



# Air Force Reserve Personnel Center Active Guard Reserve (AGR) Hiring Guide

Version 3.0 (Dated March 2026)

# Key Changes

- **The incumbent must meet one of the following criteria when advertising an incumbered position:**
  - **Incumbent has uploaded a signed acceptance Statement of Understanding (SOU) for a new AGR assignment.**
  - **Incumbents have an approved curtailment or natural Date of Separation (DOS) that is less than or equal to nine months from the date of the advertisement request.**
- **Any officer is authorized to finalize and place a bid for a position. If the bid is submitted by an enlisted member, a delegation memo is required unless that member is already listed on the WG/CC-approved Hiring Authority delegation memo on file with ARPC/DPA.**
- **FAQ added to answer all the questions we received on specific programs.**

# Key Timelines

## **Guide for Billet Owners and Hiring Authority:**

This guide provides clear timelines and processes for billet owners and hiring authorities when advertising positions in the Talent Marketplace (TM). Follow these steps to ensure a smooth hiring process:

### **1. Submit Position for Advertisement**

- All requests must be submitted created in My Vector prior to 1159Z on the 25<sup>th</sup> of the month.
- If the position has an incumbent leaving, include the following in the requisitions remarks section in My Vector. Positions may be advertised up to 9 months prior to the incumbents date of separation:

- *Vice* (member name)
- MV ticket number for the incumbent exiting
- Projected loss date
- New position number (if applicable),

Example: *MV-20250501234, Vice AMN Snuffy, Projected Loss Date 7/31/202, New position number 0M0123456*

- Additionally, the incumbent must meet one of the following criteria:
  - Incumbent has uploaded a signed acceptance Statement of Understanding (SOU) for a new AGR assignment.

- Incumbents have an approved curtailment or natural Date of Separation (DOS) that is less than or equal to nine months from the date of the advertisement request.

**Important Note:** AGR Assignments Branch will not create AGR orders for any new hire into an incumbered position without an approved Overage worksheet.

## 2. Build Out Requisition in Talent Marketplace (TM)

- Create the requisition through My Vector by the 25<sup>th</sup> of the month, 1159Z. by clicking the blue highlighted “+ Request as AFR Assignment & ADOS Opportunities” button.
- Add requisition remarks as outlined in #1.

## 3. Verify Position is Advertising

- Ensure the position appears in the Search AFR Assignments & ADOS Opportunities list or (Search EQUAL Plus/365 Deployments for Reg AF members) after the 1<sup>st</sup> of the month.

## 4. Submit Live Advertisement Change Requests

1. If rank, AFSC, or other details need changes after the position advertises, submit a request to the assigned NAF before the 5<sup>th</sup> of the month.
2. Required information:
  - NAF
  - Position Type Officer or Enlisted (O/E)
  - Job ID
  - Position Number
  - Change Type
  - Requestor Comments (*Example: Please open position to all AFSCs*)

## 5. Bidding Process

- Advertisements will be active for 167 days from their launch date (the 1<sup>st</sup> of the month), and members may submit applications at any time during this period.
- Bids may be submitted at any time during the advertisement period, all advertised positions will be reviewed on the 29th of each month to identify active bids and initiate matching actions. Each position is assessed monthly to ensure timely processing of bids.
  - *For example: Position was advertised on 1 August. Bid was placed on 28 Aug. Matching will occur between 1-15 Sept.*
  - *For example: Position was advertised on 1 August. Bid was placed on 31 Aug. Matching will occur between 1-15 Oct.*
- The bidding period will begin on the advertising start date and will extend for at least 181 days to allow Billet Owners an extra 15 days to make a selection on a member that applies within the advertisement window.

- *For example, a position advertised on January 1<sup>st</sup>, 2025, would have a bidding period from January 1<sup>st</sup>, 2025, to June 29<sup>th</sup>, 2025.*
  - **Note: Any officer can make a bid on a position. If a bid is made by an enlisted member, then a delegation letter must be on file. Delegation memo must use the excel spreadsheet from NAF A1 POC.**
- If no bid is submitted before 1159Z on the 29<sup>th</sup> of the sixth calendar month after the advertisement's launch month, the position must be resubmitted through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.
- The Wing Commander must enter tour length in the **Billet Owner Comments** (2, 3, 4, or 5 years). If left blank, a default 3-year tour applies—this cannot be delegated. (Tours can have a length anywhere between 2-5 years etc. 3 years and 6 months)
- Bidding steps:
  - Select the thumbs up button to place a bid.
  - If adjustments are needed, uncheck the thumbs up button.
  - Only officers can finalize bids on their positions unless the designated Billet Owner is on the WG/CC approved Hiring Authority delegation memo and on file with ARPC/DPAAG.

