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Personnel

RESERVE PERSONNEL PARTICIPATION AND TRAINING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual implements AFPD 36-80, Reserve Training and Education, DoD Directives 1200.7, Screening the Ready Reserve; 1200.16, Contracted Civilian-Acquired Training (CCAT); 1205.14, Enlistment, Appointment and Assignment of Individuals in Reserve Components; 1215.5, Participation in Reserve Training Program; 1215.6, Uniform Reserve, Training and Retirement Categories; 1215.9, Initial Active Duty for Training in Reserve Component; 1215.19, Uniform Reserve, Training and Retirement Category Administration; 1235.9, Management and Mobilization of the Standby Reserve; DoD Instructions 1200.15, Assignment To and Transfer between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay; 1215.7, Service Credit for Reserve Retirement; and administers the DoD 7000.14-R, Volume 7*, Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*; DoDI 1215.18, *Reserve Component Member Participation Requirements*. It gives guidelines for training and education activities within an Air Force Reserve unit, the Individual Mobilization Augmentees (IMA) program, and the Individual Ready Reserve (IRR). It tells how to determine Federal service points for Air Force Reserve members. Review the referenced DoD and Air Force references cited in AFPD 36-80 before using this manual. Direct questions about unit Reservists to HQ AFRC/DPM, 155 2nd Street, Robins AFB GA 31098-1635. Direct questions about the IMA or IRR programs to HQ ARPC/XP, 6760 E Irvington Pl #7500, Denver CO 80280-7500. This publication does not apply to the Air National Guard (ANG).

SUMMARY OF REVISIONS

This change revises para **4.3.2.1.** only and incorporates it into **4.3.2.**

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Chapter 1

STANDARDS, TRAINING AND RETIRED CATEGORIES, AND PARTICIPATION REQUIREMENTS

1.1. General Requirements. Members must meet the following requirements, when taking part in pay or points gaining activity:

1.1.1. Dress and appearance standards of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Chaplains wishing to wear beards for religious reasons must submit their requests for waiver through their chain of command to HQ AFRC/HC, for unit members, or HQ ARPC/HC, for individual reservists. The final approval authority is HQ USAF/RE. Beards may only be worn during tours of 30 days or less.

1.1.2. Weight standards requirements outlined in AFI 40-502, *The Weight and Body Fat Management Program*.

1.1.3. Medical standards and qualifications of AFI 48-123, *Medical Examinations and Standards*.

1.1.4. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Privacy Act System notices F036 ARPC I, Point Credit Accounting Record System (PCARS); F036 ARPC K, Inactive Duty Training, Extension Course Institute (ECI) Training; and F036 ARPC L, Professional Military Education (PME) apply. Maintain and dispose of all records created by processes prescribed by this manual in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.2. Satisfactory Participation. Each member must ensure that all general requirements and category requirements in **Table 1.1.** are met. A unit member is responsible for contacting their unit commander or supervisor as soon as the member becomes aware that he or she will not be able to attend a unit training assembly (UTA) or inactive duty training (IDT). A member is also responsible for maintaining their current address and telephone number with the unit and Military Personnel Flight (MPF).

1.2.1. Members may request the substitution of active duty (AD) (military personnel appropriations (MPA) tours) participation that supports contingency operations (a code name operation which typically has a plan ID associated with it) for annual tour and IDT requirements. Substitution requests must be done in advance, substitutions must be approved prior to the start of the tour. Contingencies must be real-world; not exercises. For unit members substitution authority rests with the unit commander. For individual reservists send requests to assigned program managers for approval. Program manager must send copy of the order to HQ ARPC/DPAF. For periods of involuntary recall, substitutions may be done after the fact. MPA tours in support of Aerospace Expeditionary Force (AEF) missions may be substituted for annual tours, see paragraph **5.7.**

1.2.2. Prorate the allowable paid points in a fiscal year for members who move between categories. Calculate as follows: Every month as a unit reservist or IMA in Reserve Section Codes MA, MB, ME, or MR establishes a four point requirement. Every month spent as an IMA in Reserve Sections MC, MD, or MH establishes a two point monthly requirement. There remains an annual maximum of forty-eight points.

1.2.3. The supervisors of IMAs and the supervisors of unit program members (as determined by the commander) will track all training and participation needs. The supervisors may use any documenta-

tion method that best meets their needs and the needs of their members. All training must be scheduled and approved in advance.

1.2.4. Reservists assigned to the IMA program after 1 April (except those gained from another Selected Reserve Program) may prorate the number of IDTs for the remainder of that fiscal year (FY). All FY requirements must be met the following FY. Prorate the number of IDTs as follows: For IMAs assigned to reserve section MB, ME, and MR there is a four paid IDT requirement per month. For IMAs assigned to reserve section MC, there is a two paid IDT requirement per month. For IMAs assigned to reserve section MA There is a Three paid and one nonpay IDT requirement per month. Prorated IDTs can be performed at any time prior to the end of the FY, with program managers approval.

1.3. Unsatisfactory Participation. Unsatisfactory participation is failure to meet requirements of **Table 1.1.**, and all general requirements.

1.3.1. A unit member who has nine or more unexcused IDT absences, in a 12-month period with the first month missed as month one, or has not completed a scheduled Annual Tour (AT) tour in a FY (unless substituted or excused) is considered an unsatisfactory participant.

1.3.2. For IMAs unsatisfactory participation is failure to meet requirements of **Table 1.1.** each FY. HQ ARPC/DPAF distributes a list annually of unsatisfactory IMA FY participants to the program managers. Managers must provide written justification on each individual within 90 days in order to retain the member. Members will automatically be reassigned if written justification is not received within 90 days. Program managers have the authority to approve a first time waiver. HQ ARPC/DPA is the authority for all subsequent waivers.

1.3.3. Command corrective action for unsatisfactory participation. When the retention program (AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*) fails to return a member who has potential for a useful service under conditions of full mobilization to a satisfactory participation status, commanders are authorized to take the following actions when necessary:

1.3.3.1. Delay or defer promotion.

1.3.3.2. Administrative demotion.

1.3.3.3. Involuntary 45 man-day recall. Members who have not fulfilled their Military Service Obligation (MSO) in accordance with Title 10 U.S.C., Section 651, may be ordered to active duty for training (ADT), regardless of the length of prior AD or ADT, for a period of not more than 45 days under Title 10 U.S.C., Section 10148. Recall will be in a special Reserve Personnel Appropriation (RPA) tour status and must be performed at the unit of assignment/attachment. Enlisted members assigned to the Selected Reserve who are ordered to AD or ADT may be returned to their previous unit of assignment or transferred to the IRR. The member's term of enlistment may be extended up to 6 months to permit completion of the designated period of AD in accordance with Title 10 U.S.C., Section 10148.

1.3.3.4. Ordered to AD. Members in the Selected Reserve who have not fulfilled their MSO in accordance with Title 10 U.S.C. Section 651, and have not served on AD, or ADT for a total of 24 months, for such period of time the Secretary deems appropriate, may be required to serve on AD until their AD or ADT equals 24 months (Title 10 U.S.C. Section 12303).

1.3.4. Disposition of United States Air Force Reserve (USAFR) Unsatisfactory Participants. Commanders and program managers who have determined that unit or individual Reserve service is not in the best interest of the USAFR, may:

1.3.4.1. Reassign unsatisfactory participants to the appropriate subcategory of IRR or Standby Reserve (with unit or program manager authority respectively) in accordance with AFI 36-2115, *Assignments Within the Reserve Components*.

1.3.4.1.1. Ensure that on transfer to the IRR, members understand their MSO as a member of the IRR, including the requirement for satisfactory participation in the annual reporting (Muster Duty and/or Push/Pull) program. Failure to satisfactorily participate in annual screening requirements may result in an involuntary recall to ADT for 45 days regardless of the length of prior AD or ADT.

1.3.4.2. Initiate discharge action according to AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

1.4. Excusing Members for Failure To Perform Minimum Prescribed Duties.

1.4.1. Minimum Retention/Retirement (R/R) requirements. A member qualified for retirement under the guidelines of AFI 36-3209, (except for having reached age 60) must accrue 50 total retirement points (including 15 membership points) during the R/R year to stay in the Ready Reserve. Membership points are prorated for periods less than 1 year. If the points are not accrued, an officer or an enlisted member is transferred according to AFI 36-2115, or discharged according to AFI 36-3209. The member may only be excused once for failing to accrue the 50-point minimum due to personal hardship or other extraordinary circumstances.

1.4.2. Minimum FY requirements. A Reserve unit commander/program manager may excuse any part of AT or IDT. Excusals for IDT must be obtained before the scheduled training starts. Excusals for AT must be obtained before the conclusion of the FY.

1.5. Excusable Authority for Failure To Perform Prescribed Training. **Table 1.2.** shows approval authority to excuse members for failure to perform the minimum prescribed training duties.

1.6. Medical Qualifications.

1.6.1. All members must meet the medical standards in AFI 48-123, and applicable Reserve medical guidance to be considered medically qualified to participate in any pay or point gaining activity.

1.6.2. Members whose medical or dental requirements have expired do not meet the medical standards in AFI 48-123, or applicable Reserve medical guidance and may not participate in any pay or point gaining activities.

1.6.3. A member assigned a “4” under any of the PULHES headings on AF Form 422**, Physical Profile Serial Report**, or on SF 88, **Report of Medical Examination**, by any Air Reserve Component (ARC) or AD medical squadron will not be allowed to participate in any pay or point gaining activity until the “4” has been removed IAW AFI 48-123. Any IDT which is missed due to this medical limitation will be considered excused. A member in this status will be excused from any type of military duty requirements until the profile has been removed and the member found fit for duty. The Personnel Data System (PDS) must be updated to reflect the member as excused.

1.6.4. No pregnant Reserve member will perform military duty beyond the 34th week of pregnancy. Member may return to military duty after they have been cleared by their private care provider. Before the 34th week:

1.6.4.1. A member must obtain a letter from her private physician showing her expected date of delivery, a workplace evaluation from the Public Health Office, Bioenvironmental, or Industrial Hygienist offices, and an AF Form 422, from the military physician prior to being scheduled for any type of military duty. All documentation will be maintained in the member's military medical records. For individual reservists, the documentation will be sent to HQ ARPC/SG for filing in the medical records.

1.6.4.2. A member may retrain or perform school tours if she meets the physical requirements for the course of training and training is completed before the 35th week of pregnancy.

1.6.4.3. Pregnant members may not take part in transoceanic deployment or training. An exception exists for Reservists who reside outside the continental United States (CONUS). These Reservists may perform school tours or ADT within CONUS provided training is completed PRIOR to the member's 34th week of pregnancy. All travel must be completed before the beginning of the member's 35th week of pregnancy. A private physician's letter documenting expected date of delivery, possible or actual medical complications, restrictions regarding physical activities, approval for travel, or any other factor that the attending physician deems relevant to the care of the patient will be reviewed by a military medical officer. The military medical officer will evaluate the member's physical/medical condition and will approve/disapprove via AF Form 422. The medical unit will verbally notify the member's commander of the disapproval. Verbal notifications will be followed up with written documentation via the commander's portion of the AF Form 422. This action will occur within 30 days of travel.

1.6.5. Reservists will not be placed on military orders solely for the purpose of receiving military medical/dental care, evaluation, or examination except as identified in AFI 48-123. Reservists receiving medical/dental care beginning during a tour of duty will not have their orders extended to continue treatment except as identified in DoDD 1241.1, *Reserve Components Incapacitation Benefits*.

1.6.5.1. Reservists not on military orders may be placed on invitational travel orders when directed by appropriate military medical authority to receive an examination, evaluation by military medical/dental facilities to meet military requirements. Invitational travel orders may also be issued to those Reservists receiving military medical/dental care at military medical treatment facilities for the purpose of medical/dental appointments.

1.6.5.2. Reserve medical units do not extend, authorize the extension of, or issue military orders, or invitational travel orders. Orders issuance or extension is the responsibility of the member's commander.

1.7. Air Reserve Technician (ART) Status When Performing Military Duty. An ART must be off duty or in an official leave or compensatory status from civil service when they are in a point-gaining activity. ("Official leave" includes annual leave, military leave, leave without pay, compensatory time or credit hours).

1.7.1. 44 Military Leave Days (352 hours). This status can only be used by ARTs during normal duty week hours. Must be placed on regular annual, special, or MPA days to cover weekends, holidays or scheduled days off (SDO). The 44 Military leave days may be used for travel to and from theater if

performed on normal duty days. Members may earn 1 retirement point per each day of active duty (no pay is authorized for this type of tour).

1.8. Uniform Code of Military Justice (UCMJ) Jurisdiction.

1.8.1. The UCMJ applies to USAFR members during any inactive or AD. A USAFR member subject to Title 10 U.S.C, Section 802 may be placed on involuntary AD for UCMJ action for activities that occurred during an AD tour or during IDTs.

1.8.2. It is possible to keep USAFR members on AD for trial by court-martial.

1.9. Leave Entitlement. When a member takes part in initial active duty for training (IADT), ADT, active duty for support (ADSW), or School tour, leave is accrued at the rate of 2 ½ days per month for tours of 30 consecutive days or more (see AFI 36-3003*, Military Leave Program*). The member is entitled to be paid for unused leave. Payment is restricted to a career maximum of 60 days of unused leave after 9 February 1976. Accrued leave must be included in tour orders of 30 days or more. Barring unforeseen circumstances, the member must be afforded the opportunity to take unused leave.

Table 1.1. USAFR Training and Retired Categories.

	A	**B**	**C**	**D**	**E**	**F**	**G**	**H**
			Then the IDT (see note 1)			**and the Annual Training (AT) (see note 1)**		
RULE	**If a member is assigned to**	**in training and retired category**	**requires**	**Maximum Paid training periods (TPs) are (see note 2)**	**and training will be conducted by**	**requires**	**and pay is**	**and training will be conducted by**
1	An HQ AFRC wing or separate unit organized and trained to serve as a unit if mobilized in Reserve Section (RS) AA-AZ, or A1-A4	A	48 paid TPs (see note 3)	48 per FY (see note 4)	HQ AFRC	Not less than 14 training days (exclusive travel time) (see note 5)	authorized	HQ AFRC
2	The Selective Service System (SSS) in RS MA	B	36 paid TPs and 12 Non-paid TPs	48 per FY (see note 4)	Selective Service System	12 to 14 training days (exclusive of travel time) per FY (see note 6)	authorized	Selective Service System
3	IMA position requiring continuity and frequent proficiency training (see note 7) in RS MB, ME, and MR	B	48 paid TPs		MAJCOM (see note 8)			

	A	B	C	D	E	F	G	H
			Then the IDT (see note 1)			**and the Annual Training (AT) (see note 1)**		
RULE	**If a member is assigned to**	**in training and retired category**	**requires**	**Maximum Paid training periods (TPs) are (see note 2)**	**and training will be conducted by**	**requires**	**and pay is**	**and training will be conducted by**
4	An IMA position (including JA and HC) allocated to various levels of command to maintain mobilization proficiency in RS MC	B	24 paid TPs	24 per FY	(see note 9)	12-14	authorized	MAJCOM (see note 9)
	An IMA position in the Critical Medical Skill Program in RS MC			N/A		12 days (exclusive of travel time) per FY		
5	An ARPC Air Reserve Squadron (ARS) IMA position in or SSS in RS MD	B	24 unpaid	N/A	SSS	12 to 14 training days (exclusive of travel time) per FY (see note 6)		SSS
6	An HQ AFRC unit non prior service member undergoing initial AD training (IADT) in RS CC or CD	F	48 paid	N/A	N/A	12 to 14 training days (exclusive of travel time) per FY (see note 11)	authorized	N/A
7	An HQ AFRC unit non prior service member awaiting IADT in RS CE or CF	P	1 paid training period (TP) (see note 11)	2 TPs	unit	no training	not authorized	N/A
8	An ARPC ARS in RS MX (see notes 8 & 12)	E	(see note 13)	N/A	ARPC or training attachment	no training (see notes 13 and 14)	not authorized (see notes 13 and 14)	N/A (see notes 13 and 14)
9	An ARPC Ready Reinforcement Personnel Section (RRPS) member in RS MT		(see notes 13 & 14)		training attachment			

	A	B	C	D	E	F	G	H
			Then the IDT (see note 1)			**and the Annual Training (AT) (see note 1)**		
RULE	**If a member is assigned to**	**in training and retired category**	**requires**	**Maximum Paid training periods (TPs) are (see note 2)**	**and training will be conducted by**	**requires**	**and pay is**	**and training will be conducted by**
10	An ARPC Nonobligated Nonparticipa-ting Reserve Personnel Section (NNRPS) member in RS RD	E	1 day muster duty per FY (see note 15)	1 day muster pay	nearest selected AD base	2-3 days training per FY as directed (see note 16)	authorized	nearest selected AD base
11	An ARPC Obligated Reserve Section (ORS) member in RS RA		1 day muster duty per FY (see note 15)	1 day muster pay	nearest selected AD base	2-3 days training per FY as directed (see note 16)	authorized	nearest selected AD base
12	HQ ARPC Medical IRR in RS TC, TD, TE							
13	An ARPC ORS member in RS RC with an extended AD commitment							
14	An ARPC ARS member undergoing training as a legal intern	K				training as program directs	authorized	training attachment or ARPC
15	An ARPC ARS officer undergoing the chaplain candidate training program or the chaplain candidate continuation training program		(see note 17)		training attachment or HQ ARPC			
16	An ARPC ARS officer undergoing the Armed Forces Health Professions Scholarship Program	K	no TPs	N/A	N/A	45 days of Special Tour	Authorized	Air Force medical training activities

	A	B	C	D	E	F	G	H
			Then the IDT (see note 1)			**and the Annual Training (AT) (see note 1)**		
RULE	**If a member is assigned to**	**in training and retired category**	**requires**	**Maximum Paid training periods (TPs) are (see note 2)**	**and training will be conducted by**	**requires**	**and pay is**	**and training will be conducted by**
17	The ARPC nonaffiliated Reserve section (NARS) in RS NA or NB	D	N/A			not authorized	N/A	N/A
18	ARPC NARS as an obligator in RS NB	D	N/A		N/A	no training	not authorized	N/A
19	ARPC NARS in sanctuary in RS NC(note 18)				training attachment			training attachment or ARPC
20	ARPC NARS in key civilian status in RS ND (note 19)	C						
21	ARPC inactive status list Reserve section (ISLRS) in RS RB	N	no TPs		N/A	not authorized		N/A
22	ARPC retired Reserve section							

NOTES:

1. Do not credit AD as IDT. The commander of a Reserve medical unit or Directorate of Health Services Individual Reserve Programs (HQ ARPC/SG), may permit an assigned health service officer attend one continuing health education (CHE) activity each year in place of a portion of the AT requirement with concurrence of the unit of assignment. Do not authorize if the action would have a negative impact to the member's primary mission.

2. Prorate the maximum allowable paid points in a fiscal year for members who move between categories (to include accessions from active duty). Calculate as follows: Every month as a unit Reservist or IMA in Reserve Sections MA, MB, ME, or MR establishes a four point requirement. Every month spent as an IMA in Reserve Sections MC, or MD, establishes a two point monthly requirement. There remains an annual maximum of 48 points.

3. Each Reserve unit must schedule at least one UTA each month (a UTA consists of two 4-hour periods per day for 2 days). When the unit's AT precludes scheduling a UTA within the same month, the commander may schedule the UTA the month prior to or after the AT even though two UTAs are performed in the same month. Wing commanders may approve split UTAs when a unit deploys to an alternate training location or approve deviations from the monthly UTA requirement

to conduct staff assistance visits (SAVs), prepare for, or participate in, an operational readiness inspection, or cancel a UTA because of severe weather conditions.

4. An additional flying training period (AFTP) does not count toward the maximum paid training periods for the fiscal year.

5. Unit Reservists must perform at least 14 training days. However, the maximum they can earn in an FY is 15 days. Numbered Air Force (NAF)/CC may authorize AT up to 20 days (excluding authorized travel time) to support training requirements. If the deployment is less than 20 days, AT approval is for that specific deployment time. However, due to departing/returning transportation delays, the Deployment Review Board (DRB) approval letter serves as the approval waiver request for the additional unscheduled AT days, not to exceed 20 days. For example, if a deployment is approved for 16 days of AT and due to transportation delays the deployment lasted 19 days, the additional 3 days do not require a separate AT waiver. The approved DRB letter will serve as the approval waiver request. Any deployment exceeding 20 days will require an approved AT waiver from HQ AFRC/CV. The MPF will update PDS accordingly.

6. An IMA in Reserve Section MA, MB, ME, or MR, may perform up to 15 days AT in an FY with approval of the program manager. IMAs in Reserve section MC, or MD, normally perform 12 days AT in an FY, unless a waiver is obtained in advance from the program manager. If training opportunities are available, a member may perform a 14 day tour. Provide justification in the "Remarks" section of the orders request.

7. This block includes weapons controllers, ground radar operators, base disaster preparedness/ air base operability officers, members assigned to rated positions not requiring active flying, and Federal and state preparedness liaison officers, Critical Medical specialties in 9026 ARS.

8. Members of the 9019 ARS and 9026 ARS accomplish their training at the unit of attachment.

9. This block includes the chaplain, legal, and medical IMAs who are assigned to HQ ARPC centrally managed programs and participate in training with a unit of attachment.

10. Personnel assigned to the 9026 ARS are awarded 24 optional Air Force Institute for Advanced Distributed Learning (AFIADL) points for maintaining current licenser and CHE requirements. Members of the 9026 ARS are required to do AT at their unit of attachment. Members may perform nonpaid IDTs only, at the unit of attachment.

11. Category P members will perform normally one, but not more than two training periods (TPs) for the purpose of enlisting and inprocessing for pay and points prior to IADT. Uniform requirements are waived while performing these TPs.

12. The member is selected to take part in special training programs authorized by regulation such as the Civil Air Patrol Reserve Assistance Program (CAPRAP), Chaplain IRR, and Admissions Liaison Officer (ALO).

13. Participating IRR members must earn a minimum of 50 total retirement points per R/R year (including 15 membership points). Members, are required to perform a minimum of 16 points through IDT, AT/ADT/ADSW/MPA, or combination. Waivers of the 16 point requirement may be obtained from the program manager of assignment. Personnel assigned to the 9021 ARS, Medical, will perform 16 points of IDT at the unit of attachment.

14. Participating IRR members may perform up to a maximum of 12 days of non-paid ADT, ADSW, AT, or a combination of these per calendar year. The program managers approve the training for RRPS, 9002 ARS - Chaplain, 9004 ARS - CAPRAP, 9001 ARS - ALO, 9021 ARS - Medical, and 9025 ARS - Judge Advocate General's Department Reserve.

15. Title 10 U.S.C., Section 12319 sets guidelines for these members to perform 1 day of muster duty each FY to accomplish the annual screening requirements outlined in Title 10 U.S.C. Sections 10149(a), 10204(a), 10205, and 10206. Exemptions from IRR screening during a fiscal year are for members: who served on AD during the FY; are scheduled for discharge during the FY; in grade of O-4 and higher or E-8 and higher, and have no remaining MSO, or successfully screened in the preceding FY.

16. Title 10 U.S.C., Section 12301(b) sets guidelines for these members to perform 2 to 3 days of annual training each FY (up to a maximum of 15 days each FY) to accomplish the annual screening requirements outlined in Title 10 U.S.C., Sections 10149(a), 10204(a), 10205, and 10206. The only exemptions from IRR screening during an FY are for members: who served on AD during the FY; are scheduled for discharge during the FY; in grade of O-4 and higher or E-8 and higher, and have no remaining MSO; or successfully screened in the preceding FY.

17. Chaplain candidates who have completed the ADT requirements of the program and who are not yet qualified for re-appointment may enter the Chaplain Candidate Continuation Training Program. Candidates in this continuation training status must earn a minimum of 12 IDT points each R/R year to remain in the program, unless the Directorate of Chaplain Individual Reserve Programs (HQ ARPC/HC) approves a waiver.

18. A twice deferred officer without an MSO or an officer who has reached maximum service, but not maximum age, who is in the Active Standby in Reserve Section NC.

19. Volunteer members of Congress or pre-identified key employees who are in the Active Standby Reserve Section ND. Sanctuary officers not retained in position who are in the Active Standby Reserve Section NC.

Table 1.2. Excusing Members for Failure to Perform Minimum Prescribed Training Duties.

RULE	A If excusal concerns	B and member is assigned to	C then approval authority is
1	the requirements in Table 1.1.	a general officer position	HQ USAF/REPS (see note 1)
2		unit positions	the immediate commander or an official delegated this responsibility in writing. (see note 2)
3		IMA positions	the program manager of assignment or their designated official. (see para 1.3.)
4	50 total retirement point minimum requirement as explained in para 2.3.	a general officer position	HQ USAF/REPS (see note 1)
5		other Ready Reserve sections	the immediate commander/program manager of assignment (see notes 2 and 3)

NOTES:

1. Request excusal in writing for all officers filling general officer positions. Send a copy of the approved request for file to HQ ARPC/CVG, 6760 E Irvington Pl #3000, Denver CO 80280-3000.
2. Request waivers in memorandum format. Individual waiver letters are required for each member, to include the type of waiver (i.e. AT waiver, IDT waiver, or AT & IDT waiver.). Retain the approved FY waiver in the AF Form 10, **Unit Personnel Record Group**, and on Master Personnel Record (MPerR) Group microfilm.
3. A commander/program manager has the authority to excuse or deny a member to take part in pay or point gaining activities if the member is being processed for involuntary reassignment to an appropriate subcategory of the IRR or the Standby Reserve according to AFI 36-2115; or if the member is being processed for involuntary separation action according to AFI 36-3209, or court-martial charges have been preferred against a member. For members of the participating IRR working on their 3 year time in grade requirement, only one waiver of an unsatisfactory R/R year is authorized.

Chapter 2

ALLOWABLE FEDERAL SERVICE FOR MEMBERS OF THE USAFR

2.1. Definition of Points. Points are a unit of measurement of tracking a member's participation. They are also used to calculate the amount of participation for retirement purposes. The number of earned points determine a member's eligibility for retention both in Ready Reserve programs and in an Active Reserve status. Active Reserve status means any status other than an assignment to the ISLRS or the Retired Reserve Section. See AFI 36-3203, *Service Retirements*, for the minimum amount of service required for retirement.

2.2. Crediting Points and Satisfactory Federal Service. Award one point for each day of AD. Award one point for 4 hours of IDT, not to exceed two points per calendar day. AFIADL determines the number of study hours awarded for AFIADL courses. Award one point for each three study hours. Membership points are credited, up to 15 points (prorate points for periods less than a year) for Active Reserve status for each R/R year. Points may only be credited to the date a member actually performed the duty, except in those activities where the cumulative method is authorized.

2.3. Maximum Points Creditable. No more than 365 points (366 for a leap year) are creditable in 1 R/R year. Credit a combined total of no more than 90 retirement points for IDT, Advanced Distributed Learning (ADL) courses, and membership points for members whose R/R year ends on or after 30 October 2000. For members whose R/R year ends on or after 23 September 1996 no more than 75 IDT retirement points may be credited. For members whose R/R year ends prior to 23 September 1996 no more than 60 IDT retirement points may be credited. Satisfactory Federal Service cannot exceed the actual number of calendar days. Award a year of satisfactory Federal service for retirement when a member earns a minimum of 50 points (including membership points) in their full R/R year. Award a partial year of satisfactory Federal service for retirement when the member earns the minimum number of required points (including prorated membership points) during a partial R/R year (see AFI 36-3203).

2.4. AD Points. Points may be earned for serving on AD during peacetime or mobilization. These points are credited under other armed forces or uniformed services directives and are creditable toward Reserve satisfactory service for retirement.

2.5. Training, Pay, and Point Activities. **Table 2.1.**, **Table 2.2.**, and **Table 2.3.** specify the training and retired categories entitled to earn points.

2.5.1. IDT points may be earned as shown in **Table 2.1.**, **Table 2.2.**, and **Table 2.3.**

2.5.1.1. Readiness Management Periods (RMPs) are additional IDT periods which are used to improve unit readiness by providing the required and necessary training to attain and maintain designated readiness levels. RMPs are authorized for unit personnel to accomplish Reserve unit administration, training preparation, support activities, and maintenance functions. RMPs are not to be used in conjunction with distance learning, however, RMPs can be completed via telecommuting provided all work agreed upon under telecommuting guidelines fall under the parameters previously described above. RMPs are strictly voluntary and must be approved in advance by the unit commander.

2.5.1.1.1. Members are authorized to perform no more than 24 paid RMPs per FY.

2.5.1.1.2. RMPs will not be performed in conjunction with another training period (i.e. IDT, Additional Training Periods, Additional Ground Training Period (AGTP), or AFTP).

