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**Personnel**

**AIR RESERVE TECHNICIAN (ART) PROGRAM**

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This instruction implements AFD 36-1, *General Civilian Personnel Provisions and Authorities*. It gives instruction on providing civilian personnel service to Air Reserve Technicians (ART). The same concepts, rules, regulations, and policies apply to ART positions as to regular civil service positions, but this AFI addresses additional requirements that result from the nature of the ART.

**SUMMARY OF CHANGES**

This is the first publication of AFI 36-108. It updates, clarifies, and streamlines guidance relative to the ART program formerly provided in Air Force Reserve regulations and supplements.

**1. General Provisions.** The ART workforce provides stable, continuous full-time management, administration, and training of the Ready Reserve and oversees the transition from a peacetime to a wartime or national emergency situation to ensure mobilization readiness is maintained. ARTs train reservists, provide continuity within the Reserve unit of assignment, and support the unit's gaining major command.

**2. Filling ART Positions:**

**2.1. ART Officer Career Management Program.** HQ AFRES/DPC, Civilian Personnel and Personnel Plans, will manage the ART Officer Career Management Program. Refer to AFD 36-6, Career Management, AFI 36-601, Civilian Career Program Management, and AFMAN 36-606, Air Force Civilian Career Program Management, Volume 1, Chapter 21, for specific information concerning servicing responsibilities for ART officer positions.

2.1.1. HQ AFRES/DPCS (Career Management, Staffing, and Affirmative Employment) will:

- Fill all ART officer and ART enlisted intelligence positions.

- Rate each applicant for ART employment using the Office of Personnel Management (OPM) Qualifications Standards Handbook or the OPM/Air Force (AF) agreement on ART recruitment.
- Manage the Relocation Services (RS) Program for the Air Force Reserve. Employees eligible for the RS program authorized under Department of Defense (DOD) Joint Travel Regulations (JTR) Volume II, and who are selected through the ART Officer Career Management Program, will submit an application for relocation services. HQ AFRES/DPCS will verify eligibility and process the application.

**2.2. ART Special Examining Unit (SEU).** The SEU will conduct examinations for competitive appointments to ART positions located nationwide.

2.3. The military personnel flight will verify in writing (normally on DD Form 359, Referral for Consideration) the employee or applicant meets all military requirements for the ART position.

2.4. The servicing civilian personnel flight will:

- Ensure all selectees for ART officer or enlisted positions sign a mobility agreement. The mobility aspect of this agreement applies only to ART officers.
- Ensure all required or appropriate remarks on actions pertaining to ART employees are included on the Notification of Personnel Action, Standard Form (SF) 50.
- Fill all vacancies promptly to maintain high staffing levels of ART positions in each unit, as required.
- Submit a Request for Referral of Eligibles to the SEU for ART enlisted positions (except intelligence positions).
- Establish civilian employment plans for the unit, as needed.
- Notify status quo employees of conditions under which they are being retained in ART positions.
- Take appropriate action, (e.g., reassignment, change-to-lower grade, medical retirement, termination, etc.) when an ART fails to meet the medical requirements of the civilian position or loses active membership in the Reserve unit of assignment for reasons considered to be within the member's control.

**3. Reduction in Force (RIF).** The servicing civilian personnel flight will:

- Ensure an employee meets the military requirements (such as Air Force Specialty Code (AFSC), physical) prior to offering an ART position under RIF.
- Put similar ART and non-ART positions in separate competitive levels.

**4. Restoration Rights.** The servicing civilian personnel flight will:

- Extend restoration rights after a military tour of duty under 5 CFR Part 353, Restoration To Duty From Military Service or Compensable Injury, only to those members still eligible for Reserve assignment to the ART position vacated prior to entering on active duty or to an equivalent ART position for which qualified.

## **5. Position Management and Classification.**

5.1. HQ AFRES/DPCC (Position Management and Classification) will:

- Administer a centralized classification program for ART positions in accordance with AFRES Instruction 36-501, Position Management and Classification Program.
- Classify ART positions according to OPM classification standards/guides.
- Maintain the master ART position description (PD) or core document (CD) files.
- Provide ART civilian position information for input in the Unit Manpower Document (UMD).
- Audit selected ART positions as needed when conducting occupational studies and applying new standards.

5.2. HQ AFRES/XPM, Manpower and Organization, will assign military designations and ranks to ART positions. OPM does not review these designations.

5.3. The servicing civilian personnel flight will process minor changes or modifications to ART position descriptions which do not impact the title, series, grade, pay plan, nature, or purpose of the position.

**6. Labor-Management Relations (LMR).** HQ AFRES/DPCE (Labor & Employee Relations, Programs & Evaluations, & Personnel Plans Branch) will oversee the administration of the LMR program for ARTs using the same AF, DOD, and OPM policy guidance applicable to all civil service employees. If ART positions are included in local bargaining units, the servicing civilian personnel flight will appoint at least one management official from the Reserve unit to the base negotiating team.

