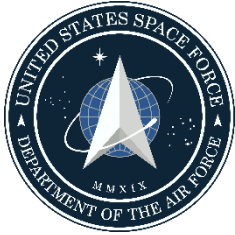


29 MAY 2026



Personnel

**GUARDIAN
PARTICIPATION PROGRAM**

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: S1/S1P

Certified by: SAF/MR

Pages: 62

This publication implements Air Force Policy Directive (DAFPD) 36-21, *Utilization and Classification of 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 Guardian participation and how to determine federal service points for promotion and retirement purposes and applies to uniformed members of the United States Space Force (USSF). This publication does not apply to the United States Air Force (USAF). In collaboration with the Chief of Air Force Reserve (AF/RE), the Deputy Chief of Space Operations for Personnel (SF/S1) develops policy for Guardian participation. This Instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Department of War Instruction 5400.11, DoW Privacy and Civil Liberties Programs. The applicable System of Record Notices (SORNs) DoD-0020, Military Human Resource Records, F036 AFPC H, Application for Appointment and Extended Active Duty Files, 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 Air Force Instruction (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 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 USSF.

Chapter 1—OVERVIEW	6
1.1. Overview.....	6
1.2. Roles and Responsibilities.....	6
1.3. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).....	6
1.4. Chief of Space Operations (CSO).....	6
1.5. Deputy Chief of Space Operations for Personnel (SF/S1).....	6
1.6. Space Force Military Policy and Management Directorate (SF/S1P).....	6
1.7. Space Force Manpower and Organization Directorate (SF/S1M).....	7
1.8. Chief of Air Force Reserve (AF/RE).....	7
1.9. Air Reserve Personnel Center (ARPC).....	7
1.10. Enterprise Talent Management (ETM).....	7
1.11. ETM Guardian Support Management Office (GSMO).....	7
1.12. Delta Commander (or equivalent).....	7
1.13. Unit Commander (or equivalent).....	7
Chapter 2—GENERAL REQUIRMENTS	8
2.1. General Requirements.....	8
2.2. Dress and appearance standards.....	8
2.3. Fitness standards.....	8
2.4. Evaluations requirements.....	8
2.5. Medical standards and qualifications.....	8
2.6. Contact information requirements.....	8
2.7. Satisfactory Participation.....	8
2.8. Unsatisfactory Participation.....	9
2.9. Excusing Guardians for Failure to Perform minimum Prescribed Duties.....	10
2.10. Involuntary Order to Active Duty.....	10

2.11.	Medical Qualifications.....	10
2.12.	Civil Service Status When Performing Military Duty.....	12
2.13.	Uniform Code of Military Justice (UCMJ) Jurisdiction.....	12
2.14.	Leave Entitlement.....	12
Table 2.1.	Training and Retirement Categories (Inactive Duty Training & Annual Tour).	14
Table 2.2.	Excusing Guardians for Failure to Perform Minimum Prescribed Training Duties.	16
Chapter 3—ALLOWABLE FEDERAL SERVICE FOR MEMBERS		17
3.1.	Definition of Points.....	17
Table 3.1.	Training, Pay, and Point Activities.....	17
3.2.	Crediting Points and Satisfactory Federal Service.....	18
Table 3.2.	Training, Pay, and Point Activities (Standby and Retired).....	19
3.3.	Maximum Points Creditable.....	20
3.4.	Training, Pay, and Point Activities.....	20
3.5.	Establishment of Retention/Retirement Date.....	22
Table 3.3.	Establishment of the Retention/Retirement Year or Anniversary Year.....	22
3.6.	NSD Retirement Protection (Reserve Sanctuary).....	22
Chapter 4—INACTIVE DUTY TRAINING		23
4.1.	Crediting IDT.....	23
4.2.	IDT Authorization.....	23
4.3.	Authorizing Official.....	24
4.4.	IDT Period Duration.....	24
4.5.	Documenting IDT Participation.....	25
4.6.	IDT Nonparticipation.....	25
4.7.	Personnel Actions for Involuntary Reassignment or Administrative Discharge of Unsatisfactory Participants.....	25
4.8.	Illness or Injury During IDT.....	26
Chapter 5—ANNUAL TOUR/TRAINING		27
5.1.	Annual Tour/Training.....	27
5.2.	Eligibility for AT.....	27
5.3.	Ineligibility for AT.....	27
5.4.	Travel Restrictions.....	27
5.5.	Travel Limitations.....	27
5.6.	Approval Authority for AT.....	27

5.7.	Requesting AT.	27
5.8.	Service or Global Force mission Substitution of AT.	27
5.9.	Ordering a Guardian to AT.	28
5.10.	Split AT.	28
Table 5.1.	OTD, ADOS-SF and AT Travel Restrictions.	29
Chapter 6—ACTIVE DUTY FOR OPERATIONAL SUPPORT-SPACE FORCE		30
6.1.	Definition of ADOS-SF.	30
6.2.	ADOS-SF Eligibility.	30
6.3.	Scheduling ADOS-SF.	30
6.4.	Retirement Protection (Active Duty Sanctuary).	31
Chapter 7—OTHER TRAINING DUTY		32
7.1.	Definition of OTD.	32
7.2.	Eligibility for OTD.	32
7.3.	General Guidelines for OTD.	32
7.4.	Guidelines for Providing Formal School Training.	33
7.5.	OTD (School) Eligibility.	33
7.6.	Scheduling OTD.	34
7.7.	Travel.	35
7.8.	Application Procedures.	35
7.9.	OTD Orders.	35
Chapter 8—ADVANCED DISTRIBUTED LEARNING		36
8.1.	Definition of Advanced Distributed Learning.	36
8.2.	Eligibility.	36
Chapter 9—TELEWORK		37
9.1.	Background.	37
9.2.	Definition.	37
9.3.	Percentage of Use.	37
9.4.	Telework Roles and Responsibilities.	37
9.5.	Dual Compensation for Federal Employees.	39
9.6.	Safety.	39
9.7.	General Obligations.	40
9.8.	Funding.	40

9.9. Agreement.....	40
9.10. Government Equipment.....	41
9.11. Privately Owned Equipment.....	41
9.12. Equipment Related Funding and Office Supplies.....	42
9.13. Equipment Obligations.....	42
9.14. Security.....	42
9.15. Documentation.....	42
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	44
Attachment 2—TRAINING CATEGORY CODE DEFINITIONS	51
Attachment 3—NSD TELEWORK AGREEMENT	55
Attachment 4—NSD TELEWORK CHECKLIST	58
Attachment 5—SAMPLE MEMORANDUM OF PARTICIPATION (MEDICAL)	60
Attachment 6—SAMPLE MEMORANDUM RETURN FROM RESTRICTED PARTICIPATION (MEDICAL)	61

Chapter 1

OVERVIEW

1.1. Overview.

1.1.1. Satisfactory participation pertains to Guardians on Space Force Active Status – Not on Sustained Duty (SFAS-NSD), and their responsibility to fulfill directed levels of training in accordance with statutory active duty participation for training requirements (e.g., annual training, inactive duty for training, and other training duty) as identified in Title 10 United States Code (USC) Section 20101, *Members in Space Force active status: amount of annual training or active duty service required* and further defined in Department of Defense (DoDI) 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components* and DoDI 1235.11, *Management of Individual Mobilization Augmentees*. Each Guardian on SFAS-NSD must ensure that all general requirements and category requirements within this Space Force Manual (SPFMAN) are met.

1.1.2. Guardians on Non-Sustained Duty (GNSD) minimum FY requirements are 48 Inactive Duty for Training (IDT) periods and 12 Annual Training days.

1.2. Roles and Responsibilities.

1.3. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Provides policy oversight and advocacy for the Guardian Participation Program (GPP), reviews and coordinates all related policies, and ensures GPP compliance with applicable legislation and established guidance.

1.4. Chief of Space Operations (CSO). Directs the implementation of GPP and delegates the Deputy Chief of Space Operations for Personnel to render final decisions on policy proposals related to this SPFMAN.

1.5. Deputy Chief of Space Operations for Personnel (SF/S1). Develops, coordinates, and implements GPP guidance with execution managed through the Director of Enterprise Talent Management (ETM). Influences the Total Force standardization and integration of human resource laws, policies, business processes, structures, and information technologies as outlined in Headquarters Air Force Mission Directive (HAFMD) 1-42, *Chief of Air Force Reserve*.

1.5.1. Consults with SAF/MR, Air Force Surgeon General (AF/SG), and AF/A1 on GPP standards.

1.5.2. Collaborates with AF/SG, Office of The Judge Advocate General (AF/JA), and Chief Master Sergeant of the Space Force (CMSSF) on matters related to the GPP and reports findings to S1P.

1.6. Space Force Military Policy and Management Directorate (SF/S1P). Establishes and maintains policy for GPP, providing guidance for effective implementation and administration.

1.6.1. Provides ETM and Total Force with perspectives and information to ensure integrated strategy, policy management, resource management and oversight across the Human Capital Management domain. SF/S1P is responsible for NSD advocacy and Total Force integration related to Total Force Human Resource Management Domain governance.

1.6.2. Coordinates on all Tier 1 waiver requests.

1.6.3. Processes and approves non-tiered waivers.

1.7. Space Force Manpower and Organization Directorate (SF/S1M). Manages the end-to-end process for Space Force Active Duty for Operational Support (ADOS), overseeing the collection, allocation, and prioritization of all requirements. Coordinates with Field Command (FLDCOM) Functional Area Managers (FAMs) to integrate both Base Operating Support (BOS) requirements from the Air Force and internal Space Force ADOS requirements.

1.8. Chief of Air Force Reserve (AF/RE). Advises SF/S1 and incorporates USSF equities on written reserve policy implications affecting the GNSD Human Capital Management (HCM) life cycle.