2.5.1.1.3. Members are authorized only one RMP per calendar day (a minimum 4 hours duration for one point).

2.5.1.1.4. RMPs may not be used as a substitute for completion of FY statutory IDT requirements. Missed RMPs will not be coded as excused or unexcused.

2.5.1.1.5. Travel days are not authorized for RMPs.

2.5.1.2. Equivalent Reserve Instruction (ERI). A USAFR member may receive ERI non pay points for attending a professional or trade convention that will increase the member's professional development or mobilization readiness.

2.5.1.3. Send ERI point eligibility requests, in advance, through the member's unit of assignment or IMA program manager for approval. Send all non-pay AF Forms 40A**, Record of Individual Inactive Duty Training**, for IMA medical personnel to HQ ARPC/SG for approval prior to performing duty. Award points when:

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

2.5.1.3.2. The meeting must be at least 4 hours in duration before a member receives point credit. Award a maximum of one point per day for these activities. For medical personnel to earn points only for continuing medical education, the meeting must be for at least 6 hours.

2.5.2. ADL Courses:

2.5.2.1. ADL courses administered by other services that meet Air Force requirements, and are related to the member's career field, and specifically authorized by a program manager or unit commander, may be given point credit. Members will only be credited points for courses that are relevant to their military [grade, career, professional] development.

2.5.2.2. An officer will not earn points in a course specified for enlisted members. Enlisted members will not earn points in a course specified for officers.

2.5.2.3. Point credit earned upon completion of AFIADL course examinations specifically authorized by a program manager or unit commander, may be given point credit and may be credited to only 1 R/R year. A member may request the posting of points during the past R/R year if:

2.5.2.3.1. Supporting documentation warrants the adjustments.

2.5.2.3.2. The adjustment does not exceed 90 days before the actual course completion date documented on the certificate.

2.5.3. Special Projects and Training. Commanders, program managers, and supervisors of MAJCOM assigned IMAs may authorize other point gaining activities. Members must get written authorization in advance for such activities. The following are examples that may earn additional IDT point credit:

2.5.3.1. Liaison and Counseling. This entails face-to-face contact with the person for whom a specific program is planned. Examples are: a meeting with an applicant for the Air Force Reserve Officer Training Corps; the ALO Program; or the Air Force Health Professions Scholarship Program.

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

2.5.3.3. Administration and Management. A member may earn points by preparing approved correspondence (studies, charts, analyses, etc.) that supports the mission of the individual program; writing or processing officer or enlisted member performance reports; coordinating or supervising personnel who support MAJCOM, HQ ARPC, or individual program manager directed activities.

2.5.3.4. Reserve Recruiting. A member may earn points for recruiting activities supporting the USAFR. Send report results of the recruiting effort to the commander of the unit of assignment or program manager.

2.5.3.5. Routine periodic medical examinations (as required by AFI 48-123) made at a military facility at a time other than during a scheduled training period.

2.5.3.6. Funeral Honors Duty (see **Chapter 9**).

2.5.4. Points will not be awarded to a USAFR member for:

2.5.4.1. Social function (dining-in, military ball, etc.).

2.5.4.2. Attending sports events.

2.5.4.3. Attending a meeting of the Air Force Association, the Reserve Officer Association, or similar organizations.

2.5.4.4. Purchasing Air Force uniform items or getting an official photograph or identification card.

2.5.4.5. Taking part in Scout activities.

2.5.4.6. Health service officers in the USAFR on extended active duty (EAD) cannot be appointed to the Medical School Liaison Officer program.

2.5.4.7. For travel to and from IDT.

2.6. Telecommuting. Telecommuting is a management tool allowing Reserve unit commanders or program managers, or their written designees, to pre-authorize, in writing, personnel to work away from the duty location in an official capacity for pay and/or points. Telecommuting is voluntary and will be authorized when it is in the best interest of the Air Force. Telecommuting is a benefit, not a right. Normally, telecommuting is done from the member's homes or alternate locations which do not require them to incur travel expenses. Travel and per diem are not authorized for telecommuting. Telecommuting is authorized as a method to perform AT, ADSW, and IDT; however, this method requires prior approval of the Reserve unit commander or program manager, or their designee. A written agreement of duty performance must be established prior to authorization of telecommuting, and this agreement must be maintained and compared to actual duty performance completed, prior to authorizing credit or compensation of AT, ADSW, or IDT. Agreement must be maintained with the participation record. Place the statement "Training to be accomplished by telecommuting" in the remarks section of the AF Form 40A, or RPA orders request. "Training" pertains to performance of duty not actual training (i.e. Air Force Specialty Code (AFSC), skill-level training, position qualification training etc., this type of training is not authorized in telecommuting). Refer to AFI 36-8002, *Telecommuting Guidelines for Air Force Reservists and their Supervisors*.

2.7. AD for Points Only (44 Military Leave Days). ARTs may earn one retirement point per day of AD (no AD pay is authorized for this type of tour). Orders are published as MPA or RPA (does not include school tours, use ADSW tours only) tours for the length of the tour, but convert to pay status to cover weekends, holidays, or SDO. Orders may be used for travel to and from theater if performed normal duty days.

2.8. Establishment of R/R Date . To establish an R/R date see **Table 2.4.**

2.9. Point Data. HQ ARPC keeps point data for each member on a computer record and on microfilm.

Table 2.1. Training, Pay, and Point Activities (Selected Reserve).

Training Category Designators		**A**	**B**							**F**	**P**
TYPES OF TRAINING	UNITS AND PROGRAMS	UNIT	IMA	9003 ARV SQ SELECTIVE SVC MA	9018 ARV SQ CHAPLAIN	9019 ARV SQ MEDICAL	9005 ARV SQ JAGDR	9003 ARV SQ SELECTIVE SVC MD	9026 ARV SQ SG MEDICAL	NPS ENLISTEE ON IADT	NPS ENLISTEE AWAITING IADT
	TRAINING ACTIVITIES	1	2	3	4	5	6	7	8	9	10

Training Category Designators		**A**	**B**							**F**	**P**
ACTIVE DUTY (1)	IADT/MPA TOURS	B	B	B	B	B	B	B	B	B	
	ADT/ADSW (SCHOOL & RPA TOURS) (2)	B	B	B	B	B	B	B	B		
	ANNUAL TRAINING (AT)	B	B	B	B	B	B	B	B		
INACTIVE TRAINING (1)	IDT/UTA/EQUIVALENT TRAINING (ET)	B	B	B	B	B	B	B	B		B (4)
	AFTP	B	B								
	TP	B	B	B	B	B	B	B	A		B
	RMP	B									
	TEACHING ACTIVITIES				B (5)	A (5)			A (5)		
	FLIGHT TRAINING	B	B			B (5)					
	PROFESSIONAL AND TRADE MEETINGS	B (6)	B (6)	A	A	B (6)	A				
	INSTRUCTOR DUTY AND PREPARATION (7)	A	A	A	A	A		A	A (5)		
	SPECIAL PROJECTS/ TRAINING (8)	A	A	A	A	A	A		A		
EDUCATION	PME SEMINAR PROGRAMS	A	A	A	A	A	A	A	A		
FUNERAL HONORS DUTY		B	B	B	B	B	B	B	B		
TYPES OF TRAINING	UNITS AND PROGRAMS	UNIT	IMA	9003 ARV SQ SELECTIVE	9018 ARV SQ CHAPLAIN	9019 ARV SQ MEDICAL	9005 ARV SQ JAGDR	9003 ARV SQ SELECTIVE	9026 ARV SQ SGMEDICA	NPS ENLISTEE ON IADT	NPS ENLISTEE AWAITING

Training Category Designators		A	B							F	P
				S V C M A				S V C M D	L		I A D T
	ADL COURSES	A	A	A	A	A	A	A	A	A	A
OTHER	MEMBERSHIP POINTS	A	A	A	A	A	A	A	A	A	A
	TRAINING ATTACHMENT AUTHORIZED (10)	Y	Y	Y	Y	Y	Y	Y	Y	N	N

LEGEND:

A = POINTS ONLY

B = PAY AND POINTS

Y = YES

N = NO

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. Telecommuting is authorized as a method to perform AT, ADSW, and Inactive Training; however, this method requires prior approval of the Reserve unit commander or program manager (see paragraph **2.6.**). Place the statement "Training to be accomplished by telecommuting" in the remarks section of the AF Form 40A or AF Form 938.
2. Approve RPA tours requiring travel, only when the tour is absolutely necessary.
3. Category P members must perform normally one, but not more than two, TPs for the purpose of enlisting and in-processing for pay and points prior to IADT. Uniform requirements are waived while performing these TPs.
4. Requires advanced approval from HQ ARPC/SG or HQ ARPC/HC (as appropriate).
5. With prior HQ AFRC/SG approval, Reserve unit health services officers may participate in the CHE program in place of IDT or AT. Category B personnel assigned to HQ ARPC/SG, must have prior approval of their unit of attachment and HQ ARPC/SGE.
6. Members may earn points while preparing or presenting an aerospace instructional or educational course for the Civil Air Patrol.
7. Special projects and training aid in completing a mission. For unit members, the unit commander or their designee must approve the activity. IMAs must have approval of their program manager. Telecommuting is authorized.

8. The commanders of both the unit of assignment and attachment must approve training attachments.

9. Members may participate for STIPEND and/or points (see **Chapter 9**).

Table 2.2. Training, Pay, and Point Activities (Individual Ready Reserve).

TRAINING CATEGORY DESIGNATORS		**E**								**J**				
TYPES OF TRAINING	UNITS AND PROGRAMS	NNRPS	ORS RA	RRPS	9002 ARVSQ CHAPLAIN	9004 ARVSQ CAPRAP	9001 ARVSQ ALO	9021 ARVSQ MEDICAL	9025 ARVSQ JAGDR	9027 ARVSQ AFRSRSP	ORS RC	9017 ARVSQ CHAPLAIN (1)	9035 ARVSQ LEGAL INTERN	9016 ARVSQ HEALTH SCHOLAR
	TRAINING ACTIVITIES	1	2	3	4	5	6	7	8	9	10	12	13	14
ACTIVE DUTY	IADT/MPA TOURS			B	B	B	B	B	B					
	ADT/ADSW (SCHOOL & RPA TOURS)	B (2)	B (2)	B (2& 3)	B (2& 3)	B (2& 3)	B (2& 3)	B (2& 4)	B (2)		B (5)	B	C	C
	ANNUAL TRAINING	C (6)	C (6)	A (3)	A (3)	A (3)	A (3)	A (3)	A (3)	(7)				C
	PUSH/PULL EXERCISES	B	B	B	B	B	B	B	B	B	B			

TRAINING CATEGORY DESIGNATORS		E								J				
INACTIVE	UTA/ET													
TRAINING	AFTP													
	TP			A	A	A	A	A	A			A		
	TEACHING ACTIVITIES							A						
	FLIGHT TRAINING							A						
	INSTRUCTOR DUTY AND PREPARATION (8)			A	A	A	A	A						
	SPECIAL PROJECTS/ TRAINING (9)			A	A	A	A	A	A			A		
EDUCATION	PME SEMINAR PROGRAMS			A	A	A	A	A	A					
	ADL COURSES			A	A	A	A	A	A					
FUNERAL HONORS DUTY (10)				B	B	B	B	B	B	B		B	B	B
OTHER	MEMBERSHIP POINTS	A	A	A	A	A	A	A	A	A	A	A	A	A
	TRAINING ATTACHMENT AUTHORIZED (11)	N	N	Y	Y	Y	Y	Y	Y	N	N	Y	N	N

LEGEND:

A = POINTS ONLY

B = PAY AND POINTS

C = PAY ONLY

Y = YES

N = NO

NUMBERS IN PARENTHESIS INDICATE REFERENCE NOTES

NOTES:

1. 9017 ARV SQ. Chaplain candidates may enter into the Chaplain Candidate Continuation Training Program following certification of completion of the ADT requirement of the program. Candidates must earn a minimum of 35 points each R/R year in addition to the 15 membership points to obtain a good year for retirement. A member may earn IDT points only when properly authorized by HQ ARPC/HC. Two week RPA tours can be approved if a minimum of 8 IDT days (16 points) have been performed during the current R/R year, if funding is available.

2. Category E members may earn pay and points for serving as members of Non-Selected Reserve promotion boards.
3. Members in Reserve Sections MT and MX may perform up to a maximum of 12 days of non paid ADT (Special Tours only), ADSW, AT, or a combination of these per R/R year. Member must reside within the corporate limits of the training site, no travel pay or per diem is authorized.
4. Members of the 9021 ARV SQ are authorized pay and points to attend Commissioned Officer Training (COT) or Reserve Commissioned Officer Training (RCOT).
5. AFROTC officers assigned to the Obligated Reserve Section - RC (ORS-RC) who participate in the Interallied Confederation of Reserve Officers (CIOR) military competition will receive pay, points, and credit towards their Total Active Federal Military Service Date. HQ ARPC/DPPRK will prepare an ARPC Form 168, **Computation for AF Form 526**, ANG/ USAFR Point Credit Summary.
6. These members perform 1 day muster duty or 2 to 3 days of AT to accomplish their annual screening requirements. Members performing the 2 to 3 days AT may earn AD pay and points. Members performing 1 day muster duty were authorized AD pay and points until 30 September 1991. Members performing 1 day muster duty on or after 1 October 1991 are authorized muster pay, but no points.
7. Mandatory 5 day AT for half stipend program candidates electing Reserve Service Obligation payback in IRR. No more than a total of 12 AD days per FY.
8. Members may earn points while preparing or presenting an aerospace instructional or educational course for the Civil Air Patrol.
9. Special projects and training aid in completing a mission. Participating Individual Ready Reserve (PIRR) must have approval of their program manager. Telecommuting is authorized.
10. PIRR members are authorized Funeral Honors Duty (see **Chapter 9**). This can be done via MPA mandays or in points only status using an AF Form 40B.
11. The commanders of both the unit of assignment and attachment must approve training attachments.

Table 2.3. Training, Pay, and Point Activities (Standby and Retired).

TRAINING CATEGORY DESIGNATOR		**D**			**C**	**N**	**RETIRED**
TYPES OF TRAINING	UNITS AND PROGRAMS	NARS NA NONOBLIGATOR	NARS NB (1) OBLIGATOR	NARS NC SANCTUARY	NARS ND KEY EMPLOYEES	ISLRS INACTIVE STATUS LIST	RETIRED RESERVE
	TRAINING ACTIVITIES	1	2	3	4	5	6
ACTIVE DUTY	ADT/ADSW (SCHOOL & RPA TOURS)			A(1)	A(1)		
	ANNUAL TRAINING			A(1)	A(1)		
INACTIVE DUTY	TP			A	A		
	INSTRUCTOR DUTY AND PREPARATION (2)			A	A		
	SPECIAL PROJECTS/ TRAINING (3)			A	A		

TRAINING CATEGORY DESIGNATOR		D			C	N	RETIRED
EDUCATION	PME SEMINAR PROGRAMS			A	A		
	ADL COURSES (4)			A	A		
OTHER	MEMBERSHIP POINTS	A	A	A	A		
	TRAINING ATTACHMENT AUTHORIZED (5)	N	N	Y	Y	N	N

LEGEND:

A = POINTS ONLY

N = NO

B = PAY AND POINTS

NUMBERS IN PARENTESIS INDICATE REFERENCE NOTES

C = PAY ONLY

Y = YES

NOTES:

1. Members in Reserve Sections NC and ND may perform up to a maximum of 12 days of non paid ADT, ADSW, AT, or a combination of these per calendar year. Member must reside within the corporate limits of the training site, no travel or per diem is authorized.
2. Members may earn points while preparing or presenting an aerospace instructional or educational course for the Civil Air Patrol.
3. Special projects and training aid in completing a mission. Individual Reservists must have their program manager's approval for these activities.
4. Officers retained beyond their mandatory separation dates (MSDs), who have 18, but fewer than 20 satisfactory years of service, may earn retirement points by taking ADL courses.
5. The commanders of both the unit of assignment and attachment must approve training attachments.

Table 2.4. Establishment of Retention/Retirement (R/R) Year or Anniversary Year.

RULE	A If member is assigned	B and assignment is from (see note 1)	C then R/R year begins (see notes 2, 3, & 4)
1	on or before 1 July 1949	an active Reserve status	on 1 July 1949
2	between 1 July 1949	an active Reserve status (see note 5 and 7)	the date member is placed on active Reserve status
3	and 30 September 1995	an inactive status (see notes 6 and 7)	the date member returns to an active Reserve status
4	after 1 October 1995	initial entry into uniform service	upon initial entry (see note 8) into uniform service

NOTES:

1. New R/R date must show on the assignment order.
2. If an R/R date is incorrect, HQ ARPC/DPPRK corrects the error by changing the date and realigning points. HQ ARPC/DPPRK notifies the member and servicing MPF of an R/R date change.
3. The year of service for R/R begins on 1 day of 1 year and ends on the day before the anniversary of the next year (both dates inclusive), example: 1 July to 30 June.
4. The MPF should contact HQ ARPC/DPPRK for assistance to establish the new R/R date.
5. A new R/R date is not established when a member transfers between Reserve components, unless there is a break in active Reserve status.
6. For the purposes of this table, inactive status consists of: ISLRS, Inactive National Guard, Retired Reserve, civilian status, Health Professional Scholarship Program, service academies, temporary disability retirement list, and Reserve Officer Training Corps. Any of these status' constitutes a break in service.
7. A new R/R date must be established when the member transfers from a regular component.
8. A new R/R date is not established when a member transfers between Reserve/Regular Components, unless the member enters into inactive status (see note 6).

Chapter 3

INITIAL ACTIVE DUTY FOR TRAINING (IADT)

3.1. IADT.

3.1.1. A non-prior service enlistee must perform IADT for a period of at least 84 days. Before being released from IADT, each enlistee must attend basic military training (BMT) and attend technical training to obtain the 3-skill level of the assigned Air Force Specialty. Waivers may be granted from the Air Force functional managers for award of 3-skill level, if warranted, and will be initiated by HQ AFRC/RS.

3.1.2. Publish IADT orders at the time of enlistment, but not later than 60 days before the reporting date. They must cite Title 10 U.S.C. Section 12103 as the authority. Non-prior service members must start, in so far as practical, the IADT within 270 days. All other members must start the IADT not later than 360 days after the date of their enlistment.

3.2. Responsibilities for IADT.

3.2.1. The Formal Schools Branch, HQ AFRC/DPTF, determines the program requirements and student flow for BMT and for technical training. Only HQ AFRC, not subordinate units, may communicate directly with course owners (i.e. Air Education and Training Command (AETC), ACC, AMC, etc.). In the first quarter of each FY, HQ AFRC verifies and projects their trained personnel requirements (TPR) for the current and budget years; identifies requirements by AFSC; sends TPR to the Training Policy Division, HQ AETC/TTP, through the Training Management System (TMS). They also send an information copy of their TPR to the Directorate of Personnel, HQ USAF/REP.

3.2.2. Responsibilities of the Enlisting Unit:

3.2.2.1. If the attachment and training outlined above are not possible, do not enlist the applicant. Send the recruiting quotas back to HQ AFRC with a letter of explanation.

3.2.2.2. Ensures that the member meets Air Force weight standards (AFI 40-502) immediately before departure for IADT.

3.2.2.3. Immediately upon enlistment, begins processing the member for the appropriate security clearance required for the technical school or unit assignment.

3.2.3. Unsatisfactory Participation While on IADT.

3.2.3.1. If a USAFR member commits an offense that demonstrates unsatisfactory participation the attached commander may initiate UCMJ or administrative discharge action under AFI 36-3208, *Administrative Separation of Airmen*. If UCMJ or discharge action is initiated, the unit of attachment will notify the unit of assignment and conclude UCMJ or discharge processing. If the USAFR member is to be returned to the unit of assignment for processing and action, the unit of attachment publishes orders relieving the member from attachment and directs him or her to the assigned servicing MPF, at which time the member reverts to inactive status.

3.2.3.2. Examples of unsatisfactory participation are:

3.2.3.2.1. Failure to comply with IADT orders.

3.2.3.2.2. Absence without leave.

3.2.3.2.3. Failure to complete a training course due to lack of effort or failure to achieve a 3-skill level AFSC. (***Exception:*** Failure to achieve a 3-skill level due to incomplete processing of a security clearance required for award of an AFSC.)

3.2.3.2.4. Commission of an offense leading to discharge action (per AFI 36-3208) or a court-martial conviction.

3.2.3.2.5. Lost time, unless it is made up with the approval of HQ AFRC/DPX.

3.3. Personal Hardship While on IADT.

The unit of attachment commander may initiate action to relieve Reserve members from IADT and discharge them for personal hardship. The commander may also relieve the member from technical training without relieving them from IADT, and return them to their designated unit. Upon resolution of the personal hardship, the respective wing training office will coordinate with HQ AFRC/DPTF to facilitate the return of the member to the appropriate technical training. If return to the appropriate technical training is not possible, the member will be reclassified or discharged.

3.4. Retention on IADT. The unit of attachment commander may involuntarily retain the member on IADT beyond the planned time span without the member's consent.

3.4.1. Retain an individual on IADT when: scheduled for a later technical training start date, through no fault of their own; HQ AETC is unable to provide training on some 3-level tasks; (Authority: Title 50 U.S.C. App 454 (a)) or for other reasons required by law.

3.4.2. Release members processed for court martial under AFI 51-201, *Administration of Military Justice,* or discharge under AFI 36-3209, from technical training but retain on IADT orders and return them to their designated unit for discharge processing.

3.4.3. When retaining members beyond the date specified for the end of their tour, the MPF at the unit of assignment will amend the IADT orders to extend the tour.

3.4.4. Retain members on IADT orders who are undergoing disability evaluation, are receiving ongoing medical treatment or have a medical condition which warrants a “4” profile. Retain members on orders until final disposition of their medical condition, disability evaluation, or removal of the “4” from their profile by appropriate medical authority.

3.5. Hospitalization and Disability. Members receive the same medical care as regular Air Force members receive during an IADT tour. A member's dependents may receive medical care if the IADT order specifies that the AD tour is for 30 days or more (authority AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*, and other applicable directives). A member receives pay and allowances while undergoing medical treatment or hospitalization, including processing under AFI 36-3212*, Physical Evaluation for Retention, Retirement, and Separation*. AFI 36-3212 contains requirements for evaluating a member on IADT who may have a physical defect that interferes with their availability for worldwide service (refer to AFI 36-2910, *Line of Duty (Misconduct) Determination*, for line of duty (LOD) determinations).

3.6. Issuing Uniforms. AFI 36-3014, *Clothing Allowance for Air Force Personnel*, covers uniform item issue. RPA funds cover the clothing costs.

3.7. MPerR.

3.7.1. HQ ARPC maintains the MPerR for USAFR members.

3.7.2. The unit of assignment maintains the field personnel record (FPerR). When the member attends IADT, the unit of assignment sends the FPerR and 25 copies of the IADT orders to the MPF at the unit of attachment. AFI 36-2608, *Military Personnel Records Systems*, covers distribution of records.

3.8. Elimination From Technical Training. Upon a member's elimination from technical training school, the commander's options are:

3.8.1. Reclassify. Employment Element, DPMAE, is the office of primary responsibility (OPR) for reclassifying members into another AFSC according to AFI 36-2101, *Classifying Military Personnel (Officers and Airmen).* The commander can request a school quota for the new AFSC, if AETC concurs. When possible, accomplish reclassification actions before the member leaves the technical training center. The HQ AFRC Liaison NCO at the technical training center will assist in this situation.

3.8.2. Reassign. The Personnel relocation Element, DPMSA, is the OPR for reassignments to HQ ARPC. The commander may initiate involuntary reassignment action in accordance with AFI 36-2115.

3.8.3. Administrative Discharge. Commanders should contact the Personnel Relocation Element, DPMSA, when discharging members according to AFI 36-3209.

3.9. Release From IADT.

3.9.1. Release members after completing their tour, award of the 3-skill level, unless they need to complete 5-skill training. Do not release members from IADT unless they meet the medical standards for retention IAW AFI 48-123, have a DD Form 2697, **Report of Medical Assessment**, completed as required by AFI 48-123, and have no ongoing medical conditions which would interfere with performance of their Reserve military duty. Members completing BMT and technical training with:

3.9.1.1. Seven or more days left to complete the minimum 84 days IADT time specified are returned to their unit of assignment unless otherwise specified in the tour order, for on-the-job training (OJT). Release members upon tour completion.

3.9.1.2. Less than 7 days remaining on the tour, are held at the unit of attachment and released after completion of the tour.

3.9.2. The MPF at the unit of attachment must publish orders as prescribed by AFI 65-109, *Preparation of AF Form 938*, for members released from their tour for reasons other than the normal end of tour. Send five copies to the servicing HQ AFRC MPF at the unit of assignment.

3.9.3. The MPF servicing the unit that ends the tour must either complete or arrange for the entire separation processing of the member. Before release of the member from IADT, thoroughly review the member's health records.

3.9.4. Issue the DD Form 214, **Certificate of Release or Discharge From Active Duty**, according to instructions in this chapter and AFI 36-3209. The servicing HQ AFRC MPF for the unit of assignment issues the form. The completion date for the IADT tour is when the member returns to the place of entry. Include authorized travel days on the DD Form 214. The 37th Mission Support Squadron accomplishes the form for members who fail to complete basic military training.

Chapter 4

INACTIVE DUTY TRAINING (IDT)

4.1. Crediting IDT. A member may not perform inactive duty and AD on the same day. Travel pay is not authorized for travel to or from the place of IDT. The types of IDT are:

4.1.1. TP. A 4-hour period of training, duty, or instruction.

4.1.2. UTA. A planned period of training, duty, instruction, or test alert completed by a Reserve unit.

4.1.3. ET. A training period accomplished in place of a scheduled UTA or TP.

4.1.4. AFTP. A flying training period authorized for an individual in an authorized flying position.

4.1.4.1. AGTP. A ground training period authorized for an individual in an authorized flying position and counts against the 48 AFTP limitation.

4.1.5. RMP. RMPs are used to support the ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions.

4.2. IDT Authorization.

4.2.1. All IDT must:

4.2.1.1. Have advance authorization from the member's unit commander (or designated representative) for unit personnel. For Individual Reservists the authorizing authority is the supervisor or program manager (This is done in Block III of the AF Form 40A).

4.2.1.2. Ensure appropriate and adequate training is provided. Supervisors and/or program managers of individual Mobilization Augmentees (IMAs) in Reserve Sections MA, MB, ME, and MR, who are authorized 48 IDT periods each Fiscal Year (FY), may authorize up to a maximum of 16 IDT training periods per quarter, not to exceed 48 IDT periods during the FY. For IMAs in Reserve Section MC, who are required to perform 24 IDTs per FY, supervisors and/or Program Managers may authorize up to maximum of 8 IDT periods per quarter not to exceed 24 per FY. (NOTE: Exceptions to this policy for IMAs require approval of ARPC/CC. Requests for exception must be forwarded through the Program manager) IMAs will develop a schedule of IDT training periods with their supervisors and/or Program Managers NLT 15 Aug for the upcoming FY. All IDT periods must be approved in advance, in writing, by the member's supervisor with an information copy to the appropriate assigned Program Manager, in advance of performing any IDT period.

4.2.1.3. Be performed for pay and points, or points only as an USAFR member without pay from another US government source (i.e. no dual compensation).

4.2.2. IDT performed for pay must prepare a USAFR member for mobilization. Authorized IDT activities are shown in tables **Table 2.1.**, **Table 2.2.**, and **Table 2.3.** The certifying official documents all IDT on a mechanized AF Form 40**, Authorization for Inactive Duty Training (PDF)**, for units or an AF Form 40A for Reservists participating on an individual basis.

4.2.3. Travel pay is not authorized for travel to or from the place of IDT. Unit members, except for aircrew performing flight duty, are not authorized to perform travel while in IDT status, and/or for the

sole purpose of pre-positioning a member, for an ADT or AT tour unless approved by the NAF commander or HQ AFRC/CVA (for example conducting SAVs).

4.2.4. See AFI 36-2504*, Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, for additional IDT requirements for general officers.

4.2.5. Only members in authorized positions may take part in aircrew flying training activities.

4.2.6. IDT can be performed in conjunction with AT, ADT, or ADSW. Under no circumstances should ADT or ADSW be combined with IDT for the purpose of providing travel expenses to the IDT location. Commanders and supervisors should ensure that all ADT or ADSW tours performed in conjunction with IDT can be substantiated by a valid support or training requirement.

4.2.7. Overseas IDT. Members assigned/attached CONUS are not allowed to perform IDT overseas. For the purpose of this section, "overseas" is defined as "outside the United States (US) and its territories and possessions and Guantanamo Bay NS, Cuba."

