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**Personnel**



**THE 952 RESERVE SUPPORT SQUADRON**

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(TSgt Kathy L. Westmoreland)  
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(Maj Gen John J. Batbie, Jr.)

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This instruction provides guidance for the management and operation of the 952d Reserve Support Squadron (952 RSPTS). It implements Air Force Policy Directive 36-1, *General Civilian Personnel Provisions and Authorities*.

### **SUMMARY OF REVISIONS**

This revision changes AFRES Form 918 to AF Form 3956; changes pay orders procedures; changes submission procedures for AF Form 40As (paragraph 7.3.); changes to making lodging arrangements (paragraph 4.14.); changes FOA designations AFRES to AFRC, SP to SF (paragraph 5.20.), Information Management (IM) to Financial Management (FM) (paragraph 8.). Adds requirements for members outside the commuting area to contact the orderly room for unit training assembly (UTA) billeting arrangements; adds requirement to submit requests for excusals, unexcusals, or reschedules to the orderly room NLT 1200 on Wednesday prior to the scheduled UTA.

### **Section A—Duties and Responsibilities**

#### **1. Commander's Responsibilities:**

1.1. Coordinate with staff directors to minimize differences with other career programs present on the staff, while preserving essential elements of Reserve unit program management.

1.2. Manage unit reserve personnel appropriation (RPA) funds with the advice and assistance of HQ AFRC directors/head of special staff offices (HSSO), and provide directors the best data available in support of funds planning.

1.3. Retain authority to schedule mandatory (100 percent) participation unit training assemblies (UTA) at Robins AFB GA.

## **2. Directors' and HSSOs' Responsibilities:**

2.1. Coordinate with commander to minimize differences with other career programs present on the staff, while preserving essential elements of Reserve unit program management.

2.2. Ensure members assigned to their function comply with military standards of dress, appearance, weight, and physical fitness. Notify the orderly room of individuals not complying with standards so they may be entered into the appropriate remedial and monitoring programs. Encourage air reserve technicians (ART) to wear the appropriate military uniform during periods of civilian duty.

2.3. Manage ARTs and traditional reservists (TR) performance of inactive duty training (IDT), to include UTAs, equivalent training (ET), additional flying training period (AFTP), additional ground training period (AGTP), and reserve management period (RMP). Also, manage active duty periods to include military personnel appropriation (MPA) man-days, RPA man-days, active duty for training (ADT), and annual tour (AT). Management includes scheduling, training, assigning duties, excusal, issuing orders, and approval of scheduling documents. Approval officials are personnel specified in the authorization memorandum signed by the Commander, 952 RSPTS.

2.4. Do not schedule duty in conflict with those UTAs designated as mandatory (100 percent) participation at Robins AFB. Directors/HSSOs should use those UTA periods, not specifically scheduled for Robins AFB through rescheduling or temporary duty (TDY) to a field unit, for purposes of readiness or staff assistance to the maximum extent practical.

2.5. Ensure each member is informed of participation requirements and that appropriate action is taken on nonparticipants when notified by the orderly room.

2.6. Ensure ARTs are in appropriate leave status (that is, annual, compensatory, or military leave) while performing military duty during their regularly scheduled civilian workday. Designate procedures for issuing and processing orders to avoid dual compensation without appropriate leave.

2.7. Monitor security clearance actions for assigned personnel by using the Automated Security Clearance Approval System (ASCAS) rosters generated by Personnel Concepts-III (PC-III).

## **3. Supervisors' Responsibilities:**

3.1. Provide counseling, motivation, and encouragement for members to comply with military standards of dress and appearance, weight, and physical fitness.

3.2. Complete administrative actions to correct or reprimand behavior and recommend more stringent action when appropriate.

3.3. Ensure members complete necessary military requirements such as records review, physicals, or ancillary training, as scheduled by the 952 RSPTS orderly room.

3.4. Assist director/HSSO in retention matters. Review reenlistment selection factors and evaluate members' performance. Initiate appropriate documentation for recommendation and record counseling.