1.8.1. Provide training and education on all relevant personnel, medical, and financial programs, plans, policies, and procedures.

1.8.2. Coordinate and deliver transactional HCM program support to GNSD in coordination with SF/S1, while continuing to provide Total Force support for applicable programs.

1.9. Air Reserve Personnel Center (ARPC). Responsible for Total Force statutory programs and in coordination with ETM, provide transactional support for the Guardian participation program, including participation tracking, service verification, separation processing, training, education, and special case support, as well as building and updating GNSD Point Credit Accounting and Reporting System (PCARS) records.

1.10. Enterprise Talent Management (ETM). Shall be the executive agent for the end-to-end management of the NSD force, providing comprehensive oversight of all personnel programs, medical management, financial services, and related policies.

1.11. ETM Guardian Support Management Office (GSMO). Provides overall oversight on all participation-related inquiries, personnel transactions, managing both NSD program requirements and administrative procedures.

1.11.1. Oversees the execution of all annual tour requirements and additional orders, which are processed through Pay, Travel, and Orders Cell.

1.11.2. In coordination with unit commanders or equivalent and Commanders Support Staffs (CSS), manages NSD members with respect to personnel management, readiness, mobilization, demobilization, and other matters not included in the operational missions.

1.12. Delta Commander (or equivalent). Oversees and provides support for GPP and ensures compliance with this SPFMAN and establishes guidance for subordinate unit commanders or equivalent.

1.13. Unit Commander (or equivalent). Implements GPP, as directed by this SPFMAN and establish and enforces GPP to ensure appropriate actions are taken to comply with this SPFMAN and implements corrective action when cases of non-compliance are identified.

Chapter 2

GENERAL REQUIREMENTS

2.1. General Requirements. In accordance with DAFPD 36-21 *Utilization and Classification of Military Personnel*, the Department of the Air Force shall ensure qualified Guardians with the skills needed are in the right job at the right time to meet the Department of the Air Force (DAF) mission. The USSF will prioritize mission accomplishment in ensuring the ability to meet Service needs and the needs of Guardians. To the maximum extent possible, the USSF will assign individuals on a voluntary basis to meet the mission and commander needs. To do so, Guardians must meet the following requirements when taking part in a pay or points generating activity:

2.2. Dress and appearance standards. (T-1) See Space Force Instruction (SPFI) 36-2903, *Dress and Personal Appearance for Military Personnel*, for details.

2.3. Fitness standards. (T-1) See SPFMAN 36-2905, *Human Performance and Readiness*, for details.

2.4. Evaluations requirements. (T-1) See SPFI 36-2401, *Guardian Evaluations Systems*, for details.

2.5. Medical standards and qualifications. See DAFMAN 48-123, *Medical Examinations and Standards*, AFI 48-133, *Duty Limiting Conditions*, and Air Force Instruction (AFI) 10-250, *Individual Medical Readiness*, for details.

2.6. Contact information requirements. (T-2) Guardians 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).

2.7. Satisfactory Participation. Satisfactory participation pertains to Guardians and their responsibility to fulfill directed levels of training and meet statutory active duty (AD) for training (i.e., annual training (AT) and other training duty (OTD)) requirements as identified in 10 USC § 20101, *Members in Space Force active status: amount of annual training or active duty service required* and further defined in DoDI 1215.06 and DoDI 1235.11. Each member must ensure that all general requirements and category requirements in **Table 2.1** are met. **(T-0)**

2.7.1. Guardians must contact their unit commander or equivalent or supervisor upon becoming aware of an inability to attend a scheduled requirement to request to be excused or a rescheduling for another date in lieu of the originally planned participation tour. **(T-3)**

2.7.2. The member's unit commander or equivalent is the approval authority for substitution of non-AT, annual participation (i.e., AT and Inactive Duty Training (IDT)) funds associated with manpower authorizations before scheduling and 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 participation requirements. If the requested tour is outside the assigned unit, the commander will not approve the waiver without the concurrence of the supported unit commander or equivalent. **(T-2) Note:** The waiver approval is a part of non-AT active duty order processing.

2.7.3. The supervisors of Guardians (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 Guardians.

2.7.4. Prorate the required IDT periods in a fiscal year (FY) for Guardians who move between duty statuses. A Guardian cannot exceed the allowable maximum paid IDT periods per FY for their current Reserve Section Code (RSC).

2.7.5. Members assigned after 31 March 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.

2.8. Unsatisfactory Participation. Satisfactory participation pertains to Guardians and their responsibility to fulfill directed levels of training and meet statutory active duty (AD) for training (i.e., annual training (AT) and IDT) requirements as identified in 10 USC § 20101, *Members in Space Force active status: amount of annual training or active duty service required* and further defined in DoDI 1215.06 and DoDI 1235.11. Each member must ensure that all general requirements and category requirements in **Table 2.1** are met. **(T-0)**

2.8.1. Guardian unsatisfactory participation. A member who has not completed IDT and AT requirements in a FY as outlined for their applicable RSC in **Table 2.1** and who has not otherwise received appropriate command excusal or substitution for those requirements as specified in this SPFMAN is an unsatisfactory participant.

2.8.2. A Guardian required to perform 48 paid IDT periods per FY who has not completed AT in a FY (unless substituted or excused by the Unit or equivalent commander) is considered an unsatisfactory participant. Refer to **Table 2.1** for additional information.

2.8.3. A Guardian may be discharged for unsatisfactory participation when the member accumulates nine or more unexcused IDT absences within a 12-month period, refer to **Chapter 4** for additional information. **(T-1)**

2.8.3.1. Disposition of Unsatisfactory Participants. Unit commander or equivalent in coordination with ETM Director or equivalent is authorized to take the following actions:

2.8.3.2. Demotion actions in accordance with SPFI 36-2502, *Enlisted Guardian Promotion and Demotion Programs*.

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

2.8.3.4. Terminate bonus(es) and/or incentive(s) with the Military Personnel Flight (MPF) and ETM/GSMO (e.g., enlistment bonuses or incentives in accordance with DAFI 36-3012, *Military Entitlements*).

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

2.8.3.6. Order to active duty in accordance with **paragraph 2.8**.

2.8.3.7. Deny reenlistment in accordance with DAFI 36-2606, *Reenlistment and Extension of Enlistment*.

2.9. Excusing Guardians for Failure to Perform minimum Prescribed Duties. Guardians, qualified for retirement and who do not have an approved excusal in accordance with DAFI 36-3211 (except for having reached age 60), may be involuntarily reassigned to the Retired Reserve by a delta commander or equivalent 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. *Service Credit for Non-Regular Retirement.* **(T-0)**

2.9.1. Minimum FY requirements. Guardian must obtain excusals for AT or IDT periods by 1 June each FY and prior to the scheduled start of training. **(T-3)** For Guardians, excusal approval authority rests with the Guardian's unit commander or equivalent for the first four submissions; thereafter, it is with the delta commander or equivalent.

2.9.1.1. ETM/GSMO distributes a list annually of unsatisfactory NSD FY participants to unit commanders or equivalent and Senior Leader Management (S1L) Director. Units must provide ETM/GSMO and SF/S1L Director with written feedback on the status of each within 90 calendar days in order to retain the Guardian(s). **(T-2)**

2.9.2. Authority to Excuse Guardian to Perform Prescribed Training. **Table 2.2** shows approval authority to excuse Guardians for failure to perform the minimum prescribed training.

2.10. Involuntary Order to Active Duty. Guardians who have not fulfilled their military service obligation and/or participation requirements in accordance with 10 USC § 20101, may be ordered to active duty in accordance with 10 USC § 20106 and 10 USC § 10148, *Ready Reserve: Failure to Satisfactorily Perform Prescribed Training.*

2.10.1. Guardians 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 § 20107, *Transfer to inactive status: initial service obligation not complete.* The member's appointment or enlistment may be involuntarily extended until the member has accumulated 24 months of active duty.

2.10.2. An involuntary order to active duty due to unsatisfactory participation is active duty for training and must be performed with assigned unit unless the unit commander or equivalent has coordinated an alternative plan. **(T-2)**

2.11. Medical Qualifications. All Guardians must meet the medical standards in DAFMAN 48-123 and the associated Medical Standards Directory (MSD) to be considered medically qualified to fully participate on NSD. **(T-2)** **Note:** Unit commanders or equivalent may initiate involuntary transfer to Inactive Status for failing to meet medical standards.

2.11.1. Guardians 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 and DoDI 1235.11. **(T-0)** This also includes members failing to provide required medical records from private providers to facilitate a determination of the Guardian's fitness for duty. **Exception:** Unit commander or equivalent 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 member.

2.11.2. 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 medical squadron should be permitted to participate for pay and points within the restrictions outlined on the member's AF Form 469. The unit commander or equivalent 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)** Unit Commanders or equivalent choosing to restrict a member's participation will formally notify them in writing. **(T-2)** Additionally, any IDT which is missed due to medical limitations will be considered excused by the unit. **(T-2)** If the unit commander or equivalent 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, MILPDS will be updated by ETM/GSMO to reflect the member as excused. **(T-2)** See [Attachment 5](#) and [Attachment 6](#) for sample memos.

2.11.3. Pregnant Guardians (other than those on Active Duty for Operational Support – Space Force (ADOS-SF) 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:

2.11.3.1. The Guardian volunteers and her decision is endorsed by the assigned unit commander or equivalent, (if applicable), obstetric care provider, and, if different, military medical authorities.

2.11.3.2. Commanders may approve pregnant Guardians for telework in accordance with [Chapter 9](#) 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 members must be able to return to their home daily or have access to birthing facilities approved by the obstetric care provider if lodged at the duty location. **(T-2)**

2.11.3.3. Additional rules regarding pregnant Guardians can be found in DAFI 36-2110, DAFI 36-2619, and SPFMAN 36-2905.

2.11.4. Guardians 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 Air Force Dental Services*, or treatment for in line of duty (LOD) conditions IAW DAFI 36-2910, *Line of Duty (LOD), Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*.

