




AGR CONTINUATION DECISION PROGRAM (ACD)

JANUARY 2024 CYCLE

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AGR Continuation Decision (ACD) Program Overview

The ACD program is intended to guide discussions between the AGR 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

Individuals eligible to meet the January 2024 ACD must have a date of separation between 1 January 2025 and 30 June 2025 with less than five years of cumulative time in the same AGR tour.

AGR Tour Length

All AGR positions are now term and tour may not exceed a total tour length of five years.

ACD Eligibility Notification

There are three different ways you will receive notification that you're 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 their 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 1, 2, or 3 years.

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 30 April 2024, the decision will be RDOS.** However, the member must select an option to prevent disruption in pay and benefits as they transition to their 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)

Milestones



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**
 - 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 is made by members deadline. Member **WILL** automatically be given an **RDOS** with **NO** opportunity for an Out of Cycle worksheet.

NOTE: ARPC/DPAAG once DD Form 4 or AF 1411 is submitted. If you did not receive an ACD board notification within this eligibility cycle a MyVector application, you 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 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. The sole purpose of the role serves for advising extensions for operational requirements, career management, and funding requirements for O-6/E-9 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 suspense. 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 with year concurred or non-concur with RDOS decision and submit for review.
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.

*** 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 suspense. It is encouraged to engage in conversation with the Member and Supervisor prior to deciding. It is encouraged to consider the member's extension request or RDOS by factoring in the member's 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 and Chiefs. ***

Endorser Sequence Table

ACD Routing Sequence for Applicants by Coordinated Role			
Routing Sequence	First Level Endorser/Reviewer	Second Level Endorser/Reviewer	Final Approval Decision FDA (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	WG/CC or Equivalent
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****

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

Frequently Asked Questions

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

Create a MyVector MyApplication:

1. Open Google Chrome
2. Go to <https://myvector.us.af.mil>
3. Click "Sign On" (if you do not have a profile, refer to Creating MyVector Profile)
4. Select "MyApplications" on the left side bar.
5. 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. What are the different types of positions?

Temporary or Permanent relates to how long that mission is required for that position in the Air Force Reserve. Changing positions from temporary to permanent requires programmatic (POM) funding changes. AGRs may not remain assigned to a position beyond the funding end date.

- a. Temporary positions – A position with a funding end date
- b. Permanent positions – A position with an infinite funding end date (12/31/4712)

4. 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.

5. 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 contact AGR Management via MyVector ACD Application.

6. Who is my Wing Commander or equivalent?

Please refer to the endorser sequence table.

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.

7. After I receive my ACD decision, are there any steps I need to take?

Enlisted members approved for an extension should obtain the appropriate retainability needed to extend your orders. If you already have the retainability, there are no additional required actions. If you requested RDOS, please start working your follow-on assignment actions, and complete your Pre-Separation Worksheet. If you requested an extension and were approved for RDOS, you will be released on your date of separation. Continued service in the AGR program remains incumbent on the member to remain competitive and procure follow on assignments and extensions within the AFR or ANG.

8. 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 60 days after board closes.

9. What if the member needs retainability, HYT, or an MSD waiver?

AGR Management will create a MyApplication ticket on the members behalf and request what is needed. **Note:** This can delay the extension process if not completed within a timely manner.

10. What is a DOS?

DOS stands for date of separation. A member can find their DOS on their AGR orders.

11. 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.

12. 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).

13. 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.”

14. I am career status. I 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 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.

15. My request was already approved by the FDA, and it is after the deadline 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 an AGR Curtailment application in MyVector Workflow.

Option 2: ACD was approved for RDOS but now I want an extension and the board is closed. An out of cycle worksheet (OOC) must be signed by Wing Commander or equivalent. An AGR Continuation Decision My Application must be created in MyVector.

16. How do I get retainability?

Retainability is obtained by reenlisting or extending your enlisted term of service (ETS). For unit members you will work with your Wing Talent Management Consultant to reenlist or extend and to have your ETS updated in MILPDS. For HQ members you will work with your MPF/CSS/WTMC and provide ARPC/DPAAG a copy of your approved DD Form 4 or AF Form 1411 and they will update your ETS in MILPDS.

17. What is a DOS?

DOS is your date of separation. This can be found on your AGR order and Career Data Brief (CDB).

18. OOC ACD Eligibility Factor

Endorser Inability to Complete, RDOS Decision Change and Screening Process Errors/ Technical Issues.

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

- a. If the member has a cumulative time of 5 years, then no.
- b. If the member has a cumulative time of less than 5 years, then they are eligible to extend.

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

Anyone issued a common access card can create a profile, please refer to "Creating MyVector profile".

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.*