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SECRETARY OF THE AIR FORCE

AIR FORCE HANDBOOK 10-416

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Operations

PERSONNEL READINESS AND MOBILIZATION

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This handbook provides guidance and instructions for Air Force personnel mobilization and execution. It is used in conjunction with AFPD 10-4, *Operations Planning*, AFI 10-402, *Mobilization Planning*, and the Deputy Chief of Staff Personnel (DCS/P) *Emergency Actions Book* (EAB). The handbook applies to all Air Force activities that are responsible for supporting, training, mobilizing, and deploying reserve component units and individuals. This includes the active force, the Air National Guard of the United States (ANGUS), and the US Air Force Reserve (USAFR). It implements Department of Defense (DoD) Directives 1200.7, *Screening the Ready Reserve*, April 6, 1984; 1225.6, *Equipping the Reserve Force*s, November 2, 1992; 1235.9, *Management and Mobilization of the Standby Reserve*, July 8, 1986; 1235.10, *Mobilization of the Ready Reserve*, October 24, 1986; Annex N (Mobilization) to the Joint Strategic Capabilities Plan (JSCP); and Joint Chiefs of Staff (JCS) Publication 5-01. See attachment 1 for a list of activation references, abbreviations, and acronyms.

Chapter 1—GENERAL INFORMATION AND PURPOSE **6**

1.1. General Information on Mobilization 6

1.2. Purpose of Mobilization Planning. 6

1.3. Testing Mobilization Procedures. 6

1.4. Terms Used in This Handbook: 6

Chapter 2—MOBILIZATION PLAN RESPONSIBILITIES **7**

2.1. Mobilization Plans Detail Responsibilities and Procedures. 7

2.2. Air Force Component Commanders. 7

2.3. Major Commands. 7

2.4. Air Force Installations. 7

2.5. The ANGUS/USAFR Wing or Group Com-mander. 7

2.6. Unit Mobilization Plans. 7

Chapter 3—ACTIVATION **8**

3.1. General Descriptions, Types of Activation, and Planning. 8

3.2. Activation Authorities. 9

3.3. The ANGUS/USAFR Access Process: 9

3.4. Responsibilities, Requirements, and Resource Planning: 10

Figure 3.1. Activation Options. 13

Figure 3.2. Activation Planning. 14

Table 3.1. Partial List of Emergency Authorities for Planning. 15

Table 3.2. Authority To Order Activation. 16

Chapter 4—ANGUS/USAFR ACCESS ACTIONS **17**

4.1. Execution: 17

4.2. Personnel. 17

4.3. Volunteerism. 17

Chapter 5—PRESIDENTIAL SELECTED RESERVE CALLUP AUTHORITY (10 USC 673b) **21**

5.1. Implementation. 21

5.2. AD Location. 21

5.3. Unit Manning: 21

5.4. Operational Control/Administrative Control: 21

5.5. Change in Statutory Authority. 22

Chapter 6—ORDERING MEMBERS TO AD **23**

6.1. Procedures for Requesting Activation/ Mobilization of ANGUS/USAFR 23
6.2. Reporting Requirements. 23
6.3. Failure To Report. 23
6.4. Transportation and Advance of Pay and Travel Allowances: 24
6.5. General Officers: 24
6.6. Members on AD in Support of the ANGUS/USAFR. 25
6.7. Changes in Unit Membership: 25
6.8. Operational Control/Administrative Control: 25
6.9. Processing to AD: 26
6.10. MPF Support for Activated and Nonactivated Personnel. 27
6.11. Unit Requirements. 27
6.12. AD Orders. 27
6.13. Sanctuary for ANGUS/USAFR Personnel. 27
6.14. Ordering Individuals to AD (Excluding Centrally Managed IMAs): 28
6.15. Ordering Centrally Managed IMAs to AD: 29
6.16. Ordering IMAs Assigned to Joint Positions, Unified Commands, and Ex 29
6.17. Ordering PIM to AD. 31
6.18. Basic Military Training (BMT). 31
6.19. Personnel Awaiting Entry Into or Attending Air Force or Other Service 31
6.20. Grade and Date of Rank (DOR). 32
6.21. Aviation Service: 32
6.22. Change in Statutory Authority. 32

Table 6.1. Administrative Control Table of Responsibilities. 33
Table 6.2. Authority and Conditions for Ordering Members to AD. 39
Table 6.3. Priority and Authority for Selecting Individual Members to AD. 40
Table 6.4. Mandatory Personnel Actions for Units and IMAs. 41
Table 6.5. Mandatory Personnel Action Codes for Processing Pretrained Individual Manpower (PIM). 42
Table 6.6. Grade Determination for AD. 44

Chapter 7—PUSH-PULL MOBILIZATION **45**

7.1. Push-Pull. 45

7.2. Factors for Activation. 45

7.3. Procedures for Developing a Push-Pull Recommendation: 45

7.4. Implementation. 45

Chapter 8—STOP-LOSS **48**

8.1. Stop-Loss Implementation. 48

8.2. Authority and Actions. 48

Chapter 9—APPROPRIATIONS **49**

9.1. Volunteerism. 49

9.2. Presidential Selected Reserve Callup (10 USC 673b): 49

9.3. Partial Mobilization (10 USC 673): 50

Chapter 10—DELAY AND EXEMPTION **51**

10.1. Delay and Exemption. 51

10.2. Processing Procedures: 51

Table 10.1. Requesting Exemptions or Delays and Handling Approvals. 52

Table 10.2. Reason for Delay or Exemption and Supporting Documentation. 53

Chapter 11—ENTITLEMENTS **55**

11.1. Entitlements. 55

11.2. Implementation and Coordination. 55

11.3. Entitlements Upon Deactivation. 55

11.4. Unit Welfare Funds. 55

Chapter 12—SYSTEMS **56**

12.1. Personnel Data Systems (PDS). 56

12.2. PSRC and Mobilization of IMAs and Mobilization of the PIM: 57

12.3. Deactivation. 58

12.4. PDS Actions on Effective Date of Deactivation. 59

12.5. PSRC and Mobilization of Individuals (Members Remaining on Their Re 59

12.6. Manpower Mobilization and Accession Status Report (MOBREP). 59

Table 12.1. PDS Actions for Volunteerism. 60

Table 12.2. PDS Actions for PSRC/Partial Mobilization in Place. 60

Table 12.3. PDS Actions for Mobilizing PIM to AD. 61

Table 12.4. PDS Actions for Unit Mobilization (Full). 62

Chapter 13—DEACTIVATION **63**

13.1. General Information: 63

13.2. Special Orders and Travel Vouchers: 63

13.3. DD Form 214, Certification of Release or Discharge from Active Duty: 63

13.4. Activated Retiree Actions: 64

13.5. Deactivation of IMA/PIM at TDY Location: 65

13.6. Comptroller/Personnel: 65

13.7. Retention in the Regular Air Force: 65

13.8. Sanctuary for ANGUS/USAFR Personnel. 66

13.9. Procedures for Reconstitution. 66

13.10. Retention on AD for Hardship Reasons. 66

13.11. Medical Hold/Medical Evaluation Board (MEB): 68

Attachment 1—LIST OF ACTIVATION REFERENCES, ABBREVIATIONS, AND ACRONYMS **70**

Chapter 1

GENERAL INFORMATION AND PURPOSE

1.1. General Information on Mobilization Planning. Mobilization encompasses all activities necessary for the orderly transition of active and ANGUS/USAFR forces from a peacetime to wartime posture. The War and Mobilization Plan, Volume 6 (WMP-VI), covers transitioning the industrial base from a normal state of peacetime preparedness to wartime production postures (also see Joint Pub 1-02).

1.2. Purpose of Mobilization Planning. The means by which organizations charged with mobilization responsibilities define policies and document procedures to accomplish tasks.

1.3. Testing Mobilization Procedures. HQ USAF/DPX will evaluate personnel mobilization systems and procedures at least semiannually.

1.3.1. A Mobilization Systems Test (MST) that evaluates mobilization policy, procedures, and systems will be conducted at least twice a year. This may be part of a JCS Mobilization Exercise, an Air Force-directed Command Post Exercise (CPX), or Field Training Exercise (FTX). At least one test/exercise per year will be down to unit/individual level.

1.3.2. These exercises/tests will provide "no fault" opportunities to train and evaluate processes, procedures, customer service, and supporting information/reporting systems (both C2 and administration) that support the activation.

1.3.3. HQ USAF/DPXC will coordinate objectives and participants that may include selected major commands (MAJCOM), Air National Guard Readiness Center (ANGRC), HQ AFRES, and HQ ARPC with systems support provided by AFMPC.

1.3.4. ANGRC and HQ AFRES will coordinate unit play while HQ ARPC will coordinate individual play (both Individual Mobilization Augmentee (IMA) and Pretrained Individual Manpower (PIM).

1.3.5. The tests will use Joint Exercise Manual (JEM) procedures for standardization and training. This includes use of a control staff, master scenario events lists (MSEL) and after action reporting using the Joint Exercise Management Package (JEMP) software.

1.3.6. Objectives will be outlined annually with detailed objectives included in JCS or Air Force Explans along with system test files and procedures.

1.3.7. Each organization participating is encouraged to use Quality Management principles to evaluate procedures, processes, and systems and share these with the personnel readiness community.

1.4. Terms Used in This Handbook:

1.4.1. Activation. Relates to recall, volunteerism, callup, and mobilization.

1.4.2. ANGUS/USAFR. Refers to Air National Guard and Air Force Reserve units, IMA, Individual Ready Reserve (IRR), Standby Reserve, and the Retired Reserve.

1.4.3. Utilization of Major Command (MAJCOM). Relates to MAJCOM, field operating agency (FOA), and direct reporting unit (DRU).

1.4.4. Utilization of Military Personnel Flight (MPF). Relates to MPF, Consolidated Base Personnel Office (CBPO), and Consolidated Reserve Personnel Office (CRPO).

Chapter 2

MOBILIZATION PLAN RESPONSIBILITIES

2.1. Mobilization Plans Detail Responsibilities and Procedures. Programming data contained in WMP-3 and US Air Force program series documents will be used as a mobilization planning base. Prepositioned orders are not required for volunteerism, Presidential Selected Reserve Callup (PSRC), or partial mobilization. For full mobilization, orders publication guidance will be in the execution order.

2.2. Air Force Component Commanders. Identify mobilization assumptions in operation and contingency plans written to support unified and specified command plans.

2.3. Major Commands. Develop appropriate mobilization plans to ensure forces are mobilized to meet the force availability that has been identified in WMP-3, Parts 1 and 2.

2.4. Air Force Installations. Develop mobilization plans using JOPES format contained in AFMAN 10-401. Ensure the installation is available for mobilizing forces. The plan should include:

2.4.1. Applicable support agreement (SA) and memorandum of understanding (MOU) information that identifies type of support required, organizations providing support, and when the support is to be available.

2.4.2. A detailed account of the active force manpower, material, and time needed to provide support for those actions required by the SA or MOUs.

2.4.3. Voice and data circuits available for carrying out mobilization.

2.5. The ANGUS/USAFR Wing or Group Com-mander. Publishes a mobilization plan for all units serviced by the MPF. When necessary, units and geographically separated units (GSU) will prepare annexes to the mobilization plan.

2.6. Unit Mobilization Plans. Wings/Groups will develop mobilization plans according to this document. These plans will interface with installation mobility plans to ensure combat and support forces meet the stated mobility response times.

Chapter 3

ACTIVATION

3.1. General Descriptions, Types of Activation, and Planning. Generally, the nature and imminence of the emergency governs the level of response. There are seven major defined types of activation:

3.1.1. Retired Members (10 USC 688). Assigned to such duties as the Secretary of the Air Force (SAF) considers necessary in the interests of national defense. Under regulations prescribed by the Secretary of Defense, a retired member of the Regular Air Force (REGAF) or a member of the Retired Reserve who has completed at least 20 years active service ("active service" means service on active duty - 10 USC 101) may be ordered to active duty (AD) by the SAF at any time for any duration. The number that can be activated is limited only by available funds to pay the individuals and the end strength at the end of the fiscal year.

3.1.2. Volunteerism (10 USC 672(d)). To meet immediate requirements for augmentation of the Active Air Force during emergency (domestic or international) or contingency operations. This authority, when authorized by the SAF, is utilized by the MAJCOMs/FOAs to place ANGUS/USAFR Selected Reserve volunteers on AD. This authority is usually used as a bridge to expand Active Force capabilities while awaiting legal authority for PSRC or mobilization. The number of personnel involved is determined by the AD MAJCOMs/FOAs.

3.1.3. Selective Mobilization (10 USC 331, 332, 333, 3500, and 8500). For a domestic emergency. The President (or the Congress upon special action) may order expansion of the Active Armed Forces by mobilization of Reserve Component (RC) units and/or individual reservists to deal with a situation where Armed Forces may be required to protect life, federal property and functions, or to prevent disruption of federal activities. A selected mobilization normally would not be associated with a requirement for contingency plans involving external threats to national security. The number of personnel involved is determined by the units selected for mobilization.

3.1.4. Presidential Selected Reserve Callup (10 USC 673b). The President may augment the Active Armed Forces by a callup of Selected Reserve units and individuals for up to 270 days to meet the requirements of an operational mission. The President must notify the Congress and state reasons for action. There is a limitation of not more than 200,000 total Selected Reserve members from all RCs.

3.1.5. Partial Mobilization (10 USC 673). Required to meet requirements of war or other national emergency involving an external threat to national security. Upon declaration of a national emergency by the President or when otherwise authorized by law, an authority designated by the Secretary concerned may order an augmentation of the Active Armed Forces (short of full mobilization) and mobilization of the Ready Reserve (units and individuals) for up to 24 months. There is a limitation of 1,000,000 total Ready Reserve members from all RCs.

3.1.6. Full Mobilization (10 USC 672(a)). Requires passage by the Congress of a Public Law or joint resolution declaring war or a national emergency. Provides authority to mobilize all RC units and individual reservists in the existing force structure, and the material resources needed to support the expanded structure. All forces up to the strength of the approved force structure may be mobilized. This mobilization authority is for the duration of the war or emergency and for 6 months thereafter.

3.1.7. Total Mobilization (10 USC 672 and Additional Titles 10 and 50 Emergency Authorities). Involves expansion of the Active Armed Forces by organizing and/or activating additional units beyond the existing approved force structure and the mobilization of all additional resources needed, including civilian facilities to round out and sustain such forces. Strength levels beyond full mobilization are determined by the President and approved by the Congress. ***NOTE:*** There is no set sequence to these levels of activation; each depends on the threat to US national security or to our Allies. The requirement to initiate volunteerism or selective mobilization usually will compel the review at all levels of plans and requirements to escalate the level of access to the ANGUS/USAFR forces (see figure 3.l).

3.2. Activation Authorities. All authority to institute activation of ANGUS/USAFR forces or Active Duty Retirees stems from United States Code and Public Law. Emergency actions are governed by congressional action, Executive Orders, federal regulations, departmental regulations and Service regulations derived from United States Code and Public Law. Table 3.1 contains a partial list of emergency authorities and summarizes SOME of the executive powers that are available in peacetime or gained commensurate with a specified level of emergency. Table 3.2 illustrates some emergency responses available and authorities for their use.

3.3. The ANGUS/USAFR Access Process:

3.3.1. National Level. The President and the National Security Council establish national mobilization policies and objectives. DoD responsibilities for planning, testing, and executing mobilization extends from the Office of the Secretary of Defense (OSD) and its staff elements to JCS and the Military Departments. Parallel responsibilities apply to most other federal departments and agencies.

3.3.2. The Joint Chiefs of Staff. The organization of the JCS provides guidance to the unified and specified commanders and the Services concerning mobilization assumptions for operational planning; it assesses mobilization plans, develops mobilization preparedness actions/plans, and directs the conduct of mobilization exercises.

3.3.3. The Military Services. Service mobilization plans are built in support of requirements expressed in approved Operation Plans (OPlan) and requirements not included in OPlans. The situation at hand determines the level of activation, from volunteerism through total mobilization, which responds to the most demanding operational scenario. Figure 3.2 illustrates the planning structure.

3.3.4. Initial Actions. When a national security emergency or war is declared, several service-wide actions may occur, such as: (1) initiating military stop-loss actions; (2) extending terms of enlistment; (3) canceling leaves; and (4) curtailing nonessential training. The President may request authority from the Congress for required additional authorities to provide fiscal and funding guidance to the Services. When the President declares a national emergency, RCs may be alerted and mobilization of units and individuals could begin.

3.3.5. Service Differences. While there are broad parallels in what each Service does, there are many differences in emphasis or methods of operations caused by their unique roles. Army manpower mobilization planning must provide for the reception and training of inductees. The Navy manpower mobilization planning must provide for the manning and support of ships at sea at increased tempos of operation and get those in port to sea in a combat ready state. The organization, size, and missions of the Marine Corps permits mobilization planning to be highly centralized in the Headquarters. Air Force planning needs are closely linked to its equipment inventory and mission specific Unit Type

Code (UTC) forces and the activation/mobilization process is amenable to strong centralized control at the MAJCOMs/FOAs.

3.3.6. Other Federal Agencies:

3.3.6.1. Other federal departments and agencies have an important role in activation/mobilization planning and execution. Their assignments of emergency preparedness functions are delineated in Executive Order 12656. The National Security Council (NSC) is assisted in the planning and execution of mobilization and civil defense by the Federal Emergency Management Agency (FEMA). FEMA works with other federal agencies at the national and regional levels, and through regional offices with emergency planners in each state. The Army, as DoD executive agent for civil emergency planning at the installation level, works through local civil agencies, rather than directly with FEMA regional offices. Installations should refer peacetime problems with civil emergency planning to their higher headquarters for resolution and wartime problems to the State Area Command (STARC).

3.3.6.2. Two agencies of special importance to civilian personnel planners are the Department of Labor (DOL) and the Office of Personnel Management (OPM). The DOL monitors national work force activities through its regional offices and affiliated state employment agencies. These agencies operate the local offices of the US Employment Service (USES) with federal funding support. The local USES offices form a national network and have the principal responsibility for recruiting workers to fill mobilization vacancies at installations and in defense industries. Some USES offices have state-wide data links for screening applicants, and some are tied to a national labor data system. The OPM is responsible for managing the federal work force for mobilization, and assisting in the recruitment of skilled workers.

3.4. Responsibilities, Requirements, and Resource Planning:

3.4.1. Responsibilities for Mobilization Planning. Headquarters US Air Force (HQ USAF) is responsible for developing overall mobilization planning policy. Air Staff and functional managers and other Air Force organizations will develop guidance and procedures to provide administrative support to active and Selected Reserve units, individual reservists, and retirees. Air Force planning and programming agencies include the following:

3.4.1.1. Operations. The Deputy Chief of Staff/Plans and Operations (HQ USAF/XO) has overall responsibility for Air Force mobilization planning and readiness.

3.4.1.2. Personnel. The Deputy Chief of Staff, Personnel (HQ USAF/DP), assisted by the Director, Air National Guard (NGB/CF) and Chief, Air Force Reserve (HQ USAF/RE), will manage the activation of ANGUS/USAFR personnel and retirees. This includes personnel support and programs for the Total Force (AD, ANGUS/USAFR, retirees, and civilians).

