



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

2 September 2019

MEMORANDUM FOR: AGR MEMBERS
COMMANDERS
CAREER FIELD MANAGERS/MAJCOM FUNCTIONAL
MANAGERS
MILITARY PERSONNEL SECTIONS

FROM: HQ ARPC/DPAAG
18420 E Silver Creek Ave
Buckley AFB, CO 80011

SUBJECT: Fall 2019 AGR Continuation Decision (ACD) Notice

1. This memorandum provides instructions, requirements, and timelines for the Fall 2019 Active Guard Reserve (AGR) Continuation Decision (ACD). Further detailed instructions will be provided depending on the member's AGR status and cumulative time.
2. **ELIGIBILITY FACTORS:** Individuals eligible to meet the Fall 2019 ACD must meet the following condition:
 - a. AGR members who are not Career Status with a Date of Separation (DOS) of 1 Mar – 31 Dec 20
 - b. AGR members in a term position with an AGR order end date (DOS) of 1 Mar – 31 Dec 20
3. **ACD REQUESTS/DECISIONS:** An AGR member may request ***Career Status***, an ***Extension***, or ***Release on Date of Separation (RDOS)*** through the ACD Worksheet. The request is based on the member's time in their current assignment and cumulative TAFMS in AGR status. Decisions are based on the member's request, squadron commander and leadership comments, AFSC, position requirements, job performance, authorized force structure, and overall needs of the Air Force Reserve.
 - a. **CAREER STATUS:** Members will be considered for Career Status before their 5 year cumulative AGR time.
 - i. **OFFICERS:** When career status is granted for officers, the DOS will be extended to their Mandatory Separation Date (MSD), or age 60, whichever comes first.
 - ii. **ENLISTED:** When career status is granted for enlisted, the DOS will be extended to their High Year Tenure (HYT), or age 60, whichever comes first. Individuals must complete the required retainability action (reenlistment or enlistment extension) necessary to support the continuation as directed in the official notification of the ACD

decision. Extension orders will be published in increments, not to exceed the ETS, up to the member's HYT.

- iii. **Term Positions:** For personnel in a term position (KCJ/KS, O6, HQ positions in the grade of Maj and above and MSgt and above and nonsustainable career fields are considered term IAW AFI 36-2110, para 12.14) will only receive a 3 year order regardless of Career Status determinations.
- b. **EXTENSIONS:** AGR members, not in Career Status, may request a one or two-year extension as long as it does not take the member to 5.5 years or more cumulative AGR time. The Extension Approval Authority is shown in attachment 2.
- c. **RELEASE ON DATE OF SEPARATION (RDOS):** All AGR members are eligible to request RDOS. Members who plan to retire on his/her DOS will request RDOS on their ARB worksheet. If the approving official decides RDOS for a member, it is not the end of his/her Air Force Reserve Career. AGR members may apply for additional AGR positions, regardless of an ACD decision, as well as transition to another SelRes status. Member may also re-apply for current position with the exception of KCJ/KS positions.
4. **MILESTONES:** To help an AGR prepare for the Fall ACD, Attachment 1, ACD Milestones, includes a list of requirements at each level in chronological order.
5. **RESPONSIBILITIES:** A list of responsibilities, instructions, and checklists can be located in Attachments 2 – 7.
6. **SERVICE DATES:** The service dates on the ACD worksheet and AGR Personnel Brief are obtained from MilPDS. In the event individual information is incorrect, contact the following agencies:
 - a. **Unit AGR** - Contact your servicing FSS.
 - b. **HQ AGR** - Contact ARPC/DPAA at DSN: 665-0102 or Toll Free: 1(800) 525-0102. The corrected dates will be used to establish the member's DOS.
7. **SHAREPOINT:** For complete list of all CFMs and MFMs, please use this link to visit the AFRC/A1KO SharePoint page:
<https://cs2.eis.af.mil/sites/12165/default.aspx>
8. For questions, contact HQ ARPC AGR Assignments through the Total Force Service Center at DSN 665-0102 or Toll Free: 1(800) 565-0102.

CAMLON D. ROOKE, Capt, USAF
Chief, Assignments Division

1. ACD Worksheet Milestones
2. Member Responsibilities
3. Member Submission Instructions
4. Supervisor and Chain of Command Responsibilities
5. ACD Checklist for Supervisor and Chain of Command
6. Career Field Manager(CFM)/MAJCOM Functional Manager(MFM) Responsibilities
7. ACD Checklist for CFM/MFM

