

AGR Assignment Exception to Policy

Member's Section				
<ol style="list-style-type: none"> 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. 2. Members may request an exception to policy (ETP) for the purpose of Grade, AFSC, Skill Level or SNCOA PME requirements for an AGR assignment. 3. The completion of Senior Noncommissioned Officer Academy will be the responsibility of the unit and the member if a waiver is requested during the assignment action. 				
<p>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.</p>				
Type of ETP:	Grade	AFSC	Skill Level	SNCOA PME
Member's Name		Rank		Status
Duty Title		Unit of Assignment		
PAFSC				
Member's Signature		Date		
Billet Owner/Hiring Official's Section				
<ol style="list-style-type: none"> 1. Requests for an ETP waiver must include applicable documents and routing to the appropriate approval authority. For retraining, a member must complete an AF Form 3920, <i>Request for Reservist Voluntary Retraining</i>, prior to their projected assignment and before orders can be published, IAW DAFMAN 36-2114, para. 6.3.3.2. 2. The authority to approve ETPs for AFSC and skill level waivers is the HQ AFRC/CD or the First General Officer in the Chain of Command with concurrence from the CFM/MFM, IAW DAFMAN 36-2114, para. 6.3.2, Table 6.1, and DAFI 36-2110, para 9.1.1 3. If applicable, the completion of the Senior Noncommissioned Officer Academy is the responsibility of the Hiring Official and gaining Unit. 4. All required signatures will be obtained prior to submission to AGR Management for action. 5. All ETPs are considered on a case-by-case basis. It is highly recommended that the justification includes challenges associated with filling the position. 				
Advertised Job ID	Position Number	Rank	AFSC	Unit
Justification				
How many times has this position been advertised?		Once	Twice	

(Required) Billet Owner/Hiring Official:

I have reviewed this request and confirm the information is correct. I Concur Non-Concur.

Name, Rank, and Title (Please Print)

Signature

Date

(Required) Wing Commander or equivalent:

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

I have reviewed this request and Approve Disapprove.

Name, Rank, and Title (Please Print)

Signature

Date

(As Applicable) 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)

Signature

Date

(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)

Signature

Date

(Required) AFRC/CD or First General Officer:

**Required for all Grade, AFSC, Skill Level, and SNCOA PME 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)

Signature

Date

(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)

Signature

Date