



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

08 July 2020

MEMORANDUM FOR AGR MEMBERS
COMMANDERS
CAREER FIELD /MAJCOM FUNCTIONAL MANAGERS
MILITARY PERSONNEL SECTIONS

FROM: HQ ARPC/DPAAG
18420 E Silver Creek Ave
Buckley AFB, CO 80011

SUBJECT: October 2020 AGR Continuation Decision (ACD) Notice
ARPC SUSPENSE: 25 September 2020

1. This memorandum provides instructions, requirements, and timelines for the October 2020 Active Guard Reserve (AGR) Continuation Decision (ACD) intended to guide discussions between the AGR, the chain of command and MAJCOM or Career Field Manager (MFM/CFM) in regards to extension requests and the AGR career program. A list of Frequently Asked Questions can be found at [Attachment 6](#). **ARPC suspense/deadline is 25 September 2020, NLT 2359 CST. Late applications will not be accepted.**

- a. MPF Responsibilities can be found at [Attachment 2](#)
- b. Chain of Command Responsibilities can be found at [Attachment 3](#)
- c. MFM/CFM Responsibilities can be found at [Attachment 4](#)

2. ELIGIBILITY FACTORS: Individuals eligible to meet the October 2020 ACD must meet one of the following conditions:

- a. AGR members in a permanent position who are not Career Status with a Date of Separation (DOS) of 1 Jul – 31 Dec 2021
- b. AGR members in a term position with an AGR order end date (DOS) of 1 Apr – 31 Dec 2021

3. ACD REQUESTS/DECISIONS: An AGR member may request *Career Status*, an *Extension*, or *Release on Date of Separation (RDOS)* through the ACD Worksheet. 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, AFSC, position requirements, job performance, authorized force structure, and overall needs of the Air Force Reserve.

- a. **CAREER STATUS:** Members will be considered for Career Status before or at their 5 year cumulative AGR time. AFI 36-2110, para 12.18 ensures the career program provides the

AGR with career opportunities for promotion, career progression, retention, education and professional development which **may** lead to retirement.

i. OFFICERS: When career status is granted for officers, the member has the potential to continue as an AGR to their Mandatory Separation Date (MSD) or age 60, whichever comes first. Their DOS will be extended in increments not to exceed 6 years at a time.

ii. ENLISTED: When career status is granted for enlisted, the member has the potential to continue as an AGR to their High Year Tenure (HYT), or age 60, whichever comes first. Individuals must complete the required retainability action (reenlistment or enlistment extension) necessary to support the continuation as directed in the official notification of the ACD decision. Extension orders will be published in increments, not to exceed the ETS, up to the member's HYT.

iii. TERM POSITIONS: For personnel in a term position (KCJ/KS, O6, HQ positions in the grade of Maj and above and MSgt and above and nonsustainable career fields ([Attachment 6](#)) are considered term IAW AFI 36-2110, para 12.14) will only receive a 3-year order regardless of Career Status determinations. If a member is in a term position and granted Career Status, the AGR will be automatically extended 1-year in the current position.

b. **EXTENSIONS:** AGR members, not in Career Status, may request a one or two-year extension as long as it does not take the member to 5.5 years or more cumulative AGR time. If an AGR in a term billet requests an extension longer than 1 year, the ACD must be routed to AFRC/CD or AF/RE(D) as the final decision authority. Please utilize the table in [Attachment 1](#) for clarification on routing to the appropriate approval authority.

c. **RELEASE ON DATE OF SEPARATION (RDOS):** All AGR members are eligible to request RDOS. If your ACD is not received by ARPC by 25 September 2020, we will assume the decision is RDOS. However, please select an option as it expedites processing of your decision.

i. MEMBER SELECTS RDOS: Members who plan to retire, transition to another status, or apply for other AGR positions will request RDOS on their ACD worksheet. If a member selects "Release on DOS" the ACD will skip the chain of command and be sent directly to ARPC for processing.

ii. FINAL DECISION OF RDOS: If the approving official decides RDOS for an AGR, it is not the end of his/her Air Force Reserve Career. AGR members may apply for other AGR positions, regardless of an ACD decision, as well as transition to another SelRes status. Members may also re-apply for current position with the exception of KCJ/KS positions.