3.5. Maintain and manage enlisted specialty training program for all members in upgrade training.

- 3.6. Evaluate special and school tour requirements for individuals assigned, and submit requests to designated officials for processing.
- 3.7. Brief Individual Newcomer's Treatment and Orientation (INTRO) program to newly assigned members.
- 3.8. Evaluate and submit a decoration report (DECOR 6) on individual personnel when appropriate.
- 3.9. Initiate all personnel classification actions and forward to director/HSSO for signature.
- 3.10. Ensure members meet all participation requirements. Submit requests for excusal, reschedule, or substitution of training to your designated official for approval. Contact members with unexcused absences and counsel regarding requirements. Certify completion of inactive and active duty training. (**NOTE:** Delegate certification authority to an individual who has knowledge of both duty performed and training requirements.)
- 3.11. Provide promotion recommendations to director/HSSO. Initiate package for Promotion Enhancement Program (PEP) nominations. Initiate officer unit vacancy promotions for individuals identified on promotion eligibility roster.
- 3.12. Conduct performance feedback and prepare performance reports.
- 3.13. Ensure personnel receive information security indoctrination training upon assignment and recurring training throughout their current duty assignment as part of their normal duty training.

#### **4. Reservists' Responsibilities:**

- 4.1. Comply with military standards for dress and appearance, weight, and physical fitness. All personnel must wear the appropriate military uniform during all periods of military duty. ARTs are encouraged to wear the military uniform during periods of civilian duty.
- 4.2. Complete fiscal year participation requirements. Notify supervisor if not able to complete scheduled training or to request changes. ARTs ensure they are in appropriate leave status when performing military duty during their regularly scheduled workday or chargeable weekend days.
- 4.3. Enlisted members ensure their enlistment remains current. Complete reenlistment election on Reserve Selection Retention Process (RESSRP) brief.
- 4.4. Rated individuals obtain and, or keep current all aeronautical ratings.
- 4.5. Report all injuries and illness to the immediate supervisor, unit commander, and servicing medical unit.
- 4.6. Meet all scheduled military requirements and appointments such as physicals, record review, and ancillary training.
- 4.7. Complete Family Care Plan.
- 4.8. Prepare appropriate paperwork for security clearance investigation, as required.
- 4.9. Request performance feedback sessions as needed.
- 4.10. Ensure all military personnel computer information is current.
- 4.11. Review officer preselection brief prior to promotion board convening date.

- 4.12. Process through 622 Mission Support Flight (MSF), Personnel Employment, for TDY of 30 days or more, school tours, and reassignment.
- 4.13. Complete upgrade training. Contact the supervisor concerning career development courses (CDCs) and schools.
- 4.14. Members outside commuting area are responsible for notifying the orderly room for UTA lodging arrangements. Report any problems to the first sergeant.

## 5. Orderly Room Responsibilities:

- 5.1. Process incoming and outgoing personnel. Manage unit INTRO program.
- 5.2. Process officer evaluation and enlisted feedback reports IAW AFI 36-2402, *Officer Evaluation System*, and AFI 36-2403, *The Enlisted Evaluation System (EES)*. Assist supervisors in preparing reports. Provide notification of requirement via director/HSSO. Provide statistical data to senior raters, as required.
- 5.3. Manage unit physical fitness and weight management programs.
- 5.4. Manage unit Family Care Program.
- 5.5. Coordinate unit line-of-duty determinations.
- 5.6. Process actions relating to reenlistment and extension actions.
- 5.7. Process voluntary and involuntary separation actions.
- 5.8. Monitor personnel assignment actions and process requests for assignments.
- 5.9. Monitor and process promotion, propriety, and demotion actions.
- 5.10. Prepare and process awards and decorations according to AFI 36-2803/AFRC Supplement 1, *The Air Force Awards and Decorations Program*. Provide notification of requirement via director/HSSO.
- 5.11. Review and distribute computer-generated products. Operate automated office equipment and computer programs such as Unit Training Assembly Processing System (UTAPS) and PC-III.
- 5.12. Perform various actions relating to participation and training. Monitor unit participation and annual training programs. Monitor and process retraining requests, unit professional education actions, and classification and training actions. Coordinate ancillary training with appropriate training agencies. Monitor unit on-the-job-training (OJT) program if a unit training monitor is not assigned.
- 5.13. Perform various administrative actions. Prepare and process memorandums, messages, and incoming and outgoing communications. Prepare correspondence for nonjudicial actions.
- 5.14. Maintain unit locator and office files.
- 5.15. Administer publications, forms distribution, and publications management program.
- 5.16. Control and issue commissary privilege cards.
- 5.17. Issue authorization for Georgia reserve license plate when requested by unit member.
- 5.18. Process initial issue of uniforms or replacement-in-kind for enlisted members.