### **Key Timelines & Actions for Positions with Declined Selection**

If a position has matched but the first selection declined:

1. ARPC/DPAAG requires a Decline SOU (Statement of Understanding) from the first selection.
2. ARPC/DPAAG moves to Bid #2 for matching.
3. If no 2nd or 3rd selection exists, the billet owner must resubmit the position through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.

### **Key Timelines for FSS and NAFs**

1. Assist units with building out requisitions in My Vector.
  - Each FSS must follow respective NAF policies for submitting a position advertisement request.
2. Live advertisement change requests must be submitted by NAF POC to ARPC/DPAAG by the 5th of the month for rank, AFSC, or other updates.
  - Required information:
    - NAF
    - Position Type (O/E)
    - Job ID
    - Position Number

- Change Type
- Requestor Comments (*Example: Please open position to all AFSCs*)

Note: Advertisement & Bidding period extension is no longer authorized. If no bid is submitted within the six-month timeframe of the advertisement, the advertised position will automatically expire and must be resubmitted through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.

### Key Timelines for ARPC/DPAAG

1. Approved requisitions will be advertised in Talent Marketplace (TM) from the 1<sup>st</sup> of the month to the 15<sup>th</sup> of the sixth month following the advertisement start month.
2. Advertisement change requests will be updated by the third business day after the 5<sup>th</sup> of each month.
3. Assignment matching and notifications will occur between the 1<sup>st</sup> and 15<sup>th</sup> of the month following bidding selection by the Billet Owner or WG/CC.

Requisition 6 Month Lifecycle																														
Days of the month:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Pre-Advertisement action															Post-Advertisement and/or Bidding Actions															
Requisitions Built, NLT 25th of Month															Matching/Selectee Notification 1st-15th															
Requisitions submitted, NLT 25th of Month																														
Requisitions turn active NLT 30/31st of Month																														
New requisition advertisements goes live at 000Z each month																														
Bidding period begins at advertisement goes live date																														
Advertisement Change Request Due																														
Advertisement change Requests completed																														
Advertisement ends on the sixth month from advertisement start Month at 1800Z																														
Bidding Period ends on the sixth month from Advertisement start Month at 0000Z																														
TM report pulled to show positions with bids that needs Matching/Notification																														

# Advertisement Lifecycle

## Guide for Advertisement Lifecycle & Hiring Process

To ensure a smooth and efficient hiring process, follow these structured timelines and procedures:

1. **167 Days Advertisement Period:** Positions are advertised from the 1<sup>st</sup> to the 15<sup>th</sup> of the sixth month.
  - If no bid is submitted before 1159Z on the 29th of the sixth calendar month after the advertisement's launch month, the position must be resubmitted through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.
2. **181 Days Bidding Cycle (e.g., April 1<sup>st</sup> – September 29<sup>th</sup>)**
  - The bidding period is open from the 1<sup>st</sup> of the month to the 29<sup>th</sup> of the sixth month following the advertising start date and closing at 1159Z.

- To ensure fair selection, follow these steps:
  - Review applicant profiles and applications thoroughly.
  - Rank selections carefully:
    - Preferred volunteers should be prioritized in order of selection.
    - If the first bid declines, the 2nd bid will be notified.
  - Hiring Authority Guidelines:
    - Only officers and enlisted members listed on the WG/CC approved Hiring Authority delegation memo are authorized to finalize bids and provide the required comments for a bid. However, tour lengths may only be set by the WG/CC and cannot be delegated.

### 3. 15-Day Matching Period (*e.g., May 1<sup>st</sup> – May 15<sup>th</sup>*)

- Assignment matching and notifications will occur between the 1<sup>st</sup> and 15<sup>th</sup> of the month following bidding selection by the Billet Owner or WG/CC, ARPC/DPAAG will verify final selections.
  - Hiring Authority confirmation:
    - Wing Commander/equivalent must approve the tour length before final selection.
    - If the tour length is not annotated, ARPC/DPAAG defaults to 3 years.
  - Assignment Notification Process:
    - The selected candidate is notified via My Application (MyVector) to accept the position.

### 4. Job Acceptance & Hiring Documents

#### Effective July 1, 2024:

- All assignment acceptance must be completed within 60 days of notification.
- Note: Failure to meet deadlines results in cancellation of the application. Exceptions will be considered case-by-case by ARPC/DPAAG.
- Selectees must proactively communicate concerns via MyVector to avoid termination.
  - If the selected candidate declines, ARPC/DPAAG automatically moves to notify the second-ranked candidate.
  - If no additional candidate exists, the position must be resubmitted through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.

## Understanding Requisition Statuses

Status of requisitions life cycle – Pending Advertised, Expired, Matching, Matching Complete, and *\*Removed*

- **Pending** – Requisition was submitted by the BO and is pending to be advertised.