2.11.4.1. Guardians may be given travel orders when directed by appropriate military medical authority to receive an examination or evaluation by military medical/dental facilities to meet military requirements. The allowances for travel, such as transportation and per diem, are specified in the Joint Travel Regulation (JTR).

2.12. Civil Service Status When Performing Military Duty. Many Guardians 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 Guardian 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)**

2.13. Uniform Code of Military Justice (UCMJ) Jurisdiction. The UCMJ applies to members during any point-gaining activity excluding membership and education course points. A Guardian subject to 10 USC § 802, Art. 2, *Persons Subject to this Chapter*, may be placed or extended on active duty without the consent of the member for UCMJ action related to conduct that occurred during a point-gaining activity in accordance with DAFI 51-201, *Administration of Military Justice*.

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

2.13.2. When a member is suspected of committing a UCMJ offense, the member's unit commander or equivalent must notify their servicing Military Personnel Flight (MPF) and ETM/GSMO so that appropriate administrative code is updated in the Guardian's MILPDS record. Following coordination with the servicing legal office the member's unit commander or equivalent must notify the Guardian. **(T-1)**

2.13.3. A Guardian pending investigation or court-martial may remain on the existing active duty orders through completion of the investigation and/or court-martial up until expiration of the order. The member may be released at that time pending recall at a later time. If it is determined the member should be retained on an involuntarily order under 10 USC § 802, the current order must be amended to reflect "disciplinary action against member" with the appropriate fund cite. **(T-0)**

2.13.4. Guardians who commit a UCMJ offense while in a point-gaining activity may be involuntarily recalled to active duty to face a court-martial under 10 USC § 802 using the applicable fund cite. The involuntary recall to 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.

2.14. Leave Entitlement. Leave for GNSD serving on active duty tours is governed by DAFI 36-3003, *Military Leave Program*. Guardians accrue ordinary leave for all periods of active duty exceeding 30 calendar days and are encouraged to use leave accrued during each period of active duty. However, operational requirements may require Guardians to carry over leave earned to a future period of active duty (other than AT). In accordance with DAFI 36-3003, members must request gaining/supported commander approval for carryover leave usage prior to any active duty so approval can be included in the applicable order. **(T-0)**

2.14.1. 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:** Guardians transferring to or from an extended active duty (EAD) status must coordinate with the applicable Financial Management Flight (FMF) to request accrued leave be transferred to the member's new pay record. Personnel being activated in support of contingency operations must have leave carry-over approved and added to the mobilization authorization per AFI 10-402 *Mobilization Planning*. (T-2)

2.14.2. Reserve Component Maternity Leave (RCML) or Inactive Duty Parental Leave (IDPL) reference DAFI 36-3003.

5	Nonaffiliated Reserve Section (as a key civilian) with Reserve Section ND (963IF1ZP) Key Employee Program	C	N/A	N/A	N/A	N/A	N/A	N/A
6	Nonaffiliated Reserve Section with Reserve Section code NA (S73IFLX2) Personal Hardship	D	N/A	N/A	N/A	Not authorized	N/A	N/A

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. Do not credit active duty as IDT.
2. Prorate IDT periods for the remainder of the FY if a mid-FY gain.
3. 10 USC § 12319 Ready Reserve: Muster Duty, sets guidelines for these Guardians 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 Guardians 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.
4. 10 USC § 12301(b) *Reserve Components Generally*, sets guidelines for these Guardians 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 Guardians 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.
5. Members accomplish their training at the unit.
6. If funding is available, in Reserve Section codes ME and MB, may perform up to 15 calendar days of AT in a FY with approval of the ETM Director or equivalent. Provide justification in the "Remarks" section of the order request.

Table 2.2. Excusing Guardians for Failure to Perform Minimum Prescribed Training Duties.

ITEM	A	B	C
	If excusal concerns	and Guardian is assigned to	then approval authority is
1	the requirements in Table 2.1.	a general officer position (note 1)	SF/S1L
2		non-general officer/NSD positions (note 2 & 3)	Unit CC for the first four excusals, thereafter Delta CC or equivalent
3	50 total retirement point min. requirement	a general officer position (note 1)	SF/S1L
4		non-general officer/NSD positions (note 2 & 3)	Delta CC or equivalent
<p>NOTES:</p> <p>1. Request excusal in writing for all Guardians assigned to General Officer positions. Send a copy of the approved request for file to SF/S1L.</p> <p>2. Waiver requests must be accomplished for each Guardian, 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. Unit CCs or equivalent obtains concurrence of the Guardians FLDCOM Functional Manager.</p> <p>3. Delta CCs or equivalent and the unit commanders or equivalent have the authority to excuse or deny a Guardians to take part in point-gaining activities if the Guardian is being processed for involuntary reassignment to an appropriate subcategory of the Inactive Status 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 Guardian.</p>			

Chapter 3

ALLOWABLE FEDERAL SERVICE FOR MEMBERS

3.1. Definition of Points. Points are a unit of measurement for tracking a member's participation. They are also used to calculate the amount of participation for retirement purposes. The number of earned points determine a member's eligibility for retention both in Space Force Active Status on Sustained Duty (SFAS-SD) and SFAS-NSD status.

3.1.1. SFAS means any status other than an assignment to the Temporary Disability Retired List, or Inactive Status List Reserve or Retired Reserve Sections.

3.1.2. Reference DAFI 36-3211, *Military Separations* to calculate the minimum amount of service required for retired pay for non-regular service.

Table 3.1. Training, Pay, and Point Activities.

Training Category Designators	B		
	UNIT & PROGRAMS	NSD	NSD - Selective Service System (GO positions)
ACTIVE DUTY (SEE NOTE 1)	Training Activities	2	2
	Other Training Duty	B	B
	Annual Training		
	Active Duty for Operational Support – Space Force (2)		
INACTIVE DUTY	Inactive Duty Training/Equivalent Training	B	B
	Additional Training Period		
	Training Period		
	Readiness Management Periods		
	Professional and Trade Meetings	B (3)	
	Instructor Duty and Preparation	A	
	Special Project/Training (4)	A	
Professional Military Education Seminar			
EDUCATION	Advanced Distributed Learning Courses	A	
	Member Points		
OTHER	Member Points	A	

LEGEND:

A = POINTS ONLY

B = PAY AND POINTS

Y = YES

N = NO

NOTES:

1. Teleworking is authorized as a method to perform AT, ADOS-SF, and IDT; however, this method must receive prior approval from the Guardian's unit commander or equivalent.

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 ADOS-SF requiring travel, only when the tour is necessary. **(T-2)**

3. Must be approved in advance by their unit and AF/SG. **(T-2)**

4. Special projects and training aid in completing a mission; however, they must be approved by a Guardian's unit commander or equivalent. **(T-2)** Teleworking may be approved.

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

3.2.1. Air University and Air Force Career Development Agency determine the number of study hours awarded for their courses and normally award one point for each 4 study hours and a maximum of two retirement points in one calendar day. Joint Knowledge Online courses (reference **Chapter 8**) 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.

3.2.2. Membership points are credited, 15 points per retention/retirement year or prorated amount for each retention/retirement year with less than a year in SFAS-NSD.

Table 3.2. Training, Pay, and Point Activities (Standby and Retired).

Training Category Designators		D		C	RETIRED
TYPES OF TRAINING	UNITS AND PROGRAMS	Nonaffiliated Reserve Section NA-NONOB�IGATOR (S73IFLX2)	Nonaffiliated Reserve Section NC-SANCTUARY (963IF1ZN)	Nonaffiliated Reserve Section ND-KEY EMPLOYEE (963IF1ZP)	RETIRED RESERVE
ACTIVE DUTY (SEE NOTE 1)	Training Activities	1	2	3	4
	Active Duty for Training/Active Duty for Operational Support (School Tours)		A	A	
	Annual Training		A	A	
INACTIVE DUTY	Training Period		A	A	
	Instructor Duty and Preparation		A	A	
	Special Projects/Training (1)		A	A	
EDUCATION	Professional Military Education Seminar Programs		A	A	
	Advanced Distributed Learning Courses		A (2)	A	
OTHER	Membership Points	A	A	A	
LEGEND:					

A = POINTS ONLY
 B = PAY AND POINTS
 Y = YES
 N = NO

Notes:

1. Special projects and training aid in completing a mission; however, Guardians must obtain their unit commander or equivalent approval.
2. An officer retained beyond the mandatory separation date, who is 18 but has fewer than 20 satisfactory years of service, may earn retirement points for Advanced Distributed Learning courses.

3.3. Maximum Points Creditable. 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 § 20602 *Officers: computation of years of service for voluntary retirement* and 10 USC § 20604 *Enlisted members: computation of years of service for voluntary retirement*, combined total credit of no more than 130 retirement points for activities other than active service for Guardians whose retention/retirement year ended on or after 30 October 2007, in accordance with 10 USC § 12733 *Computation of Retired Pay: Computation of Years of Service*.

3.3.1. Satisfactory federal service cannot exceed the actual number of calendar days. A year of satisfactory federal service for retirement is awarded when a member 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 Guardian earns the minimum number of required points (including prorated membership points) during a partial retention/retirement year (see DAFI 36-3203, *Service Retirements*).

3.4. Training, Pay, and Point Activities. Active Duty Points may be earned for serving in any active duty status. IDT points may be earned as shown in [Table 3.1](#) and [Table 3.2](#).

3.4.1. 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.

3.4.2. Special Projects and Training. Unit commanders or equivalent may authorize other point-gaining activities. Guardians must obtain written authorization in advance for such activities. **(T-2)** Guardian's unit commander equivalent must obtain concurrence of the member's FLDCOM Functional Manager. **(T-2)** The following are examples that may earn additional IDT point credit:

3.4.2.1. Liaison and Counseling. This entails face-to-face contact with the individual for whom a specific program is planned. Guardians must be in an appropriate uniform to take part in the liaison and counseling for pay and/or point-gaining activities. **(T-3)** Examples: a meeting with an applicant for the Officer Training Corps (OTC) Program.

