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Personnel

**FULL -TIME SUPPORT (FTS) ACTIVE GUARD
RESERVE (AGR) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-21, *Utilization and Classification of Air Force Military Personnel and DoD Directive 1205.18, Full-Time Support (FTS) to the Reserve Components*. It applies to Air Force Reserve, active components, and civilian personnel members serving in FTS under Title 10 United States Code (U.S.C.). Primary purpose of this instruction is to identify responsibilities for the FTS/Active Guard Reserve (AGR) program (Title 10 U.S.C. 10211, 10305, 12301 and 12310); establish procedures; identify applicable Air Force directives; and specify eligibility and selection criteria. Procedures relating to the Air National Guard AGR program can be found in ANGI 36-101.

Records disposition. Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This is the initial publication of AFI 36-2132, incorporating Chapter 3 of AFI 36-2115, *Assignments Within the Reserve Components*. Provide any feedback or suggestions for changes through channels, to HQ USAF/REPX.

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Chapter 1

RESPONSIBILITIES FOR THE FTS/AGR PROGRAM

1.1. Scope: This instruction provides command policy for developing and managing a career program for Active Guard Reserve (AGR) personnel. The AGR program shall be administered as a career program that may lead to a military retirement after attaining the required years of active Federal Military Service.

1.2. Responsibilities :

1.2.1. AFRC/CC:

1.2.1.1. Provides resources, status, grade, and end-strength management guidance, formulates AGR policy, and processes requests for exception to policy. Develops Full Time Support (FTS)/AGR headquarters and unit programs and structures, which support mission requirements. Provides applicable allocation and mix of FTS categories to achieve readiness and deployability requirements.

1.2.1.2. Implements the applicable policies in DoD Directive 1205.18, *Full-Time Support (FTS) to the Reserve Components*, for the management and employment of FTS personnel. Defines the data needed for effective FTS program oversight and requires its periodic collection and monitoring.

1.2.1.3. Ensures AGR personnel are provided career opportunities, promotion, progression, retention, education, and professional development consistent with assigned missions, strength limitations, and policies. Ensures AGR members are assigned to validated positions compatible with their military grade, skill levels, and specialties.

1.2.1.4. Conducts annual reviews of the use of FTS members and accomplishes the reporting requirements established in Title 10 U.S.C. 10216.

1.2.1.5. The approval/disapproval authority for all AGR personnel actions is AFRC/CC unless specifically delegated. AFRC/CC selects eligible USAFR members for assignment to positions subject to their acceptance by the commander or chief of the organization or agency to which assigned. Individuals assigned as AGR personnel must have the full confidence and support of the Chief of Air Force Reserve, as well as the acceptability of the agency of assignment to perform their assigned duties.

1.2.1.6. Provides guidance and instructions to individual AGR personnel, supervisors, commanders, and personnel managers pertaining to assignments, promotions, reassignments and management of AGR personnel in the AGR career program.

1.2.1.7. Reviews consistency of the AGR program vacancy announcement and hiring procedures to ensure the AGR program is in step with processes for other reserve work force categories.

1.2.1.8. Ensures adequate policy is provided to the AGR Management Office concerning AGR accession qualifications and the establishment of nomination procedures for management directed reassignments.

1.2.1.9. Enhances AFRC readiness by ensuring there are ample fully qualified candidates for AGR positions above the entry level.

1.2.1.10. Reviews all enlisted and officer AGR personnel for entry into the AGR career program, reassignment, and tour extensions or for continuation to or beyond 20 years active service.

1.2.2. AGR Management Office. Central point of contact for all AGR matters. Responsible for managing the day-to-day administration of the overall AGR program. Provides career management to the AGR force.

1.2.3. Senior Officer Management (HQ AFRC/DPO). Responsible for processing senior officer AGR assignments at HQ AFRC, to include HQ AFRC/RS.

1.3. Equal Opportunity. The management of AGR personnel will be free of discrimination based upon race, color, religion, sex, national origin and age. The AGR Review Board will support military equal opportunity and affirmative employment efforts to achieve an AGR work force that reflects national diversity. The objective is to ensure fair, equitable, and nondiscriminatory treatment of all, based on merit, fitness, capability, and potential.

1.4. Benefits for AGR Personnel. AGR personnel and their family members are entitled to benefits provided by law. For pay and travel entitlements contact the local Financial Management Office (FMO).

1.5. Standards of Conduct. DoDR 5500-7, *Joint Ethics Regulation (JER)* and AFI 51-902, *Political Activities by Members of the US Air Force*, are applicable to AGR personnel. Personnel must be briefed annually on these regulations.

1.6. Outside Employment. Commanders must ensure outside employment of AGR members complies with the provisions of DoDR 5500-7. Commanders must maintain a copy of written approval for outside employment of an AGR member. Mission needs must be the guiding force behind approval.

1.7. Waiver Requests for Engagement in Political Activity. Requests for waivers of AFI 51-902, *To Engage in Political Activity*, must be submitted through channels to AFRC/CC for submission to HQ USAF/JACM.

1.8. Uniform Code of Military Justice (UCMJ)/Discipline. All AGR personnel fall under the jurisdiction of the UCMJ.

1.8.1. Records of disciplinary action (letters of reprimand/counseling) are maintained by the unit commander according to AFI 36-2907, *Unfavorable Information File (UIF) Program*, and AFI 36-2608, *Military Personnel Records System*. These documents must be destroyed IAW the above listed AFIs.

1.8.2. An Air Reserve Technician (ART) may exercise command over AGR personnel when holding positions as a commissioned officer assigned to a unit and while in a military duty status. Otherwise, ARTs in civilian status, can exercise supervisory, but not command authority.

Chapter 2

AGR CAREER PROGRAM

2.1. AGR Career Program . Maintains a cadre of FTS personnel who are responsible for assisting in the organization, administration, recruitment, instruction, training, maintenance and supply support to the AFR.

2.1.1. AFRC/CC acquires, develops, and retains a qualified, productive and well-motivated force of officer and enlisted AGR personnel capable of assuring success of varied and ever-changing missions.

2.1.2. This career program encompasses procurement, use, development, promotion, and retention of the officer and enlisted AGR work force in the Air Force Reserve. It is administered as a career program that may lead to a military retirement after attaining the required years of active federal military service.

2.1.3. Normally, individual AGR members must have the ability to attain 20 years TAFMS before HYT (enlisted) or MSD (officers) to be considered for entry into the AGR Career Program. Personnel in the AGR program must meet all Air Force quality force standards in order to be continued in the AGR program.

2.2. Occasional and One-Time Tours . Occasional and one-time tours are a constructive part of an individual's overall career development and do not constitute entry into the AGR Career Program. The command recognizes that a vital element in career progression for Air Reserve Technician (ART) officers is an active duty assignment under Title 10. Each ART officer is encouraged to plan for such a tour and to actively seek selection as opportunities become available. Such occasional and one-time tours may be extended for not more than the length of the original tour.