Attachment 1

ACD Worksheet MILESTONES***

17 September 2019 - Member suspense date to send to Squadron Commander

2 October 2019 - Squadron Commander suspense date *CFM/MFM

17 October 2019 – *CFM/MFM suspense date to send to Wing Commander

8 November 2019 – **KCJ/RE(G)/ARPC suspense to Wing Commander

22 November 2019 – Wing Commander suspense date to send to ARPC

*Career Status requests only

**Key/Command/Joint members, O-6, Non-sustainable career fields requests only

All dates are subject to change

Attachment 2

MEMBER RESPONSIBILITIES

- AGR members access their ACD worksheet from the vPC Dashboard via [myPers](#) and correctly fill out the worksheet with their AGR career intention prior to the recommended completion date. See Attachment 3 for instructions.
- Under Member's Request in the ACD worksheet, you must select the appropriate request for Board consideration (Career Status, Extension, RDOS).
- In your ACD worksheet comments, enter your justification to the approving official. AGR members should provide comments that are mission focused and reflect why an extension or Career Status is in the best interest of their owning organization and the AFR.
- Reserve Officer Personnel Management Act (ROPMA) requires 3 years time-in-grade to retire at the highest rank served. Please identify yourself immediately to HQ ARPC AGR Assignments through the Total Force Service Center at DSN 665-0102 or Toll Free: 1(800) 565-0102 if you require an extension to meet your time-in-grade.
- Once complete, submit your worksheet to the next coordinator as it applies to your organization structure (See table below).

Extension/Career Status Approval Authority		
If member is assigned to	First level approval	Final approval
Unit	Sq/CC or Equivalent	WG/CC or Equivalent
NAF	Director	NAF/CC
AFRCRS	AFRCRS/CC	AFRCRS/CC
AFRC	Division Chief	Director
AF/RE	Division Chief	Director
ARPC	Director	ARPC/CC
RIO	Det CC/Division Chief	RIO/CC
All others	AF/RE(D)	AF/RE(D)
**TERM POSITIONS AGRs can only request a 1-yr extension and/or Career Status using the ACD. Extensions up to 2 years require AFRC/CD approval and must be coordinated via TMT.		

Attachment 3

MEMBER SUBMISSION INSTRUCTIONS

1. Log into myPers: <https://mypers.af.mil/app/products/>
2. Click on link under “I Would Like To...” (middle of the page) “Access the vPC Dashboard”
3. Click on the “Worklist” tab (2d tab from the left) (Figure 2)
4. Open “ACD Worksheet” (Figure 3)

Figure 2: Worklist

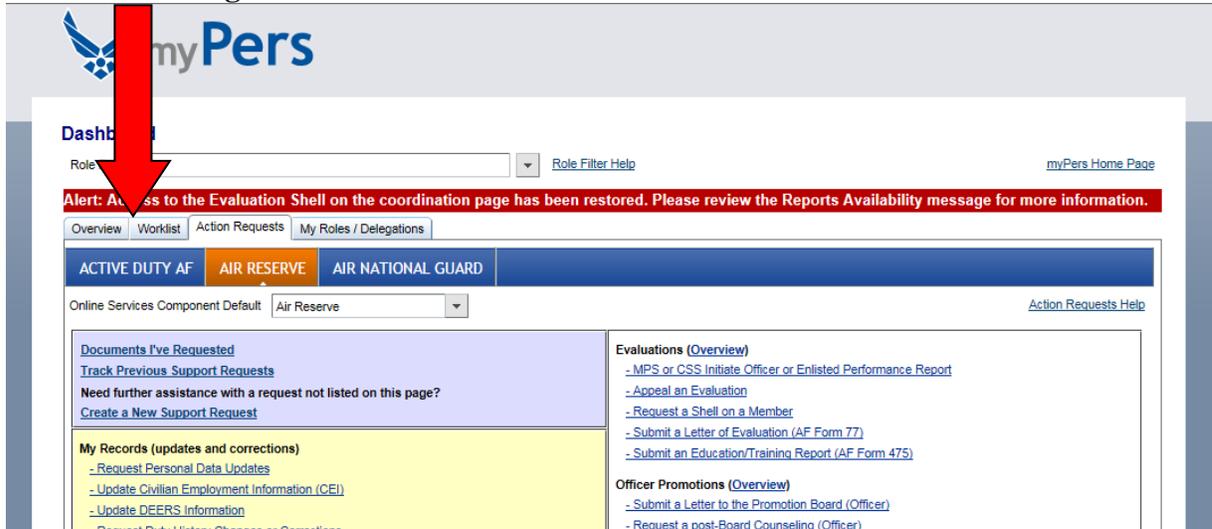
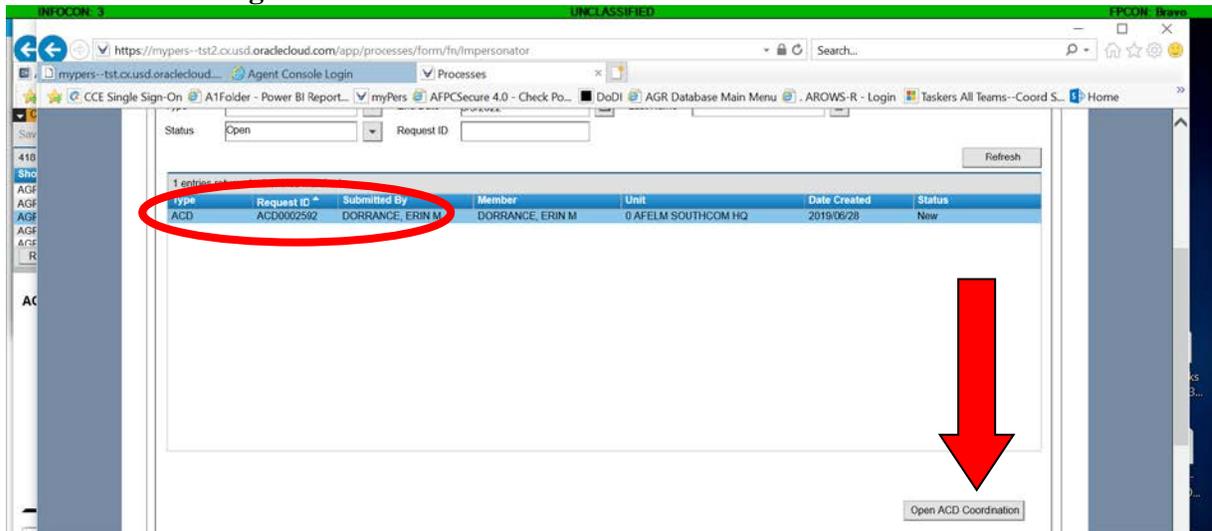