3.4.2.2. Administration and Management. A Guardian 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 FLDCOM, ETM, or unit or commander directed activities.

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

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

3.4.3. Guardians may receive Equivalent Instruction (EI) non-pay points for attending a professional or trade convention that increases the Guardian's professional development or mobilization readiness. Members must obtain prior approval of their unit to perform EI. **(T-2)** EI point eligibility requests should be sent in advance through the Guardian's unit of assignment for approval. Award points when:

3.4.3.1. The member signs in with a designated military monitor or conference official.

3.4.3.2. The meeting is at least 4 hours in duration. **Note:** Award a maximum of one point per day for these activities.

3.4.4. Points are not awarded to a Guardian for:

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

3.4.4.2. Attending sports events.

3.4.4.3. Attending a meeting of a non-federal organization (e.g., Air & Space Force Association).

3.4.4.4. Purchasing Space Force uniform items or getting an official photograph or identification card.

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

3.4.4.6. Travel to and from IDT.

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

3.5. Establishment of Retention/Retirement Date. A retention/retirement date is established upon initial entry into uniform service. If a retention/retirement date is incorrect, the member should contact ETM/GSMO, who will correct the error by changing the date and realigning points. If a new date needs to be established due to a break in service, ETM/GSMO should establish a new date based upon the new accession date. 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. For the purposes of this table, inactive status consists of: Inactive Status List Reserve Section, 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 constitute a break in service.

Table 3.3. Establishment of the Retention/Retirement Year or Anniversary Year.

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

3.6. NSD Retirement Protection (Reserve Sanctuary). Under 10 USC § 1176 (b), Enlisted Members: Retention After Completion of 18 or More; but Less than 20, Years of Service (enlisted), 12646(a) and (b) (officer) is provided for AFR and ANG members serving in an active Reserve status or USSF members serving in SFAS-NSD who have completed at least 18, but fewer than 20 years of satisfactory service. Refer to DAFI 36-2110, for detailed guidance.

Chapter 4

INACTIVE DUTY TRAINING

4.1. Crediting IDT. Guardians may not perform inactive duty and active duty on the same day. (T-0) Reference the Joint Travel Regulations (JTR) 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 member's unit commander or equivalent. (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 Guardian'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. Additional Training Periods (ATP), (as specified by DoDI 1215.06) is authorized training in excess of statutorily prescribed IDT training. An ATP is a category of IDT that is intended for use by Guardians for accomplishing additional required training. Commanders need to consider statutory funding requirements prior to approving ATPs. Guardians cannot exceed 36 ATPs in a FY in accordance with DoDI 1215.06. (T-0)

4.2. IDT Authorization. All IDT must comply with the below items:

4.2.1. Supervisors must ensure IDT periods have advance written authorization from the member's unit commander or equivalent. (T-2) Block III of the AF Form 40A *Record of Individual Inactive Duty Training*, requires a signature.

4.2.2. Supervisors must ensure appropriate and adequate training is provided. (T-2) Supervisors will work with Guardians to develop IDT periods no later than 15 August for the upcoming FY, taking into consideration the training period limitations for the Guardian's category as stated in [Table 3.1](#). (T-2) This projected schedule serves two purposes: 1) to allow obligation of ADOS-SF funding against annual IDT; and 2) to facilitate tracking of satisfactory/unsatisfactory participation. Supervisors must approve all IDT periods for Guardians in advance and in writing, with a copy to the unit commander or equivalent, prior to the Guardian performing any IDT period. (T-2)

4.2.3. Supervisors must ensure IDT periods are performed for pay and points or points-only as a Guardian 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.

4.2.4. IDT performed for pay must prepare a Guardian for mobilization. Authorized IDT activities are shown in [Table 3.1](#) and [Table 3.2](#). Certifying officials will document all IDT on a mechanized AF Form 40, *Authorization for Inactive Duty Training*, or an AF Form 40A. (T-2)

4.2.5. IDT while on Reserve Component Maternity Leave (RCML) or Inactive Duty Parental Leave (IDPL) reference DAFI 36-3003.

4.2.6. Generally, travel pay and other entitlements are not authorized for travel to or from the place of IDT except under specific commander authorization by ETM/GSMO.

4.2.6.1. HQ USSF/S1PA must publish IDT outside normal commute distance guidance on or about 1 January every year which authorizes limited travel reimbursement for specific Guardians 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.

4.2.6.2. Guardians are not authorized to perform travel (to include contingency, exercise, and deployment orders) while in IDT status.

4.2.7. IDT can be performed in conjunction (separate but consecutive/“back-to-back”) with AT, OTD or ADOS-SF. 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 valid support or training requirements. **(T-1)**

4.2.7.1. Overseas IDT. Guardians assigned to Continental United States (CONUS) units may not perform IDT outside Continental United States (OCONUS) and its territories, states, and possessions or Guantanamo Bay Naval Station, Cuba. **(T-2)**

4.2.7.2. Guardians who reside within the US and its territories and possessions may not perform IDT OCONUS or territories and possessions or Guantanamo Bay Naval Station, Cuba, unless assigned to a unit that is outside the US and its territories and possessions or Guantanamo Bay Naval Station, Cuba. **(T-2)**

4.2.7.3. A Guardian who resides OCONUS will perform IDT in the US and its territories and possessions or the country in which they are assigned or in the country in which they reside. **(T-2)**

4.2.7.4. Guardians must be in a duty status during the entire period at the OCONUS 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)**

4.3. Authorizing Official. The authorizing official for IDT is the unit commander or equivalent designated in writing.

4.4. 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 Guardian 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.

4.4.1. Unit commanders or equivalent may designate activities for which Guardians 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.

4.4.2. Guardians 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)** Members performing 24-hour shifts are an exception. Shifts exceeding 12 hours must have unit commander or equivalent approval. **(T-2)**

4.4.3. Guardians will earn one non-pay point for completing a routine physical examination during other than regularly scheduled IDT. (T-2) Members 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)

4.5. Documenting IDT Participation. Guardians and their assigned unit must use Unit Training Assembly Processing System (UTAPS) or an AF Form 40A to certify all types of IDT except correspondence courses and only use hard copy AF Form 40A when UTAPS is not available. (T-3)

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

4.5.2. Type the AF Form 40A or print clearly in ink. Digital signatures are encouraged however all non-digital signatures will be in ink. (T-2) All certification dates will be on or after the last date of training. (T-2)

4.5.3. In section I, Personal Data, in the RPO/Unit block enter ETM/GSMO.

4.5.4. 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.

4.5.5. Guardian requests for non-paid points must be processed into UTAPS or by ETM/GSMO 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) It is the responsibility of the Guardian to ensure points are accurately accounted for on their PCARS.

4.6. IDT Nonparticipation. A commander or supervisor must consider the impact on training readiness and mission effectiveness when considering requests for excusals.

4.6.1. If for any reason the Guardian fails to notify their unit commander or equivalent or supervisor of the circumstances regarding the absence, the member's commander or supervisor will contact the Guardian, 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 reschedule as appropriate based upon the merits of the case.

4.6.2. Unit commanders or equivalent may deem the absence as excused based on the Guardian'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 unit commander or equivalent has 30 calendar days from the date of the unexcused absence for a ninth IDT period to excuse an absence, reschedule, or initiate involuntary reassignment in accordance with DAFI 36-2110, or administrative discharge in accordance with DAFI 36-3211.

4.7. Personnel Actions for Involuntary Reassignment or Administrative Discharge of Unsatisfactory Participants. After the Guardian 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.

4.7.1. ETM/GSMO and/or MPF must terminate bonus participation using appropriate MILPDS termination code/date prior to the MPF projecting an approved involuntary reassignment. **(T-1)** ETM/GSMO will maintain a copy of the bonus termination report of individual personnel in the Guardian's reassignment folder. **(T-1)**

4.7.2. Every month ETM/GSMO will furnish unit commanders or equivalent a list of Guardians who failed to meet the minimum training category requirements outlined in **Table 2.1** and members who are qualified for retirement but did not earn the required 50 points in their retention/retirement year. **(T-1)** Unit commander or equivalent must submit appropriate waivers as outlined in **Table 2.2**.

4.8. Illness or Injury During IDT. If a Guardian is injured or becomes ill during IDT, there is no need to report to the Military Treatment Facility (MTF). Commanders should excuse the remaining portion of IDT period(s) which the Guardian is incapable of performing. The member may receive pay for the IDT period provided the duration of training has met or exceeded 2 hours in duration. A change to a Guardian'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 MTF within 5 duty days so consideration of Duty Limiting Condition IAW AFI 48-133, *Duty Limiting Conditions*, can be made. If warranted, initiate a LOD determination IAW DAFI 36-2910 *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*. Urgent/emergent care bill issues should be coordinated between member, the MTF, 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 Guardians. AT is the minimal period of training a Guardian must perform each year to satisfy the training requirements associated with their assignment. The primary purpose of Guardian AT is to provide individual readiness and support to the missions and requirements. AT is required for all Guardians on NSD. **(T-2)** AT will not be for less than 12 calendar days (exclusive of travel time) each year pursuant to requirements in 10 USC § 20101 and in accordance with DoDI 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*. **(T-0)**

5.2. Eligibility for AT. See [Table 2.1](#) for the AT authorizations and requirements and [Table 3.1](#) and [Table 3.2](#) for pay eligibility. A Guardian does not have to perform AT in a FY if gained to NSD after 31 March.