3.4.1.3. Personnel Plans. The Director of Personnel Plans (HQ USAF/DPX) has primary responsibility for activation planning, execution, guidance and procedures as they relate to volunteerism, recall, mobilization, sustainment, and demobilization of ANGUS, USAFR, retirees, and active force personnel. This is accomplished through the Personnel Readiness Division (HQ USAF/DPXC) and its Air Force Manpower and Personnel Readiness Center (HQ USAF/CAT-MPRC).

3.4.1.4. Programs and Evaluations. The Director of Programs and Evaluations (HQ USAF/PE) is responsible for establishing manpower and organizational guidance and procedures. The procedures ensure wartime manpower mobilization requirements and authorizations (including IMA

authorizations) are documented, and organizations are established using normal wartime manpower planning procedures.

3.4.1.5. Air National Guard. The Director, Air National Guard (NGB/CF) participates in the development of guidance and procedures as they relate to volunteerism, recall, mobilization, sustainment, and demobilization and is responsible for the execution of established policies along with the ANGRC. Additionally, NGB/CF assists in the selection of ANGUS forces for PSRC and partial mobilization based upon knowledge of unit readiness, training, special capabilities, etc.

3.4.1.6. Air Force Reserve (USAFR). The Chief, Air Force Reserve (HQ USAF/RE) participates in the development of guidance and procedures as they relate to volunteerism, recall, mobilization, sustainment, and demobilization and is responsible for the execution of established policies along with Headquarters Air Force Reserve (HQ AFRES) and Headquarters Air Reserve Personnel Center (HQ ARPC). HQ USAF/RE, through HQ AFRES, assists in the selection of USAFR forces for recall and partial mobilization based upon knowledge of unit readiness, training, special capabilities, etc.

3.4.1.7. Medical. The Surgeon General (HQ USAF/SG) develops medical guidance for the mobilization of the medical service, including ANGUS/USAFR medical units, elements, and individuals.

3.4.1.8. Public Affairs. The US Air Force Public Affairs Program, administered by SAF/PA, provides guidance on the release of information to internal audiences and the media as it pertains to the activation of ANGUS/USAFR personnel.

3.4.1.9. Comptroller. The Director of Budget (SAF/FMB) is responsible for the Air Force budget and providing fund citations for the execution of emergency authorities.

3.4.2. The Planning Process:

3.4.2.1. Requirements and resources planning is the process of assigning available personnel resources to activation/mobilization requirements. It includes all personnel resources: Active and Reserve Components, retirees, inductees, and DoD civilian employees, as well as contractors, who can replace in-service DoD personnel.

3.4.2.2. Requirements and resources planning determines how to make the time-phased transition from the actual manning levels existing when mobilization is declared to wartime levels. Wartime manning must satisfy two concurrent major requirements: (1) combat units/UTCs to meet OPlan force commitments, and (2) sustaining and supporting activities. The initial objectives of this planning are to identify the numbers and skills of personnel needed in wartime and to develop and validate wartime requirements and priorities.

3.4.2.3. This planning includes specific methods for filling validated wartime requirements. Military personnel actions upon activation/mobilization are centrally controlled through Service requisitioning and assignment systems. Civilian personnel realignment and recruitment actions are generally decentralized to the installation level under directives issued by the OPM.

3.4.3. Planning Assumptions and Guidance:

3.4.3.1. Planners require assumptions and guidelines to establish a consistent framework for their detailed plans.

3.4.3.2. The principle planning document is the DoD Master Mobilization Plan. Each Service has a basic planning document usually augmented by subject-specific directives. The MAJCOMs supplement these, if necessary, or retransmit them to those affected. Attachment 1 lists major DoD, JCS, and Air Force guidance documents and directives concerning mobilization planning.

Figure 3.1. Activation Options.

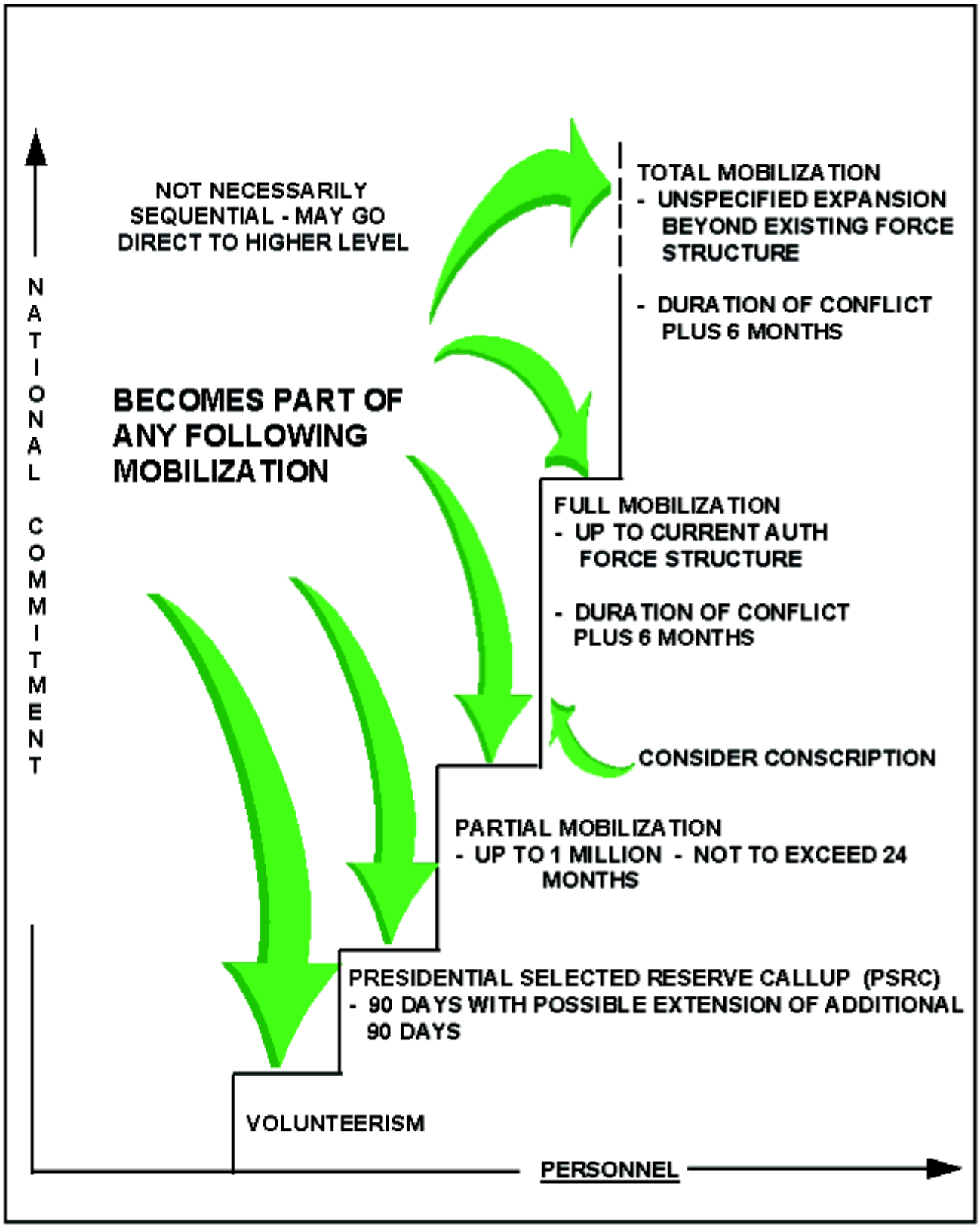

Figure 3.2. Activation Planning.

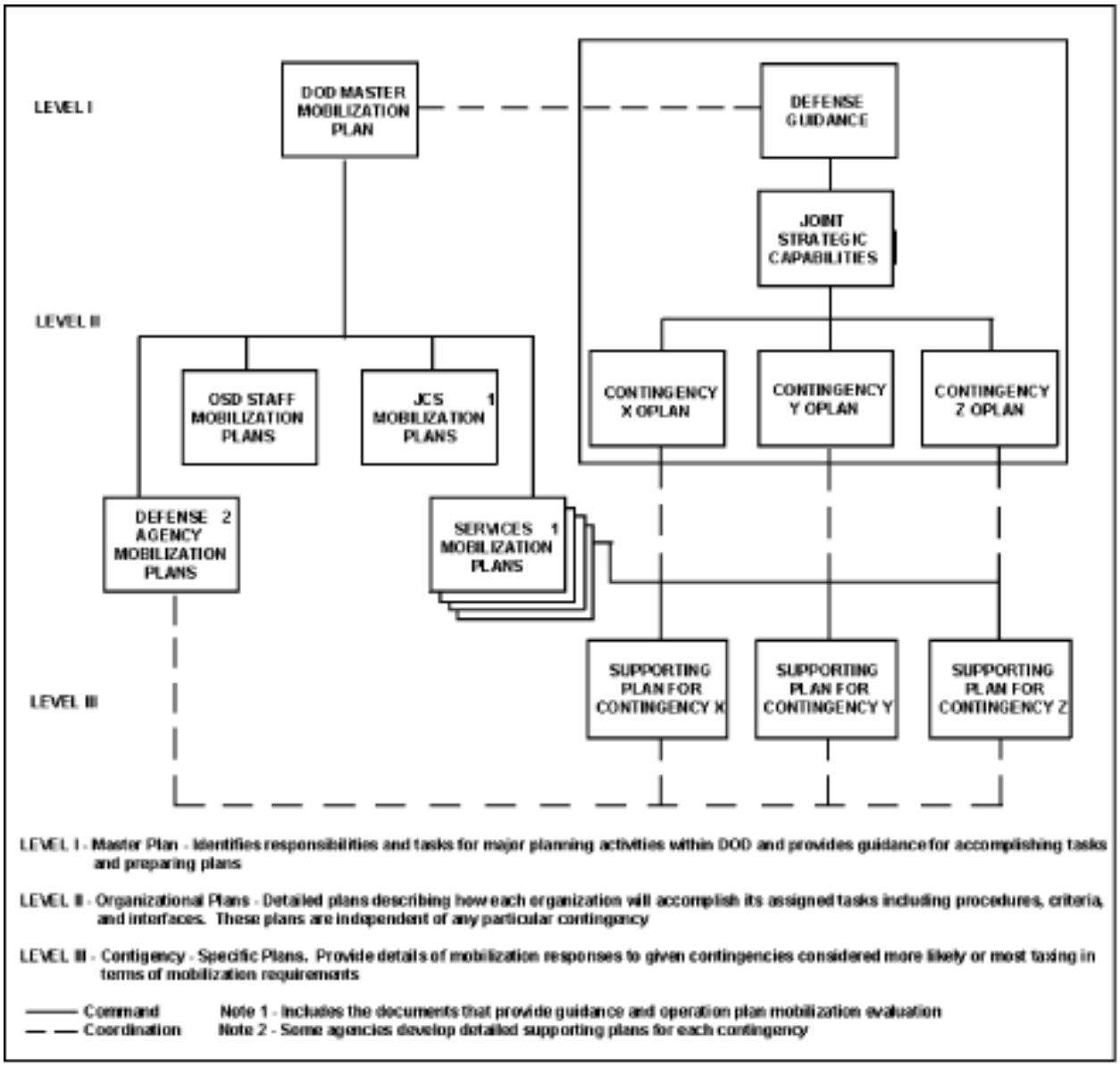

Table 3.1. Partial List of Emergency Authorities for Planning.

Powers Available During an Emergency That Requires Secretarial Approval or Presidential Declaration			
Personnel United States Code	**Description**	**When Available**	**Reference***
10 USC 672 (d)	Volunteers	Determination of need by SAF	N/A
10 USC 688	Recall of Retired members with more than 20 years AD	Determination of need by SAF	N/A
10 USC 673b	Callup of 200,000 Selected Reservists	War or determination of need by the President	108
10 USC 673c	Stop-Loss	Determination of need by the President	N/A
10 USC 673	Order up to 1,000,000 members of the Ready Reserve to AD for not more than 24 months	Presidential declaration is required	107
Powers Gained by Congressional Declaration of Emergency and Not Available by Presidential Declaration			
Personnel United States Code	**Description**		Reference*
10 USC 511(c)	Extension of term of service for an enlisted member transferred to a Reserve component		100
10 USC 672(a)	Authority to order any member or unit of a Reserve component to AD for the duration of hostilities, plus 6 months (including standby and retired reservists)		106
Other Powers Essential to the Mobilization			
Personnel United States Code	**Description**		
10 USC 599	Suspension of laws for promotion, mandatory retirement, or separation of permanent reserve warrant officers		
10 USC 603	Appointment by the President of any qualified person to any commissioned officer grade in any Service up to the grade of major general or rear admiral (upper half)		
10 USC 688(c)	Number of retired general officers and/or flag officers who may be on AD		

*Reference number is to the "Digest of War and Emergency Legislation Affecting the Department of Defense" (last published in 1983).

Table 3.2. Authority To Order Activation.

Situation	Action Required	Authority	Personnel Involved	Remarks
1. Any level of emergency	Publish order to AD	10 USC 672(d) 10 USC 688	Volunteers from National Guard and Reserves. Retired members of the REGAF and 20-year Active Duty Reserve Retirees either voluntarily or involuntarily.	May be used for any lawful purpose. Consent of the governor is required for ANG members serving under 10 USC 672(d).
2. Domestic emergency (selective mobilization)	Presidential proclamation to disperse under 10 USC 334 and Executive Order under 10 USC appropriate to purpose of the call	10 USC 3500, 8500, and appropriate orders of higher authority 10 USC 331, 332, 333	National Guard and active forces	May be used for federal aid to states in case of insur-rection (10 USC 331). Enforce federal authority (10 USC 332). Suppress interference with state and federal law (10 USC 333).
3. Operational mission requiring augmentation of active force (PSRC)	Presidential Executive Order	10 USC 673b	Units and individuals of Selected Reserve, limited to 200,000 (all Services) for up to 90 days. The President may suspend any provision of law relating to promotion, retirement, or separation during any period members of a reserve component are serving on AD under authority of 10 USC 673c.	The President must report to Congress within 24 hours on circumstances and anticipate the use of forces. May not be used for disaster relief.
4. Contin-gency operation, war plan, national emergency (partial mobilization)	Presidential proclamation of a national emergency and an Executive Order	10 USC 673	Ready Reserve units, IMAs, and the IRR. Limited to 1,000,000 (all Services) for up to 24 months.	The President may extend appointments, enlistments, and periods of service when Congress is not in session (10 USC 671b and 673c).
5. War or national emergency (full and total mobilization)	Passage of a Public Law or joint resolution by the Congress declaring war or national emer-gency	10 USC 672 10 USC 671a	National Guard and Reserve units, IMAs, IRR, Standby Reserve, members of the Retired Reserve. No numerical or time limi-ta-tion unless established by Congress.	Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an Armed Force is extended for the duration of any war and for 6 months thereafter (10 USC 671(a)).

Chapter 4

ANGUS/USAFR ACCESS ACTIONS

4.1. Execution:

4.1.1. The Air Force, as well as the ANGUS/USAFR, must be prepared for activation at any time. Planning will cover all degrees of volunteerism, callup, and mobilization in support of OPlans as well as plans prepared to meet needs created by crisis situations. Selected Reserve units, UTCs, and IMAs may be mobilized within 24 hours of notification. Upon receipt of notification, all other Reserve force members and retirees will start travel within 5-calendar days or as specified by the HQ USAF Crisis Action Team (HQ USAF/CAT).

4.1.2. The Air Force will use the Selected Reserve through partial mobilization. Normally, involuntary use of Active Duty Retirees and members of the Individual Ready Reserve (IRR) will be restricted to critical Air Force specialties.

4.2. Personnel. Tour of Duty. Members ordered to AD under mobilization authorities are normally retained for the duration of their orders, subject to the needs of the Air Force and the nation.

4.3. Volunteerism. ANGUS/USAFR and Active Duty Retiree volunteers may be used to support any contingency/operation when authorized by the SAF (10 USC 672(d) - ANGUS/USAFR and 10 USC 688 - retirees). Volunteers are obligated to complete the period of AD specified in their orders unless released earlier by the commander having operational control. Once PSRC or mobilization is implemented, volunteers (except transiting aircrews) will not be deployed to an AOR unless they volunteer for the required tour (established by the CINC) plus 10 days (e.g., deployment tour is 120 days - ANGUS/USAFR member must volunteer for 130 days). The 10 days after AOR duty ensures the member will be covered by AD for sufficient time to demobilize and/or process back into his/her unit. Volunteers must redeploy at the end of the required tour. They are not available to the theater commander during the 10-day period. The member may be released from AD once return processing is completed at the discretion of the ANGUS/USAFR unit commander.

4.3.1. Selected ANGUS/USAFR and Active Duty Retiree volunteers are ordered to AD under SAF authority according to guidance and procedures provided by HQ USAF/CAT-XOX during the Joint Crisis Action Process for each contingency operation. Once authorized, volunteers will be activated by the gaining MAJCOMs (GMAJCOM)/FOAs as funding is available.

4.3.1.1. ANGUS/USAFR members whose AD orders are for at least 31 days are entitled to added benefits while on AD whether they serve the entire period or not.

4.3.1.2. IRR and Standby Reserve volunteers will be activated only under 10 USC 673 and 672(a) as appropriate.

4.3.1.3. Reserve Retiree volunteers will be activated only under 10 USC 672(a).

4.3.1.4. Funds for pay and allowances are provided from the US Air Force Military Personnel Appropriation (MPA)(MPA funds cannot be used for retirees). Travel and per diem will be paid from the operation and maintenance (O&M) account of the GMAJCOM/agency.

4.3.2. ANGUS/USAFR volunteers will not be used if the period of AD will put the individual(s) into AD sanctuary (i.e., put the member(s) over 18 years of total active federal military service). See paragraph 6.13 for guidance.

4.3.3. Subject to the needs of the Air Force, ANGUS/USAFR members serving on voluntary tours may be recalled or mobilized. A volunteer serving in a contingency outside his or her unit will not return to their unit for callup or mobilization without the consent of the commander who gained the volunteer. Commanders who gain volunteers will not delay or prohibit the return of volunteers to their home stations as their orders expire. Shortfalls identified at the parent unit will be filled by the GMAJCOM or via the filler replacement system (see AFI 36-2110 and WMP-1, Annex G).

4.3.4. The following are some of the uses for volunteers:

4.3.4.1. Precoordinated Specific OPlan Use. A unit required for early deployment to meet wartime requirements, or which has a unique capability needed for contingency operations, can prevolunteer through a voluntary agreement. Access to prevolunteered ANGUS units is direct, because the coordination process is completed prior to the need. Courtesy notification of implementation of prevolunteered agreements should be provided to the appropriate ANGUS/USAFR Volunteer Force Coordinator as soon as possible after direct access is initiated. For the ANGUS this preplanned specific use is clearly defined in a state agreement between the supported command, the governor of the state involved, and the Chief of the National Guard Bureau. For the USAFR this preplanned specific use is defined in HQ AFRES CONPLAN 93-1. The agreement also provides the prearranged consent of the governor that is required by 10 USC 672(d). However, if during a plan execution, volunteers are required to augment a volunteer UTC, then NGB/CF/XO needs to be notified.