- Will be pending until the position is approved in the NAF quota.
- **Advertised** – Requisition is actively advertising, and it is open for volunteers to apply.
  - Will be advertised from the from the 1<sup>st</sup> of the month to the 15<sup>th</sup> of the sixth month following the advertisement start date.
- **Expired** – Advertisement has expired and it's on the bidding phase.
  - No longer advertised and will show in this status until the bid selection is matched.
- **Matching** – Bid selection was matched by ARPC/DPAAG.
  - A My Application was sent to the member for acceptance.
- **Matching Complete** – Bid was matched, accepted position and requisition was completed.
- **\*Removed** – Only if a requisition was removed and will not be advertised.

## FAQs for AGR Assignments Branch

### FAQs for AGR Hiring Process

#### A. Hiring Authority

*Information on processes and documents can be found on the ARPC AGR Assignments Splash Page:*  
<https://www.arpc.afrc.af.mil/Services/Assignments>

#### 1. Why didn't the selected candidate receive a job notification?

- A selected candidate will not receive an official job notification unless the member who makes the selection is an officer or on the WG/CC approved delegation memo.

#### 2. Who is the Hiring Authority?

- The Hiring Authority is any Officer. If the WG/CC wants to delegate this responsibility, they must submit a signed delegation memo through the ARPC AGR Hiring Management SharePoint. The memo must include the name of all individuals who are being authorized to make a hiring selection within their Wing. (Only one delegation memo is allowed per Wing)

#### 3. Who can be delegated/authorized as the Hiring Authority to make an official Bid/Hiring Selection?

- **Any officer is authorized and any enlisted may be delegated**, provided their name is included on a delegation memo signed by the WG/CC and submitted through the ARPC AGR Hiring Management SharePoint.

#### 4. Is there a limit to the number of delegation memos a WG/CC can submit for Hiring Authority?

- Only **one** delegation memo per Wing will be accepted. This memo must contain a complete list of all individuals being delegated. There is **no limit** to how many people may be included on that list.

**5. How often will AGR Assignments Branch verify whether I have made a Bid/Selection on an applicant?**

- The AGR Assignments Branch verifies Bid/Selections at the end of each month.

**6. What tour lengths can the WG/CC dictate?**

- The WG/CC may set an initial tour length **anywhere between 2 and 5 years**, including any duration within that range. (Example: 3 years and 4 months)

**7. Can the WG/CC delegate the tour length authority?**

- **No.** Only the WG/CC is authorized to determine the selected candidate's tour length. If a tour length is not annotated the default will be 3 years.

**B. Hiring Authority Delegate:**

*Please visit the ARPC Assignments Splash page for everything resources and information for all AGR assignments. (Hiring documents, guides, and governance) Link:*

*<https://www.arpc.afrc.af.mil/Services/Assignments>*

**1. What does it mean to be a Hiring Authority Delegate for an AGR Assignment?**

- As a **Hiring Authority Delegate**, you are authorized to **submit Bids on open AGR advertisements** on behalf of the WG/CC, in accordance with the delegation memo on file.

**2. What responsibilities am I NOT authorized to perform as an AGR Hiring Authority Delegate?**

- **You are not authorized to enter or dictate a tour length** in the comments section. Per the AGR Hiring Guide, **only the WG/CC** has the authority to set tour lengths. If no tour length is provided by the WG/ CC, a **default 3-year tour** will be applied.

**3. What is the process for submitting a new delegation authority memo?**

- All NAF POCs must submit updated AGR Hiring Authority delegation memos through the **ARPC AGR Hiring Management SharePoint** page. Instructions are available on the **ARPC Splashpage** under OCM: <https://www.arpc.afrc.af.mil/Services/Assignments/>.

4. **My Wing Commander notified me to initiate the bidding or candidate selection process. However, selected members have not received any updates regarding the outcome of their application. What are the potential reasons for this discrepancy?**

- **Only Officers or officially delegated individuals can make an official selection.** If the individual initiating the process is not an Officer and is *not* listed on the WG/CC signed delegation memo, no notification will be sent to the member. For delegation instructions, refer to the **OCM section on the ARPC Splashpage**, link: <https://www.arpc.afrc.af.mil/Services/Assignments/>

### C. Billet Owner:

TM Billet Owner-Billet Owner Resource: <https://myvector.us.af.mil/myvector/billetowner/home>

1. **I'm a Billet Owner and submitted a position that needs to be advertised, but I don't see it on the advertising dashboard. Why not?**

- All advertising requests must be built in My Vector Talent Marketplace **no later than the 25th of the month**. If the request is not submitted correctly or on time, the position will **not** be advertised and will **not** appear on the dashboard.