2.3. Initial Tours into the AGR Program . Initial tours into the AGR program will normally be for a period of 4 years. Individuals applying for initial AGR tours who have a HYTD or MSD, which will preclude them from attaining the required years of active federal service for a military retirement under the AGR Career Program, must make acknowledgement by completing a statement of understanding. Follow-on tours will be for a period of 1 to 6 years based on career program review or assignment requirements. In order to be eligible for an AGR position, the individual must hold the current grade or one grade lower and must have completed the PME commensurate for that grade.

2.4. Probationary Period. The probationary period for all AGR personnel begins when the member starts an initial tour and normally continues until the member is reviewed by the AGR Review Board for entry into the AGR Career Program. AGR personnel will be reviewed 10-15 months prior to end of initial tour for entry into the AGR Career Program with the option of a subsequent review prior to the end of a 6-year probationary period. The probationary period may not exceed 6 years. **Chapter 4** of this instruction describes the AGR Review Board process.

Exception: Management Directed Reassignments (MDRs) prior to the end of an individual's initial AGR tour will be considered in an out-of-cycle review for entry into the AGR career program. AGR personnel should serve at least 24 months on their initial tour to be considered for MDR and out-of-cycle review. In these cases, the member's intent to enter the AGR Career Program along with supervisor and commander

recommendations for reassignment and entry into the AGR Career Program are required. MDRs requiring out-of-cycle review for entry into the AGR Career Program will be approved by AFRC/CC.

2.5. Entry into the AGR Career Program. The AGR Review Board recommends entry into the AGR Career Program and AFRC/CC approves. Individuals who are denied entry into the AGR career program may be released from active duty on the DOS, which is concurrent with the current tour end date unless extended in accordance with paragraph 2.2.

2.5.1. AGR Career Status is normally granted to individuals who have the ability to attain 20 years TAFMS before HYT (enlisted) or MSD (officers). Those in the career program shall be administered with the understanding that their service may lead to a military retirement after attaining the required years of active Federal Military Service. When career status is granted for officers, the DOS will be taken out to the 20-year point. The individual will not meet another ARB until 10-15 months prior to the 20 year point to make a decision on taking them past 20. When career status is granted for enlisted members, continuation is normally in 6 year increments up to the 20 year point. Members must obtain the retainability necessary to support the continuation.

2.5.2. Individual AGR personnel who have been approved for entry into the AGR Career Program and subsequently separate from AGR status will not be continued in the career program. Officer and enlisted personnel who return to the AGR program from another status (unit, ART, IMA, or civilian) will serve a new probationary period and be reconsidered for entry into the career program.

2.5.3. AGR personnel in the AGR Career Program shall be provided career opportunities that include, but are not limited to: career progression, guidance, counseling, retention, education, and professional development consistent with strength limitations and established policies. AGR personnel are encouraged to actively seek career advice and guidance from all available resources, to include individuals in their chain of command, functional managers, and AFR leadership.

2.6. Counseling Responsibilities . Supervisors and commanders of AGR personnel should periodically counsel and advise AGR personnel on matters affecting career progression. Supervisors should counsel each AGR based on first-hand knowledge of the abilities, interests, and desires related to the career objectives of each AGR whether officer or enlisted.

2.7. Release from AGR Tour.

2.7.1. Voluntary Release (Tour Curtailment). Members may request an early release from their tour based on position realignment, personal hardship, or other valid reasons. Members submit curtailment request through their chain of command to arrive at the AGR management office at least 180 days prior to requested DOS. The AGR Management office will then process the request for AFRC/CC approval/disapproval. Normally a member must serve at least half his or her tour and complete applicable service commitments before being approved for voluntary release or tour curtailment. Request must be reviewed for compliance with AFI 36-2131, *Administration of Sanctuary in the Air Force Reserve*.

2.7.1.1. Requests for tour curtailments will be initiated by the individual requesting curtailment and forwarded through the chain of command and AGR Management Office to AFRC/CC for approval/disapproval. AGR Management Office must receive request for curtailment a minimum of 180 days before requested curtailment date. AGR Management Office will forward the package

to AFRC/CC for decision. Exceptions to the 180-day rule will be considered on a case-by-case basis and should be expedited.

2.7.1.2. Curtailment packages must contain the following: detailed written request with justification and requested date from the member and appropriate supervisor and commander endorsements through appropriate chain of command. Additionally, the package must include a copy of the last reassignment order. For AGR personnel receiving aviator continuation pay, the AGR Management Office will obtain coordination from HQ AFRC/DO and AFRC/CV before staffing to AFRC/CC for decision. The AGR Management Office will accept correctly formatted paper, facsimile transmission, or electronic mail versions of required documents.

2.7.2. Involuntary Release. Members may be recommended for involuntarily release from an AGR tour prior to the tour end-date or DOS by the AGR Review Board or at the Commander's request. A commander's requests for involuntary release of an AGR should be submitted through the appropriate chain of command to AFRC/CC. Basis for an involuntary release should be the needs of the Air Force. The commander will notify the member, in writing, of the proposed action. The member may submit a rebuttal on their behalf within 15 calendar days of notification. Requests must be reviewed for compliance with Active Duty Sanctuary Zone Instructions.

2.7.2.1. Officer-Mandatory Separation Date (MSD). Unless sooner released, officers must be separated before or upon reaching their maximum years of service or maximum age (IAW Title 10 U.S.C. Sections 14505–14509, and AFI 36-3209, *Separation and Retirement Procedures for ANG and AFR Members*), unless they have completed between 18 but less than 20 years of Total Active Federal Military Service (TAFMS) for retirement purposes (sanctuary zone). Officers who are in the sanctuary zone when reaching their MSD will have their MSD adjusted until the first day of the month after the month in which they reach retirement eligibility (20 years). Normally, officers will serve 20 years active Federal service preceding MSD with possible continuation beyond 20 years active Federal service based on the needs of the Air Force Reserve.

2.7.2.2. Enlisted-High Year Tenure (HYT). Unless sooner released while serving in AGR status, existing Air Force Reserve HYT policies will apply to enlisted personnel. Refer to AFI 36-2612, *United States Air Force Reserve Reenlistment and Retention Program*. Enlisted AGR personnel may normally serve 20 years Total Active Federal Military Service preceding HYTD or maximum age whichever comes first, with possible continuation beyond 20 years active Federal service based on the needs of the Air Force Reserve. (IAW Title 10 U.S.C. Sections 14505–14509, and AFI 36-3209, *Separation and Retirement Procedures for ANG and AFR Members*), unless they have completed between 18 but less than 20 years of Total Active Federal Military Service (TAFMS) for retirement purposes (sanctuary zone).

2.7.3. REDUX/Career Status Bonus. Is governed by Public Law 106-65, October 5, 1999, OSD Implementation Guidance, USAF Implementation Guidance, 30 Mar 01. The National Defense Authorization Act for Fiscal 2000 changed the retired pay system, as of 1 Oct 99, for members of the Uniformed Services who first become members on or after 1 Aug 86. While previously covered under the retirement pay provisions of the Military Retirement Reform Act of 1986 (commonly known as REDUX), the 2000 NDAA placed these members under the provisions of the prior High-3 retired pay system. However, these same members may now elect instead, upon completion of 15 years of active duty in Uniformed Services, to receive a \$30,000 career status bonus (CSB), in which case they will again be under the REDUX retired pay system.

