



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER**

27 September 2018

MEMORANDUM FOR AFRC NUMBERED AIR FORCES
HEADQUARTERS AFRC/A1
AFRC WING COMMANDERS
HEADQUARTERS RIO
CAREER FIELD MANAGERS
K/C/J POSITION INCUMBENTS
IN-RESIDENCE DE STUDENTS

FROM: HQ ARPC/CC
18420 E. Silver Creek Ave
Buckley AFB CO 80011

SUBJECT: O-5 Key/Command/JDAL (K/C/J) Position Management

1. Headquarters Air Reserve Personnel Center (ARPC) is pleased to announce the formation of a new Key/Command/Joint Duty Assignment Listing (JDAL) Management Branch. This new office will directly assist in placing Key Personnel Listing (KPL) officers, as recognized by career field Developmental Teams, and in-residence developmental education (DE) students into O-5 Key, Command, or JDAL positions. K/C/J positions make up roughly 3% of available field grade officer positions in the Air Force Reserve.
2. The K/C/J Branch will implement guidance set forth in AFRCI 36-2640 *Executing Air Force Reserve Force Development* related to the deliberate management of K/C/J positions. These positions are intended as 3-year tour lengths (and 4 years for JDAL assignments) to intentionally develop the Air Force Reserve's next generation of leaders. Initially, this office will only focus on O-5 AGR, TR, and RIO Detachment 6 & 7 IMA K/C/J positions, and may expand to other ranks in the future. The K/C/J Management Branch will work closely with identified KPL officers, and currently assigned K/C/J position incumbents and their units to help manage K/C/J positions.
3. The management of K/C/J positions will require the timely reassignment of personnel currently occupying these positions beyond the 3- or 4-year recommended term limit. For those members currently serving beyond recommended term limits, this office will work closely with each member, providing no less than 12-months' notice of potential for reassignment, to identify reassignment opportunities and provide guidance on the extension request process to remain in the position.
4. For KPL members who have not served in a K/C/J position, the K/C/J Management Branch will contact each member to discuss availability/desire to serve in a K/C/J position. All qualified Reserve members are open to apply for these positions; however, priority consideration will be given to graduating in-residence DE students and designated KPL officers. All officers selected to fill a K/C/J position are required to sign a 3-year tour of duty Statement of Understanding

(SOU) for Key and Command positions, and 4-year SOU for JDAL positions regardless of KPL status.

5. Throughout the assignment lifecycle, the K/C/J Management Branch will maintain close communication with Career Field Managers, position incumbents, and owning units as a resource for all K/C/J matters. Additional information on the K/C/J program can be found at http://www.arpc.afrc.af.mil/Service-Center/Assignments_KCJ or by contacting the K/C/J Management Branch at DSN 847-3399, ARPC.KCJ.Management@us.af.mil, or your RIO Detachment. For specific questions related to Joint Qualification/JDAL credit, please contact Ms. Sara Simms at DSN 847-3413, or Sara.Simms@us.af.mil.

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