4. MILESTONES: To help an AGR prepare for the October 2020 ACD, [Attachment 1](#), ACD Milestones, includes a target list of where and by when the ACD will need to route.

5. RESPONSIBILITIES: A list of responsibilities, instructions, and considerations are located in Attachments 2 – 5.

6. SERVICE DATES: The service dates on the ACD worksheet and AGR Personnel Brief are obtained from MilPDS. In the event individual information is incorrect, contact the following agencies:

- a. **Unit AGR** - Contact your servicing FSS.
- b. **HQ AGR** - Contact ARPC/DPAA at DSN: 665-0102 or Toll Free: 1(800) 525-0102. The corrected dates will be used to establish the member's DOS.

7. SHAREPOINT: For complete list of all CFMs and MFMs, please use this link to visit the AFRC/AIKO SharePoint page:

https://cs2.eis.af.mil/sites/12165/AFKN_Docs/Forms/AllItems.aspx

For questions, contact HQ ARPC AGR Assignments through the Total Force Service Center at DSN 665-0102 or Toll Free: 1(800) 565-0102 or submit a general inquiry:

<https://mypers.af.mil/app/dynamicforms/display/form/254>

CAMLON D. ROOKE, Major, USAF
Chief, AGR Management Branch

6 Attachments:

1. ACD Worksheet Milestones and Routing Sequence
2. MPF Responsibilities and Instructions
3. Supervisor and Chain of Command Responsibilities, Considerations and Instructions
4. Career Field Manager(CFM)/MAJCOM Functional Manager (MFM) Responsibilities and Considerations
5. Non-sustainable Career Field List
6. Frequently Asked Questions (FAQs)

Attachment 1

ACD Worksheet MILESTONES***

24 July 2020 - Member suspense date to send to First Level Reviewer

7 August 2020 - Squadron Commander suspense date to *CFM/MFM

21 August 2020 – *CFM/MFM suspense date to send to Final Decision Authority (FDA) or **KCJ/REG/ARPC

11 September 2020 – **KCJ/REG/ARPC suspense to FDA

25 September 2020 – FDA (Wing Commander or Equivalent) suspense date to send to ARPC

*Career Status requests only

**Key/Command/Joint members, Term Pos, O-6/E-9, Non-sustainable career fields requests only

All dates are recommended internal suspenses and may be subject to change. All ACDs must be submitted to ARPC no later than 25 September 2020

Table 1: ACD Routing Sequence for Applicants by Member Status and Coordinated Role					
	Routing Sequence	First Level Reviewer	Other Coordination *automatically routes		Final Decision Authority
TERM POSITIONS	HQ AGRs				
	Career Status	Supervisor	C/MFM	ARPC	Director
	1-yr Extension	Supervisor		ARPC	Director
	2-yr Extension	Director		ARPC	AFRC/CD
	KCJ/KS or Non-Sustainable				
	Career Status	Supervisor	C/MFM	ARPC/REG	Director
	1-yr Extension	Supervisor		ARPC/REG	Director
	2-yr Extension	Director		ARPC/REG	AFRC/CD
	Outside AFRC AGRs				
	Career Status	Director	C/MFM	ARPC	AF/RE(D)
	1-yr Extension	Director		ARPC	AF/RE(D)
	2-yr Extension	Director		ARPC	AF/RE(D)
	Colonels				
	Career Status (Outside AFRC)	Director	CFM	AF/REG	AF/RE (D) (HAGR)
	Career Status (AFRC or Unit)	Director		AF/REG	AFRC/CD (UAGR)
	1-2yr Extension (Outside AFRC)	Director	CFM	AF/REG	AF/RE (D) (HAGR)
1-2yr Extension (AFRC or Unit)	Director		AF/REG	AFRC/CD (UAGR)	
NON TERM	Unit AGRs				
	Career Status	Sq/CC	C/MFM		Wg/CC
	1-yr Extension	Sq/CC			Wg/CC
	2-yr Extension	Sq/CC			Wg/CC
	KCJ/KS				
	Career Status	Sq/CC	C/MFM	ARPC/REG	Wg/CC
	1-yr Extension	Sq/CC		ARPC/REG	Wg/CC
	2-yr Extension	Wg/CC		ARPC/REG	AFRC/CD

