



**MANAGEMENT OF THE RESERVE
ASSOCIATE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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1.4.3.1. Non-ART Duties: Those duties not normally associated with the position description; those duties not performed on a daily basis, i.e., UTA preplanning. This normally applies to “integrated” ART functions.

1.4.6.1. WORK CENTER/IMMEDIATE SUPERVISOR: The non-ART supervisor; this person will be the supervisor in the same shop and on the same shift who “controls” leave and work schedules of all personnel in the shop/on the shift. This person will coordinate with the ART’s FIRST LEVEL SUPERVISOR on annual leave for more than one (1) workday or a change in the work schedule for more than one (1) pay period. Also, he/she will request performance appraisal feedback sessions, as needed, in accordance with 6.2.1 below.

1.4.7.1. FIRST LEVEL SUPERVISOR: The ART supervisor; this person will be the rating official of ARTs in a certain work center. If the ART supervisor is not in the same shop and on the same shift as the employee, the ART first-level supervisor will defer day-to-day responsibilities of granting/denying leave, establishing work schedules, etc., to the WORK CENTER/IMMEDIATE SUPERVISOR as described above.

6.2. and 6.2.1. Paragraphs 6.2. and 6.2.1 allow that ARTs have ARTs as their first line supervisors. Since it is possible that, in some cases, ART supervisors may not be in the same shop or even on the same shift as the ARTs they supervise, the following is added for clarification:

To ensure that all personnel are rated as fairly and as accurately as possible, ARTs who rate employees that are on different shifts or who work in areas physically removed from their ART employees must make additional efforts to keep the lines of communication open between themselves, the work center supervisor and the ART employee. If the work center supervisor notes, at anytime, that the performance of the ART warrants recognition for above fully successful performance or drops below the fully successful level, the work center supervisor will request, in writing, to both the ART supervisor and the ART

employee, a face to face feedback session between all three parties to either recognize superior performance, or to attempt resolution of an employee's performance problem.

6.2.3.1. Shift changes for ART Reserve trainers, if required without appropriate notice, will only be made with their concurrence.

6.3.1. , 6.5.4.3., Paragraphs 6.3.1, 6.5.4.3 and 6.6.10 state that the ART will have "sufficient" time to perform Reserve related duties. Since "sufficient" time may be different for any or all personnel, the following is added to interpret the word "sufficient" with the following meaning: "Sufficient time" to perform Reserve duties, prepare for UTA, or for any other Reserve function that takes ART employees away from their designated work centers shall be time agreed upon by the ART supervisor, the work center supervisor and the ART employee. This time may vary from month to month or even week to week, depending upon work load of both the work center and the Reserve wing. Every effort will be made to fulfill the requirements of both areas.

6.3.5. Paragraph 6.3.5. states that the AF Form 971 will be maintained by the designated supervisor within DSS (Base Supply). Since at Charleston, we have no ART supervisors assigned to the Base Supply function, it should be interpreted that the AF Form 971 will be maintained by the immediate supervisor, who will be an ART supervisor assigned to the 315th LSS.

8.23. Only ART supervisors in the employees chain of command will have access to and may make annotations on the AF Forms 971 when appropriate.

8.24.2.

- a. If the work center/immediate supervisor and the rating official is the same ART supervisor, that person is responsible for all personnel responsibilities, i.e., Time and Attendance (T&A), leave approval/denial, conduct and discipline and performance management.
- b. If the work center/immediate supervisor and rating official are two different people, the work center supervisor will be responsible for all personnel responsibilities except performance management (see 6.2.1). Annual leave for more than one (1) workday will be approved by the work center supervisor after coordination with the ART supervisor who maintains the time card. A time card work sheet will be maintained by the work center supervisor to forward to the ART supervisor for time keeping. If there are problems with an ART employee's conduct or discipline, the work center supervisor must ensure that the ART supervisor is notified as soon as possible if the problem is not resolved at the work center level.

JEFFREY W. HARWOOD, Colonel, USAF
Commander, 437th Support Group