



# AIR RESERVE PERSONNEL CENTER AGR CONTINUATION DECISION (ACD) PROGRAM GUIDE

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## Summary of Changes

The ACD program has significant changes for the upcoming ACD cycle.

- **ACD Board Routing** – Updated chart in accordance with DAFMAN 36-2114 for board routing. All ACD boards will follow the most current version of DAFMAN 36-2114 for endorsers and FDA. (Page 8)

## ACD Program Overview

The ACD program is intended to guide discussions between the AGR member and his/her chain of command regarding extension opportunities and the AGR career program. The purpose of the ACD board is to officially capture the leadership desire for AGRs within their agency while assisting AGRs in voicing their desire of an extension or separation. The ACD board notifies AGR members approaching their date of separation and requires them to complete an online worksheet in MyVector My Boards that will route to their appropriate Final Decision Authority for consideration. The ACD application documents the member's desire to remain in or leave the AGR program.

## Eligibility Factor

To be eligible to meet the ACD Board, individuals must have a date of separation (DOS) that falls within the cycle of the current board. The ACD Board has two cycles: January - June & July - December. Your cycle will be 12-18 months from your current DOS. Position funding must support a minimum of 6 months to be eligible.

## AGR Tour Length

All AGR positions are now term, and tours may not exceed a total tour length of five years. This is to include members that have PCA'd due to an internal MDR/MCR. Total years from previous order and new order will be calculated together. PCS MDR/MCR will reset members AGR time due to receiving a new AGR Order and be eligible to extend.

# ACD Eligibility Notification

There are three different ways the members will receive a notification that they are eligible to meet the ACD board: via hyperlink in an email notification from MyVector, through a dashboard notification on MyVector or by accessing the My Boards tab from the MyVector Dashboard once the board is officially open.

AGR Management will update the Teams Channel FSS Support for AGR Assignments subchannel ACD with Aging reports on four occasions: Initial notification 15-day mark, Second notification 30-day, third notification 45-day, final notification 60-day mark.

## Extension Options

Eligible AGR members will have the following options listed below during the ACD process. The request is based on the member's time in his/her current assignment and cumulative time spent on AGR status. Decisions are based on the member's request, squadron commander and leadership comments, position requirements, job performance, authorized force structure, and overall needs of the Air Force Reserve. The Final Decision Authority (FDA) is the approval authority for all AGR tour extensions. All ACD decisions are final.

**Option 1:** Members can request a 1-, 2-, or 3-year extension (Note: Cannot exceed five years on any one order).

**Option 2:** If a member plans to request an extension other than 1-, 2-, or 3-year extension not to exceed a cumulative 5 years, the member can specifically request their desired extension in the Board Question. (Ex. Extend 6 months, extend for 1 year and 2 months, or retiring in 1 year and 5 months) **Note\*\*\* All request for extension over 1 year must be approved by AFRC/CD. (Page 9)**

**Option 3:** Members may request to be Released on Date of Separation (RDOS) as eligibility applies to all AGRs. If your ACD is not received by the member deadline, the decision will be RDOS. However, the member should select an option to prevent disruption in pay and benefits as they transition to his/her next status. Members who plan to retire, transition to another status, or apply for other AGR positions will request RDOS on their ACD application. If a member selects "Release on DOS," member will still be required to select their endorsers to submit their ACD board application.

## How to Find the Milestones

The milestones per ACD cycle will have the information disseminated through the methods below.

- Will be provided at ACD Town Halls
- Sent to all NAFs and FSS for dissemination
- Updated in Newsletters

- Sent through MyFSS Messaging
- Available on <https://www.arpc.afrc.af.mil/Services/Assignments/>