4.2.7.1. Members who reside within the US and its territories and possessions may not perform IDT overseas unless assigned/attached overseas.

4.2.7.2. A member who resides overseas may perform IDT in the country in which they are assigned/attached.

4.2.7.3. Members must be covered during the entire period at the foreign overseas location by the AF Form 40A. Under no circumstances are IDTs to be performed in areas of hostile fire or imminent danger.

4.2.7.4. If departing CONUS in IDT status, member must convert to civilian status (ARTs only, see para **4.11.1.16.**) or AD status prior to landing overseas. In-flight duty status conversions to AD status are permitted at 0001 hours of the time zone of the home duty station. No more than one duty status conversion may be made in one crew duty day for aircrew personnel or one calendar day for non-aircrew personnel. Complete AFTO Forms 781, **AFORMS Aircrew/Mission Flight Data Document**, IAW applicable Air Force and local directives. Include separate lines to record the flying time accomplished in each duty status.

4.3. Constructively Present. The term constructively present applies to unit reservists who are on tours of AD which overlap scheduled UTA.

4.3.1. If, as a condition of approving a member for a special tour of AD, the respective commander requires the member to attend regularly scheduled UTA, then the agency using the member on AD must first agree to address the AD order allowing variations (to include a specific itinerary) in travel reimbursement to permit travel, and to address status in the event of a line of duty determination. The member will not be compensated or credited for UTA since they are already in military status. If such an agreement is not reached, the member is not to be placed on AD orders.

4.3.2. If the commander does not require the member to attend scheduled UTA while performing a tour of AD, the commander will consider the member constructively present (which effectively excuses the member from scheduled UTA).

4.3.2.1. Deleted.

4.4. Authorizing Official. The authorizing official for IDT is the commander of the assigned unit, the IMA program manager, supervisor, or a representative designated in writing.

4.5. Scheduling UTAs.

4.5.1. Unit commanders prepare an FY schedule for monthly UTAs NLT 15 May for the up-coming fiscal year. Commanders may authorize up to a maximum of 16 training periods per quarter, NTE 48 periods per fiscal year. Exception to this policy will be forwarded to NAF/CC for approval. The commander may extend a UTA beyond the normally scheduled time to meet mission needs.

4.5.2. Training Flights or Teams. Publish Training orders or a rescheduling letter before the date of the UTA. The orders or letter must list every member on the flight or team, specify who will supervise the training, and specify who will certify the attendance. The unit commander may grant the authority to set up these flights or team.

4.6. UTA Schedule Reports. The Wing Commander submits a consolidated schedule for all assigned units through the MPF/CC, to HQ AFRC/DPMB, not later than 15 May for the next FY. HQ AFRC/DPMB will provide the HQ AFRC functional manager with copies not later than 1 July in order to update the DRB data file.

4.6.1. A wing or separate unit organized and trained to serve as a unit when mobilized may be divided into flights or teams. The flight team commander may schedule a UTA to permit better use of equipment or facilities, or to train with a flying squadron.

4.6.2. Submit notification of changes to the master schedule to HQ AFRC/DPMB at least 90 days before the proposed date. Forward an info copy of all changes involving HQ AFRC airlift to the functional OPR.

4.7. Rescheduling UTAs. Unit commanders may reschedule UTAs for an entire unit, an individual or groups of individuals. Commanders must use discretion and sound judgment in employing this option. Do not use Rescheduled training as a substitute for equivalent training. Training performed during the rescheduled UTA must benefit individual training, unit training, and unit readiness to the same extent as the originally scheduled UTA. At minimum, commanders must clearly document that the rescheduled training is as effective for the member and unit readiness as the scheduled training. Training flight orders or the remarks section of AF Forms 40/40A or Unit Training Assembly Processing System (UTAPS) AF Form 40A as appropriate will contain the statement, "Rescheduled UTA will provide the same type and quality of training as the originally scheduled UTA." Each commander will keep all related participation documents to support excused and unexcused absences and rescheduled UTAs or IDTs.

4.7.1. Rescheduled UTAs must be approved in advance and documented on a training flight order or AF Form 40A. Rescheduling must be in the best interest of the Air Force Reserve mission accomplishment. Its primary purpose is not for personal convenience. A decision to reschedule may be based on the unit mission needs, training opportunities, and member's availability. Rescheduled training may be performed at any time during the same fiscal year. DO NOT HONOR AFTER THE FACT RESCHEDULING REQUESTS. Commanders may excuse missed training periods or approve ET. Commanders may grant an excused absence of a member based on the member's submission of adequate justification within 30 days prior to or 30 days following the missed UTA. Do not authorize excusals outside the 30-day period. The MPF will provide the unit commander a Report of Individual Personnel (RIP) when members accrue nine unexcused absences. The unit commander has 30 days

from the date of the ninth unexcused absence to excuse those absences from the previous UTA, authorize ET, retain as a mobilization resource, initiate involuntary reassignment IAW AFI 36-2115, or administrative discharge IAW AFI 36-3209. It is possible to retain individuals as a mobilization resource only under the conditions authorized by AFI 36-2115.

4.7.2. Do not reschedule UTAs after a member's loss date. (A Reserve member is not authorized participation privileges after their effective loss date.)

EXAMPLE 1. UTA is 26-27 October, retirement, ARPC reassignment, or ETS discharge effective date is 26 October, member wants to reschedule to perform on 24-25 October; NOT AUTHORIZED.

EXAMPLE 2. Retirement, ARPC reassignment, or ETS discharge effective date is 21 June, member wants to reschedule Jul, Aug, Sep, UTAs to perform prior to 21 June retirement effective date; NOT AUTHORIZED.

4.7.3. Do not reschedule UTAs before a member is assigned to the unit program. (A Reserve member is not authorized participation privileges before their effective assignment date).

EXAMPLE: A member assigned in December will not be allowed to reschedule October and November UTAs, which were prior to effective gain date to the unit.

4.8. Training Attachments. To best meet training goals, a member (other than one assigned to a general officer position) may be attached for IDT to other than the unit of assignment, provided the member can be trained in Duty Air Force Specialty Code.

4.8.1. In most cases, IDT takes place at the unit of assignment or attachment. To enhance unit readiness or support a mission need, a unit (or part of a unit or individuals) may be sent to an alternate training site, if adequate facilities or equipment are not available at either the unit of assignment or unit of attachment. Assign most IMAs to a single training location (STL) where all training (IDT and AT) is conducted. Regardless of training location, the member may be mobilized to the position to which they are assigned. The STL may be within the same command that has the manpower need or within another command. The program manager makes the final decision as to the location of the STL. In those cases where the STL policy is not feasible, IMAs may, at the discretion of the IMA program manager, perform IDT at an attached location, and perform AT and mobilization requirements at the assigned location.

4.8.2. The unit of assignment gives the unit of attachment sufficient information about the member's mobilization duties so that training may be structured to allow for the performance of those types of tasks. The commander of the unit in which training is desired approves the request for such training in writing. This letter should describe available training and state whether there is any objection to the member's training with the unit. The letter is then sent to the member's immediate commander who approves the request. If a member is attached to another unit for training, the unit of assignment authorizes the unit of attachment to prepare an AF Form 40A. In this case, the "Authorizing Activity" shown on the form is the unit of attachment, and the "Organization" is the unit of assignment. Write "Training Attachment" in parenthesis in Item 10, Training Unit of Activity. Three signatures are required on the AF Form 40A; the member taking part in the training, the official authorizing the training, and the certifying official (commander or person, military or civilian) who supervised the training for the dates and periods accomplished). Send the form to the unit of assignment for processing after the training is performed.

4.8.3. Approval Authority for Training Attachments.

4.8.3.1. The unit commander must approve training attachment before the training begins. The unit of assignment must publish an assignment/attachment order to include reporting official, unit of attachment and unit of assignment, and duration of attachment. Attachment must not normally exceed 6 months.

4.8.3.2. For individual reservists, the program manager must approve training attachment before the training begins.

4.8.4. If an Air Force Reserve member is attached to a non Air Force agency, the member's unit of assignment must provide the attached unit with instructions for preparing AF Form 40A.

4.8.5. Reserve component members of other US armed services may be attached for training with an Air Force unit, under the following conditions:

4.8.5.1. Proper training is not reasonably available in their own component, but is available in an Air Force unit.

4.8.5.2. The commander of the unit in which training is desired approves a request for the training in writing. The commander must include a statement relative to the type of available training for requests that are approved. Process approved applications according to the requirements of the individual's service.

4.8.6. With the concurrence of both commanders, a member of a Reserve unit may be attached to another HQ AFRC unit or to an AD unit that is equipped with similar aircraft or performs a similar mission.

4.8.7. A judge advocate, chaplain, or medical individual Reservist may be attached for training to a Reserve unit only when the HQ AFRC staff supervisor and the HQ ARPC program manager concerned concur. Medical unit commanders requiring the attachment of an individual Reservist to their units will submit a request to HQ AFRC/SG. The request will contain identification of the individual, benefits to be derived by the unit, and estimated duration of the attachment. HQ AFRC/SG will act on the request and forward to HQ ARPC/SG.

4.8.8. Do not designate a Military Advisory Assistance Group as a unit of attachment.

4.9. IDT Duration. The length of each IDT coincides with the local duty hours. Base IDT on a 4-hour minimum for the award of one point, not to exceed two points per calendar day. Each member is required to be present for duty at the start of each TP. The 4-hour period does not include meal breaks. Paid IDT periods shall not be under 4 hours. Points only IDT periods shall not be under 2 hours. Use this authority only in exceptional circumstances and not just for the personal convenience of the member. Under no circumstances will the waiver be authorized when accumulation of time is used.

4.9.1. The program manager may designate activities for which the member may accumulate time spent (over 1 or more days) until reaching the 4-hour standard for one point. A member assigned to Air Force Office of Special Investigations may perform IDT by the cumulative method of time accounting to a maximum of 16 paid TPs per R/R.

4.9.2. For members performing IDT on a mid-shift basis (shift starts 1 calendar day and ends on the next calendar day), award two points for completing 8 or more consecutive hours of IDT in a 24-hour period (Firefighters and others performing 24 hour shifts are an exception, shifts exceeding 12 hours must be approved by the program manager).

4.9.3. A member earns one non-pay point for completing a routine physical examination during other than regularly scheduled IDT. Give credit for one TP to a member found not qualified for duty under a special physical examination given during a scheduled IDT.

4.10. Equivalent Training. Unit commanders may approve ET for individuals to make up an excused absence from a scheduled UTA. The following policies apply to ET:

4.10.1. Use ET when an individual is approved to make up an excused absence from a missed UTA. ET is appropriate when the criteria specified for rescheduled training cannot be met. ET must be performed after the missed UTA.

4.10.2. The training furnished during ET must meet at least the minimum standards set up for the member's AFSC and duty position. The training must be relevant to the member's job in the Reserve unit.

4.10.3. IAW Title 37 U.S.C. Section 206, paid ET is subject to the following limitations:

4.10.3.1. A maximum of four paid ET periods may be performed in an FY.

4.10.3.2. ET must be performed in the same FY as the missed UTA. ET not performed remains excused.

4.10.3.3. Unit commanders must set up local procedures to track the number of ET periods to prevent an individual exceeding the maximum of 4 periods authorized each FY.

4.11. Flying Training. AGTP are a form of AFTPs. Limit their use by aircrew members assigned to positions requiring performance of ground training, simulator training, duty, or instruction required by MAJCOM regulations. Medical Service Corps officers may not perform AFTP/AGTPs. All Reservists must use AF Form 3956**, Report of Inactive Duty Training Performance - AGTP/AFTP (USAFR)**, or the automated AF Form 3956 to document and certify AFTPs and AGTPs.

4.11.1. These restrictions apply to AFTPs and AGTPs:

4.11.1.1. Limit to volunteers assigned to a position requiring flight duties.

4.11.1.2. They must each be at least 4 hours in duration and must not be used in place of a UTA or ET. Training is completed after 4 hours or upon completion of mission, whichever occurs later.

4.11.1.3. Pay is authorized for no more than 16 AFTPs per quarter NTE 48 per FY. Commanders may authorize AGTPs in lieu of AFTPs, however, no more than one half of the authorized AFTPs per quarter and fiscal year may be performed as AGTPs. Under no circumstances will a member be authorized to perform more than a combined total of 48 periods of additional training (AFTP/AGTP) each fiscal year.

4.11.1.4. Training mission must be confined to US territories and possessions and conversion to different status must be in unison with completion of mission. In-flight duty status conversions to AD are permitted at 0001 hours of the time zone of the home duty station. No more than one duty status conversion may be made in one crew duty day for aircrew personnel, or one calendar day for non-aircrew personnel. Complete AFTO Forms 781, **AFORMS Aircrew/Mission Flight Data Document**, in accordance with applicable Air Force and local directives. Include separate lines to record the flying time accomplished in each duty status.

4.11.1.5. Pay for more than two training periods in 1 calendar day is not authorized.

4.11.1.6. Flight time for each AFTP must be logged in unit-equipped aircraft. At least of some flying time must be logged in each AFTP period. ***Exception:*** Flight surgeons assigned to units equipped with single-seat aircraft may perform AFTPs in other suitable aircraft. Aeromedical evacuation crew members, if certified in another aircraft, may perform AFTPs in other than primary aircraft.

4.11.1.7. Commanders and key supervisors, as determined by HQ AFRC/CV, and commanders at group/wing level and above, who maintain currency in one type of aircraft, but have other types assigned to their units, are allowed to log AFTPs while flying in observer status or in a primary crew position. Flight pay is only authorized when flying in a primary crew position in the individual's primary assigned aircraft.

4.11.1.8. When performing consecutive or dual AFTPs, the first AFTP must be completed before the second is started, e.g., some flying time must be logged and 4 hours of training completed.

4.11.1.9. An ART must be in leave or compensatory status from civil service (paragraph **1.7.**) when performing preflight, flight, or post flight duties in connection with an AFTP or in the performance of ground training, simulator training, duty, or instruction associated with an additional ground training period.

4.11.1.10. All AFTPs are to be logged in reference to home station time, date, and location that the crew duty day begins. There is no requirement to average AFTP flying time in order to qualify for payment.

4.11.1.11. Operations Group Commanders will establish written local procedures for the management of AFTPs and AGTPs to include certifying and approving payment.

4.11.1.12. Consecutive or dual AFTPs must be approved in advance on the flight authorization by the Operations Group Commander.

4.11.1.13. Consecutive or dual AGTPs are not authorized.

4.11.1.14. Flight surgeons are exempt from the unit-equipped aircraft restriction, but must fly at least 50 percent of their annual minimums in primary unit aircraft, if they are assigned or attached to operational units.

4.11.1.15. Reservists who are away from home station in inactive duty status and who experience an uncontrolled mission delay are authorized a pay status until home station return. If IDT would not apply during the delay, ADT orders will be initiated.

4.11.1.16. ARTs are not allowed to perform IDT outside the CONUS, but may perform duty in civilian status overseas under the following three conditions:

4.11.1.16.1. On single ship routine support missions overseas (***Exception:*** ARTs will be in AD military status in all missions flown in designated hostile fire areas).

4.11.1.16.2. ARTs performing hurricane support missions overseas.

4.11.1.16.3. Members required to attend conferences or conduct site visits overseas (with wing commander approval).

4.11.2. AGTPs include, but are not limited to the following examples:

4.11.2.1. Simulator training required for a primary aircrew member.

4.11.2.2. Ground Training Activities directly related to the Aeromedical Evacuation crew member when assigned with an instructor.

4.11.2.3. Physiological training.

4.11.2.4. Life Support training.

4.11.2.5. Aircraft Systems training.

4.11.2.6. Weapons and Tactics training.

4.11.2.7. Threat Awareness training.

4.11.2.8. Runway Supervisor training.

4.11.2.9. Supervisor of Flying.

4.11.2.10. Drop or Landing Zone Officer.

4.11.2.11. Range Officer or Range NCO.

4.11.2.12. Combat Arms training.

4.11.2.13. Wing commanders may request a list, beyond those stated above, of additional activities or duties which qualify for AGTPs. Preflight activities qualify as approved ground training activities. If the mission is cancelled before 4 hours of duty time, other approved training must also be accomplished for the remainder of the period. Wing commanders may submit recommended additions to their respective NAF/CC for approval. Once approved, these additions will be revalidated each January by the appropriate NAF.

4.12. Documenting IDT Participation.

4.12.1. Use the AF Form 40A to certify all types of IDT except Professional Military Education (PME) correspondence courses or AFTPs/AGTPs.

4.12.1.1. Complete (in advance) part I, II, and III of the form to authorize billeting and/or subsistence as required.

4.12.1.2. Type the AF Form 40A or print clearly in ink. All signatures must be in ink. All certification dates must be on or after the last date of training.

4.12.1.3. In section I, Personal Data, in the their Reserve Pay Office (RPO)/Unit block: IMAs will enter RPO only. Participating IRR and standby will leave blank. Unit Reservists will enter their unit of assignment only.

4.12.1.4. Document IDTs during mid-shift (over midnight) on a single AF Form 40A, for award of two points only for completing an 8-hour or more IDT in a 24-hour period.

4.12.2. Unit members:

4.12.2.1. At the beginning of UTA, each Reservist attending the UTA signs in under the UTAPS. Consolidate all sign-in and sign-out at the completion of the UTA and deliver to the RPO for preparation of the pay transactions.

4.12.2.2. AF Forms 40 and 40A may be utilized for offsite UTA with no automated sign-in capability. However, the unit must load the data into UTAPS.

4.12.2.3. Resolve all UTA exceptions (excusals, reschedules, unexcused, etc.) at the sign-in station. No other station is authorized to resolve exceptions. Process all exceptions daily in the exact manner of a unit UTA.

4.12.2.4. The sign-in station monitor will backup the data base, and generate the mechanized AF Form 40, export diskette, and transmittal listing and forward to the intermediate or master station. All exceptions require a completion of an AF Form 40A. Both the mechanized AF Form 40 and transmittals must be signed by an approved certifying official. The unit retains the mechanized AF Form 40.

4.12.2.5. The unit commander will be solely responsible for the tracking and documentation of UTA participation. Upon completion of the UTA/IDT, the unit will forward the UTAPS export diskette to pay for consolidation. This data will be provided to MSS/DPMPE for participation update. Any corrections to participation data, once updated in the PDS, will require a copy of the AF Form 40A.

4.12.2.6. ARTs will document civilian duty day hours in "Remarks" of the AF Form 40A or AF Form 3956 for UTA performed on a civilian work day and must be certified by the civilian timekeeper.

4.12.3. Participating individual Reservists will complete an AF Form 40A and send the original to:

4.12.3.1. Designated RPO for pay, or

4.12.3.2. HQ ARPC/DPPKB for points only IDTs.

4.12.3.3. The Reservist must complete and send the AF Form 40A within 30 days after completing the IDT.

4.12.3.4. The member keeps copy 2 for their files.

4.12.3.5. Member must send copy 3 to their supervisor.

4.12.3.6. Copy 4 will be required by the billeting office, if transient quarters are used.

4.12.4. For unit reservists, the MPF, Career Enhancement Section processes participation documents, to include UTAPS exception exports received from Orderly Room UTAPs workstations. Provided guidance and assistance to commanders and UTAPS monitors on participation requirements and procedures.

4.12.4.1. The MPF must conduct visits to review/audits of UTAPS workstations to ensure compliance with AFMAN 36-8001. It is the OPR for all questions relating to participation requirements and procedures. Manages the overall administration of the participation program within the UTAPS application.

4.13. Reserve Unit Program Personnel Actions for Involuntary Reassignment or Administrative Discharge of Unsatisfactory Participants.

4.13.1. MSS/DPMSC will enter participation data promptly into PDS. DPMSC notifies the unit commander and DPMSA and DPMT with RIP after an individual has nine or more unexcused absences. DPMSA ensures involuntary reassignment or administrative discharge is processed in compliance with AFI 36-2115 and AFI 36-3209 respectively. DPMT must be notified of the commander's final determination. If the commander makes a determination that the member is an unsatisfactory partici-

pant the RIP must be attached to the DD Form 2384-1, **Notice of Basic Eligibility (NOBE),** in the UPRG.

4.13.2. HQ AFRC/DPMB must terminate bonus participation prior to DPMSA projecting an approved involuntary reassignment in the PDS. DPMSA will file a copy of the bonus termination RIP in the member's reassignment folder.

4.13.3. For unit program members, file documents in the Commander's Personnel Information File. Such documents include letters, medical certificates, orders, memorandum of telephone calls, etc. Retention of participation documents could become critical for some administrative actions (i.e., discharges, demotions, recall, etc.). Retain documentation at least for the current, plus previous FY.

4.14. Reservist Nonparticipation. For unit Reservists, the commander or designated representative will be responsible for exercising sound judgment in authorizing excusal, ET or rescheduling actions. A commander or supervisor must consider the impact on training readiness and mission effectiveness when considering requests for excusals.

4.14.1. If for any reason the member fails to notify their unit commander or supervisor of the circumstances regarding the absence, the individual's commander or supervisor contacts the individual. Every effort must be made to make personal contact during the first period of the UTA/IDT, but not later than the end of the UTA/IDT. If contact is made anytime during the UTA/IDT, the commander may excuse, unexcuse, or authorize other training as appropriate, based upon the merits of the case.

4.14.2. For individual Reservists, HQ ARPC/DPAF will furnish the program manager a list of members who failed to meet the minimum training category requirements outlined in **Table 1.1.**, and members who are qualified for retirement, but did not earn the required 50 points in their R/R year. Category E program managers must monitor their member's R/R requirements and submit appropriate waivers as required in **Table 1.2.** The program manager determines what action to take IAW AFI 36-2115, chapter 4.

4.15. Palace Chase Obligators. A Palace Chase obligator who fails to satisfactorily participate must be reported in accordance with AFI 36-3205, *Applying for Palace Chase and Palace Front Programs*, to HQ AFPC for possible recall to AD.

4.16. Illness or Injury During IDT. If a member should be injured or become ill during IDT, they may report (if capable) to the Reserve Medical Unit (RMU) where a determination on the member's ability to complete the UTA/IDT is made. A LOD determination must be considered when a member reports for medical care. See AFI 36-2910, for guidance on LOD. Sick Call is not provided by the RMUs. Their mission is to train and provide physical exam support, however, they will be able to make the above determination with regard to completion of UTA. Individual reservists should report to the nearest Military Treatment Facility (MTF).

4.16.1. If member is determined to not be medically capable of completing UTA/IDT based upon the illness or injury, the RMU/MTF should refer the member to the member's private health care provider and notify the respective commander of this determination. A change to member's physical profile is not necessary unless the medical/dental condition is considered disqualifying for continued military duty (beyond the UTA/IDT).

4.16.2. Commanders should excuse the remaining portion of the UTA/IDT which the member is incapable of performing. Member will receive pay and point credit for completed IDT provided the duration of training has met or exceeded two hours in duration (see para **4.8.**).

Chapter 5

ANNUAL TRAINING (AT)

5.1. AT. Annual Training is a category of ADT and is used to provide structured individual and/or unit training, or educational courses to Reserve Component members. AT is the minimal period of training Reserve members must perform each year to satisfy the training requirements associated with their Reserve assignment, exclusive of travel time. The primary purpose of AT is to provide individual and/or unit readiness training, but AT may support active component missions and requirements.

5.2. Eligibility for AT. See **Table 1.1.** for the AT authorizations and requirements. **Table 2.1.**, **Table 2.2.**, and **Table 2.3.** show pay eligibility. A unit member assigned after 1 April or after the unit completed its AT for that fiscal year does not have to perform an AT in that FY. However, this does not nullify the requirement for a member to otherwise earn sufficient points for a satisfactory R/R year. Reservists assigned to the IMA program after 1 April (except those gained from another Selected Reserve program) do not have to perform AT during that FY. Reserve unit commanders will determine AT schedule. The supervisor will determine AT schedule in coordination with the program manager for individual Reservists.

5.3. Ineligibility for AT. A member is not eligible for an AT if the member will reach mandatory separation date or the end of their term of enlistment before the tour ends.

5.4. Travel Restrictions. Travel restrictions are contained in **Table 5.1.**

5.5. Travel Limitations. Limit travel to a maximum of 4-calendar days per FY for unit members. For IMAs limit travel to a maximum of 3-calendar days for FY, this reflects the maximum number of round trips authorized per person. Waiver authority for the travel day limitation is the wing commander for unit members. For IMAs the waiver authority is the program manager. To save travel days, supervisors may permit late reporting during the morning of the first duty day, and early release during the afternoon on the last duty day.

5.6. Approval Authority for AT. Approval authority for AT for unit members is the unit commander. Approval authority for individual Reservists is the program manager. Program managers may delegate approval authority to Base Individual Mobilization Augmentee Administrators (BIMAAs) or medical Reserve Affairs Liaison Officer/NCOs (RALOs) for routine tours by submitting an exception to policy request through HQ ARPC/XP to HQ USAF/REP. Routine ATs are limited to normal expenses incurred to send the individual Reservist to their normal training location. BIMAAs/RALOs may not approve split tours involving travel or special authorizations involving additional expenses to perform the AT. Program managers will send the BIMAA/RALOs, HQ ARPC/XP, and HQ ARPC/FMF written authorization delegating the BIMAA with such authority, but the program manager may not delegate the responsibility. AT funding management is still the responsibility of program managers and unit commanders, and they are held accountable for misuse.

5.7. Requesting AT.

5.7.1. All reservists must have annual tour orders published by 30 June each FY.

5.7.2. Individual Reservists (IMA and participating IRR) request AT through the Web Orders Transaction System (WOTS) or by submitting an AF Form 1289, per command/agency direction. (Program managers must submit tour requests electronically through WOTS to ARPC.) Tour requests submitted through WOTS must be pre-coordinated through the member's supervisor. Final approval is by the program manager. Tour requests should be submitted in proximity to the tour requirement, but should be received by Financial Services, HQ ARPC/FMF, no later than 30 days prior to the tour start date. All annual tour requests must be received by HQ ARPC/FMF by 30 June. Requests received after that date must include justification/explanation for the late request. The tour should conform with the duty hours of the unit involved, and be scheduled to avoid loss of a productive day due to a legal holiday.

5.8. School Substitution of AT. It is not recommended to substitute school tours for AT. However, there are circumstances when it may be warranted. Substitutions **must be** approved in advance. To substitute for entire AT (exclusive of travel days), the ADT tour must be for 12 consecutive days for individual reservists and no less than 14 consecutive days for the unit assigned reservists. Partial substitutions are authorized. However, the remainder of the AT requirement must still be performed. Members attending formal schools and who desire to substitute for AT must solicit for substitution. Members are not to be sent to formal school in AT status. Approval authority for substitution rests with the program manager for individual reservists and the NAF or wing commander, or a unit commander who reports directly to a NAF for unit assigned reservists. HQ ARPC/DPAT will send a copy of the approved substitution to HQ ARPC/DPAF.

5.9. Other Substitutions of AT.

5.9.1. MPA tours in support of AEF missions may be substituted for the AT requirement if approved in advance. Commanders or program managers having a need for reservists to perform an AT, in addition to the AEF deployment, may do so only as a voluntary action. IMA program managers should send a copy of the AEF order to HQ ARPC/DPAF for tracking of the substitution. Aerospace Expeditionary Force (AEF) tour is defined as any tour of duty in which an Air Reserve Component (ARC) member deploys in support of steady state operations. Some examples of steady state operations are Operation Southern Watch (OSW), Operation Northern Watch (ONW), Rivet Joint, or Operation Joint Forge. The member may augment base support operations for an assigned member that is forward deployed on an AEF tour and this is called home station support. Home station (or backfill) support for AEF occurs when the active duty, ANG or AFRC requests an augmentee for base support operations to replace an assigned active duty or unit member who is deployed forward in support of an AEF tasking. Whenever low density/high demand assets (i.e. Rivet Joint) participate with the AEFs, this tour falls under the definition of an AEF tour. Any member fulfilling the above criteria is credited with an AEF tour.

5.9.2. Any other exceptions to policy will be addressed through command channels to HQ AFRC/CV for unit gained reservists and HQ USAF/REP (through HQ ARPC/XP) for individual reservists.

5.10. Ordering a Member to AT. The member is encouraged to volunteer for AT tours. However, an AT tour may be scheduled involuntarily to support mission needs. In such cases, the member must be given at least 30 days advance notification. Direct an individual to perform AT prior to the issuance of a written order only in unusual circumstances. The unit of assignment or attachment commander, or program manager must give verbal approval prior to performance of AT. If a member completes an AT, but later in the same year is reassigned to a category A unit that would serve as a mobilized unit, and that unit has not yet

had it's AT, the Reserve NAF may waive the 15 day FY limitation rule so the member may train with the new unit. AT may not extend from one FY to the next FY.

