

## **AF Form 422 Procedure for Members Transitioning to the AGR program Via Palace Chase or Palace Front**

### **Operational Change Management Notice: Revised AF Form 422 Procedure**

In our ongoing efforts to maintain transparent communication, AGR Assignments is pleased to announce important updates to the AF Form 422 procedure for members transitioning to the Air Force Reserve AGR program via Palace Chase or Palace Front.

#### **New Requirement for AF Form 422 Submission:**

Members transitioning will now be required to submit an AF Form 422 with one of the following statements:

“Cleared without limitations”

“Cleared with limitations”

“Not qualified”

Your application will not be processed if the AF Form 422 does not contain the proper templated clearance language. It is recommended that you contact the ADMTF BOMC office that will process your Palace Chase/Front application to obtain a correct AF Form 422 using the appropriate template.

#### **Cleared Without Limitations:**

- If the AF Form 422 is cleared without limitations, the recruiter will work the next actions to gain member into AFR and there is no further medical certification reviews required.
- The member will upload the approved AF Form 422 to their AGR application through MyVector.
- Upon receipt of the form, the AGR Assignment Team will process the member's AGR assignment.

#### **Cleared With Limitations:**

- If the 422 is cleared with limitations the recruiter must submit via AFRIS to AFRC/RSOM.
- AFRC/RSOM will process and ensure review by AFRC/SGP, this process yields a MFR with AFRC/SGP clearance and instructions for waiver management/renewal for the gaining RMU, it also notes that gaining CC concurrence is required. If the member is denied entry into the AGR program by AFRC/SGP, the process will stop, and the member will not be cleared for Palace Chase or Palace Front.

- AFRC/RSOM will send to the recruiter, if denied by AFRC/SGP no AGR tour action request should occur, assuming a clearance MFR from AFRC/SGP the recruiter will receive instructions to accomplish two things 1) provide a copy to gaining RMU, and 2) ensure a copy of this memo accompanies the 1288 submitted to the CC who must sign and acknowledge acceptance of member with applicable ALC/DAV with a note in AFRISS that should this not be accomplished ARPC will not accept and AGR orders will be denied.
- Local routing of the 1288 and MFR for gaining CC signature via the recruiter, FSS and gaining Unit/CC. If Unit/CC declines to accept, they do not sign the 1288 or the MFR and there is no application for AGR tour that should make its way to ARPC.
- Assuming Unit/CC accepts and signs the MFR, recruiter provides a copy to the member who submits the AF Form 422 and the AFRC/SGP memo with CC acceptance endorsement to ARPC in AGR application package.

**Denial of Clearance:**

- If AFRC/SGP denies clearance, the member is not eligible for Palace Chase or Palace Front and cannot join the AGR program.
- The Billet Owner must contact AGR Assignments via the AGR Management Sync Teams channel to request a readvertisement or notify the next selected member.

**Cleared with Limitation and Unit Commander Acceptance:**

- If AFRC/SGP grants clearance, the recruiter provides the MFR to the gaining RMU and submits it along with the member's AF Form 1288 to the Unit Commander.
- The Unit Commander must sign the AF Form 1288 and MFR, acknowledging acceptance of the member with applicable limitations (ALC/DAV).
  - If the Unit Commander does not sign, the AGR branch will deny the member's AGR orders.
  - If the Unit Commander signs, the member will upload the AF Form 422 and the endorsed MFR to their AGR Application via MyVector.

**Not Qualified:**

- If the AF Form 422 states that the member is not qualified, they will be referred to the Airmen Medical Readiness Optimization (AMRO) Board for adjudication.
  - If qualified after adjudication, the member must upload the AMRO Board decision and AF Form 422 to their AGR Application via MyVector.

- If not qualified, the member must notify the gaining unit, who will then contact AGR Assignments to request a readvertisement or notify the next selected member.

### **Next Steps to “Not Qualified”:**

- Applicant will be referred to Airmen Medical Readiness Optimization (AMRO) Board for adjudication for medical disqualification
- An applicant may be qualified after AMRO Board, I-RILO or MEB/DES adjudication
- Member will attach AMRO Board decision and new AF Form 422, “Qualified with or without limitation” to AGR Application
- AT push forward with AGR application package
- If member is not found medically qualified via AMRO-B, I-RILO or MEB/DES doesn’t meet the Board or Board results in Not Qualified
- Member notifies Gaining Unit CC
- Gaining Unit notifies DPAA to either Readvertise or Notify next selection

### **Notification to Applicants**

- If an incorrect template or verbiage is used on the AF Form 422, the Assignments Team will add a standard message to your My Application ticket. The message will state: "Your AGR application cannot be processed with the accompanying AF 422 as it does not contain the proper templated clearance language directed via the new Palace Chase/Palace Front process launched in April 2024. It is recommended that you contact the Active-Duty Medical Treatment Facility - BOMC office that processed your Palace Chase/Palace Front application for a correct AF Form 422 using the correct template."
- The member must take appropriate action to correct this, or their assignment application will not continue with the assignments process.

### **Resources**

Explore the ARPC Assignment Splash Page for all your AGR Assignment needs, including example documents, guides, and tools. Leverage these valuable resources for a smooth and efficient process: <https://www.arpc.afrc.af.mil/Services/Assignments/>

Thank you for your attention to this new process!

Best regards,

Chief, Assignments Division