5.3. Ineligibility for AT. Guardians 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. A Guardian's unit commander or equivalent is the approval authority for AT. **(T-2)** Routine AT is limited to normal expenses incurred to send Guardians to their authorized training location. AT funding management is still the responsibility of unit commanders or equivalent and they can be held accountable for misuse.

5.7. Requesting AT. All Guardians must have their AT order(s) published by 30 June each FY unless otherwise directed by ETM/GSMO. Amendments to orders are authorized if dates need to be changed after 30 June. **(T-1)**

5.7.1. Guardians request AT through the myFSS, ETM/GSMO will input into Air Reserve Orders Writing System-Reserve (AROWS-R). AROWS-R requests input after 31 May must include justification/explanation for the late request for approval from unit commander 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. Do not start orders regularly on federal holidays or regularly/previously scheduled passes.

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

5.8. Service or Global Force mission Substitution of AT. ADOS-SF or MPA in support of Service or Global Force missions may be substituted for the AT requirement if approved in advance. If a commander has a need for Guardians to perform AT in addition to ADOS-SF/MPA, they may do so only if the member volunteers.

5.8.1. ADOS-SF/MPA in support of a Service/Global Force mission is defined as any tour of duty in which a member deploys in support of a contingency operation. Guardians may also provide Operational Augmentation, a requirement that utilizes Guardian in an NSD assignment to support or backfill a sustained duty force engaged in operations, exercises or other specific duties per 10 U.S.C. § 12301(d). **(T-2)**

5.9. Ordering a Guardian to AT. Guardians are encouraged to volunteer for AT; however, pursuant to 10 USC § 12301(b) *Reserve components generally*, AT may be ordered involuntarily by a commander. In such cases, the Guardian must receive at least 30-calendar days advance notification. **(T-1)**

5.10. Split AT. With unit commander or equivalent approval splitting AT is an option when it is in the best interest of the USSF. Use split AT only to accommodate special mission or training requirements.

5.10.1. Guardians must not schedule AT with IDT solely for the purpose of funding travel to or from the place of IDT. **(T-2)** For Guardians, the supervisor must provide justification for the split AT in the remarks section of the order request (for travel limitations see [paragraph 4.5](#)). **(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)**

5.10.2. A Guardian must not split AT when travel overseas is involved (except Hawaii, Alaska, and US territories and possessions). **(T-2)** The unit commander or equivalent must request an exception by submitting full justification to ETM director or equivalent for approval. **(T-2)**

Table 5.1. OTD, ADOS-SF and AT Travel Restrictions.

RULE	A	B	C
	If a Guardian	and the training requirement	then the Guardian may (see note 1)
1	resides within the CONUS	is programmed and approved in advance according to current programming cycles (2)	train OCONUS.
2	resides outside the 50 states or non- foreign OCONUS area	is programmed and approved in advance according to current programming cycles (2)	train within the Continental United States CONUS.
4	If Guardian	requires travel overseas (including Hawaii and Alaska)	train at the overseas location with the concurrence of the applicable commander and approved waiver (4).
5		is at a location other than the unit of assignment	train at the alternate site if approved by the applicable commander.
6		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 unit commander or equivalent (5).

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. Except when this table authorizes, a commander may not order a Guardian to duty and then place the member on temporary duty at another location for the full period of OTD, ADOS-SF or AT. When a Guardian reports to a location for the sole purpose of transportation to an OTD, ADOS-SF 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 Guardian who is to receive the training. Also, program travel funds in advance (included in the current year appropriation) to support such a requirement. For a Guardian assigned to a General Officer position, a request for advanced approval must be sent to SF/SILG through ETM/GSMO. **(T-2)**
3. Include time required for unit deployments in the duration of AT and credit toward the 12-day requirement.
4. Waiver Authority: Guardians assigned to overseas locations do not require a waiver to travel to their unit. For AT at a location other than the assigned unit, a waiver is required. For members not assigned to overseas locations, the applicable commander must provide justification to ETM/GSMO 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>) 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-SPACE FORCE

6.1. Definition of ADOS-SF. In accordance with DoDI 1215.06, ADOS includes all voluntary active duty performed pursuant to 10 USC § 12301(d), *Reserve components generally*, request of an organizational or operational commander, or as a result of reimbursable funding. ADOS-SF is the term used by the USSF to describe ADOS, including all active duty service by Guardians on a NSD assignment. The purpose of ADOS-SF is to provide the necessary skilled manpower assets to support existing or emerging requirements. This includes all 1-year or multi-year voluntary periods of active duty service by Guardians.

6.2. ADOS-SF Eligibility. Guardians in specific training categories (see [Table 3.1](#) and [Table 3.2](#)) are authorized to perform ADOS-SF.

6.2.1. Training Category Code (TCC). Commanders or their designated representatives have the authority to determine the appropriate TCC to be used for ADOS-SF and must make sure appropriate TCCs are placed on all ADOS-SF orders. **(T-1)**

6.2.1.1. The TCCs are listed in [Attachment 2](#).

6.2.2. FY requirements (see [Table 2.1](#)) will be performed, scheduled, substituted, or waived by a unit prior to a Guardian performing ADOS-SF for less than an entire FY. **(T-2)** On each ADOS-SF 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-SF order will not be extended beyond the original termination date for leave purposes.” **(T-2)**

6.2.3. FLDCOMs shall submit requests for additional ADOS-SF days, which exceed the minimum participation requirements, directly to the S1M directorate. Subsequently, S1M, in coordination with ETM/GSMO, will validate and obligate the FLDCOM request. ETM/Assignments are responsible for ensuring participation requirements above the minimum are reflected on the projected assignment opportunity/advertisement.

6.3. Scheduling ADOS-SF. Schedule ADOS-SF orders to start at 0001 hour and end at 2400 hours, with reporting time to conform with the local duty hours. ADOS-SF is usually planned to coincide with the availability of training supervisors or equipment. Guardians on ADOS-SF for a period of time for which the requirement overlaps holidays or weekends, must be on continuous orders until completion of training or requirement. This does not negate the requirement for any necessary man-day waiver authority. Under no circumstances are Guardians performing ADOS-SF 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 member and dependents (i.e., ensure no disruption of associated benefits and entitlements).

6.3.1. ADOS-SF orders must be processed via AROWS-R through MyFSS. Guardians will submit an order request electronically through MyFSS at least 30 calendar days before the start date for publication of an order. **(T-1)**

6.3.1.1. Units must not approve ADOS-SF order for the last quarter of the FY if the Guardian’s FY participation requirements have not been met, not scheduled to be met or not waived by the appropriate authority. **(T-2)**

6.3.2. Action Taken on Completion of ADOS-SF. The AF Form 938 *Request and Authorization for Active Duty Training/Active Duty Tour* (computer-generated or hard copy) must be signed by the member, certified by the approving official or individual who supervised the training, and sent to the Guardian's designated FMF within 5 workdays after the ADOS-SF is completed. **(T-1)**

6.3.3. Refer to DAFI 36-2619 *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program* for additional requirements, benefits, and procedures.

6.3.4. Guardians assigned to Inactive or Retired Status may not perform ADOS-SF.

6.4. Retirement Protection (Active Duty Sanctuary). “Sanctuary” means that any Guardian who attains 18 (but less than 20) years of Total Active Federal Military Service (TAFMS) while serving on ADOS-SF (other than for training) must be retained on active duty unless voluntarily separated, is medically disqualified for continued service, or is discharged for cause. Guardians must waive sanctuary entitlement prior to the beginning of ADOS-SF (other than for training) of less than 180 calendar days, or the member will not be authorized to perform the active duty, unless the Service determines the performance of the active duty is necessary to meet mission requirements and cannot reasonably be accomplished otherwise. A Guardian cannot waive sanctuary entitlement for an ADOS-SF order greater than 179 calendar days so the member may not be authorized to perform the ADOS-SF or may be required to have consecutive orders with a waiver for each order under 180 calendar days. To provide oversight, AROWS-R will initiate a hard hold for approval of active duty order(s) if the Guardian has more than 16 years of TAFMS. Sanctuary statements of understanding are required for Guardians performing ADOS-SF (other than for training) if the member has accrued 16.5 years of Total Active Federal Military Service. Refer to DAFI 36-2110, *Total Force Assignments* for detailed guidance.

Chapter 7

OTHER TRAINING DUTY

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

7.1.1. Use OTD to supplement AT or IDT when a Guardian requires additional training to achieve or maintain a required skill or skill level in their assigned Space Force Specialty Code (SFSC). **Note:** Use ADOS-SF to provide direct staff support to operational programs.

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

7.2. Eligibility for OTD. Participating Guardians 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)**

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

7.2.1.1. Member is within 6 months of mandatory discharge or retirement.

7.2.1.2. Member does not have retainability prescribed by the Education and Training Course Announcement (ETCA).

7.2.1.3. Member's FY requirements have not been met or are not scheduled to be met and the OTD order would be in the last quarter of the FY.

7.3. General Guidelines for OTD. 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](#).

7.3.1. Guardians are allowed to participate in FLDCOM-level or higher morale, welfare, and recreation events sanctioned by the Space Force. Permissive Temporary Duty (PTDY) orders will be issued to members 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 Space Force or a national governing body but require active duty status to participate. **(T-2)**

7.3.1.1. PTDY, while at no appropriated fund cost to the government, will allow standby military travel and non-reimbursable lodging support. Travel from the members' unit to the participation site is at the member's expense and is not reimbursable. For Guardians who wish to participate in these programs, orders to OTD in non-pay, points-only status must be approved by FLDCOM/CD. **(T-2)** TCC “HA” applies.

7.3.1.2. It is also possible to place a Guardian on OTD with pay status if that member is selected to represent USSF in an Armed Forces National or International competition. For athlete submission instructions, contact FLDCOM/S1. Selection will be on a case-by-case basis.

