

Due to recent concerns and the high volume of questions regarding Active Guard and Reserve assignments processes, we want to advise all new AGR members coming into the program who have secured orders to be mindful of the following items when starting their new assignment:

1. **NIPR and/or SIPR Access:** As a new AGR member, depending on your role, you will need to obtain NIPR or SIPR access through your unit. This process can take anywhere from 14 days to a month and may result in delays in starting your assignment.
2. **Common Access Card (CAC):** A new CAC will need to be created as your profile changes. Members should bring a certified copy of their AGR orders as proof of documentation to their new assigned Force Support Squadron or servicing Military Personnel Flight.
3. **Defense Enrollment Eligibility Reporting System (DEERS):** DEERS must be updated to ensure eligibility for sponsors, families, and others eligible for Tricare and other benefits. Members should bring a certified copy of their AGR orders as proof of documentation.
4. **Tricare Enrollment:** Members must call Tricare to ensure enrollment in the Tricare system to maintain or secure medical benefits. Again, DEERS will need to reflect that you are on AGR orders, and all your dependents must be listed.
5. HQ AFRC has established the **AGR Pay Cell** which is designed to expedite establishing AGR members' pay records. In order to facilitate the establishment of your AGR Tour pay record documents need to be sent directly to the email address below or if you have any questions, please do not hesitate to contact the AGR Pay Cell HQAFCR.AGRPayCell.workflow@us.af.mil DSN 497.1939 | COMM 1.877.483.5592 as soon as possible.

Required Forms

- a. Direct Deposit Form
 - b. AF AMT 1962
 - c. Confirmation of Arrival (Complete upon arrival/AGR report date to your duty station and must be sign by your supervisor or CSS)
 - d. RPO Out-processing Checklist
6. New accession to the HQ AGR Program, will be automatically enrolled in the Montgomery GI Bill Program consistent with the Department of Defense Directive 1332.16. DoDD, 1332.16., *Montgomery GI Bill (MGIB) Program*, paragraph, 5.3.2. Ensure all eligible active-duty enlisted Service members are aware they are automatically eligible for educational assistance under the MGIB Program and will have their pay reduced by 1,200 dollars (\$100 a month for the first 12 months of service) unless they elect not to receive such benefits, except as otherwise provided under specific authority, such as transition benefit programs. Enrolled Service members who elect not to use the benefit or who fail to qualify for the benefit may not recover the amount previously reduced from their pay.

5.3.3. Ensure all eligible active-duty Service members are counseled and given the opportunity to dis-enroll from the MGIB program within 2 weeks of entry on active duty. The

DD Form 2366, "Montgomery GI Bill Act of 1984 (MGIB," shall be used for enrollment or disenrollment.

Members have 14 days from entry on Active Duty to decline the Chapter 30 benefit. Edits in MilPDS allow 30 days and if no action is taken, the member's coded eligible and deductions begin.

PLEASE NOTE: AGRs assigned to PAS codes beginning with "RX0M" are serviced by the HQ ARPC/DPT Education office. New AGRs need to log in to myFSS to create a support request and attach their previous enrollment documentation DD form 2366, LES (reflecting deduction), and AGR Orders to request cancellation of enrollment. If you have previously received the MGIB you are not eligible for this benefit again, however failure to dis-enroll will still result in \$1200 deduction from your pay.