2.7.3.1. General Eligibility Criteria: A member of a Uniformed service is eligible to make a CSB/REDUX election only if the member meets all of the eligibility criteria specified in the following subparagraphs:

2.7.3.1.1. Is serving on active duty.

2.7.3.1.2. First became a member of an Uniformed Service on or after 1 Aug 86, i.e., is a member with a date of initial entry into military/uniformed service (DIEMS/DIEUS) of 1 Aug 86, or later.

2.7.3.1.3. Completed 15 years of active duty in Uniformed Services and is eligible, selected to continue on active duty until completion of 20 years of active duty service, and executes a written agreement to remain on continuous active duty until completion of 20 years of active duty.

2.7.3.1.4. Meets quality standards and is recommended by the commander.

2.7.3.1.5. Notification: HQ AFRC/DPML will identify eligible members and notify the servicing MPF to obtain a career status bonus election. The servicing MPF will obtain a career status bonus election as prescribed in implementation procedures for election of the Career Status Bonus.

2.7.4. Placement of Career AGR personnel Whose Positions are Canceled. The AGR Management Office administers official placement programs for AGR personnel in the AGR career program in the event of force reductions or mission changes. If all positions are not canceled, AGR personnel with the lowest seniority will be considered for command wide placement. The AGR Management Office assigns displaced AGR personnel to the first AGR vacancy at the same grade for which he or she qualifies. Individual preferences will be considered to the maximum extent possible in keeping with command mission requirements and availability of vacancies; however, AFRC/CC considers the needs of the service to be paramount in any placement action. Approximately 12 months before unit conversion or deactivations (or at the earliest known practical date), the AGR Management Office may send potentially displaced AGR personnel in the career program a memorandum/message/email notifying that they will be subject to placement in the first available vacancy at current grade anywhere within the AGR program. If he or she is unsuccessful in being placed at another location/position, placement recommendations will be made to AFRC/CC for final placement option of the individual. AFRC/CC may direct special selective retention boards as a force management tool during periods of AGR force reductions.

2.8. Aviator Continuation Pay (ACP) Program.

2.8.1. Determining Eligibility. Each aviator must:

2.8.1.1. Be entitled to ACIP under Title 37 U.S.C. Section 301a.

2.8.1.2. Be in a grade below brigadier general.

2.8.1.3. Be assigned to duty as an AGR officer and qualified for operational flying duty.

2.8.1.4. Have no more than 25 years of total aviation service.

2.8.1.5. Have completed the service commitment for Undergraduate Pilot Training (UPT), Specialized Undergraduate Pilot Training (SUPT), Fixed Wing Qualification, Undergraduate Pilot

Training-Helicopter (UPT-H), or Euro-North Atlantic Treaty Organization Joint Jet Pilot Training (ENJJPT).

2.8.1.6. Serve in a critical aviation specialty designated by the Secretary of the Air Force (SECAF) and approved by the Secretary of Defense.

2.8.2. AGR tour length will match the ACP agreement.

NOTE: Individuals who may be eligible should contact their ACP supervisor or servicing MPF Career Enhancement Branch.

2.9. Enlisted Bonuses/ Special Duty Assignment Pay (SDAP)

2.9.1. Enlisted Bonus. Refer to AFI 36-2638 and command policy for guidance and specifics.

2.9.2. SDAP is entitled IAW AFI 36-3017.

2.10. Restoration Rights. Federal employees who separate from federal employment to enter into the AGR program have restoration rights according to the provisions identified in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Title 38, U.S.C. 4301 *et seq.* The purpose under Title 38 United States Code, Chapter 43 is to encourage non-career service in the uniformed services by eliminating or minimizing the disadvantages to civilian careers and employment, which can result from such service.

2.10.1. Any person, absent from a position of employment due to service in the uniformed services, is entitled to restoration rights and benefits if:

2.10.1.1. The person has given advance written or verbal notice of such service to their employer.

2.10.1.2. The cumulative length of the absence of current and of all previous absences because of service in the uniformed services does not exceed 5 years.

2.10.1.3. The person reports to or submits an application for reemployment within the prescribed time frame.

2.10.2. The Secretary of the Air Force shall determine those periods of active duty designated as a critical mission or critical requirement, and are exempt from the 5-year cumulative service limit. Restoration rights are intended for non-career uniformed service. This authority shall not be used to grant exemptions to avoid the cumulative 5-year service limit established by law or to extend individuals in repeated AGR tours. Orders to active duty or orders retaining members on active duty must specify the secretarial authority for those orders.

2.11. Use of AGR Resources. AGR members must be assigned to validated Unit Manpower Document (UMD) positions compatible with their military grade and Air Force specialty.

2.11.1. For new roles and missions, the appropriate hiring authority may take advance recruiting actions only when authorized by AFRC/CC. No new accessions will be authorized prior to the new positions being funded, validated, and placed on the appropriate UMD unless authorized by AFRC/CC.

2.11.2. Overages and overgrades are not authorized.

2.11.3. All AGR personnel shall be counted against authorized Selected Reserve (SELRES) end strength as authorized by Congress each year. All AGR personnel must be accounted for in end strength and personnel reporting systems.

2.11.4. Controlled Grades. AGR personnel will be managed within constraints of congressionally mandated end strength authorizations for grades E-8, E-9, O-4, O-5 and O-6.

2.11.5. Deployment of AGR personnel. AGR personnel serving on active duty tours under Title 10 U.S.C. 12310 and assigned to such activities as (but not limited to): MAJCOM, NAF, FOA, Air Staff, DoD, OSD, or JCSC may be deployed in support of Air Force sanctioned missions and operations.

2.11.5.1. Member may deploy in support of (but not limited to) such operations as: AEF, MAJCOM, or JCS Exercises, and Steady State Contingency Operation Deployments.

2.11.5.2. Member is eligible to deploy unless member falls under one of the conditions identified in AFI 10-403, *Deployment and Planning*, Attachment 2, Duty Status and Deployment Availability.

2.11.5.3. Operation Control (OPCON) resides with the owning command the member is assigned to and transferred to the AOR the member is serving under.

2.11.5.4. Member may be further deployed if required by the supporting CINC within that AOR or to another AOR.

2.11.5.5. Member must meet qualifications required in the owning MAJCOM's Reporting Instructions for the specified operation.

2.12. Promotions. While serving in AGR status, existing Air Force Reserve promotion policies with the exceptions listed below will apply to both officer and enlisted personnel. The grades of E8, E9, O4, O5, and O6 are controlled. Promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings. Consequently all requests for promotion to those grades are coordinated through AFRC/CC for approval/disapproval by the appropriate promotion authority staff.

2.12.1. Officer AGR personnel selected for promotion must occupy a higher-grade UMD position prior to assuming the new grade while serving in AGR status. By law, officers not occupying a higher-grade position, or constrained by controlled grade limitation, may not assume the new grade. The promotion is considered involuntarily delayed. If the controlled grade limitation is lifted, or the officer obtains a position equal to the higher grade, the officer may assume the higher grade. See AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*.

