

Extensions, Reenlistments for HQ AGR Members and AGR Enlisted Promotions

As part of the Air Force Reserve Personnel Center EVOLVE initiative, we acknowledge the importance of addressing questions and concerns related to extensions and reenlistments for all Active Guard Reserve (AGR) Headquarter members and the area of responsibility for enlisted promotions for AGR members.

Responsibilities of AGR Management:

- AGR Management oversees the entire lifecycle of AGR assignments, from position requisition to extension opportunities and ending with actions when a member leaves the program.
- It's important to note that Colonel (O-6) positions are taken care of solely by REG Colonel's Group along with Lt Cols selected for Colonel positions. Additionally, Chief (E-9) positions are advertised, and selections made by REG Chief's group. Official Notification is only made by AGR Management as well is responsible for all other life cycle actions.

Extensions and Reenlistments for HQ AGR Members:

- The AGR Management completes Military Personnel Data System (MilPDS) actions for extensions and reenlistments exclusively for Enlisted HQ AGR Members **ONLY**.
- There are two ways we handle extensions and reenlistments:
 - **New AGR Assignment:** When an enlisted AGR member is assigned to an HQ position and is in the process of submitting new hire documents, they may have to provide either a DD Form 4 (Enlistment/Reenlistment Document) or a DAF 1411 (Extension of Enlistment in the Department of the Air Force). This is required for sufficient retainability before fulfilling the AGR assignment.
 - **Active Guard Reserve Continuation Decision (ACD) Program:** If an enlisted AGR member assigned to an HQ position requests an extension through the ACD program, they must ensure they have adequate retainability before AGR Management modifies their AGR orders.

Who can help me to obtain and fill out a DD Form 4 or a DAF 1411

- **Talent Management Consultant (Career Advisor):** Can help prepare and processes enlisted reenlistment and extension contracts.
- **Local Force Support Squadrons (FSS):** Can help prepare enlisted reenlistment and extension contracts.

Local Force Support Squadrons (FSSs) play a crucial role in managing extensions, reenlistments, and other personnel actions for **unit** AGR members.

AGR Enlisted Promotions

These actions are handled based upon where the AGR position is located. Below we provide guidance on who is responsible to assist AGRs. Reference: DAFI36-2502.

HQ/AFRC

1. Director or Deputy Director approves promotion recommendation for member via promotions checklist.
2. A completed promotions checklist and all supporting documentation are sent to the HQ AFRC/CSS, to include the AF Form 224.
3. HQ AFRC/CSS performs a quality force assessment (along with First Sergeant) and ensures member meets all eligibility requirements.
4. AFRC/CSS/CC (Section Commander) signs the AF Form 224, as the G-Series Commander.
5. The AF Form 224 then goes to HQ AFRC/A1 for signature.
6. Upon approval from A1, the HQ AFRC/CSS team will make the MilPDS update at the first of the month.

HQ ARPC

ARPC/DPTSC verifies eligibility and processes promotions.

1. **Promotion Recommendation Process:**
 - The Directorate submits the completed and signed AF Form 224 to include the required promotions package to ARPC/CSS through an Outlook Tasker NLT than the 10th of the month prior to the desired month of promotion.
 - Promotion package includes:
 1. ARPC Promotion Checklist
 2. Last 3 EPRs/EPBs
 3. Career Data Brief
 4. Fitness Report
 5. Grade Ceiling Waiver/Approval from AGR Management. This is only required for SMSgts and CMSgts.
 6. Reserve Service Commitment (ONLY applicable to MSgt through CMSgt)
 7. Chief's Orientations Course (ONLY applicable to CMSgt)
 - CSS conducts force review on the eligible member. If correct, CSS will then forward to the ARPC Section Commander for review and approval.
 - ARPC Section Commander will then coordinate through senior leadership for final approval from the ARPC Commander.
 - Once approved, CSS will send to DPTSC to process in the Military Personnel Data System (MilPDS) and publishes and distributes promotion orders.
2. **Approval Levels:**
 - ARPC Section Commander will recommend approval or disapproval then coordinate through senior leadership for final approval from the ARPC Commander.
 - ARPC/CC approves or disapproves final promotion recommendations.