7.3.2. OTD will not be used in combination with ADOS-SF for the same event. **(T-2)** In other words, a FLDCOM, unit, or agency cannot circumvent manpower authorization levels through continuous ADOS-SF application, using a combination of OTD and ADOS-SF. **(T-2) Note:** Guardians performing ADOS-SF in accordance with DAFI 36-2619 may not attend upgrade training (e.g., SFSC 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, Guardians may attend training when specifically required for active duty tours. For waiver process of ADOS-SF see DAFI 36-2619.

7.3.3. Guardians on OTD for a period 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-SF support waiver authority.

7.4. Guidelines for Providing Formal School Training. The following are responsibilities for providing formal school training and are applicable to all Guardians:

7.4.1. Formal training requirements are supported by USSF and other service schools. Unless specified by a course owner, all Guardians are eligible to attend the same courses.

7.4.2. Quotas for schools conducted by STARCOM, other FLDCOMs, services, and government agencies are processed by STARCOM/S3. Individuals and units will NOT contact schools directly regarding availability of quotas, class dates, or other school information. **(T-2)** The applicable Force Support Squadron (FSS) or Unit Training Manager must contact STARCOM/S3 for school information. **(T-2)** Any course which requires the potential obligation of STARCOM central funding must be approved by STARCOM budget program manager prior to attendance. **(T-2)** Any student allowed to proceed to a course of instruction without prior approval or a valid Training Line Number (TLN) will not be centrally funded. **(T-2)**

7.4.3. FLDCOM may conduct select courses internally, as funding and manpower authorizations permit.

7.5. OTD (School) Eligibility. Guardians may take part in OTD for school to sustain or increase proficiency in the duty SFSC or wartime skillset or tasking. A member must:

7.5.1. Meet all prerequisites for the course. **(T-2) Note:** When unqualified students are allowed to proceed to a centrally funded formal course and subsequently return to home station, the respective owning unit will fund 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 ETCA or additional course announcements. All central funds previously disbursed should be returned.

7.5.2. Meet the medical standards. **(T-2)** DAFMAN 48-123 provides further guidance.

7.5.3. Have a current and passing Human Performance Assessment (HPA) and meet USSF fitness standards as a prerequisite for an in-resident formal training course and also meet fitness requirements specific to the formal training course. **(T-2)** SPFMAN 36-2905, provides further guidance. If the member does not meet fitness requirements for the school, the Guardian's unit commander or equivalent must request approval to attend from the respective school's commander. **(T-2)** It will be rare for a Guardian to be allowed to attend formal training if their fitness requirements are not met.

7.5.4. Have retainability for a course. **(T-2)** Retainability is governed by the ETCA. For developmental education, see DAFI 36-2670, *Total Force Development*. In the event the ETCA or applicable course guidance does not prescribe a specific retainability requirement, Guardian must acknowledge a 1-year Service Commitment for all courses that are 15 calendar days or less. **(T-2)** For courses longer than 15 calendar days, Guardians must acknowledge a 2-year Service Commitment. **(T-2)**

7.6. 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 is substantiated by a valid support or training requirement. **(T-2)** Schedule OTD based on the applicable unit's duty hours. OTD is not authorized for the primary purpose of a physical examination unless directed by a medical examination board.

7.6.1. Guardians attending schools that are closed during the holiday season will remain in OTD status during the closed period. Members 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 member taking leave or a pass. **(T-2)** All Guardians, regardless of status, will abide by specific guidance provided by the respective schools concerning dates of departure/return. **(T-2)**

7.6.2. Authorization for a member 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.

7.6.2.1. Guardians 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 member to perform at the PDS. Units should not recall any Guardian as a recall action terminates enrollment and precludes the Guardian's return after the holiday period. **(T-2)**

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

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

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

7.8. Application Procedures. Application procedures for requesting formal training including OTD should follow the guidelines outlined in DAFI 36-2685, *Total Force Enlisted Developmental Education* or DAFI 36-2686, *Officer Development*. **(T-2)** Application procedures are dependent upon student status.

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

7.8.2. Requester will obtain unit verification that funds are available to support the request only if the course is not identified as centrally funded by ETM. **(T-2)** Follow established FLDCOM budget office procedures if additional funding is required for those courses not centrally funded.

7.8.3. Servicing training office will:

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

7.8.3.2. 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)**

7.8.3.3. 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 FLDCOM/S1 in conjunction with school seat requests. **(T-2)**

7.8.3.4. 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)**

7.8.3.5. Use the following guidelines when making school requests:

7.8.3.5.1. 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)**

7.8.3.5.2. 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.

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

7.9. OTD Orders. Units must send a copy of all OTD orders on Guardians assigned to general officer positions to SF/S1L. **(T-2)**

7.9.1. OTD (Non-School).

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

Chapter 8

ADVANCED DISTRIBUTED LEARNING

8.1. 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.

8.2. Eligibility. Credit for Advanced Distributed Learning is confined to GNSD and enrolled in qualified Air University or Air/Space Force Career Development Agency courses. After successful completion of the course, the member 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 3.2.](#)) Compensation will be determined according to DoDI 1215.21, *Reserve Component (RC) Use of Electronic-Based Distributed Learning Methods for Training.* **(T-0)**

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

8.2.2. Guardians 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)** Guardians are only authorized to complete other service Developmental Education via Advanced Distributed Learning after first completing the comparable level of USSF Developmental Education. Guardians 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)**

8.2.3. Enlisted members 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 9

TELEWORK

9.1. Background. The Space Force authorizes telework, a flexible arrangement allowing Guardians to perform their duties from an alternative location. This is a discretionary option, not an entitlement, and eligibility is determined by commanders or supervisors based on mission and operational needs. A supportive culture that embraces transparency, communication, and technology is essential for the success of teleworking Guardians in meeting their unit's requirements. Additional information regarding telework is found in DoDI 1035.01 *Telework and Remote Work*.

9.1.1. Telework is not suitable for all individuals or positions as it can introduce new challenges. Supervisors should consult DODI 1035.01, evaluating individual, team, and job factors before approving arrangements. Guardians should also self-assess their suitability for teleworking. All eligibility decisions must be impartial and consistent.

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

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

9.1.2. Guardians who telework must complete a DD Form 2946, *Department of War Telework Agreement*. **(T-2)** Commanders and supervisors will also require an agreement (**Attachment 3**) and checklist (**Attachment 4**) be included with the DD Form 2946 for additional accountability.

9.2. Definition. Telework is a pre-authorized arrangement allowing a Guardian to perform official duties at an approved alternate location, either regularly or situationally. This requires written pre-authorization from the member's unit commander or equivalent. The alternate worksite must have the necessary tools to accomplish assigned tasks, and all work products are the property of the U.S. government. **(T-0)**

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

9.4. Telework Roles and Responsibilities.

9.4.1. A Guardian's unit commander or equivalent is the approval authorities for telework agreements. The unit commander or equivalent must:

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

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

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

9.4.2. The immediate supervisor must:

- 9.4.2.1. Review assigned positions and advise commanders in determinations of telework position eligibility. **(T-3)**
- 9.4.2.2. Determine Guardian telework eligibility. **(T-3)**
- 9.4.2.3. Review and document Guardian's eligibility to telework at least annually and more frequently as needed, or upon request by a Guardian. **(T-3)**
- 9.4.2.4. Ensure all telework eligible Guardians are fully trained on telework procedures including information technology, data security, and safety requirements. **(T-3)**
- 9.4.2.5. Participate in OPM telework training for employees and managers (www.telework.gov) prior to approving Guardian's telework agreements. **(T-3)**
- 9.4.2.6. Participate with Guardians in completing DD Form 2946 ensuring all appropriate factors are included according to the circumstances of each telework arrangement. **(T-3)**
- 9.4.2.7. Document in writing the basis for denial or termination of telework on the DD Form 2946. **(T-3)**
- 9.4.2.8. Maintain appropriate telework documentation and provide a copy to the Guardian (including training documentation and telework agreement). Supervisors are responsible for maintaining the member telework documentation. **(T-3)**
- 9.4.2.9. Ensure necessary physical worksite coverage such that mission operations continue efficiently and effectively. **(T-3)**
- 9.4.2.10. Ensure teleworkers and onsite Guardians are treated equal. **(T-3)**
- 9.4.2.11. Ensure teleworkers are held accountable for government furnished equipment (GFE) and adhere to applicable maintenance requirements (e.g., scheduled software updates). **(T-3)**
- 9.4.2.12. Ensure GFE is returned to the unit/organization when telework agreement ends.
- 9.4.2.13. Promptly report any work-related accident or injury occurring at an alternative worksite. **(T-3)**
- 9.4.2.14. Ensure teleworking Guardians adhere to applicable telework and leave policy. **(T-3)**
- 9.4.2.15. Immediately address teleworker conduct or performance concerns, including terminating telework arrangements, if appropriate. **(T-3)**
- 9.4.2.16. 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.
- 9.4.2.17. Recommend the teleworking project to the approval authority. **(T-3)**
- 9.4.2.18. Prepare required documentation and obtain any necessary signatures from the teleworker. **(T-3)**
- 9.4.2.19. Ensure project details (e.g., scope of work, deliverables) are mutually agreed upon before beginning work. **(T-3)**
- 9.4.2.20. Quality control the teleworker's completed product(s). **(T-3)**

9.4.2.21. Ensure Guardians participate in telework training prior to approving employee telework agreements. **(T-3)**

9.4.3. The Guardians must:

9.4.3.1. 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 a written telework agreement. **(T-3)**

9.4.3.2. 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.

9.4.3.3. Safeguard, maintain accountability, and ensure appropriate use of GFE and adhere to applicable maintenance requirements (e.g., scheduled software updates). **(T-3)**

9.4.3.4. Return GFE to organization when telework agreement ends. **(T-3)**

9.4.3.5. 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)**

9.4.3.6. Adhere to time and attendance guidance and requirements. **(T-3)**

9.4.3.7. 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. **(T-0)**

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

9.4.3.9. 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)**

9.4.4. 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. for details.