2.12.2. Enlisted AGR personnel will not be promoted above the grade of their UMD position. Enlisted AGR personnel may be promoted effective the 1st day of month provided they are eligible and selected. AGR personnel are not eligible for the Promotion Enhancement Program (PEP) or the Extended Promotion Program (EPP).

2.12.2.1. Process enlisted promotions IAW AFI 36-2502, *Airmen Promotion Program*, Chapter 4. Promotion authority for unit AGR personnel, MSgt and below, is the Wing/RSG commander. For unit SMSgt and CMSgt the promotion authority is AFRC/CV. AF Form 224s for promotion to SMSgt and CMSgt for unit and all enlisted HQ AFRC AGR personnel are forwarded to HQ

AFRC/DPMB for processing. HQ AFRC/CC is the promotion authority on all HQ AGR personnel. Forward AF Forms 224 to the AGR Management Office for processing.

2.12.2.2. Member will incur a 12-month tour commitment for promotion to SMSgt and CMSgt. Individuals should have 12 months remaining on tour after pin-on or extend on AGR tour to obtain retainability for promotion.

2.12.2.3. Prior to processing AGR personnel for promotion, the unit commander will determine when weight measurements will be taken IAW AFI 40-502, *The Weight and Body Fat Management Program*. A statement from the orderly room regarding the member's weight measurement will be included with the supervisor's request to promote the individual to the next higher grade.

2.13. Performance Evaluations . Officer and Enlisted personnel will have Officer Performance Reports (OPR) and Enlisted Performance Reports (EPR) rendered as required according to AFI 36-2406, *The Officer and Enlisted Evaluation System (EES)*. Supervisors will provide performance feedback on all AGR personnel according to AFI 36-2406.

NOTE: If an individual has a referral report, AFI 36-2406, paragraph 3.9., renders them ineligible from applying for an AGR tour.

2.14. Separations:

2.14.1. Voluntary Separations. While serving in AGR status, officers and enlisted members may apply for voluntary separation IAW AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers* and AFI 36-3208 *Administrative Separation of Airmen* respectively. Requests must be submitted through command channels to the approval authority. Application must be reviewed for compliance with Active Duty Sanctuary Zone Instructions.

2.14.2. Involuntary Separations. Commanders may initiate involuntary separation actions for officers and enlisted personnel IAW AFI 36-3206 (officer), and AFI 36-3208 (enlisted). Requests must be submitted through command channels to the approval authority. Application must be reviewed for compliance with the Interim Active Duty Sanctuary Zone Instructions, 28 Apr 98.

2.15. Retirements. Members may apply for retirement upon completion of at least 20 years of active duty service. The AF Form 1160, Military Retirement Actions, must be submitted no earlier than 12 months and not later than 4 months prior to the effective date of retirement. Submit completed applications through the servicing Active Duty or Reserve MPF to HQ AFPC/DPPRRP. Governing directive is AFI 36-3203, *Service Retirements*. If curtailment of AGR Tour is required, members must request curtailment prior to applying for retirement.

2.16. Reenlistments . AGR members may reenlist or extend in accordance with AFI 36-2612, Chapter 2, paragraph 2.1, eligibility for reenlistments and Chapter 5, paragraph 5.1. eligibility for extensions.

Chapter 3

ENTRY INTO AND ASSIGNMENTS WITHIN AGR PROGRAM

3.1. Entry Qualifications for AGR Status.

3.1.1. An individual must meet all Air Force Reserve accession standards according to AFRCI 36-2001, *AFR Recruiting Procedures*.

3.1.2. Officers must meet the entry-level Air Force Specialty Code (AFSC) qualification criteria as outlined in AFMAN 36-2105, *Officer Classification*, for the duty AFSC compatible with the UMD.

3.1.3. Enlisted must possess, or have possessed, the AFSC the position requires as outlined in AFMAN 36-2108, *Enlisted Classification*. Additionally, they must possess the retainability on their current enlistment contract.

NOTE: The intent of the AGR program is to bring in fully qualified individuals, however, retraining will be considered on a case-by-case basis as the mission dictates with functional manager concurrence.

3.1.4. Members must meet Air Force weight/body fat standards according to AFI 40-502; at the time they apply for or enter the AGR program. Any individual on the Weight Management Program is ineligible for entry into AGR status. This does not include the probationary period after the loss of weight/body fat to satisfy standards.

3.1.5. General. Members selected for initial AGR tours must meet the physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. Each AGR applicant will have a medical examination as indicated below prior to entry on an AGR tour. All applicants selected for an AGR tour must be within current Body Fat Measurement (BFM) standards. Consecutive AGR tours will not require medical review by HQ AFRC/SG. Applicants who have started an AGR tour and are found to have medical condition(s), which makes their medical qualifications for continued military duty questionable will be processed through the Air Force Disability Evaluation System (DES) IAW AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. AGR tours will not be involuntarily terminated while the member is undergoing evaluation through the DES.

3.1.5.1. Physical Exam Requirements.

3.1.5.1.1. Applicants with a concurrent AGR assignment do not require a physical exam, medical review or certification.

3.1.5.1.2. Applicants with no service affiliation applying for an AGR tour require a physical examination accomplished in accordance with AFI 48-123. The physical exam is valid 24 months prior to entry on AGR duty.

3.1.5.1.3. Periodic flying or non-flying physical exam (SF88, SF93) less than 36 months old or PHA/RCPHA examinations 12 months or less are valid for assignment of active military (active duty, reserve, guard, etc.) and prior service (i.e. IRR, etc) applicants to an AGR position.

3.1.5.1.4. Active duty applicants going Palace Chase/Front must follow the appropriate physical exam and certification requirements for those programs.

3.1.5.1.5. Reserve medical units (RMU) will certify active military or prior service applicants for AGR positions as long as no disqualifying medical conditions are present. RMUs will

stamp the appropriate medical exam with a locally developed certification stamp, which includes the name of the RMU, the AFSC of the AGR position and date of certification. Under the stamp will be the signature block and signature of the certifying reserve physician.

Example:

444 Aerospace Medicine Squadron, Jelly AFB, KY

August 29, 2001

“IAW AFI 48-123, subject member is medically certified for assignment into (enter AFSC here) AGR position”

Physician signature block and signature under the stamp here

3.1.5.1.6. HQ AFRC/SG is the certification/waiver authority for all AGR positions at MAJ-COM level and above, or with no gaining RMU; and all applicants with no service affiliation, disqualifying medical conditions, or current/previous Assignment Limitation Code (ALC) C status. All requests for waiver of disqualifying medical conditions and/or current/prior history of ALC-C status, must include with the submitted package a memorandum from the gaining unit commander supporting the applicant’s request and indicating a willingness to accept the individual with his/her physical restrictions.

3.1.5.2. Periodic Physical Examinations. On AFRC bases, AGR members will receive their periodic physical examinations from their supporting Reserve Medical Unit (RMU) at the normally scheduled time on UTA weekends. RMUs will not accomplish physical examinations during the week due to the lack of physical exam support. At collocated bases, physical exams may be accomplished by the active duty host facility.

3.1.5.3. Separation Physical Examinations. Requests for physical examination pending release from AGR status will be conducted IAW AFI 48-123.

