

As we continue to evolve and improve our processes, the AGR Assignment Branch is committed to providing clear and transparent information about the voluntary demotion process for Regular Air Force (RegAF) members.

RegAF members can apply for and be selected to positions with an authorized rank lower than their current rank. Due to system limitations, these members must undergo a formal voluntary demotion process, which will be handled as outlined below. To ensure a smooth transition and prevent any adverse effects on the member's record, the demotion must be processed by the gaining unit's Military Personnel Flight (MPF) during the in-processing phase.

Example Scenario: TSgt Snuffy, an Air Force active-duty member working as a logistics planner, applied for an E-5 AGR position and was selected. Since TSgt Snuffy is currently an E-6, he/she will need to voluntarily demote to E-5 after he/she arrives at their new gaining unit.

Demotion Process for RegAF:

Step 1: Voluntary Demotion Statement of Understanding (SOU)

- As part of their new hire package, all applicable RegAF members must submit a Voluntary Demotion SOU.
- Required endorsements:
 - 1st Endorsement: RegAF Member (Volunteer)
 - 2nd Endorsement: Gaining MPF
 - 3rd Endorsement: Gaining Wing Commander (or equivalent)

Step 2: AGR Order Processing

- AGR Assignments will process members' AGR orders through AROWS-R with a non-standard paragraph identifying that this AGR assignment position number resulted in a voluntary demotion from the rank/grade of _____ to _____.

Step 3: MilPDS AV Actions

- AGR Assignments will complete and notify members of the assignment verification actions. The My Applications ticket will remain open until the member completes the demotion process. The effective demotion date must coincide with the AGR orders start date.

Step 4: Reporting to Gaining AGR Unit

- Upon arrival at their new unit, the member must submit their demotion SOU and a copy of their AGR orders to their gaining MPF. During in-processing, the MPF will issue a demotion order and update the member's rank in their records to reflect the authorized rank of the AGR position.

Step 5: MyVector Application Closure

- The My Applications ticket will remain open until the member provides proof of the demotion order.
- If AGR Assignments does not receive proof of demotion within 30 days and the requirements are not met, the names of the individuals will be provided to senior leadership, and further adverse action may occur.