9.5. Dual Compensation for Federal Employees. Many Guardians hold separate positions as federal civil servants. To telework as a Guardian 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 2.12](#)). **(T-2)** **Note:** A Guardian 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)**

9.6. Safety. Teleworkers are responsible for ensuring that alternate work locations are safe environments. A Guardian 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)**

9.7. General Obligations. Guardians are subject to the UCMJ while teleworking (see 10 USC § 802; DAFI 51-201) whether on active duty or inactive duty.

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

9.7.2. Guardians must provide teleworking equipment requirements to the supervisor. **(T-3)**

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

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

9.7.5. Guardians 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 Guardians may not engage in teleworking on projects within their SFSC area unless they are in training status code D or R. Officers should have a qualified level SFSC (e.g., 13S3A or 13S3B rather than 13S1B) to telework on projects in their SFSC area. Projects unrelated to SFSC areas may be approved if the supervisor knows the Guardian to be capable of completing the project.

9.8. Funding. The approval authority will not authorize travel or per diem for telework. **(T-2)**

9.8.1. 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 Guardian to use the OF 1164. The normal procedures and dollar limits associated with the OF 1164 apply.

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

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

9.9.2. Telework agreements shall be revalidated and signed by the supervisor and Guardian at least every 2 years but must be reviewed annually (recommended 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)**

9.9.3. 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).

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

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

9.10. Government Equipment. 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 telecommunication equipment (hereafter referred to as equipment) in alternate work locations.

9.10.1. 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 hand receipt and inventory annually. The commander must notify the Equipment Control Officer of the relocation of the equipment. **(T-3)**

9.10.2. 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 Guardian only.

9.10.3. The Guardians agree to protect any government-owned equipment from damage, loss, theft, and computer viruses.

9.10.4. Guardians may not install hardware or software on a government system; only unit Client Support Administrators are authorized to do so with the permission of the unit commander or equivalent. **(T-3)**

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

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

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

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

9.11. Privately Owned Equipment. Subject to AFI 17-130 and DAFMAN 17-1203 permissions and limitations, a commander may authorize Guardians to use privately owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternative work locations.

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

9.11.2. 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).

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

9.11.4. 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.

9.12. Equipment Related Funding and Office Supplies. In accordance with DoDI 1035.01 and 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)**

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

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

9.13.2. If teleworking requirements terminate, the Guardian 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 and DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*, and DAFMAN 17-1203, for more information.

9.14. Security. Access to sensitive (e.g., Privacy Act) documents, data, records, etc. on government equipment by Guardians must be consistent with DoW, Department of the Air Force, and FLDCOM 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.

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

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

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

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

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

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

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

9.15.2. Upon project completion, the Guardian 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)

RICHARD L. ANDERSON
Assistant Secretary of the Air Force for
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 § 802, Art. 2, *Persons Subject to this Chapter*
- 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 § 12301, *Reserve Components Generally*
- 10 USC § 12303, *Ready Reserve: Members Not Assigned to, or Participating Satisfactorily In, Units*
- 10 USC § 12319, *Ready Reserve: Muster Duty*
- 10 USC § 12733, *Computation of Retired Pay: Computation of Years of Service*
- 10 USC § 20101, *Members in Space Force active status: amount of annual training or active duty service required*
- 10 USC § 20107, *Transfer to inactive status: initial service obligation not complete*
- 10 USC § 20602, *Voluntary Retirement for Length of Service*
- 10 USC § 20604, *Enlisted members: computation of years of service for voluntary retirement*
- 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 and Remote Work Program*, 29 October 2018
- 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 Change 1 12 May 2020
- 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 Change 1, 3 May 2016

DAFPD 36-21, *Utilization and Classification of Military Personnel*, 24 September 2025

DAFPD 36-32, *Military Retirements and Separations*, 5 June 2024

DAFI 36-2110, *Total Force Assignments*, 9 August 2024

DAFI 36-2606, *Reenlistment and Extension of Enlistment*, 22 May 2024

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

DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, 15 Jan 2025

DAFI 36-2670, *Total Force Development*, 18 February 2026

DAFI 36-2685, *Total Force Enlisted Developmental Education*, 20 Mar 2026

DAFI 36-2910_DAFGM2025-01, *Department of the Air Force Guidance Memorandum (DAFGM) to DAFI 362910, Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, 19 November 2025.

DAFI 36-3003, *Military Leave Program*, 7 August 2024

DAFI 36-3012, *Military Entitlements*, 24 October 2023

DAFI 36-3203, *Service Retirements*, 8 July 2025

DAFI 36-3211_DAFGM2026-02, *Department of the Air Force Guidance Memorandum (DAFGM) to DAFI 36-3211, Military Separations*, 18 February 2026.

DAFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, 22 February 2024

DAFI 51-201_DAFGM2026-02, *Department of the Air Force Guidance Memorandum to Department of the Air Force Instruction (DAFI) 51-201, Administration of Military Justice*, 4 February 2026

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

DAFMAN 36-2032, *Military Recruiting and Accessions*, 16 January 2025

DAFMAN 48-123_DAFGM2025-01, *Department of the Air Force Guidance Memorandum to DAFMAN 48-123, Medical Examination and Standards*, 29 July 2025

DAFMAN 41-210, *Patient Administration Support*, 12 January 2026

HAFMD 1-42, *Chief of Air Force Reserve*, 27 April 2021

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 48-133, *Duty Limiting Conditions*, 7 August 2020

AFMAN 47-101, *Managing Dental Services*, 25 July 2018

SPFI 36-2502, *Enlisted Guardian Promotion and Demotion Programs*, 11 September 2024

SPFI 36-2401, *Guardian Evaluations Systems*, 17 January 2024

SPFMAN 36-2905, *Human Performance and Readiness*, 26 September 2025

Adopted Forms

OF 1164, *Claim for Reimbursement for Expenditures on Official Business*

DD Form 1610, *Request and Authorization for Temporary Duty Travel of DoD Personnel*

DD Form 2946, *Department of War Telework Agreement*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 469, *Duty Limiting Condition Report*

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

AF Form 40, *Authorization for Inactive Duty Training*

AF Form 40A, *Record of Individual Inactive Duty Training*

Abbreviations and Acronyms

ADOS-SF—Active Duty for Operational Support-Space Force

AF—Air Force

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AROWS-R—Air Reserve Orders Writing System-Reserve

ARPC—Air Reserve Personnel Center

AT—Annual Training

ATP—Additional Training Period

BOS—Base Operating Support

CC—Commander

CUI—Controlled Unclassified Information

CONUS—Continental United States

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
DODI—Department of Defense Instruction
DOW—Department of War
DR—Duty Restriction
EAD—Extended Active Duty
EJPME—Enlisted Joint Professional Military Education
EI—Equivalent Instruction
ETCA—Education and Training Course Announcement
ETM—Enterprise Talent Management
FAM—Functional Area Managers
FLDCOM—Field Command
FM—Functional Manager
FMF—Financial Management Flight
FR—Fitness Restriction
FSS—Force Support Squadron
FY—Fiscal Year
GFE—Government Furnished Equipment
GM—Guidance Memorandum
GNSD—Guardian on Non-Sustained Duty
GSD—Guardian on Sustained Duty
GSMO—Guardian Support Management Office
IDT—Inactive Duty for Training
HAFMD—Headquarters Air Force Mission Directive
HCM—Human Capital Management
HPA—Human Performance Assessment
HQ—Headquarters
IMR—Individual Medical Readiness
IDPL—Inactive Duty Parental Leave
JKO—Joint Knowledge Online
JTR—Joint Travel Regulations

LOD—Line of Duty
MILPDS—Military Personnel Data System
ML—Maternity Leave
MPLP—Military Parental Leave Program
MPF—Military Personnel Flight
MSD—Medical Standards Directory
MTF—Military Treatment Facility
MR—Manpower and Reserve Affairs
NSD—Not on Sustained Duty
NSDT—Not Sustained Duty Training
O&M—Operations and Maintenance
OF—Optional Form
OL—Operating Location
OPR—Office of Primary Responsibility
OTD—Other Training Duty
OCONUS—Outside Continental United States
PCARS—Point Credit Accounting and Reporting System
PDS—Permanent Duty Station
PTDY—Permissive Temporary Duty
RSC—Reserve Service Commitment
RC—Reserve Component
RCML—Reserve Component Maternity Leave
SORN—System of Record Notices
SFAS-NSD—Space Force Active Status on Non-Sustained Duty
SFAS-SD—Space Force Active Status on Sustained Duty
SFSC—Space Force Specialty Code
SPFMAN—Space Force Manual
SPFI—Space Force Instruction
STARCOM—Space Training and Readiness Command
TAMP—Transition Assistance Medical Program
TCC—Training Category Code
TLN—Training Line Number

TP—Training Period

UCMJ—Uniform Code of Military Justice

US—United States

USC—United States Code

USAF—United States Air Force

USAFA—United States Air Force Academy

USSF—United States Space Force

UTAPS—Unit Training Assembly Participation System

Terms

Active Duty for Operational Support (ADOS-SF)—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 GNSD and 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.

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

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.

Functional Manager (FM)—(Career Field or FLDCOM) Senior leaders who provide day-to-day management responsibility over specific functional communities. 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 encouraging force development opportunities to meet future needs of the Space Force mission.

Inactive Duty Training (IDT)—Authorized training performed by a GNSD or 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, and any special additional duties authorized for GNSD or 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.

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.

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 DoW 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.

Attachment 2

TRAINING CATEGORY CODE DEFINITIONS

A2.1. ADOS-SF and OTD are divided into categories based on the type of active duty being accomplished. ADOS-SF is used to provide direct staff support to SFAS-SD or SFAS-NSD programs in which training for the member itself is not the primary objective, but a significant outcome. OTD is used to supplement AT, and NSDT when the member needs extra training to achieve a required skill or skill level in the assigned SFSC. The TCC headers are designated as XZ. TCCs ending in "Z" are category headers only and will be used for cost rollups at the ETM/GSMO 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).