2. **The requisition is submitted to the NAF/FSS POC but not advertised. What is the reason behind this?**

- A requisition may not be advertised if **it was not built by the Billet Owner**, or if the **incumbent's Date of Separation (DOS) is more than 9 months out with no follow-on assignment or curtailment** in place. If neither of these conditions apply, contact your **NAF/HQ POC** for further assistance.

3. **The selected candidate is pending medical clearance and has an appointment with their primary physician. What is the next step for this position?**

- The **hiring and notification process continues as normal**. Once the candidate is officially notified, they will have **60 days to submit all required documents** for the position. Maintaining **regular communication** between the member and the unit helps keep the process moving efficiently for both sides.

4. **The Unit POC selected a member but they have not received notification from ARPC by the 1-15th. What is the reason behind this?**

- First, verify whether the **Unit POC is an Officer or is listed on the WG/CC signed delegation letter**. If they are **not** on the delegation memo, the AGR Assignments Team will

**not** issue a notification. Per DAFMAN 362114, Chapter 6.2.9, **Any Officer** may serve as the hiring authority. If this authority is delegated, a delegation letter must be on file with **HQ ARPC/DPAA**.

- Additionally, ensure the **bid was submitted by the 29th of the previous month** (27th for the month of February). If the bid was placed after that cutoff, the member will be notified during the **next** notification cycle.

**5. The selectee responded to the initial MyVector notification and submitted a follow-on ticket to upload an attachment. We have not received a response to that ticket. Can we confirm they are on track to start the AGR order?**

- The AGR Assignments Team will respond in **15 business days** to the selectee's MyVector application. If this suspense window has passed, contact your **NAF POC** for assistance.

**6. When will position be announced or advertised?**

- Positions will then be advertised in **Talent Marketplace (TM)** from the **1st to the 15th of the sixth month** following submission.

**7. The position was approved for advertising, but I can't find it on Talent Marketplace. The requisition was built by the billet owner. Why is that?**

- Confirm that the **position requisition was built by the 25th of the month**. If this requirement was met and the position still does not appear in Talent Marketplace, contact your **NAF/HQ POC** for further inquiry.

**8. The unit made a selection, but our Wing CC couldn't get into the system to approve it. The request is now showing as expired. What is the status of this requisition, and what do we need to do to get the member notified? Do we need to readvertise?**

- There are two possible paths forward:
  - Option 1:** Submit an **updated delegation memo** signed by the Hiring Authority (WG/CC) that includes the individual who placed the bid.
  - Option 2: Readvertise the position**, and ensure the bid is placed by the Hiring Authority or an officially delegated member listed on the memo.

Note: If an approved hiring authority made the bid however, the WG/CC did not make a comment, the assignment notification will continue with a default of a 3-year tour.

**9. A candidate was selected for a new assignment. They were given a start date but are requesting to begin their new order earlier. Can this be adjusted?**

- **Early reporting is not authorized** effective 1 March 2026. Members must start on the AGR order start date for PCA orders and members can start travel on the start dated of the order for PCS orders but arrive NLT than the Report No Later Than Date (RNLTD) for PCS orders.

**10. What does “terminated” mean on the Hiring Actions spreadsheet?**

- “Terminated” indicates that **all selected members have declined the AGR assignment**. The position will need to be **resubmitted by the NAF/HQ POC for advertising**.

**11. What application do we use to submit when a UMD change occurs and the member needs an order modification to reflect the change on the UMD?**

- Submit a General Inquiry through **MyVector**. This notifies the AGR Assignments Team of the required order modification resulting from the UMD, AFSC, or rank change.

**12. I’m unable to see the requisition to make a bid. What do I do?**

- If the **bidding period has closed**, the requisition will no longer be visible. If the position is **still open** and you cannot see it, contact **MyVector Support** for assistance.

**13. The volunteer selected has declined the position. How soon can my application be readvertised?**

- The selectee must submit a **declination SOU** (available under Documents in their MyVector application). Once the declination is processed, AGR Assignments will **move to the next bid**. If there are **no additional bids**, the position must be **resubmitted for advertisement**.

