

As part of our commitment to transparency in our EVOLVE journey, Active Guard Reserve (AGR) Management aims to provide valuable insights into the distinctions and uses of the forms and memorandums required for processing all AGR Assignment Applications in addition to providing information on the AGR Assignments Required Forms by Component.

These documents summarize the agreements between AGR Management and the applicant. They are maintained in our system of records and ensure regulatory compliance by notifying you of actions or conditions that fall outside of regulations.

### **Types of Forms and/or Memorandums**

#### ***Acceptance / Decline Statement of Understanding (SOU):***

- ***Acceptance SOU:*** An Acceptance SOU is a formal document that serves as the official acceptance for an AGR position. By signing this document, the member acknowledges their responsibility to notify their current commander of their decision to accept the position. Additionally, the SOU outlines the assignment process and emphasizes the importance of the member's active engagement in the process. Signing the SOU indicates that the member has a clear understanding of their obligations and is committed to accepting and fulfilling the AGR assignment.
- ***Decline SOU:*** A Decline SOU is a formal document that allows a member to officially decline an AGR job offer. By signing this document, the member acknowledges their decision to decline the position and understands their responsibility to notify the Billet Owner (BO) of their decision. The member also recognizes that upon their declination of the position, it will be offered to another candidate and/or re-advertised. Signing the Decline SOU signifies that the member has carefully considered their decision and is formally communicating it to the appropriate parties.

#### ***Commander's Release Notification Letter:***

This form serves as proof that the applicant has received their Commander's approval for release if hired for a new assignment. The Commander will certify whether the member is delinquent in their government travel card responsibilities, meets Air Force fitness and quality force standards, and presents a professional military image. Additionally, the Commander ensures the member is properly out-processed, verifies if the member is overdue on IMR requirements ("RED"), and checks for any current mobility restrictions (AAC 31/37).

#### ***Medical Certification Memo/(New) Initial AGR Tour Medical Certification Form:***

This form serves as the initial medical certification for all traditional reservists and Air Reserve technicians entering the AGR program. A medical representative will certify that the incoming member has no overdue Individual Medical Readiness (IMR) requirements and will check if the member is on a current medical retention waiver with an Assignment Limitation Code (ALC). They will also verify if the member has any unresolved or unadjudicated conditions below retention standards in accordance with DAFMAN 48-123, Medical Exams and Standards, and the Medical

Standards Directory (MSD). Additionally, the form confirms that the member is medically certified for active duty in the Air Force Reserves on an AGR tour, meeting the medical qualifications of the Air Force Specialty Code for the assigned unit, as per DAFMAN 48-123, paragraph 9.9, and Table A2.3, and DAFMAN 36-2114, paragraph 6.3.

***AFR AGR AROWS-R Order Request Form:***

The AFR AGR AROWS-R Order Request form is used to provide the necessary information for the AGR Order Technician to generate the member's AGR Order. It is crucial that the information provided on this form is accurate, including Name, Rank, Current Status, Losing Assignment/Location, current order status in AROWS-R, Current Home of Residence, Dependent info, and Vehicles. This accuracy helps avoid any delays or errors in the PCS orders.

***Security Clearance Memo:***

The Security Clearance Memo certifies that the member is enrolled in the Continuous Evaluation/Continuous Vetting (CE/CV) program, as per the Secretary of the Air Force (SAF) memo. By signing this document, the Security Manager certifies that the member holds a current and valid clearance.

***Exception to Policy (ETP) Waiver:***

The AGR Assignment Exception to Policy is a document used to request a waiver for a specific policy required for an AGR assignment, such as not meeting the appropriate grade, skill level, Air Force Specialty Code (AFSC), or not having Senior Non-Commissioned Officer Academy (SNCOA) Professional Military Education (PME) completed.

