force required 60-day pre-enrollment waiting period the employee receives an acceptable offer based on appraised fair market value, they WILL NOT be enrolled in DNRP-GHS and will receive reimbursement using the JTR, Chapter 5, Part F, real estate authorization.

6.4.10. Due to GHS marketing requirements and administrative processing timelines, enrollment should occur NLT 120 days before the one-year expiration date to allow time for AF-imposed 60-day home marketing required home marketing plus completion of sale transaction.

6.4.11. In accordance with the JTR, Chapter 5, Part F, Section 054501, the 1-year time limit begins on the date the employee physically reports for duty at the new PDS and ends on the one year anniversary of the report-for-duty date. DNRP program office will not consummate sale transaction beyond the 1-year JTR limit for sale transactions.

6.4.12. It is the employee's responsibility to seek a waiver to the 1-year time period for real estate transactions with evidence of extenuating circumstances that the Air Force finds acceptable due to unavoidable circumstances.

6.4.13. The maximum home value for which home sale services are payable is \$750,000 per JTR, Chapter 5, Part F, Section 054601. It is DoD policy that an employee is responsible for any additional costs to the contractor relocation company if the home is sold using GHS at a price exceeding \$750,000, unless waived by the Air Force.

6.4.13.1. An ART officer requesting a waiver to the \$750,000 limit must submit the following information to HQ AFRC/A1CS:

6.4.13.1.1. Home purchase documents showing purchase date and price;

6.4.13.1.2. Third party home value estimate(s), such as Zillow.com or Realtor.com;

6.4.13.1.3. Comparable sales listing; and

6.4.13.1.4. Historical and projected market trends.

6.4.14. The contractor:

6.4.14.1. If the employee does not sell the home during the required 120-day listing period, and is subsequently enrolled in the program, the contractor contacts and counsels the employee.

6.4.14.2. Orders structural inspection.

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

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

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

6.4.15. Employee accepts or declines offer:

6.4.15.1. If employee accepts the offer, receives equity.

6.4.16. As authorized under the JTR, Chapter 5, Part F, Section 054806, when an ART officer (who is otherwise eligible for RS) who is entitled to mandatory restoration under 5 Code of Federal Regulations, Part 353, returns from military duty and an appropriate vacancy does not exist at the place from which he or she entered the armed forces, the employee may be regarded as restored at that place for the purpose of paying his or travel expenses in connection with a transfer in the interest of the government, from the place of restoration to a place where a suitable vacancy is available within DoD. This provision allows RS coverage on the residence (if still owned) at the location they left to enter military service. (See JTR, for further information.)

RICHARD W. SCOBEE, Lt Gen, USAF
Commander

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

AFI 36-128, *Pay Setting and Allowances*, 17 May 2019

AFMAN 36-203, *Staffing Civilian Positions*, 30 July 2019

AFMAN 36-606, *Civilian Career Field Management and Force Development*, 14 November 2019

AFPD 36-1, *Appropriate Funds Civilian Management and Administrations*, 18 March 2019

AFRCI 36-114, *Procedures on Air Reserve Technicians (ART) Who Lose Active Membership in the Reserve*, 29 January 2020

DoD Priority Placement Program (PPP) Handbook, November 2019

OPM approved, *Supplement to Qualification Standards for Air Reserve Technicians (ART)*, August 2017

Title 5, Code of Federal Regulations, *Administrative Personnel*

Title 5, United States Code, *Government Organization and Employees*

Title 10, United States Code, *Armed Forces*

Title 38, United States Code, Chapter 43, *The Uniformed Services Employment and Reemployment Rights Act (USSERA) of 1994*

Prescribed Forms

AFRC Form 121, *Mobility and Status Quo Placement Certificate of Understanding*

AFRC Form 57, *Quarterly Conference Report and Evaluation of Airplane Pilot Trainee*

Adopted Forms

AF Form 847, *Recommendation for Changes of Publication*

AFRC Form 106, *Manpower Change Request*

DoD Form 1618, *Department of Defense (DoD) Transportation Agreement Transfer of Civilian Employees to and within Continental United States*

SF-50, *Notification of Personnel Action*

SF-52, *Request for Personnel Action*

Abbreviations and Acronyms

ACN—Authorization Change Notice

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AGR—Active Guard and Reserve
AOCMP—Air Reserve Technician (ART) Officer Career Management Program
AP—Airplane Pilot
ARMS—Aviation Resource Management System
ART—Air Reserve Technician
CLG—Change-To-Lower Grade (usually employee requested)
CPS—Civilian Personnel Section
DCPDS—Defense Civilian Personnel Data System
DEU—Delegated Examining Unit
DNRP—DoD National Relocation Program
DoD—Department of Defense
DSN—Defense System Network
eOPF—electronic Official Personnel Folder
FAM—Functional Area Manager
FMDA—Force Management and Development Association
FSS—Force Support Squadron
GHS—Guaranteed Home Sale
HHG—Household goods
HPO—High Potential Officer
IAW—in accordance with
IMA—Individual Mobilization Augmentee
JTR—Joint Travel Regulations
KCJ—Key, Command, and Joint
KSA—Knowledge, Skills, and Abilities
LM—Logistics Management-Plans
MALT—monetary allowance in lieu of transportation
MDR—Management Directed Reassignment
MDS—Model, Design, and Series
MO—Maintenance Officer
MPO—Military Personnel Officer
MPS—Military Personnel Section
MSD—Mandatory Separation Date

NAF—Numbered Air Force

NRP—National Relocation Program

NTE—not to exceed

OJT—On-the-job Training

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

PA—Public Affairs

PCS—Permanent Change of Station

PDS—Permanent Duty Station

PEP—Promotion Evaluation Pattern

PME—Professional Military Education

POV—privately owned vehicle

PPP—Priority Placement Program

RIF—Reduction-in-Force

RPA—Request for Personnel Action

RS—Relocation Services

SDE—Senior Developmental Education

SF—Standard Form

SIT—storage in transit

TR—Traditional Reserve

UMD—Unit Manpower Document

USACE—U.S. Army Corps of Engineers

USC—United States Code

USERRA—Uniformed Services Employment and Reemployment Rights Act

VEOA—Veterans' Employment Opportunities Act

VRA—Veterans Readjustment Appointment