NOTE: Some AGRs may work directly for the FDA. If that is the case, the FDA will have to coordinate as the first level reviewer and will mark “I am also the FDA”

Attachment 2

MPF RESPONSIBILITIES

➤ MPFs must have a myPers account (CAC required) to view ACD worksheets. Use this link to set up an account if you do not already have one.

- <https://mypers.af.mil/app/home>

➤ Review your MPF ID's ACD worksheets via the worklist. Select "Viewable to Me" and "ACD." Compare these to your internal AGR UMPR to validate.

Figure 1. vPC roles to access ACD report

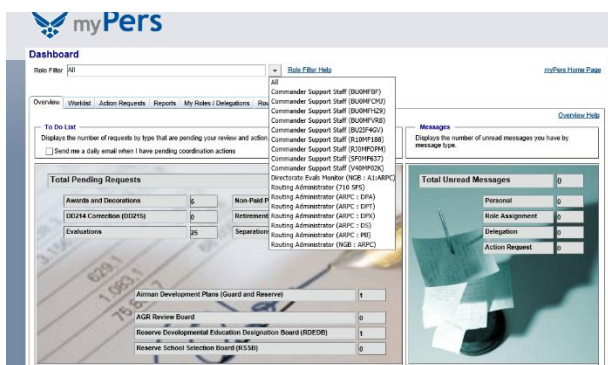
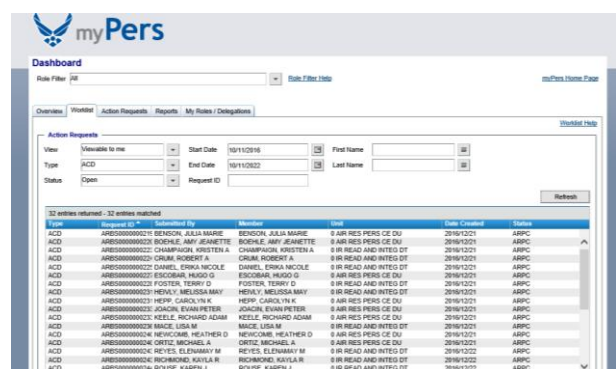


Figure 2. Sample list of ACDs by MPF ID



➤ Request a Career AGR report from your PSM by including Assignment Availability Code "TC" to the roster. Please contact ARPC/DPAAG if you believe it to be in error.

➤ Establish any wing-specific ACD requirements or rules of engagement. Disseminate ACD information to AGRs, supervisors, and chain of command.

➤ Provide status to your wing leadership on ACD progress within your MPF ID, liaise with ARPC to facilitate movement or correction to ACDs or routing.

➤ Assist with keeping ACDs within your MPF ID on track (meeting internal suspenses) and ensure they are completed and sent to ARPC before **25 September 2020**.

➤ Prioritize Career AGR's reenlistment paperwork to facilitate ACD decision after actions.