## D. Selectee

**1. Required documents: AGR/CTD/CTD Accessions**

- **For AGR-to-AGR:**
  - 1.a Acceptance SOU or 1.b Decline SOU
  2. Commanders Release Notification Letter
  4. AGR AROWS-R Order Request Form
  5. Security Clearance Memo (**Only required if the date is showing over 5 years**)

-TOS Waiver (only applicable AGR to AGR members whose current AGR order resulted in a PCS and PCS funds were used for current duty location and have not served a minimum 36 months in their current tour).
- **For CTD TR/IMA -to-AGR:**
  - 1a. Acceptance SOU OR 1b. Decline SOU
  2. Commanders Release Notification Letter

- 3. Medical Certification
- 4. AGR AROWS-R Order Request Form
- 5. Security Clearance Memo (**Only required if the date is showing over 5 years**)
- 11. (New AGR) Required AGR Pay Cell Docs (this document will need to be sent to the org box specified within the document, this item does NOT need to be uploaded for AGR Management review)
- -AF IMT 1288 (**for IMA Officer ONLY**)

- **For CTD RegAF-to-AGR:**

- 1a/b. Acceptance SOU or Decline SOU
- 4. AGR AROWS-R Order Request Form
- 5. Security Clearance Memo (**Only required if the date is showing over 5 years**)
- 11. (New AGR) AGR Pay Cell docs (this document will need to be sent to the org box specified within the document, this item does NOT need to be uploaded for AGR Management review)
- DAF 100
- AF422
- AF IMT 1288
- Scroll Approved (**For Officers ONLY**)
- DRAFT Re-Enlistment Documentation (DD Form 4)
- You will be required to enlist in the Air Force Reserve to fulfill your AGR assignment tour

- **For CTD ANG-to-AGR:**

- 1. a. Acceptance SOU or 1.b. Decline SOU
- 2. AGR AROWS-R Order Request Form
- 3. Medical Certification
- 5. Security Clearance Memo (**Only required if the date is showing over 5 years**)
- 11. (New AGR) AGR Pay Cell docs (this document will need to be sent to the org box specified within the document, this item does NOT need to be uploaded for AGR Management review)
- AF IMT 1288
- Scroll Approved (**For Officers ONLY**)
- Separation update in MilPDS
- Re-Enlistment/Extension Documentation (DD Form 4 or AF Form 1411), as required

- **Other Documents Required: (Only if needed)**

- Overage Worksheet (**If there will be an overlap for members in the position**)
- ETP Waiver (**For different AFSC, Grade level**)

**2. The applicant submitted some of the required documents and clicked the Acknowledge button—now they can't continue uploading the rest. What happened?**

- When the **Acknowledge** button is clicked, the system **resets the entire application**, which prevents additional documents from being uploaded. Notify our team in the ticket and we will reset your application. To submit documents correctly, the applicant must go to the **AGR Assignment Application** and use the **upload icon** to submit *all* required documents. **They should avoid clicking Acknowledge.**

**3. Where should the applicant route an Overage worksheet if required?**

- Once AGR Assignments Branch determines that an overage worksheet is required, they will **upload the form to the Documents section** of the application for the member to complete. The **Overage worksheet** must be routed through the **member's chain of command** before being submitted in their MyVector application.

**4. The MyVector application has not been touched for over 15 business days, and the applicant is now concerned about whether their required documents were received. What should they do?**

- If there has been **no action within the 15 business day response window**, the applicant should **submit an inquiry to their NAF/HQ POC** for assistance and status verification.

**5. The applicant requested to start early at their gaining unit. What is the next step?**

- Early reporting is not authorized **effective 1 March 2026.**

**6. The member submitted all required documents. When can their order be initiated?**

- Please allow **15 business days** for the AGR Assignments Branch to **review, process, and take action** on the documents submitted by the member.

**7. I'm coming from RegAF or ANG and I submitted my AF1288. When will my AGR order be visible?**

- RegAF and ANG members must provide an **approved DAF 100** before AGR orders can be processed. In addition, the member's **separation date must be correctly updated in MilPDS**. AGR order processing cannot begin until both requirements are met.

**8. I know the current timeline for submitting all required documents is 60 days from the selection notification. Will HQ ARPC/DPAAG grant additional time if needed?**

- If a member cannot submit all required documents within the **60 day window**, they must **notify the AGR technician through their MyVector application**. Extension requests are reviewed **on a case-by-case basis** by the AGR technician.

**9. Who establishes my AGR order start date?**

- The **AGR Assignments Branch** determines the member's duty start date based on **order type** and **distance from the gaining unit**, following the standard **30/90 day timelines** for PCA and PCS actions.
  - i. If the member lives **within 50 miles** of the gaining unit, it is considered a **PCA**, and the start date is set **30 days** from the date member turns in all documents.
  - ii. If the member lives **51 miles or more** from the gaining unit, it is considered a **PCS**, and the start date is set **90 days** from the date member turns in all documents.

**10. I'm a MSgt selected for a SMSgt position, but I have not completed SNCOA and/or do not have an associate degree/CCAF. Can I start this assignment before completing these requirements?**

- If an **MSgt** has not completed **SNCOA**, the Assignments Branch will **not proceed with matching the position or issuing orders** until they **complete the course**. This requirement can only be waived by the AFRC/CD.