A2.1.1. Career Development Training:

A2.2. AA—Officer Professional Military Education. Identifies officers attending Professional Military Education to include Captain Leadership Course, 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 SFSC oriented.

A2.3. 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 SFSC oriented.

A2.4. AC—Professional Continuing Education. Identifies officers or enlisted members attending short military education courses designed to provide professional development and Space Force recognized professional continuing education courses for professional SFSCs (e.g., cyber network operations, space system operations, cyberspace effects operations, acquisition manager). Includes but not limited to Squadron Commander Course, Non-Commissioned Officer Leadership Development Seminar, etc.

A2.5. 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.

A2.5.1. Officer Training:

A2.6. CA—Officer Training School. Identifies enlisted attending Officer Training School.

A2.7. CB—Academy of Military Science. Identifies officers attending the Academy of Military Science course.

A2.8. CC—Commissioned Officer Training (COT). Identifies officers attending the Commissioned Officer Training course.

A2.8.1. Refresher and Proficiency Training:

A2.9. EA—Enlisted 7-Level Upgrade Courses. Identifies enlisted members attending a 7-level upgrade course.

A2.10. EB—Officer Field Upgrade Courses. Identifies officers attending field upgrade courses.

A2.11. EC—Survival Training. Identifies personnel attending survival-training courses.

A2.12. ED—Other Advanced Skill Courses. Identifies personnel attending advanced skill courses other than those included as officer field grade upgrade courses or survival training.

A2.12.1. Competitive Events:

A2.13. HA—All DoW Sponsored/Sanctioned Athletic Events. Identifies personnel participating in a DoW sponsored/sanctioned athletic event. This is to be used only for actual participants in the competition, not for coaches, judges, assistants, or individuals attending planning meetings, etc.

A2.13.1. Command/Staff Supervision:

A2.14. JA—Audits/inspections/Staff Assistance Visit to Subordinate Units and Other Space Force-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 units.

A2.15. JB—Conferences, Workshops, Meetings, Command-Directed Interviews, etc. Identifies personnel attending conferences, workshops, meetings, and command-directed interviews.

A2.16. 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.

A2.17. 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.

A2.17.1. Exercises (Sustained Duty for Operational Support/Sustained Duty for Training).

A2.18. KA—Wargame Support. Identifies personnel participating in simulated and computer-aided war games and exercises.

A2.19. KB—Participation in Joint Training Exercises. Identifies personnel participating in joint and command-directed training exercises. GNSD are integrated with the SFAS-SD forces and AC forces to provide required expertise. These personnel may function in command positions as specialists in any field.

A2.20. KC—Other Worldwide Missions. Identifies personnel participating in deployments, missions, humanitarian relief efforts, and peacekeeping efforts not specifically identified by another TCC.

A2.21. 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.

A2.22. 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.

A2.22.1. Management Support (Sustained Duty for Operational Support/Sustained Duty for Training).

A2.23. LA—Day-to-Day Support of Unit Training Functions. Identifies personnel participating in a normal day-to-day activity at the unit (e.g., administrative support, examiners/instructors).

A2.24. LB—Short-Term Augmentation of Headquarters (Base/FOA/HQ SF Staff) 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.

A2.25. LC—Short Term Augmentation of Activities in SAF/DoW/Joint Staff in Support of SFAS-NSD Projects/Issues. Identifies personnel participating in support tours for Secretary of the Air Force, Department of War, or Joint Staff level in support of SFAS-NSD projects or issues.

A2.26. 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.

A2.27. LH—Disciplinary Action Against Member. Identifies individuals who have been called to sustained duty for the purpose of disciplinary action against the member.

A2.28. LI—Retain Sick/Injured Member on Sustained Duty Upon Expiration of Original ADOS-SF Order.

A2.29. 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.

A2.30. 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.

A2.31. 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 FLDCOM, use this TCC.

A2.32. LP—Medical Evaluation. Identifies individuals placed on sustained duty solely for medical purposes. Does not include duty associated with "LI" and "LQ".

A2.33. LQ—Retain/Place Sick/Injured Member on Sustained Duty Upon Expiration of Original Sustained Duty for Training Order or NSDT Duty Status.

A2.33.1. Operational Training.

A2.34. MA—ON-THE-JOB TRAINING to Achieve SFSC Upgrade Requirements. Identifies personnel who are doing on-the-job training to achieve SFSC upgrade requirements. All hands-on skill training at the unit will be in ADOS-SF status in this TCC.

A2.35. MB—Short Orientation Tours for Members New to Unit/Activity, or for Familiarization Training When Unit 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.

A2.36. MC—Mission/Mobility Qualification Training. Identifies personnel doing 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 SFSC upgrade. This TCC will also be used when normal qualification milestones require extensive continuous training (i.e., Progression Sustained Duty for Training) subsequent to the initial formal school.

A2.37. MD—Skill-Oriented Competitions. Identifies personnel participating in skill-oriented types of competitions.

A2.38. ME—Intelligence Refresher and Proficiency Training. Identifies personnel who are participating in intelligence training that cannot be completed during scheduled NSDT 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.

A2.39. MF—Instructor Training for the Transportation Proficiency Center. Identifies individuals training to qualify them to serve as instructors at the Transportation Proficiency Center.

A2.40. 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.

A2.40.1. Drug Interdiction/Counterdrug Activities.

A2.41. 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.

A2.42. 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”.

A2.42.1. Service Mission/Mission Support.

A2.43. 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.

A2.44. 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).

A2.45. RD—Participation in Directed Activities. Identifies all personnel used in conjunction with centrally directed missions for real world situations and SFAS-SD missions. Missions will be directed and funded by functional points of contact.

Attachment 3

NSD TELEWORK AGREEMENT

Figure A3.1. NSD Telework Agreement.

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

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

- 1. The Guardian agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the teleworking program.** Guardian recognizes that the teleworking arrangement is not a right, but a complementary tool that may use to accomplish work.
- 2. The Guardian 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 member 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 Guardian's official duty work location.** Air/Space Force Instructions and the teleworking pamphlet govern all pay and reimbursements.
- 4. Where applicable, the Guardian agrees to document and submit to the supervisor for endorsement, any changes in the agreement.**
- 5. The Guardian must ensure a safe and healthy work environment exists.** If required by the supervisor, the member 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 Guardian 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 Guardian 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 Guardian 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. Guardian agrees to protect any government owned equipment, to prevent the use by others, and to use the equipment only for official purposes.
- d. Guardian must have Designated Approval Authority approval before installing any hardware or software on Government systems.
- e. Guardian agrees to install, service, and maintain any privately owned equipment at the member'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 Space Force strongly encourages use of base toll-free numbers for remote network access and long-distance phone calls.
- h. Guardians must comply with DoD and Department of the 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. Guardian 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 Guardian 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. Guardian resource requirements.
- g. Reimbursable expense type and estimate, if required (i.e., OF 1164).
- h. Progress report requirements.
- i. Additional remarks.

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

Attachment 4

NSD TELEWORK CHECKLIST

Figure A4.1. NSD 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 GUARDIAN TELEWORKER: _____

NAME OF SUPERVISOR: _____

Date Completed: _____ (To be completed by teleworker)

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

_____ 2. Guardian received a copy of agreement.

_____ 3. Guardian 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 Guardian certifies those requirements are met.

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

_____ 9. Guardian understands that the approval authority may terminate the member's participation at any time, in accordance with supervisor/approval authority established administrative procedures.

_____ 10. Guardian consents to monitoring.

_____ (Guardian's Supervisor's Signature) _____ (Date)

_____ (Supervisor's Signature) _____ (Date)

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

Attachment 5

SAMPLE MEMORANDUM OF PARTICIPATION (MEDICAL)

Figure A5.1. Sample Memorandum of Participation (Medical).

(Date)

MEMORANDUM FOR *(Member's Rank, Full Name)*
(Member's Full Mailing Address)

FROM: *(Unit Commander)*

SUBJECT: Denial of Participation for Pay and Points

This is to notify you that I have elected to place you in restricted participation status due to medical limitations. Under the provisions of SPFMAN 36-2616 Guardian Participation Program (GPP), paragraph _____, you may not participate in pay or points activity pending resolution of medical limitations.

Unit Commander Signature
Unit Commander Signature Block

1st Ind, *(Member's Rank and Full Name)*

Memorandum for *(Commander's Organization and Office Symbol)*

I acknowledge receipt of the notification. This acknowledgement constitutes neither my agreement nor disagreement with this action.

Member's Signature
Member's Full Name, Rank

Cc:
(GSMO and Member's Servicing FSS)

Attachment 6

SAMPLE MEMORANDUM RETURN FROM RESTRICTED PARTICIPATION (MEDICAL)

Figure A6.1. Sample Memorandum Return from Restricted Participation (Medical).

(Date)

MEMORANDUM FOR *(Member's Rank, Full Name)*
(Member's Full Mailing Address)

FROM: *(Unit Commander)*

SUBJECT: Return from Restricted Participation Status

This is to notify you that I have elected to remove restrictions on your participation status due to medical limitations. Under the provisions of SPFMAN 36-2616 Guardian Participation Program (GPP), paragraph _____, you may resume participation in pay or points activity.

Unit Commander Signature
Unit Commander Signature Block

1st Ind, *(Member's Rank and Full Name)*

Memorandum for *(Commander's Organization and Office Symbol)*

I acknowledge receipt of the notification. This acknowledgement constitutes neither my agreement nor disagreement with this action.

Member's Signature
Member's Full Name, Rank

Cc:
(GSMO and Member's Servicing FSS)

