

The Enlisted Voluntary Demotions Process for AGR Assignments

As we navigate ongoing changes, we wanted to inform you of a recent update within the AGR Management Program. This message aims to provide clear information on how the enlisted voluntary demotions process works for AGR assignments. If a volunteer is selected for an enlisted AGR assignment to a position with an authorized grade lower than their current rank, they must apply for and receive a voluntary demotion before AGR orders can be generated.

Note: Applicable to enlisted members requiring a demotion to meet assignment requirements Only. Officers cannot volunteer for a demotion.

AGR Management Responsibilities

When a volunteer is selected for an AGR position, AGR Management will initiate an Assignments Application in MyVector. Through this application, the member can download and submit all required hiring documents and communicate with the technician assigned to their application. If a member needs to demote, they must notify AGR Management upon completion of the demotion. AGR Management will then monitor the member's MilPDS record to verify that the demotion actions have been processed before generating their orders. Additionally, a Memorandum for Record (MFR) template is available to assist with the demotion process and can be submitted to their respective Force Support Squadron (FSS)/Military Personnel Flight (MPF) to explain the reasons behind the demotion.

Enlisted Members Responsibilities

All components should seek guidance from their local FSS for voluntary demotion packages to ensure they receive accurate and up-to-date information. Once the demotion is completed in MilPDS, it is the member's responsibility to notify AGR Management to confirm that the voluntary demotion has been processed in MilPDS.

Note: HQ AGRs are required to submit a package through ARPC/DPTSC.

- Follow these steps:
 - Access myFSS Military Records portal
 - Select "Create A Request" at the bottom of the page
 - Select either yourself or the target member
 - Select "Demotions"
 - Add any necessary comments, ex. List examples
 - Attach signed Demotion Memorandum for Record (MFR) in accordance with DAFI 36-2502, paragraph 9.3.1. The memo will include the follow, at minimum:
 1. Address the memo to HQ ARPC/DPTSC
 2. Specify the demotion grade

3. Provide the demotion effective date
 4. State the new date of rank
 5. Include the member's signed signature block
 6. Include Wing CC as first endorser
- Save the assigned case number.
 - Contact the Total Force Service Center (TFSC) at 1-800-525-0102 or DSN 665-0102 to inquire about the case status.
 - The DPTSC (Directorate of Personnel, Total Force Service Center) will update the voluntary demotion in MilPDS (Military Personnel Data System) and provide the demotion order via myFSS within 10 duty days.

FSS/MPF Responsibilities

Provide member with voluntary demotion paperwork in accordance with local policy. Once local requirements are complete, update MilPDS to reflect the member's new rank. Inform service member that the MilPDS actions have been finalized.

AGR Management Resources

AGR Management Information, tools, guides, etc. may be found on the ARPC Assignment Splash Page - <https://www.arpc.afrc.af.mil/Services/Assignments/>

We're dedicated to keeping things clear and transparent, especially when changes come up. Our goal is to streamline and improve our processes. We deeply value our customers, stakeholders, and mission partners.

Thanks for sticking with us on this!

Chief, Assignments Division