Air Force Reserve Command Recruiting Service (AFRCRS) (Recruiters)

1. Coordinates with AFRCRS Recruiting Service Operations (AFRCRS/RSO) on individual recruiter production. Retrieve the promotion list and verify eligibility. Receive recommendations from Recruiting Flight Chiefs and Recruiting Squadron Commander.
2. AFRCRS Commander (AFRCRS/CC) approves or disapproves all promotions for personnel assigned to the recruiting Service.
3. AFRCRS Commander Support Staff will accomplish the following:
 - Coordinate recommendation/non-recommendation with AFRCRS First Sergeant on quality force issues.
 - Coordinate with AGR Management for grade ceiling and strength limitations for promotion to the grade of SMSgt and CMSgt.
 - Complete the AF Form 224, sign the MPF verification, and forward to immediate supervisor for signature and return.
 - Provide all recommendations and non-recommendations to the AFRCRS/CC for approval or disapproval.
 - Update MilPDS, publish and distribute promotion orders.
 - Provide all recommendations and non-recommendations to the AFRCRS/CC for approval or disapproval.
 - For Airmen not recommended for promotion: The AFRCRS/CC annotates the reason for non-recommendation on the AF Form 224 and notifies the Airman in writing. Annotate a date for reconsideration of promotion, not to exceed 180 days.

Note: Promotions to the grade of MSgt through CMSgt require a Reserve Service Commitment contract and must be signed prior to promotion.

For questions regarding the process of promotions for Recruiter in AGR positions please reach out to CMSgt Kenneth Bachman at kenneth.bachman@us.af.mil.

HQ RIO

1. ARPC/DPX pull and delivers promotion eligibility roster
2. HQ RIO/CSS sends promotion eligibility roster to all Detachment commanders and Senior Enlisted Leaders.
3. The Detachments submit the AF Form 224 to include the required promotions package to HQ RIO/CSS through an email snowflake NLT than the 10th of the month prior to the desired month of promotion.
 - Promotion package includes:
 1. ARPC Promotion Checklist
 2. Last 3 EPRs/EPBs
 3. Career Data Brief
 4. Fitness Report
 5. DAF Form 2096 (ONLY applicable to E-8s)
 6. Grade Ceiling Waiver/Approval from AGR Management for SMSgts and Chiefs.
 7. Reserve Service Commitment (ONLY applicable to MSgt through CMSgt)
 8. Chief's Orientations Course (ONLY applicable to CMSgt)
4. HQ RIO/CSS conducts Force Review on the eligible member ensuring eligibility requirements are met. If correct CSS will then forward to the HQ RIO/CSS Manager for review and approval.
5. HQ RIO/CSS Manager will then coordinate the package through command channels to HQ RIO/CC for promotion approval or disapproval
6. MilPDS Updates:

Current as of September 10, 2024

- Upon approval or disapproval, HQ RIO/CSS completes all MilPDS updates and creates the promotion order.

Not assigned to AFRC, Recruiting, ARPC, Unit AGRs or HQ RIO

1. MAJCOM/FOA/DRU A1 Approval:

- The MAJCOM/FOA/DRU A1 (Major Command/Field Operating Agency/Direct Reporting Unit) reviews and approves or disapproves promotion recommendations.

2. Promotion Recommendation Process:

- The Major Command/Field Operating Agency/Direct Reporting Unit or promoting member must submit the completed and signed AF Form 224 to include the required promotions package to AGR Management through a My Applications application in MyVECTOR by the 12th of the month prior to the desired month of promotion.
 - Promotion package includes:
 1. Career Data Brief
 2. Fitness Report
 3. Grade Ceiling Waiver/Approval from AGR Management for SMSgts and CMSgt.
 4. Reserve Service Commitment (ONLY applicable to MSgt through CMSgt)
 5. Chief's Orientations Course (ONLY applicable to CMSgt)
- AGR Management processes the Reserve Service Commitment contracts, updates the Military Personnel Data System (MilPDS), and prepares and distributes promotion orders in the members application back to the member.

Unit Assigned AGR

1. Unit Commander's Role:

- The unit commander forwards the roster and the AF Form 224 to the Military Personnel Flight (MPF) following established unit procedures.

2. FSS/MPF Responsibilities:

- Certifies the information on the promotion eligibility product and the AF Form 224.
- Forwards the promotion eligibility product and AF Form 224 to the promotion authority for approval.
- Authenticates Section IV following the promotion authority's signature.
- Processes the monthly promotion eligibility product and AF Form 224 before the first day of the promotion month.
- Updates the Military Personnel Data System (MilPDS).
- Opens a Case Management System case for Unit Active Guard Reserve (AGR) members.

Note: Promotions to the grade of MSgt through CMSgt require a Reserve Service Commitment contract and must be signed prior to promotion.

Note: Promotion to the grade of Senior Master Sergeant (SMSgt) and Chief Master Sergeant (CMSgt) must be coordinated with AGR Management due to grade ceiling and strength limitations.

Thank you for your attention to this matter!
Chief, Assignments Division