



AGR CONTINUATION DECISION PROGRAM GUIDE
(ACD)

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AGR Continuation Decision (ACD) Program Overview

The ACD program is intended to guide discussions between the AGR member and his/her chain of command regarding extension opportunities and the AGR career program. The purpose of the ACD board is to officially capture the leadership desire for AGRs within their agency while assisting AGRs in voicing their desire of an extension or separation. The ACD board notifies AGR members approaching their date of separation and requires them to complete an online worksheet in MyVector that will route to their Wing Commander or equivalent for consideration. The ACD worksheet documents the member's desire to remain in or leave the AGR program.

Eligibility Factor

To be eligible to meet the ACD Board, individuals must have a date of separation (DOS) that falls within the cycle of the current board. The ACD Board has two cycles: January – June & July – December. Your cycle will be 12-18 months from your current DOS.

AGR Tour Length

All AGR positions are now term and tours may not exceed a total tour length of five years. This is to include if a member PCA'd or PCS'd as an MDR. Total years from previous order and new order will be calculated together.

ACD Eligibility Notification

There are three different ways the member will receive a notification that they are eligible to meet the ACD board: via hyperlink in an email notification, through a dashboard notification or by accessing the My Boards tab from the MyVector Dashboard once the board is open to the field.

Extension Options

Eligible AGR members will have the following options listed below during the ACD process. The request is based on the member's time in his/her current assignment and cumulative time spent in AGR status. Decisions are based on the member's request, squadron commander and leadership comments, position requirements, job performance, authorized force structure, and overall needs of the Air Force Reserve. The Wing Commander or equivalent is the Final Decision Authority (FDA) for all AGR tour extensions. All ACD decisions are final once the FDA makes a decision.

Option 1: Members can request a 1, 2, or 3 year extension.

Option 2: Members may request to be Released on Date of Separation (RDOS) as eligibility applies to all AGRs. If your ACD is not received by the member deadline, the decision will be RDOS. However, the

member must select an option to prevent disruption in pay and benefits as they transition to his/her next status. Members who plan to retire, transition to another status, or apply for other AGR positions will request RDOS on their ACD application. If a member selects “Release on DOS,” member will still be required to select their endorsers to submit their ACD board application.

Option 3: If a member plans to request an extension other than 1-, 2-, or 3-year extension not to exceed a cumulative 5 years, the member can specifically request their desired extension in the Board Question. (Ex. Retirement 1 year and 2 months)

How to find the Milestones

The milestones per ACD cycle will have the information disseminated through the below methods.

- Will be provided at every Town Hall
- Sent through Teams Channel to FSS
- Sent through Teams Channel to NAF Syncs
- Updated in Newsletters
- Sent through MyFSS Messaging
- Available on ARPC Assignment Splash Page

Roles/Responsibilities

Member

1. Should engage with their leadership to discuss career decisions prior to an ACD selection.
2. When the board activates it is accessible three (3) different ways: via email notification, dashboard notification or My Boards tab from the MyVector Dashboard.
3. Log into MyVector under My Boards then select the Reserve DE to complete and submit the application.
4. Determine and prioritize the eligible preferences for extension/separation from high to low.
5. Identify the names of your First Level Endorser, Second Level Endorser and FDA (reference routing sequence table on page 5).
 - a. Note: For O-6 positions, Second Level Endorser must be Deputy Director, AFR Senior Leader Mngt. For E-9 positions, Second Level Endorser must be Chief, AF Reserve Chiefs' Group. For 8F positions, Second Level Endorser must Command First Sergeant | 8F MFM.
 - b. Commander Equivalent—Directors of Directorates or Staff at HAF, MAJCOM, Field Command, and NAFs.

6. Will receive Final Decision notification via MyVector email.
7. Will complete the required retainability action (reenlistment or reenlistment extension) necessary to support the continuation. If member does not obtain retainability the AGR order will not be extended to the approved DOS.
8. If **NO** decision or action is made by the member deadline, the Wing CC will be sent the applicant's ACD from DPAAG for an RDOS decision.

NOTE: HQ AGR member's retainability will be updated by HQ ARPC/DPAAG once DD Form 4 or AF 1411 is submitted through MyVector. If you did not receive an ACD board notification within this eligibility cycle, a MyVector application will need to be created to notify AGR Management. (Must be accomplished during active ACD cycle)

***** Members who plan to retire, transition to another status, or apply for other AGR positions will request a (RDOS) release on their Date of Separation (DOS) on the ACD application. *****

First/Second Level Endorser

1. Engage with their member and leadership to discuss career decisions prior to an ACD selection.
2. Will receive an email notification once the member (applicant) has submitted their ACD selection. You can access it three (3) different ways: via email notification, dashboard notification or My Boards tab from the MyVector Dashboard.
3. Review member's ACD selection in their Board Endorser Dashboard.
4. Complete the endorsement and provide justification for decision.
5. Deputy Director, AFR Senior Leader Mngt, HAF/REG will be the Second Endorser for all O-6 positions. Chief, AF Reserve Chiefs' Group, HAF/REG, will be the Second Endorser for all E-9 positions. Command First Sergeant | 8F MFM will be the Second Endorser for all 8F positions. The sole purpose of the role serves for advising extensions for operational requirements, career management, and funding requirements for O-6/E-9/8F positions.