## Roles/Responsibilities

### **Member:**

1. Engage with their leadership to discuss career decisions prior to an ACD selection.
2. Log into MyVector under My Boards then select the Reserve DE to complete and submit the application.
3. Determine and prioritize the eligible preferences for extension/separation from high to low.
4. Identify the names of your First Level Endorser, Second Level Endorser and FDA (reference routing sequence table on page 5).
  - a. Note: For O-6 positions, Second Level Endorser must be Deputy Director, AFR Senior Leader Mngt. For E-9 positions, Second Level Endorser must be Chief, AF Reserve Chiefs' Group. For 8F positions, Second Level Endorser must be AF Reserve Command First Sergeant | 8F MFM.
  - b. Two-year requests have NAF/CC as second endorser
  - c. Commander Equivalent—Directors of Directorates or Staff at HAF, MAJCOM, Field Command, and NAFs.
5. Submit to first endorser, standby for Final Decision notification via MyVector email.
6. Complete the required retainability action (reenlistment or reenlistment extension) necessary to support the continuation. If members ACD is approved by the FDA and does not obtain retainability the AGR order will only be extended to members retainability at the time the order is created. It will then be the members' responsibility to create a separate MyVector application providing proof of updated retainability and requesting their order be modified. \*Note: It is the members' responsibility to verify position funding through their FSS. If the position lacks funding, the members will either be separated as specified in the ACD or have their orders extended to the funding end date. The decision to extend orders does not override the funding allocations specified on the UMD nor does it grant the member the opportunity to appeal against ACD decision based on funding UMD limitations.
7. If no decision or action is taken by the member prior to the deadline, their ACD application will be closed out with an RDOS decision in accordance with DAFMAN 36-2114 6.7.2.6. If the ACD is not received by HQ ARPC by the due date, HQ ARPC/DPA will process the decision as release

on the date of separation. (T-2).

***NOTE: HQ AGR member's retainability will be updated by HQ ARPC/DPAAG once DD Form 4 or AF 1411 is submitted through MyVector.***

***If you do not receive an ACD board notification within your eligibility cycle, a MyVector application will need to be created to notify AGR Management. (Must be accomplished during active ACD cycle)***

***\*\* Members who plan to retire, transition to another status, or apply for other AGR positions will request a (RDOS) release on their Date of Separation (DOS) on the ACD application. \*\****

### **First/Second Level Endorser:**

1. Engage with their members and leadership to discuss career decisions prior to an ACD selection.
2. Will receive a MyVector email notification once the member (applicant) has submitted their ACD selection. You can access it three (3) different ways: via email from MyVector notification, dashboard notification or My Boards tab from the MyVector Dashboard.
3. Review member's ACD selection in their Board Endorser Dashboard.  
<https://myvector.us.af.mil/RdeEndorser/Dashboard>
4. Complete the endorsement and provide justification for decision.
5. Deputy Director, AFR Senior Leader Mngt, HAF/REG will be the Second Endorser for all O-6 positions. Chief, AF Reserve Chiefs' Group, HAF/REG, will be the Second Endorser for all E-9 positions. Command First Sergeant | 8F MFM will be the Second Endorser for all 8F positions. The sole purpose of the role serves for advising extensions for operational requirements, career management, and funding requirements for O-6/E-9/8F positions.

***\*\* First/Second Level Endorsers are responsible for checking MyVector notifications to ensure you are reviewing the members ACD decision and completing the endorsement within the given milestones. It is encouraged to consider the members' extension request or RDOS by factoring in the members' job performance, position requirements, authorized force structure and overall needs of the Air Force Reserve \*\****

### **Final Decision Authority (FDA):**

1. Will receive a MyVector email notification once the applicant and First/Second Level Endorser have provided their recommendation within the comment box in ACD board. You can access it three (3) different ways: via email from MyVector notification, dashboard notification or My Boards tab from the MyVector Dashboard.
2. Comment on decision of concurred or non-concurred. If concurred, please specify how many

months or years.

***Example: I concur with 1 year or for unique requests (I concur with 7 months)***

3. If a member fails to submit their ACD application by the members deadline, this will result in an automatic “RDOS” decision and will not be submitted to the FDA for action.
4. If an FDA fails to respond by their deadline, the member will result in an automatic “RDOS” decision.