Figure 3: ACD Worksheet



5. Complete worksheet and forward to appropriate next level of leadership as detailed in table above.

Attachment 4

CHAIN OF COMMAND RESPONSIBILITIES

- Chain of Command must have a myPers account (CAC required) to coordinate on worksheets. Use this link to set up an account if you do not already have one.
 - <https://mypers.af.mil/app/home>
- The Chain of Command is focused on the member and their request, not necessarily on the position. Reasons for approving or disapproving a member's request must be clearly stated in the worksheet to avoid questions by the deciding authority.
- To ensure that Quality Force measures are met, a review of the member's current fitness evaluation is required. **Fitness scores must be entered in the required block.** If the member has tested marginal or poor, the member must be enrolled in the Fitness Improvement Program and making satisfactory progress. Fitness evaluation failures will not be a sole justification for non-continuation of the AGR member.
- AGR officers will not be continued solely for the purpose of meeting eligibility to meet a promotion board or to find a position in a higher grade if selected for that higher grade.
- Completion of PME should be commensurate with the grade of position held by the AGR member. Non-completion of PME for the next higher grade will not be the sole justification for non-continuation of the AGR member. For example, a Master Sergeant who has not completed SNCO Academy and occupies a Master Sergeant position will **not** be non-considered to continuation solely due to his/her non-completion of SNCO Academy, or a Lieutenant Colonel in a Lieutenant Colonel position who has not completed Senior Developmental Education (SDE), or AWC or equivalent, will **not** be non-considered for continuation solely due to the lack of SDE. However, a Lieutenant Colonel in a Lieutenant Colonel position who has not completed IDE (ACSC) may not be considered for continuation due to the lack of DE commensurate with his/her current grade. Date of rank for current grade will be taken into consideration for completion of DE.

Figure 4: ACD Worksheet – 1st Level Approver View

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https://mypers--tst2.cx.usd.oraclecloud.com/app/processes/form/fr/Impersonator

Agent Console Login Processes

Status: Open Request ID: [] Refresh

2 entries returned

Type	Request ID	Submitted By	Member	Unit	Date Created	Status
ACD	ACD0002592	DORRANCE, ERIN M	DORRANCE, ERIN M	0 AFELM SOUTHCOM HQ	2019/06/28	Supervisor_Coordination
RDEDB	RDEDB	LI Col TERENCE Y KUDO	LI Col TERENCE Y KUDO	0 HQ AF RESERVE CM	11 Jul 2019	Coordination

Open ACD Coordination

Figure 5: ACD Worksheet – 1st Level Approver Coordination

UNCLASSIFIED

ypers--tst2.cx.usd.oraclecloud.com/app/processes/form/fr/arbfe/f536871081/ABHAASVOFG65APT2SMABKA57ABIE

Agent Console Login Processes

Please see the fact sheet for further instructions.

