BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING COMMAND

AIR EDUCATION AND TRAINING COMMAND
INSTRUCTION 36-2103

1 OCTOBER 1998

Personnel

ASSIGNMENT OF PERSONNEL TO HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND (HQ AETC)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*. It establishes procedures for assignment of personnel to this headquarters and its supporting activities on Randolph AFB. Unless otherwise specified, these procedures apply to officers below the grade of colonel and to airmen of all grades.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Clarifies the minimum tours for personnel assigned within the headquarters (paragraphs **1.** and **2.**) and the hiring process for headquarters positions (paragraph **4.**). A bar (|) in the left margin indicates revised material.

1. Duty Tours for Officers. AFI 36-2110, *Assignments*, establishes a minimum 3-year stabilized tour of duty for officers assigned to HQ AETC. (This tour of duty applies except as noted in paragraph **1.2.** and **1.3.**) Each officer will have an assignment availability code (AAC) 51 and an assignment availability date (AAD) of 3 years from the effective date of assignment to the HQ AETC staff. It is not appropriate to extend this AAD beyond the 3-year tour because reassignment will not necessarily occur at the completion of the stabilized tour.

1.1. An officer may be reassigned before completing the minimum tour when AFI 36-2110 preempts the stabilization authority of a MAJCOM-controlled tour.

1.2. The duty tour is normally 2 years for officers assigned to positions requiring extensive travel. Officers assigned to the standardization/evaluation board traveling team or the inspector general trav-

eling team will have an AAC 51 with an AAD of 2 years from the effective date of the assignment. On completion of their 2-year tour, officers must be considered against other requirements in HQ AETC. The 2-year assignment may be extended up to 1 year if requested by the officer and approved by the division chief of the activity to which the officer is assigned.

1.3. The duty tour is normally 2 years for officers who are reassigned to the headquarters staff from another Randolph AFB unit on PCA without PCS.

2. Duty Tours for Airmen. AFI 36-2110 establishes a minimum 3-year stabilized tour of duty for airmen (not including CMSgts) assigned to HQ AETC. Each airman will have an AAC 44 with an AAD of 3 years from the effective date of assignment to the HQ AETC staff. It is not appropriate to extend this AAD beyond the 3-year tour because reassignment will not necessarily occur at the completion of the stabilized tour. This tour of duty applies except as noted in paragraph **2.2.**

2.1. Airmen being assigned to headquarters tours on PCA without PCS may be assigned without prior Headquarters Air Force Personnel Center (HQ AFPC) approval if they are not in the overseas assignment selection vulnerability zone. If they are in the zone, prior HQ AFPC approval of the assignment and period of deferment is required. Headquarters stabilized tours may be waived by HQ AFPC according to the provisions in AFI 36-2110.

2.2. A 2-year minimum tour is authorized for personnel reassigned within the headquarters. Each airman will have an AAC 45 with an AAD of 2 years from the effective date of the intraheadquarters reassignment. The AAC and AAD from the original headquarters assignment will not be removed.

2.3. A 2-year minimum tour is authorized for airmen assigned to positions requiring extensive travel. Airmen (including CMSgts) assigned to the standardization/evaluation board traveling team or the inspector general traveling team will have an AAC 45 with an AAD of 2 years from the effective date of assignment. The AAC 45 is in addition to the AAC 44 required for all HQ AETC staff assignments.

2.3.1. If required, request extension no earlier than 10 months and no later than 6 months prior to the AAD. Requests for extension are only required if personnel are not stabilized by AAC 44; that is, CMSgts and individuals who have already extended their 3-year tour AAD.

2.3.2. If extension is not requested or warranted, the directorate will request reassignment no earlier than 10 months and no later than 6 months prior to AAD. The airman will be considered against requirements in HQ AETC.