4.3.4.2. Precoordinated Contingency Use. When the ANGUS/USAFR possesses a unique Air Force capability (i.e., one no longer maintained by the AD Air Force), the precoordinated contingency use of ANGUS/USAFR volunteers becomes a necessity.

4.3.4.3. Contingency Use Without Prior Coordination. The mission of the ANGUS/USAFR is to augment the Active Air Force, and as such its volunteer forces are ready and available for use in contingencies at a moment's notice. Access to contingency volunteers requires more coordination, but a wider range of capabilities is available.

4.3.4.4. Extension of Duty Beyond PSRC and Mobilization Authorities Expiration.

ANGUS/USAFR members may volunteer for AD beyond the time periods specified by other authorities. Voluntary extensions will not be restricted by the direction of paragraph 4.3. For example, an ANGUS/USAFR member may volunteer to remain on AD after his or her 180-day tour of duty under the PSRC (i.e., member switches from 10 USC 673b to 672(d)).

4.3.4.5. Advance Cadres. Within 60 days before any projected date of activation, the GMAJCOM commander may set up an advance cadre to expedite unit activation. Alerted unit members may volunteer and special orders may be published for a tour of AD to be funded from the MPA (reference paragraph 9.1) under AFI 36-2619.

4.3.4.6. Action Upon Activation. Volunteers serving on AD prior to PSRC or mobilization, to include advance cadres, who become part of PSRC or mobilization, must be relieved from AD the day before the effective date on which the member is mobilized involuntarily. In levels short of

full mobilization, the involuntary AD order (e.g., PSRC or partial mobilization) may also rescind the previous AD orders.

4.3.5. Access Procedures. This paragraph provides the general procedures for gaining access to ANGUS/USAFR volunteer forces in support of contingency operations once SAF authority under 10 USC 672(d) is granted and HQ USAF/CAT-XOX guidance provided:

4.3.5.1. SAF 10 USC 672(d) authority and concurrences of the appropriate state adjutant general must be obtained by the HQ USAF/XOX and ARC representatives on the HQ USAF/CAT when activated.

4.3.5.2. Normally the use of individual ANGUS/USAFR volunteers will be authorized only after it is determined qualified AD personnel are not available. This does not apply to aircrew members, operational units, operational UTCs, or standard UTCs that can be activated as volunteers by the owning MAJCOM with ANGUS/USAFR coordination. The intent is not to restrict commander's deliberate planning process or execution of operations. A requesting MAJCOM or agency should review needs for individual ANGUS/USAFR volunteers for support of contingency operations using the following process: cross-level on the installation (consider all AD assets). If the requirement cannot be filled from the active force at installation level, the fill requirement is returned to the MAJCOM with justification why the requirement cannot be filled with an active asset: the MAJCOM will then cross-level within the command. If the requirement cannot be filled from the active force within the command, forward the fill requirement to HQ USAF/CAT-MPRC or if the CAT has not been activated, to HQ USAF/DPXC. This can be done by message or by phone with message or facsimile backup.

4.3.5.3. HQ USAF/CAT-MPRC or HQ USAF/DPXC will coordinate with the functional manager(s), AFMPC, and the ANGUS/USAFR volunteer force coordinator(s) and approve/disapprove the fill request. If the request is disapproved, AFMPC will be tasked to fill from the active force.

4.3.5.4. The requesting command will ensure the requirements are in support of contingencies/operations, and are validated through the command functional area, DOX, DPX, and/or Battle Staff. Volunteer requirements will be sent to the HQ USAF/CAT (if activated) or HQ USAF/DPXC and HQ USAF/XOXW. NGB/XOX, HQ USAF/REO, HQ AFRES/DOOC, ANGRC/DOC, ANGRC/DPA, and HQ ARPC/PRC (as appropriate) must be included as information addressees. This can be handled by phone with message followup. Requests for volunteers that do not go through the command DOX and DPX, or Battle Staff will not be considered. Requests for volunteers to fill surplus requirements, or requirements that can be filled from within Active Air Force resources, will not be approved.

4.3.5.5. The ANGUS Volunteer Force Coordinator is NGB/XO. If the HQ USAF/CAT is in operation, the NGB response cell on the CAT serves as the point of contact (POC) for the ANGUS Volunteer Force Coordinator. If the HQ USAF/CAT has not been activated, then ANGRC/DOC (DSN 858-6001) serves as the single POC for the ANGUS Volunteer Force Coordinator (NGB/XO) on a 24-hour basis. Coordination between NGB/XO, HQ USAF/XOXW and HQ USAF/DPXC is required.

4.3.5.6. The USAFR Volunteer Force Coordinator is HQ USAF/REO. If the HQ USAF/CAT is in operation, the USAFR response cell on the CAT serves as the focal point for the USAFR Volunteer Force Coordinator. If the HQ USAF/CAT has not been convened, then HQ AFRES/DOOC (DSN 497-0680) serves as the single POC for the USAFR Volunteer Force Coordinator on a

24-hour basis. Coordination between HQ AFRES/DOOC, HQ USAF/REO, HQ ARPC/PMC, HQ USAF/XOXW, and HQ USAF/DPXC is required.

4.3.5.7. The ANGUS/USAFR Volunteer Force Coordinator along with the specific functional manager will evaluate the requirements, contact the appropriate units or individuals, verify/validate the availability of individuals and assess the capability of individual units or pooled resources of several units to meet the users requirements, and provide the requester with an estimate of the force availability (e.g., the time and numbers of aircraft or members available).

4.3.5.8. The ANGUS/USAFR Volunteer Force Coordinator will obtain all requisite approvals for the use of ANGUS/USAFR forces (i.e., NGB/CF approval and governor consent for ANGUS forces and HQ USAF/RE approval for USAFR forces) after which operational control of the forces can be passed to the appropriate GMAJCOM/agency, supported command, or organization that required the forces. Follow guidance in AFI 36-2115 to ensure availability of MPA man-days and proper updating of the Personnel Data System (PDS) to allow for accountability.

Chapter 5

PRESIDENTIAL SELECTED RESERVE CALLUP AUTHORITY (10 USC 673B)

5.1. Implementation. Under 10 USC 673b, the President may direct units and members of the Selected Reserve be ordered involuntarily to AD for up to 90 days with a possible additional 90 days without the member's consent.

5.1.1. HQ USAF/CAT-XOXW will specify the effective beginning and ending dates for each increment. The effective hour will normally be 0001 hours local. Units and UTCs may not be substituted unless authorized by the HQ USAF/CAT.

5.1.2. Units, UTCs, unit members, and IMAs will be released from AD no later than the HQ USAF/CAT established end-of-tour date regardless of the date of entry to AD. If SAF authority has been obtained, individuals being released from involuntary AD may volunteer under 10 USC 672(d) to remain on voluntary AD if funds are available, and a valid requirement exists (see chapter 13).

5.1.3. Members will not be ordered to AD involuntarily for less than the number of days authorized under PSRC.

5.2. AD Location. Unit members are ordered to AD at their home station. If an entire unit is activated, it will be brought on AD at the assigned strength. IMAs report to their unit of assignment unless ordered otherwise by the GMAJCOM/FOA or other authority. Members are not authorized permanent change of station (PCS). Members may be deployed on temporary duty (TDY) in the continental United States (CONUS) or overseas in support of mission requirements.

5.3. Unit Manning:

5.3.1. No changes will be made to unit membership after an alert notice or an alert order has been issued except for:

5.3.1.1. Transfer personnel approved for exemption.

5.3.1.2. Expedite pending reassignment actions from the Ready Reserve or Standby Reserve (active status) to fill unit manning document (UMD) shortages that must be completed before the unit enters on AD.

5.4. Operational Control/Administrative Control:

5.4.1. Under PSRC authority the ANGUS/USAFR will retain administrative control of unit personnel and IMAs, while operational control passes to the AD GMAJCOMs or agencies (see paragraph 6.8).

5.4.2. Uniform Code of Military Justice (UCMJ) Authority. The commander of the service organization exercising operational command to which a recalled or mobilized reservist is assigned or attached for duty (at the mobilized or deployed location) has concurrent nonjudicial punishment authority with the commander for the reservist's element or organization of permanent assignment. The summary, special, and general courts-martial convening authorities of the organization to which the reservist is assigned or attached for duty will exercise court-martial authority.

5.4.3. The ANGUS/USAFR MPFs continue to serve ANGUS and USAFR personnel who are ordered to AD under PSRC authority.

5.4.3.1. There is no change in normal personnel activities during the period of AD.

5.4.3.2. Point credit earned from the AD tour is reported in the Point Credit Accounting and Reporting System (PCARS) through the normal update of data received from Joint Uniform Military Pay System (JUMPS).

5.4.3.3. Leave is accrued and used according to AFI 36-3003, and is accounted for according to AFM 177-373, Volume 3.

5.4.3.4. GMAJCOMs provide personnel to help ANGUS and USAFR MPFs, accounting finance offices (AFO), etc., with any temporary workload caused by the callup process. Likewise, the ANGUS/USAFR can upon request augment active MPFs to meet activation workload needs.

5.4.3.5. SAF/FMBOP provides MPA fund citation to ANGUS and USAFR; TDY is paid from O&M funds of the supported MAJCOM or agency. AD performed under 10 USC 672(d) and 673b will not count against the annual 139 MPA man-day AD tour limitation.

5.4.4. DD Form 2AFACT, **United States Armed Forces Identification Card**, will be issued authorized members. DD Form 1173, **Uniformed Services Identification and Privilege Card**, is authorized for issue at the member's request (completion of DD Form 1172, **Application for Uniformed Services Identification Card DEERS Enrollment**). Dependents may use a copy of sponsor's AD orders with proper identification until a DD Form 1173 is issued.

5.5. Change in Statutory Authority. If the AD authority is changed from 10 USC 672(d) to 673b, or from 673b to 673, or from 673 to 672(a) prior to the established end-of-tour date, servicing MPFs will publish new orders under the new authority. These new orders will contain a statement that rescinds activation orders previously published effective the day before the effective date of the new order. MPFs will ensure that there will be no break in service.

Chapter 6

ORDERING MEMBERS TO AD

6.1. Procedures for Requesting Activation/ Mobilization of ANGUS/USAFR Forces:

6.1.1. The HQ USAF/CAT team chief will give the activation request to HQ USAF/CAT-XOXW/ MPRC and ARC (NGB and RE) representatives for staffing.

6.1.2. HQ USAF/CAT-XOXW/MPRC, in coordination with AFMPC, will ensure that all forces, active and ARC are considered before recommending approval of any activation/mobilization requests. Disapproved requests will be returned to the HQ USAF/CAT chief with justification/rationale. The team chief will advise the requesting MAJCOM or agency of the disapproval and provide an alternative course of action for filling the shortfall.

6.1.3. On approved requests for activation, HQ USAF/CAT-XOXW/MPRC will prepare an analysis and coordination sheet that will be routed through the other offices of primary responsibility (OPR) represented on the HQ USAF/CAT.

6.1.4. Once all pertinent HQ USAF/CAT members have coordinated on the request for activation/ mobilization, HQ USAF/CAT-XOXW/MPRC will prepare a Chief of Staff of the Air Force (CSAF) Summary Slide, requesting approval for activation.

6.1.5. The HQ USAF/CAT Chief will brief the CSAF and senior leadership each morning on the status of activated forces and provide coordinated recommendations on activating additional ANGUS/ USAFR forces.

6.1.6. Once CSAF approval is obtained on the request for activation, the HQ USAF/CAT Chief will notify the requesting MAJCOM or agency to begin activation.

6.1.7. All requests for activation will be processed and completed within 72 hours of receipt by the HQ USAF/CAT.

6.2. Reporting Requirements. Current law (10 USC 672(e)) states reporting times are determined by the SAF based on military requirements. HQ USAF/CAT-MPRC will review and propose specific reporting times as part of any activation guidance prepared for SAF approval. A member will report at the time specified in the activation order or by verbal order. Whenever possible, members of the Ready Reserve will be alerted that activation/mobilization is probable. For planning purposes, units, UTCs, and IMAs of the Selected Reserve must be available to report within 24 hours of notification. A unit's DOC statement response time includes this 24-hour period. PIM (IRR, Standby Reserve, and retirees) are given at least 5-calendar days after receipt of written notification before they must begin travel.

6.3. Failure To Report. Attempts must be started immediately to locate any member who fails to report. Additional copies of orders must be delivered in person by the member's unit commander or a designated representative, or by certified mail (return receipt requested must be completed when orders are delivered by certified mail). All reasonable efforts to contact members will be documented for possible legal action.

6.3.1. When a member fails to reply to correspondence or to report after reasonable efforts have been made to make contact with him or her, the member will be reported by the organization accomplishing notification, as Absent Without Leave (AWOL) according to AFI 36-2911.

6.3.2. Members in deserter status:

6.3.2.1. Thirty-one days after reporting a member AWOL, the servicing MPF will take appropriate action to place the member in deserter status according to AFI 36-2911.

6.3.2.2. The servicing MPF reassigns member to HQ ARPC. Remarks section of orders indicate member is on AD in a deserter status. HQ ARPC is responsible for completing actions according to AFI 36-2911.

6.3.3. If after 30 days it is reasonably determined that an individual reservist has no knowledge of the activation orders, documentation will be forwarded to the agency that issued the orders who will revoke them. The member will remain in the same status, coded as having a bad address, unless member is located and selected for later activation.

6.3.4. When requested by AFMPC, HQ ARPC will mobilize individual reservists and retirees to fill vacant positions.

6.4. Transportation and Advance of Pay and Travel Allowances:

6.4.1. Orders will include a travel fund reference and a toll free number for the servicing central booking and ticket office. As an alternative, if located near an Air Force Base Travel Management Office (TMO), the member may present orders to the TMO and make travel arrangements.

6.4.2. Use of privately owned vehicles (POV) will not be authorized. The member will be authorized 1-day travel and may use transportation at his or her own expense and be reimbursed at a rate that does not exceed the approved cost from the member's home of record to assigned duty station. The cost of transportation in excess of authorized cost from home of record to assigned duty station is charged to the member.

6.4.3. AFI 10-213 authorizes advance of pay and travel allowances to members ordered to AD (under emergency conditions). These advances may be obtained at the nearest military accounting and finance office or at the first AD station.

6.4.4. Members of the Selected Reserve will be authorized emergency travel priority according to AFJI 24-105 (formerly AFR 75-39).

6.5. General Officers:

6.5.1. General officers assigned to mobilized ANGUS/USAFR units are ordered to AD by the MAJCOM in coordination with HQ USAF/DPG, and the unit of assignment. General officer mobilization assistants (MA) are ordered to AD by the MAJCOMs or HQ ARPC in coordination with HQ USAF/DPG. All other general officers are involuntarily ordered to AD by HQ USAF/DPG (10 USC 688 for Active Duty Retirees and 10 USC 673, 673b, or 672(a) for ANGUS/USAFR).

6.5.2. General officers may volunteer for specific periods of time (139 days or less) to perform special projects at the invitation of HQ USAF/DPG. Active Duty Retirees will be ordered under 10 USC 688; ANGUS/USAFR under 10 USC 672(d). Both of these authorities require SAF approval before activation of a general officer.

6.5.3. Requests for fill of vacant general officer billets or for replacements will be sent to HQ USAF/CAT-MPRC for action. Each request, as a minimum, must contain grade, duty title, background required, gaining Personnel Accounting System (PAS), and date required in place. HQ USAF/DPG,

as part of the MPRC, will fill the requirement from the active resource or will direct activation of a general officer from the PIM; update PDS; and publish orders for movement of general officer to AD. Orders for activated/mobilized general officers (from the PIM) will be published at ARPC. HQ USAF/DPG will be provided a copy of all special orders published on general officers.

6.6. Members on AD in Support of the ANGUS/USAFR. Upon declaration of a national emergency or war and authorized mobilization (10 USC 673 or 672(a)), members of the ANGUS/USAFR who are already on AD to provide full-time support for their component (Active, Guard, Reserve [AGR] or temporary AGR [T-AGR] status) under 10 USC 672(d) or 32 USC 502(f) are removed from their current AD tour and placed on AD under the revised authorized title. Upon demobilization, members previously serving under 32 USC 502(f) will be reinstated under that authority for the balance of the pre-existing commitment.

6.7. Changes in Unit Membership:

6.7.1. Under mobilization, changes in unit membership between the time a unit is alerted and the effective date of mobilization are limited to:

6.7.1.1. Transfer of personnel approved for exemption.

6.7.1.2. Enlistment of qualified personnel to fill an existing vacancy.

6.7.1.3. Voluntary reassignment of personnel from a nonmobilized unit to fill an existing vacancy in an alerted unit as long as the readiness status of any losing unit remains C-2 or better for the personnel graded area (AFI 10-201).

6.7.2. Reassignment of a member to another unit is not authorized if his or her unit has been alerted or ordered to activate/mobilize.

6.8. Operational Control/Administrative Control:

6.8.1. The following terms as defined in Joint Pub 1-02 apply:

6.8.1.1. Administrative Control (DoD, NATO). Direction or exercise of authority over subordinate or other organizations in respect to administrative matters such as personnel management, supply, services, and other matters not included in the operational missions of the subordinate or other organizations.

6.8.1.2. Combatant Command (Command Authority) (DoD). Nontransferable command authority established by 10 USC 164, exercised only by commanders of unified combatant commands unless otherwise directed by the President or the Secretary of Defense. Combatant command (command authority) is the authority of a combatant commander to perform those functions of command over assigned forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction over all aspects of military operations, joint training, and logistics necessary to accomplish the missions assigned to the command. Combatant command (command authority) should be exercised through the commanders of subordinate organizations; normally this authority is exercised through the Service component commander. Combatant command (command authority) provides full authority to organize and employ commands and forces as the combatant commander considers necessary to accomplish assigned missions. Also, called COCOM.

6.8.1.3. Command and Control (DoD). The exercise of authority and direction by a properly designated commander over assigned forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.

6.8.1.4. Operational Chain of Command (DoD, NATO). The chain of command established for a particular operation or series of continuing operations.

6.8.1.5. Operational Control (DoD). Transferable command authority that may be exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in combatant command (command authority) and is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. Operational control should be exercised through the commanders of subordinate organizations; normally this authority is exercised through the Service component commanders. Operational control normally provides full authority to organize commands and forces and to employ those forces as the commander in operational control considers necessary to accomplish assigned missions. Operational control does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training. Also called OPCON.

6.8.1.6. Tactical Control (DoD, NATO). The detailed and, usually, local direction and control of movements or maneuvers necessary to accomplish missions or tasks assigned. (DoD Note: Also called TACON.)

6.8.2. For Administrative Control, see checklist at table 6.1.

6.8.3. Under full mobilization, ANGUS/USAFR forces will be placed under operational and administrative control of the REGAF.

