

13 MAY 1994



Personnel

**AIR FORCE PARTICIPATION IN THE
SELECTIVE SERVICE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes peacetime procedures for participating in the Selective Service System (SSS). It tells how Reserve of the Air Force (ResAF) commissioned officers may apply for extended active duty (EAD) with the SSS and how US Air Force Reserve (USAFR) officers may apply for individual mobilization augmentation (IMA) positions with the SSS. This instruction implements Section 10, Military Selective Service Act of 1967 (Title 50, United States Code (U.S.C.) appendix 460); Title 10, U.S.C. 1007; DoD Directive 1215.6; DoD Directive 1000.17; and Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. It does not apply to the active component.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by 50 U.S.C. Appendix 460, Sections 451-471, and 10 U.S.C., Section 1007. System of Records Notice F035 AF MP R, *Application for Appointment and Extended Active Duty*, applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly Air Force Regulation (AFR) 5-8).

SUMMARY OF REVISIONS

This is the initial publication of AFI 36-2007, substantially revising AFR 45-13.

1. Who Participates in the Program. The SSS agency may place ResAF officers on EAD and USAFR officers in IMA positions to help achieve the SSS's mission and to give them training. Officers on EAD are under the control of the Director, SSS. HQ Air Reserve Personnel Center (ARPC) identifies IMA officer positions on their manpower authorization documents. The SSS reimburses the Air Force for use of these officers.

2. How to Apply for EAD. ResAF officers who meet the criteria in AFI 36-2008, *Voluntary Entry on Extended Active Duty (EAD) of Commissioned Officers of the Air Reserve Forces* (formerly AFR 45-26),

may apply. Submit applications to HQ ARPC/DPR, 6706 E. Irvington Pl, #2200, Denver CO 80280-2200 as shown in **Attachment 1**. In addition to the memorandum, attach:

- AF Form 125, **Application for Extended Active Duty with the United States Air Force**.
- Officer brief or Record Review Listing (RRL).
- Copy of the last five officer performance reports (OPR).
- Resume of military and civilian experience.
- Full-length photo in service dress, 3/4 turn pose (Polaroid photo acceptable).

2.1. HQ ARPC/DPR processes EAD applications. It ensures that each applicant meets the requirements in AFI 36-2008 and is professionally qualified to represent the Air Force. Check whether the Director of SSS has forwarded an acceptance decision. Forward the application to HQ USAF/DPML for clearance from the Executive Secretariat, Office of the Secretary of Defense (OSD).

2.2. OSD sends approved applications to HQ AFMPC/CCR so they can publish the EAD order. The order cites Air Force reimbursable funds and includes the statement: "HQ USAF will recoup expenses incident to this order from the SSS". HQ AFMPC/CCR sends the application to HQ ARPC/DPR for filing.

2.3. HQ USAF/DPML ensures reimbursement for use of Air Force officers is obtained by DAO-DE, 1392 Second Street, Dobbins Air Reserve Base GA 30069-5000.

3. How to Apply for IMA. A reserve officer who wants an IMA assignment completes an AF Form 1288, **Application for Ready Reserve Assignment**, and submits it to HQ ARPC/DPR, 6706 E. Irvington Pl., #2200, Denver CO 80280-2200.

3.1. HQ ARPC/DPR determines the officer's professional qualifications to represent the Air Force. It forwards the application to National HQ Selective Service System/RMH - Military Personnel, 1515 Wilson Boulevard, Rosslyn, VA 22209-2425. The SSS returns approved applications to HQ ARPC/DPR for assignment and to publish orders.

3.2. HQ ARPC assigns SSS IMAs to the 9003 Air Reserve Squadron (ARS) at ARPC. Use Personnel Accounting Symbol (PAS) Codes 963IFGR6 (Category A) and 963IFG89 (Category D). HQ ARPC/DRM, 6760 E. Irvington Place, # 3000, Denver, CO 80280-3000 administers these IMAs.

4. Administration and Control of EAD Officers. The USAF assigns EAD officers to the National Headquarters and administers them in the same way as all Air Force officers, except that:

- 4.1. HQ USAF/DPML administers the program and communicates with the SSS Director on all matters relating to Air Force members.
- 4.2. EAD officers do not attend service schools, unless approved by the Director, SSS.

5. Requesting Retention. An SSS officer (either EAD or as an IMA) may request to stay in active status in that assignment until the age of 60. Send requests for retention to the Air Force Personnel Council, SAF/MI, 1662 Air Force Pentagon, Washington DC 20330-1662. The Secretary of the Air Force (SECAF) approves requests.

5.1. Retention requests for service beyond Title 10, U.S.C., Sections 8848 or 8851, must be processed 6 months before active status termination. Send retention requests through the Director, SSS, 1515

Wilson Boulevard, Rosslyn, VA 22209-2425 for recommendation; to ARPC/DPR, 6706 E. Irvington Pl. #2200, Denver CO 80280-2200 for processing; to Headquarters Air Force Military and Personnel Center, Officer Separations Branch (HQ AFMPC/DPMARS1), 550 C St. W, Suite 11, Randolph AFB TX 78150-4713.

5.2. Officers whose active status usually would be terminated by Title 10, U.S.C., Section 8846, may request retention by sending the application to the Director, SSS, as soon as possible after the second board has announced that it did not recommend the officer's promotion.

6. Reassignment. The Director, SSS, and HQ USAF/ DPML, directs PCS and permanent change of assignment (PCA) for members on duty with the SSS.

7. Release. An officer may apply for separation under AFI 36-3207 (formerly AFR 36-12), *Separating Commissioned Officers*, or the Director, SSS, may recommend that an officer be released on EAD according to AFI 36-3207. Send the recommendation to HQ AFMPC/DPMARS1.

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

Attachment 1

SAMPLE MEMORANDUM APPLYING FOR A TOUR OF DUTY

MEMORANDUM FOR HQ ARPC/DPR

6706 E. Irvington Pl., #2200
Denver CO 80210-2200

FROM:

SUBJECT: Application for Tour of Duty-ACTION MEMORANDUM

According to AFI 36-2007, I hereby apply for assignment to a tour of duty with the Selective Service System.

In addition to meeting eligibility criteria stated in AFI 36-2008, a completed AF Form 125, Application for Extended Active Duty with the United States Air Force, is attached. I understand and agree that the attached AF Form 125 will be submitted to, and is subject to approval by, the Director, Selective Service System.

(signature)

(grade and component)

Attachments:

1. AF Form 125
2. Officer Brief
3. OPRs
4. Resume
5. Photo