3. Approval Authority. HQ AFPC approval is required for all assignment actions. Personnel assigned to HQ AETC are normally required to complete the prescribed minimum tour before actual reassignment. However, directors and chiefs of special staff may recommend tour curtailment to the Directorate of Personnel (HQ AETC/DP). Include complete justification in the recommendation for early reassignment.

4. Personnel Requisition:

4.1. General Requirements. HQ AETC staff agencies will furnish a properly completed AETC Form 172, **Request for Personnel**, to the Assignments Division (HQ AETC/DPA) within 14 days of notification of an incumbent's projected retirement, separation, or receipt of assignment. A staff agency may requisition a replacement to be in place for up to 30 days before the position becomes vacant if required for position orientation. Short-notice losses may negate overlap if replacements aren't readily available. A by-name preference of an individual assigned to an AETC unit may be

stated. However, the relative qualifications of the person being requested, his or her availability, and the manning level of the losing organization will be considered. If a by-name preference cannot be honored, HQ AETC/DPA will inform the requesting activity of the reason for nonselection.

4.2. Request for an Officer:

4.2.1. On receipt of an AETC Form 172 for an officer, the Officer Assignments Branch (HQ AETC/DPAO) will forward career briefs or incoming assignment briefs, as appropriate, of qualified candidates to the executive officer or requesting staff agency. If a person is not selected, the staff agency will inform HQ AETC/DPAO by memorandum of the specific reasons for rejection.

4.2.2. HQ AETC/DPA will annually review the assignment status of officers who have completed minimum controlled tours (AFI 36-2110, paragraph 2.1.33). The assignment status of an officer who has not yet completed a minimum controlled tour will be reviewed by HQ AETC/DPA 10 months prior to tour completion.

4.3. Request for an Airman:

4.3.1. On receipt of an AETC Form 172 for an airman, the Airman Assignments Branch (HQ AETC/DPAA) will contact the applicable functional manager to validate special experience requirements for the position. HQ AETC/DPAA will subsequently determine if a candidate meeting the validated requirements is available.

4.3.2. If there are no candidates assigned to the headquarters staff, HQ AETC/DPAA will furnish the requesting staff agency a listing of all eligible airmen in the local area. The requesting staff agency will review the listing, identify and prioritize acceptable candidates, and inform HQ AETC/DPAA. If the local area candidates are not acceptable, the staff agency will inform HQ AETC/DPAA, who will take appropriate action to identify candidates from AETC resources outside the local area.

4.3.3. The requesting staff agency may request EQUAL-PLUS advertisement only after all efforts to fill the position with AETC resources have been exhausted. The following must be provided when requesting EQUAL-PLUS advertisement:

4.3.3.1. A by-name listing of all candidates identified by HQ AETC/DPAA including why they were not selected.

4.3.3.2. Specific job description, job qualifications, items required for application (for example, the last three enlisted performance reports [EPR], commander's recommendation, military resume), and a point of contact for the advertisement.

NOTE: On receipt of the required documentation, HQ AETC/DPAA will request EQUAL-PLUS advertisement from HQ AFPC.

5. Personnel Resources. Qualified and eligible officers and enlisted personnel currently assigned to AETC are considered for assignment to the headquarters for career progression purposes. When a position cannot be filled with AETC resources, normal allocations will be used or HQ AFPC will be asked to help fill the requirement. Enlisted personnel selected for staff positions must have overall ratings of "3" or above on their most recent EPR and not lower than "3" on their previous three EPRs.

6. Initial Duty Assignment. On confirmation that an individual is being assigned to a headquarters staff agency, the 12 MSS/CCQ provides an assignment allocation brief to the gaining activity. The gaining

activity completes the data required to prepare the initial duty assignment and returns the brief to the 12 MSS/CCQ.

7. Duty Assignment Changes. The appropriate staff agency prepares a personnel action change for assignment duty change and sends it to 12 MSS/CCQ for processing.

8. Form Prescribed. AETC Form 172.

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Director of Personnel