

As part of our commitment to transparency in communication, the Active Guard Reserve (AGR) Branch is excited to share valuable updates on our new processes. In this article, we will cover the new Continental United States (CONUS) Time on Station (TOS) Waiver process for AGR members and the recent enhancements to the Voluntary Curtailment Forms.

CONUS Time on Station Waiver

The purpose of the minimum time-on-station requirement is to:

- Enhance operational readiness by stabilizing members at their current location,
- Reduce Permanent Change of Station (PCS) costs,
- Improve the quality of life for members and their dependents by minimizing personal and family turbulence.

The TOS Waiver is applicable to AGR members who:

- Have not completed a minimum of 36 months in their current tour,
- Recently completed a PCS due to an AGR order,
- Utilized PCS funds for their current duty location.

The Secretary of the Military Department concerned approves TOS waivers, unless otherwise delegated in accordance with this instruction (IAW DoDI 1315.184).

New Process

Effective immediately, the CONUS TOS Waiver with a "Current as of" date of 29 October 2024 will be routed as follows:

- **AGR Members with 24-36 Months' Time-on-Station:** These waivers will be routed through the Wing Commander or equivalent to HQ ARPC/DPA for approval.
- **AGR Members with Less than 24 Months' Time-on-Station:** These waivers will be routed through the Wing Commander or equivalent to the AFRC/CD or the First General Officer in the chain of command for approval. Please note, any previous TOS Waiver form that is currently routing for approval will be accepted until the cutoff date of 1 December 2024, to allow for a transitional phase into the new TOS Waiver form.

For clarity:

- CONUS TOS waivers for less than 24 months require approval from the first General Officer in your chain of command.
- TOS waivers for 24-36 months require approval from the Director of Assignments at HQ ARPC/DPA.

Voluntary Curtailment Forms

These forms allow AGRs to request an early release from the AGR program for reasons such as position realignment, personal hardship, or other valid situations, including separation or retirement before the current date of separation (DOS). Requests for early release must include the necessary waivers and be routed to the appropriate waiver authority by the member. Each request will be evaluated individually. Submit the curtailment worksheet to HQ ARPC/DPAAG no earlier than 365 days and no later than 120 days (plus leave/TAP) before your desired DOS. Requests within 120 days are approved on a case-by-case basis by HQ ARPC/DPAA. Submitting a request less than 120 days in advance may impact your pay.

New Forms

In response to recent customer feedback, AGR Management has enhanced the Voluntary Curtailment Forms. The new form features YES or NO options in the coordination boxes. This improvement facilitates better coordination and helps clarify whether the next signature in the process is required.

Resources

We highly encourage everyone to utilize our AGR Management Information, tools, and guides available on the ARPC Assignment Splash Page: <https://www.arpc.afrc.af.mil/Services/Assignments/>

We are dedicated to improving and streamlining our processes through clear and transparent communication about new procedures and form enhancements. We greatly value our customers, stakeholders, and mission partners and are committed to providing ongoing updates on all change management initiatives.

Thank you for your attention to this new process!

Best regards,

Chief, Assignments Division