***** The First/Second Level Endorser is responsible for checking MyVector notifications to ensure you are reviewing the members ACD decision and completing the endorsement within the given milestones. It is encouraged to consider the members extension request or RDOS by factoring in the members job performance, position requirements, authorized force structure and overall needs of the Air Force Reserve***

Final Decision Authority (FDA) or Equivalent

1. Will receive an email notification once the applicant and First Level Endorser have provided their recommendation within the comment box in ACD board. You can access it three (3) different ways: via email notification, dashboard notification or My Boards tab from the MyVector Dashboard.
2. Comment decision of concurred or non-concurred. If concurred, please specify how many months or years.

Example: I concur with 1 year or for unique requests (I concur with 7 months)

3. If a member fails to submit their ACD application by the members deadline, this will result in an automatic “RDOS” being sent to the FDA for approval.
4. AGR Management will prepare rosters for all FDAs. Email will be sent directly to FDAs including roster to identify how many applicants are pending their actions. Expectation is that all applicants will have a decision made by milestone suspense.

***** The Wing CC or Director (FDA) is responsible for checking MyVector notifications to ensure you are reviewing the members ACD decision and completing the endorsement within the given milestones. It is encouraged to consider the members extension request or RDOS by factoring in the members job performance, position requirements, authorized force structure and overall needs of the Air Force Reserve *****

NOTE: There will be an email notification when the Member (applicant) has submitted his/her selection as well as when the First/Second Level Endorser has completed their endorsement. The FDA or equivalent may complete the endorsement without the First/Second Level Endorser apart from Colonels, Chiefs, and First Sergeants. **

ACD Term Description

Published – All actions completed by member and AGR management (AROWS order and Milpds Updated)

Endorsement Complete – Member has had FDA and all endorsers complete their remarks, pending AGR

Review and processing

Ineligible – Member is not eligible for ACD Board

Not Started – Member has not gone into ACD Board to start their ACD Application

Resubmitted – Member had application returned and resubmitted to endorsers for review

Returned by Admin – AGR Management returned application for correction on ACD application or erroneous mark of ineligibility.

Returned by Endorser – Any of the three endorsers returned the application back to member for corrections

Submitted – Member has submitted ACD to endorsers for review

With Endorser – ACD Application has not been started by one of three endorsers

With Member – Member started ACD application and has not completed ACD application

Withdrawn – Member declined to complete ACD application

Cancelled/Withdrawn – AGR Admin has removed member from ACD board

Endorser Sequence Table

ACD Routing Sequence for Applicants by Coordinated Role			
Routing Sequence	First Level Endorser/Reviewer	Second Level Endorser/Reviewer	Final Approval Decision (Final Decision Authority)
All Positions			
HQ AGRs			
1-3yr Extension	Supervisor	Second Level Endorser	Director
RIO			
1-3yr Extension	Supervisor	Second Level Endorser	Rio/CC
ARPC			
1-3yr Extension	Supervisor	Second Level Endorser	ARPC/CC
HQ AFRC/RS			
1-3yr Extension	Supervisor	Second Level Endorser	HQ AFRC/RS Commander
Groups without a Wing			
1-3yr Extension	Supervisor	Second Level Endorser	GRP/CC or Equivalent
Outside AFRC AGRs			
1-3yr Extension	Supervisor	Second Level Endorser	Director

Colonels Group (O-6)			
1-3yr Extension	Supervisor	Deputy Director, AFR Senior Leader Mngt	AFRC/CD & AF/RE-D
Chiefs Group (E-9)			
1-3yr Extension	Supervisor	Chief, AF Reserve Chiefs' Group	WG/CC or Equivalent
Unit AGRs			
1-3yr Extension	Supervisor	Second Level Endorser	WG/CC or Equivalent

Note: Members must identify the supervisor by name for first level coordination, the second level endorser by name and the Final Decision Authority by name for the third endorsement level. Some members may have the same name for the first level and second level endorser. CAFR Memo Policy: All tour extension requests will be routed for WG/CC or above approval.

Commander Equivalent—Directors of Directorates or Staff at HAF, MAJCOM, Field Command, and NAFs

Frequently Asked Questions

1. What if I am eligible for an ACD and didn't receive a notification?

Create an application within My Applications via MyVector:

Open Google Chrome

Go to <https://myvector.us.af.mil>

Click "Sign On" (if you do not have a profile, refer to Creating MyVector Profile)

Select "My Applications" on the left side bar.