6.8.4. When authorities short of full mobilization are used (e.g., the PSRC, partial mobilization or volunteers under 10 USC 673b, 673, and 672(d) respectively), the ANGUS/USAFR will retain administrative control of unit personnel and IMAs, while operational control passes to the AD MAJCOMs or agencies.

6.8.5. Under all levels of activation IRR members and Active Duty Retirees will be placed under operational and administrative control of the REGAF.

6.8.6. UCMJ Authority. The commander of the Service organization exercising operational command to which a recalled or mobilized reservist is assigned or attached for duty (at the mobilized or deployed location) has concurrent nonjudicial punishment authority with the commander for the reservist's element or organization of permanent assignment. The summary, special, and general courts-martial convening authorities of the organization to which the reservist is assigned or attached for duty will exercise court-martial authority.

6.9. Processing to AD:

6.9.1. Special orders are published by the unit or ARPC according to AFI 37-128 and activation/mobilization guidance. See tables 6.2 and 6.3 for authority and conditions.

6.9.2. Process members according to tables 6.4 and 6.5.

6.9.2.1. Commanders and MPFs must exert all possible effort to ensure that items in table 6.4 are kept current so that ANGUS/USAFR members may, to every extent possible, be processed onto AD without the need for their personal involvement during or after activation. Unit members and IMAs sign in and report immediately to their duty stations without being required to spend valuable time "inprocessing." Mandatory processing for individual reservists and retirees must be completed after reporting to their initial duty station and will include actions specified in the appropriate military directives.

6.9.2.2. Items that cannot be done without the member's direct help (e.g., current information known only to the member, etc.) will be completed during activation processing. The MPF will develop activation procedures to efficiently and incrementally process members to AD. Activation processing should not interfere with the unit's mission.

6.9.2.3. Some elements of the ANGUS/USAFR (principally the IRR, Standby Reserve, Retired Reserve, and members who do not train with AD or ANGUS/USAFR units at least once a year) are simply not available to carry out preactivation requirements. Therefore, planning for such elements must be based on the possibility that little or no activation processing will be accomplished in advance, and processing lines, stations, and other formal procedures must be set up in advance to ensure efficient, effective, and timely processing of such personnel.

6.10. MPF Support for Activated and Nonactivated Personnel. See the guidance contained in AFMAN 36-2125.

6.11. Unit Requirements. The alert notice and/or activation guidance will include procedures for unit fillers and command augmentation. Air Force personnel retained as a result of involuntary extension of service (stop-loss) are applied against unit requirements before fill action is started.

6.11.1. The GMAJCOM will man activated units at needed levels from their own resources, using excess personnel in other units. Future assignments of AD advisors to activated units are done according to GMAJCOM instructions.

6.11.2. Unfilled requirements are combined with any other GMAJCOM personnel requirements and are sent to AFMPC according to AFI 10-215. Initial levy requests are prepared and sent to AFMPC within 5 workdays of receipt of the first notification from the ANGUS/USAFR.

6.11.3. AFMPC determines the extent to which GMAJCOM requirements can be met from worldwide active force (including activated Guard and Reserve) and available PIM and nonprior service (NPS) resources and allocates personnel accordingly.

6.12. AD Orders. These orders cite the MPA for pay and allowances. Travel is paid from O&M funds of the supported GMAJCOM or agency (see chapter 9).

6.13. Sanctuary for ANGUS/USAFR Personnel. This handbook contains sanctuary guidance regarding ANGUS/USAFR members called to AD in support of the Active Air Force during contingency operations and exercises.

6.13.1. AD sanctuary applies to all ANGUS/USAFR officers and enlisted members (10 USC 1006 and 1163(d)). "Sanctuary" means that any officer or ANGUS/USAFR enlisted member who attains

18 (but less than 20) years of AD while serving on AD (other than for training) must be retained on AD unless he or she: voluntarily separates; is medically disqualified for continued service; or is separated or discharged for cause.

6.13.2. Servicing personnel offices must monitor assigned ANGUS/USAFR members and/or establish procedures to identify those members approaching sanctuary. Personnel offices notify commanders and assist commanders with the following procedures:

6.13.2.1. ANGUS/USAFR volunteers will not be used if the period of AD will put the individual(s) into sanctuary. Exceptions can be approved by the gaining Air Force MAJCOM with the commander's recommendation and ANGRC, AFRES, or ARPC (as appropriate) concurrence. The approving Air Force organization will be cited in a statement on the individual's AD orders as follows: "Individual will enter active duty(AD) sanctuary during this tour. His/her call to AD is approved by (approving Air Force organization)."

6.13.2.2. Upon call to involuntary duty, each ANGUS/USAFR member who may enter sanctuary during the ordered period of AD will be identified to the administrative command (ANGRC, AFRES, ARPC), who will monitor each member's sanctuary status.

6.13.2.3. ANGUS/USAFR members who attain sanctuary will remain in their AD status until deactivation/demobilization and unit reconstitution, as appropriate. Upon completion of their tour (at home station), each member will be given the opportunity to separate from AD. Members who decline to separate will be reported to AFMPC for immediate accession into the Active Air Force and made available for worldwide assignment at the discretion of the Air Force.

6.14. Ordering Individuals to AD (Excluding Centrally Managed IMAs):

6.14.1. When full mobilization is authorized by HQ USAF, MAJCOMs and agencies may order their assigned IMAs to AD. For activations less than full mobilization, the ordering of IMAs to AD will remain within the constraints of the approved activation force list; or in the case of volunteers as approved by the HQ USAF CAT ANGUS/USAFR Volunteer Force Coordinator.

6.14.2. MAJCOMs will immediately input the appropriate transaction identity code (TIC) (IMA TIC 464 PSRC, TICs for mobilization).

6.14.3. IMAs may be ordered to report through verbal orders or the commander (VOCO). TICs are input to match VOCOs.

6.14.4. For full mobilization, HQ ARPC is responsible for forwarding the master personnel record to AFMPC and the field records group to the gaining MPF. HQ ARPC decides, with HQ AFMPC concurrence, which MPFs will be responsible for IMAs assigned to external agencies and organizations. Members are processed to AD according to tables 6.4 and 6.5.

6.14.5. In the event PDS is not available, alternative procedures apply. MAJCOMs and agencies will request activation of IMAs by message. HQ ARPC will publish and distribute special orders.

6.14.6. Procedures for ordering IMAs assigned to an overseas command who reside and report in the overseas area are as follows:

6.14.6.1. Overseas GMAJCOMs will notify and may verbally order IMAs to report.

6.14.6.2. GMAJCOMs will maintain notification plans for expeditious alerting.

6.14.6.3. HQ ARPC will ship records and publish and distribute special orders according to paragraphs 6.14.4 and 6.14.5.

6.14.7. When authorized by HQ USAF, or on request of a GMAJCOM or agency, HQ AIA/RE will alert or order Air Force Intelligence IMAs to AD by the quickest method and input activation TICs.

6.14.8. IMAs are selected for AD by the MAJCOM of assignment. A Reserve mobilization order is computer generated to ARPC when TIC 464 is input by the assigned MAJCOM and processes at AFMPC. Travel and per diem are paid from O&M funds of the supported GMAJCOM (see chapter 9).

6.15. Ordering Centrally Managed IMAs to AD:

6.15.1. These IMAs (chaplain, judge advocate general (JAG), and medical personnel) are centrally assigned to and managed by HQ ARPC. In the event of a directed full mobilization, HQ ARPC orders IMAs to positions as requested by the GMAJCOMs and/or agencies.

6.15.2. MAJCOMs possessing Intelligence IMAs centrally managed and assigned by AIA, will follow the provisions of paragraphs 6.15.1 through 6.15.5. Overseas MAJCOMs will arrange recall procedures through AIA.

6.15.3. In less than a directed full mobilization, MAJCOMs may request, through HQ USAF/CAT, the fill of specific positions. This will be accomplished during force list refinement and at full mobilization by a message to HQ USAF/CAT (information to HQ ARPC/PRC) stating the position, required AFSC (to include prefix and suffix), grade, unit of assignment (PAS code), and reporting date.

6.15.4. Upon activation, MAJCOMs may request additional resources.

6.15.5. The appropriate central manager at HQ ARPC will coordinate the flow of the activation TIC with the ARPC MPF.

6.15.6. HQ USAF/JA concurs or nonconcurs with judge advocate personnel selections according to 10 USC 806.

6.15.7. HQ USAF/SG (Medical) and HQ USAF/HC (Chaplain) will approve/disapprove requests for their centrally managed IMAs.

6.16. Ordering IMAs Assigned to Joint Positions, Unified Commands, and External Agencies to AD:

6.16.1. The Air Force has IMAs who are assigned to OSD, the Joint Staff, unified commands, and external agencies. The HQ ARPC/DRM will input appropriate activation TIC transactions and publish special orders when directed by HQ USAF/CAT (see paragraph 6.16.2.3). Subsequent paragraphs outline procedures. Unless there is a prior agreement between HQ USAF and joint and external organizations, HQ USAF/CAT-MPRC coordinates on activation requests that are processed through the HQ USAF/CAT. IMAs assigned to these organizations will not be reassigned or ordered to AD to support other Air Force requirements without the approval of the assigned organization and the HQ USAF/CAT. Any assignment changes directed by HQ USAF/CAT constitutes organizational concurrence.

6.16.2. PSRC and mobilization procedures for IMAs assigned to joint and external positions are as follows:

6.16.2.1. The HQ USAF/CAT initiates a force list refinement process just prior to a PSRC and/or partial mobilization and ensures that joint/external IMA requirements are considered for possible inclusion on the force list. A force list is not required for full or total mobilization.

6.16.2.2. The HQ USAF/CAT validates and, in coordination with the Joint Staff, approves or disapproves units and IMAs for the force list, and advises the joint/external organizations. IMAs will be identified on the force list by Air Force specialty code (AFSC), joint position number, and gaining PAS.

6.16.2.3. Upon receipt of a PSRC and/or partial mobilization authority, joint/external IMAs will be called or mobilized as stated in the tailored force list, or as directed by HQ USAF/CAT.

6.16.2.3.1. Only the HQ USAF/CAT will order the activation of joint/external IMAs. Any request out of this channel will be brought to the attention of the HQ USAF/CAT immediately. HQ USAF/CAT will notify the command or agency and ARPC of authorized activation authority. The command or agency will telephonically notify members. ARPC will work with the members to plan travel and process special orders and associated system update.

6.16.2.3.2. HQ ARPC will take appropriate action to activate joint/external IMAs (except IMAs in paragraph 6.16.2.3.3) as reflected in the tailored force list and advise the appropriate joint/external organization, with information to AFMPC/PRC, on the action taken. HQ ARPC/DRM will publish and distribute special orders and input the appropriate activation/ mobilization TIC transactions.

6.16.2.3.3. HQ ARPC will take appropriate action to activate or mobilize Selective Service System (SSS) IMAs immediately upon receipt of authority and advise the SSS with information to AFMPC/PRC, of the action taken. In addition, under any emergency authority, HQ ARPC will identify vacant SSS IMA positions to AFMPC/PRC for possible fill. HQ ARPC/ CRPO will publish and distribute special orders and input the appropriate activation/ mobilization TIC transactions.

6.16.2.3.4. For full or total mobilization, HQ ARPC will mobilize all joint/external IMAs to their preassigned locations immediately upon receipt of the mobilization authority or as directed by the HQ USAF/CAT. Guidance will be contained in the mobilization execution message.

6.16.2.3.5. AFMPC/PRC, as directed by the HQ USAF/ CAT, will fill vacant joint/external IMA positions, using the current Joint Table of Mobilization Distribution (JTMD) listing in the World Wide Military Command and Control System (WWMCCS) to identify vacant positions.

6.16.3. Procedures for Ordering National Security Emergency Preparedness (NSEP) IMAs to AD:

6.16.3.1. The Director, FEMA, or the designated representative, may request military support through United States Atlantic Command (USACOM), the DoD Executive Agent for Military Support to Civil Defense (MSCD).

6.16.3.2. Determination of Air Force IMAs (Air Force Emergency Preparedness Liaison Officers) required to meet NSEP requirements will be made by the Air Force NSEP Director who is located at USACOM.

6.16.3.3. Air Force Emergency Preparedness Liaison Officers must be included in the PSRC or partial mobilization force lists. Requirements will be forwarded from the Air Force NSEP Director to HQ USAF/CAT for approval and submission to the Joint Staff.

6.16.3.4. Upon approval of the force list and authorization for activation through the Joint Staff, the Air Force NSEP Director will notify IMAs through the NSEP activation communication channels. HQ ARPC MPF will publish and distribute special orders ordering the individuals to AD and input the appropriate activation/mobilization TIC transactions.

6.17. Ordering PIM to AD. When authorized by the HQ USAF/CAT, individuals of the PIM resource (IRR, Standby Reserve, Retired Reserve and Active Duty Retirees) may be ordered to AD involuntarily to meet combat theater or CONUS sustainment needs. Members of the Standby Reserve and Reserve retirees are not ordered involuntarily unless the Congress has declared a national emergency and 10 USC 672(a) authority has been received. Active Duty Retirees are ordered to AD according to 10 USC 688.

6.18. Basic Military Training (BMT). Air Force members are not ordered overseas without completing 12 weeks of AD basic training or equivalent (e.g., technical school plus AD on-the-job training [OJT]). Completed military professional training of chaplains, legal, and medical corps officers, when certified by their respective functional managers, satisfies this requirement.

6.19. Personnel Awaiting Entry Into or Attending Air Force or Other Service Schools. Some ANGUS/USAFR personnel are not immediately available for activation because they are attending or awaiting entry into formal training. Their disposition will be as follows:

6.19.1. Members receiving Air Force training, BMT, technical training, officer training school (OTS), resident professional military education (PME), or UPT/UNT will normally remain in training for the duration of training. Disposition of members in training provided by other Services will be included in the activation order.

6.19.1.1. Unit Assigned Members. If the unit is activated/mobilized, the servicing MPF rescinds active duty for training (ADT) orders and publishes special orders assigning members TDY to the technical training center or a facility providing training for the duration of training.

6.19.1.2. IMAs. HQ ARPC rescinds Reserve ADT orders if the GMAJCOM or agency mobilizes the IMA. If the IMA is not activated by the MAJCOM or agency, the IMA will continue in training and be returned to Reserve status upon completion of training. If the IMA is mobilized, the member will continue in training or return to duty as determined by the GMAJCOM or agency. HQ ARPC publishes mobilization orders with no break in service.

6.19.2. Unit members who are awaiting entry into technical training schools, OTS, UPT, or UNT will be ordered to AD with their unit. Special orders for permanent change of assignment (PCA) or TDY to receive training are published for the date specified, unless directed otherwise. These projected unit losses will be reported to the GMAJCOM Battle Staff (BS) or CAT.

6.19.3. Members attending training during or subsequent to the mobilization of their unit of assignment will become available for world wide assignment according to Air Force policy.

6.19.4. NPS enlisted personnel awaiting BMT or technical training will report as scheduled if reporting date is within 60 days of unit's mobilization. NPS individuals with original reporting dates within 61 to 180 days of the unit's mobilization will be provided adjusted reporting dates by the HQ USAF/

CAT. Technical training for the career field in which the member enlisted should be honored. However, members awaiting training in skills for which a wartime surplus exists may be reclassified and assigned according to Air Force needs. Reserve orders are rescinded and special orders published assigning the member to the facility providing training. NPS members without reporting dates will be ordered to training against the next available BMT or technical school class.

6.19.5. Members receiving training in a TDY status are ordered to AD with their unit.

6.19.6. Active Force Delayed Entry Program (DEP). Active force NPS enlistees in the DEP will report as scheduled, unless they are advised otherwise through their local recruiter according to HQ USAF guidance and HQ AETC training capabilities.

6.20. Grade and Date of Rank (DOR). Table 6.6 specifies the grade and DOR in which a member may be ordered to AD.

6.21. Aviation Service:

6.21.1. Rated officers who possess valid aeronautical orders, and who are assigned against aircrew positions or possess rated primary Air Force specialty codes (PAFSC), are ordered to AD on flying status.

6.21.2. Aeronautical orders published before activation remain in effect during AD.

6.21.3. Nonunit-assigned reservists or retirees ordered to AD to perform in a rated Air Force specialty will have their aeronautical orders revalidated according to AFI 11-402 at the Flight Management Office (FMO) of the gaining AD organization or enroute inprocessing facility.

6.21.4. AFI 36-2101, AFMAN 36-2105, AFMAN 36-2108, and AFI 11-402 contain more information on procedural guidance.

6.22. Change in Statutory Authority. If the AD authority changes from 10 USC 672(d)(voluntary) or 673b to 10 USC 673 or 672(a), the Guard or Reserve will publish new orders to reflect the new activation authority and period of service. A statement rescinding previous activation orders will be included in the new orders. If the member has been mobilized and the tour changes from 10 USC 673 to 672(a), the servicing AD MPF will amend mobilization orders to reflect issued, rescinded, or amended to ensure no break in service.

Table 6.1. Administrative Control Table of Responsibilities.

RULE	A	B			C
		and the member is assigned			
	If the issue deals with	**Unit**	**IMA**	**PIM**	**then the responsible agency is**
1	AWARDS AND DECORATIONS recommendation	X	X	X	assigned/attached unit.
	special orders	X	X	X	MAJCOM (may be delegated).
	PDS update	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned MPF if member has not been demobilized or ARPC/DS if demobilization has occurred.
	presentation	X	X	X	assigned or attached unit commander.
2	AWOL/DESERTION prior to reporting	X			assigned ANGUS/USAFR MPF.
			X	X	ARPC/DP.
	after reporting	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned AD MPF.
	during demobilization	X			assigned ANGUS/USAFR MPF.
			X		
				X	assigned AD MPF.
3	CASUALTIES injuries	X		X	assigned/attached ANGUS/USAFR MPF, AD MPF or closest military installation or unit.
			X		ARPC/MPF, attached AD MPF or closest military installation or unit.
	death/duty status - whereabouts unknown (DUSTWUN)	X	X	X	assigned ANGUS/USAFR MPF, AD MPF or closest military installation or unit.
	missing	X	X	X	AFMPC/DPMC.
4	CLASSIFICATION administration	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned AD MPF.
	verification	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned AD MPF.
	PDS update	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MP.
				X	assigned AD MPF.

RULE	A	B			C
		and the member is assigned			
	If the issue deals with	**Unit**	**IMA**	**PIM**	**then the responsible agency is**
5	MEDICAL CREDENTIALING	X			ANGUS or USAFR when member is commissioned.
			X		ARPC/SG.
				X	AETC Training Center.
6	DATA CAPTURE establish base-level personnel record	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned AD MPF.
	PDS update	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned AD MPF.
	data accuracy	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned AD MPF.
7	DD FORM 93, **Record of Emergency Data**	X	X	X	assigned or attached MPF/PERSCO.
8	DELAYS AND EXEMPTIONS	X			assigned unit commander.
			X	X	ARPC/DP and MAJCOMs.
9	DEMOBILIZATION establish date	X	X	X	assigned MAJCOM or agency.
	orders	X	X	X	not required.
	DD Form 214, **Certificate of Release or Discharge from Active Duty**	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned or attached unit commander.
10	DISCIPLINARY ACTIONS initial UCMJ action	X	X	X	assigned or attached unit commander.
	effect reduction in grade	X	X	X	assigned or attached unit commander.
	effect forfeiture of pay	X	X	X	assigned or attached unit commander.
11	ENLISTED PERFORMANCE REPORTS program administration	X		X	assigned MPF.
			X		ARPC/MPF.
	report preparation	X	X	X	rater and unit of assignment or attachment.
12	ENLISTED PROMOTIONS/DEMOTIONS program administration	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned AD MPF.