HELPFUL HINTS

➤ Fit Test is not a required field, it is optional if desired by the final decision authority

➤ MilPDS data is up to 48 hours old on the ACD personnel data

Attachment 3

CHAIN OF COMMAND RESPONSIBILITIES

- Chain of Command must have a myPers account (CAC required) to coordinate on worksheets. Use this link to set up an account if you do not already have one.
 - <https://mypers.af.mil/app/home>
- First level Reviewers (Sq/CC, Directors, supervisors) know their AGRs the best and are in the best position to **recommend** a decision to the final decision authority. At this level, the request is generally focused on the member, but needs of the mission and AFR should be considered. Reasons for approving or disapproving a member's request must be clearly stated in the worksheet to best inform the decision authority.
- Second level Reviews (Wg/CC, AFRC/CD, AF/RE(D)) are the final decision authorities. They should consider the recommendations of other coordinating offices and make continuation decisions in the best interest of the AFR. Consider any wing-specific criteria and communicate requirements and expectations clearly to AGRs and subordinate commanders. Develop any specific ACD procedures with your FSS.
- Communicate intentions with the AGR before, during and after the ACD. Have deliberate career development discussions and give the AGR candid, constructive feedback.
- To ensure that Quality Force measures are met, a review of the member's current fitness evaluation should be considered, however **fitness scores are not a mandatory entry**. Please set up internal procedures to ensure it is submitted, if required. If the member has tested marginal or poor, the member must be enrolled in the Fitness Improvement Program and making satisfactory progress. Fitness evaluation failures will not be a sole justification for non-continuation of the AGR member.
- AGR officers should not be continued solely for the purpose of meeting eligibility to meet a promotion board or to find a position in a higher grade if selected for that higher grade.
- Completion of PME should be commensurate with the grade of position held by the AGR member. Non-completion of PME for the next higher grade will not be the sole justification for non-continuation of the AGR member.

EXAMPLE 1: A Master Sergeant has not completed SNCO Academy and occupies a Master Sergeant position. Non-completion of SNCO Academy will **not** be the sole factor of a non-continuation decision. Similarly, if a Lieutenant Colonel has not completed Senior Developmental Education (SDE) and occupies a Lieutenant Colonel position, non-completion of SDE will **not** be the sole factor of a non-continuation decision.

EXAMPLE 2: However, a Lieutenant Colonel in a Lieutenant Colonel position who has not completed IDE (ACSC) **may** be considered for non-continuation due to the lack of DE commensurate with his/her current grade. Date of rank for current grade will be taken into consideration for completion of DE.

➤ **CONSIDERATIONS:** The following questions are intended to serve as a **guide** when making your decision whether or not to extend a member in his/her current position or grant Career Status.

1. How many AGRs do I already have with Career Status?
2. Will there be enough promotion/developmental opportunities for this member here and throughout the AFR?
3. Will the AGR be willing to move to obtain promotion/developmental opportunities?
4. Does the member have vectors commensurate with Career Status?
5. Has the member completed appropriate levels of Professional Military Education (PME)?
6. Does the member meet mobility and retention standards?
7. If over 5 years in same position/assignment, encourage the member to seek developmental opportunities and positions.
8. Is the member eligible for the next rank? If so, will current position prevent promotion?
9. If overseas, will member be in place over 4 years?
10. Career status should not normally be approved for AGRs in a non-sustainable position or outside of the AGR's core AFSC. Consideration must be given to the ability for the AGR to pursue opportunities for promotion, career progression, retention, education and professional development

Figure 3: ACD Worksheet – 1st Level Approver View

https://mypers--tst2.cx.usd.oraclecloud.com/app/processes/form/fn/Impersonator

Agent Console Login Processes

Single Sign-On A1Folder - Power BI Report... myPers AFPCSecure 4.0 - Check Po... DoDI AGR Database Main Menu AROWS-R - Login Taskers All Teams--Coord S... Ho

Status: Open Request ID: [] Refresh

2 entries returned - 2 entries matched

Type	Request ID	Submitted By	Member	Unit	Date Created	Status
ACD	ACD0002592	DORRANCE, ERIN M	DORRANCE, ERIN M	0 AFELM SOUTHCOM HQ	2019/06/28	Supervisor_Coordination
RDEDB	RDED00002891	Lt Col TERENCE Y KUDO	Lt Col TERENCE Y KUDO	0 HQ AF RESERVE CM	11 Jul 2019	Coordination

Open ACD Coordination

Figure 4: ACD Worksheet – 1st Level Approver Coordination

UNCLASSIFIED

ypers--tst2.cx.usd.oraclecloud.com/app/processes/form/fn/arbfe/F536871081/ABHAA5V0FPG65APTT2SMABKA57ABIE Search...

acledoud... Agent Console Login Processes Processes

-On A1Folder - Power BI Report... myPers AFPCSecure 4.0 - Check Po... DoDI AGR Database Main Menu AROWS-R - Login Tasks All Teams--C

Please see the fact sheet for further instructions.