Select "Submit AGR Continuation Decision"

Once you submit your ticket you will receive your MV number, and a confirmation email appointed technician will email you to help resolve issue/s.

2. What is an Active Guard Reserve Continuation Decision (ACD)?

The AGR Continuation Decision (ACD), notifies AGR members approaching their date of separation and requires them to complete an online application in MyVector Board that will route to their Wing Commander or equivalent for consideration. The ACD application prioritizes the member's desire to extend or separate the AGR program.

3. I requested Release on DOS, will my Endorsers still have to complete the application in MyVector?

Yes, once you request to be released on DOS your application will still require Endorsers to concur with the decision member has requested. This will allow completion of the application process.

4. How do I change endorsers in my ACD application?

The member must select the correct endorsers before submitting their application. If submitted and later needing to change, member must submit an AGR Continuation Decision via My Applications within MyVector.

5. Who is my Final Decision Approver or Equivalent?

Please refer to the endorser sequence table.

Your FDA is your Wing Commander or Commander Equivalent—Directors of Directorates or Staff at HAF, MAJCOM, Field Command, and NAFs
The authority cannot be delegated to anyone lower than the Wing CC

Exception if you are a Group that directly reports to a Numbered Air Force (NAF), the Group CC is the authorized equivalent to sign as the FDA.

6. When can I expect my Orders to be extended?

Completed member applications will be reviewed, and decision notifications will be sent via MyVector. Orders can be expected to be extended NLT 90 days after board closes.

7. What can prevent orders from being created?

AGR Management will create an application in My Applications via MyVector on the members behalf and request what is needed such as HYT, MSD or needing retainability.

Note: This can delay the extension process if not completed within a timely manner.

Unit Requirements: If a Unit AGR member needs retainability please work the extension process with your MPF/CSS and they will process the signed paperwork. Once completed please provide the signed AF1411 or DD4 to your MV application for further processing.

HQ Requirement: If a HQ AGR member needs retainability please submit an AGR Continuation Decision application within My Applications via MyVector. Member completes their AF1411 or DD4 with their servicing CSS/MPF and AGR Management will process the signed paperwork.

8. I am in a KCJ position. How long is my tour? Will I be required to move to another position on my DOS?

Officer Key, Command and Joint (KCJ) and Enlisted Key and Strategic (KS) positions are developmental positions for the purpose of grooming future strategic senior leaders. These positions are identified by career field managers (CFM) and MAJCOM functional managers (MFM) as positions necessary to develop leaders in their career field. These positions initial tour length may not exceed three years. After the incumbent has reached three years, they may extend for the maximum of two years to not exceed 5 cumulative years.

9. I was disapproved for an extension. What happens next?

If a member's extension request is disapproved, he/she will separate on the DOS that is on their AGR orders. But before that date, the member can always apply for other AGR positions, or apply for other SelRes positions (i.e., IMA, TR, ART). Members may not submit an application within My Applications to appeal the decision of the Wing CC (FDA).

10. What does AGR career status mean?

Per the Chief of the Air Force Reserve: "AGR Career Status will be removed as an option in the AGR Continuation Decision process. All tour extension requests will be routed for WG/CC or above approval. AGR Career Status will be granted to AFR members when their cumulative time in the AGR program exceeds six years, IAW DoDI 1205.18 3.3 Section b."

11. Members in career status have been applying for AGR positions with no success, what will happen?

If an AGR is not selected for another position and the member's tour is about to expire, the member can either extend their current order via the eligible ACD cycle (not to exceed 5 years on the same tour and continue applying for other AGR positions or apply for other SelRes positions (i.e., IMA, TR, ART). If the member cannot find a follow-on assignment the member will separate from the AGR program on their Date of Separation.

12. My request was already approved by the FDA, and the board closed. If I change my mind what are my options?

Option 1: ACD was approved for an extension (ETS updated) but now I want to RDOS after my orders have been modified. Member will need to submit a Voluntary AGR Curtailment request application within My Applications via MyVector.

13. OOC ACD Eligibility Factor

Member eligible for an AVB and is outside their ACD window.

Member did not receive notification of ACD due to medical reasons or deployment.

Member submitted ACD and Final Endorser unable to complete ACD application.

Members were missed in previous ACD Board.

14. I was Mandatory Directed Reassigned (MDR) into a position am I still eligible for an extension?

If the member has a cumulative time of 5 years, then no.

If the member has a cumulative time of less than 5 years, that allows up to 6 months extension, then yes they are eligible.

15. What if I can't log into MyVector?

Anyone issued a common access card can create a profile, please refer to "Creating MyVector profile". If members have inquiries or need assistance, please submit a AGR Continuation Decision Applications via MyVector.

Note: To ensure you do not miss any communication it would be beneficial to add a secondary email for your situational awareness. If you do not want to receive notifications through a secondary email keep your secondary email as your .mil.