

## AGR Assignment Exception to Policy

Member's Section			
<ol style="list-style-type: none"> <li>1. AGRs must possess the advertised AFSC and be equal to or no less than one grade and skill level below the advertised position IAW DAFI 36-2110, paragraph 9.1.1. and DAFMAN 36-2114, 6.3.2.</li> <li>2. Members may request an exception to policy (ETP) for the purpose of <b>Grade, AFSC or Skill Level</b> requirements for an AGR assignment.</li> </ol>			
<p><b>I acknowledge that I am applying for an AGR assignment that requires an ETP and selection for this position is contingent upon approval of my request. If selected, I agree to meet the requirements of this request within the time frame set forth by the gaining unit. Failure to meet these requirements will result in separation from the AGR program. I further acknowledge if this request is not approved, I will forfeit my application from selection and remain in my current assigned position.</b></p>			
<b>Member's Name</b>	<b>Rank</b>	<b>Status</b>	
<b>Duty Title</b>	<b>Unit of Assignment</b>		
<b>PAFSC</b>	<b>Type of Request</b>		
<b>Member's Signature</b>	<b>Date</b>		
Billet Owner/Hiring Official's Section			
<ol style="list-style-type: none"> <li>1. Requests for ETP must include applicable documents and must be routed by the Billet Owner/Hiring Official to the appropriate approval authority. Members requiring retraining must complete an AF Form 3920 prior to assignment to desired position and before orders can be published IAW DAFMAN 36-2114, paragraph 6.3.3.2.</li> <li>2. ETPs must be approved by HQ AFRC/CC, with coordination/concurrence from the CFM/MFM IAW DAFMAN 36-2114, paragraph 6.3.2. and Table 6.1. to include DAFI 36-2110, para 9.1.1. (T-2). CAFR delegation memo delegates this responsibility to AFRC/CD or the First General Officer in the Chain of Command.</li> <li>3. All required signatures will be obtained prior to submission to AGR Management for action.</li> <li>4. The request should outline the challenges in filling the position. Requests will be considered on a case-by-case basis.</li> </ol>			
<b>Advertised Job ID/Position Number/Rank/AFSC/Unit</b>			
<b>Justification</b>			
<b>How many times has this position been advertised?</b>	<b>Once</b>	<b>Twice</b>	<b>Until Filled</b>
<b><u>(Required) Billet Owner/Hiring Official:</u></b>			
I have reviewed this request and confirm the information is correct. I	<b>Concur</b>	<b>Non-Concur.</b>	
<b>Name, Rank, and Title (Please Print)</b>	<b>Date</b>		
<b>Signature</b>			

**(Required) Wing Commander or equivalent:**

*\*Approving authority LAW DAFMAN 36-2114, Table 6.1. If disapproved, process ends.*

I have reviewed this request and      Approve      Disapprove.

Name, Rank, and Title (Please Print)

Date

Signature

**(Required) Career Field Manager (CFM)/MAJCOM Functional Manager (MFM) or equivalent:**

*\*Required for all grade, AFSC, and skill level ETPs. If non-concurred, the process ends.*

I have reviewed this request and      Concur      Non-concur.

Name, Rank, and Title (Please Print)

Date

Signature

**(As applicable) Senior Leader Management Office (AF/REG):**

*\*Required ONLY for Chief positions.*

I have reviewed this request and      Concur      Non-concur.

Name, Rank, and Title (Please Print)

Date

Signature

**(Required) AFRC/CD or First General Officer:**

*\*Required for all Grade, AFSC, and Skill Level ETPs (T-2). Approval Authority is delegated by CAFR to AFRC/CD; HAF/RE or the First General Officer in the Chain of Command.*

I have reviewed this request and      Approve      Disapprove.

Name, Rank, Title (Please Print)

Date

Signature

**(Required) HQ ARPC/DPAA Coordination:**

*\*HQ ARPC/DPAA will take appropriate personnel action to support operational and force management requirements.*

Name, Rank, Title (Please Print)

Date

Signature