

As we progress on our EVOLVE journey, Active Guard Reserve (AGR) Management aims to provide key information clarifying the distinctions between Administrative Extensions and Medical Extensions.

I. Administrative Extensions:

- An administrative action allowing an AGR member to be extended for up to 5 months.
- These extensions are granted for valid reasons, such as unforeseen circumstances or administrative delays.
- The approving authority lies with the Director of Assignments at the Air Reserve Personnel Center (ARPC).

Note: Extensions over 5 months require a request through an ACD Board or OOC ACD.

Administrative Extension Request Process via MyVector:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
2. **Navigate to "My Applications":** Once logged in, go to your Dashboard, and select "My Applications."
3. **Select "ARPC AGR Assignments":** Within the Applications Dashboard, choose "ARPC AGR Assignments."
4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of applications served by AGR Management.
5. **Choose "Administrative Extension Request":** Locate and select the option for "Administrative Extension Request", click "Apply." Then complete the application.

Note: Do not submit the application until you have completed steps 6-9.

6. **Access Documents:** On the left-hand side, find the "Documents" section. Click the arrow to open all available documents to download.
7. **Download Worksheet:** Download the "Administrative Extension Worksheet" from the Documents drop-down menu.
8. **Coordinate Administrative Extension Worksheet:** Complete the Administrative Extension Worksheet and obtain all required signatures (e.g., NAF/CC, AFRC/A3, etc.).
9. **Upload Completed Worksheet:** Submit the completed Administrative Extension Worksheet as part of your My Applications request to AGR Management.
10. **AGR Management Action:** AGR Management will then route the worksheet for ARPC/DPA approval and notify member of any additional updates/requests needed.

II. Medical Extensions:

Per DAFI 36-2110, paragraph 3.7.2.2, AGR members are not eligible for MEDCON and will (with the member's consent) remain on orders until the medical issue is satisfactorily resolved or until the final disposition of the Disability Evaluation System.

It is the AGR member's responsibility to notify and communicate with AGR Management when needing an extension for a medical hold.

Medical holds typically pertain to members who experience physical or mental health issues expected to render them unable to fully perform their duties for more than 90 days. These cases are coded in the Military Personnel Data System (MilPDS) by the Air Force Surgeon General.

Types of Medical Holds:

1. Assignment Availability Code (AAC) 31 (temporary medical deferment):

- Indicates a temporary condition that is expected to resolve within one year.
- Often used for medical conditions that temporarily restrict a service member's worldwide duty availability.

2. AAC 37 (pending potential MEB/PEB) (DAV 42):

- Indicates that a condition requires Board processing.

3. Initial Review-In-Lieu-Of (IRILO):

- Airmen who have conditions that may render them unfit for continued military service or are found to be unable to deploy must undergo an IRILO.
- Service members may require an IRILO due to a duty-limiting condition that has resulted or likely will result in a mobility restriction for 365 days or longer.

Note: For any further clarification or information on the above Medical Holds, please contact your Primary Care Manager (PCM) for assistance.

How to Notify ARPC/DPAAG (Medical Hold):

AGR members who are placed on medical hold **MUST** notify AGR Management through MyVector via the steps below:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
2. **Navigate to "My Applications":** Once logged in, go to your Dashboard, and select "My Applications."

3. **Select "ARPC AGR Assignments":** Within the Applications Dashboard, choose "ARPC AGR Assignments."
4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of applications served by AGR Management.
5. **Choose "MEB Extension Request":** Locate and select the option for "MEB Extension Request", click "Apply." Then complete the application and click "Submit Form".

Important Notes:

- If the owning assigned unit fills the position with a new AGR, the member on medical hold must provide an Overage Letter.
 - Less than 30-day Overage Letters must be approved by the Wing Commander or equivalent.
 - 31+-day Overage Letters require initial approval from the Wing Commander or equivalent, with final approval determined by the Director of Assignments at the ARPC.
- It is the member's responsibility to notify AGR Management when the case has concluded to prevent a debt from occurring.

AGR Management Responsibility:

1. Verify member's MilPDS records for Assignment Availability Code.
2. Modify AGR order.
3. Review if the position has been backfilled by the owning unit (obtain Overage SOU if required).
4. Update MilPDS with new Date of Separation.

Thank you for your attention to this matter!

Chief, Assignments Division