5.11. Split AT. Split tours are a management tool allowing Reserve unit commanders or program managers to split a member's AT when it is in the best interest of the Air Force. Use split AT only to accommodate special mission or training requirements.

5.11.1. Do not schedule tours of ADT, ADSW, or split tours of AT with IDT for the purpose of reimbursing members for travel to or from the place of IDT. For IMAs, the supervisor must provide justification for the split tour in the remarks section of the order request (for travel limitations see para **5.4.**). For IMAs, IDTs may be performed with split AT tours a maximum of two times per fiscal year when travel is involved.

5.11.2. An IMA may not perform a split tour when travel overseas is involved. Program managers may request an exception by submitting full justification to HQ ARPC/XP who will forward to HQ USAF/REP for approval.

5.11.3. Annual training for the unit program is the responsibility of the unit commander. Unit commanders will establish and maintain a written method for tracking each member who splits their AT. Unit commanders may delegate down to branch chiefs the authorization to monitor, project, and report any discrepancies to the unit commander for waiver approval/disapproval.

5.12. AT Without Pay. AT without pay is not authorized, except for members in category E, C, or D who may take part in an AT for points only.

5.13. Action Taken on Completion of AT. For a unit member who performs AT as an individual, an AF Form 938, (computer generated or hard copy), must be signed by the member, certified by the commander or training supervisor, and upon completion of the tour, be sent to the member's servicing military pay office within 5-working days after the AT completion. An individual Reservist (IMA and participating IRR) must complete an end-of-tour report (reverse side of AD order) and give it to their supervisor within 10-workdays after the end-of-tour. (Submit an end-of-tour report for each increment of multiple tours of 5 days or more.) The supervisor must sign the report to indicate agreement with the member's description of performed duties. The member's supervisor retains the report to use as input to the Reservist's Officer or Enlisted Performance Report. The member's supervisor may send a copy to the member's unit of assignment, if required. The supervisor of an IMA assigned to the 9003, 9005, 9006, 9018, 9019, 9020, 9026, and 9027 ARV SQs must send a copy to the appropriate ARV SQ at HQ ARPC.

Table 5.1. ADT, ADSW, and AT Travel Restrictions.

RULE	A	B	C
	If a member	**and the training requirement**	**then the member may (see note 1)**
1	is assigned to a Reserve unit and resides within the continental US (CONUS)	is programmed and approved in advance according to current programming cycles (see note 2)	train outside the CONUS
2		authorizes the member to participate in over water training flights and approved exercises or maneuvers, which are conducted in whole or in part within CONUS	
3	is assigned to a Reserve unit and resides outside the 50 states or non foreign OCONUS area	is programmed and approved in advance according to current programming cycles (see note 2)	train within the CONUS
4		authorizes the member to participate in over water training flights and approved exercises or maneuvers, which are conducted in whole or in part within CONUS	
5	is assigned to a Reserve unit	is located at a station other than their unit of assignment	be ordered to AD at the station where training is to be performed. For multiple locations, the individual is ordered to the first duty location with an itinerary showing other training stations (for AT see note 3)
6	is an Individual Mobilization Augmentee (IMA)	requires travel overseas (including Hawaii and Alaska)	train at the overseas location with the concurrence of the program manager and approved waiver (see note 4)
7		is at a location other than the unit of assignment or attachment	train at the alternate site if approved by the program manager
8		involves duty at various locations that are known in advance	be ordered to active duty at the first duty location with an itinerary showing the other training stations if approved by the program manager (see note 5)

NOTES:

1. Except when this table authorizes, a commander may not order a member to duty and then place the member on TDY at another location for the full period of ADT, ADSW, or AT. When a member reports to a location for the sole purpose of transportation to an ADT, ADSW, or AT training site, the AD order must contain reporting instructions in the "Remarks" section (see note 3 for the deployment of unit on AT).

2. A training requirement programmed in advance is primarily mission related and independent of the individual member who is to receive the training. Also, program travel funds in advance (included in the current year appropriation) to support such a requirement. For an IMA assigned to a general officer position, send a request for advanced approval to General Officer Matters, HQ USAF/DPG, through the Office of Senior Officer Affairs and BIMAA Management, HQ ARPC/CVG.

3. Include time required for unit deployments in the duration of AT and credit toward the 14 day requirement.

4. ***Waiver Authority***: IMAs assigned to overseas locations do not require a waiver to travel to their assigned unit. For IMAs not assigned to overseas locations, the program manager must provide justification to HQ ARPC/XP for approval, unless the agency requesting overseas training uses military air space available travel or otherwise funds the overseas travel and per diem. Justifications must include unique nature of training and reasons why similar training cannot be provided at unit of assignment/attachment or without incurring overseas travel.

5. Variations in itinerary are not to be used in lieu of adequate planning, nor is it interpreted as granting blanket travel authorization. They should be authorized only when essential for training or the success of the mission. Do not authorize variations in an order when the purpose is to attend a school or course of instruction except when unspecified field trips or flight training courses are required and authorized in the training outline or education and training course announcements that can only be accessed at **http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM**. The approval authority cited in the AF Form 1289, section IV, and WOTS request must provide justification for "Variations in Itinerary" or travel to more than one location and forward with the AT application. Variations required after publication of orders are the responsibility of the unit and will be accomplished using DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel.**

Chapter 6

SCHOOL AND SPECIAL TOURS OF ADT AND ACTIVE DUTY FOR SPECIAL WORK (ADSW)

6.1. Definition of ADT and ADSW.

6.1.1. Use ADT tours to supplement AT and IDT when the member needs additional training to achieve or maintain a required skill or skill level in their assigned AFSC. Use ADSW tours to provide direct staff support to Reserve Component programs.

6.1.2. ADT tours may be used to maintain or increase the member's mobilization readiness in support of Reserve needs. Authorized ADT must provide a primary training content to the member during tours involving organized and planned specialized skill training, flight training, combat crew training, unit conversion training, refresher and proficiency training, officer acquisition training, professional development education programs, etc.

6.1.3. ADSW tours may be used for projects that directly support Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome. ADSW projects include annual screening, unit conversion to new weapons systems, projects supporting study groups, training sites and exercises, short-term mission projects, administrative support functions, conferences, staff visits, and counter drug tours.

6.2. AD Sanctuary. "Sanctuary" means that any 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 voluntarily separated, is medically disqualified for continued service, or is separated or discharged for cause. Members must waive sanctuary entitlement prior to the beginning of an AD tour (other than for training) of less than 180 days, or the member may not be authorized to perform the tour. In order to waive the sanctuary entitlement, unit assigned members must contact their wing commander and IMAs must contact assigned program manager, final packages are forwarded to HQ USAF/REP. MPFs and program managers must monitor assigned Reserve members and establish procedures to identify those members approaching sanctuary. The AD sanctuary applies to all Air Force Reserve personnel (Title 10 U.S.C., Sections 12646, 12686, and 1176 (b)). Guidance for Air Force Reserve support of the AD Air Force during contingency operations or exercises is published in the USAF Personnel Readiness and Mobilization Handbook, which supports AFPD 10-4, *Operations Planning* and AFI 10-402, *Mobilization Planning*. This policy is only applicable to Reservists performing ADSW or MPA tours. Members performing ADT tours are not eligible to claim AD sanctuary.

6.3. Eligibility for ADT and ADSW.

6.3.1. Only members in training categories A, B, E, and J (see **Table 2.1.** and **Table 2.2.**) are authorized to take part in ADT and ADSW tours. FY requirements (**Table 1.1.**) will be performed, scheduled, substituted, or waived prior to a member performing an ADT (special) or ADSW tour. On ADT/ADSW orders requests, the requester will place the statement "All FY requirements of **Table 1.1.**, of AFMAN 36-8001 have been performed, scheduled, substituted, or waived." For selected reservists no tours of ADT/ADSW/MPA will be performed in the last quarter of the FY if the member's FY requirements have not been met or scheduled.

6.3.2. A member is not eligible to take part in ADT (other than formal schools) if:

6.3.2.1. Member possesses 1-level CAFSC.

6.3.2.2. Member is within 6 months of mandatory discharge or retirement (school tours must meet retainability prescribed by education and training course announcements (ETCA) accessed at **http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM**).

6.3.2.3. Member's enlistment expires before the end of the tour.

6.3.2.4. Reserve members must have at least 1 year retainability following graduation for all courses other than PME (see AFI 36-2301) that are less than 15 days. Retainability for courses exceeding 15 days is 2 years following graduation. Retainability is governed by ETCA, Chapter 10.

6.3.2.5. Member belongs to the ORS, NARS, ISLRS, the Retired Reserve, or NNRPS. A member of NARS who has been transferred from the Ready Reserve because the member is a key employee may take part in ADT and ADSW as long as it is at no cost to the government.

6.3.2.6. Air Force Reservists are limited to a maximum of 139 ADSW man-days in a FY without the appropriate waivers. Any accrued leave days used (not sold and paid back to the member) during special tours count against this maximum. ADT and ADSW tour man-days will not be used in combination with other Reserve man-day programs to include MPA for the same event. In other words, Air Force MAJCOMs, units, or agencies cannot circumvent manpower authorization levels through continuous man-day application, using a combination on ADT and ADSW (RPA and MPA considered). For waiver process of MPA tours see AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program.*

6.3.3. Reservists on ADSW/ADT for a period of time for which the training or requirement will overlap holidays or weekends, must be on continuous orders until completion of training or requirement. This does not negate the requirement for any necessary man-day waiver authority.

6.4. General Guidelines for ADT and ADSW.

6.4.1. Commanders or their designated representatives (for unit program) and program managers (for IMA program) have the authority to determine the appropriate Training Category Codes (TCC) to be used for ADT and ADSW tours and must make sure appropriate TCCs are placed on all ADT and ADSW orders. The TCCs are listed in **Attachment 2**.

6.4.2. Program managers must use care to minimize the costs for scheduled IMA conferences by restricting travel and registration fee requirements, as much as possible. Registration fees will not include costs of supporting/conducting Air Force hosted conferences or for refreshments and social gatherings such as icebreakers at these events. Whenever possible, use the Air Force's own conference sites. (See AFI 65-601, *Budget Guidance and Procedures;* OMB Bulletin 93-11; Joint Travel Regulation (JTR) C4950; and Joint Federal Travel Regulation (JFTR) U2550).

6.4.3. Reservists are allowed to participate in HQ AFRC-level or higher morale, welfare, and recreation events sanctioned by the Department of the Air Force. Permissive TDY orders may be issued to participants on ADT in a non-pay, points only status at no appropriated fund cost to the government for events which do not require selection by Air Force or a national governing body, but require active duty military status to participate.

6.4.3.1. Permissive TDY, while at no appropriated fund cost to the government, will allow standby military travel and non-reimbursable lodging support. Travel from the member's unit to

the participation site is at member's expense and is not reimbursable. For reservists who wish to participate in these programs, orders to ADT in non-pay, points only status must be approved by HQ AFRC/CV. TCC HA applies. For athlete submission instructions, contact HQ AFRC/SVPR. Selection will be on a case-by-case basis.

6.4.3.2. It is also possible to place a reservist on ADT with pay status if that individual is selected to represent the Air Force Reserve Command in an Armed Forces National or International competition. For athlete submission instructions, contact HQ AFRC/SVPR. Selection will be on a case-by-case basis.

6.4.3.3. Individual reservists selected by HQ USAF/RE, to attend CIOR/Interallied Confederation of Reserve Medical Officers (CIORM) for logistical support are required to submit their AF Form 1289 or completed WOTS request, which has coordination from their program manager, to HQ AFRC/DPXZ. HQ AFRC/DPXZ will forward the AF Form 1289 or completed WOTS request along with the memorandum signed by AF/RE, directing which members will be placed on paid orders and members who will be on Permissive TDY orders to HQ ARPC/DPST. HQ ARPC/DPST will forward the completed AF Form 1289 or completed WOTS request to ARPC/FMF to have actual orders (both paid and Permissive TDY) published.

6.4.3.3.1. For unit members, HQ AFRC/DPXZ will notify the member's unit commander for coordination and to have orders published for paid and Permissive TDY.

6.4.4. Reserve Unit Resource Advisors will submit their FY special tour requirements to their budget office for funding. HQ AFRC staff offices having a need for special tour requirements will submit their FY budget to HQ AFRC/FMA for funding. IMA program managers will submit their FY budget for special tour (ADSW) (ADT) to HQ ARPC/FMA.

6.5. Scheduling ADT and ADSW Tours. Schedule ADT and ADSW tours to conform with the local duty hours. Tours are usually planned to coincide with the availability of training supervisors, aircraft, or equipment. Generating an ADT tour primarily for taking a physical examination is not authorized unless directed by a medical examination board. Under no circumstances should ADT or ADSW be combined with IDT for the purpose of providing travel expenses to the IDT location. Commanders and supervisors should ensure that all ADT/ADSW tours performed in conjunction with IDT can be substantiated by a valid support or training requirement.

6.5.1. Reservists attending schools that are closed during the holiday season will remain in school tour status during the closedown period. Students will take leave, or remain at school and perform duties as required by the training organization. No travel orders for the purpose of taking leave will be issued. Authorization to return to home unit must be on the original order or an amendment must be accomplished. Letters to the technical school liaisons will not be accepted.

6.5.1.1. Unit-assigned students may request to return voluntarily to the Permanent Duty Station (PDS) to perform duty during the down time, if the PDS commander agrees and certifies there is suitable work for the member to perform at the PDS. Under no circumstances are units to recall any student. A recall action terminates enrollment and precludes the student's return after the holiday period. Commanders may not direct the student to return home.

6.5.1.2. Students must coordinate their absence with the appropriate school officials and give them a copy of their orders. Students must not depart earlier than, nor return later than, time autho-

rized by school officials for their respective courses. Students must be aware of the limitation on travel allowances which are dependent upon individual circumstances.

6.5.1.3. Military members attending school under TDY entitlements. These members are entitled to paid government travel based on a cost comparison of their per diem and travel/transportation expenses. They will receive the lesser of actual travel time and transportation expenses for the travel time only (constructed as most economical to the government), or the per diem they would have received had they remained at school. It is possible, therefore, for members to be responsible for paying a portion of their travel expenses if it exceeds the per diem they would have earned during the close-down.

6.5.1.4. Military members attending school under Permanent Change of Station (PCS) entitlements. These members receive no per diem; therefore, there is no offset to cover any portion of their travel. They must pay any travel costs to return to the PDS to perform duty. The benefit for members in this category is the ability to return to the PDS without being charged leave.

6.5.1.5. For civilians (including ARTs) the same conditions apply as for military members under TDY entitlements.

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

6.6. Travel. **Table 5.1.** contains travel restrictions. Program managers should only approve ADT/ADSW tours with travel when absolutely necessary. When on AD for 20 or more weeks (PCS), no per diem or Actual Expense Authority is payable at any location regardless of the availability of government quarters and government mess (JFTR U7150).

6.7. Application Procedures for ADT (School Tours) Tours.

6.7.1. HQ AFRC units will request formal training as follows:

6.7.1.1. The commander/supervisor must submit a written request on each Reservist that requires training provided by ETCA.

6.7.1.2. The requester will:

6.7.1.2.1. Obtain verification that funds are available to support the request. (Follow established FM procedures if additional funding is required.)

6.7.1.2.2. After receiving verification of available funds, submit request to the servicing MPF/DPMT.

6.7.1.3. The MPF/DPMT will:

6.7.1.3.1. Ensure applicants meet course prerequisites and eligibility requirements (to include appropriate level of security clearance and physical exam requirements) PRIOR to submission of training request.

6.7.1.3.2. Request training courses through the Oracle Training Administration (OTA). If requested class dates are over 45 days out, Out of Cycle Request MUST be input. No E-Mail, FAX or phone calls will be accepted for classes with start dates over 45 days out. For courses with start dates less than 45 days, DO NOT INPUT into the system, but FAX a completed AF Form 101**, Reserve Requirements for School Tours of Active Duty for Training**, (or locally

developed equivalent) to HQ AFRC/DPTF. Again select only one method of submission as duplicate submissions will not be accepted.

6.7.1.3.3. Applications requiring a waiver, including ARTs, will not be input into the system until the waiver has been approved. Be sure to note in the "Remarks" that waiver has been approved and include the following information:

6.7.1.3.4. Title of course and location of the school.

6.7.1.3.5. A statement certifying that the candidate meets all course prerequisites.

6.7.1.4. Do not use OTA to request quotas for:

6.7.1.4.1. Nonprior service members.

6.7.1.4.2. PME schools for which attendees are determined by the Central School Selection Board.

6.7.1.4.3. AGRs. AGRs will complete a DD Form 1556, **Request, Authorization Agreement, Certification of Training and Reimbursement**, annotating "AGR" in block 10. (Completed DD Form 1556**,** must be processed through appropriate internal channels and forwarded to HQ AFRC/DPTF)

6.7.1.4.4. Courses not included in the ETCA.

6.7.1.4.5. AFIT courses (DD Form 1556, must be submitted), FAX or mail to HQ AFRC/DPTF. Do not input in OTA or submit an AF Form 101 for AFIT courses.

6.7.1.5. When requesting a quota through OTA the following information is required:

6.7.1.5.1. Course number as shown in ETCA.

6.7.1.5.2. Dates member can attend school and how much notice member requires (for example, available to start school January XX through June XX with 2 weeks notice or member requires 60 days notice for employer).

6.7.1.5.3. When members are substituted into allocated quotas, update OTA. Cancel Out of Cycle request on the member substituted, if one is pending.

6.7.2. IMAs requesting ADT (school) will submit a WOTS request or an AF Form 1289 to the program manager. Program managers must send the tour request electronically through WOTS to HQ ARPC/DPAT at least 45 days before the class start date. HQ ARPC/DPAT will publish the orders.

6.8. Requesting ADT (Non School) or ADSW tours: For ADSW (special) tours, IMAs will submit an AF Form 1289 to the unit of assignment (through the unit of attachment) for completion of section III. The member may submit a WOTS request or AF Form 1289 to the program manager for completion of section IV. Program managers must submit the tour request electronically through WOTS to HQ ARPC/FMF at least 30 days before the tour start date for publication of orders.

6.8.1. If the member will exceed 139 ADSW tour days in the FY, the program manager sends the request to exceed the 139-day limitation to HQ ARPC/DPS. HQ ARPC/DPS will evaluate the request and either approve or disapprove it. HQ ARPC/DPS evaluates requests to exceed 179 ADSW tour days in a FY, and either disapproves them or provides justification for approval to HQ USAF/RE. As a minimum, the justification will explain why the tour is mission essential and why no other reservist is available to provide the required support, and will certify that the reservist has met participation

requirements or that required participation has been scheduled, and that other requirements standards established in this Manual have been met. If applicable include information required to obtain other waivers, such as PERSTEMPO exceeding 181 days.

6.8.2. For mobilization assistants (general officer and colonels), the limit on ADT and ADSW tours is 90 days per FY. Requests to exceed the 90-day limitation must be sent to HQ USAF/REPS.

6.8.3. Only in unusual circumstances should any individual be directed to perform ADT or ADSW before the issuance of a written order.

6.8.4. Send a copy of all special tour ADT or ADSW orders on HQ AFRC commanders in general officer positions to HQ USAF/REPS.

6.8.5. Procedures for HQ AFRC and units requesting to use an IMA for ADSW:

6.8.5.1. The IMA completes an AF Form 1289 or WOTS request and submits to their program manager. The remarks section of the request will contain a brief explanation of the tour to be performed. IMA program managers determine if they will fund the tour or request reimbursement from AFRC or the requesting unit. Tours charged to the AFRC work center code for reimbursement will flow through WOTS to HQ AFRC/FMAR. Only HQ AFRC support requests will be charged to the AFRC work center code. Unit requests will not reflect the AFRC work center code. Prior to approving, HQ AFRC/FMAR forwards the request to the appropriate HQ AFRC functional staff office for coordination in accordance with local procedures.

6.8.5.2. The IMA program manager will notify the reserve unit if transfer of funds is necessary. The reserve unit FM office will notify HQ AFRC/FMAR who will transfer funding from the reserve unit to ARPC based on the unit request.

6.8.5.3. The IMA's program manager must verify and indicate in the Remarks section of WOTS if the total number of ADSW days exceeds the 139/179-day limit. The using AFRC directorate or unit is responsible for preparing necessary 139/179-day ADSW waiver requests per paragraph **6.8.1.**

6.8.5.4. If approved, HQ ARPC/FMF will publish orders. If disapproved, AFRC/FMAR will inform the HQ AFRC functional representative of the disapproval and return the request to the program manager, who will deny the request in WOTS. HQ ARPC/FMF requires a 30-day notice on all tours, if possible.

6.8.6. Procedures for cross utilization of IMA personnel between MAJCOMs:

6.8.6.1. The IMA being utilized prepares the AF Form 1289 or WOTS request and submits through the unit of assignment program manager. If approved, the program manager charges the tour to the WOTS work center code of the command or agency requesting the utilization of the IMA.

6.8.6.2. The requesting program manager forwards the completed AF Form 1289 to HQ ARPC/FMFO for publication of orders.

6.8.6.3. The using program manager must ensure the total number of ADSW, does not exceed the 139/179-day limit without the appropriate waivers. The IMA program manager requests a waiver of the 139-day limit from HQ ARPC/DPS. HQ ARPC/DPS evaluates tours exceeding the 179-day point prior to submission to HQ USAF/RE for final approval/disapproval.

6.8.7. Procedures for Officers in MA positions.

6.8.7.1. An MA general officer or colonel, who is assigned to an MA general officer position, must process a request for an ADT or ADSW tour through the program manager to HQ ARPC/CVG for action.

6.8.7.2. An AF Form 1289, a letter or message containing all the same pertinent data, including the primary point of contact (name and telephone number), may be used to request an ADT or ADSW tour.

6.8.7.3. Special tour funds to support an IMA general officer position are monitored by HQ ARPC/CVG. Except in an emergency or unusual situation, a tour request that contains a variation in itinerary should arrive at HQ ARPC/CVG at least 30 days before the tour start date.

6.8.8. Procedures for Counter Drug Tours.

6.8.8.1. HQ AFRC/DOU maintains a separate counter drug account at HQ ARPC. Expenditures from this account can only be authorized by HQ AFRC/DOU.

6.8.8.2. The IMA completes an AF Form 1289 or WOTS request and submits to their unit of assignment program manager. Include resume with the request.

6.8.8.3. If approved the tour is charged to the WOTS work center code for counter drug tours and forwarded to HQ AFRC/DOU for personnel selection process, coordination, and approval.

6.8.8.4. HQ ARPC/FMF will coordinate counter drug tour requests with DPST prior to publishing.

6.8.8.5. Counter drug tours requested by HQ AFRC/DOU do not require a waiver for tours less than 179 days. HQ ARPC/DPS evaluates requests to exceed 179 days in an FY, and either disapproves them or provides justification for approval to HQ USAF/RE. If applicable, include information necessary for PERSTEMPO waivers exceeding 181 days.

6.8.9. Procedures for HQ AFRC support or field unit request for unit Reservist or when an IMA program manager requests cross-utilization of a unit Reservist:

6.8.9.1. Each functional area director or head of special staff office will use the following procedures to request a unit Reservist for special tours where the unit of assignment may be reimbursed by HQ AFRC/FMAR, per AFI 65-111.

6.8.9.2. Coordinate with the unit of assignment of the member to obtain concurrence from the commander to use the individual for special tour support.

6.8.9.3. Commander's unit personnel (persons preparing the orders) are also responsible for verifying via the Personnel Budget Analysis System (PBAS) system as to whether a waiver is required for individuals that will exceed the 139/179-day or 181 PERSTEMPO day point during the period. Verify this information from the AF Form 3957, **Individual Record of Training**. Program managers are responsible for verifying the need for a 139/179-day waivers for IMAs.

6.8.9.4. When an IMA program manager requests the use of a unit Reservist, the request must be in writing to either the appropriate unit or the respective HQ AFRC functional manager. If the request is approved, unit of assignment will publish appropriate tour orders. If disapproved, program manager will be notified.

6.8.10. Prepare requests for waivers for over 139, but less than 179 day period for unit members as follows:

6.8.10.1. Rank and name.

6.8.10.2. Social Security Number.

6.8.10.3. Unit of assignment.

6.8.10.4. AFSC in which duty is to be performed.

6.8.10.5. Number of days required over and above the 139-day limitation for the balance of the FY.

6.8.10.6. Purpose (to include mission essentially, non-availability of other Reservists, and certification Reservist has met participation requirements).

6.8.10.7. Wing commanders (if delegated the authority by NAF/CCs), will forward waivers, with the Man-day request package, to the HQ AFRC functional manager, requesting member, to be staffed for HQ AFRC/ACV approval/disapproval. If a unit is requesting the use of a unit Reservist for more than 139 days, but less than 179, the unit will maintain the waiver once approved by the NAF/CC or Wing/CC, if so delegated. There is no requirement to forward a copy of the waiver to HQ AFRC/DPMF for file.

6.8.11. Provide the following information for over 179 day waiver requests for unit members:

6.8.11.1. The NAF/CCs will evaluate requests provided by Wing/CCs to exceed 179 days in a FY, and either disapprove them or provide justification for approval to HQ AFRC/ACV through HQ AFRC/DPMF. HQ AFRC/ACV will evaluate the requests and either disapprove them or recommend approval to HQ USAF/REP. HQ USAF/RE is the final approval authority. Once an individual is approved to exceed 179 days, HQ AFRC/ACV may approve additional days over those originally approved by HQ USAF/RE for the FY.

6.8.11.2. Statement that the requested tour does not duplicate duties that are the responsibility of the assigned full time technician or civilian work force.

6.8.11.3. Ensure member will complete all participation requirements within the fiscal year, such as annual tour and any make up UTAs. The commander should address within the waiver request, future plans for meeting participation requirements.

6.8.11.4. Define what measures were taken to attempt to solicit other reservists who could perform these duties that do not require a waiver.

6.8.11.5. Advise as to whether the individual resides within the local area, thus saving travel and per diem funds.

6.8.11.6. Explanation of the circumstances that preclude the use of alternative methods of accomplishing the task, such as use of civilian overtime, contract services, and rescheduling, or the use of other Reservists who do not require a waiver. ***Note:*** The fact that a member is available for extended duty is not a basis for justifying requests for waiver.

6.8.11.7. HQ AFRC/DPMF will notify the appropriate NAF of action taken on each request. Intermediate command level disapproval constitutes final action.

6.8.11.8. Maintain the AF Form 3957 for individuals who use special tours primarily to control the 139-day limitation. The form is self-explanatory. If a Reservist transfers from one activity to another or is reassigned, forward the AF Form 3957 to the new unit of assignment.

6.9. Special Restrictions on Utilization of RPA Special Tours in Conjunction With Commercial or Contract Activities. When OJT or proficiency training is available only through participation with a commercial, contract activity:

6.9.1. Conduct the training under the supervision of a qualified trainer designated by the applicable performance work statement.

6.9.2. The appropriate military organization responsible for the functional area supported by the performance work statement requests special tours.

6.9.3. The Reservist's military or Department of the Air Force civilian supervisor certifies duty pay.

6.10. School Tour Eligibility. A member takes part in a school tour to keep or increase proficiency in the duty AFSC or wartime tasking. For enlisted members, school tours are identified in the Career Field Education and Training Plan (CFETP). This may include a school tour to retrain a member to meet mobilization needs. A school tour applicant must:

6.10.1. Meet the prerequisites for the course.

6.10.2. Meet the medical standards in AFI 48-123. Physical examinations for flying courses must be certified by HQ AFRC/SG before requesting a school tour allocation.

6.10.3. Meet Air Force weight standards (AFI 40-502). Students on the weight management program must bring appropriate documentation with them indicating placement on the program. Students weighed upon arrival at school and found to be overweight will be placed on the Weight Management Program.

6.10.4. Must out process through the appropriate sections within the MPF before departing for school (regardless of tour length), unless geographically separated from the MPF.

6.11. Waiver of Prerequisites.

6.11.1. IMA Program Managers may ask for a waiver to the prerequisites for a course. Send the request for waiver to HQ ARPC/DPAT. HQ ARPC/DPAT obtains a waiver from the respective school. The orders must contain a statement of waiver approval. Do not request waivers for more than one prerequisite unless there is exceptional justification.

6.11.2. The unit requests waivers of prerequisite from MPF/DPMT to HQ AFRC/DPTF. HQ AFRC/DPTF obtains a waiver from the respective school. The orders must contain a statement of waiver approval. Do not request waivers for more than one prerequisite unless there is exceptional justification.

