



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

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MEMORANDUM FOR AFRC STAFF  
NAF/CCs  
WING/CCs  
ARPC/CC  
HQ RIO/CC  
FGC/CC

FROM: AFRC/CC  
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SUBJECT: Air Force Reserve Command (AFRC) Guidance Memorandum on Downtime Policy

RELEASABILITY: There are no releasability restrictions on this publication.

By Order of the Commander, Air Force Reserve Command, this AFRC Guidance Memorandum immediately implements the AFRC Downtime Guidance. Compliance with this memorandum is mandatory. To the extent the direction in this memorandum is inconsistent with other Air Force publications, the information herein prevails in accordance with AFI 33-360, *Publications and Forms Management*.

Post-deployment downtime is a commander's program designed to help maintain quality of life and retain valued Air Force members to keep our military strong and ready. This *Downtime Guidance* gives commanders general guidance to successfully reintegrate Airmen with family, friends, work centers, and the community following a long-term deployment.

The guidance in this memorandum becomes void after one year has elapsed from the date of this memorandum or upon release of an AFRC publication incorporating the guidance, whichever is earlier.

  
MARYANNE MILLER  
Lieutenant General, USAF  
Commander

Attachment:  
Guidance Add

**ATTACHMENT 1**  
**Guidance Add**

**The below adds guidance to the AFRC Supplement to AFI 10-401, dated 7 December 2006, through Change 4, dated 13 March 2012, and is effective immediately.**

**\*(Add New) 11.13.5.1.** Post-deployment downtime applies to all Air Force Reserve Command (AFRC) personnel regardless of the Force Provider they are supporting and takes precedence over the Force Provider's downtime policy in support of a Named Contingency Operation.

**NOTE:** A Contingency Operation is a military operation that is either designated by the Secretary of Defense as such or is made one as a matter of law (10 USC 101(a)(13)). The Secretary of Defense may designate a military operation as a contingency operation at such a time as when the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force. Exercises are not considered Contingency Operations. Therefore, members supporting exercises are not entitled to downtime.

During downtime, the member is expected to conduct post-deployment in-processing and remain in the local area of their assigned unit. Individual Reserve (IR) members will notify HQ RIO Personnel Readiness upon return from deployment. Downtime may be restricted from members returning from deployment in appropriate cases such as being placed in pretrial restraint, confinement, or if adequate funding does not exist to continue the member's duty during downtime.

Air Reserve Component (ARC) members who were injured or developed an illness while activated on Title 10 orders must be directed to medical immediately upon return to home station. AFI 36-2910, para 2.2.2.3., states "ARC medical units will document Administrative Line of Duty (LOD) determinations and initiate the Informal or Formal LOD process if not completed by the initial Medical Treatment Facility." For example, if a reservist is hurt while activated, the LOD should be initiated by the active duty (AD) medical provider for injuries sustained while deployed. However, the information must be transferred to the system used by AFRC upon the member's return.

If an LOD is not initiated at the time of injury while activated, AFI 36-2910 provides the authority for the Reserve Medical Unit (RMU) to process the LOD post-deployment as long as it is done prior to the end of the AD tour. IR members are directed to medical at the location of the unit with which they deployed. The IR member must notify HQ RIO Medical Readiness of the injury or illness and that an LOD has been initiated.

**NOTE:** Members injured while activated only receive two days for in-processing before Pre-Medical Continuation (MEDCON) orders begin. At that time, all downtime must be forfeited and all leave must be approved by the Air Reserve Component Command (ARC CMD) and the Commander. Resolving the medical condition takes precedence over leave and/or downtime. Downtime is distinct from leave or Post-Deployment Mobilization Respite Absence (PDMRA).



**\*(Add New) 11.13.5.2.** Downtime starts the day after the member returns to home station from the deployed location. If the day after a member returns to home station falls on a weekend or holiday, that day counts as part of downtime. IR members, if deployed with a unit different than their assigned unit, are expected to take their downtime with the unit with which they deployed, not when returning to home station.

**NOTE:** In-processing begins on the member's next duty day. All in-processing days are included in downtime.

**\*(Add New) 11.13.5.3.** Commanders have the option of granting an Official Pass IAW AFI 36-3003, *Military Leave Program*, allowing personnel, who do not live within the Installation Commander's established commuting area, to depart the local area.

**NOTE:** If a member is granted a pass, the time counts as part of the downtime period. The pass period must be documented via a memorandum signed by the unit commander and the member. A recommended template for the pass memorandum can be obtained from your local Force Support Squadron/Installation Personnel Readiness (FSS/IPR) office. All travel costs associated with the pass is at the member's expense. AFI 36-3003 provides restrictions on pass duration and use of passes in conjunction with leave.

**\*(Add New) 11.13.5.4.** Personnel deployed (boots-on-ground (BOG)) away from their unit of assignment 1-44 days do not earn downtime.

**\*(Add New) 11.13.5.5.** Personnel deployed BOG away from their unit of assignment 45-89 days earn 7 days of downtime.

**\*(Add New) 11.13.5.6.** Personnel deployed BOG away from their unit of assignment 90 days or greater earn 14 days of downtime. Personnel cannot earn more than 14 days of downtime, i.e. personnel who volunteer for consecutive tours only receive 14 days of downtime.

**\*(Add New) 11.13.5.7.** The number of days deployed for any Air Expeditionary Force (AEF) or mobilized requirement is based upon BOG at the deployed location, which is calculated AF-wide in Manpower MPA Man-day Management System (M4S) based upon Rotation Start/End date. Travel time is not included.

**\*(Add New) AMCI 10-403 Paragraph 7.2.1.,** does not apply to the ARC. In summary, it states that Pre-Mission Crew Rest (PMCR) ensures that aircrew are not prematurely put into PMCR before the crew has time to recover from cumulative effects of flight duties. ARC members who return from activation and are released from Title 10 will not be put back into PMCR because they are no longer in Title 10 status. This has been coordinated with AMC/A3OP; a revision to AMCI 10-403 and subsequent Flying Operations AFIs will be published to clarify previous guidance.

**\*(Add New) 11.13.5.8.** If a member elects to forfeit all or part of their earned downtime, they must do so in writing. The IPR must maintain a copy of this memo in the member's deployment folder. The IPR should also maintain an MFR if the member's downtime is rescinded. A broad-

based, non-availability of downtime (for example, lack of funding) should be documented, but need not be maintained in individual deployment folders. HQ RIO Personnel Readiness will maintain all downtime forfeiture MFRs for IR members.

\* **(Add New) 11.13.5.9.** Title 5 Civilians who deploy in a civilian status are not entitled to downtime.

\* **(Add New) 11.13.5.10.** Civilian employees returning from active duty in support of the Overseas Contingency Operations (OCO) may be authorized an excused absence of 5 working days. In order to receive the excused absence, employees must have spent at least 42 consecutive days on active duty. The absence must be the first 5 days back in civilian status and may run concurrent with military "terminal leave." (i.e. An ART or non-ART civilian employee on military terminal leave, may take these 5 days of excused absences simultaneously). Employees are only eligible for one excused absence in a 12-month period. A new 12-month period begins after the use of the previous absence. Civilians should use the code "LV" in ATAAPS and on timesheets.