***\*\* FDA is responsible for checking MyVector notifications to ensure you are reviewing the members' ACD decision and completing the endorsement within the given milestones. It is encouraged to consider the members extension request or RDOS by factoring in the members' job performance, position requirements, authorized force structure and overall needs of the Air Force Reserve \*\****

***NOTE: There will be an email notification from MyVector when the Member (applicant) has submitted his/her selection as well as when the First/Second Level Endorser has completed their endorsement. The FDA or equivalent may complete the endorsement without the First/Second Level Endorser apart from Colonels, Chiefs, and First Sergeants. \*\****

## ACD Term Description:

- **Published** – All actions completed by member and AGR management (AROWS order and MilPDS Updated)
- **Endorsement Complete** – Members FDA, and all endorsers complete their remarks, pending AGR Review and processing
- **Ineligible** – Member is not eligible for ACD Board
- **Not Started** – Member has not gone into ACD Board to start their ACD Application
- **Resubmitted** – Member had application returned and resubmitted to endorsers for review
- **Returned by Admin** – AGR Management returned application for correction on ACD application or erroneous mark of ineligibility
- **Returned by Endorser** – Any of the three endorsers returned the application back to member for corrections
- **Submitted** – Member has submitted ACD to endorsers for review
- **With Endorser** – ACD Application has not been started by one of three endorsers
- **With Member** – Member started ACD application but not submitted to endorser
- **Withdrawn** – Member declined to complete ACD application
- **Cancelled/Withdrawn** – AGR Admin has removed member from ACD board

Endorser Sequence Table Note: Members must identify the supervisor by name for first level coordination, the second level endorser by name and the Final Decision Authority by name for the third endorsement level. Some members may have the same name for some or all endorsers.

*\*\*Commander Equivalent—Directors of Directorates or Staff at HAF, MAJCOM, Field Command, and NAFs. \*\**

## ACD Routing Sequence for Applicants

Routing Sequence	First Level Endorser	Second Level Endorser	Final Decision Authority (Up to 12 Month Extension)	Final Decision Authority (Over 12 Month Extension)
<b>HQ AFRC</b>				
1-3yr Extension	Supervisor	Second Level Endorser	Director or Equivalent	HQ AFRC/CD
<b>RIO</b>				
1-3yr Extension	Supervisor	Second Level Endorser	Rio/CC	HQ AFRC/CD
<b>HQ ARPC</b>				
1-3yr Extension	Supervisor	Second Level Endorser	ARPC/CC	HQ AFRC/CD
<b>HQ AFRC/RS</b>				
1-3yr Extension	Supervisor	Second Level Endorser	HQ AFRC/RS Commander	HQ AFRC/CD
<b>Groups without a Wing</b>				
1-3yr Extension	Supervisor	Second Level Endorser	GRP/CC or Equivalent	AF/RE(D)
<b>Outside AFRC AGRs</b>				
1-3yr Extension	Supervisor	Second Level Endorser	Director	AF/RE(D)
<b>Colonels Group (O-6)</b>				
1-3yr Extension	Supervisor	Deputy Director, AFR Senior Leader Mngt	AFRC/CD or AF/RE-D	AFRC/CD or AF/RE(D)
<b>Chiefs Group (E-9)</b>				
1-3yr Extension	Supervisor	Chief, AF Reserve Chiefs' Group	AF/RE(D)	AF/RE(D)
<b>Unit AGRs</b>				
1-3yr Extension	Supervisor	Second Level Endorser	WG/CC or Equivalent	HQ AFRC/CD

**\*Note:** AFI 36-2109, para 2.7.3. “AFR. CCMs serve a maximum of three years unless approved by the AFRC/CCC. Approval is initiated at the wing-level and routed through AF/REG to the AFRC/CCC for approval.

# Special Considerations – Extension request over 12 months

\*\*Any extension request over 12 months must go the AFRC/CD\*\*

Additional Requirements:

- All Colonels and Chiefs must go to REG & Chiefs' group before final endorser
- Two-year requests have NAF/CC as second endorser
  - If NAF/CC non-concurs, it reverts to a one-year request & does not route to DCOM
  - If NAF/CC concurs, it routes to DCOM for approval
- Members ineligible:
  - if not current on fitness through ACD cycle
  - if in position over 5 years (including if they've been rehired into the same position)
- Documents required for two-year requests, **must be routed through Wing outside of ACD board**
  - Last 3 evals
  - CDB
  - Fitness report
  - Quality force review memo signed by unit first sergeant or squadron commander
  - Documentation of time in the current billet