**11. I have an Assignment Limitation Code (ALC) that will not expire before my new AGR assignment starts. What is the correct process to get medically cleared?**

- If a member has an **Assignment Limitation Code (ALC)**, they must submit their **current medical waiver** to AFRC/SGP for **final disposition**. Medical clearance must be completed **before** the member can begin their new AGR assignment.

**12. What does HQ ARPC/DPAAG require from me to out-process my losing unit and in-process my gaining unit?**

- **HQ ARPC/DPAAG does not manage out-processing or in-processing actions**. Members must **coordinate directly with their losing unit** for out-processing and **their gaining unit** for in-processing requirements.

**13. Do I need to out-process with the Reserve Pay Office (RPO)?**

- Yes. Members transferring from **Reserve to AGR** must out-process with their **losing Reserve Pay Office** using the **RPO Checklist** before their AGR tour begins. This ensures all open pay issues are resolved. The RPO will then submit a **"Separation" CMS case to DFAS RC Indianapolis** to close the member's Reserve pay record. This requirement applies **even if the member is staying in the same unit**.

**14. What forms do I need to complete to start my pay, and who do I send them to?**

- Members must complete the following forms to initiate AGR pay:

- i. **FMS 2231** (Fast Start Direct Deposit)
- ii. **DAF 1962** (Election of Reserve Pay and Allowances or Benefits from Prior Military Service)
- iii. **RPO Out-processing Checklist**
- All completed forms must be **emailed directly to AGR Pay Cell**. Members are responsible for ensuring their documents are sent to the AGR Pay Cell org box. Submitting forms to a unit POC, local Finance office, or uploading them in MyVector **does not** guarantee receipt. Delayed submission may result in **delayed pay**.

**15. I'm a Reserve member and would like my leave transferred to my AGR order. What do I do?**

- To begin a **leave transfer request**, the member must **contact their losing Finance Office**. The losing Finance team will assist with processing the transfer and ensuring the member's leave balance is correctly moved to their AGR order.

**16. I am separating from RegAF Active Duty or ANG AGR. Do I need to out-process with my servicing Active Duty Finance office?**

- Yes. Members separating from **RegAF Active Duty or ANG AGR** must **out-process with their servicing Active-Duty Finance office**. Members must also complete all required documents for the **AGR Pay Cell**. Within **1–2 duty days** of the AGR tour start date, the AGR Pay Cell will open a **CMS case** and forward it to the **DFAS RegAF-to-AGR Component Transfer** team to update the member's pay record.
- The member's **leave balance transfers automatically**. If the member intends to **sell leave** upon separation, they must notify their **losing Active Duty Finance office**, which will open a CMS case and route it to **DFAS AC Leaves (Non-SLA)** for processing.
- During the transition, the member's pay record may be **temporarily suspended for one to two pay periods**. While suspended, the member will not receive pay, and **allotments and TSP deductions will pause**. Once the record is active again, the member will receive **back pay** for any missed entitlements, and allotments/TSP deductions can be restarted in **myPay**.

**17. Where can I find the pay form templates required to start my pay?**

- The required pay form templates can be accessed through your **open AGR Assignments application**. If you are unable to locate them there, you may **request the templates directly from the AGR Pay Cell**.
- **AGR Pay Cell Information:**

**E-mail:** hqafrc.agrpaycell.workflow@us.af.mil

**CMS:** AFRC AGR PAY CELL

**Location:** HQ AFRC, Robins AFB, Georgia

**Hours:** Mon–Fri, 0730–1530 EST

**18. When should I submit my forms to the AGR Pay Cell?**

- Members may submit their **DAF 1962**, **FMS 2231**, and **RPO Out-processing Checklist** **before** their AGR tour start date. However, the **Confirmation of Arrival (COA)** **must not** be completed or submitted until **on or after** the official AGR start date. The **RPO Checklist** must be completed by the member’s **losing Reserve Pay Office**.

**19. I require an exception-to-policy (ETP) waiver. How soon should I route this waiver, and how long does approval take?**

- If an **ETP waiver** is required, the member should **route it as soon as possible**, since multiple signatures are needed before it can be forwarded to our office. All required actions—**except DPA action**—must be completed **before** the waiver is uploaded to the application.

**20. There’s an incumbent in the position I was selected for, and they are going on terminal leave. Do I still need an overage worksheet?**

- An **overage worksheet** is required **any time an overage exists**, regardless of whether the incumbent is on terminal leave. The worksheet must be **uploaded to the application**.

**21. How far out should I reenlist or extend to have enough retainability for my new assignment?**

- Members must have **sufficient retainability to cover the full length of their upcoming AGR tour** before orders can be processed. Members may begin obtaining retainability **as soon as they are notified of their selection**.

**22. I was notified of selection and would like to decline. What do I do?**

- Members who wish to decline their selection must upload a **Decline SOU memorandum** to their **myVector application**. This formally documents the decision and allows the assignment team to update the action.