6.12. Duration and Frequency of School Tours. The duration and frequency of school tours are as follows:

6.12.1. Course length, travel time, and accrued leave determines the duration of the tour.

6.12.2. The frequency of attending school courses will be consistent with the need to maintain job proficiency in an individual's duty AFSC or with an approved retraining action. Other non AFSC related courses of 5 days' duration or more will be limited to one course per member within a period of 3 FYs. An individual selected by an approved school selection board to attend resident PME is exempt from this rule. A waiver to the FY limitation on course attendance may be granted if a school course is needed to keep or improve a member's mobilization readiness.

6.12.3. The member should request a waiver through the unit of assignment for unit members or the IMA program manager. It must be forwarded to HQ AFRC/DPTF or HQ ARPC/DPAT for approval.

6.13. Responsibilities for Providing Formal School Training. The following are responsibilities for providing formal school training:

6.13.1. AFRC formal training requirements are supported by active force schools. A Reserve member is eligible to attend the same classes as an active force member.

6.13.2. Reserve quotas for schools conducted by AETC, other MAJCOMs, services, and government agencies are processed by HQ AFRC/DPTF and HQ ARPC/DPAT. Individuals and units will NOT contact schools directly regarding availability of quotas, class dates, or other school information. Units must contact HQ AFRC/DPTF, and IMAs must contact HQ ARPC/DPAT for school information.

6.13.3. HQ AFRC may also conduct selected courses from within their own resources, provided that validated and funded manpower authorizations are available to support these courses.

6.13.4. Priorities for school training:

6.13.4.1. If formal training cannot be conducted due to limited funds, prioritizing training requirements will be necessary. Because each unit's needs are different, a listing of courses is not possible for all to use. Each unit must compile its own list to determine the essential versus nonessential training needs. The courses that do not award an AFSC and are nice to have should receive low priority. The following guidance is furnished with the understanding that each unit must review its mission and establish priorities based on this review. Some areas to be considered in establishing these priorities are furnished for information.

6.13.4.1.1. Initial skill acquisition courses at AETC resident schools or home station OJT entry level AFSCs for critical, bonus, and (or) SORTS AFSCs should receive top priority.

6.13.4.1.2. Skill qualifying flying and flying related courses that are considered essential are also high priorities.

6.13.4.1.3. Mandatory 7-level and officer AFSC awarding courses.

6.13.4.1.4. Gaining MAJCOM required courses.

6.13.4.1.5. Essential courses that would affect units C-status should also be supported before nonessential courses.

6.13.4.1.6. Officer/airman PME.

6.13.4.1.7. Five- and 7-level advanced/lateral/supplemental courses should be limited to those who really have a need to attend.

6.13.4.1.8. Courses that do not award AFSC or lead to skill upgrade should receive low priority.

6.13.4.2. To help establish school request priorities, local commanders will form an informal school committee to review and prioritize known unit training requirements. Review this list frequently to realign requirements based on available school funds.

6.13.4.3. School tour requests are not to be turned down or canceled for lack of unit funds until all efforts have been exhausted to obtain additional funding. For unit reservists, HQ AFRC/FMA has established procedures for requesting unfunded requirements. Only when HQ AFRC/FMA verifies funding is not available will training requests be denied.

6.13.4.4. Prior to contacting HQ AFRC/DPTF for quota cancellation, these procedures must be initiated. Written documentation, signed by the budget officer and the wing commander, will be submitted to HQ AFRC/DPTF if a quota is canceled for lack of funding.

6.13.5. A unit member's unit of assignment is normally responsible to ensure orders are published at least 30 days before class start date. The ETCA should be used as guidance when initiating unit orders.

6.13.6. OJT/AFSC Training:

6.13.6.1. Use OJT/AFSC training tours for Reservists in their DAFSCs. Do not use these tours as substitutes for the individual's entire OJT program.

6.13.6.2. The immediate supervisor of the individual requiring the training initiates a written request for subject training. The following guidelines will be followed when considering an OJT/AFSC training tour:

6.13.6.2.1. A supervisor or trainer must be available to conduct training.

6.13.6.2.2. If training cannot be accomplished at the duty section or unit of assignment, a host unit or duty section may, upon mutual agreement, provide the required training.

6.13.6.2.3. The immediate supervisor identifies requirements in a training plan for the trainee and coordinates with the individual who will provide the training.

6.13.6.2.4. The immediate supervisor ensures funds are available to support the tour and that training accomplishments are recorded.

6.13.6.2.5. All OJT at the unit will be in ADT (special) status and will not count toward the 139 day tour limit. Tours for OJT will be restricted to upgrade/skill level milestone requirements when the member has difficulty achieving the next skill level with scheduled IDTs and AT over the mandatory upgrade period. The OJT tour is limited to 45 cumulative days per upgrade/skill level without a waiver. Base Education and Training Office is the waiver authority for OJT AFSC days in excess of 45. Waiver must be justified in writing.

6.14. Establishing Requirements for School Quotas for IMAs. The program manager must determine and justify school training requirements for each member assigned. The justification must indicate the member's assignment, grade, and AFSC, and state why the course is being requested and the number of Reservists to be trained each year. If an existing course is not listed in the ETCA, the justification must also include:

6.14.1. The course location, title, and length.

6.14.2. A statement indicating the member meets prerequisites.

6.14.3. A summary stating how the course will increase the member's mobilization potential.

6.15. Programming Reserve Requirements for School Tours of ADT. Programming Reserve requirements for school tours of ADT are as follows:

6.15.1. School tour requirements are compiled by HQ ARPC/DPAT for an IMA.

6.15.2. Once each year, program managers must consolidate their school training requirements for all of their IMAs and send one copy of AF Form 101, to HQ ARPC/DPAT.

6.15.3. HQ ARPC/DPAT consolidates all MAJCOM technical school IMA requirements and requests quotas during October for the subsequent FY through the TMS. The requesting agency will be notified if a quota cannot be obtained.

6.15.4. HQ AFRC/DPTF programs all unit Reserve school tour requirements (based on input from the appropriate HQ functional managers).

6.15.4.1. HQ AFRC/DPTF will hold a local Trained Planning Requirement (TPR) conference with the Command functional managers normally twice a year. These conferences take place NLT 45 days before the HQ AETC TPR conference.

6.15.4.2. Each functional manager will review with HQ AFRC/DPTF all requirements for the AFSCs they monitor and confirm or adjust the school requirements for their courses.

6.15.4.3. HQ AFRC/DPTF will ensure that all requirements are input into the OTA for use by HQ AETC, other MAJCOMs, and other services.

6.15.4.4. Command functional managers will submit any out-of-cycle requirements changes to HQ AFRC/DPTF by letter. This letter must contain the course ID number, title, fiscal year concerned and what action is required.

6.15.5. School tours directly supporting a unit activation or conversion may precede the programmed activation or conversion date by 6 months.

6.16. Action Taken After Receiving School Program Approval. The following describes the action taken after receiving school program approval:

6.16.1. HQ AFRC/DPTF obtains and allocates the formal school quotas for all unit members. Course reporting instructions can be found in the ETCA.

6.16.1.1. HQ AFRC/DPTF sub-allocates Reserve quotas through OTA.

6.16.1.2. School tours must be input to Defense Joint Military Pay System - Reserve Component (DJMPS-RC) in the correct training categories. The proper TCC must be evident on the school tour order.

6.16.2. HQ ARPC/DPAT obtains and allocates IMA quotas. HQ ARPC/DPAT publishes ADT orders (including fund citations), and gives reporting and administrative instructions. Requests for school tour orders must arrive at HQ ARPC/DPAT at least 45 days before the class start date.

6.16.3. HQ AFRC/DPTF will notify the requesting wing DPMAT if a quota cannot be obtained, normally through the automated training system. HQ ARPC/DPAT will notify the program managers if a quota cannot be obtained.

6.17. Procedures for Filling, Deleting, or Changing Quota Requirements. The following are procedures for filling, deleting, or changing quota requirements:

6.17.1. A Reserve unit that needs to delete or change unit member quotas must provide HQ AFRC/DPTF the reason for the change or deletion at least 55 days (80 days if a HQ USAF controlled quota) before the class start date.

6.17.1.1. Quota sub-allocation is confirmed in OTA.

6.17.1.2. Since OTA contains a provision for cancellation of spaces not confirmed in advance, the determination of whether or not the use of a quota must be made as far in advance as possible. If it is anticipated that a quota will be used even though the individual cannot be identified at least 55 days in advance, advise HQ AFRC/DPTF accordingly. For quotas retained under this provision, provide OTA information as soon as possible.

6.17.2. IMA quotas may be cancelled if a WOTS request is not received at least 45 days before a class start date; program managers must provide HQ ARPC/DPAT justification for any deletion or change to a quota request no later than 30 days before a class start date. A quota will be cancelled if a WOTS request is not received by 30 days before a class start date.

6.17.3. HQ AFRC/DPTF or HQ ARPC/DPAT in order to delete or change a quota must notify:

6.17.3.1. 2nd AF 45 days before the class start date when HQ AETC conducts the course or controls the quota. (For other than type 5 courses) For Type 5 courses, at least 60 day notice is required.

6.17.4. Provide documentation for no-shows and short-notice cancellations (quotas cancelled within 10 days of class start date). DPMTs will document justification, signed by appropriate unit/wing commander, and forward it to HQ AFRC/DPTF. (Also applicable to ARTs with civilian quotas assigned.)

6.18. Submitting Unprogrammed Requirements for School Training. IMA program managers should submit unprogrammed requirements with justification (WOTS request) to HQ ARPC/DPAT no later than 45 days before class start date (requests received after this time period will be processed but the likelihood of obtaining a quota is minimal). Units submit unprogrammed requirement requests through respective wing training offices to HQ AFRC/DPTF at least 90 days prior to class start date.

6.19. Action Taken on Completion of School or Special Tour of ADT or ADSW.

6.19.1. A Statement of Tour of Duty, AF Form 938 (computer-generated or hard copy), must be signed by the member, certified by the member supervising training, and sent to the member's designated Reserve Pay Office (RPO) within 5-workdays after the tour is completed. For the IMA, the Statement of Tour of Duty may be precertified and submitted to the designated RPO any time after the official tour start date. The form must be signed by the member, certified by the training supervisor, and include the following statement in the remarks section: "I certify the member reported for duty at (specify 24-hour-day time) on (start date). I will immediately notify the member's designated RPO, by

message, if the member does not complete the tour of duty as specified in this order. (Affix signature)."

6.19.2. An IMA serving on a special tour of 5 days or more must complete an end-of-tour report (reverse side of tour order) and give it to the supervisor within 10-workdays after the end of the tour. The supervisor must sign the report to indicate agreement with member's description of duties performed. The supervisor may file the report in the member's training documentation folder. If required, a copy may be sent to the member's program manager. The end of tour report is not required for school tours.

6.20. CCAT. CCAT is designed to increase the number of mission-qualified individuals in the Reserve components. It is an alternative to proficiency training and must be directly related to specific individual mobilization skill requirements. CCAT applies only to AFSC awarding training; sustainment training does not fall within this criteria. CCAT is an option for a formal school request.

6.20.1. Contract training is authorized when it is demonstrated that such training fulfills all military requirements, is less costly, and any of the following conditions exist:

6.20.1.1. The subject matter is not presented in the military service school system or requires extensive residence that precludes Reservists from attendance due to civilian employment considerations, or is a low density specialty not economical to export.

6.20.1.2. Military service school quotas have been requested, but are not available to satisfy an identified training requirement specified by the military service concerned.

6.20.1.3. Residential instruction in military service schools is more costly than contracting.

6.20.2. Only fully accredited civilian institutions and industries may be used for CCAT. Observe all existing laws and regulations on contracting from non-DoD sources.

6.20.3. HQ AFRC functional managers will initiate requests to establish CCAT, when warranted. As a minimum, the functional manager should define the size and type of the population to be trained, the skills to be obtained, and the proposed source of the training. HQ AFRC/DPT will validate Reserve requests. Only HQ AFRC contracting officers are authorized to negotiate contracts for approved CCAT.

6.20.4. HQ AFRC/DPTF will maintain records reflecting cost per student hour, name of institution, and number of students trained per fiscal year for each of their CCAT programs.

6.21. ART Attendance to Schools.

6.21.1. General Guidance:

6.21.1.1. Each ART position is identified with a Reserve position which is identical, or so closely related as to require substantially the same basic knowledge and skills in either position. Accordingly, ARTs will attend schools and training courses in civilian status, except as otherwise noted.

6.21.1.2. When attending training courses in civilian status, the appropriate civilian attire for the course of instruction will be worn. However, members are encouraged to wear the military uniform. Some courses may require the wearing of “special” equipment and, regardless of status, all attendees will abide by these requirements.

6.21.1.3. ARTs traveling in a civilian capacity, will include both the military and civilian grade on their orders. ARTs will be housed according to the military grade.

6.21.1.4. HQ AFRC functional managers will identify those courses requiring mandatory attendance in military status. Because of additions/deletions of courses, a memorandum will be sent to each NAF/wing each fiscal year to identify these specific courses.

6.21.1.5. Individuals requesting attendance in civilian status will complete DD Form 1556, and IAW local procedures, will forward through the wing training office, if applicable, to the appropriate servicing civilian training office for processing. Only requests coordinated through the servicing office will be accepted by HQ AFRC/DPTF. The individual status will be determined prior to submission of the training request.

6.21.1.5.1. Formal schools are those listed in ETCA. The majority of these schools are processed through OTA and a Training Line Number (TLN) is generated.

6.21.1.5.2. The servicing civilian training office is responsible for reviewing and approving all requests for training according to regulatory, statutory, and legal requirements.

6.21.1.5.3. AF Form 101 will not be used to request courses in civilian status.

6.21.1.5.4. ARTs will not use a civilian training quota/training line number to attend in military status or use a military quota to attend in civilian status.

6.21.1.5.5. Members can use annual tour if the tour length is at least the same as the course length. No waiver is required for attending in annual tour status.

6.21.1.5.6. Submit requests to exchange a Reserve quota for a civilian quota, or vice versa, to HQ AFRC/DPTF at least 60 days prior to class start date to allow sufficient time for the course owner to accomplish the exchange. Requests for exchange on short notice will not be guaranteed.

6.21.1.5.7. Individuals will not submit duplicate requests through military channels requesting the same course/class. The individual status will be determined prior to submission of the training request.

6.21.1.6. Members attending courses in civilian status will begin and remain in that status during the duration of the training. Switching status is not authorized (i.e., civilian status 1 week/military status the next/back to civilian status).

6.21.1.7. ARTs, regardless of status (military or civilian), willo NOT continue to meet operations and training requirements while they are attending resident formal training. This restriction will allow the member to remain focused on the academic rigors of the institution they are attending.

6.21.2. ART Attendance at Technical Training Schools.

6.21.2.1. Each FY, HQ AFRC will be given a number of funded quotas (bogeys). AETC fund cites are used for travel/per diem; there is no tuition cost for formal schools. Because the number of bogeys available each year does not remain constant, a policy letter will be issued at the beginning of each FY notifying the NAF/wing commanders of the specific numbers and instructions to follow for their use. This policy is subject to change throughout the FY depending upon the allocation from AETC. Bogeys are not used for flying, AFIT, AU, Medical, Survival, or command specific (AMC, ACC, ANG, etc.,) training courses.

6.21.2.2. When funded quotas are available for use, ARTs will attend formal schools in civilian status.

6.21.2.2.1. When "bogeys" are not available for use, the wing commanders can approve the exceptions to attend in military status. This authority will not be further delegated. For NAF commanders, this authority may be delegated to the NAF Chief of Staff for ARTs assigned at NAF level. The 952 RSPTS/CC will approve all requests for ARTs assigned to HQ AFRC.

6.21.2.3. ARTs attending school in civilian status will abide by all appropriate guidelines/rules established by the school, and required of all students.

6.21.2.4. AFIT normally funds the travel/per diem for civilian students, therefore ARTs will attend in civilian status. Forward requests for exception through wing channels to HQ AFRC/ DPTF for review/approval/ disapproval.

6.21.2.5. ART officers will submit applications for PME (to include ISS, SSS, and Squadron Officer School (SOS)) through military channels *only*. Once selected to attend, the member may then elect to attend in civilian status. Alert both the civilian training office and HQ AFRC/DPTS if this option is exercised. ***Note:*** ARTs must meet military grade requirements to apply for PME.

6.21.2.6. For Senior Non-Commisioned Officer Academy (SNCOA), enlisted ARTs will submit applications through military channels. Attendance status must be determined prior to submission of application.

6.21.2.7. Short notice cancellations (those turned in within 10 days or less) and no-shows will be documented in writing, signed by the wing commander and forwarded through the wing training office to HQ AFRC/DPTF.

6.21.3. Application Procedures.

6.21.3.1. To apply in civilian status, DD Form 1556 is required. DO NOT complete an AF Form 101 to attend in civilian status. The DD Form 1556 is submitted through locally established channels. Requests for training are forwarded by the respective training office to HQ AFRC/DPTF by mail or fax and ARE NOT forwarded by the member.

6.21.4. Funding Guidance.

6.21.4.1. When ARTs attend schools in civilian status, O&M funds are utilized. If military status, normally, school tour (726) funds are used. However, special tour (727) funds can also be used. These military funding sources are interchangeable. Note that there are no tuition costs associated with formal schools, only travel/per diem.

6.21.4.2. For PME (except Non-Commissioned Officer Academy (NCOA)), the funding is centrally managed by HQ AFRC for attendance in military status only. Unit funds are used; however, reimbursement procedures are managed through FM channels. Unit O&M funds will be used if attending in civilian status.

6.21.5. Documentation of Training in Personnel Records

6.21.5.1. Upon completion of a training course attended in civilian status (and with an appropriate civilian TLN), the member's training records will be appropriately updated through the civilian personnel data system. However, because the military and civilian personnel systems do not inter-

act, it is up to the individual to provide documentation to the servicing military personnel office, base training, to update military records.

6.21.6. Tuition Assistance.

6.21.6.1. As a civilian employee, tuition assistance may be available under the local tuition assistance policy at each respective base. Local O&M (unit) funds are used. Where a unit is a tenant at an AD base, the funding remains a unit responsibility.

6.21.6.2. For those ARTs registered in a civilian career program (other than the ART Officer Career Program), it is possible to obtain tuition assistance through that means.

Chapter 7

RESIDENT PME ATTENDANCE OF AIR FORCE SELECTED RESERVE MEMBERS

7.1. Eligibility for Resident PME. Selected Reserve members eligible for resident PME include unit assigned members, ARTs, IMAs in Reserve Sections MA, MB, MC, ME, MR, and Active Guard Reserve (AGR) members.

7.2. General Policy for PME. PME is a requirement for promotion for enlisted personnel. AFI 36-2502, *Airman Promotion Program*, table 4.1, contains PME requirements for enlisted personnel and AFI 36-2301, *Professional Military Education*, table 5, contains PME eligibility criteria. Officers should complete PME. Completion may be by the resident, correspondence, or seminar method, or distance learning.

7.2.1. Due to the unique constraints confronting Reserve officers, few will attend PME in residence. Therefore, each Reserve officer may complete PME through nonresident methods.

7.2.2. Reserve members who attend PME in residence must be in a military duty status to receive point credit for attendance. However, Reserve members attending in civilian status will receive credit as having completed resident PME, once their military grade has met military grade criteria for enrollment/attendance for the respective level of PME. Civilian completion of PME prior to obtaining prerequisite military grade will prompt completion to be masked in the promotion system.

7.2.3. Nonresident completion of PME will not affect eligibility for resident attendance.

7.2.4. Non-completion or Elimination from a PME School. When eliminating or disenrolling an Air Force Reservist from a PME school for any reason, the procedures outlined in Education and Training Course Announcements (ETCA) that can only be accessed at **http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM**, **Chapter 4**, apply. The school sends a copy of the faculty board proceedings to HQ ARPC/DPAT for IMAs, and to HQ AFRC/DPTS for unit assigned members. HQ USAF/REPS is to receive informational copies for all Reservists (inclusive of AGR members).

7.2.5. Qualified officers lacking the required security clearance may apply for PME schools. If selected, obtain the proper security clearance before the class entry date.

7.2.6. The office of primary responsibility within the MPF for unit members is DPMT (Education and Training office) with MAJCOM responsibility charged to HQ AFRC/DPTS. For IMAs, members may address their issues with the respective MAJCOM (Reserve Affairs Office) or directly with HQ ARPC/DPAT. HQ USAF/REPS may assist AGR personnel, but may enlist the service of both HQ AFRC or HQ ARPC in facilitating quota concerns. AGR meet the same board to include those from RE staff for enlisted.

7.3. Officer PME.

7.3.1. General Information and Policy. Reserve officers should complete ABC SOS, ISS, and SSS during their careers. **Table 7.1.** shows phases for completing the PME resident courses. Reimbursement of funds expended for all unit assigned resident PME students attending in military status is available to all unit commanders. Individuals attending in civilian status will be unit funded. Budget officers should contact the Directorate of Financial Management and Comptroller, HQ AFRC/FM, at

the time of expenditure. IMAs attending resident PME will be funded by HQ ARPC. Member must certify they have participated satisfactorily for the past 5 years or provide an explanation.

7.3.2. Eligibility. An officer is eligible to apply for resident PME under the following criteria:

7.3.2.1. Be in training or pay category A or B.

7.3.2.2. Meet the prerequisites in **Table 7.1.**

7.3.2.3. Be within weight limits prescribed in AFI 40-502.

7.3.2.4. Selected members who have 16 years TAFMS as of 1 January of the fiscal year of class entry will require a waiver prior to attending resident PME. Members who exceed 16 years TAFMS should be allowed to apply, however, a waiver will be required only upon notification the member is selected to attend. HQ ARPC/DPAT will notify member of required waiver. Upon such notification, member will request TAFMS waiver within 30 days and submit to HQ USAF/RE through HQ USAF/REPP.

7.3.2.5. Not a deferred officer as defined in 10 U. S. C. 8368(a).

7.3.2.6. Has not been removed from a recommended list for permanent promotion.

7.3.3. SSS and ISS. SSS graduates should receive consideration for follow-on assignments commensurate with the advanced education received. HQ USAF/REPS (Senior Officer Management) places colonels into key positions, with the exception of the centrally managed programs. These program positions are managed by the central managers. The Management Development Council in conjunction with HQ USAF/REPS, also considers resident PME in determining placement/continuation of all AGR officers. The HQ AFRC Management Review Board makes recommendations to the Career Management Board which determines follow-on assignments for ART officers. The Career Management Board considers resident PME completion in determining placement of officers into key positions. In-residence PME for SSS will be a consideration for selection to command positions above squadron level. As a goal, wing commanders will be graduates of in-resident SSS. HQ ARPC/DPA considers resident PME completion in determining placement of IMA officers (excluding 0-6 Line IMA officer placement) into key positions. HQ USAF/REP will consider resident PME completion when evaluating placement of 0-6 Line IMA officers. Resident SSS will also be a consideration for assignment as a senior MA. As a goal, senior MAs will be graduates of resident SSS. HQ AFRC/DPMO, HQ ARPC/DPABB, or the HQ AFRC Career Management Board, as appropriate, monitors ISS and SSS graduates to ensure consideration for follow-on assignments are commensurate with the advanced education received. Applicants should be aware that attendance at SSS and ISS is considered a PCS move.

7.3.3.1. Central School Selection Board (CSSB) Information. HQ ARPC/DPAT coordinates with HQ USAF/REP which facilitates selection of board members with HQ USAF/RE concurrence. The CSSB will normally meet during the first full week of December to select students for the next academic or fiscal year (CSSB and promotion timelines can be found at **Attachment 4**.) The CSSB President will be the Deputy to the Chief of Air Force Reserve or designee. The board will consist of five colonels or above, in addition to the President, there will be HQ USAF/REP, one member from the unit Reserve program; one member from the IMA program, one member from the HQ AFRC Management Development Council, and one AGR member (to be rotated between HQ USAF/RE, HQ ARPC, and HQ AFRC). HQ USAF/REPP will coordinate CSSB membership with USAF/RE and forward approved list to ARPC/DPAT for further administrative action. Each

board member must have completed SSS, preferably in-residence. HQ ARPC/DPAT invites the Reserve Affairs Officers, HQ Air University/CCR, and National Defense University/CS/RA, to the CSSB as nonvoting technical advisors and support staff members. HQ USAF/REPP and HQ AFRC/DPT may send representatives to serve as technical advisors and support staff members. HQ ARPC/DPAT notifies all board members of their appointments and coordinates with HQ ARPC/CCP for all travel and billeting arrangements. In the event a supplemental CSSB is necessary, and the board membership cannot remain the same due to unforeseen circumstances (reassignments, availability, etc.), the current Deputy to the Chief of Air Force Reserve directs replacements of the necessary board member(s).

7.3.3.2. Applicants. There are two types of applicants; invitees and other applicants. Invitees are the top 20 percent (based upon promotion order of merit) of the mandatory candidates, and all position vacancy promotion selectees to major (for ISS) and lieutenant colonel (for SSS). Other applicants are those eligible officers who did not fall into the category as invitees, but who also desire to apply. Following the conclusion of the major and lieutenant colonel selection boards and after the public release dates, invitees will receive letters of invitation (signed by HQ USAF/RE). The letter of invitation will be applicable for the CSSB considering ISS/SSS resident applications immediately following promotion selection, and the next successive year for majors, and next 2 successive years for lieutenant colonels. HQ ARPC will process letters and mail the letters. Invitees should attach their invitation letter from USAF/RE to their PME application. Due to the purpose individuals are brought on to Limited Period Recall or Limited Extended Active Duty (LPRP/LEAD)—see AFI 36-2008), it would not be feasible for reservists serving on these limited tours to apply for resident PME through Air Force Reserve Processes (Exception: Those who will be ending their limited tour and reaffiliating with the Selected Reserve prior to the beginning of the next academic year may apply.) Individuals on LPRP/LEAD should complete PME through seminar or correspondence.

7.3.3.3. How to Apply (All). Resident ISS and SSS applications are submitted on AF Form 1941, **Application for Professional Military Education (In Residence)**, one copy is all that is necessary. Approved unit, ART, and AGR applications must arrive (through proper routing channels) to HQ ARPC/DPAT by 31 October each year. IMA applications are due NLT 15 September. Submit applications along with copies of the three most recent Officer Performance Reports, and a full-length photo (8x10 color, 3/4 turn pose with decorations closest to camera) without jacket and decorations worn on shirt (tie/tie tab optional for short-sleeve shirt or blouse). Any request for a waiver must accompany the application. HQ ARPC/DPAT and HQ AFRC/DPTS will publicize school start dates and selection board convening dates, and establish suspense dates for submission of applications. A process flow for all categories can be found at **Attachment 4**.

7.3.3.3.1. How to apply (unit). Unit program applicants will send their applications through their command chain (including NAF) to HQ AFRC/DPTS, by announced suspense date. The member completes Part I, the member's rater completes Part II, and the Wing Commander endorses the entire package under a separate cover (with recommended comments for Part III) to their respective NAF/CC. The NAF/CC will rank-order their candidates according to merit before forwarding to HQ AFRC/DPTS. AFRC/CV will complete Part III, and provides comments. At HQ AFRC, the applications will be reviewed and rank-ordered according to merit by the Management Development Council (for ISS applicants) and the Career Management Board (for SSS applicants), and then forwarded to AFRC/CV for final rank-order and approval prior to the CSSB convening.

7.3.3.3.2. How to Apply (IMA). For IMAs, the member completes Part I, and the member's rater completes Part II and forwards to the MAJCOM (Reserve Affairs Office) for endorsement and comment in Part III by the senior MA or designated authority. The senior MA is responsible for determining a rank-order according to merit when there is more than one applicant per each level of PME. For unified commands that have no senior MA assigned, a senior MA from a headquarters/command who has personal knowledge of the respective mission for which an applicant is performing, may endorse Part III of the application. To the greatest extent possible, Part III will be endorsed by a senior MA of the Air Force Reserve. Confer with HQ USAF/REPP if there is a question of senior MA endorsement authority. The senior MA is also responsible for forwarding the applications to HQ ARPC/DPAT to meet established suspense (15 September annually). HQ ARPC will forward the applications to HQ USAF/RE-MA for final rank-order and approval. HQ USAF/RE-MA will return the applications and provide final rank order to HQ ARPC/DPAT by 31 October.