- 5.19. During UTAs, provide assistance to unit assigned personnel in preparing orders (special, school, and annual tours, training assemblies, etc.)
- 5.20. Provide HQ AFRC/SFO with an ASCAS roster on a monthly basis.
- 5.21. Coordinate with 622 Aeromedical Staging Flight (ASF) on medical requirements such as physical examinations, immunizations, etc.

## 6. Assistance by other Organizations:

- 6.1. 622 Military Personnel Flight. The 622 MPF manages base-level military personnel actions. Forward all documents and products to the 952 RSPTS orderly room for processing. The personnel system manager will provide management products upon request.
- 6.2. 622 Aeromedical Support Flight. The 622 ASF completes periodic physicals, physical profiles, and immunizations. Initiates and coordinates line-of-duty determinations and weight evaluations. While in IDT status, individuals are authorized emergency medical and dental care.

## Section B—Inactive and Active Duty Training

**7. Inactive Duty Training.** Training is documented by UTAPS or by submitting an AF Form 40a, **Authorization for Individual Inactive Duty Training**, or an AF Form 40, **Authorization for Inactive Duty Training**. Travel completed in conjunction with a UTA is constrained by the Joint Travel Regulation (JTR) and various policies. Guidance for ARTs is found in HQ AFRES/CVA policy guidance memorandum dated 23 Feb 94. Traveling in civilian status with IDT authorized is funded with civilian TDY funds using the directorate's fund cite.

- 7.1. According to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, travel pay is not authorized for travel to or from the place of IDT. Travel pay and per diem for IDT, at other locations, are limited by the JTR to the lesser cost of travel from home station to the TDY location or travel from your home of record to the TDY location. A staff assistance visit to a field unit, which begins on a Thursday or Friday and continues through a UTA weekend, is one example when travel pay may be fully justified. This would be based on the scheduled Thursday or Friday activity in either active duty or civilian status. Travel *alone* is not sufficient to justify IDT pay.
- 7.2. Complete AF Form 40 or 40a for all reschedules and the AF Form 40a for all excusals (with or without ET authorized). Approval authority considers the impact on training readiness and mission effectiveness when determining requests for excusals. (NOTE: CS memo dated, 1 May 97, Policy for 952 RSPTS Personnel Performing UTAs.)
- 7.3. Notify your supervisor when you cannot complete scheduled training. Supervisors submit excusal, unexcusal, or reschedule (equivalent training) requests to the designated officials for approval, disapproval before forwarding to the 952 RSPTS orderly room. Submit all requests to the orderly room no later than 1200 on Wednesday prior to the scheduled UTA.
- 7.4. If a group of five or more members is performing an off-station UTA, (that is, UTA is accomplished on the regularly scheduled dates but at another location), an AF Form 40 may be used. AFMAN 36-8001/AFRC Sup 1, Chap 4, paragraph 4.11 provides further guidance on information required to use AF Form 40.

7.5. If a member is performing a UTA on dates other than the originally scheduled unit UTA, use an AF Form 40a.

7.6. 622 MSF, Career Enhancement, tracks AF Forms 40 and 40a received for updates when required. When members become unsatisfactory participants, Career enhancement provides each director/HSSO participation rosters that may require retention decisions or counselings.

7.7. Document AFTPs/AGTPs with an AF Form 3956, **Report of Inactive Duty Training Performance-AGTP/AFTP (USAFR)**. Complete the AFTP/AGTP comparing and reviewing procedures. Individuals and timekeepers ensure AF Form 3956 entries are consistent with time and attendance documents and appropriate leave is taken for all periods of military duty.

**8. Active Duty Training.** Reservists initiate requests for active duty training to their supervisor. The supervisor submits all requests to the designated officials for approval or disapproval for training. Financial Management (HQ AFRC/FMAPH) certifies funding, authenticates, prints, and distributes orders. Upon completion of training, the AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, is signed by the member and certified by the supervisor or designated individual. For ARTs, certification by the timekeeper is on the front of the AF Form 938. Send the original certified order and a copy to the 952 RSPTS orderly room for pay action within five working days.

**9. Air Reserve Technician.** ARTs performing military duty training during regular civilian duty hours must provide a copy of the completed AF Form 938 or AF Form 40A to their civilian timekeepers to ensure proper leave is taken and documented on the time sheet.

**NOTE:**

Military leave may not be used when performing inactive duty training.

DAVID R. SMITH, Maj Gen, USAFR  
Commander