**23. I was selected for more than one position. How long can I take to decide?**

- Members have **7 days** to accept a position and submit the **Acceptance SOU memorandum**. A **Declination SOU** must be submitted for any position the member chooses **not** to accept.

**24. This position was advertised as a 4-year tour, but my AGR order is only for 3 years. What should I do?**

- If the application has already closed, the member should submit a **myVector AGR General Inquiry** explaining the concern. This allows the Assignments team to review the discrepancy and determine whether a correction is required. However, the WG/CC is the only one allowed to determine the tour length, not the advertisement. If no comment is made on the selection a default of 3 years will be applied.

## ACD:

ARPC Plash page ACD guide: <https://www.arpc.afrc.af.mil/Services/Assignments/>

### 1. I submitted my ACD application, and the extension I requested was approved by the FDA, but my DOS on my order has not been updated. What should I do?

- If the **AGR Assignment processing timeline** has passed and the DOS has **not** been updated, the member should submit a **myVector AGR General Inquiry** explaining the concern so the assignment team can review and take corrective action.

### 2. My ACD was approved for a 1 year extension, but my order was only extended for 3 months. What should I do?

- Members must ensure they have the **required retainability** for the full extension period; without sufficient retainability, the full extension cannot be processed and the AGR Assignment technician will administratively extend the member out to their current ETS. Once retainability is updated to cover the full approved extension, the member should submit a **myVector AGR General Inquiry** requesting their order to be extended out to the approved ADC extension.

### 3. I was deployed and missed the ACD Board timeline. Will I still be qualified to submit an ACD extension?

- Members who miss the ACD cycle **due to deployment** should submit an **Out-of-Cycle ACD request**, as the missed timeline was through no fault of the member.

### 4. The FDA approved my ACD extension, but I was still released from my DOS. Why did this happen?

- There are several reasons a member may still be released from their **Date of Separation (DOS)** even after FDA approval of an ACD extension:
  - i. **Unsubmitted application** – If a member fails to submit their ACD application by the members deadline.
  - ii. **Funding termination** – Funding for the position or extension was discontinued.
  - iii. **No FDA decision** – If an FDA fails to respond by their deadline.

- iv. **Incorrect routing sequence** – ACD application is routed to the wrong Endorsers/FDA.

**5. I was on a MEB and missed the ACD Board timeline. Will I still be qualified to submit an ACD extension?**

- Members who miss the ACD cycle **due to a Medical Evaluation Board (MEB)** should submit an **Out-of-Cycle ACD request**, as the missed timeline occurred through no fault of the member.

**6. Who is eligible for the Active Guard Reserve Continuation Decision (ACD) Board?**

- AGR Members whose **date of separation (DOS) falls within 12-18 months of the current board**. The ACD Board has **two cycles: January - June & July - December**.

**7. What happens if I miss the application deadline?**

- If a member fails to submit their **ACD decision by the deadline**, the result is a **release on their Date of Separation (DOS)**.

**8. What happens after I submit my application?**

- After the member submits their **ACD application**, it is routed to all **three endorsers** for their recommendations and the **FDA decision**.
- Once all endorsements and the FDA decision are complete and the board closes, the **AGR Assignments Branch** then reviews the board decisions and processes each application in accordance with the results.

**9. What is the maximum length of an ACD Extension?**

- A member may request an extension of **up to three years**, as long as the request **does not result in serving more than five years in the same position**.

**10. Can I reapply for an ACD if I was originally RDOS?**

- Members **cannot** reapply for an ACD once they have been **released from their Date of Separation (RDOS)**. The only remaining option is to pursue an **administrative extension**, if eligible.

**11. Is AGR Career Status an option?**

- Per the CAFR Memo, all AGR assignments are advertised as a TERM AGR. The DAFMAN outlines tour length not to exceed 5 years.

## 12. What if I experience technical issues with my application?

- Members who encounter technical issues should submit a **myVector AGR General Inquiry** explaining the concern so the appropriate team can review and assist.

## 13. I selected the wrong endorsers, How do I fix this?

- Members must ensure they select the **correct endorsers before submitting** their ACD application. If changes are needed **after submission**, the member should submit a **myVector AGR General Inquiry** explaining the concern so the assignment team can review and assist.