Available Options:
Request career status and retention to 20 year TAFMS, MSD/HYT, or Age 60
Request extension to current DOS Max Date New Date (< Max Date)
Release from AGR tour On DOS New Date (< Current DOS)
* Curtailment request must be submitted through myPers to retire prior to current DOS

Comments: I am awesome and should remain in the career program for additional AGR developmental opportunities

Routing: Select Director Director: COL JENA SILVA

Signature: MAJ ERIN DORRANCE 9/5/2019 11:32:19 PM Digitally Sign Date: 9/5/2019 Submit

Director Recommendation

Recommendation: Request Career Status (circled in red)
Recommended Ext Date: 11/8/2019 (circled in red)
Request Extension to DOS (circled in red)
Release from AGR tour (clear) (circled in red)
Rank/Name: COL JENA SILVA
Duty Title: Director, Reserve Assign
Comments: Although she is amazing, this position then returned

Request Maximum Extension (circled in red)
Fitness Score
Request Maximum Extension
Extend to Requested Date
Please ensure that all fields are filled in

Duty Title: Director, Reserve Assign
Duty Phone

Signature: MAJ ERIN DORRANCE 9/5/2019 11:32:19 PM Digitally Sign Date: 9/5/2019 Submit

Figure 5: ACD Worksheet – CFM/MFM concurrence **ONLY** required if AGR requested Career Status

Signature: MAJ ERIN DORRANCE 9/5/2019 11:32:19 PM Digitally Sign Date: 9/5/2019 Submit

Director Recommendation

Recommendation: Request Maximum Extension
I certify that the member's information is correct and complete.

Rank/Name: COL JENA SILVA
Duty Title: Director, Reserve Assign
Comments: Although she is amazing, this position then returned

Suspense Date: 11/8/2019

Next Routing Step
The next stop for this worksheet is the Career Field Manager. Please select the correct individual on the following screen.

OK

Routing: I am also the CFM
Select Next Coordinator CFM Selected: COL KELLI SMILEY

Signature: Digitally Sign Date: Submit

Only use the 'Return' option if the request needs to be re-routed to a PREVIOUS step available within the 'Return' drop-down. This will effectively RESET the request to the step selected. However, any comments entered will be kept.

Return

Figure 6: ACD Worksheet – 1st Level Approval Coordination

Agent Console Login | Processes | Processes

A1Folder - Power BI Report... | myPers | AFPCSecure 4.0 - Check Po... | DoDI | AGR Database Main Menu | AROWS-R - Login | Taskers All Teams--C

Suspense Date: 11/8/2019

Recommendation: Request Maximum Extension | Recommended Ext Date: []

I certify that the member's fitness results have been reviewed. Fitness Score: 97.5

Rank/Name: COL JENA SILVA | Please ensure that all fields are filled in

Duty Title: Director, Reserve Assignments | Duty Phone: 847-3788

Comments: Although she is amazing, there are limited growth opportunities for a member in this position then returned to the IMA or TR program. Recommend she be extended for another year.

