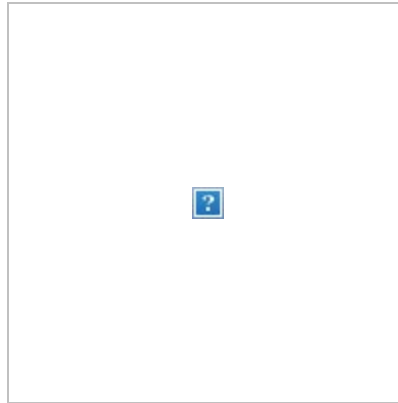


From: [myFSS No Reply](#)
To: [GALLEGO, JAIMIE D Lt Col USAF AFRC ARPC/DPAA](#)
Subject: ENLISTED ONLY_Voluntary Demotions Process for AGR Assignments
Date: Monday, June 24, 2024 1:33:44 PM



BLUF: As part of our ongoing efforts to ensure clear and comprehensive communication with our customers and mission partners, The Air Reserve Personnel Center (ARPC) is delighted to provide detailed information and guidance regarding the Enlisted Voluntary Demotions process. It's important to recognize that voluntary demotions represent a legitimate career decision. Enlisted members have the option to request a voluntary grade demotion (provided it's not below the grade of E-5) in order to become eligible for an AGR position with an authorized grade lower than their current rank. Beginning on July 1, 2024, AGR Assignments Management will roll out the new process for Enlisted Voluntary Demotions.

1. Eligibility Criteria:

o If a volunteer has been 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.

2. Headquarters AGRs (HQ AGRs):

o HQ AGRs are required to submit a package through ARPC/DPTSC. Follow these steps:

Access the myFSS Military Records portal at this link.

Click on "Create A Request" at the bottom of the page.

Select either yourself or the target member.

Set the category to "Demotions."

Add any necessary comments.

Attach a signed Demotion Memorandum for Record (MFR) in accordance with DAFI 36-

2502, paragraph 9.3.1. The memo should include at least the following details:

1. Address the memo to HQ ARPC/DPTSC.
2. Specify the grade to be demoted to.
3. Provide the demotion effective date.
4. State the new date of rank.
5. Include the member's signature accepting the demotion.
6. Obtain the Wing CC's signature approving the demotion.

Save the assigned case number.

If needed, 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 typically update the voluntary demotion in MilPDS (Military Personnel Data System) and provide the demotion order via myFSS within 10 duty days.

3. Unit AGRs:

o Unit AGRs should seek guidance from their local Force Support Squadron (FSS) regarding voluntary demotion packages.

4. AGR Orders Creation:

o AGR Assignments Management will not initiate AGR orders until the demotion order has been received and MILPDS has been updated.

o The demotion order will become part of your AGR hiring documents, and you will submit it within your AGR assignment application in My Applications within MyVector.