7.3.3.3.3. How to Apply (HQ AGR Officers). All HQ AGR officer applicants (to include unit AGRs) will send their applications to HQ USAF/REPS by announced suspense date. Part I will be addressed by the member, Part II will be addressed by the member's rater, and Part III will be addressed by the highest level of endorsement within the member's direct reporting chain (typically the respective director). If the highest endorsement in the member's direct reporting chain happens to be the member's rater as well, Part II must still be filled out by the rater, and in Part III (behind item 1) include "I am also the member's rater." HQ USAF/REPP is responsible for rank-ordering HQ AGR candidates according to merit when there are more than one applicant per each level of PME. HQ USAF/REPP should employ a panel process consisting of senior officers (the most senior ranking member serving as the panel chair), and apply the same "whole person" concept used by the CSSB. The Deputy to the Chief of Air Force Reserve and HQ USAF/REP should not be part of this rank-ordering process due to their membership on the CSSB. HQ USAF/REPS is responsible for forwarding the applications to HQ ARPC/DPAT to meet established suspense (31 October annually).

7.3.3.3.4. HQ ARPC/DPAT conducts final screening of all applications for eligibility (HQ AFRC/DPTS conducts initial screening for unit applicants and HQ USAF/REPS conducts initial screening for AGR officer applicants.) Refer applications not meeting established criteria to the respective program manager (HQ AFRC/DPTS or HQ USAF/REPS) for resolution.

7.3.3.3.5. For late applications (those received after 31 October), provide written justification to HQ ARPC/DPAT for extenuating circumstances. The President of the CSSB may consider all referred late applications.

7.3.3.4. Waiver of Eligibility Criteria for ISS and SSS. CSSB must approve waivers of any eligibility criteria. The Reservist requesting the waiver of eligibility criteria must submit a letter of justification with the application through their respective application process.

7.3.3.5. Selection of Students. The CSSB selects students for the next academic or fiscal year.

7.3.3.5.1. The objective of using a board is to identify officers whose performance shows their potential for assignment to key field grade command or staff positions, or for assignment to positions at the highest level of responsibility in the Air Force Reserve.

7.3.3.5.2. The CSSB screens all officers identified as eligible and determines those most qualified to attend based upon the whole-person concept. The CSSB aligns selectees, in priority

order, to attend resident PME. The priority list includes may include alternates primary as well as primary attendees. After identification, the CSSB designates the officers to attend specific resident PME schools.

7.3.3.6. Report of CSSB Proceedings. The CSSB proceeding contain:

7.3.3.6.1. Names of officers recommended for each course.

7.3.3.6.2. Names of officers considered by the board, but not recommended for attendance.

7.3.3.6.3. Statistical summary of the board proceedings.

7.3.3.7. Announcement of Selections. Once USAF/RE approves the CSSB lists, HQ ARPC/DPAT completes the following:

7.3.3.7.1. Individual notification letters to primaries and alternates for signature by HQ USAF/RE.

7.3.3.7.2. Individual notification letters to non-selectees for signature by HQ ARPC/CC.

7.3.3.7.3. An electronic message notifying all units, program managers, and school commandants of the CSSB selections.

7.3.3.7.4. The message will contain the ranks, names, SSNs, unit of assignment, and school designations for all selectees and alternates.

7.3.3.8. Remove from a PME Selection List. A commander may request a selectee's removal from a PME school selection list. Process written request for removal through channels (unit members to HQ AFRC/DPTS, IMAs through their program managers, and AGR members through HQ USAF/REPS) to arrive HQ USAF/REPP as soon as possible but no later than 90-calendar days prior to school start date. HQ ARPC/DPAT will coordinate a replacement with HQ USAF/REPP.

7.3.3.8.1. The selectee loses retainability in the unit of assignment or IMA position through:

7.3.3.8.1.1. Promotion or reduction in unit manning document authorization which makes the applicant an overage in their respective position.

7.3.3.8.1.2. For cause.

7.3.3.8.2. HQ USAF/REPP evaluates each request based on its own merit and coordinates with HQ ARPC/DPAT.

7.3.3.8.3. An officer attending resident ISS or SSS and ordered to EAD will complete the PME school before reporting to the unit of assignment.

7.3.3.8.4. Selectees must make their request for removal as soon as possible, based upon the personal reason that prevents attendance at the PME school.

7.3.3.8.5. An officer removed from a PME school selection list with prejudice is ineligible for consideration by the CSSB at a later board.

7.3.3.8.6. HQ ARPC/DPAT files a copy of the correspondence removing an officer from a PME school selection list according to AFI 36-2608.

7.3.3.9. Optional letter of acknowledgment to selected member's employer. Many of our selected members are employed in the private sector. Their availability to attend PME in residence for the

duration of time (10 months) is a testament to the support provided by their employer. Respective Wing Commanders and Senior MAs should be receptive to acknowledging employer support when their respective members are selected. At the option of the selected member or respective commander, a personal letter of acknowledgment (see example at **Attachment 5**) may be sent to the member's employer.

7.3.3.9.1. Member's unit of assignment/attachment will provide administrative support in preparing and routing of optional letter.

7.3.4. SOS.

7.3.4.1. SOS Information. See Education and Training Course Announcements that can be accessed at **http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM**, US Air Force Formal Schools, **Chapter 4**, for course details. SOS graduates remain in their current assignment.

7.3.4.2. How to Apply. Unit personnel (to include unit AGRs) should apply to their MPF 60 days prior to class start date. MPF will submit unit request through TMS (unit AGRs must submit a DD Form 1556). IMAs must submit a completed application through channels to arrive at HQ ARPC/DPAT no later than 45 days before the selection board meets. HQ AGR officers who wish to attend should submit a request in writing to HQ USAF/REPS, 90 days before class start date. Due to the purpose individuals are brought on to Limited Period Recall or Limited Extended Active Duty (LPRP/LEAD—see AFI 36-2008), it would not be feasible for reservists serving under these conditions to apply for resident PME. Individuals on LPRP/LEAD should complete PME through seminar or correspondence.

7.3.4.3. Waiver of Eligibility Criteria. All requests for waiver for unit personnel must be submitted through HQ AFRC/DPTS prior to TMS input. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through channels to HQ ARPC/DPAT.

7.3.4.4. Selection of Students. Unit selections are made at HQ AFRC/DPTS based on quota availability and eligibility requirements. HQ ARPC/DPAT makes IMA selections based on quota availability and eligibility requirements.

7.3.4.5. Announcement of Selections. HQ AFRC/DPTS notifies the MPF. The MPF notifies unit members. HQ ARPC/DPAT notifies IMAs individually of their status.

7.3.4.6. Removal or cancellations. Unit members request removal in writing through their MPF to HQ AFRC/DPTS not later than 45 days prior to class start date. IMAs request removal in writing through channels to HQ ARPC/DPAT.

7.3.5. Aerospace Basic Course (ABC)

7.3.5.1. ABC Information. See Air University's ABC home page at **http://www.au.af.mil/au/soc/abc** for course details. ABC is considered PME for Regular Air Force line officers. However, due to the limited number of quotas provided to the ARC, ABC is not mandated to ARC officers at this time, but strictly of a voluntary nature. ABC graduates remain in their current assignments.

7.3.5.2. How to Apply. Unit personnel (to include AGRs) will first determine availability of ABC school quotas by contacting HQ AFRC/DPTS. Due to the purpose individuals are brought on to Limited Period Recall or Limited Extended Active Duty (LPRP/LEAD--see AFI 36-2008, para

2.1), it would not be feasible for reservists serving under these conditions to apply for resident PME. Individuals on LPRP/LEAD should complete PME through seminar or correspondence.

7.3.5.3. Waiver of Eligibility Criteria. All requests for waiver for unit personnel must be submitted through HQ AFRC/DPTS.

7.3.5.4. Selection of Students. Selections are made at HQ AFRC/DPTS based on quota availability and order in which requests are received. Due to the purpose individuals are brought on to LPRP/LEAD, it would not be feasible for reservists serving under these conditions to apply for resident PME. Individuals on LPRP/LEAD should complete PME through seminar or correspondence.

7.3.5.5. Announcement of Selections. HQ AFRC/DPTS notifies the member directly when quota is obtained.

7.3.5.6. Removal or cancellations. Unit members request removal in writing through HQ AFRC/DPTS not later than 45 days prior to class start date.

7.4. Enlisted PME.

7.4.1. General Information and Policy. See Education and Training Course Announcements that can be accessed at **http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM**, **Chapter 4** for course details and eligibility requirements. Member must have 2 years retainability from graduation date to NCOA and SNCOA. AGRs, unit members, and IMAs may attend NCOA and SNCOA in residence. ARTs may attend in civilian status, but they must apply through military channels. ARTs may attend in either military or civilian status; however, the status must be annotated on the application prior to submission. Members will not have the option to change their status after selections have been made. Due to the purpose individuals are brought on to Limited Period Recall or Limited Extended Active Duty (LPRP/LEAD—see AFI 26-2008), it would not be feasible for reservists serving under these conditions to apply for resident PME. Individuals on LPRP/LEAD should complete PME through seminar or correspondence.

7.4.2. SNCOA.

7.4.2.1. How to Apply. Members complete Part I of AF Form 4036**, Application For Senior NCO Academy - In Residence**. Unit members may apply through MPF to HQ AFRC/DPTS and IMAs through channels to HQ ARPC/DPAT twice a year. A current full length photo (8x10 color, 3/4 turn pose, without jacket, decorations worn on shirt, tie, tie tab optional) and standard record review RIP (via PC-III) are required. AGR members apply to HQ AFRC/DPTS twice a year. HQ AFRC/DPTS will notify units by message when applications are due. AGRs are part of this process also. Applicants must be a MSgt or SMSgt to be eligible to apply.

7.4.2.1.1. Unit Processing. Complete application package must be reviewed and signed by the supervisor. The package is then forwarded to the unit commander/first sergeant for validation of maximum allowable weight and body fat measurement, it must be annotated on the application. Application is then forwarded to respective Command Chief Master Sergeant (CCM) for endorsement, and forwarding to the wing commander.

7.4.2.1.2. Prior to forwarding to the wing commander, the CCM is entrusted to ensure the package is complete and member merits consideration for attendance to resident PME. An interview process may become necessary to establish this consideration merit. In the event of

multiple applications, the CCM will rank-order the candidates according to merit and forward the rank order along with applications to HQ AFRC/DPTS through wing commander. Wing commander endorsement is required on the application.

7.4.2.2. Waiver of Eligibility Criteria. Submit all requests for waiver for unit personnel through HQ AFRC/DPTS. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through channels to HQ ARPC/DPAT.

7.4.2.3. Selection of Students. HQ AFRC/DPTS, and HQ ARPC/DPAT convene selection boards twice a year to make selections for AGR members, unit members, and IMAs respectively.

7.4.2.3.1. HQ AFRC Board Composition. The selection board convening at HQ AFRC is composed of five voting members (all CMSgts, with the senior member presiding as board president), the AFRC CCM (as a non-voting advisor) or designee, and one to two nonvoting technical advisors from AFRC/DPTS. Voting members are comprised of CMSgts from headquarters, Numbered Air Force, Regional Support Centers, and base level, or any combination thereof. Board membership is to be rotated for each board conducted. Selection Criteria. Board members employ the "whole person" concept identical to that used by the CSSB for officer resident PME, when determining selection. Included (but not all inclusive) in this criteria are:

7.4.2.3.1.1. PME previously completed.

7.4.2.3.1.2. AQE scores.

7.4.2.3.1.3. Military appearance and compliance with weight standards.

7.4.2.3.1.4. Member's goals and rationale for applying (as indicated on application).

7.4.2.3.1.5. Retainability.

7.4.2.3.1.6. Advanced academic education.

7.4.2.3.1.7. Substance of endorsements on application.

7.4.2.4. Announcement of Selections. HQ AFRC/DPTS notifies unit members' MPFs via a message. HQ AFRC/DPT notifies AGR members individually. HQ ARPC/DPAT notifies IMAs individually and MAJCOMs by message.

7.4.2.5. Removal or cancellations. Unit members request removal in writing through their MPF, endorsed by wing commander to HQ AFRC/DPTS not later than 45 days prior to class start date. IMAs request removal in writing through channels to HQ ARPC/DPAT not later than 45 days before class start date.

7.4.2.6. All unit reservists attending in military status, must out process through the MPF to ensure compliance with Air Force weight standards (AFI 40-502).

7.4.2.6.1. ARTs electing to attend in civilian status are strongly encouraged to outprocess through the MPF. Even though they are attending in civilian status, their selection to attend was with military scrutiny, so military weight standards and appearance must be met.

7.4.2.7. Reimbursement of funds expended for all unit assigned resident SNCOA students attending in military status is available to all unit commanders. Funding (O&M) for attendance in civilian status is the responsibility of the unit of assignment. ***Note:*** AGRs assigned to the unit program who are selected for resident SNCOA are required to generate a DD Form 1556 to their wing training office. SNCOA attendees in military status must include a statement on their orders indi-

cating the student will receive the proportional meal rate. Partial government meals, breakfast and dinner, are available and directed. The lunch meal is not available. Individuals attending in civilian status will be unit funded.

7.4.3. NCOA.

7.4.3.1. NCOA Information. See Education and Training Course Announcements that can be accessed at **http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM**, **Chapter 4** for course details and eligibility requirements. Members must have a minimum score of 50 under General on the Armed Services Vocational Aptitude Battery.

7.4.3.2. How to Apply. Unit members apply through their chain of command to the MPF. HQ AFRC/DPTS distributes quotas to the MPF. IMAs submit applications through their program manager to HQ ARPC/DPAT. Unit AGR members apply through their supporting MPF. Reserve Recruiters apply directly to HQ AFRC/RS, HQ AFRC/RS notifies HQ AFRC/DPTS. The Wing Training Office may determine local application procedures. Use of AF Form 4036 for application process is permitted. AGRs assigned to the unit program who are selected for resident NCOA are required to generate a DD Form 1556 through their wing training office, in order to receive proper funding and quota reconciliation.

7.4.3.3. Waiver of Eligibility Criteria. Submit all requests for waiver for unit personnel through HQ AFRC/DPTS prior to TMS input. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through channels to HQ ARPC/DPAT.

7.4.3.4. Selection of Students. For unit members, the wing commander has final selection authority. A board is highly recommended for this process. HQ ARPC/DPAT selects IMAs on a first come, first serve basis.

7.4.3.5. Announcement of Selections. The MPF notifies unit members of their selection. HQ ARPC/DPAT individually notifies IMAs.

7.4.3.6. Removal or cancellation. Unit members must request removal in writing through their MPF to HQ AFRC/DPTS not later than 45 days prior to class start date. IMAs request removal in writing through channels to HQ ARPC/DPAT not later than 45 days prior to class start date.

7.4.3.7. All unit members, whether attending in civilian or military status, must out process through the MPF to ensure compliance with Air Force weight standards (AFI 40-502).

7.5. Professional Military Development Short Courses. The Air Force does not consider courses conducted exclusively for Reservists, as in the ETCA, as PME courses. Graduates of Reserve courses may apply for resident PME schools if eligible.

7.5.1. Naval War College (NWC) Short Courses. National Security Decision Making, Strategy and Policy, and Joint Military Operations are offered once a year at the NWC. Each year the Air Force Reserve receives quotas for these 2 week courses. These quotas are normally allocated based on applicant pool. Applicants must be major or above and are selected on their academic and military background.

7.5.1.1. How to Apply. Unit members will submit an application endorsed by the wing commander listing the Reservist's qualifications, reason for attending, and anticipated benefits of attending to HQ AFRC/DPTS. AGR officers who wish to attend should submit a request in writ-

ing to HQ USAF/REPS by 1 October of the year prior to desired attendance. IMAs will submit a PME application and a records review RIP endorsed by the program manager to HQ ARPC/DPAT.

7.5.1.2. Selection of Students. HQ USAF/REPS and HQ ARPC/DPAT convene selection boards twice a year to make selections for AGR members, and IMAs respectively.

7.5.1.3. Removal or cancellations. Unit members request removal in writing through their MPF to HQ AFRC/DPTS not later than 45 days prior to class start date. IMAs request removal in writing through channels to HQ ARPC/DPAT not later than 45 days prior to class start date. AGR members request removal in writing through the Senior Management Official to HQ AFRC/DPTS.

7.5.2. Reserve Components National Security Course. Administered by the Institute of Higher Defense Studies. Curriculum consists of lectures, panel discussion, seminars and simulation exercises dealing with national security policy and defense resource management. Applicants must be Lt Colonel or higher, and hold at least a secret clearance.

7.5.2.1. How to Apply. Unit members apply through their chain of command through the MPF to HQ AFRC/DPTS not later than 45 days prior to class start date. IMAs submit a PME application and a records review RIP endorsed by the program manager to HQ ARPC/DPAT.

7.5.2.2. Selection of Students. HQ USAF/REPS and HQ ARPC/DPAT convene selection boards twice a year to make selections for AGR members and IMAs respectively. Unit applications will be boarded as necessary by HQ AFRC/DPTS.

7.5.2.3. Announcement of Selections. Selectees will be notified individually. Units or MAJCOMs are notified by HQ AFRC/DPTS or HQ ARPC/DPAT respectively.

7.6. PME Attendance Agreement. Prior to attending resident PME, all unit Reserve attendees must sign a Student Attendance Agreement. **Attachment 3** of this AFMAN contains an example of the required attendance agreement. Failure to sign this agreement will negate the members opportunity to attend the respective PME residence course. Retain this statement with the file copy of the PME application maintained by the MPF.

7.7. Service Commitment. Education and Training Course Announcements that can only be accessed at **http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM** outlines all course requirements and retainability. Refer to the specific course announcement contained Education and Training Course Announcements that can only be accessed at **http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM** to determine specific retainability requirements. The service obligation for SSS and ISS is 3 years; SOS is 1 year. Compute retainability from class graduation date. Minimum retainability for most short courses is 1 year.

7.8. PME Credit for Schools Attended/Completed in Other Services . Some members accessed into the Air Force Reserve from other services will receive creditable recognition for having completed certain levels of PME in their former service. This includes intermediate and senior service schools for officers, and Senior NCO Academy for enlisted members transferred from Army, Navy, and Coast Guard. PME for company grade officers must be satisfied through Air Force SOS. For enlisted members NCO Academy and Airman Leadership School (ALS) must also be satisfied through Air Force instruction. Air Force Reserve members are authorized to attend or complete other service PME after first completing the comparable level of Air Force PME (exception for those members selected by the Central School Selection Board to attend other service schools). Members are not authorized to negotiate quotas directly with other

service schools offering PME, and any PME completed by using such means will not be creditable for promotion consideration.

Table 7.1. Reserve Basic Resident PME Eligibility.

ITEM	A	B	C
	Level	**Eligible grade(s) (see note 1)**	**Total Federal Commissioned Service (TFCS) (see notes 2, 3 and 4)**
1	SSS	Colonel, Lt Colonel, Lt Colonel (Select)	fewer than 26 years
2	ISS	Major, Major (Select)	fewer than 18 years
3	SOS	Captain, Captain (Select)	fewer than 11 years
4	ABC	2nd Lt	Fewer than 2 years

NOTES:

1. Members must pin on the appropriate grade before class start date.
2. The TFCS date is computed as of 1 January of the fiscal year of the class entry date.
3. Chaplain, legal, and health professions officers who apply for Air War College or Air Command and Staff College may exceed the maximum TFCS by the number of years of constructive service credited. The requirement for minimum retainability still exists.
4. State ART eligibility in the remarks section of the PME application.

Chapter 8

THE AIR FORCE RESERVE RETRAINING PROGRAM

8.1. Air Force Reserve Retraining Program. The purpose of the Air Force Reserve Retraining Program is to assist in achieving and maintaining the level of trained personnel resources required to meet the needs of the Air Force Reserve. It allows retraining of prior service airmen who wish to enlist or be assigned to the Air Force Reserve. Make continuous efforts to eliminate unprogrammed overages and over grades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining. Make every effort to assign personnel in the awarded Air Force Specialty (AFS) required by each organization'sunit manning document (UMD).

8.2. Types of Retraining for Unit Program.

8.2.1. Voluntary Retraining:

8.2.1.1. Action initiated by eligible airmen of any grade and/or recruiters for the purpose of retraining into a specialty to meet mission needs and attain effective manning levels.

8.2.1.2. Prior retrainees must acquire a skill level commensurate with the skill level of the AFSC from which previously retrained.

8.2.2. Involuntary Retraining:

8.2.2.1. Action initiated by unit commander or designated representative to determine the disposition of personnel who become, for example, overages due to locally generated UMD reductions/changes, force structure changes, crew ratio reduction, medical unit type code (UTC) reduction, or weapons system conversions, withdrawal of an AFSC because of medical disqualification, or the inability of a member to maintain currency requirements for flying status.

8.2.2.2. Involuntary retraining is primarily for the benefit of the Air Force Reserve, and does not require the concurrence of the member, however, member must meet retainability requirements and prerequisites for formal training.

8.2.2.2.1. If member refuses required training member should be processed for separation for failure to progress.

8.2.2.3. Retraining application is not required.

8.2.3. Responsibilities.

8.2.3.1. HQ AFRC/DPMF.

8.2.3.1.1. Administers/coordinates retraining policies and procedures.

8.2.3.1.2. In conjunction with command AFSC functional managers, monitors and evaluates the Air Force Reserve Retraining Program.

8.2.3.1.3. Coordinates functional manager disapproved requests for waiver of requirements specified in AFI 36-2101 and AFMAN 36-2108, *Airmen Classification*.

8.2.3.1.4. Forwards waiver requests recommended for approval by the unit to the applicable Air Force Reserve functional manager for approval or disapproval determinations.

8.2.3.2. HQ AFRC/RS in conjunction with HQ AFRC/DPMF will establish guidelines to ensure the enlistment/assignment packages for prior service retrainees are processed through the Personnel Employment Element, and approved before accession of the applicant. The responsibility for the correct completion of recruiter generated retraining action is with the individual recruiter.

8.2.3.3. Unit Orderly Room.

8.2.3.3.1. Prepares section I of the AF Form 3920, **Request for Reservist Voluntary Retraining**.

8.2.3.3.2. Verifies member retraining eligibility prior to initiating retraining application.

8.2.3.4. Unit Commander.

8.2.3.4.1. Recommends approval/disapproval of retraining applications and certifies school funds availability.

8.2.3.4.2. May delegate this authority to the senior ART at geographically separated units (GSUs).

8.2.3.4.3. Disagreements between the gaining/losing commander and the Personnel Employment Element will be elevated to the wing commander for a final decision.

8.2.3.4.4. Recommends retraining only for those airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are suited for subsequent duty assignment and are in compliance with AFIs 36-2903 and 40-502.

8.2.3.4.5. Gaining unit commander or designated representative will interview all personnel applying for retraining to a flying position and make appropriate recommendations on the retraining application.

8.2.3.4.6. Must request technical school quotas and certify member's availability.

8.2.3.4.7. Ensures retrainees attend mandatory technical school within 12 months of approval of the retraining action.

8.2.3.5. MPF/Personnel Employment Element.

8.2.3.5.1. Verifies member retraining eligibility prior to initiating retraining application.

8.2.3.5.2. Verifies AF Form 1288, **Application for Ready Reserve Assignment**, or DD Form 1966, **Record of Military Processing-Armed Forces of the United States**, contain the retraining eligibility statement in the remarks section.

8.2.3.5.3. Coordinates ART retraining actions with the local central civilian personnel office.

8.2.3.5.4. Coordinates voluntary retraining applications.

8.2.3.5.5. Develops internal processing controls.

8.2.3.5.6. Assists airmen in determining eligibility to ensure members are qualified for duty positions IAW all governing classification instructions.

8.2.3.5.7. Ensures airmen do not voluntarily retrain out of shortage/critical AFSCs, in compliance with current HQ AFRC/CV FY Manning Policy. A shortage AFSC is any AFSC below the standard set by HQ AFRC/CV fiscal year manning policy of 100 percent. A critical AFSC

(established by HQ USAF, not HQ AFRC) is a specialty having unique requirements or is typically hard to fill.

8.2.3.5.8. Identifies the "type" of waiver required when forwarding waiver requests to higher headquarters; for example: medical, aptitude score, AFSC prerequisites.

8.2.3.5.9. Ensures that DPMT counsels retrainees on formal school retainability requirements as prescribed in the ETCA.

8.2.3.5.10. Schedules unit applicants for retraining interview. Interview should include at a minimum information relevant to the retraining processing, and the requirements of AFMAN 36-2108.

8.2.3.5.11. Completes final review, interview and acknowledges, approves/disapproves retraining application. AF Form 3920.

8.2.3.5.12. MPF Education and Training Element coordinates and signs on the AF Form 3920 and annotates the respective training status code (TSC) prior to approval.

8.2.3.5.13. For internal retraining actions, blocks position on UMD or the Reserve Management Vacancy System (RMVS).

8.2.3.5.14. Maintains the approved AF Form 3920 in the Personnel Information File and forwards it to the gaining unit upon PCS.

8.2.3.6. MPF Education and Training Element:

8.2.3.6.1. Requests formal school quota upon receipt of unit request and approved retraining application.

8.2.3.6.2. If applicant has sufficient documentation to justify a waiver of technical school, base training will review to ensure completeness prior to forwarding to HQ AFRC/DPTS.

8.2.3.7. MPF Career Enhancement Element.

8.2.3.7.1. Verifies member is or is not retraining out of, or into, a bonus AFSC. Individuals retraining from a bonus AFSC into a non-bonus AFSC require a continuation waiver from HQ AFRC/DPME, in order to continue receiving bonus payments in their new AFSCs. Retraining into balanced or overage AFSCs is not normally approved for continuation of bonus payments.

8.2.3.7.2. Current expiration term of service (ETS) must be a special interest item during the screening and coordination of the retraining request. Applicants who may be potentially eligible for bonus program participation, must be within 36 months of normal ETS upon completion of technical school in order to remain eligible for a bonus.

8.2.3.7.3. If approved, and upon completion of technical school, individuals may reenlist up to 36 months of normal ETS for a retraining bonus.

8.2.3.8. Reserve Recruiters.

8.2.3.8.1. Determine member's eligibility by complying with this manual and the current HQ AFRC/CV FY Manning Policy.

8.2.3.8.2. Base level recruiters are not required to execute retraining applications. They will enter the retraining eligibility statement in the remarks section of DD Form 1966 or AF Form

1288. The statement will read, "I certify member meets eligibility for retraining into AFSC _____, from AFSC _____."

8.2.3.8.3. If a waiver is required, indicate type waiver on cover letter when forwarding requests to higher headquarters, for example, technical school, medical, aptitude score, AFSC prerequisite.

8.2.3.9. Applicant:

8.2.3.9.1. Ensures all appropriate information for retraining is complete, to include extending/reenlisting for retraining eligibility.

8.2.3.9.2. Must attend technical school within 12 months of retraining approval date or return to the position of the previously awarded AFSC, submit technical school waiver, within 6 months of approval of retraining action, or be reassigned to the IRR. OJT at home station is not allowed as a criteria for a waiver of technical training.

8.2.3.9.3. Will hand carry retraining application to losing/gaining commanders, as appropriate.

8.2.4. Retraining Guidelines.

8.2.4.1. Normally airmen will be assigned throughout their enlistment in the AFSC in which first classified.

8.2.4.2. Airmen are recruited for training and assignment in a specific specialty, based on the current HQ AFRC/CV FY manning policy, AF Reserve needs, and the member's qualifications.

8.2.4.3. All retraining actions must be into an AFSC manned at less than 100 percent or into an AFSC that is authorized to have overages.

8.2.4.4. Applicants who have previously retrained are ineligible for voluntary retraining until they acquire a skill level in their current Primary Air Force Specialty Code commensurate with the skill level of the AFSC from which they previously retrained. Unit commanders can make exceptions for humanitarian reasons and for those members who two-time fail their Career Development Course/EOC. Non-prior service members will acquire the Journeyman skill level prior to requesting retraining.

8.2.4.5. Applicants must have at least 36 months remaining of retainability to voluntarily retrain, and must remain in the retraining AFSC for at least 24 months upon completion of technical training.

8.2.4.6. If additional retainability is required to meet in ETCA specifications, obtain it prior to the member attending technical school.

8.2.4.7. The Air Force Reserve will not involuntarily reassign personnel from one geographical location to another to maintain a balance of specific AFSCs in Reserve units.

8.2.4.8. Applicant must not be retraining out of a shortage or critical AFSC. Wing commanders may deviate from the requirement to meet manning levels and mission needs.

8.2.4.9. Prior service accessions will only be retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy/authorized in the current AFSC. Wing commanders may deviate from this requirement to meet manning levels and mission needs. Develop local policy IAW local needs, budget, and mission.

8.2.4.10. A prior service accession from another service, with a military specialty that does not convert to an AFSC is considered to be in a retraining status.

8.2.4.11. Require retraining applications and interviews for volunteer retraining only. Use them as source documents to approve voluntary retraining actions. The Personnel Employment Element will maintain them.

8.2.4.12. Once members are approved for retraining, block them in the position on the UMD or place them in the position at the time of approval.

8.2.4.13. Upon approval of the retraining application, the member's TSC will reflect awaiting technical school (TSC "M").