# Frequently Asked Questions

1. What if I am eligible for an ACD and didn't receive a notification?
  - Create an application within My Applications via MyVector:
    - a. Open Microsoft Edge
    - b. Go to <https://myvector.us.af.mil>
    - c. Click "Sign On"
    - d. Select "My Applications" on the left side bar.
    - e. Select "Submit AGR Continuation Decision"
    - f. Once you submit your ticket you will receive your MV number, and a confirmation email appointed technician will email you to help resolve issue/s.
2. What is an Active Guard Reserve Continuation Decision (ACD)?
  - The AGR Continuation Decision (ACD), notifies AGR members approaching their date of separation and requires them to complete an online application in MyVector Board that will route to their Wing Commander or equivalent for consideration. The ACD application prioritizes the member's desire to extend or separate the AGR program.
3. I requested Release on DOS, will my Endorsers still have to complete the application in MyVector?
  - Yes, once you request to be released on DOS your application will still require Endorsers to concur with the decision member has requested. This will allow the completion of the application process.
4. How do I change endorsers in my ACD application?
  - The member must select the correct endorsers before submitting their application. If submitted and later needed to change, member must submit an AGR Continuation Decision via My Applications within MyVector.
5. Who is my Final Decision Authority?
  - Please refer to the endorser sequence table. Each members FDA will depend on their routing sequence.
6. When can I expect my Orders to be extended?
  - Completed member applications will be reviewed, and decision notifications will be sent via MyVector. Orders can be expected to be extended NLT 90 days after board closes.
7. What can prevent orders from being created?
  - Unit Requirements: If a Unit AGR member needs retainability please work on the extension process with your MPF/CSS and they will process the signed paperwork. Once completed please provide the signed AF1411 or DD4 to your MV application for further processing.
  - HQ Requirement: If an HQ AGR member needs retainability please submit an AGR Continuation Decision application within My Applications via MyVector. Member completes their AF1411 or DD4 with their servicing CSS/MPF and AGR Management will process the signed paperwork.
8. I am in a KCJ position. How long is my tour? Will I be required to move to another position on my DOS?

- Officer Key, Command and Joint (KCJ) and Enlisted Key and Strategic (KS) positions are developmental positions for the purpose of grooming future strategic senior leaders. These positions are identified by career field managers (CFM) and MAJCOM functional managers (MFM) as positions necessary to develop leaders in their career field. These positions initial tour length may not exceed three years. After the incumbent has reached three years, they may extend for the maximum of two years to not exceed 5 cumulative years.

9. I was disapproved for an extension. What happens next?

- If a member's extension request is disapproved, he/she will separate on the DOS that is on their AGR orders. The member can always apply for other AGR positions, or apply for other SelRes positions (i.e., IMA, TR, ART). Members may not submit an application within My Applications to appeal the decision of the FDA.

10. What does AGR career status mean?

- Per the Chief of the Air Force Reserve: "AGR Career Status will be removed as an option in the AGR Continuation Decision process. All tour extension requests will be routed for WG/CC or above approval. AGR Career Status will be granted to AFR members when their cumulative time in the AGR program exceeds six years, IAW DoDI 1205.18 3.3 Section b."

11. Members in career status have been applying for AGR positions with no success, what will happen?

- If an AGR is not selected for another position and the member's tour is about to expire, the member can either extend their current order via the eligible ACD cycle (not to exceed 5 years on the same tour), continue applying for other AGR positions or apply for other SelRes positions (i.e., IMA, TR, ART). If the member cannot find a follow-on assignment the member will separate from the AGR program on their Date of Separation.

12. My request was already approved by the FDA, and the board closed. If I change my mind what are my options?

- ACD was approved for an extension (ETS updated) but now I want to RDOS after my orders have been modified. Member will need to submit a Voluntary AGR Curtailment request application within My Applications via MyVector.

13. Out Of Cycle (OOC) ACD Eligibility Factor

- Member eligible for an AVB and is outside their ACD window.
- Member did not receive notification of ACD due to medical reasons or deployment.
- Members was not entered into the ACD board.

14. I was Mandatory Directed Reassigned (MDR) into a position am I still eligible for an extension?

- No, If the member has a cumulative time of 5 years and was moved that did require PCS entitlements or a new AGR order.
- Yes, If the member has a cumulative time of less than 5 years, that allows up to 6 months extension and did not require PCS entitlements

***Note: To ensure you do not miss any communication it would be beneficial to add a secondary email for your situational awareness.***