3.1.5.4. Reserve Medical Unit. RMUs do not provide sick call, schedule medical appointments, write prescriptions, make referrals, or see patients (routine or emergency). There are no physicians at the RMU except on UTA weekends (and then for training purposes only) and the medical ART at the RMU during the week is an administrative technician not trained in clinical or emergency medicine. RMUs do not provide TRICARE administrative support (i.e. completing forms, resolving billing issues, etc.). RMUs do not provide medical/dental support to family members of AGR personnel. RMUs will provide informational assistance to AGR members newly assigned to their wing. This information will consist of briefing the AGR member on the role and mission of the RMU within the wing and what type of assistance the AGR member would receive from the RMU. It will also consist of information and POCs for the various DoD medical/dental support in the local area available to the AGR member and family members.

3.1.5.5. Medical Care. AGR personnel are authorized medical care IAW AFI 41-115, *Authorized Health Services System (MHSS)* and AFI 41-101, *Obtaining Alternative Medical and Dental Care*. The RMU providing wing physical examination support will provide newly assigned AGR members with information identifying the supporting active duty (AD) medical treatment facility (MTF) responsible for primary medical care. Included will be information for both sponsors and family members identifying the appropriate POC at the AD MTF for scheduling medical/dental appointments, obtaining civilian medical/dental care at government expense, emergency medical

care, and sick call procedures. Where available, AGR members will be scheduled for newcomer's orientation briefing from the supporting AD MTF.

3.1.5.6. **Medical and Dental Records.** AGR members collocated at an AD base will have their medical and dental records maintained by the supporting AD MTF. For members not collocated at an AD base, the supporting RMU will maintain medical and dental records. Family member medical and dental records will be maintained by the supporting AD MTF.

3.1.5.7. **Immunization.** Immunizations for the AGR member will be provided by the RMU responsible for providing immunizations to reserve wing personnel. At collocated bases, immunizations may be provided by the active duty host facility.

3.1.5.8. **Retention.** AFI 48-123 sets forth various medical conditions and defects that may cause a member to undergo medical board processing IAW AFI 44-157, *Medical Evaluation Board and Continued Military Service*, to determine AGR members medical qualifications for continued military duty. This responsibility must be effectively discharged to preclude improper retention of members who are not qualified for worldwide duty, to the detriment of mission capability, as well as to preclude possible denial of benefits under Title 10, U.S.C. 61. The responsibility for prompt identification of members whose medical qualifications for continued worldwide service are in doubt rests with commanders, supervisors, and medical personnel.

3.1.5.9. AGR members who are not offered a follow-on tour will not be involuntarily released from AGR status while medically incapacitated. The AGR tour will be extended until a final determination is made (i.e., medical condition resolved, disability processing completed. etc.).

3.2. Sanctuary. The applicant should not be in the sanctuary zone (18-20 years TAFMS) prior to applying for an AGR tour, but based on mission needs, waiver may be requested through appropriate authority (See [Table 3.1.](#)).

3.3. Security Clearance. A secret clearance, *as a minimum*, is required for entry into the AGR program.

3.4. Tour Length. Initial tours as an AGR are normally 4 years. Continuation tours will be for a period of 1 to 6 years. Continuation is granted in the program, not in a specific position.

3.5. Waivers and Appeals. The intent of the AGR program is to access only the highest quality individuals. However, individuals with negative quality force indicators (i.e., UIF) may be considered on a case-by-case basis. Requests for waivers and appeals to this instruction must be fully documented and processed through command channels to appropriate approval authority.

Table 3.1. ASSIGNMENT WAIVERS

	A	B	C
RULE	If action pertains to	Waiver Package Required (Note 1)	Waiver Approval Level
1	1 Year Selected Reserve Requirement	No	N/A
2	15 Years Active Duty/ inability to complete 5 years Active Duty before retirement eligibility	No	N/A
3	Tour will put member in Active Duty Sanctuary Zone	Yes	Statement of Understanding
4a	Twice deferred on ADL needing a Reserve Commission	Yes	AFI 36-2005, Table 2.2., Rule 25 and paragraph 2.3.4.2.
4b	Twice deferred Reserve Officer on the ADL	Yes	AFI 36-2115, Table 1.1., Rule 9
5	Member has UIF	Yes	AFRC/CC unless otherwise delegated
6	Palace Chase	No, included in request	AFPC/DPP
7	AFSC Requirements	Yes	Refer to AFM 36-2105 for Officers or AFM 36-2108 for Enlisted Personnel
8	HYT	No	N/A
9	MSD	Yes	As Outlined in AFI 36-3209 paragraph 2.7.3
10	Regular officer with over 18 years Active Duty	Yes	SAF/MR (IAW AFI 36-2005, Table 2-2, item 27)
11	Retirement Eligible Officer	Yes	SAF/MR (IAW AFI 36-2005, Table 2-2, item 28)
12	Retired Regular Officer	Yes	SAF/MR (IAW AFI 36-2005, Table 2-2, item 29)

NOTE:

1. When no additional package is required as identified in column B above, the waiver request is included in the request for approval to the assignment approval authority. Also, all waivers must be processed and approved prior to commencement of the AGR tour.

3.6. Application Procedures:

3.6.1. Contents of application for AGR program. All items required for those not on AGR status.

Items with * are the only items required for individuals currently serving on an AGR tour.

3.6.1.1. Completed AF Form 125, *Application for Extended Active Duty with the United States Air Force, 1 Jun 98*.

3.6.1.2. Copy of five most recent OPRs/EPRs. For Reserve members applying for AGR positions the most recent performance report must be within the last 24 months. Directed by HAF report will be required when no recent report is on file*

3.6.1.3. Certification that individual meets weight/body fat standards from orderly room dated within 60 days of date of application.*

3.6.1.4. ART statement (as required).

3.6.1.5. Letter of recommendation (optional)3.7.1.6. Resume of military and civilian experience.*

3.6.1.6. Written release from immediate supervisor and commander or agency of assignment stating concurrence with decision to apply for AGR tour.

3.6.1.7. AF Form 1288, Application for Ready Reserve Assignment, completed through Air Force

Reserve recruiter for applicants not currently in the Selected Reserve. Current superior or commander should complete 1st endorsement.

3.6.1.8. Career Progression Statement, if not fully qualified in DAFSC (See paragraph 5.1.2.).

3.7. Sequence of Assignment Actions

3.7.1. HQ AFRC/XP and HQ USAF/REX validate position description, grade, placement, and duties/responsibilities for unit and HQ AGR positions, respectively.

3.7.2. Management Directed Reassignments (MDR). AFRC/CC determines if an individual has been identified for management directed reassignment into the vacancy. AGR personnel should serve at least 24 months on their present tour to be considered for MDR.

3.7.3. Advertisement to the AFR and external market. If no current AGR is approved by appropriate authority to fill the vacancy through MDR, vacancies will be posted for up to 30 days on the appropriate website and via messages. Both announcement/advertising sources must carry a firm closeout date and inform applicants where to mail applications. AGR personnel should serve at least 24 months in their present tour to be considered for reassignment.