Available Options:

Request career status and retention to 20 year TAFMS, MSDIHYT, or Age 60

Request extension to current DOS

Release from AGR tour

* Curtailment request must be submitted through myPers to retire prior to current DOS

Comments: I am awesome and should remain in the career program for additional AGR developmental opportunities

Routing: Director COL JENA SILVA

Signature: MAJ ERIN DORRANCE 9/5/2019 11:32:19 PM Date: 9/5/2019

Director Recommendation

Suspense Date: 11/8/2019

Recommendation: Request Career Status, Request Extension to DOS, Fitness Score, Extend to Retire

Rank/Name: (clear) Duty Title: (clear) Duty Phone: (clear)

Comments: (clear)

Figure 6: ACD Worksheet – CFM/MFM concurrence required if requesting Career Status

Signature: MAJ ERIN DORRANCE 9/5/2019 11:32:19 PM | Date: 9/5/2019

Director Recommendation

Recommendation: Request Maximum Extension | Recommended Ext Date: 11/8/2019

I certify that the member's fitness results have been reviewed. Fitness Score: 97.5

Rank/Name: COL JENA SILVA | Duty Title: Director, Reserve Assignments

Comments: Although she is amazing, there are limited growth opportunities for a Director. Recommend she be extended for another year in this position then returned to the IMA or TR program.

Routing: I am also the CFM | I am also the Approval Authority | CFM Selected: COL KELLU SMILEY

Signature: [Blank] | Date: [Blank]

Only use the 'Return' option if the request needs to be re-routed to a PREVIOUS step available within the 'Return' drop-down. This will effectively RESET the request to the step selected. However, any comments entered will be kept.

Figure 7: ACD Worksheet – 1st Level Approval Coordination

Agent Console Login | Processes | A1Folder - Power BI Report... | myPers | AFPCSecure 4.0 - Check Po... | DoDI | AGR Database Main Menu | .AROWS-R - Login | Taskers All Teams--C

Suspense Date: 11/8/2019

Recommendation: Request Maximum Extension | Recommended Ext Date: [Blank]

I certify that the member's fitness results have been reviewed. Fitness Score: 97.5

Rank/Name: COL JENA SILVA | Duty Title: Director, Reserve Assignments | Duty Phone: 847-3788

Comments: Although she is amazing, there are limited growth opportunities for a Director. Recommend she be extended for another year in this position then returned to the IMA or TR program.

Routing: I am also the CFM | I am also the Approval Authority | CFM Selected: COL BRUCE BENDER

Signature: JENA SILVA 9/5/2019 11:42:39 PM | Date: 9/5/2019

Only use the 'Return' option if the request needs to be re-routed to a PREVIOUS step available within the 'Return' drop-down. This will effectively RESET the request to the step selected. However, any comments entered will be kept.

Career Field Manager/MAJCOM Functional Manager Comments

Suspense Date: 11/22/2019

Rank/Name: COL BRUCE BENDER | Duty Title: [Blank]

Attachment 5

ACD CHECKLIST FOR CHAIN OF COMMAND

The following questions are intended to serve as a **guide** when making your decision whether or not to extend a member in his/her current position or grant Career Status.

1. Are there promotion/developmental opportunities for this member at current location?
2. Does the member have vectors which recommend Career Status?
3. Has the member completed appropriate levels of Professional Military Education (PME)?
4. Does the member meet mobility and retention standards?
5. If over 5 years in same position/assignment, consider not extending member.
6. Is the member eligible for the next rank? If so, will current position prevent promotion?
7. If overseas, will member be in place over 4 years?

Attachment 6

CFM/MFM RESPONSIBILITIES

- CFM/MFM perspective for the recommendation needs to be centered on the position, not necessarily the member. The health of the career field, career progression for the member and other reservists in the career field, potential force structure changes, and non-sustainable career fields (less than 10 AGR authorizations) are subjects to consider in making recommendations.
- Comments are needed from the AGR member's Duty AFSC CFM. The Primary AFSC CFM should be coordinated with as the member may return back to their primary AFSC once granted Career Status.
- For worksheet and routing questions, contact HQ ARPC AGR Assignments through the Total Force Service Center at DSN 665-0102 or Toll Free: 1(800)525-0102.

Attachment 7

ACD CHECKLIST FOR CFM/MFM

The following questions are intended to serve as a guide when making your decision whether or not to extend a member in his/her current position or grant Career Status.

1. Has the CFM/MFM reviewed SQ/CC comments?
2. Is the member on a Key Personnel Listing (KPL)?
3. Are there promotion opportunities for this member?
4. Is the career field healthy in this particular skill level/rank? If not, provide manning percentage and authorized vs. assigned data.
5. Does the member have vectors which recommend Career Status?
6. Is the position programmed to lose funding? If so, when does the position become unfunded?
Can member complete a full tour?
7. Are other positions/locations with similar AFSCs and rank expected to lose funding?
Consider the need to place career AGR members into other billets.
8. Are there Force Structure changes/BRAC issues that will cause AGR members to lose positions or need placement?
9. Should this position be considered for term limitations of 3 years?
10. Is the member a select for the next rank? If so, will current position prevent promotion?