

Key/Command/JDAL Management

HQ ARPC/DPAF

FREQUENTLY ASKED QUESTIONS

Q: What does it mean when a position is classified as Key, Command, or JDAL?

A: Every year, Career Field Managers review all positions in the Air Force Reserve and are tasked with designating no more than 10% of their O-5 positions as “Key”, or vital leadership positions in developing the Reserve’s next generation of leaders. Some of these “Key” positions are also Command positions. Joint Duty Assignment Listing, or JDAL, positions are similar joint duty assignments but are designated by the Joint Chiefs of Staff.

Q: What are the benefits of serving in a KCJ position?

A: For those officers interested in further career growth, advancement in responsibilities, and greater potential for promotion, experience in a KCJ assignment will provide just that. These are pinnacle positions are recognized by senior Reserve leaders as distinguished. Excellent performance in a KCJ position will likely lead to further opportunities for advanced responsibility.

Q: Why are KCJ assignments term limited if they are Reserve positions?

A: These are special positions, meant to grow the next generation of leaders and are not intended to be occupied by a single incumbent indefinitely. Further, as stated in AFRCI 36-2640, “[5.2.1]...to foster strong succession planning, it is essential the Air Force Reserve standardize turnover for all K/C/J positions.” The instruction further states the tour length for all O-6 and below K/C/J positions “will be a maximum of three years”; however, our office provides an additional, 4th year for JDAL assignments.

Q: I am not sure if I am currently in a KCJ position. How can I find out?

A: If you are unaware if your position is designated as KCJ, you can either contact our office or your Career Field Manager. Our office can be reached at 720-847-3817 or DSN 847-3817.

Q: I am in a KCJ position now but never signed a term limit Statement of Understanding. Will I be required to move from my position at the 3-year point?

A: Yes. When a position is identified as K/C/J, a 3-year tour of duty Statement of Understanding (SOU) is required to be signed by the member; some current incumbents signed this SOU and some did not. For those members now beyond that 3-year period (or 4-years for JDAL assignments), in coordination with your commander, we will provide no less than 12-months’ notice of potential for reassignment and will work closely with each member to identify reassignment opportunities or provide guidance on the extension request process.

Q: Why are Key Personnel Listing and in-residence students given preference for KCJ assignments?

A: This is per the guidance outlined in AFRCI 36-2640. However, all qualified officers are encouraged to apply for KCJ positions. Additionally, at this time, only about 30% of KCJ positions are currently occupied by a member on their career field's KPL.

Q: Why are only O-5 KCJ positions being managed?

A: As our office is a new branch within HQ ARPC, it was determined that we would begin the management of KCJ positions with O-5 positions until our processes were fully developed and tested, and then look to expand the program to other ranks in the future. O-6 positions will continue to be managed by the AFR Colonel's Group.

Q: Where are KCJ positions advertised?

A: At this time, KCJ positions are advertised just like other Reserve vacancies – through myPers-[Reserve Job Opportunities](#). Within each job advertisement, look for the following listed on the position announcement:

"These are O-4 or O-5 Key positions managed in accordance with the AFR Key, Command, and Joint (KCJ) assignments program. Applicants who are screened by their Development Team and placed on the Key Personnel List (KPL) or who have successfully screened on the Reserve Command Screening Board will be given strong consideration. Placement into a KCJ position shall be limited to a term of 3 years."

KCJ positions that are currently advertised are located on our [website](#).

Q: I have another question that is not listed above, who can I contact for more information?

A: Please contact our office at 720-847-3817 or DSN 847-3817. For specific questions related to Joint Qualification/JDAL credit, please contact Ms. Sara Simms at 720-847-3413, or Sara.Simms@us.af.mil.