RULE	A	B			C
		and the member is assigned			
	If the issue deals with	**Unit**	**IMA**	**PIM**	**then the responsible agency is**
	approval/disapproval	X	X	X	assigned unit commander.
	orders publication	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned AD MPF.
13	FOLLOW-ON ATTACHMENTS/ ASSIGNMENTS (Units and IMAs TDY -	X			assigned ANGUS/USAFR MPF.
	PIM PCS)		X		assigned/attached AD MPF.
	routine selection			X	assigned AD MPF.
	orders publication	X			assigned ANGUS/USAFR MPF.
			X		assigned/attached AD MPF.
				X	assigned AD MPF.
	change of entitlements	X	X	X	orders issuing authorities.
	mobility minirecords	X		X	assigned or attached MPF.
			X		assigned/attached AD MPF.
	push-pull	X	X		not applicable.
				X	AETC Training Center.
14	HIGH YEAR OF TENURE (or equivalent)	X		X	assigned MPF.
	(N/A to the ANG)		X		ARPC/MPF.
15	LEAVE annual	X	X	X	member's supervisor or assigned or attached unit commander.
	emergency	X	X	X	assigned or attached unit commander. Co-ordinate excess leave through ANGRC/DP or HQ AFRES/DPX.
	terminal	X	X	X	assigned or attached unit commander.
16	MEDICAL RECORDS ship to duty location	X			assigned ANGUS/USAFR MPF.
			X	X	ARPC/SG or National Records Center.
	maintenance	X	X	X	assigned or attached duty station.
17	PHYSICALS	X	X		assigned or attached duty station.
				X	AETC Training Center.
18	MOBILIZATION activation procedures	X	X	X	HQ USAF/CAT-XOXW.
	orders	X			unit of assignment.
			X	X	ARPC/DPR.
	mini-record	X			not required.
			X	X	ARPC/MPF - PIM not required.

RULE	A	B			C
		and the member is assigned			
	If the issue deals with	**Unit**	**IMA**	**PIM**	**then the responsible agency is**
19	OFFICER PERFORMANCE REPORTS program administration	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	assigned AD MPF.
	report preparation	X	X	X	rater and unit of assignment or attachment.
20	OFFICER PROMOTIONS program administration	X			ARPC/DPJ.
			X		ARPC/MPF.
				X	AFMPC.
	approval/disapproval/delay	X	X	X	commander of assigned unit, wing commander (or equivalent), MAJCOM commander or appropriate level of command established in governing directives and HQ USAF policy.
	orders publication	X			ANGRC and HQ AFRES.
			X		ARPC.
				X	assigned AD MPF.
21	PAY establish pay file DJMS-AC & DJMS-RC	X			same as during peacetime.
			X		2400 RMS.
				X	AETC Training Center.
	update pay changes	X	X	X	local/servicing FSO.
	deployment	X	X	X	FSO or disbursing agent at the deployed duty station.
	inprocessing	X	X	X	local FSO assigned or attached.
	outprocessing	X	X	X	duty station.
22	PERSONNEL RECORDS field records group maintain/forward	X	X		same as during peacetime.
				X	ARPC/DS or the National Records Center.
	master records group maintain/forward	X	X		same as during peacetime.
				X	ARPC/DS or the National Records Center.
23	POINT CREDIT ACCOUNTING	X	X		same as during peacetime.
				X	not applicable.
24	RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP)	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	not applicable.

RULE	A	B			C
		and the member is assigned			
	If the issue deals with	**Unit**	**IMA**	**PIM**	**then the responsible agency is**
25	REENLISTMENTS AND EXTENSIONS notification	X		X	assigned MPF.
			X		ARPC/MPF.
	oath administered/signature	X	X	X	assigned or attached unit commander preferred. However, may be any commissioned officer.
	personnel data system updates	X			assigned ANGUS/USAFR MPF.
			X		ARPC/MPF.
				X	AD MPF.
26	RESERVE APPOINTMENTS	X	X		servicing ANGUS/USAFR MPF or ARPC/DPR.
				X	AFMPC.
27	RETENTION ON TITLE 10 ACTIVE DUTY hardship	X			assigned or attached ANGUS/USAFR MPF.
			X	X	assigned or attached AD MPF.
	application for recall	X			assigned or attached ANGUS/USAFR MPF.
			X	X	assigned or attached AD MPF.
28	SANCTUARY	X			assigned or attached ANGUS/USAFR MPF.
			X	X	assigned or attached AD MPF.
29	SEPARATIONS retirements	X			assigned or attached unit through the assigned ANGUS/USAFR MPF.
			X		assigned or attached unit through ARPC/MPF.
				X	assigned or attached unit through the assigned AD MPF.
	discharge for cause	X			assigned or attached unit through the assigned ANGUS/USAFR MPF.
			X		assigned or attached unit through ARPC/MPF.
				X	assigned or attached unit through the assigned AD MPF.
	normal separations (expiration of ETS/DOS)	X			assigned or attached unit through the assigned ANGUS/USAFR MPF.
			X		assigned or attached unit through ARPC/CRPO.

RULE	A	B			C
		and the member is assigned			
	If the issue deals with	**Unit**	**IMA**	**PIM**	**then the responsible agency is**
				X	assigned or attached unit through the assigned AD MPF.
	hardship	X			assigned or attached unit through the assigned ANGUS/USAFR MPF.
			X		assigned or attached unit through ARPC/CRPO.
				X	assigned or attached unit through the assigned AD MPF.
	temporary disability retired list (TDRL)	X			assigned ANGUS/USAFR MPF.
			X		ARPC/CRPO.
				X	assigned AD MPF.
	disability discharge	X			
			X		ARPC/CRPO.
				X	assigned AD MPF.
30	TWENTY (20) YEAR LETTER	X	X		same as during peacetime.
				X	not applicable.
31	LINE OF DUTY MISCONDUCT	X			local medical facility, ANGUS/USAFR MPF, and commander of assigned or attached unit.
			X		local medical facility, ARPC/CRPO, and commander of assigned or attached unit.
				X	in accordance with AFI 36-2910. Local medical facility, AD MPF, and commander of assigned or attached unit.
32	ISSUANCE OF DD FORM 2AFACT (ACTIVE DUTY)	X			assigned ANGUS/USAFR MPF.
			X		assigned or attached duty station.
				X	AETC Training Center.
33	DEERS/RAPIDS UPDATE	X			assigned ANGUS/USAFR MPF.
			X		ARPC/CRPO.
				X	assigned AD MPF or AETC Training Center.

Table 6.2. Authority and Conditions for Ordering Members to AD.

RULE	A If the memberis	B and is assigned	C then the member is ordered to AD involuntarily by	D and the authority is	E and orders are published by
1	in the USAFR	to a unit	the GMAJCOM or agency	Executive Order; or 10 USC 672(a), 673 or equivalent	unit.
2	(except general officers)	as an IMA to a MAJCOM			ARPC.
3		as an IMA to ARPC	ARPC		
4		as a reinforcement designee			
5		to the Standby Reserve		10 USC 672(a) and 674 or equivalent	
6		to the Retired Reserve		10 USC 672(a) and 675 or equivalent	
7	a USAFR officer	on AD as an airman		AFMPC/DPMR; 10 USC 672 (a), 673 or equivalent to fill requirements within the MAJCOM of current assignment	
8	a USAFR general officer (not assigned to a USAFR unit)	to the Ready or Standby Reserve, or on any Air Force retired list	HQ USAF/DPG	Executive Order; or 10 USC 672(a), 673 or equivalent	HQ USAF/DPG.
9	a USAFR officer in the ANGUS with federal recognition pending	to an ANGUS unit, or assignment is pending	the GMAJCOM		ANG servicing MPF.
10	an ANGUS member (except general officers)	to a unit			
11	an ANG officer	to ANGUS state HQ	GMAJCOM		ANGRC.
12	an ANGUS general officer		HQ USAF/DPG		HQ USAF/DPG.
13	Active Duty Retiree	to retired status	ARPC under authority of HQ USAF	SECAF (10 USC 688)	
14	ANGUS/ USAFR general officers	to any ANGUS or USAFR unit	HQ USAF/DPG	Executive Order; or 10 USC 672(a), 673 or equivalent	

Table 6.3. Priority and Authority for Selecting Individual Members to AD.

RULE	A	B	C	D
	If individual member (fillers) are mobilized, under an emergency declared by	**under authority of**	**then the priority is (see note 1)**	**and the ARPC (limiting selection to individuals residing within the CONUS orders them to AD (see note 2)**
1	the President	Executive Order; 10 USC 673	First	members (except those retired by reason disability) who volunteer, excluding personnel assigned to the Selected Reserve.
2				Ready Reserve members assigned to ARPC with or without a remaining MSO with less than 24 months AD and have had no AD in a hostile area.
3			Second	Ready Reserve members assigned to ARPC with or without a remaining MSO with 24 months AD and have had no AD in a hostile area.
4			Third	Ready Reserve members assigned to ARPC who served in a hostile area.
5		SAF/OS and 10 USC 688	Fourth	Active Duty Retirees.
6	the Congress	Executive Order; 10 USC 672(a)	same as Presidential	(see rules 1 through 5)
7		Executive Order; 10 USC 672(a) and 674	Fifth	Standby Reserve members in an active status (NARS-NA or NB).
8			Sixth	Standby Reserve members in an inactive status (ISLRS-RB).
9		Executive Order; 10 USC 672(a) and 675	Seventh	Retired Reserve.

NOTES:

1. Primary factors for selection are in order of priority:

   a. AFSC.

   b. Skill level and grade.

   c. Recency of service (within 10 years until authorized by HQ USAF to exceed).

   d. Under age 60.

   e. Not temporarily delayed or permanently exempted.

2. Assignment availability codes (ADE AS720) and assignment limitation codes (ADE AS730) listed in AFI 33-110 apply for the selection of individual reserve members.

Table 6.4. Mandatory Personnel Actions for Units and IMAs.

RULE	A If action is	B then action code is (see note)	C and the governing directiveis
1	To issue identification (ID) tags	P (aircrew member only)	AFI 36-3103.
2	Declaration of Benefits Received and Waivers AF Form 1962, **Election of Reserve Pay and Allowances or Benefits from Prior Military Service**	P (members receiving compensation from VA)	AFM 177-373, volume 3.
3	AF Form 538, **Personal Clothing and Equipment**	P	AFMAN 23-110 (formerly AFM 67-1).
4	Personal Affairs Counseling		AFPD 36-31.
5	Health Records Group		AFI 36-2608.
6	DD Form 93		AFI 36-3002.
7	TD Form W4, **Employee's Withholding Allowance Certificate**		AFM 177-373, volumes 1 and 3.
8	Security Clearance (when required)		AFI 31-501.
9	AF Form 286, **Personnel Reliability (PRP) Certificate**	A	AFI 36-2104.
10	Servicemen's Group Life Insurance (SGLI)	P	AFI 36-3008.
11	DD Form 220, **Active Duty Report**	A	AFI 36-2608.
12	DD Form 1173		AFI 36-3001.
13	DD Form 2AFACT		
14	DD Form 577, **Signature Card**	I	DFAS-DE Reg 177-101 (formerly AFR 177-10).
15	AF Form 594, **Authorization To Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination**	(certifying officers only with less than 4 years of service)	AFM 177-373, volumes 1, 2, and 3.
16	Assistance in personal problems	A	Not Applicable.
17	Copies of special orders		AFI 37-128.
18	DD Form 1172	P	AFI 36-3001.
19	AF Form 220, **Request Authorization and Pay Order Basic Allowance for Subsistence (BAS)**	I	AFM 177-373, volumes 1, 2, and 3.
20	DD Form 714, **Meal Card**		AFI 34-401.
21	Provide Briefings	P	AFI 10-215.

The Action Codes are:

A - Accomplish as soon as possible if applicable after entry on AD.

I - Accomplish during inprocessing.

P - Prepare before mobilization to extent possible by servicing MPF; otherwise, immediately.

Table 6.5. Mandatory Personnel Action Codes for Processing Pretrained Individual Manpower (PIM).

RULE	A If action is (see note 1)	B then action code is (see note 5)	C and the governing directive is
1	to prepare AF Form 1299, **Officer's Certificate of Statement of Service**	B	AFI 36-2608 and AF M 177-373, volumes 2 and 3.
2	to prepare DD Form 220		AFIs 36-2002, 36-2102, 36-2606, 36-2608, 36-3202, 36-3203, 36-3207, and 51-604, and DD Form 214.
3	to prepare Application for DD Form 1173		AFI 36-3001.
4	to prepare DD Form 93		AFI 36-3002.
5	to prepare VA Form 29-8285, **Request for Insurance (Servicemen's Group Life Insurance)**		AFPD 36-31.
6	to give PRU Briefing (see note 2)	A and B	AFI 10-215.
7	to prepare AF Form 220	B	AFM 177-373, volumes 1, 2, and 3.
8	to brief member on personal affairs		AFPD 36-31.
9	to establish a suspense for receipt of Field Personnel Record Group (FPRG) (see note 3)		AFI 36-2608.
10	to prepare AF Form 538 (see note 4)		AFMAN 23-110 (formerly AFM 67-1).
11	to issue identification tags (if required)		AFI 36-3103.
12	to prepare AF Form 2098, **Duty Status Change**	A	AFMAN 36-2125.
13	to schedule a physical examination within 5 working days	B	AFIs 10-402 and 48-123.
14	Security Clearance (when required)		AFI 31-501.
15	to complete SF Form 93, **Report of Medical History**		AFIs 10-402 and 48-123.
16	to complete AF Form 1962		AFI 10-402, and AFM 177-373, volume 3.
17	to determine skill qualification; schedule for functional review, as needed		AFI 36-2101.
18	to review and update FPRG as appropriate	A	AFI 36-2102.

NOTES:

1. Other personnel actions are accomplished as time permits and should not interfere with members availability for deployment.

2. A representative from the MPF advises member what can be expected during inprocessing, probable utilization, and mobility schedule, etc.

3. A 90-day suspense is established to ensure receipt of records. Follow-up action should be addressed to HQ ARPC/DSM or NPRC for retirees.

4. Airmen will go to a military clothing sales store to fill any clothing allowance shortages. Military clothing sales stores supporting mobilized members are notified in advance so they can prepare for the increased volume of business.

5. The Action Codes are:

A - Accomplished as soon as possible if applicable after entry on AD.

B - Accomplished at the AETC Training Center during mobilization inprocessing.

Table 6.6. Grade Determination for AD.

RULE	A If the member is	B and is assigned to	C then the member is ordered to AD in (see note 1)	D and
1	an officer or airman	the USAFR Ready Reserve	the current Reserve of the Air Force grade held	the grade in which the member is to be ordered to AD is used in selecting members to fill requirements levied by AFMPC; retired airmen assigned to units are ordered in their current grade.
2		the Standby Reserve		
3		an ANGUS unit		
4	a USAFR officer appointed in the ANGUS with federal recognition pending	an ANGUS unit pending AD orders (see note 2)		
5	an ANGUS officer who does not hold appointment in Reserve of the Air Force (see note 3)	an ANGUS unit	the temporary grade in which appointed	orders show the temporary appointment in the Air Force, federal recognition proceedings are processed through normal ANGUS channels after entry on AD.
6	an ANGUS officer who has received a state promotion to which federal recognition has been extended and Reserve of the Air Force action is pending	an ANGUS unit or state headquarters	the grade in which federal recognition has been granted	confirmed by orders placing the unit on federal service and specifies "officers who have received federal recognition of promotion" and on whom Reserve of the Air Force promotion has not been accomplished are promoted as a Reserve of the Air Force to the grade in which "federal recognition has been granted."
7	Regular or Reserve retiree	ARPC or AFMPC	the grade in which retired or any higher grade to which advanced on the retired list	orders for retired members advanced to a higher grade on the Air Force retired list show promotion to, appointment in, the higher grade.

NOTES:

1. DOR is established according to AFI 51-604. Credit is also given to retirees for each 6 months of AD or participation in a Ready Reserve program subsequent to entry on retired status (AFI 36-3203).

2. Member must execute NGB Form 337, Oath of Office (which may be obtained from local ANG MPF). Federal recognition proceedings are processed through normal ANGUS channels after entry on AD.

3. Members must have been recommended for appointment by an appointed federal recognition board. They may be tendered a temporary appointment in the Air Force (by direction of the President) in the same grade they hold in the ANGUS of the State. Appointments are issued by the Department of the Air Force and tendered by the commander publishing AD orders.

4. Members not fully qualified will be given a grade and DOR according to AFI 36-2002 or AETCR 33-2.

Chapter 7

PUSH-PULL MOBILIZATION

7.1. Push-Pull. Push-Pull is the method of accelerating the mobilization of selected members of the PIM resource (IRR, Standby Reserve, and retirees) in anticipation of their need to fill wartime requirements. The Push-Pull process is intended to supplement the normal requirements based mobilization process (i.e., mobilization to meet requirements only as they become known) and will be employed only when determined to be appropriate by the HQ USAF/CAT. However, in a major contingency involving large deployments, the vast majority of the PIM will be brought on AD through Push-Pull mobilization.

7.2. Factors for Activation. Normally, Push-Pull will not be recommended unless the following factors are present relative to the contingency for which the HQ USAF/CAT has been activated:

7.2.1. Large deployments of Air Force forces are required accompanied by expected personnel shortages.

7.2.2. Shortages can be predicted in terms of AFSC, quantity, and timing (e.g., an additional 1,800 Security Police (3PXXX) are needed during the first 60 days after mobilization).

7.2.3. PIM resources represent the best source of personnel to satisfy the projected shortages.

7.2.4. SAF authority under 10 USC 688 to activate Active Duty Retirees has been or is expected to be granted.

7.2.5. Partial or full mobilization has been or is expected to be granted.

7.3. Procedures for Developing a Push-Pull Recommendation:

7.3.1. Upon activation of the HQ USAF/CAT, the HQ USAF/CAT-MPRC will immediately take action to convene the Manpower, Personnel, and Training (MPT) working group to assess the Push-Pull implications of the contingency under way. Membership in this working group will include, but not be limited to, representatives from HQ USAF/CAT-MPRC, XOXW, XOOO, PER, DPPP, and DPPE; the intelligence community; and the functional OPRs of the major shortfall skills (i.e., those skills identified or predicted by the WARPLAN System). The HQ USAF/CAT-MPRC representative will chair the working group and deliver its recommendations to the HQ USAF/CAT Chief.

