

## 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. Any members applying for SMSgt or CMSgt authorizations must meet all promotion eligibility requirements in DAFI 36-2502, Table 8.2 prior to placement into a higher graded position. IAW DAFI 36-2110, paragraph 9.1.1.</li> <li>3. 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>Type of ETP:</b>	<b>Grade</b>	<b>AFSC</b>	<b>Skill Level</b>	
<b>Member's Name</b>			<b>Rank</b>	<b>Status</b>
<b>Duty Title</b>			<b>Unit of Assignment</b>	
<b>PAFSC</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 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.</li> <li>2. The authority to approve ETPs for AFSC and skill level waivers is the HQ AFRC/CC 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</li> <li>3. All required signatures will be obtained prior to submission to AGR Management for action.</li> <li>4. All ETPs are considered on a case-by-case basis. It is highly recommended that the justification includes challenges associated with filling the position.</li> </ol>				
<b>Advertised Job ID</b>	<b>Position Number</b>	<b>Rank</b>	<b>AFSC</b>	<b>Unit</b>
<b>Justification</b>				
<b>How many times has this position been advertised?</b>		<b>Once</b>	<b>Twice</b>	

**(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/CC 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)**

**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**