6.1. The host will provide the Reserve management official appropriate contract negotiator training and forward any agreement to HQ AFRES/DPCE for legal review.

6.2. HQ AFRES/DPCE will review those aspects of the agreement primarily affecting ART employees.

**7. Employee and Career Development (ECD).** HQ AFRES/DPT, Training, will oversee the employee and career development program for ARTs.

**8. Employee-Management Relations (EMR).** HQ AFRES/DPCE will oversee the administration of the EMR program for ARTs using the same AF, DOD, and OPM policy guidance applicable to all civil service employees.

### **8.1. Performance Management/Evaluation.**

8.1.1. The servicing civilian personnel flight will:

- Forward requests to appropriate Numbered Air Force (NAF) headquarters, wing, or group to conduct required performance appraisals on ART wing, group, or squadron commanders, and senior ARTs as appropriate.
- Forward recommendations to HQ AFRES/DPCE for honorary and non-federal awards for ART employees. This requirement does not apply to monetary awards based on performance such as Quality Salary Increases (QSI) or Special Act or Service Awards (SASA).

8.1.2. HQ AFRES/DPCE will:

- Develop and provide guidance on performance management issues pertaining to ART employees.
- Review submissions for honorary and non-federal awards for ART employees, approve or forward awards to HQ USAF, as appropriate, and return completed action to the servicing civilian personnel flight.
- Prepare certificates for 30- and 40-year length of service recognition for ART employees, obtain signature of the AFRES Commander or Vice Commander, and forward certificates to the servicing civilian personnel flight.

**8.2. Conduct, Discipline, Appeals, Grievances and Discrimination Complaints.**

8.2.1. The servicing civilian personnel flight will:

- Provide HQ AFRES/DPCE with an advance copy of proposed notices of adverse action, replies, and decision letters on ART employees before taking action.
- Refer grievances under DOD CPM 1400.25M, Chapter 7, subchapter 13, Administrative Grievance System, (Superseded AFR 40-771), of ARTs involving ART rules, guidelines, and/or procedures through AFRES channels.
- Coordinate with HQ AFRES/DPCE on grievances filed under negotiated grievance procedures involving ART rules, guidelines, and procedures.
- Furnish HQ AFRES/DPCE one copy of each appeal or grievance from an ART employee to include the examiner's report and arbitration or appeal decision.
- Furnish HQ AFRES/DPCE one copy of each formal discrimination complaint from an ART employee to include the counselor's report.

8.2.2. HQ AFRES/DPCE will:

- Develop and provide guidance on such matters pertaining to ART employees.
- Review disciplinary and adverse actions on ART employees for procedural correctness, legal sufficiency, and appropriateness on merit.
- Process grievances, appeals, and discrimination complaints affecting ART employees and requiring involvement of the AFRES Commander, Vice Commander, or Assistant Vice Commander, or as otherwise determined necessary by the headquarters.
- Provide representation as necessary in third party proceedings involving ART employees or issues.

**9. Defense Civilian Personnel Data System (DCPDS).** AFRES command (OM) authorizations have unique coding requirements for (DCPDS) input. See AFRES Supplement 1 to AFMAN 36-2622, Volume IV, Base Level Personnel Data System Civilian (PDS-C) Users Manual.

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## Attachment 1

### GLOSSARY OF TERMS

#### *Terms*

**Air Reserve Technician (ART)**—Full-time civilian employees who are also members of the Air Force Reserve unit in which they are employed. In addition to their civilian assignments, they are assigned to equivalent positions in the Reserve organization with a Reserve military rank or grade. ARTs must maintain active membership in their Reserve unit of assignment and satisfactory participation in order to keep their ART position.

**ART Centralized Classification Program**—A classification program for ART positions that is centralized at and administered by HQ AFRES/DPC. The administration of this program includes developing and issuing standardized position descriptions (SPD) for the ART which are prescriptive in nature. The issuance of prescriptive SPDs provides for consistency in grade allocation and organizational structure throughout AFRES, and ensures dual-status compatibility.

**ART Officer Career Management Program**—A career management program which provides standards and guidelines to enhance the intellectual and professional growth of ART officers in both their civilian and military careers to ensure highly qualified ART officers are available to assume positions of increased responsibility and scope throughout the Air Force Reserve.

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

**Relocation Services Program**—A program designed to minimize the financial impact of permanent change of station (PCS) moves, make transition from the former duty station to the new duty station easier for the employee and the Air Force, and to provide an alternative to current direct reimbursement of PCS expenses.

**Status Quo Employees**—Those individuals occupying ART positions who lose active membership in their Reserve unit of assignment for reasons considered to be beyond their control. Also included are those individuals who have declined membership or were not qualified Reserve members at the time their position was initially authorized as an ART position so long as they occupy the same position.