- ***Grade, AFSC & Skill Level:*** AGRs must possess the advertised AFSC and be equal to or no less than one grade and skill level below the advertised position in accordance with DAFI 36-2110, paragraph 9.1.1., and DAFMAN 36-2114, 6.3.2. The Career Field Manager (CFM)/MAJCOM Functional Manager (MFM) or equivalent concurrence is required for all grade, AFSC, and skill level ETPs. Chief's positions require Senior Leader Management Office (AF/REG) concurrence.
- ***SNCOA PME ETPs:*** SNCOA PME is required before being placed into a SMSgt position unless waived. The completion of the Senior Noncommissioned Officer Academy by the selected applicant will be the responsibility of the Hiring Official and gaining Unit.

By submitting an ETP request, the member agrees to fulfill the requirements of the request within the time frame established by the gaining unit. It is understood that if the request is not approved, the member will forfeit the AGR assignment. AFRC/CD or First General Officer approval is 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.

***Time-on-Station (TOS) Waivers:***

- **OCONUS Time-on-Station Waiver:** This waiver request is for AGR members stationed outside the continental United States (OCONUS). It allows them to seek an exception to the 36-month minimum time-on-station requirement. Typically, this waiver is used when an AGR member's current orders resulted in a permanent change of station (PCS) and PCS funds were utilized for their relocation. The waiver enables the member to be eligible for another PCS sooner than the 36-month requirement.
- **CONUS Time-on-Station Waiver:** This waiver request is for AGR members stationed within the continental United States (CONUS). It permits them to request an exception to the 36-month minimum time-on-station requirement. Similar to the OCONUS waiver, it is generally used when an AGR member's current orders resulted in a PCS and PCS funds were used for their relocation. This waiver allows the member to be eligible for another PCS before completing the 36-month minimum requirement.

***Temporary AGR Tour Statement of Understanding (SOU):***

The AGR Temporary Tour SOU serves as a formal agreement between the member and the organization, clearly defining the terms and conditions of the individual's temporary Active Guard and Reserve (AGR) tour. This agreement outlines the member's options for continuation of service or separation, including the process for requesting extensions and the options available if funding for the position changes or ends. By signing this SOU, the member acknowledges that they have a clear understanding of their service commitment and the options available to them as they approach the end of their temporary tour.

***Confirmation of Arrival (COA):***

The Confirmation of Arrival is used to accurately document that the member has reported for duty for their AGR assignment and is eligible to receive their AGR pay. This document is an important record-keeping tool that ensures the individual's arrival for duty is accurately recorded and their eligibility for pay is properly documented. By confirming the individual's arrival and eligibility for pay, the COA helps to ensure that the individual is compensated in a timely and accurate manner for their service.

***Required AGR Pay Cell Documents:***

The Required AGR Pay Cell Documents outline all the necessary forms and documents needed to establish the pay records for Active Guard Reserve (AGR) members. This document is designed to expedite the process by providing a clear and concise list of all required forms and documents. It also includes instructions for submitting the completed forms and documents to the AGR Pay Cell for processing. By completing and submitting all the required forms and documents as outlined, AGR members can ensure that their pay records are established in a timely and efficient manner. This document is an essential resource for AGR members to ensure they are compensated appropriately for their service.

### ***Tour Length Authorization Memo Template:***

The AGR Tour Length Memo is used to authorize changes to the length of a tour for a specific Active Guard Reserve (AGR) position. This memo is used to extend or shorten the length of an AGR tour for any specific AGR position. It is an important document that ensures the length of an AGR tour is properly documented and authorized. The memo must be completed and signed by the Wing Commander or equivalent before any changes to the tour length can be made.

### ***Voluntary Demotion Statement:***

The Voluntary Demotion Statement outlines the terms and conditions for a voluntary demotion for a member selected for a specific assignment. This document is in accordance with Air Force Instruction (AFI) 36-2503, Section B, "Administrative Demotion of Airmen." By signing this document, the member agrees to a voluntary demotion to a lower rank if selected for the assignment. The member also acknowledges that this demotion will not impact their future promotion opportunities, as outlined in AFI 36-2502, "Promotion of Airmen," Chapter 2. This document serves as a written agreement between the member and the organization, documenting the member's voluntary acceptance of a demotion as a condition of being selected for the assignment, and ensuring that the member fully understands the implications of this decision on their future promotion opportunities.