3.7.3.1. The AGR Management Office will validate eligibility and qualifications of applicants and forward validated applications to the hiring authority within 7 days of the closeout of the announcement. Applicants requiring waivers to any of the qualifications may be forwarded to the hiring authority, if requested.

3.7.3.2. Hiring authority will have a maximum of 30 days from the date applications are received to make a selection and notify the AGR Management Office of the tentative selectee. Notification must include a tentative Report Not Later than Date (RNLTDD) and may include the name of an alternate if more than one applicant was forwarded for consideration.

3.7.3.3. AGR Management Office forwards name of tentative selectee to approval authority for consideration. Upon approval, AGR Management Office notifies the selectee within 3 duty days of approval from appropriate authority. Ideally, selectees should have at least 60 calendar days' notification of their selection prior to RNLTD.

3.7.4. Individuals have responsibilities when selected for accession into the AGR Program. Selectees must forward the following information and documents to the AGR Management Office within 14 calendar days of notification of selection. Selection may be nullified for failure to complete individual actions necessary to consummate the AGR assignment within the published time frame.

3.7.4.1. Date of appointment for physical exam; copy of physical exam is due to management office not later than 45 days after appointment. Difficulty in getting a timely appointment should be reported to the AGR Management Office immediately.

3.7.4.2. Copy of request for separation (DOS or PALACE CHASE) from active duty for those currently serving in the regular Air Force at time of selection.

3.7.4.3. If original application date is more than 90 calendar days prior to the reporting date, selectee must provide a memorandum from losing commander indicating member is still within weight/body fat and quality standards. Memorandum must be dated within 60 calendar days of the reporting date.

3.8. Recruiting Duty. All reserve personnel regardless of status (AGR, ART, IMA, unit traditional reservist) not currently serving in the 8R000 (Recruiting) AFSC, are encouraged to pursue career-broadening assignments within the AF Reserve Recruiting Squadron. Those personnel selected to perform duty in the 8R000 AFSC will attend Recruiter school while still assigned to their current position. This is done in the unlikely event they fail to complete Recruiting school, they still have a job to return to. The vacated position will not be advertised for backfill until the prospective Recruiter successfully completes the Recruiter course. Supervisors and Commanders at all levels should encourage and recommend only the sharpest individuals for these tours.

3.9. Waivers. AGR Management Office personnel ensure required waivers are processed IAW [Table 3.1](#) and concurrently with request for assignment approval. Orders will not be published before waivers are approved.

3.10. Orders. The AGR Management Office and/or MPFs will prepare tour extension, and PCS orders.

3.11. Military Personnel Data System (MILPDS). The AGR Management Office, in coordination with servicing Military Personnel Flights will perform applicable updates for all enlisted and officer AGR personnel.

3.12. Assignment Guidance and Accountability. This section provides guidelines for the voluntary order to active duty (AD) of Air Reserve Component (ARC) members to assist in organizing, administering, recruiting, instructing, training, maintenance and supply support to the Air Force Reserve governed by Title 10 U.S.C. Section 10211. AFRC/CC must approve any exception to these requirements. Agencies of assignment will document and justify exceptions. Agencies of assignment will submit requests (AFI 38-201, *Determining Manpower Requirements*) to establish or change positions, including number, grade, Air Force Specialty Code (AFSC), and organizational placement. The Reserve Personnel Appropriation

(RPA) funds these tours. Grade authorizations are part of the Selected Reserve, are in addition to active force ceilings, and adjusted in the current National Defense Authorization Act. The number assigned cannot exceed the Congressional and OSD ceiling as of 30 September of each fiscal year. Do not include incumbents of these tours in the chargeable end strength of the active Air Force. Pay and allowances are chargeable to applicable budget projects under Air Force appropriations for Reserve personnel, according to AFMAN 65-604, *Appropriation Symbols and Budget Codes*.

3.13. Tour Length, Tour Extensions and Additional Tour Policy. Tour lengths are normally 4 years. Tour length extensions not associated with career program status will be for a period of 1 to 6 years. Time-on-station (TOS) and time in position requirement for conus-to-conus PCS or PCA move is normally a minimum of 24 months. The purpose of a minimum TOS requirement is to enhance operational readiness by stabilizing members at current location, to reduce PCS costs, and to improve the quality of life of members and their dependents by reducing personal and family turbulence.

3.14. Occasional and One-Time Tours . Occasional and one-time tours are those that are needed for a specific mission requirement. These tours are based on funded positions.

Chapter 4

AGR REVIEW BOARD

4.1. AGR Review Board (ARB). The ARB, established by the Commander, Air Force Reserve Command, provides supervisors, and member's chain of command, HQ AFRC, HQ ARPC, NAF Commanders, and MAJCOM Senior MAs an opportunity to participate in retention decisions affecting Title 10 U.S.C. AGR officer/enlisted members in their agencies. The chairperson for the AGR Review Board is a general officer and is normally the Deputy to the Chief of Air Force Reserve (HQ USAF/RE). AFRC/CC may appoint members to serve on the ARB in addition to membership listed below.

- 4.1.1. Assistant Vice Commander, HQ Air Force Reserve Command (AFRC/ACV).
- 4.1.2. Designated representative, Numbered Air Force (4AF/CV, 10AF/CV, or 22AF/CV).
- 4.1.3. Commander, HQ Air Reserve Personnel Center (HQ ARPC/CC).
- 4.1.4. Director of Personnel, Office of the Chief of Air Force Reserve (HQ USAF/REP).
- 4.1.5. Director of Personnel, HQ Air Force Reserve Command (HQ AFRC/DP).
- 4.1.6. Director of Recruiting Service, HQ Air Force Reserve Command (HQ AFRC/RS).
- 4.1.7. Command Chief Master Sergeant, HQ Air Force Reserve Command (HQ AFRC/CCC).

4.2. ARB Procedures. The ARB reviews all enlisted and officer AGR personnel for entry into the AGR career program, tour extensions, or for continuation to or beyond 20 years active service. Individual career intentions, supervisor and chain of command recommendations are required for each AGR being reviewed by the ARB.

4.2.1. Entry into the AGR Career Program. All enlisted and officer AGR personnel are normally reviewed 10-15 months prior to the date of separation of initial AGR tour for entry into the AGR Career Program. Out-of-cycle reviews will be conducted as described in paragraph 2.4. Individual AGR personnel meeting the ARB must state intent to enter the AGR career program. Written recommendations by the supervisor and each level of command on the individual's suitability for entry into the AGR Career Program are required. Recommendations for continuation of the probationary period to 6 years on current tour must be justified in writing. Justification to support recommendations for individual AGR personnel to be denied entry into the AGR career program must be fully documented and submitted to the ARB for consideration. The ARB may determine an individual must remain in a probationary period up to a total of 6 years as described in paragraph 2.4. Individuals remaining in a probationary status will meet the next ARB to determine entry into the AGR career program

4.2.1.1. When career status is granted for officers, the DOS will be taken out to the 20-year point. The individual will not meet another ARB until 10-15 months prior to the 20 year point to make a decision on taking them past 20. When career status is granted for enlisted members, continuation is normally in 6 year increments up to the 20 year point. Members must obtain the retainability necessary to support the continuation.