8.2.4.13.1. Award a 1-skill level for personnel placed in the position at the time of approval. A 1-skill level can apply for retraining in a different AFSC or request withdrawal from retraining up until the time when funds are expended for technical school.

8.2.4.13.2. After completion of technical school member must have the journeyman skill level prior to requesting retraining into another AFSC.

8.2.4.14. Assign personnel who are displaced due to UMD changes either against a valid authorization in any awarded AFSC, retrain them as overages in the current AFSC against a valid requirement as authorized by the commander, or voluntarily retrain them to fill a valid authorization.

8.2.4.14.1. If the member does not voluntarily retrain to fill a valid authorization, the commander may initiate involuntary retraining.

8.2.4.14.2. If member declines any action to qualify for a position, reassign to the IRR IAW AFI 36-2115.

8.2.4.15. Members must be in compliance with AFIs 36-2903 and 40-502 prior to retraining approval.

8.2.4.16. All new enlisted ART hires or retrainees who have satisfied the minimum OPM standards will immediately be militarily classified at the entry level AFSC.

8.2.4.16.1. The supervisor will conduct an initial evaluation within 60 days from the date of hire, using the current CFETP to access apprentice skill level qualifications. This includes completion of all mandatory requirements to include AFMAN 36-2108.

8.2.4.16.2. After completion of the initial evaluation and the supervisor determines the member warrants award of the 3-skill level, the award must be sanctioned by the AFRC Functional Manager. Waiver requests will be submitted through channels to HQ AFRC/DPMF in accordance with AFI 36-2101. Disapproval by the AFRC Functional Manager will require the ART to remain at the entry level AFSC until satisfactory completion of technical school.

8.2.5. Eliminated Retrainees.

8.2.5.1. Without prejudice:

8.2.5.1.1. Gaining unit commander can retain and return to school previously attended.

8.2.5.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander.

8.2.5.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2115 or administratively discharge in accordance with AFI 36-3209.

8.2.5.2. With prejudice:

8.2.5.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander.

8.2.5.2.2. If member declines any action to qualify for a position, reassign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2115.

8.2.6. Special Instructions.

8.2.6.1. Retraining into first sergeant, special duty identifier (SDI) 8F000. Complete AF Form 3920.

8.2.6.1.1. Technical and master sergeants are eligible to retrain into first sergeant positions provided they meet the following mandatory requirements:

8.2.6.1.2. Are a volunteer.

8.2.6.1.3. Are eligible for promotion to master sergeant.

8.2.6.1.4. Possess an AFSC at the 7-skill level.

8.2.6.1.5. Are a high school graduate or GED equivalent.

8.2.6.1.6. Have completed the NCO Academy (residence or correspondence).

8.2.6.1.7. Possess a minimum aptitude score of ADMIN 45 or GEN 58.

8.2.6.1.8. Agree, in writing, to meet the following additional requirements:

8.2.6.1.8.1. Applicants approved by the unit commander will be placed in SDI 8F000. Upon appointment to first sergeant, the individual will be eligible for promotion to master sergeant the next scheduled promotion cycle. Process an AF Form 224**, Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force**, according to the provisions of AFI 36-2503, *Administrative Demotion of Airmen*. Individuals who were promoted and do not complete the First Sergeant Academy will have their promotions revoked upon return to their unit. Individuals must be in the grade of MSgt to attend the First Sergeant Academy. (Awaiting REP approval) They must complete the USAFR First Sergeant Academy, in residence, within 1 year after assignment.

8.2.6.1.8.2. Agree to maintain proficiency, a high quality of leadership, fitness to perform, and fulfill, without exception, the duties and responsibilities of a first sergeant.

8.2.6.1.8.3. Upon appointment to first sergeant, the individual must be promoted to master sergeant (if the member is a technical sergeant) and an AF Form 224, processed according to the provisions of AFI 36-2502.

8.2.6.1.8.4. If the appointment requirements are not fulfilled, demote the individual according to AFI 36-2503, and place into an awarded AFSC vacancy or are reassigned to the IRR by the unit commander.

8.2.7. Palace Chase/Palace Front Program.

8.2.7.1. Palace Front personnel will comply with the retraining guidelines of this instruction.

8.2.7.2. The primary goal of these programs is to transition qualified personnel from Air Force AD into the Air Force Reserve.

8.2.7.3. The mission needs of the HQ AFRC unit remain the central issue when determining who to access to the program and into what AFSC they will be accessed.

8.2.7.4. If qualified, and a vacancy exists, access personnel into the AFSC which they were previously awarded and qualified.

8.2.7.5. Once assigned to the unit program, Palace Chase personnel must complete their Selective Reserve Service Contract obligation prior to becoming eligible for voluntary retraining. Palace Chase personnel whose positions are deleted may voluntarily retrain to fill a valid requirement prior to completion of the obligation.

8.2.7.6. Retraining is an option if:

8.2.7.6.1. The Palace Chase applicant holds an AFSC which is not authorized in the gaining unit.

8.2.7.6.2. There is no vacancy/authorized overage in the Palace Chase applicant's current AFSC.

8.2.7.6.3. A genuine, mission based need exists for the gaining organization to retrain the Palace Chase applicant.

8.2.7.6.4. Palace Chase retraining prohibition outlined in AFI 36-2605*, Air Force Military Personnel Testing System*, table 1.1., note 2. Enlisted personnel who have retrained or attended a formal training course of more than 10 academic days during the past 12 months (except PME) may not enter the Air Force Reserve under the Palace Chase program in a different program, in a different AFSC from their current control or duty AFSC.

8.3. Retraining Process for IMAs . The purpose of the IMA retraining program is to assist MAJCOMs, central managers, and Air Force Elements (AFELMs) in achieving and maintaining a level of trained resources required to meet the needs of the Air Force and to secure effective manning within MAJCOMs. Retraining within the IMA program is normally generated due to a reassignment action. Retraining will be solely on a voluntary basis and is based on securing a position that will require the award of an AFSC not currently held. Place emphasis on requesting training waivers if member has civilian skills in applicable AFSC. Waivers must be submitted within 6 months of approval of retraining action.

8.3.1. Retrainees must acquire a skill level commensurate with the AFSC from which previously retrained. Retraining will only be for those airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are in compliance with AFIs 36-2903 and 40-502.

8.3.2. Responsibilities:

8.3.2.1. MAJCOM program managers:

8.3.2.1.1. Upon receipt of the AF Form 1288, from the recruiter or member, MAJCOM, central manager or AFELM, program manager will review qualifications and AFSC requirements.

8.3.2.1.2. If entry (1-skill level) AFSC or skill level (3, 5, and 7-skill level) mandatory training requirement waiver is required, the IMA program manager (IMAPM) will forward retraining request package (see **Table 8.1.**) to the MAJCOM or AFELM AFSC functional manager for recommended written approval or disapproval. If an AFSC functional manager is not assigned, forward the entry level or waiver package to HQ ARPC's Military Training Division (HQ ARPC/DPAT).

8.3.2.1.2.1. If the AFSC Functional Manager recommends disapproval, return the application package to the originator through the program manager.

8.3.2.1.2.2. If the AFSC functional manager recommends approval, forward the AF Form 1288 to the IMAPM. The IMAPM will verify member's retraining eligibility prior to submitting retraining or waiver package by contacting HQ ARPC/DPAT, if necessary. The IMAPM will forward the AF Form 1288 to HQ ARPC/DPAT with the appropriate retraining statement (I certify member meets eligibility for retraining into AFSC _____, from AFSC _____) initialed by the member and the AF Form 1289, requesting school quota, if appropriate.

8.3.2.1.2.3. If member remains within the same MAJCOM and same base, the program manager will submit an AF Form 2096, **Classification/On-the-Job Training Action**, to HQ ARPC/DPAT to request retraining along with appropriate waiver source documents, as applicable.

8.3.2.1.3. The program manager must ensure, that in the absence of an approved mandatory training requirement waiver, member understands attendance at in residence technical school is mandatory upon receipt of class date.

8.3.2.1.4. HQ ARPC/DPA will help mediate disagreements between the gaining/losing program managers.

8.3.2.1.5. Each MAJCOM IMAPM or central manager has the authority to accept an applicant with an awarded 3-skill level AFSC.

8.3.2.2. Reserve Recruiters.

8.3.2.2.1. Recruiter will use RMVS to obtain a block for the applicant. Annotate in the remarks section of the RMVS blocking screen and the recruiter's endorsement on the AF Form 1288 "AFSC determination is required." Include the IMAPM or central manager and requested AFSC. If any other waivers or determinations are required, specify which type.

8.3.2.2.2. Recruiter will contact the appropriate authority before submitting the AFSC determination for any specific documentation required for the application.

8.3.2.2.3. Recruiter will forward the AFSC determination request directly to the IMAPM or central manager.

8.3.2.3. Military Training Division (HQ ARPC/DPAT):

8.3.2.3.1. Administers, coordinates, and monitors retraining policies and procedures. Notifies program managers of waiver procedures or requirement for requesting 3-level technical schools.

8.3.2.3.2. Evaluates IMA retraining actions in conjunction with MAJCOM AFSC functional managers and HQ AFRC functional managers.

8.3.2.3.3. Receives, evaluates, and processes all IMA retraining packages or training waivers, or AF Form 2096. Coordinates with appropriate offices for award of the entry level (1-skill level) AFSC. Forwards waiver request packages to HQ AFRC for the appropriate functional manager's approval or disapproval.

8.3.2.3.4. Assists program managers in determining eligibility to ensure members are qualified for duty positions IAW all governing classification instructions.

8.3.2.3.5. Ensures airmen do not voluntarily retrain out of shortage/critical AFSCs. A shortage AFSC is any AFSC below the standard set by the IMA enlisted incentive program manned at less than 100 percent. A critical AFSC within the AFR is identified within the parameters of the policy set forth by AF/RE. They are normally specialties having unique requirements or are typically hard to fill.

8.3.2.3.6. Identifies the "type" of waiver required when coordinating waiver requests to higher headquarters; for example: technical school, medical, aptitude score, AFSC prerequisites.

8.3.2.3.7. Ensures retraining applicants who may be eligible for the bonus program be within 36 months of normal ETS upon completion of technical school in order to remain eligible for a bonus.

8.3.2.4. Military Training Division (HQ ARPC/DPAT). HQ ARPC/DPAT will process AF Forms 1289 (see **Table 8.2.**) to request school quotas and ensure funding is programmed.

8.3.2.5. Assignment Programs Division (HQ ARPC/DPAP).

8.3.2.5.1. Establishes guidelines to ensure assignment packages requiring retraining or waiver requests are processed through HQ ARPC/DPAT, and approved before assignment of applicant.

8.3.2.5.2. Upon receipt of assignment packages from IMA MAJCOM program manager, ensures reassignment concurrence of losing IMA program manager or commander, if appropriate.

8.3.2.5.2.1. If member has not been approved for retraining or mandatory training requirement waiver, notifies the IMA program manager that assignment will not be processed until proper documentation is received.

8.3.2.5.2.2. Processes assignment actions and prepares assignment orders with appropriate entry level AFSC or skill level based upon appropriate approving authority.

8.3.3. Retraining Guidelines.

8.3.3.1. All retraining actions must be into an AFSC manned at less than one hundred percent. Applicant must not be retraining out of a shortage or critical AFSC.

8.3.3.2. Applicants who have previously retrained will acquire the Journeyman skill level prior to requesting retraining.

8.3.3.3. Personnel who are displaced due to UMD changes must either be assigned against a valid authorization in any awarded AFSC, retrained as an overage in the current AFSC against a valid

requirement as authorized by the MAJCOM Program Manager, or voluntarily retrain to fill a valid authorization.

8.3.3.4. Must attend technical school within 12 months of retraining approval date (subject to ARPC/DPAT securing a school quota) or return to the position of the previously awarded AFSC, submit technical school waiver within six months of approval of retraining action, or be reassigned to the IRR. OJT at home station is not allowed as a criteria for a waiver of technical training.

8.3.4. Eliminated Retrainees.

8.3.4.1. No fault of member:

8.3.4.1.1. MAJCOM program manager will attempt to place member within AFSC previously held. If no vacancy exists, contact HQ ARPC/DPAP to locate position for member in previously held AFSC.

8.3.4.1.2. Member will be reassigned to the IRR IAW AFI 36-2115.

8.3.4.2. With cause (Fault of member):

8.3.4.2.1. If MAJCOM program manager recommends member be retained, they will attempt to place member within AFSC previously held. If no vacancy exists, contact HQ ARPC/DPAP to locate position for member in previously held AFSC.

8.3.4.2.2. If member declines any action to qualify for a position, reassign to the IRR IAW AFI 36-2115.

8.3.5. Palace Chase/Palace Front Program.

8.3.5.1. The primary goal of these programs is to transition qualified personnel from Air Force AD into the Air Force Reserve Forces.

8.3.5.2. If qualified, and a vacancy exists, personnel will be accessed into the AFSC from which they were previously awarded and qualified.

8.3.5.3. Palace Chase personnel must complete their Selective Reserve Service Contract obligation prior to becoming eligible for voluntary retraining.

Table 8.1. IMA Retraining Request Processing.

Rule	**A**	**B**		**C**
	If applicant	**and is**		**the request is forwarded through**
		participating in an Air Force Reserve program	**not participating in an Air Force Reserve program**	
1	previously held the AFSC	X		program manager IAW para **8.3.2.1.**
			X	Recruiting channels
2	never held the AFSC	X		program manager IAW para **8.3.2.1.**
			X	Recruiting channels

Table 8.2. Contents of Retraining Application Package.

A	B				
If the application is processed by	**then the package will consist of**				
	DD Form 1966	AF Form 1288	AF Form 1289	AF Form 2096	Supporting Documentation (See Note 1)
CENTRAL MANAGERS		X	X	See Note 2	X
MAJCOM PROGRAM MANAGER		X	X	See Note 2	X
AFELM PROGRAM MANAGERS		X	X	See Note 2	X
MAJCOM FUNCTIONAL MANAGERS		X	X	See Note 2	X
RECRUITERS	See Note 3	X			X

NOTES:

1. Requirements for supporting documentation are outlined in AFMAN 36-2108.
2. Use AF Form 2096 if retraining is within the same base and MAJCOM.
3. Use DD Form 1966 only for enlistments into the IMA program.

Chapter 9

FUNERAL HONORS DUTY (FHD)

9.1. Military Funeral Honors (MFH).

9.1.1. Definition of MFH. The ceremonial paying of respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our Nation. MFH consists of (at a minimum) the folding and presentation of the national flag and the playing of Taps.

9.1.2. Responsibility for MFH/FHD. HQ AFRC/SVP is the command function that provides command oversight and program management. AFSVA/CCR is designated to provide program management for all IMAs and participating IRR members, including centralized MPA Man-days for volunteer support and publishing AF Form 938, Request and Authorization for Active Duty training/ Active Duty Tour.

9.1.2.1. Program management and procedures for conducting FHD can be found in AFI 34-242, *Mortuary Affairs Program*.

9.2. Definition of FHD.

9.2.1. FHD is a means to satisfy MFH. FHD is the term used for duty or training associated with the performance/provision of Military Funeral Honors.

9.3. Eligibility to Perform FHD.

9.3.1. Only USAFR members in training categories A, B, and E are authorized to participate in FHD.

9.3.2. FHD Status. Within the USAFR, a period of inactive duty status may be used expressly for satisfying FHD and/or preparation for FHD. Although support of FHD is authorized for the Ready Reserve, command determination has limited FHD to members in the Selected Reserve and participating members of the Individual Ready Reserve (Category E) based on practical use of its resources. Although FHD status is a form of inactive duty, it is not to be confused with IDT. No training periods will be used in support of FHD.

9.4. Use of FHD Status (Inactive Duty).

9.4.1. Use of FHD status in the USAFR for the purpose of providing FHD support is strictly voluntary.

9.4.2. Use of FHD status with consent of member may be in paid or unpaid status.

9.4.3. Election of performing FHD in paid status entitles volunteer to one day base pay for each day of FHD and/or preparation for FHD.

9.4.4. Use of FHD status in the USAFR entitles volunteer to one retirement point for each day FHD and/or preparation for FHD is performed.

9.4.4.1. Retirement points earned in support of FHD can exceed the 90 point limitation for retirement currently restricted for each member's retirement/retention year. For example, member has earned maximum 90 points towards retirement, but has aggregated 12 additional points from FHD; member is entitled to 102 points toward retirement for that particular R/R year. FHD per-

formed will be credited with one retirement point for each day of this type of duty/preparation. For accounting purposes, this retirement point will be tracked separately under Point Credit Accounting and Reporting System (PCARS).

9.4.5. Members performing FHD and/or preparation for FHD are entitled to medical benefits authorized for the duty status in which such honors are performed.

9.4.5.1. Medical coverage for members performing FHD includes "portal-to-portal" coverage, which includes not only performance of FHD and/or preparation for FHD, but the time associated with travel to and from site of FHD and/or preparation for FHD.

9.5. Authorization for FHD Status.

9.5.1. Members in the Ready Reserve will be authorized to perform in FHD status via AF Form 40b.

9.5.1.1. FHD status is restricted to no less than 2 hours for each day FHD and/or preparation for FHD is performed.

9.5.1.2. For the USAFR, use of the FHD status will be limited to members who reside within 50 miles of the site where funeral honors duty is to be performed, or where they are to be trained. Any FHD training or duty 50 miles or beyond the participant's residence is to be performed via MPA man-days to be provided by the Air Force Services Agency (AFSVA/CCR).

9.5.2. AF Fm 40b will be used to submit for pay (base pay, if elected) and points.

9.5.2.1. AF Fm 40b should be submitted to member's respective Military Pay Office, with copy to unit commander or program manager (IMA). A copy of this form should be provided to AFSVC/CCR for accounting purposes as well.

9.5.2.2. One AF Fm 40b will suffice for consecutive days in which FHD is performed.

9.5.3. There is no limitation (other than fiscal constraints) on the number of FHD opportunities that may be performed by any one member in the Ready Reserve.

9.5.4. No member will be authorized FHD status while performing duty in another status.

9.5.5. FHD status will not be used to substitute for any statutory participation requirement.

9.5.6. Standard Form 1164, **Claims for Reimbursement for Expenditures on Official Business**, may be submitted for reimbursment for travel in conjunction with FHD.

9.6. Status of USAFR Members Conducting MFH. MFH and preparation for MFH may be performed in variety of military status. ARTs are permitted to perform FHD, but cannot do so on official time (Civil Service Status). ARTs must be in a military status other than IDT, ADT, or AT. ARTs will not be permitted to use military leave to perform in FHD status, however, military leave is permitted if the ART is performing FHD in an AD capacity other than for training (MPA man-days). All statuses listed below are permitted to perform FHD.

9.6.1. AGR status. AGR members may perform FHD similar in manner as AD members currently support FHD (additional duty).

9.6.1.1. AGR members are not entitled FHD compensation. They draw their normal pay and allowances for the duty day in which FHD is performed.

9.6.1.2. AGR members will be entitled to travel (unless government transportation is provided) and per diem expenses in support of FHD or preparation for FHD.

9.6.1.3. AGR members will be put on travel orders in support of FHD. Lodging and per diem is authorized if overnight travel is necessary to preposition member for FHD or if FHD extends beyond normal duty hours (including travel to and from FHD site).

9.6.2. MPA Man-days. Only USAFR members in training categories A, B, and E (see **Table 2.1.** and **Table 2.2.**) are authorized to take part in ADSW tours. Thereby, only USAFR members in these training categories may use ADSW to support FHD. For the sake of clarity, this ADSW for FHD is limited to MPA man-days, which will be provided by AFSVA/CCR.

9.6.3. MPA authority is subject to limitations outlined in AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program,* participant can exceed 179 day MPA Man-Day limitation if they do not use Man-Days for other mission related purposes, and the waiver to exceed this limitation is approved in advance by HQ USAF/DPRR. To clarify this further, once a member requests and secures a MPA man-day waiver beyond 179 days to perform FHD associated duties, those man-days performed in excess of 179 days will have to be expressly in support of FHD duties.

9.6.3.1. Members supporting FHD in MPA man-day status are not entitled the FHD compensation authorized for members performing in FHD status. They draw their normal pay and allowances for the duty day in which FHD is performed.

9.6.3.2. Members supporting FHD in MPA man-day status will be entitled to travel (unless government transportation is provided) and per diem expenses and will be put on travel orders. Lodging and per diem is authorized if overnight travel is necessary to preposition member for FHD or if FHD extends beyond normal duty hours (including travel to and from FHD site).

9.6.3.3. FHD or preparation for FHD in MPA man-day status will be credited with one retirement point for each day of this type of duty/preparation. For accounting purposes, this retirement point will be tracked separately under PCARS.

9.6.3.4. AD sanctuary provisions apply for members performing FHD in ADSW capacity. Member will have to sign a statement of understanding waiving right to AD retirement if this voluntary duty takes place while the member is in AD sanctuary (18-20 years Total Active Federal Military Service (TAFMS)), or the tour of duty will place the member into AD sanctuary. The statement of understanding must be signed and approved prior to voluntary orders being published.

9.6.4. FHD Status. Members may perform FHD and/or prepare for FHD in FHD status as outlined in paragraph **9.2.** above.

9.7. Forms Adopted. AF Form 10, AF Form 224, AF Form 422, AF Form 526, AF Form 938, AF Form 1288, AF Form 2096, DD Form 1966.

9.8. Forms Prescribed. AF Form 40, AF Form 40A, AF Form 40B, AF Form 101, AF Form 1289, AF Form 1941, AF Form 3920, AF Form 3956, AF Form 3957, AF Form 4036.

JAMES E. SHERRARD III, Maj Gen, USAF
Chief of Air Force Reserve

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, Sections:

10149, Ready Reserve: Continuous Screening

10204, Personnel Records

10205, Ready Reserves: Requirement of Notification of Change of Status

12301, Reserve Components Generally

12319, Ready Reserve: Muster Duty

802, Art. 2

10206, Physical Examination

8368, Commissioned Officers: Effect of Failure of Promotion to Captain, Major, or Lieutenant Colonel

Title 37, United States Code

OMB Bulletin 93-11

DoDD 1200.7, *Screening the Ready Reserve*

DoDI 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay*

DoDD 1200.16, *Contracted Civilian-Acquired Training (CCAT) for Reserve Components*

DoDD 1205.14, *Enlistment, Appointment and Assignment of Individuals in Reserve* Components

DoDD 1215.5, *Participation in Reserve Training Programs*

DoDD 1215.6, *Uniform Reserve, Training and Retirement Categories*

DoDD 1215.9, *Initial Active Duty for Training in Reserve Components*

DoDI 1215.19 *Uniform Reserve, Training and Retirement Category Administration*

DoDD 1235.9, *Management of the Standby Reserve*

DoDI 1215.7, *Service Credit for Reserve Retirement*

DoDI 1215.18, *Reserve Component Member Participation Requirements*

DoDD 1241.1, *Reserve Components Incapacitation Benefits*

DoD 7000.14R, *Financial Management Regulation*

JFTR U2550

U7150

JTR C4950

Education and Training Course Announcements accessed at
http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM, US Air Force Formal Schools

AFPD 10-4, *Operations Planning*

AFI 10-402, *Mobilization Planning*

AFI 34-242, *Mortuary Affairs Program*

AFI 36-2008, *Voluntary Extended Active Duty (EAD) For Air Reserve Commissioned Officers*

AFI 36-2101, *Classifying Military Personnel* (*Officers and Airmen*)

AFI 36-2115, *Assignments Within the Reserve Components*

AFI 36-2301, *Professional Military Education*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2503, *Administrative Demotion of Airmen*

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

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2608, *Military Personnel Records Systems*

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

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 36-2910*, Line of Duty (Misconduct) Determination*

AFI 36-3003*, Military Leave Program*

AFI 36-3014, *Clothing Allowance for Air Force Personnel*

AFI 36-3203, *Service Retirements*

AFI 36-3205, *Applying for PALACE CHASE and PALACE FRONT Programs*

AFI 36-3208, *Administrative Separation of Airmen*

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

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

AFI 36-8002, *Telecommuting Guidelines for Air Force Reservists and their Supervisors*

AFI 65-109, *Preparation of AF Form 938*

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

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Systems (MHS)*,

AFI 48-123, *Medical Examination and Standards*

AFI 51-201, *Administration of Military Justice*

AFI 65-111, *Policies and Procedures for Using Reserve Support*

AFMAN 36-2108, *Airmen Classification*

AFMAN 37-139, *Records Disposition Schedule*

AFI 65-601, *Budget Guidance and Procedures*

Abbreviations and Acronyms

ABC—Aerospace Basic Course

ACC—Air Combat Command

AD—Active Duty

ADL—Advanced Distributed Learning

ADT—Active Duty for Training

ADSW—Active Duty for Special Work

AEF—Aerospace Expeditionary Force

AETC—Air Education and Training Command

AFELMs—Air Force Elements

AFI—Air Force Instruction

AFIADL—Air Force Institute for Advanced Distributed Learning

AFRC—Air Force Reserve Command

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AFTP—Additional Flying Training Period

AGR—Active Guard Reserve

AGTP—Additional Ground Training Periods

ALS—Airman Leadership School

ALO—Admissions Liaison Officer

ANG—Air National Guard

ARC—Air Reserve Component

ART—Air Reserve Technician

ARS—Air Reserve Squadron

AT—Annual Tour

BIMAA—Base Individual Mobilization Augmentee Administrator

BMT—Basic Military Training

CAFSC—Control Air Force Specialty Code

CAPRAP—Civil Air Patrol Reserve Assistance Program

CCAT—Contracted Civilian Acquired Training

CCM—Command Chief Master Sergeant

CFETP—Career Field Education and Training Plan

CHE—Continuing Health Education

CIOR—Interallied Confederation of Reserve Officers

CIORM—Interallied Confederation of Reserve Medical Officers

CONUS—Continental United States

COT—Commissioned Officer Training

CSSB—Central School Selection Board

DRB—Deployment Review Board

DoD—Department of Defense

EAD—Extended Active Duty

ERI—Equivalent Reserve Instruction

ET—Equivalent Training

ETCA—Education and Training Course Announcements

ETS—Expiration Term of Service

FHD—Funeral Honors Duty

FOA—Field Operating Agency

FPerR—Field Personnel Record

FY—Fiscal Year

GSU—Geographically Separated Units

HQ USAF—Headquarters United States Air Force

IADT—Initial Active Duty for Training

IDT—Inactive Duty Training

IMA—Individual Mobilization Augmentee

IMAPM—Individual Mobilization Augmentee Program Manager

IRR—Individual Ready Reserve

ISLRS—Inactive Status List Reserve Section

ISS—Intermediate Service School

LEAD—Limited Extended Active Duty

LOD—Line of Duty

LPR—Limited Period Recall

MAJCOM—Major Command

MFH—Military Funeral Honors

MPA—Military Personnel Appropriations

MPerR—Master Personnel Record

MPF—Military Personnel Flight

MSD—Mandatory Separation Date

MSO—Military Service Obligation

MT—Military Technician

MTF—Military Treatment Facility

NAF—Numbered Air Force

NARS—Nonaffiliated Reserve Section

NGB—National Guard Bureau

NNRPS—Nonobligated Nonparticipating Reserve Personnel Section

NWC—Naval War College

OJT—On-the-Job Training

ONW—OPERATION NORTHERN WATCH

OPR—Office of Primary Responsibility

ORS—Obligated Reserve Section

OSW—OPERATION SOUTHERN WATCH

OTA—Oracle Training Administration

PBAS—Personnel Budget Analysis System

PC-III—Personnel Concepts III

PCARS—Point Credit Accounting and Reporting System

PCS—Permanent Change of Station

PDS—Personnel Data System

PDS—Permanent Duty Station

PERSTEMPO—Personnel Tempo

PULHES—Physical Condition/Upper Extremities/Lower Extremities/Hearing/Eyes/Psychiatric

PIRR—Participating Individual Ready Reserve

PME—Professional Military Education

RALO—Reserve Affairs Liaison Officer

RCOT—Reserve Commissioned Officer Training

R/R—Retention/Retirement

RIP—Report of Individual Personnel

RMP—Readiness Management Periods

RMU—Reserve Medical Unit

RMVS—Reserve Management Vacancy System

RPA—Reserve Personnel Appropriations

RPO—Reserve Pay Office

RRPS—Ready Reinforcement Personnel Section

RS—Reserve Section

SAV—Staff Assistance Visit

SDI—Special Duty Identifier

SDO—Scheduled Day Off

SSS—Selective Service System

STL—Single Training Location

SORTS—Status Of Resources and Training System

SOS—Squadron Officer School

TAFMS—Total Active Federal Military Service

TCC—Training Category Codes

TDY—Temporary Duty

TFCS—Total Federal Commissioned Service

TLN—Training Line Number

TMS—Training Management System

TP—Training Period

TPR—Trained Personnel Requirements

TSC—Training Status Code

U.S.C—United States Code

UCMJ—Uniform Code of Military Justice

UMD—Unit Manning Document

UNT—Undergraduate Navigator Training

UPT—Undergraduate Pilot Training

US—United States

USAFR—United States Air Force Reserve

UTA—Unit Training Assembly

UTAPS—Unit Training Assembly Processing System

UTC—Unit Type Code

WOTS—Web Orders Transaction System

Attachment 2

TRAINING CATEGORY CODE (TCC) DEFINITIONS

A2.1. TCC. The Reserve Personnel Appropriation (RPA) school and special tour man-day programs are divided into categories based on the type of training being accomplished. The training is designated as tours of Active Duty (AD) for Training (ADT) or Active Duty for Special Work (ADSW). ADSW tours are used to provide direct staff support to Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome. ADT tours are used to supplement the annual tour (AT) and inactive duty training (IDT) when the member needs extra training to achieve a required skill or skill level in the assigned AFSC. All school tours are ADT.