### **How to Upload Documents to Your Applications:**

This is a quick step-by-step guide to help users upload documents into their applications in My Applications via MyVector.

## **AGR Assignments Required Forms by Component**

### **Traditional Reservist**

- 1 - Commanders Release
- 2 - AROWS Order Request Form
- 3 - Initial AGR Tour Medical Certification Form
- 4 - Acceptance SOU
- 5 - Security Clearance Memo (if required)
- 6 - Check for any ETPs (If Applicable)
- Air Force Specialty Code (AFSC)*
- Expiration Term of Service (ETS)*
- GRADE*
- SNCOA Waiver*
- Internal hire (ARPC ONLY)*
- Overage*

### **IMA to AGR**

- 1 - AF 1288
- 2 - AROWS Order Request Form
- 3 - Initial AGR Tour Medical Certification Form
- 4 - Acceptance SOU
- 5 - Security Clearance Memo (if required)

### **AGR to AGR**

- 1 - Commanders Release
- 2 - AROWS Order Request Form
- 3 - Acceptance SOU
- 4 - Security Clearance Memo (if required)
- 5 - Check for any ETPs (If Applicable)
- Air Force Specialty Code (AFSC)*
- Expiration Term of Service (ETS)*
- GRADE*
- SNCOA Waiver*
- Internal hire (ARPC ONLY)*
- Overage*
- HYT*

### **ANG to AGR**

- 1 - AF 1288 (first endorsement complete)
- 2 - AROWS Order Request Form
- 3 - Initial AGR Tour Medical Certification Form
- 4 - Acceptance SOU
- 5 - Security Clearance Memo (if required)

6 - Check for any ETPs (If Applicable)  
*Air Force Specialty Code (AFSC)*  
*Expiration Term of Service (ETS)*  
GRADE  
SNCOA Waiver  
*Internal hire (ARPC ONLY)*  
Overage

6 - NGB 22 (MilPDS separation screenshot)  
7 - Check for any ETPs  
*Internal hire (ARPC ONLY)*  
*Air Force Specialty Code (AFSC)*  
*Expiration Term of Service (ETS)*  
GRADE  
SNCOA Waiver  
Overage  
\*\*\* Officers Only: Approved Scroll

**RegAF to AGR**

1 - AF1288 (first endorsement completed) -- received by recruiting liaison at ARPC via TEAMS tile  
2 - AROWS Order Request Form  
3 - 422 or Initial AGR Tour Medical Certification Form  
4 - Acceptance SOU  
5 - Security Clearance Memo (if required)  
6 - Check for any ETPs  
*Air Force Specialty Code (AFSC)*  
*Expiration Term of Service (ETS)*  
GRADE  
SNCOA Waiver  
*Internal hire (ARPC ONLY)*  
Overage  
DAF 100 & (Officers Only: Approved Scroll)

**Space Force to AGR**

1 - AF 1288 (first endorsement complete)  
2 - AROWS Order Request Form  
3 - 422 or Initial AGR Tour Medical Certification Form  
4 - Acceptance SOU  
5 - Security Clearance Memo (if required)  
6 - DAF 100 & (Officers Only: Approved Scroll)  
7 - Check for any ETPs  
*Air Force Specialty Code (AFSC)*  
*Expiration Term of Service (ETS)*  
GRADE  
SNCOA Waiver  
*Internal hire (ARPC ONLY)*  
Overage

**VLPAD to AGR**

1 - AF 1288 (first endorsement complete)  
2 - AROWS Order Request  
3 - 422 or Initial AGR Tour Medical Certification Form  
4 - Acceptance SOU  
5 - Security Clearance Memo (if required)  
6 - DAF 100 & (Officers Only: Approved Scroll)  
7 - Check for any ETPs  
*Air Force Specialty Code (AFSC)*  
*Expiration Term of Service (ETS)*  
GRADE  
SNCOA Waiver  
*Internal hire (ARPC ONLY)*  
Overage

Thank you for your attention to this matter!

Chief, Assignments Division