4.2.2. Tour extensions for AGR Career Program Participants. All enlisted and officer AGR personnel are normally reviewed 10-15 months prior to the date of separation on current tour for tour extensions. Individual AGR personnel meeting the ARB must state intent for tour extension. Written recommen-

dations by the supervisor and each level of command on the individual's suitability for tour extension are required.

4.2.3. Continuation to and beyond 20 years active service. All enlisted and officer AGR personnel are normally reviewed 10-15 months prior to TAFMSD plus 20 years or tour end date, whichever comes first. Individual AGR personnel meeting the ARB must state intent to retire at 20 years total active service or continue in the AGR program through reassignment or tour extension in place. Written recommendations by the supervisor and each level of command on the individual's suitability for reassignment or tour extension are required.

4.3. ARB Decision Criteria. ARB decisions are based on the needs of the Air Force Reserve. The ARB must consider the individual's total background and potential to progress in the AGR program. This "whole person" criteria may include training and experience, performance reports, awards and recognition, professional military education, self-development activities, etc. Each member's service history is reviewed to determine the member's ability to realistically attain 20 years active military service and to determine if the member's participation in the career program will meet the needs of the Air Force Reserve. The ARB considers the individual's desires and supervisor/chain of command recommendations. Supervisor and commander recommendations are expected to contain proper justification if an AGR is a non-performer and should not continue in the AGR program. Former ARTs will be reviewed to insure the member's intention to exercise restoration rights is fully understood. Supervisors and commanders are expected to use quality force tools available to document unsatisfactory performance, misconduct or failure to meet standards.

4.3.1. Entry into the AGR Career Program. The member's desire to participate in the career program and supervisor/chain of command recommendations are used to evaluate the member's suitability for entry into the career program. Individuals who cannot attain 20 or more years of total active military service are not eligible for entry into the AGR career program and may be separated from the AGR program prior to completing 6 years active service.

4.3.2. Tour extensions for AGR Career Program participants. The member's desire to continue participation in the career program and supervisor/chain of command recommendations are used to evaluate the member's suitability for reassignment or tour extension.

4.3.3. Continuation to and beyond 20 years total active military service for AGR Career Program participants. The member's desire to retire or continue beyond 20 years active service, and supervisor/chain of command recommendations are used to evaluate the member's suitability for continuation to or beyond 20 years active service.

4.4. ARB Notification Process.

4.4.1. Pre-Board Review and Recommendation Process. The AGR Management Office will identify AGR personnel who will be reviewed 10-15 months prior to tour end date. Three months prior to the scheduled ARB, notification will be provided directly the individual or the servicing Military Personnel Flight and suspended for return to the AGR Management Office 45 days prior to the scheduled ARB. MPFs will be responsible for screening ARB Career Worksheets and insuring supervisor and commander recommendations are secured.

4.4.2. Post-Board Review and Notification Process. The AGR Management Office publishes formal minutes of the ARB proceedings and annotates board decisions. Memorandums of notification will be

prepared to each AGR communicating the ARB decision. Normally, notifications will be provided to each individual within 60 days following the ARB.

4.5. ARB Appeal Process. The appeal authority for the ARB process is AFRC/CC. Any AGR member may appeal an ARB decision by forwarding their request with supporting documentation through their supervisor and chain of command to the AGR Management Office for processing. Appeals must arrive at the AGR Management Office within 60 days of the date on the memorandum of notification of the ARB decision.

4.6. Out of Cycle Reviews . Out of cycle reviews may be conducted as needed.

Chapter 5

EDUCATION AND TRAINING

5.1. Education and Training.

5.1.1. Individuals in AGR status will be afforded the same opportunity for enhancing their military knowledge and career as is presently available according to AFI 36-2201, *Developing, Managing, and Conducting Training*. Individuals must continue to progress in training according to AFI 36-2201 to a skill level compatible with their UMD position.

5.1.2. If a member fails to successfully progress in upgrade training, the individual could be reclassified to a vacant UMD position for which qualified, or demoted IAW AFR 36-2503, *Administration Demotion of Airmen*, or removed from the AGR program according to AFI 36-2102, *Base-Level Relocation Procedures*. Members must sign a separate statement acknowledging understanding of progression conditions prior to assignment to the UMD position. This statement must be included with the application and filed in the member's AGR personnel file (UPRG).

5.1.3. AGR members will use the same On-the-Job Training (OJT) waiver procedures, format and policy currently prescribed by governing instruction. OJT waivers and 3-level course can be submitted IAW AFI 36-2201, para 3.2.5.; and AFMAN 36-8001, Chapter 8 for:

5.1.3.1. Time in upgrade training. AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, para 3.7. and AFMAN 36-2245, *Managing Career Field Education and Training*, para 4.1.

5.1.3.2. 7-level technical training schools. AFI 36-2101, para 3.7. and AFMAN 36-2245, para 4.1.

5.1.3.3. Career development course (CDC) waivers. AFI 36-2101, para 3.7. and AFMAN 36-2245, para 4.1.

5.1.3.4. Two-time CDC failures (wing commander approval conditions apply). AFI 36-2101, Table A3.1., Note 5.

5.2. Education Services. (Montgomery GI Bill-Active Duty Educational Assistance Program, Chapter 30 of Title 38 U.S. Code. Please refer to VA Pamphlet 22-90-2, revised Aug 2001). AGR members may be eligible for education benefits under this program as a veteran or service member, if the member entered active duty for the first time after June 30, 1985, and served continuously for 3 years.

(<http://www.gibill.va.gov/education/c30pam.htm>)

NOTE: The member must have the appropriate amount each month deducted from their military pay for the **first 12 months** of active duty. If the member elects not to participate in this program, they may not change this decision later unless the member qualifies under involuntary separation rules from a previous active duty commitment and had elected to participate. If the member meets the eligibility requirements and elects to participate in the program, they must fill out DD Form 2366, **Montgomery GI Bill Act of 1984 (MGIB)**, and hand-carry the form to accounting and finance which activates the required deduction for 12 months. The member must complete this form within the first 30 days of the AGR tour.

5.3. Tuition Assistance. AGR members are eligible to receive college tuition assistance through their active duty Education Services Office. AGR personnel are not eligible for Air Force Reserve Tuition

Assistance while on active duty status. Servicing MPF/DPMT may coordinate a Memorandum of Agreement (MOA) with the servicing ESO location to establish requirements.

5.4. Formal Training. Formal training courses listed in the Education and Training Course Announcements (ETCA) will be used when the need for training is required and will be requested as follows.

5.4.1. School requests will be submitted ONLY by using DD Form 1556,

Request, Authorization, Agreement, and Certification of Training and Reimbursement. Block 10 of the DD Form 1556 must be annotated to read "AGR" to avoid confusion with civilian training requests.

5.4.2. For unit assigned AGR personnel. Process through the servicing MPF/DPMT. That office will screen applicants to ensure course prerequisites are met IAW the ETCA. The form must be appropriately completed/signed (to include verification of available funds) prior to copy being faxed or mailed to HQ AFRC/DPTF. Once training quotas received from HQ AFRC/DPTF, units will authorize and complete DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, using unit Operating and Maintenance (O&M) funds.