7.3.2. Using the criteria in paragraph 6.17, the MPT working group will make a preliminary recommendation to either pursue Push-Pull implementation or employ standard mobilization procedures (i.e., requirements based mobilization).

7.4. Implementation. If implementation of Push-Pull is recommended, the following procedures apply:

7.4.1. The MPT working group will determine specific AFSCs to be involved in the Push-Pull implementation and the estimated time phasing of these requirements.

7.4.2. This initial estimate of shortages will be provided to AFMPC/PRC, HQ ARPC/PRC, and HQ AETC/CCR. AFMPC will also be advised of any resource and requirements assumptions that were employed in the shortfall calculations (e.g., PIM resources that were or were not considered on the supply side).

7.4.2.1. AFMPC will review the projected shortages and provide comments to the HQ USAF/CAT-MPRC regarding the viability of the shortfall numbers and the proposed implementation of push-pull mobilization.

7.4.2.2. HQ ARPC, using the skill usability windows developed by HQ USAF functional managers, will categorize PIM in AFSCs identified as either PIM Requiring Training (PIM-RT) or as PIM-Directed Duty Assignment (PIM-DDA). The number of personnel in each of these categories, for all AFSCs identified, will be forwarded to HQ USAF/CAT-MPRC, AFMPC/PRC, and HQ AETC/CCR. HQ ARPC will also use the initial notification to begin their planning for Push-Pull implementation.

7.4.2.3. HQ AETC will make a preliminary assessment of its ability to process the number of PIM identified by the MPT working group and advise the HQ USAF/CAT-MPRC of potential limiting factors. HQ AETC will also advise AFMPC and HQ ARPC of the specific training center (TC) processing sites that will be used for each AFSC (including non-AETC-owned sites) and the time phased processing capacity of each of the sites. Additional support requirements (i.e., equipment, instructors, etc.) should also be brought to the attention of the HQ USAF/CAT-MPRC as soon as possible.

7.4.3. Based upon inputs from AFMPC, HQ ARPC, and HQ AETC, the MPT working group prepares a final Push-Pull recommendation for the HQ USAF/CAT Chief for review and approval or disapproval.

7.4.4. Upon approval of a recommendation to implement Push-Pull, AFMPC, HQ ARPC, and HQ AETC are immediately provided detailed implementation guidance by the HQ USAF/CAT-MPRC. Detailed implementation guidance will contain, as a minimum, a flow schedule (in 10-day increments) of PIM (both PIM-DDA and PIM-RT) by processing site, by AFSC, by PIM category (IRR, Standby Reserve, Retired). The following actions are taken as soon as necessary mobilization authorities are granted:

7.4.4.1. AFMPC advises HQ ARPC, through the automated Mobilization Filler System (or by other appropriate means, if that system is not operational), of those PIM to be mobilized directly to the training sites or other specific CONUS locations. AFMPC also begins to develop and flow end assignments for PIM-DDA to the processing sites. These assignments will be flowed to the appropriate training site and will be timed to pull the PIM-RT upon completion of training or assignment availability information provided by HQ AETC.

7.4.4.2. HQ ARPC will take action to mobilize and direct the reporting of PIM according to instructions received from AFMPC via the mobilization filler system or other appropriate means (if that system is not operational). In addition, development and disposition of master personnel records for mobilized PIM will be accomplished according to AFMAN 36-2125, AFPAM 36-2126, and this handbook. ARPC will handle any delay/exemption request and identify replacements as appropriate.

7.4.4.3. HQ AETC immediately report all arriving PIM (DDA or requiring training) to AFMPC, HQ ARPC, and HQ USAF/CAT-MPRC through the PDS or other expeditious means. This notice will advise of the projected assignment availability of each PIM resource. Those arriving PIM determined to be unsuitable for service (medical, etc.) will be reported to HQ ARPC by the most expeditious means for replacement action. The processing site will take necessary action to demobilize unsuitable individuals. Processing of personnel at the training sites will be according to

guidance contained in AFMAN 36-2125, AFPAM 36-2126, AFI 36-2608, HQ AETC, and this handbook. As a minimum, processing must provide the basis for the service suitability decision and the determination of an assignment availability date reported to AFMPC. In addition, for PIM being assigned from the training sites to overseas locations, processing will also need to provide for completion of necessary combat training and equipping, which includes military clothing issue. This will be done after the member has been declared suitable for military service.

7.4.4.4. Following the completion of the first Push-Pull cycle (i.e., when service suitability decisions have been made for all PIM initially mobilized to either processing sites or directly to units), AFMPC will advise the HQ USAF/CAT-MPRC of Push-Pull effectiveness in terms of producing resources to offset projected shortfalls. In addition, AFMPC will, if appropriate, make recommendations to the HQ USAF/CAT-MPRC regarding other resource management actions that may be necessary if Push-Pull has not produced sufficient resources.

7.4.4.5. Additional guidance, necessary to implement the Push-Pull process, will be developed, coordinated, and published by the appropriate offices within AFMPC, HQ ARPC, and HQ AETC.

Chapter 8

STOP-LOSS

8.1. Stop-Loss Implementation. Title 10 USC 673c permits the President to suspend (Stop-Loss) any provision of law relating to promotions, retirements, and separations during any period when members of any Reserve component are on AD under involuntary PSRC or mobilization authorities.

8.2. Authority and Actions. The Air Force routinely seeks Stop-Loss authority when members of the ARC are, or will be placed on AD involuntarily. When Stop-Loss authority is provided, HQ USAF/CAT-MPRC takes the following actions:

8.2.1. Immediately directs the temporary suspension (for up to 30 days) of all voluntary separations, discharges, resignations, and retirements of Regular and ANGUS/USAFR members of the Air Force whose enlistments, appointments, periods of AD, periods of obligated service, or other military status would otherwise expire during the period of AD specified.

8.2.2. May grant emergency leave or hardship to members on AD. Will not reassign Members of the Ready Reserve and Standby Reserve to a resource pool of lesser availability (e.g., Selected Reserve to the Standby Reserve). Will contact members who have departed their home station on terminal leave at their home of record as soon as guidance has been provided.

8.2.3. Within 30 days, develops specific loss management policy which will minimize experienced personnel losses and maximize Air Force's capability to sustain operations. Stop-Loss guidance will address the following subjects:

8.2.3.1. Disability separations or retirements (AFI 36-3203).

8.2.3.2. Mandatory retirements (AFI 36-3203).

8.2.3.3. Voluntary and involuntary separations and discharges, including extreme personal hardship (AFIs 36-3207, 36-3208, and AFI 36-3209).

8.2.3.4. Discharge in lieu of court-martial (AFI 36-3208 and AFI 36-3209).

8.2.3.5. Discharge by reason of conscientious objector status (AFIs 36-3204 and 36-3208).

8.2.3.6. ARC and AD retired members on AD.

8.2.3.7. Disposition of Ready Reserve and Standby Reserve members not on AD.

8.2.3.8. Effective period (e.g., 2 years; duration plus 6 months; etc.).

8.2.3.9. Disposition of AD members on terminal leave.

8.2.3.10. Specific categories if less than total Stop-Loss is needed.

Chapter 9

APPROPRIATIONS

9.1. Volunteerism. Title 10 USC 672(d).

9.1.1. Pay and allowances will be paid from the 3500 appropriation. Travel and per diem is paid from the O&M account of the using MAJCOM or agency.

9.1.2. All volunteer tours will be performed under MPA man-days. If MPA man-days are not available, HQ ARPC or the using MAJCOM or agency may request allocation of additional MPA man-days from HQ USAF/DPPR to support volunteer duty in support of contingency operations. All MPA man-days for the medical, legal, and chaplain functional areas (for Guard and Reserve unit personnel and IMAs) are allocated to HQ ARPC. MPA man-days for the rest of the ANGUS/USAFR are allocated to the MAJCOMs.

9.2. Presidential Selected Reserve Callup (10 USC 673b):

9.2.1. Initial travel and per diem, pay and allowances, and travel and per diem for return home upon deactivation will be paid from the 3500 appropriation. Any travel or per diem entitlements accrued after reporting to the AD location will be paid from the O&M funds of the using MAJCOM or agency. The using MAJCOM or agency will publish special orders to reflect the appropriate O&M fund cite:

9.2.2. Travel and Per Diem:

9.2.2.1. Enlisted - to/from AD station: 57*3500 32* 5841.0* 503725 return home: 57*3500 32* 5881.0* 503725.

9.2.2.2. Officer - to/from active duty station: 57*3500 32* 5741.0* 503725 return home: 57*3500 32* 5781.0* 503725.

9.2.3. Pay and Allowances:

9.2.3.1. Enlisted - 57*3500 32* 530 503725.

9.2.3.2. Officer - 57*3500 32* 510 503725.

9.2.4. PSRC tours are MPA man-day tours, and HQ USAF/DPPR will allocate man-days to the affected MAJCOMs or agencies based on the approved callup selection list. PSRC orders will be issued based on the approved selection list and execution order regardless of whether or not additional allocation of MPA man-days from HQ USAF/DPPR has been received. Unused man-days allocated for PSRC will be returned to HQ USAF/DPPP as stated in AFI 36-2115.

9.2.5. Orders issuing authority will take the following actions:

9.2.5.1. Ensure special orders include the following statement, “Authorization to cite fiscal year XX (enter next fiscal year) funds does not constitute authorization to

obligate until approved by the Congress.”

9.2.5.2. Include allowable travel time so members will be paid the time they begin travel to comply with PSRC order. Order should have the date the member must begin travel to ensure 24-hour reporting requirement is met.

9.2.5.3. Orders issuing authority will also include the statement, "This order rescinds any previous active duty order with concurrent or overlapping dates, effective 1 day prior to the start date of this order."

9.2.5.4. Except for Selected Reserve members activated in place, travel by government-procured conveyance will be directed when not within commuting distance. Travel by POV will not be authorized for PIM members.

9.3. Partial Mobilization (10 USC 673):

9.3.1. Initial travel and per diem, pay and allowances, and travel and per diem for return home upon demobilization will be paid from the 3500 appropriation. Any travel or per diem entitlements accrued after reporting to the AD location will be paid from the O&M funds of the using MAJCOM or agency. The using MAJCOM or agency will publish special orders to reflect the appropriation O&M fund cite.

9.3.2. Travel and Per Diem:

9.3.2.1. Enlisted - to/from AD station: 57*3500 32* 5841.0* 503725 return home: 57*3500 32* 5881.0* 503725.

9.3.2.2. Officer - to/from AD station: 57*3500 32* 5741.0* 503725 return home: 57*3500 32* 5781.0* 503725.

9.3.3. Pay and Allowances:

9.3.3.1. Enlisted - 57* 3500 32* 530 503725.

9.3.3.2. Officer - 57* 3500 32* 510 503725.

9.3.4. Orders issuing authority will take the following actions:

9.3.4.1. Ensure special orders include the following statement, "Authorization to cite fiscal year XX and YY (enter next fiscal year(s) funds) does not constitute authorization to obligate until approved by the Congress." This action will not be required under full mobilization.

9.3.4.2. Orders issuing authority will also include the statement, "This order rescinds any previous active duty order with concurrent or overlapping dates, effective 1 day prior to the start date of this order."

9.3.4.3. Except for Selected Reserve members activated in place, travel by military procured conveyance will be directed when not within commuting distance. Travel by POV is not authorized for PIM members.

9.3.5. PDS Update Requirement (see chapter 12).

Chapter 10

DELAY AND EXEMPTION

10.1. Delay and Exemption. Delay is a postponement of not more than 30 days in reporting to AD. Exemption is the total relief from the order to AD.

10.1.1. Officers (unless retired) requesting exemption must tender their resignations according to AFI 36-2115 or AFI 36-3209.

10.1.2. Airmen (unless retired) with an approved exemption will be discharged according to AFI 36-3209.

10.1.3. Approval authority (see table 10.1) for delays and exemptions is as follows:

10.1.3.1. ANGUS/USAFR unit commander for unit assigned members.

10.1.3.2. HQ ARPC/CC for IMAs assigned to the chaplain, medical, legal career fields, Air Force Element IMAs, individual reservists (not unit assigned), and retirees.

10.1.3.3. MAJCOM Reserve Affairs Office for MAJCOM assigned IMAs.

10.1.3.4. Intelligence IMAs through the GMAJCOM Reserve Affairs Office, the commander of an FOA or the AIA Reserve Affairs Office for IMAs that will be gained by the United States Air Forces in Europe (USAFE) or Pacific Air Forces (PACAF).

10.2. Processing Procedures:

10.2.1. Requests are approved or disapproved within 24 hours of receipt or the approving authority advises member of any documentation required (see table 10.2). If additional time is required to assemble documentation needed to make a determination, a delay of 7-calendar days may be granted to enable member to obtain required documentation. Short delays (normally not to exceed 30 days) for professional members (medical, chaplain, legal) should be favorably considered to allow member to arrange coverage for the practice or parish.

10.2.2. Immediately upon receipt of a request for delay or exemption the approval authority or designated action office will input the necessary transaction, through PDS to DJMS-RC, to hold their pay action until the case is finalized.

10.2.3. Immediately upon disapproval of a request for delay or exemption, the member is notified to comply with the orders and is required to report within 24 hours. Verbal notification is permissible. However, written notification is required as a followup and must be sent certified mail. DJMS-RC must be notified of disapproved requests. The approval authority or designated action office will input necessary transactions through PDS to DJMS-RC to reactivate pay action.

10.2.4. Immediately upon approval of a request for delay or exemption (including temporary delay awaiting documentation), the approval authority will notify the MPF and the member. The appropriate MPF will input transactions through PDS to DJMS-RC to hold pay action until the case is finalized. PDS action notices will be produced every 30 days requiring the approval authority (or designated action office) to review the case to determine whether another delay of 30 days is warranted, exemption action is required, or assignment to a pool of lesser availability is prudent. The approving authority initiates separation actions.

Table 10.1. Requesting Exemptions or Delays and Handling Approvals.

RULE	A	B	C
	If the member is	**and is assigned to**	**then the member applies for delay or exemption to**
1	in the USAFR	a USAFR unit	USAFR unit commander.
2		MAJCOM IMA position	MAJCOM commander (Reserve Affairs Officer).
3		the ARPC	HQ ARPC/DP (with central managers concurrence).
4		9003 ARS	
5	in the ANGUS	a unit or state headquarters	ANGUS unit commander or adjutant general (AG) of the state according to the rules provided by the AG.
6	an Active Duty Retiree	Regular or Reserve status	HQ ARPC/DP.

Table 10.2. Reason for Delay or Exemption and Supporting Documentation.

RULE	A If member is	B then member may be granted a delay (30-day increment) or exemption as indicated below	C and supporting verification or documentary evidence required is
1	high school student	delay until such time as the member ceases to satisfactorily pursue such course, graduates or attains age 20, whichever occurs first (see note 1)	a statement from school indicating status of student, current grade in each subject, and date expected to complete or to graduate.
2	in any ANGUS/USAFR or retired status	delay and/or exemption in exceptional cases where involuntarily AD will result in a prolonged or temporary extreme personal hardship	(see notes 2 and 3).
3		delay and/or exemption in exceptional cases where the member's withdrawal from the community would create a prolonged or temporary extreme community hardship	(see note 4).
4	qualified for transfer to the Standby Reserve	delay (for processing) when request was or when AFI 36-2115 applied before alert or order to AD, authority for mobilization of Standby Reserve is not in effect, and member is not affected by Stop-Loss (see note 5)	military personnel record documentation (see note 5).
5	enrolled in medical or theological school	delay until graduation with proper documentation	status of obligation to government and statement from fully accredited school that includes certification of enrollment and satisfactory progress toward degree or certification (see note 6).
6	pregnant	delay until 6 weeks after delivery date (see note 7)	doctor's statement to include estimated delivery date.
7	Medal of Honor recipient or sole surviving son or daughter	exemption when properly verified	military personnel records.

NOTES:

1. Delay is mandatory.

2. Documentary evidence from at least two disinterested parties must show that reservist's dependents would suffer an extreme hardship greater than other members can expect to experience if called to AD. Evidence for a member registered with the Selective Service may include a recommendation by the State Director of Selective Service.

3. Approval of delay or exemption is conditional based on documented severity of claimed hardship.

4. Documentary evidence from at least two community officials must show that the member's withdrawal from a particular community in a national emergency would have a substantial adverse effect on the health, safety, or welfare of that community. The HQ USAF/CAT is consulted as needed to assist in the resolution of problem cases.

5. Upon receipt of the approved request for transfer to the Standby Reserve the MPF will update PTI535 within 24 hours of this action.

6. The institution must be fully accredited as shown in the Association of Theological Schools Directory (theological students) or the American Universities and Colleges compiled by the American Council on Education.

7. If a pregnant member requests exemption due to pregnancy she must establish a personal hardship due to the pregnancy (refer to rule 3).

Chapter 11

ENTITLEMENTS

11.1. Entitlements. ANGUS/USAFR personnel and retirees on volunteer tours of 31 days or more, and those recalled or mobilized, are due entitlements as provided by law.

11.1.1. Air Force guidance is that there will be no difference in the application of entitlement authorizations unless prescribed by law or other applicable directives.

11.1.2. The message announcing activation or mobilization of ANGUS/USAFR forces and/or Active Duty Retirees, will include any authorized deviations from published guidance and regulations, and current entitlements/benefit guidance, to include a recap on entitlement to special allowances/statutes, such as field duty/essential unit messing, family separation allowance (FSA), foreign duty pay, imminent danger pay, variable housing allowance, leave accrual (carry over), tax exclusions, etc.

11.2. Implementation and Coordination. When a contingency is beginning to build, HQ USAF/CAT-MPRC will take necessary action to consider and coordinate the following items:

11.2.1. Waiver of the 20-week rule on PCS status (a primary determining factor for entitlements and benefits).

11.2.2. Authorization of special storage of household goods (AFH 24-502, and JFTR, Volume 1, paragraph U4700 B3).

11.2.3. Authorization of TDY household goods (JFTR,

Volume 1, paragraph U4705).

11.2.4. Movement of dependents under indeterminate TDY (JFTR, Volume 1, paragraph U4600) orders.

11.2.5. Special pay for recalled or mobilized professional personnel.

11.2.6. Field duty/essential unit messing determination.

11.3. Entitlements Upon Deactivation. Prior to deactivation/demobilization, HQ USAF/CAT-MPRC will take action to coordinate processing of indebtedness and special authorities to request remission or waiver of outstanding debts. All efforts should be made to complete these actions prior to making the decision to begin deactivation/demobilization actions.

11.4. Unit Welfare Funds. The gaining MAJCOM or agency is responsible for distributing unit welfare funds to and for its activated ANGUS/USAFR units. Activated units are entitled to distribution of welfare funds on the same basis as active units under jurisdiction of the MAJCOM involved. The funds distributed to and for activated units are distributed according to AFI 34-302, and accounted for according to AFJI 34-210, as supplemented by gaining MAJCOMs. Disposition of welfare funds acquired by units before their mobilization will be according to ANGR 34-3 and AFI 34-302.