## 14. Who do I select for Endorsers 1 & 2?

- Please refer to the ACD Program Guide. Links:  
<https://www.arpc.afrc.af.mil/Services/Assignments/>

## Curtailments/TOS Waiver:

### 1. What documents do I need to submit a curtailment request?

- You will need to submit the curtailment worksheet located in our Splash page link:  
<https://www.arpc.afrc.af.mil/Services/Assignments/>

### 2. Who is required to approve my curtailment request?

- Members must route their **curtailment worksheet** through the following chain for required signatures **before** submitting it to the AGR Assignment Branch for processing:
- **Squadron Commander (or equivalent)**
- **Wing Commander (or equivalent)**
- **First General Officer** in the members' chain of command
- All signatures must be completed prior to routing the request for final processing
- For more guidance, please use this links: <https://www.arpc.afrc.af.mil/Services/Assignments/>

### 3. If I wanted to pull back my curtailment request, what is the process?

- Members must provide a **Wing Commander (Wing CC)–signed letter or memo** approving the reversal of the curtailment request. This documentation must be received **before the member’s DOS**. A curtailment **cannot be reversed or backdated** once the DOS has passed.

**4. My desired DOS was changed when I submitted my curtailment request. What happened?**

- A change in the DOS often occurs when the **curtailment request is submitted late**. To comply with the **120 day requirement**, if AGR Management receives a completed curtailment worksheet with a **desired DOS that is less than 120 days out**, the team will **administratively adjust the DOS**. The new DOS will be set to **120 days from the date AGR Management receives the completed curtailment worksheet**, ensuring the mandatory processing window is met.

**5. My curtailment worksheet took longer than expected to get approved by NAF/CC, and now my requested DOS is less than 120 days from when I submitted it to HQ ARPC/DPAAG. What do I do?**

- If a curtailment request is submitted with a **desired DOS fewer than 120 days** from the date AGR Management receives the **completed worksheet**, AGR Management will **administratively adjust the DOS** to meet the **120 day requirement**. **Exceptions are reviewed on a case-by-case basis**, and approval is not guaranteed.

**6. My curtailment worksheet took longer than expected to get approved by NAF/CC, and now my requested DOS has passed. What do I do?**

- If a curtailment request is submitted with a **desired DOS fewer than 120 days** from the date AGR Management receives the **completed worksheet**, AGR Management will **administratively adjust the DOS** to meet the **120 day requirement**.

**7. I have been on my current order for less than 36 months. Do I require a TOS waiver?**

- A **TOS waiver is required** if the members **used PCS funding** on their current order **and** their upcoming tour will also require PCS funding.

**8. I accepted a new AGR assignment and my current order was a PCS, but I did not use the funding. Do I need a TOS waiver?**

- A **Time on Station (TOS) waiver is only required** when the member’s **current order resulted in a PCS move and PCS funding was utilized**. If PCS funding was **not** used, a TOS waiver is **not** required.

**MDR:**

ARPC Assignment Splash Page: <https://www.arpc.afrc.af.mil/Services/Assignments/>

**1. Who is required to sign my MDR worksheet?**

- The required signature needed for MDR worksheet will be:
  - i. SQ/CC
  - ii. Gaining WG/CC
  - iii. Losing WG/CC (**ONLY for cross organizational MDR that result in a PCS**)
  - iv. MAJCOM FAM (**Required for Cross-Organizational Requests: Per DAFMAN 36-2114, paragraph 6.4.4.1, O-6 and E-9 T-2 requests for exceptions to policy are necessary**)
  - v. HQ ARPC/DPAA
- For more information please utilize our AGR Management Information, tools, and guides available on the ARPC Assignment Splash Page: <https://www.arpc.afrc.af.mil/Services/Assignments/>

**2. There's an incumbent in the position I'm approved to MDR into. Do I require an overage worksheet?**

- Yes, overage worksheet is required if there is an overlap in the position.

**3. Will I receive a new AGR order for my MDR?**

- If the MDR is approved and results in a **PCS**, the member will receive **new AGR orders** for a **3 year tour**.
- If the MDR is approved and results in a **PCA**, the member's **existing orders will be modified** based on the MDR worksheet, and the **current DOS will remain unchanged**.

**4. I currently do not hold the AFSC or rank of the MDR position. Do I need an exception to policy waiver?**

- The **MDR worksheet itself serves as the Exception to Policy (ETP) request**. Members who require an ETP such as for AFSC or rank must **check the appropriate ETP box** on the worksheet to ensure the request is routed and reviewed correctly.

## Important Links

TM Application-Talent Marketplace Home

Link: <https://myvector.us.af.mil/myvector/Talentmarketplace/Home>

TM Billet Owner-Billet Owner direct link (if assigned as a BO)

Link: <https://myvector.us.af.mil/myvector/billetowner/home>

TM Search AFR Assignment & ADOS Opportunities- For open AGR Assignments

Link: <https://myvector.us.af.mil/myvector/talentmarketplace/search/specialassignments>

TM Resources- Assignments Splash page for everything resources and information for all AGR assignments. (Hiring documents, guides, and governance)

Link: <https://www.arpc.afrc.af.mil/Services/Assignments/>

**Current as of (March 2026)**