5.4.3. For AGR personnel assigned to HQ/AFRC, but geographically located outside Robins AFB. Submit completed form to HQ AFRC/DPTF. With few exceptions, a funding letter will be forwarded to the individual for use in completing DD Form 1610.

5.4.4. For AGR personnel located at Robins AFB. Submit completed form through directorate training monitor for submission to HQ AFRC/DPTF. A funding letter will be forwarded to the individual and the directorate training monitor for use in completing DD Form 1610.

5.4.5. Formal schools in duration of 20 weeks or more constitute a permanent change of station (PCS) status, regardless if the member is to report back to the originating assignment after completion of formal training. Headquarter's assigned AGR personnel attending these lengthy formal schools may acquire PCS fund cite authority from HQ AFRC/FMAR. Orders initiating responsibility will be the respective functional directorate

5.5. Retainability. AGR members will meet eligibility/retainability requirements according to the ETCA.

5.6. Professional Military Education (PME). AGR members are afforded the same opportunities for PME as their active duty counterparts. They may apply for in residence participation or elect completion through correspondence, seminar, or distance learning. Application procedures for AGR members applying for resident course attendance at the Noncommissioned Officer Academy (NCOA), Senior Noncommissioned Officer Academy (SNCOA), Squadron Officer School (SOS), Intermediate Service School (ISS), or Senior Service School (SSS) are outlined in AFMAN 36-8001, Chapter 7.

JAMES E. SHERRARD III, Lt General, USAF
Commander, Air Force Reserve Command

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

Title 5, 10, 14, 37, 38, *United States Code*

DoD Directive 1205.18, *Full-Time Support (FTS) to the Reserve Components*

DoDR 5500-7, *Joint Ethics Regulation (JER)*

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*

AFI 3-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United Air Force*

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2105, *Officer Classification*

AFI 36-2108, *Airmen Classification*

AFI 36-2115, *Assignments within the Reserve Components (RC)*

AFI 36-2116, *Extended Active Duty (EAD) for RC Officers*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2404, *Guide to the USAF Officer Evaluation System*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2502, *Airmen Promotion Program*

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*

AFI 36-2608, *Military Personnel Records Systems*

AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*

AFI 36-2638, *Air Force Reserve Enlisted Incentives*

AFI 36-2907, *Unfavorable Information File (UIF) Program*

AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*

Draft AFI 36-3029, *Aviator Continuation Pay (ACP) Program for the Air Force Reserve*

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*

AFI 36-3208, *Administrative Separation of Airmen*

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*

AFI 36-3203, *Service Retirements*

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*

AFI 38-201, *Determining Manpower Requirements*

AFI 40-502, *Weight and Body Fat Management Program*

AFI 41-101, *Obtaining Alternative Medical and Dental Care*

AFI 48-123, *Medical Examination and Standards*

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*

AFMAN 36-2245, *Managing Career Field Education and Training*

AFMAN 36-8001, *Reserve Personnel, Participation and Training Procedures*

AFMAN 65-604, *Appropriation Symbols and Budget Codes*

AFI 51-902, *Political Activities by Members of the U.S. Air Force*

AFRCI 36-2001, *AFR Recruiting Procedures*

AFCAT 36-2223, *USAF Formal Schools*

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

Abbreviations and Acronyms

AD —Active Duty

AFRC/CC —Commander, Air Force Reserve Command

AFRC/RS —Air Force Reserve Command Recruiting Service

AFSC —Air Force Specialty Code

AGR —Active Guard Reserve

ARC —Air Reserve Component

ART —Air Reserve Technician

BIMAA —Base Individual Mobilization Augmentee Administrator

ESO —Education Services Office

ETCA —Education and Training Course Announcements

FTS —Full-Time Support

HQ AFRC —Headquarters Air Force Reserve Command

HQ ARPC —Headquarters Air Reserve Personnel Center

HQ USAF/RE —Office of the Air Force Reserve, Chief of Air Force Reserve

HQ USAF/REC —Office of the Air Force Reserve, Comptroller Directorate

HQ USAF/REI —Office of the Air Force Reserve, Policy Integration Directorate

HQ USAF/REO —Office of the Air Force Reserve, Directorate of Operations & Requirements

HQ USAF/REP —Office of the Air Force Reserve, Directorate of Personnel

HQ USAF/REX —Office of the Air Force Reserve, Directorate of Programs & Resources

ISS —Intermediate Service School

MSD —Mandatory Separation Date

PCS —Permanent Change of Station

PEP —Promotion Enhancement Program

PME —Professional Military Education

RPA —Reserve Personnel Appropriations

SSS —Senior Service School

TAFMS —Total Active Federal Military Service

UMD —Unit Manning Document

UPRG —Unit Personnel Record Group

USERRA —Uniformed Services Employment and Reemployment Rights Act

Terms

Active Component Full-Time Support Personnel —Members paid from Active Component military personnel appropriations assigned or attached to Reserve component organizations or units by their respective Service to provide advice, liaison, management, administration, training, and support as a category of FTS. Those personnel are not members of the Selected Reserve but may deploy with their assigned unit when mobilization occurs. Active Component personnel who shall mobilize with their assigned Reserve component unit are counted as part of the Reserve component trained strength in units, but are not included in the Selected Reserve strengths.

Active Guard and Reserve —Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6). Navy Training and Administration of the Reserves (TAR) and Canvasser/Recruiters, Marine Corps Active Reserves (AR), and Coast Guard Reserve Program Administrators (RPAs) are included in this definition.

Federal Civilian Employees —Personnel hired under Title 5 U.S.C. 3101 to provide administration, training, maintenance, and recruiting support to the Reserve components. Membership in the Selected Reserve is not a condition of civilian employment.

Full-Time Support (FTS) —Members of the Reserve components or Active Component, and Civilian personnel, assigned to organize; administer; instruct; recruit and train; maintain supplies, equipment, and aircraft; and perform other functions required on a daily basis in the execution of operational missions and readiness preparation. Collectively, Full Time Support personnel consist of four categories that are Active Guard and Reserve, Military Technicians, Active Component personnel, and Civilian employees.

Headquarters Active Guard Reserve —Air Force Reserve members ordered to active duty under the provisions of Title 10 U.S.C. 10211, 12301 and 12310 who are serving on full-time active duty with, or in support of the Air Force Reserve at MAJCOM or higher level.

Military Technician —A civilian employee of the Military Department concerned whom is required as a condition of employment to maintain military membership in a Reserve component (unless mandatory military membership in a Reserve component is waived by law. The civilian employee is assigned to a position as a technician in the administration and training of the Reserve component or in the maintenance and repair of supplies or equipment issued to such Reserve component.

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)—The law providing for restoration to duty following uniformed service, as provided in Title 38 U.S.C. 4301.

Unit Active Guard Reserve —Air Force Reserve members ordered to active duty under the provisions of Title 10 U.S.C. 10211, 12301 and 12310 and assigned to AFRC mission units for the purpose of organizing, administering, recruiting, instructing, or training Reserve component units.