Chapter 12

SYSTEMS

12.1. Personnel Data Systems (PDS). AFMPC/PRC, in coordination with AFMPC/DPMDSM, directs the scheduling of special updates and programs to expedite the generation and processing of transactions related to volunteerism, PSRC, and mobilization. Daily updates of PDS, both base level and Headquarters Air Force (HAF) are crucial and required throughout the activation process.

12.1.1. PAS System for Units Under PSRC/Partial Mobilization in Place:

12.1.1.1. See table 12.1 for PDS actions for volunteerism.

12.1.1.2. When the decision is made to recall units, each MAJCOM PAS manager inputs the personnel transaction identifier (PTI) PPZ04 transactions for each unit selected for the PSRC/partial mobilization in place. Format and additional instructions are published in AFMAN 36-2621 and table 12.2 in this handbook.

12.1.1.3. PPZ04 transactions processed to the PAS master file produce output transactions to the ANGUS or USAFR master personnel files. Output transactions (XXZ58) against these master personnel files produce a 464 output transaction to base level for each member assigned to that unit. In addition, the LIM-MOB-EFF-DT, LIM-MOB-EXP-DT, and RESRV-AD-REASON are updated to the individual's master personnel file record but no transfer of data to the active files (AA/BA) is required. A mobilization history stub record is generated and loaded to the mobilization history file (FRH) for ATLAS inquiry processing.

12.1.1.4. In order to exempt/release individual PSRC records, units must submit a PTI 465 for each exempt record via personnel transactions (PERSTRANS). If a complete unit requires a PSRC reversal/release, a PPZ04 must be submitted to the MAJCOM via PERSTRANS. The information in this transaction, normally containing dates and the reason (RESRV-AD-REASON) for the PSRC must be left blank except for the control data (positions 1-27).

12.1.2. PAS System for Units Under Full Mobilization Only:

12.1.2.1. When the decision is made to mobilize selected units, each GMAJCOM PAS Manager inputs the appropriate PTI (PPZ03 or PPZ05) transaction to update the PAS system. Format and additional instructions are published in AFMAN 36-2125 (formerly AFM 30-3, Volume 4) and table 12.3 in this handbook. HAF Encode/Decode Table 723 lists the active duty PAS-CBPO-NRs that will be assigned to the ANGUS/USAFR unit at the time the transaction is processing in the PAS update.

12.1.2.1.1. The EAD-DATE, minus 1 day, is the effective date of separation (RET-SEP-EFF-DATE-PROJ) from non-EAD status, which is the controlling element. Does not apply to PSRC.

12.1.2.1.2. The date of separation (DOS) required in the PPZ03 and PPZ05 transaction for full mobilization (10 USC 672) is duration plus (+) 6 months.

12.1.2.1.3. RESRV-AD-REASON (officer and airman) will always be code "C" (exercise). A new code may be assigned by AFMPC/PRC prior to a PSRC or mobilization. A message specifying a new code will be transmitted to all concerned by AFMPC/PRC.

12.1.2.2. PTI PPZ03 and PPZ05 transactions processed to the ANGUS or USAFR master personnel files, MAJCOMs, MPFs, plus a "PAS Change Listing" for internal use by AFMPC. The SWZ57 processed against the HAF, ANGUS or USAFR master personnel files selects individuals assigned to that unit, outputs a XX977 loss transaction to the base of assignment, outputs a loss transaction to DFAS-DE (DJMS-RC), pulls slips for record retrieval from HQ ARPC, and a XX091 accession transaction to the active MPF and a mobilization history record to the FRH for every unit member mobilized. Table 12.4 describes responsibilities and processing requirements.

12.1.2.2.1. At the losing ANGUS or USAFR MPF, processing the PTI XX977 transaction causes records to be changed to a projected separation status, loss to ANGUS/USAFR file, gained to the AD file. The ANGUS or USAFR base level record is reconfigured to an AD record and loaded to the base level system. The losing ANGUS or USAFR MPF releases the automatically generated PTI XX992 transaction on the expiration of the effective date for separation to mobilization.

12.1.2.2.2. The unit commander immediately determines the status of each unit member and:

12.1.2.2.3. Takes action to reassign members who cannot be located for delivery of AD orders.

12.1.2.2.4. Loads cancellation PTI (XX975) into the Base Level Military Personnel System (BLMPS) for flow to HAF master personnel file for members who are exempt from mobilization. This, in turn will forward a cancellation (XXA01) to the active file (HAF master personnel file). An ANGUS/USAFR reassignment action must follow. ***NOTE:*** Processing of the XX975 at the HAF master personnel file will change record status from Reserve to active. ANGUS unit members will be assigned to a state headquarters. USAFR members will be assigned to an ARPC PAS.

12.1.2.2.5. Loads a change PTI (XX976) into BLMPS for flow to the HAF master personnel file for members who are delayed from mobilization for various reasons. Changes the effective date of AD on the HAF, ANGUS, or USAFR master personnel file and flows a change (XXA06) PTI to the active file.

12.2. PSRC and Mobilization of IMAs and Mobilization of the PIM:

12.2.1. General Information. The PDS procedures for callup and mobilization of individuals are basically the same as for members of units. Variations in detail relate to the input point of the three principal transactions used in the mobilization process (see table 12.4).

12.2.2. Initiation of Volunteerism, PSRC/Partial Mobilization, Full Mobilization Data Flow. Tables 12.1, 12.2, 12.3, and 12.4 prescribe the office(s) responsible for input of initiating transactions according to the category of individuals.

12.2.2.1. Initiation of IMA PSRC (10 USC 673b) Data Flow. Table 12.3 prescribes the office responsible for the input of initiating transaction (PTI XX464) for IMAs. Initial input will consist of the 90-day period from the LIM-MOB-EFF-DT and that date will be placed in the LIM-MOB EXP-DT. An additional 90 days can be added to the PSRC requiring the submission of XX466 containing only the initial LIM-MOB-EFF-DT from the first 90-day PSRC plus the new expiration date.

12.2.2.2. Initiation of IMA Mobilization Mass or Individual (10 USC 673 or 672(a)) Data Flow. Table 12.2 prescribes the office responsible for input of initiating transaction (XX979) for IMAs. Mass mobilization of command IMAs (FR979) only requires the submission of one transaction to mobilize all command assigned IMAs to their PAS of assignment (not 3I or 0U command). Exemptions of IMAs for a mass mobilization requires the input of a data identification number (DIN) data transaction, before the mass mobilization transaction is input, to load code "E" (exempt) to RES-RECALL-STATUS. Do not use the exemption DIN date updating for exercises. Central managed IMAs, excluding Intelligence IMAs, can be mass mobilized to the IMA contingency MAJCOM or IMA contingency PAS.

12.2.2.3. Utilization of the PIM. The HAF mobilization filler system is activated by shortage requirements received from GMAJCOMs. The filler system will be activated by HQ USAF/CAT-MPRC.

12.2.3. Flow and Effect of Data Transactions:

12.2.3.1. Outputs (PTI XX977) from the activation filler system run against the Reserve and retired master personnel files. Update of these transactions to the HAF files sets record status to 2X and establishes the projected separation date, the AD PAS to which the individual will be gained on separation, and the separation program designator (SPD) "LTM" applicable to mobilization.

12.2.3.2. Accession transactions flow from the HAF Reserve and retired files to the active files (AA/BA) with a unique mobilization accession designation number (ADN) of "B34" for the IRR, "B31" for the retired AD, "B35" for the Standby Reserve, and "B36" for the retired reserve. The ADN and service component become critical data items at the time of demobilization in the activated identification process.

12.2.3.3. Output from the Reserve files consists of data flow to DJMS-AC for JUMPS, a stub record for accession to the FRH, accession flow to the PAS of assignment, record pull slips to HQ ARPC for Reserve personnel, and the MPRC for retirees. There is no PDS to Retired Pay Interface at this time. There also is no interface to DJMS-AC for retired mobilized members.

12.2.3.4. Orders and mailgram data generated out of the Mobilization Filler System are forwarded to HQ ARPC for distribution to the individuals activated.

12.2.3.5. Cancellation and changes (XX975/976) are input by HQ ARPC on the PIM personnel. Update of these transactions to the Reserve and retired files will revert records back to their original status (XX975) and change their reporting date (XX976). Cancellation and change output is generated to the HAF active files (AA/BA) canceling the accession (XXA01) or changing the effective date of the accession (XXA06).

12.3. Deactivation. When deactivation is directed, the servicing MPF is responsible for reviewing each separation in relation to deactivation and assisting affected members in determining any selective alternative available to them. Two possible actions could result:

12.3.1. The individuals deactivation separation is correct. The MPF inputs projected separation (XX977) on records identified as activated (see paragraph 12.2.3.2).

12.3.2. Individual will remain on AD, tour is extended/updated as appropriate.

12.4. PDS Actions on Effective Date of Deactivation. Projected separation actions are implemented on the effective date. Flow of projected separation transactions (XX977) from base to HAF causes the HAF record status to change from 10 to 20. On the projected effective date, record status is changed from 20 to 81 (at HAF) to show an unconfirmed separation. Flow of data from the active file to the ANGUS/USAFR files will occur at the time of the initial separation projection. The HAF ANGUS/USAFR record (RS74), and the ANGUS/USAFR MPF unit accession transactions, are all activated via the PAS system from the losing MAJCOM. At the losing MPF, a PTI 992 is generated to AFMPC confirming the separation and, once again, data is transferred to the ANGUS/USAFR files. The same procedure applies to the PIM, except the retiree record is reestablished on the retired file. Deactivation of IMA and IRR members can occur at their place of deployment by use of a TTI vice PTI. The transaction will flow to AFMPC and in turn will generate a projected separation to the base level record. On the effective date of separation a PTI AA/OA 992 will be generated from the base level system to confirm separation at AFMPC.

12.5. PSRC and Mobilization of Individuals (Members Remaining on Their Re spective Files):

12.5.1. ANGUS/USAFR unit members and IMAs will remain on the ANGUS/USAFR files through partial mobilization. This could include the PSRC or mobilization of an entire ANGUS or USAFR unit by use of PPZ04 PAS transaction, or selected individuals by UTC (PTI 464) and volunteers (PTI 464). When this decision is made the GMAJCOM will input the PPZ04 to mobilize the entire unit with PTI 464 flow to BLMPS. If ANGRC, HQ AFRES or HQ ARPC are tasked to callup or mobilize individuals, or provide volunteers by UTC, the owning ANGUS/USAFR MPF will input PTI 464 which will update LIM-MOB-EFF-DT, LIM-MOB-EXP-DT, and RESRV-AF-REASON. A PTI 464 is output from BLMPS to HAF. At HAF a mobilization history stub record is generated and loaded to the FRH for ATLAS inquiry processing. A transaction is generated via AUTODIN to DFAS-DE (DJMS-RC) for partial and (DJMS-AC) full mobilization. The RESRV-AD-REASON code identifies the type of contingency being supported (volunteerism, PSRC, mobilization).

12.5.2. In order to exempt/release individuals mobilized while on the ARC file, the MPF must submit PTI 465. A transaction is generated to DFAS-DE (DJMS-RC) for partial and (DJMS-AC) for full mobilization to close out the pay record.

12.5.3. A change of LIM-MOB-EXP-DT requires the submission of a PTI 466. If the PAS-CBPO-NR is other than S7, a PTI 466 will be generated to HAF. A stub record is generated and updated to the FRH. A PCARS stub record is also generated to the PCARS subsystem. If the RESRV-AD-REASON (officer and airman) is an "H" (partial mobilization) then a pay transaction is generated to DFAS-DE to change the mobilization expiration date on DJMS-RC.

12.6. Manpower Mobilization and Accession Status Report (MOBREP). Joint Pub 1-03.17 provides report guidelines.

12.6.1. The MOBREP provides tabulated manpower (personnel) data to the Joint Staff for use in monitoring the status of a mobilization or callup including volunteerism.

12.6.2. Submission procedures will be provided by HQ USAF/CAT for contingency operations involving the utilization of ANGUS/USAFR forces.

Table 12.1. PDS Actions for Volunteerism.

RULE	A	B	C	D	E
	If volunteer	**then action taken by**	**input 464 data to file**	**RESRV - AD - REASON**	**subsequent data flow**
1	all categories of IMAs	MAJCOMs/ FOAs	(see note 1)	if volunteer is a MAJCOM tasking, RESRV-AD-REASON will be "F". If unit commander tasking, RESRV- AD-REASON will be "G."	AFMPC.
2	unit assigned members	unit	(see note 2)		

NOTES:

1. File identity: "A" - USAFR MPF (AFMPC).

2. File identity: "B" - ANGUS/USAFR MPF (Base Level).

Table 12.2. PDS Actions for PSRC/Partial Mobilization in Place.

RULE	A	B	C	D
	If PSRC is for	**then action is taken by**	**to input 464 data and process to file**	**subsequent data flow is to**
1	all categories of IMAs	MAJCOM / FOA	A	(see note 1).
2	units assigned to MAJCOM or FOA		B	(see note 2).
3	unit assigned members	unit	C	(see note 3.)

NOTES:

1. File Identity: "A" - USAFR MPF (AFMPC). Processing of PTI 464 to file "A" automatically generates PTI 464 to MPF 96 and updates LIM-MOB-EFF-DATE, Contingency PAS (if present) and RESRV-AD-REASON. No transfer of records to AD.

2. File Identity: "B" - PAS (AFMPC). Processing of PPZ04 (ANGUS/USAFR) automatically generates a transaction to file "A" which in turn will generate a PTI 464 to the members MPF (file "C").

3. File Identity: "C" - ANGUS/USAFR PDS File (base level). Input of PTI 464 at base will update the data and generate a PTI 464 to AFMPC and update LIM-MOB-EFF-DATE, LIM-MOB-EXP-DATE, and RESRV-AD-REASON.

Table 12.3. PDS Actions for Mobilizing PIM to AD.

RULE	A	B	C	D
	Mobilization resourceis	**then action is taken by**	**to input levy transaction to file (see note 1)**	**subsequent data flow is to**
1	retiree	AFMPC/PRC	A	(see note 2).
2	reserve		B	

NOTES:

1. File Identity: "A" - retired MPF (AFMPC); File Identity: "B" - USAFR MPF (AFMPC).

2. The HAF activation filler system is a stand-alone system. After filler selects are made, a PTI 977 is generated (wraparound) to files "A" and/or "B" and normal accession/loss processing takes place. Records are transferred to the active subsystems. Orders, orders log, mailgrams, levy management report, and unused resource listings are produced at ARPC for printing and distribution.

Table 12.4. PDS Actions for Unit Mobilization (Full).

RULE	A If the action is	B then action is by	C PDS trans is	D file used is	E output PDS trans	F trans sent to	G action taken is
1	projected separation of unit member from ARC status	MAJCOM/ FOA	PPZ03/ PPZ05	PAS	Z58	AR/BR AG/BG	changes ANGUS/USAFR members status to projected separation. Outputs a projected separation (XX977) to ANGUS/USAFR MPF. Outputs JUMPS transactions to DFAS-DE. Outputs mobilization history transaction to FRH.
2	project accession to AD	AFMPC	AA091/ BA091	active mil MPF (AA/BA)	JUMPS trans-action	DFAS-DE	XX977 at LMPF reconfigures record to active record for accession to GMPF.
3	delay	MPF	AA977/ OA976	AA/OA	AA977/ OA976	AFMPC AA/BA	updates AD-DATE. Outputs DJMS transaction to DFAS-DE. Outputs mobilization history transaction to FRH.
4	exemption	MPF	AA975/ OA975	AA/OA	AA975/ OA975	AFMPC AA/BA	transfers record back to ANGUS/USAFR file. Outputs DJMS record to DFAS-DE. Outputs mobilization history transaction to FRH.

Chapter 13

DEACTIVATION

13.1. General Information:

13.1.1. When the SAF authorizes deactivation of ANGUS/USAFR forces, he or she may delegate that authority to the MAJCOM commanders and agencies. Not all ANGUS/USAFR members will be deactivated at the same time and processing actions will vary with the specific ANGUS/USAFR category (i.e., unit, IMA, IRR, Standby Reserve, Retirees). Deactivation processing for unit assigned ANGUS/USAFR personnel will be accomplished by the ANGUS/USAFR MPFs. Deactivation processing for IMA and PIM members will be accomplished by the AD MPFs. When personnel are released to home station and deactivation date is established, operational control reverts to the ANGUS/USAFR, unless the individual has applied for retention on AD (remain in the REGAF, medical hold, personal hardship) or the member is pending UCMJ action or serving a sentence imposed by court martial authority. ANGUS/USAFR members applying for sanctuary will not necessarily be returned to their home station.

13.1.2. Key to smooth and successful deactivation is coordination between the AD MAJCOMs and the ANGUS, USAFR, AFMPC, and ARPC.

13.2. Special Orders and Travel Vouchers:

13.2.1. Demobilization Orders are not Required. Use the demobilization date authorized by the applicable MAJCOM on DD Form 214 and the paid travel voucher to document deactivation.

13.2.2. For Unit-Assigned ANGUS/USAFR Members. Travel vouchers will be processed by member's home unit Financial Services Office (FSO), following normal procedures. Upon payment of the travel voucher, the FSO Travel Pay Section will provide a legible copy of the voucher and all supporting documentation to Military Pay for entitlement verification and posting. A legible copy must also be forwarded to the MPF servicing the member's unit (maintaining the member's Unit Personnel Record Group [UPRG]) for DD Form 214 completion and filing in the UPRG.

13.2.3. For IMA, IRR, Active Duty Retirees, Standby Reserve, and Retired Re serve. During the outprocessing briefing, each member must be informed of the requirement to submit a travel voucher for all travel from the unit to his or her final destination. Provide the member with a DD Form 1351-2, **Travel Voucher or Subvoucher**, for all information required to complete the travel voucher, the phone number for the FSO Travel Pay Section, and an addressed postage paid business reply mail envelope to mail the voucher.

13.3. DD Form 214, Certification of Release or Discharge from Active Duty:

13.3.1. All activated ANGUS/USAFR members and retirees (10 USC 673b, 673, 672(a), and 688) will be issued a DD Form 214 according to AFI 36-3202. Volunteers (10 USC 672(d) who serve 90 consecutive days or more will be issued a DD Form 214. The member's access to unemployment benefits, VA benefits, and future state programs are dependent on the information reflected on the DD Form 214. ANGUS/USAFR MPFs will accomplish DD Forms 214 for unit assigned personnel. HQ ARPC will accomplish DD Forms 214 for IMAs. AD MPFs will accomplish DD Forms 214 for PIM members. Only one DD Form 214 will be accomplished for each member and it must include all AD days served during the contingency operation.

13.3.2. AFMPC/DPMDOA will screen the recalled retirees' records and forward copies of all previous DD Form 214 or 215, **Correction to DD Form 214, Certificate of Release or Discharge from Active Duty**, and other documentation/information available to the AD MPF separations unit. This will assist separations personnel in accomplishing the new DD Form 214. DD Forms 215 for recalled retirees will be accomplished by AD MPFs within 90 days of the member reverting to retired status. After 90 days, the DD Form 215 will be accomplished by AFMPC/DPMDO. MPFs will notify AFMPC by letter of required changes.