The TCC category headers are designated as XZ. TCCs ending in "Z" are category headers only and will be used for cost rollups at the HQ USAF/RE level. Only the TCCs listed below a given "Z" category are valid. Listed below is a brief definition for each TCC category.

SCHOOL TOURS (PROJECT 726)

AZ - Career Development Training (ADT)

A2.2. AA--Officer PME-(ADT). Identifies officers attending PME schools to include Squadron Officer School, Intermediate Service School (Air Command and Staff College), and Senior Service School (Air War College, Naval War College, Industrial College of the Armed Forces, National War College, and Army War College). This is general type training that is not specifically AFSC oriented.

A2.3. AB--NCO PME-(ADT). Identifies enlisted members attending PME schools to include ALS, Noncommissioned Officers Academy (NCOA), and Senior Noncommissioned Officers Academy (SNCOA). This is general type training that is not specifically AFSC oriented.

A2.4. AC--Professional Continuing Education (PCE)-(ADT). Identifies officers or enlisted members attending short military education courses (i.e., Reserve Components National Security Course, NCO Leadership Development Training, Harvard Senior Executive courses, BOLD STROKE, flag/general officer courses, etc.) and continuing education courses for professional AFSCs (medical, legal, chaplain, engineer, acquisition, etc.).

A2.5. AD--Quality Training Courses-(ADT). Identifies officers or enlisted members attending quality/quality related training courses (i.e., Cascade Training, Metrics, Benchmark training, Confronting Difficult Issues (CDI), team-building training, etc.).

BZ - Initial Skill Acquisition Training (ADT)

A2.6. BA--Initial Skill Training for Nonrated Officers-(ADT). Identifies those officers attending the initial technical school for award of their AFSC.

A2.7. BB--Initial Skill Training for Enlisted Members-(ADT). Identifies those enlisted members attending the initial technical school for award of their AFSC.

CZ - Officer Training School (ADT)

A2.8. CA--Officer Training School (OTS)-(ADT). Identifies enlisted attending Officer Training School.

A2.9. CB--Academy of Military Science (AMS)-(ADT). Identifies officers attending the Academy of Military Science (AMS) course.

A2.10. CC--Commissioned Officer Training (COT)-(ADT). Identifies officers attending the Commissioned Officer Training course (COT) or the Reserve Commissioned Officer Training (RCOT) course.

DZ - Recruiter Training (ADT)

A2.11. DA--Air Force Reserve Recruiter School-(ADT). Identifies personnel attending the Air Force Reserve Recruiter School.

EZ - Refresher and Proficiency Training (ADT)

A2.12. EA--Enlisted 7-level upgrade courses-(ADT). Identifies enlisted members attending a 7-level upgrade course.

A2.13. EB--Officer field upgrade courses-(ADT). Identifies officers attending field upgrade courses (i.e., Advanced Personnel Officer course, Advanced Logistics Officer course, etc.).

A2.14. EC--Survival Training-(ADT). Identifies personnel attending survival training courses.

A2.15. ED--Other Advanced Skill Courses-(ADT). Identifies personnel attending advanced skill courses other than those included as officer field grade upgrade courses, survival training, and post undergraduate flight training (UFT) flying courses.

A2.16. EF--Post UFT Flying Courses-(ADT). Identifies personnel attending post undergraduate flight training flying courses.

FZ - Undergraduate Flying Training (ADT)

A2.17. FA--Undergraduate Pilot Training (UPT)-(ADT). Identifies personnel attending basic pilot training.

A2.18. FB--Undergraduate Navigator Training (UNT)-(ADT). Identifies personnel attending basic navigator training.

A2.19. FC--Flight Screening- (ADT). Identifies personnel who are attending Flight Screening course prior to attending UPT or UNT.

A2.20. FD—Progressive Tours-(ADT). Identifies personnel on a progressive tour, initial aircrew qualification up to, but including instructor or flight examiner status by crew position.

GZ - Unit Conversion Training (ADT)

A2.21. GA--All Formal Courses for Retraining Aircrew-(ADT). Identifies aircrew personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a result of the unit undergoing mission/aircraft changes. This TCC would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing.

A2.22. GB--All Formal Courses for Retraining Nonflying Members-(ADT). Identifies nonflying personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a result of the unit undergoing mission/aircraft changes. This TCC would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing.

SPECIAL TOURS (PROJECT 727)

HZ - Competitive Events (ADT)

A2.23. HA--All DoD sponsored/sanctioned athletic events-(ADT). Identifies personnel participating in a DoD sponsored/sanctioned athletic event (excluding CIOR). Is to be used only for actual participants in the competition, not for coaches, judges, assistants or individuals attending planning meetings, etc.

A2.24. HB--CIOR Military Competitors-(ADT). Identifies selected individuals participating and providing logistical support of Interallied Confederation of Reserve Officers/Interallied Confederation of Reserve Medical Officers(CIOR/CIORM) activities as directed by HQ USAF/RE. The US team competes with those of other NATO nations each year. It is to be used for actual participants in the competition and for individuals giving logistical support.

JZ - Command/Staff Supervision (ADSW)

A2.25. JA--Audits/inspections/SAV to subordinate Reserve units and other Air Force Reserve-directed investigations-(ADSW). Identifies personnel providing realistic and practical experience in augmenting evaluation teams conducting audits, inspections, QAFA teams, or investigations and in rendering assistance to subordinate Reserve units.

A2.26. JB--Conferences, Workshops, Meetings, Command-directed Interviews, etc.-(ADSW). Identifies personnel attending conferences, workshops, meetings, command-directed interviews.

A2.27. JC--Membership on selection/review boards, policy councils, and similar activities-(ADSW). Identifies personnel selected to participate on selection/review boards (promotions, awards, etc.), policy councils, and related activities.

A2.28. JD--Quality initiatives or teams-(ADSW). Identifies personnel participates on quality teams (i.e., problem solving process teams, process action teams, process improvement teams, etc.) or other meetings for quality initiatives. This includes individuals serving as instructors for quality schools. ESP code QS should be used for quality related instruction.

KZ - Exercises (ADSW/ADT)

A2.29. KA--Wargame support-(ADSW). Identifies Reserve personnel participating in simulated and computer-aided war games and exercises.

A2.30. KB--Participation in joint training exercises-(ADT). Identifies Reserve personnel participating in joint and command-directed training exercises. Reserve members are integrated with the active forces and provide required expertise. These personnel may function in command positions as aircrew members, or specialists in any field.

A2.31. KC--Other worldwide missions-(ADSW). Identifies personnel participating in deployments, missions, humanitarian relief efforts, and peace-keeping efforts not specifically identified by another TCC.

A2.32. KD--Haiti Support-(ADSW). Identifies personnel participating in Haitian relief efforts. This TCC should be used in conjunction with ESP code HA, XF, or DT.

A2.33. KE--Iraq/Saudi/Kuwait Support-(ADSW). Identifies personnel participating in military missions in the areas of Iraq/Saudi/Kuwait. This TCC should be used for RPA special tour orders that are utilizing ESP code VA.

LZ - Management Support (ADSW/ADT)

A2.34. LA--Day-to-day support of Reserve unit training functions-(ADSW). Identifies personnel participating in a normal day-to-day activities at the Reserve unit (i.e. administrative support, backfilling an ART's duties, flight examiners/instructors, etc.).

A2.35. LB--Short term augmentation of Air Force Reserve management headquarters (base/NAF/FOA/RE) during surge periods, temporary shortfalls or when expertise not available on staff is required-(ADSW). Identifies personnel participating in higher headquarters support/or headquarters directed support tours.

A2.36. LC--Short term augmentation of Air Force Reserve activities in SAF/DoD/Joint Staff in support of Reserve projects/issues-(ADSW). Identifies personnel participating in support tours for Secretary of the Air Force, Department of Defense, or Joint Staff level in support of Reserve projects or issues.

A2.37. LD--Short term augmentation of statutory representative offices outside USAFR-(ADSW). Identifies personnel participating in support tours for offices outside of the Air Force Reserve.

A2.38. LE--NCO Leadership Development Training instructor facilitation-(ADSW). Identifies personnel serving as facilitators for the NCOLDP course. Use in conjunction with ESP code LS.

A2.39. LF--Air Force Reserve course curriculum development-(ADSW). Identifies personnel participating in curriculum development for courses offered by the Air Force Reserve.

A2.40. LG--Instructor Augmentation at HQ AFRC School Locations-(ADSW). Identifies personnel who are serving in an instructor capacity for Air Force Reserve schools. (Do not include NCOLDP facilitators in this category. Use TCC LE for them.)

A2.41. LH--Disciplinary Action Against Member-(ADSW). Identifies individuals who have been called on a tour of AD for the purpose of disciplinary action against the member.

A2.42. LI--Retain sick/injured member on AD upon expiration of original ADSW order.

A2.43. LJ--STARBASE KELLY-(ADSW). Identifies individuals participating in the STARBASE KELLY program. This is a program designed to be an innovative approach to addressing three critical problems facing today's American children. These are: poor preparation in science and math, lack of personal direction, and substance abuse. It targets minority and socio-economic children in grades four, five and six.

A2.44. LK—Innovative Readiness Training (IRT) Support-(ADSW). Identifies individuals participating in project IRT. This is a Health and Human Services Civil-Military Project, under the guidance of the Indian Health Service. This includes members who are providing training during the project.

A2.45. LN--BRAC Activities Charged to RPA (ADSW). Identifies individuals who are performing a tour in support of a base identified for closure. If you use Air Force Reserve RPA funds that will not be reimbursed by HQ AFRC, use this TCC. If you have been authorized to Air Force Reserve RPA funds and get reimbursement from HQ AFRC/FMAR from HQ Support, use TCC LO. If you charge the BRAC appropriation (rather than HQ AFRC funds), use TCC SA.

A2.46. LO--BRAC Activities Performed as HQ Directed Support (ADSW). Identifies individuals who are performing an approved HQ directed support tour in support of a base identified for closure. If your funds will be reimbursed by HQ AFRC, use this TCC.

A2.47. LP - Medical Evaluation (ADSW). Identifies individuals placed on AD orders solely for medical purposes. Does not include duty associated with "LI" and "LQ".

A2.48. LQ--Retain/Place sick/injured member on AD upon expiration of original ADT order or IDT duty status (ADT)

MZ - Operational Training (ADT)

A2.49. MA--OJT to Achieve AFSC Upgrade Requirements-(ADT). Identifies personnel who are doing on-the-job training to achieve AFSC upgrade requirements. All hands-on skill training at the unit will be in special tour status in this TCC. Normally, tours for OJT will be restricted to upgrade milestone requirements when the member has difficulty achieving the next skill level with scheduled IDTs and AT over the mandatory upgrade period.

A2.50. MB--Short Orientation Tours for Members New to Unit/activity, or for Familiarization Training when Unit Receives New Equipment, Software, Tech Orders, etc.-(ADT). Identifies personnel who are doing training as a result of being new to the unit or activity, or as a result of the unit receiving new equipment, software, etc. Should be used only when AT is not available for this purpose.

A2.51. MC--Mission/mobility Qualification Training-(ADT). Identifies personnel doing either flying or nonflying training needed to qualify for the duty position or UTC that cannot be satisfied during scheduled IDTs and AT. This is typically training of a recurring nature, not related to AFSC upgrade. This TCC will also be used when normal qualification milestones required extensive continuous training (progressive (PROG) training tours) subsequent to the initial formal school.

A2.52. MD--Skill-oriented Competitions-(ADT). Identifies personnel participating in skill-oriented types of competitions (i.e., Airlift Rodeo, Peacekeeper Challenge, Gunsmoke, etc.).

A2.53. ME--Intelligence Refresher and Proficiency Training-(ADT). Identifies personnel who are participating in intelligence training that cannot be completed during scheduled IDT periods and/or AT. This training, normally of a recurring/refresher nature, is required for satisfactory qualification in the assigned duty position. It may also be required by contingency status and/or command directives as appropriate.

A2.54. MF--Instructor Training for the Transportation Proficiency Center (ADT). Identifies individuals training to qualify them to serve as instructors at the Transportation Proficiency Center.

A2.55. MH--Innovative Readiness Training (IRT) Participation (ADT). A member who is participating in an Innovative Readiness Training project for the purpose of valid unit or individual currency, sustainment and/or upgrade training. Required documentation as prescribed by AFI 36-2201 must be accomplished.

NZ - Recruiting/Retention (ADSW)

A2.56. NA--Assistance to HQ AFRC recruiters from members having specialized skills/AFSCs, who can help attract new accessions in those skills (ADSW). Identifies personnel who have specialized skills/AFSCs and are on man-days to provide assistance to HQ AFRC recruiters in attracting new accessions in their area of expertise.

PZ - Unit Conversion Training (ADT)

A2.57. PA--Aircrew mission/mobility qualification training through OJT required due to change of mission or aircraft-(ADT). Identifies members who are doing on-the-job training of an aircrew mission/mobility qualification nature due to a change of mission or aircraft. This TCC should be used instead of the MZ or RZ categories until the unit completes conversion.

A2.58. PB--Nonflying mission/mobility qualification training through OJT required due to change of mission or aircraft-(ADT). Identifies members doing nonflying mission/mobility qualification training through on-the-job training due to a change of mission or aircraft. This TCC should be used instead of the MZ or RZ categories until the unit completes conversion.

QZ - Drug Interdiction/Counterdrug Activities (ADSW)

A2.59. QB--Interdiction/Counterdrug support (ADSW). In support of detection/monitoring identifying personnel who are participating in drug interdiction/counterdrug activities that support the detection/monitoring effort.

A2.60. QC—Interdiction/Counterdrug efforts in support of demand reduction (ADSW). Identifies personnel who are participating in drug interdiction counterdrug support activities that are in support of the demand reduction effort. This TCC will be used in conjunction with ESP code “MA”.

RZ - Service Mission/Mission Support (ADSW)

A2.61. RA--Direct Support for Air Force Reserve air operations or flying unit projects performed in conjunction with active forces and as a part of sustainment training for aircrews-(ADSW). Identifies personnel participating in HQ AFRC air operations or flying unit projects being done in conjunction with active forces and as a part of sustainment training for aircrews. This TCC should be used when aircrew and related support staff have no other upgrade or mission qualification milestones to meet under Operational Training (TCC category MZ). It is not authorized for IMAs.

A2.62. RB--Aeromedical Crew Mission Support and Sustainment Training-(ADSW). Identifies aeromedical personnel participating in mission support or sustainment training. This TCC should be used only when the aeromedical crew have no other upgrade or mission qualification milestones to meet under Operational Training (TCC category MZ). It is not authorized for IMAs.

A2.63. RC--BOSNIA Support Activities Charged to RPA (ADSW). Identifies all Air Force Reserve personnel used in conjunction with JOINT ENDEAVOR or any other BOSNIA Support activities.

A2.64. RE--Alert Mission (ADSW). Identifies personnel supporting alert missions (i.e. JCS directed SIOP (Single Integrated Operational Plan), refueling airborne command post (ABANCAP), and TACAMO (Take Charge and Move Out) air refueling support, etc.).

SZ - Costs Charged to Other Appropriations (ADT/ADSW).

A2.65. RD--Reserve Participation in Directed Activities (ADSW). Identifies all Air Force Reserve personnel used in conjunction with centrally directed missions for real world situations and active duty missions. Missions will be directed and funded by functional points of contact.

A2.66. SA--Unit Conversion Costs to be Charged to BRAC appropriation as Authorized by HQ AFRC/FMA and used in Conjunction with ESP code BR-(ADT). Identifies personnel participating in activities related to unit conversion and being funded out of the Base Realignment and Closure appropriation. Use of this TCC and BRAC funds must be authorized by HQ AFRC/FMA. This TCC should be used in conjunction with TCC BR.

Attachment 3

PROFESSIONAL MILITARY EDUCATION (PME) STUDENT ATTENDANCE AGREEMENT

"I, _____, voluntarily agree, as a condition of training, that I will abide by the military rules and regulations of the school, to include wearing the military uniform. I realize failure to do so may result in my disenrollment from the school, that this disenrollment would be considered my fault and that I may be liable for reimbursement of funds expended under such circumstances. I understand that while attending this course, payment for overtime or the crediting of compensatory time off is not authorized IAW 5 CFR Part 410, Subpart D (410.402), Paying Premium Pay. I also understand that I am only authorized to participate and train with the Air Force Reserve and my unit of assignment on a strict noninterference basis with PME responsibilities and assignments. Also, if applicable, IAW AFI 11-401, *Flight Management*, paragraph 2-8, I understand I will not be permitted to actively fly while attending this course."

SIGNED: _____ DATE: _____

Attachment 4

ISS/SSS PROCESS

Figure A4.1. ISS/SSS Process.

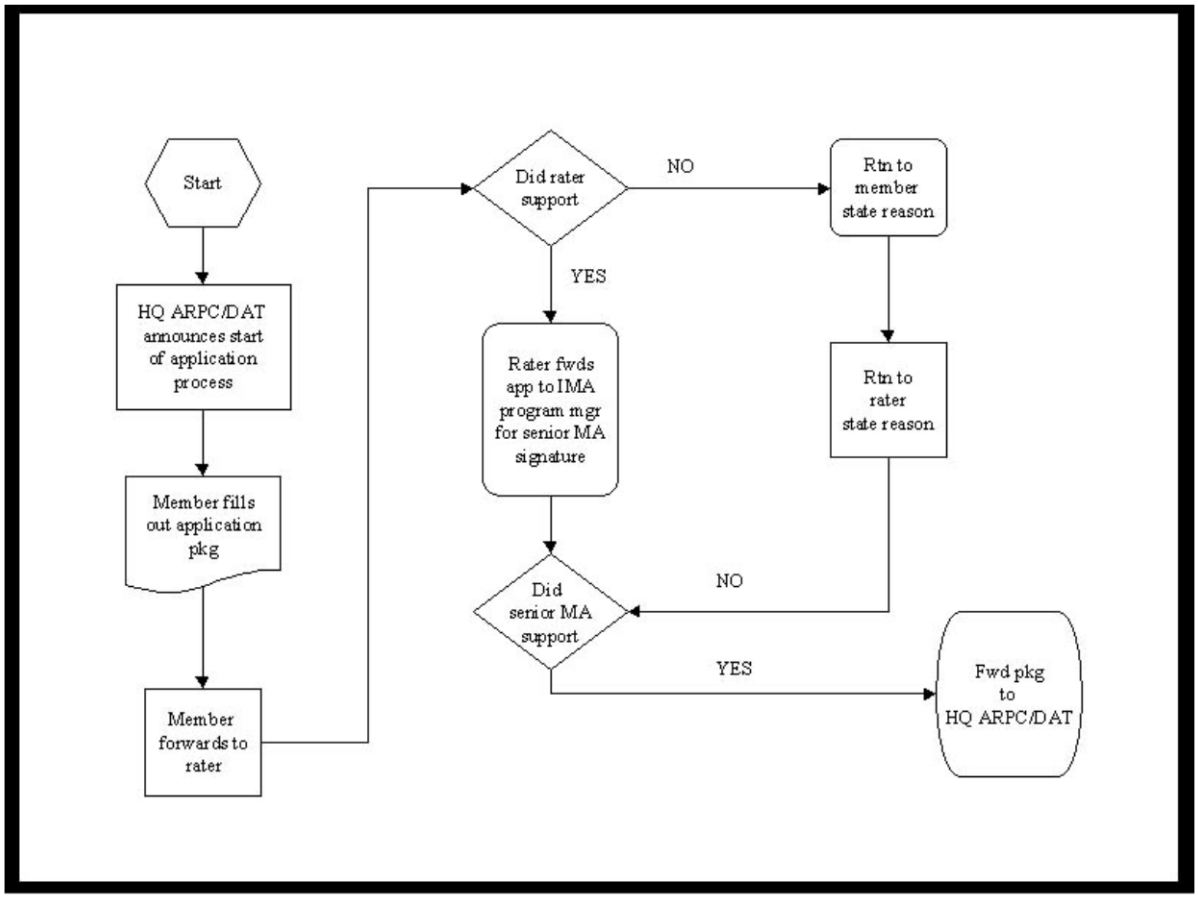
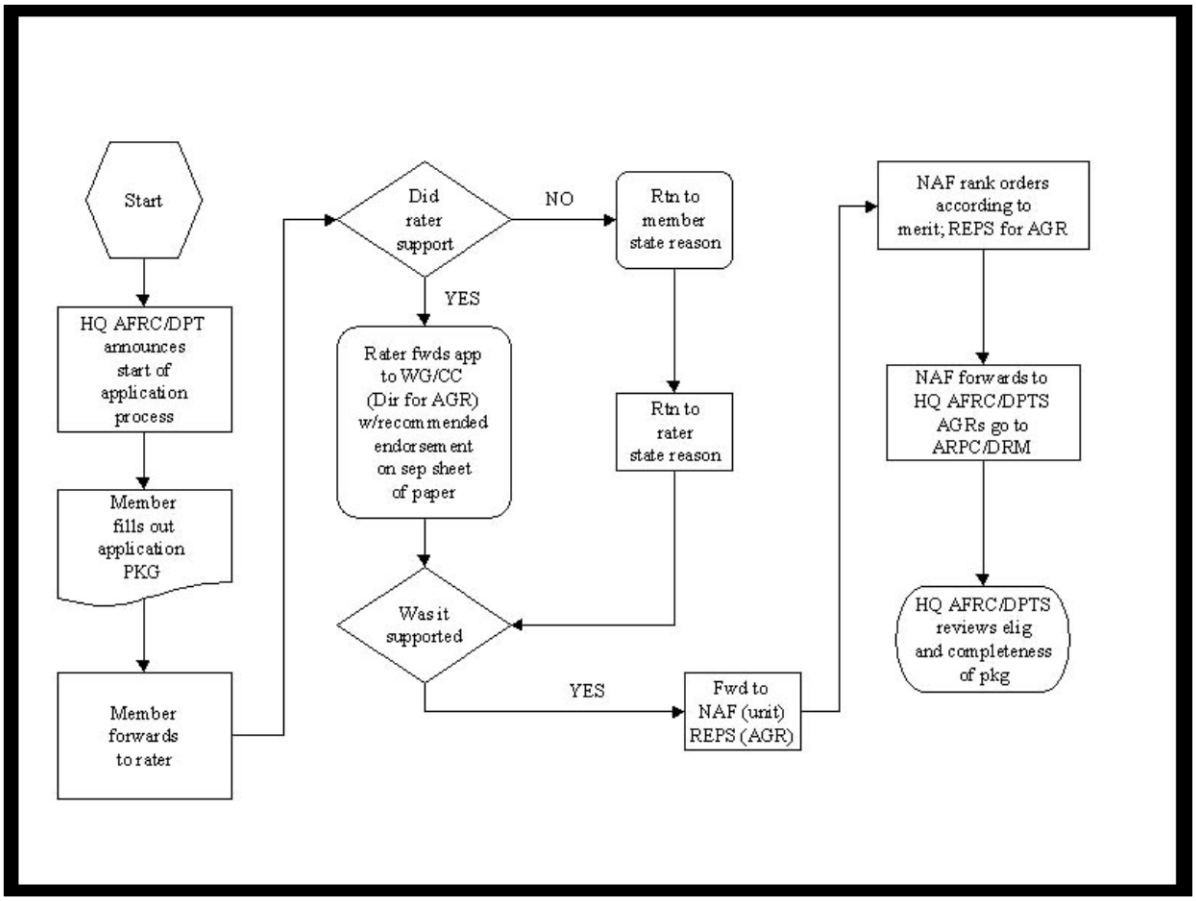


Figure A4.1. Continued.



Attachment 5

SAMPLE EMPLOYER ACKNOWLEDGEMENT LETTER

(On Letterhead)

(Grd & Name of Wing/CC or Senior MA)
Title
Address

Dear Sir:

Recently, Major/Lieutenant Colonel (Reservist's name), an Air Force Reserve Officer and employee of your company, was chosen to begin an active duty tour to attend (insert Service School for which selected). This course of instruction will last until June of next year.

I want to take this opportunity to thank you for your support of Major/Lieutenant Colonel (last name), as he/she takes this very important step in his/her military career. He/she was selected to attend based upon a record of solid achievement and demonstrated potential. Upon graduation, I expect him/her to continue to progress through assignments of increased authority and responsibility.

Additionally, I know that the specialized education and professional development which he/she receives will enhance his/her performance as an employee of your company. I definitely feel that this is a "win-win" for the Air Force and your corporation.

Again, thank you for your great support of Major/Lieutenant Colonel last name, and the Air Force Reserve

Sincerely

(Name, Grd, Title)

Attachment 6

IC 2003-1 TO AFMAN 36-8001, RESERVE PERSONNEL PARTICIPATION AND TRAINING PROCEDURES

25 AUGUST 2003

SUMMARY OF REVISIONS

This change revises the policy for scheduling Inactive Duty Training (IDT) periods for both the unit and IMA programs. Also establishes a quarterly IDT requirement for IMAs. Clarifies AFTP and AGTP quarterly requirements. Makes an administrative correction. Clarifies attendance in resident PME.

4.2.1.2. Ensure appropriate and adequate training is provided. Supervisors and/or program managers of individual Mobilization Augmentees (IMAs) in Reserve Sections MA, MB, ME, and MR, who are authorized 48 IDT periods each Fiscal Year (FY), may authorize up to a maximum of 16 IDT training periods per quarter, not to exceed 48 IDT periods during the FY. For IMAs in Reserve Section MC, who are required to perform 24 IDTs per FY, supervisors and/or Program Managers may authorize up to maximum of 8 IDT periods per quarter not to exceed 24 per FY. (NOTE: Exceptions to this policy for IMAs require approval of ARPC/CC. Requests for exception must be forwarded through the Program manager) IMAs will develop a schedule of IDT training periods with their supervisors and/or Program Managers NLT 15 Aug for the upcoming FY. All IDT periods must be approved in advance, in writing, by the member's supervisor with an information copy to the appropriate assigned Program Manager, in advance of performing any IDT period.

4.3.2.1. Deletes the word "or" at the end of the sentence and replaces it with a period.

4.5.1. Unit commanders prepare an FY schedule for monthly UTAs NLT 15 May for the up-coming fiscal year. Commanders may authorize up to a maximum of 16 training periods per quarter, NTE 48 periods per fiscal year. Exception to this policy will be forwarded to NAF/CC for approval. The commander may extend a UTA beyond the normally scheduled time to meet mission needs.

4.11.1.3. Pay is authorized for no more than 16 AFTPs per quarter NTE 48 per FY. Commanders may authorize AGTPs in lieu of AFTPs, however, no more than one half of the authorized AFTPs per quarter and fiscal year may be performed as AGTPs. Under no circumstances will a member be authorized to perform more than a combined total of 48 periods of additional training (AFTP/AGTP) each fiscal year.

7.2.2. Reserve members who attend PME in residence must be in a military duty status to receive point credit for attendance. However, Reserve members attending in civilian status will receive credit as having completed resident PME, once their military grade has met military grade criteria for enrollment/attendance for the respective level of PME. Civilian completion of PME prior to obtaining prerequisite military grade will prompt completion to be masked in the promotion system.

Attachment 7

IC 2004-1 TO AFMAN 36-8001, RESERVE PERSONNEL PARTICIPATION AND TRAINING PROCEDURES

22 JANUARY 2004

SUMMARY OF REVISIONS

This change revises para **4.3.2.1.** only and incorporates it into **4.3.2.**

4.3.2. If the commander does not require the member to attend scheduled UTA while performing a tour of AD, the commander will consider the member constructively present (which effectively excuses the member from scheduled UTA).

4.3.2.1. Deleted.