13.3.3. AFI 36-3202 restricts MPFs from correcting DD Forms 214 after 90 days. That portion of the paragraph as applies to ANGUS/USAFR MPFs is waived for deactivation actions. ANGUS/USAFR MPFs may correct DD Forms 214 as long as the UPRG is available to make corrections. The requirement for ANGUS/USAFR MPFs to send DD Forms 215 to HQ ARPC for distribution is waived. Units will make the distribution.

13.3.4. DD Form 214, items 11, 12F, and 14. The only data required is that obtained during "continuous active military service." In other words, the total number of AD days accumulated during the current AD period.

13.3.5. DD Form 214, items 12D, 12E, 13, 14, and 15A. Require considerable data collection, most of which cannot be immediately accomplished. The term "UNKNOWN" will not be used in blocks 12D, 12E, 14, or 15A. Contact AFMPC/DPMDO for Active Duty Retirees and HQ ARPC/DSMR for all other activated personnel. Any authorized service medals for current period will be entered in block 13.

13.3.6. SPD Code "T50" will be used for all ANGUS/USAFR members being demobilized. Narrative reason: ANGUS/USAFR member released due to demobilization.

13.4. Activated Retiree Actions:

13.4.1. The orders reverting recalled retirees to retired status will be published by AFMPC/DPMARR2.

13.4.2. The following vital information is required and must be provided by the assigned AD MPF for the issuance of the retirement reversion order:

13.4.2.1. One copy of the member's activation order.

13.4.2.2. A signed statement from the member's unit commander indicating the date the member will be released from the unit. The statement will be forwarded through the appropriate channels to AFMPC/PRC for processing.

13.4.2.3. The assigned AD MPF must compute and provide the following:

13.4.2.3.1. Total number of days on AD computed from extended active duty (EAD) date through date relieved from the unit.

13.4.2.3.2. The number of days leave the member elects to take after departing the unit, if any. Contact the Military Pay Section of the local FSO to verify the number of days accrued leave.

13.4.2.3.3. To assist in member's processing through the local FSO prior to actual receipt of the retirement reversion orders, the MPF Separations Unit will issue an AF Form 100,

Request and Authorization for Separation, for travel from the unit of assignment to the place called to AD.

13.5. Deactivation of IMA/PIM at TDY Location:

13.5.1. IMA or PIM members returning from their TDY location/base to their assigned location/base for sole purposes of accomplishing deactivation/demobilization processing could incur personal or financial hardship and/or increased costs to the Air Force. Thus, TDY MPFs may request through their parent MAJCOM, with the concurrence of the IMA or PIM member, an exception to the deactivation/demobilization policy from AFMPC/PRC.

13.5.2. Upon receipt of the approved request, the MPF of assignment and the MPF of attachment must establish good communications and work closely together and ensure the MPF of attachment updates PDS appropriately and according to information contained in this handbook. The TDY order assigning the member to the TDY location will not have to be amended by either the MPF of assignment or attachment.

13.6. Comptroller/Personnel:

13.6.1. Close cooperation between the financial management and personnel communities, at all levels, is essential to successfully accomplish deactiva-tion/demobilization actions.

13.6.2. Actions required prior to member's departure from AD:

13.6.2.1. Make every effort to provide accurate and complete separation payments to mobilized members. This requires a manual pay computation against the DJMS-RC since it may contain inaccurate EAD/DOS dates, or may not reflect all entitlements and/or leave changes.

13.6.2.2. Validate current mailing address and direct deposit information to ensure delivery of future payments and personnel/pay related information.

13.6.2.3. Reconciliation of accrued leave against annual, emergency, and terminal leave taken must be balanced to avoid member indebtedness.

13.6.3. All IMA or PIM members will separate from an AD base through the local MPF and FSO. Unit assigned ANGUS/USAFR members will separate through their unit. In many cases, these units are collocated with an AD base and normal separation processing through the AD FSO will be accomplished. Where the ANGUS/USAFR unit is not collocated or reasonably close to an AD FSO, the ANGUS/USAFR unit and the AD AFO must work closely to separate members in a timely manner and ensure accurate separation/travel payments.

13.7. Retention in the Regular Air Force:

13.7.1. AFI 36-2008 (formerly AFR 45-26) provides guidance for officers to apply for retention on AD. Officers interested in remaining on AD should be advised only those possessing a critical AFSC will be seriously considered for retention.

13.7.2. AFMPC/DPMM will process applications for medical officers.

13.7.3. Chaplains desiring to remain on AD will forward applications to HQ USAF/HCS, Washington DC 20332-5113. Chaplains selected would be contingent upon obtaining ecclesiastical endorsement from the appropriate agency.

13.7.4. Line officers applying for retention on AD and enlisted members applying for enlistment in the REGAF will forward applications to AFMPC/PRC.

13.7.5. Individuals selected will be directed to report to the nearest AD MPF for enlistment/AD processing.

13.8. Sanctuary for ANGUS/USAFR Personnel. ANGUS/USAFR members who attain sanctuary may remain on AD. See paragraph 6.13 for further guidance.

13.9. Procedures for Reconstitution. Requirements for reconstitution efforts over and above the initial 30 days provided following ANGUS/USAFR member's release back to the ANGUS/USAFR for deactivation will be requested by the wing/group commander to the ANGRC/CSS or HQ AFRES/CAT to NGB/XO or HQ USAF/REO to HQ USAF/CAT-XOX for final approval.

13.10. Retention on AD for Hardship Reasons. Individuals may request retention on AD due to personal, financial, or medical hardship caused by mobilization or early deactivation/demobilization. Other circumstances that may prevent an individual from returning to civilian status may be considered. Members with approved cases may be retained for a period up to but not to exceed the original activation period. Hardship application process is as follows:

13.10.1. MPF responsibilities:

13.10.1.1. Conduct initial interview. Inform member of necessary documentation and explain hardship process to include statement that application package must be submitted at least 15 days before the established deactivation/demobilization date.

13.10.1.2. Review packages for completeness (ensure all necessary supporting documentation is included).

13.10.1.3. Request a Report Individual Person (RIP) in the Record Review Listing (RRL) format.

13.10.1.4. Forward the application within 3-duty days as follows:

13.10.1.4.1. ANGUS MPF forwards application through state headquarters to ANGRC/CSS-PRC who in turn forwards package to AFMPC/PRC.

13.10.1.4.2. USAFR MPF forwards to AFMPC/PRC through HQ AFRES/DPX.

13.10.1.4.3. IMA and PIM MPF forward to AFMPC/PRC through AD MAJCOMs.

13.10.1.5. Update PDS.

13.10.1.6. Provide a copy of final disposition to individual and appropriate unit commander within 2-duty days. A second copy will be filed in the member's case file.

13.10.2. Individual Responsibility. Standard format for request will include:

13.10.2.1. Name, grade, social security number (SSN), AFSC, current assignment unit/location/organization, established deactivation date and requested deactivation date.

13.10.2.2. Detailed explanation of hardship.

13.10.2.3. Supporting documentation may include, but is not limited to, applicable statements by employers, financial institutions, creditors, doctors, university/school, Employer Support for

Guard and Reserve (ESGR) representatives, judge advocate, chaplain, or leave and earning statements.

13.10.2.4. Member signs the application.

13.10.2.5. Recommendation of unit commander will be included as endorsement to individual's hardship extension request.

13.10.3. Guidance for use in consideration of hardship cases. Suggested checklist:

13.10.3.1. Hardship should be the result of mobilization or early deactivation/demobilization. However, other unforeseen circumstances may exist that could also be considered.

13.10.3.2. Hardship request will not be based on problem(s) that existed prior to activation (i.e., individuals who were unemployed when activated, cannot base their hardship application on "no job to go back to").

13.10.3.3. Consider the length of time an individual is on, or will be on, AD before being deactivated (e.g., 35 days or a 12-month tour).

13.10.3.4. Be receptive to the merits of each case with a view toward some point in the near future when hardship will be resolved. Keep in mind that individuals cannot be retained on AD for a period longer than his/her activation period.

13.10.4. Examples of reasons that should be considered for approval (not all inclusive):

13.10.4.1. Individual voided an employment contract to come on AD for 12 months. Scheduled for deactivation after 60/90 days with no prospect for a new employment contract until 6 months after release from AD.

13.10.4.2. Individual sold his/her medical practice believing he/she would be on AD for at least 24 months.

13.10.4.3. Individual was between jobs, left one employer, accepted a job with a new employer, not yet established when activated.

13.10.4.4. Individual signed privately owned business over to another individual for the 12 months he/she was activated.

13.10.4.5. Individual broke an arm while on AD, but has been found fit for duty according to the Medical Evaluation Board (MEB) process. His/her civilian job requires heavy lifting which he/she will not be able to do for the next 3 months. A notarized verification of employment, a doctor's statement, and a statement from the member's commander is required.

13.10.5. Examples of reasons that should not be considered for approval (not all inclusive):

13.10.5.1. Individual was unemployed when activated.

13.10.5.2. Individual makes more money on AD than in his/her civilian job.

13.10.5.3. Individual who requests retention for the purpose of skill level upgrade to be qualified for enlistment in the REGAF.

13.10.6. Individuals will not be retained to attend schools, backfill, or for the purpose of upgrading SORTS levels.

13.10.7. Individuals will not be retained on AD for the purpose of gaining eligibility for entitlements.

13.10.8. Hardship Extension Process Flow:

13.10.8.1. ANGUS Units. Flow from base level to state to ANGRC/CSS-PRC to AFMPC/PRC (lowest disapproval authority level is at state).

13.10.8.2. USAFR Units. Flow from base level to HQ AFRES/DP to AFMPC/PRC (lowest disapproval authority level is HQ AFRES/DP).

13.10.8.3. IMAs. Flow from base level to HQ ARPC/DR to AFMPC (lowest disapproval authority level is HQ ARPC).

13.10.8.4. PIM. Flow from base level through the MAJCOM to AFMPC (disapproval/disapproval at AFMPC).

13.10.8.5. The most expeditious method of forwarding hardship packages will be used (3-duty days turnaround at each level).

13.10.8.6. The AFMPC board considering hardship applications will have ANGUS/USAFR representation secured from AFMPC/CCG and CCR. Individuals will remain on AD until final disposition of their application.

13.10.8.6.1. If application is disapproved, member will be deactivated/demobilized within 7 days or upon original deactivation/demobilization date whichever is later.

13.10.8.6.2. If approved, the individual will be retained on AD until hardship is alleviated or expiration of activation period, whichever is sooner. If retained on AD for more than 60 days, the member will be considered for utilization by the Active Air Force for the remainder of his/her AD period. However, no ANGUS/USAFR member will be redeployed while on hardship extension if it in any way impedes resolution of the hardship condition.

13.10.8.7. PDS is updated.

13.11. Medical Hold/Medical Evaluation Board (MEB):

13.11.1. Medical hold is an administrative action that retains a member on AD beyond his/her retirement or separation date and is only used when the member is within 60 days of Expiration of Term of Service (ETS). AFMPC/DPMM is the sole approving authority. Medical hold requests will be initiated according to regulatory guidance contained in AFI 48-123.

13.11.2. The purpose of medical hold is:

13.11.2.1. To permit evaluation and disposition of members who have medical conditions warranting consideration by the USAF Disability Evaluation System under AFI 36-3212.

13.11.2.2. For medical emergencies whose outcome is uncertain.

13.11.2.3. To permit convalescence from emergency surgery.

13.11.3. Medical hold will not be used for the following:

13.11.3.1. Performing diagnostic studies.

13.11.3.2. Elective surgery and its convalescence.

13.11.3.3. Elective treatment and remedial defects.

13.11.3.4. For any condition that does not warrant termination of active service through the Air Force Disability Evaluation System.

13.11.4. Individuals who are placed on medical hold will have a MEB completed within 45 days. Case files must be updated within 30 days or individuals will be considered for immediate deactivation/demobilization. Procedures for processing these boards are outlined in AFI 48-123. The individual, his/her commander, and the medical facility are jointly responsible for this process.

13.11.5. MEB accomplished on ANGUS members or USAFR members must be sent to their respective surgeons to determine if member is eligible for MEB/Physical Evaluation Board (PEB) processing according to AFI 36-3212. MEB cases on activated PIM members will be sent to AFMPC/DPMM for processing.

13.11.5.1. For ANGUS send to:

ANGRC/SG

Fetchet Ave., Building 3500

Andrews AFB DC 20331-6008

13.11.5.2. For USAFR send to:

HQ AFRES/SG

155 2nd Street

Robins AFB GA 31098-6001

13.11.5.3. For IMAs send to:

HQ ARPC/SG

6760 E Irvington Pl., Room 1000

Lowry AFB CO 80280-5000

13.11.6. Medical Hardship Cases. ANGUS/USAFR members who are found fit for duty by the MEB/PEB process but who claim they are unable to return to their civilian employment will not be placed on medical hold. These individuals may apply for retention on AD under hardship conditions described in paragraph 13.9.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1

LIST OF ACTIVATION REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

Department of Defense

DoD Master Mobilization Plan

DoD Directive 1100.4, *Guidance for Manpower Program*s, August 20, 1954

DoD Directive 1100.18, *Wartime Manpower Mobilization Planning*, January 31, 1986, with Change 1

DoD Instruction 1100.19, *Wartime Manpower Planning Policies and Procedures*, February 20, 1986, with Change 1

DoD Directive 1200.7, *Screening the Ready Reserve*, April 6, 1984

DoD Directive 1235.9, *Management and Mobilization of the Standby Reser*ve, July 8, 1986

DoD Directive 1235.10, *Mobilization of the Ready Reserve*, October 24, 1986

DoD Directive 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*, January 17, 1989, with Change 1

DoD Directive 1352.1, *Management and Mobilization of Regular and Reserve Retired Military Members*, March 2, 1990

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Abbreviations and Acronyms

ACC--Air Combat Command

AD--Active Duty

ADN--Accession Designation Number

ADT--Active Duty for Training

AETC--Air Education and Training Command

AFI--Air Force Instruction

AFMC--Air Force Materiel Command

AFMPC--Air Force Military Personnel Center

AFO--Accounting and Finance Office

AFPD--Air Force Policy Directive

AFRES--Air Force Reserve (FOA)

AFSC--Air Force Specialty Code

AGR--Active, Guard, Reserve

AIA--Air Intelligence Agency

AMC--Air Mobility Command

ANG--Air National Guard

ANGRC--Air National Guard Readiness Center

ANGUS--Air National Guard of the United States

AO--Area of Operations

ARPC--Air Reserve Personnel Center

AWOL--Absent Without Leave

BLMPS--Base Level Military Personnel System

BMT--Basic Military Training

BS--Battle Staff

CAT--Crisis Action Team

CBPO--Consolidated Base Personnel Office

CONUS--Continental United States

CPX--Command Post Exercise

CRPO--Consolidated Reserve Personnel Office

CSAF--Chief of Staff of the Air Force

DDA--Directed Duty Assignment

DEP--Delayed Enlistment Program

DFAS--Defense Finance and Accounting Service

DIN--Data Identification Number

DLT--Decision Logic Table

DoD--Department of Defense

DOL--Department of Labor

DOR--Date of Rank

DOS--Date of Separation

DRU--Direct Reporting Unit

EA--Emergency Actions

EAB--DCS/P Emergency Actions Book

EAD--Extended Active Duty

ESGR--Employment Support for Guard and Reserve

FAPES--Force Augmentation Planning and Execution

FAST--Force Augmentation Status and Tracking

FEMA--Federal Emergency Management Agency

FOA--Field Operating Agency

FORSCOM--Forces Command

FRH--Mobilization History File

FSA--Family Separation Allowance

FSO--Financial Services Office

FTX--Field Training Exercise

GCBPO--Gaining Consolidated Base Personnel Office

GFOA--Gaining Field Operating Agency

GMAJCOM--Gaining Major Command

GMPF--Gaining Military Personnel Flight

GSU--Geographically Separated Unit

HAF--Headquarters Air Force

HTSA--Host - Tenant Support Agreement

IMA--Individual Mobilization Augmentee

IMRAS--Individual Manpower Requirements & Availability System

IRR--Individual Ready Reserve

JAG--Judge Advocate General

JCS--Joint Chiefs of Staff

JEM--Joint Exercise Manual

JEMP--Joint Exercise Management Package

JFTR--Joint Federal Travel Regulation

JTMD--Joint Table of Mobilization Distribution

JUMPS--Joint Uniform Military Pay System

LCBPO--Losing Consolidated Base Personnel Office

LCRPO--Losing Consolidated Reserve Personnel Office

LMPF--Losing Military Personnel Flight

MA--Mobilization Assistant

MAJCOM--Major Command

MANPER--Manpower and Personnel

MEB--Medical Evaluation Board

MEPS--Military Entrance and Processing Station

MOU--Memorandum of Understanding

MPA--Military Personnel Appropriation

MPF--Military Personnel Flight

MPRC--Manpower and Personnel Readiness Center

MPT--Manpower, Personnel and Training

NGB--National Guard Bureau

NPRC--National Personnel Record Center

NPS--Nonprior Service

NSC--National Security Council

NSEP--National Security Emergency Preparedness

O&M--Operation and Maintenance

OJT--On-the-Job Training

OPlan--Operation Plan

OPM--Office of Personnel Management

OSD--Office of the Secretary of Defense

OTS--Officer Training School

PACAF--Pacific Air Forces

PAFSC--Primary Air Force Specialty Code

PAS--Personnel Accounting Symbol

PCA--Permanent Change of Assignment

PCARS--Point Credit Accounting and Reporting System

PCS--Permanent Change of Station

PDS--Personnel Data System

PEB--Physical Evaluation Board

PERSTRANS--Personnel Transactions

PIM--Pretrained Individual Manpower

PIM-DDA--PIM Directed Duty Assignable

PIM-RT--PIM Requiring Training

PMC--Personnel Mobilization Center

PME--Professional Military Education

POC--Point of Contact

POE--Port of Embarkation

POV--Privately Owned Vehicle

PRC--Personnel Readiness Center

PSRC--Presidential Selected Reserve Callup

PTI--Personnel Transaction Identifier

RC--Reserve Component

RCSBP--Reserve Component Survivor Benefit Plan

RPA--Reserve Personnel Appropriation

RRL--Record Review Listing

SAF--Secretary of the Air Force

SBR--Standby Reserve

SOA--Separate Operating Agency

SPD--Separation Program Designator

SSN--Social Security Number

SSS--Selective Service System

STARC--State Area Command

T-AGR--Temporary Active, Guard, Reserve

TC--Training Center

TDY--Temporary Duty

TP--Travel Priority

TR--Transportation Request

UFT--Undergraduate Flying Training

UCMJ--Uniform Code of Military Justice

UMD--Unit Manning Document

UNT--Undergraduate Navigator Training

UPRG--Unit Personnel Record Group

USAF--US Air Force

USAFE--United States Air Forces in Europe

USAFR--US Air Force Reserve

USC--United States Code

USES--US Employment Service

UTC--Unit Type Code

VOCO--Verbal Orders of the Commander

WMO--Wing Manpower Office

WMP--War and Mobilization Plan

WWMCCS--Worldwide Military Command and Control System