Routing: I am also the CFM | I am also the Approval Authority | See CFM MFM list at []

CFM Selected: COL BRUCE BENDER

Select Next Coordinator

Signature: JENA SILVA 9/5/2019 11:42:39 PM | Digitally Sign [] | Date: 9/5/2019 | Submit

Only use the 'Return' option if the request needs to be re-routed to a PREVIOUS step available within the 'Return' drop-down. This will effectively RESET the request to the step selected. However, any comments entered will be kept. Return: []

Career Field Manager/MAJCOM Functional Manager Comments

Suspense Date: 11/22/2019

Rank/Name: COL BRUCE BENDER | Please ensure that all fields are filled in

Attachment 4

CFM/MFM RESPONSIBILITIES

- CFM/MFM perspective for the recommendation needs to be centered on the position, not necessarily the member. The health of the career field, career progression for the member and other reservists in the career field, potential force structure changes, and non-sustainable career fields (less than 20 AGR authorizations) are subjects to consider in making recommendations.
- Comments are needed from the AGR's Core AFSC MFM or Core Flag AFSC CFM as the member is expected to return to a position in their primary AFSC (IAW AFI 36-2101, Ch 4 and Table 4.1)
- **CONSIDERATIONS:** The following questions are intended to serve as a **guide** when making your decision whether or not to extend a member in his/her current position or grant Career Status.
 1. Has the CFM/MFM reviewed Sq/CC comments?
 2. Is the member on a Key Personnel Listing (KPL)?
 3. How many career AGRs are already in this AFSC?
 4. Will there be promotion opportunities for this member as an AGR? At that unit? In the rest of the AFR?
 5. Is the career field healthy in this particular skill level/rank? If not, provide manning percentage and authorized vs. assigned data.
 6. Does the member have vectors which recommend Career Status?
 7. Is the position programmed to lose funding? If so, when does the position become unfunded? Can member complete a full tour?
 8. Are other positions/locations with similar AFSCs and rank expected to lose funding? Consider the need to place career AGR members into other billets.
 9. Are there Force Structure changes/BRAC issues that will cause AGR members to lose positions or need placement?
 10. Is the member a select for the next rank? If so, will current position prevent promotion?
 11. Should this position be considered for term limitations of 3 years? If so, recommend it as a KCJ position.

Attachment 5

NON-SUSTAINABLE CAREER FIELDS & SPECIAL DUTIES

OFFICER AFSCs:

11B – Bomber Pilot
11E – Experimental Pilot
11H – Rescue Pilot
11R – Recce/Surv Elect Warfare Pilot
11U – Remotely Piloted Aircraft Pilot
12F – Fighter Combat Systems Officer
12G – Generalist Combat Systems Officer
12H – Rescue Combat Systems Officer
12M – Mobility Combat Systems Officer
12S – Spc Operations Combat Sys Officer
13B – Air Battle Manager
13L – Air Liaison Officer
13M – Airfield Operations
15W – Weather
16F – Regional Affairs
16P – Political-Military Affairs Strategist
17C – Cyberspace Ops Commander
18R – Recce Remotely Piloted Aircraft Pilot
21A – Aircraft Maint
30C – Support Commander
32E – Civil Engineering
35P – Public Affairs
41A – Health Services Admin
42S – Clinical Social Worker
43A – Aerospace & Operational Physiologist
44A – Hosp/Clinic Services
46A – Nursing Administrator
46F – Flight Nurse
46N – Clinical Nurse
48G – Flight Surgeon
48R – Flight Surgeon
51J – Judge Advocate
52R – Chaplain
61A – Ops Research Analyst
62E – Developmental Engineer
63A – Acquisition Manager
65F – Financial Mgmt
71S – Special Investigations
82A – Academic Program Mgr
86M – Operations Mgmt
88A – Aide-De-Camp

ENLISTED AFSCs:

1A3 – Airborne Mission Systems Operator
1C4 – Tactical Air Control Party
1C5 – Aerospace Cntrl & Wrng
1N2 – Signals Intelligence Analyst
1N3 – Crypto Language Analyst
1N8 – Targeting Analyst
1S0 – Safety
1W0 – Weather
2A5 – Maintenance
2A6 – Aerospace Maint
2A7 – Aircraft Metals
2R0 – Maintenance Mgmt Analysis
2T3 – Vehicle Equip Maint
2W0 – Munitions Systems
2W1 – Aircraft Armament Systems
3D0X3 – Cyber Surety
3E1 – Heating, Ventilation, AC & Refrig
3E2 – Pavement & Construction Equip
3E3 – Structures
3E4 – Water & Fuels Systems
3E5 – Engineering
3E6 – Operations Mgmt
3E7 – Fire Protection
3E9 – Emergency Mgmt
3N0 – Public Affairs
4A0 – Health Services Management
4A1 – Medical Material
4B0 – Bioenvironmental Eng
4V0 – Ophthalmic
5J0 – Paralegal
7S0 – Special Investigations
8B0 – Military Training Instructor
8B1 – Military Training Leader
8G0 – Honor Guard
8I0 – Superintendent, Inspections
8T0 – PME Instructor
9D1 – Developmental Sr Enlisted
9E1 – Command Chief Exec Assistant
9N0 – SecAF Enlisted Legislative Fellows

Attachment 6

FREQUENTLY ASKED QUESTIONS

Q1. What is the ACD?

A1. In January 2019, the Commander of the Air Force Reserve (CAFR) eliminated the requirement for AGRs to meet a review board in order to enter the career program and stay in the career program after attaining 20 years of active service. He delegated those decisions to the wing commander (and equivalent). The new process, AGR Continuation Decision (ACD), notifies AGR members approaching their date of separation and requires them to complete an online worksheet in vPC 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.

Q2. What does it mean to be “in the career program”? What is the AGR Outplacement Program?

A2. AFI 36-2110, para 12.18 ensures the career program provides the AGR with career opportunities for promotion, career progression, retention, education and professional development which may lead to retirement. The AGR is required to continue to meet military retention standards. Before requesting to be in the career program, the AGR is required to sign a Statement of Understanding that further outlines tenants of the career program. Career AGRs may be eligible for programs such as the CIP, deployment, and separation pay if they leave the Select Reserve at the end of their tour. A new feature of the career program is the AGR outplacement program which assists matching career AGRs with a DOS to a new position.

Q3. Who is my MFM/CFM? And why does that person need to coordinate on my ACD?

Q3. A list of MFM/CFMs can be found at:

https://cs2.eis.af.mil/sites/12165/AFKN_Docs/Forms/AllItems.aspx. MFM/CFMs are responsible for the health of their career field (AFSC). They coordinate on the amount, rank and type (status) of the positions within their span of control. They coordinate on training waivers, participate on development team boards and other events that impact their career field. For that reason, MFM/CFMs will coordinate on all ACD requests for career status even if others in the chain of command do not recommend career status. They have valuable input and are an integral part in determining if an AGR will have development opportunities as an AGR and may recommend future career paths to the AGR and final decision authority. MFM/CFMs do not coordinate on extension or Release on DOS requests.

Q4. What are the different types of positions? How do I change my position to permanent?

A4: There are two types of classifications of positions Term or Non-term and Temporary or Permanent. Term or Non-term relates to how long a person may stay in a particular position based developmental criterion. Term positions were classified as such to create churn within the AGR program. Temporary or Permanent relates to how long that mission is required in the Air Force Reserve. The CAFR defined term positions as below. Changing positions from temporary to permanent requires programmatic (POM) funding changes.

Term positions - Officer Key, Command, and Joint (KCJ) and Enlisted Key and Strategic (KS), special duty, overseas, Headquarters (MSgt/Maj and above), all Colonel assignments and non-sustainable career fields see attachment 7.

Non-term positions – All other positions

Temporary positions – A position with a funding end date

Permanent positions – A position with an infinite funding end date (12/31/4712)

Q5. I requested Release on DOS, but my commander doesn't have it in his/her vPC worklist. What happened?

A5. If an AGR requests “Release on DOS” the worksheet automatically routes to ARPC without further coordination. As always, the ACD is used to document continuation decisions. All ACDs should begin with a conversation between the AGR and his/her leadership chain of command. Please don’t use the ACD as the only feedback mechanism between the AGR and supervisory chain.

Q6. How do I reroute my ACD?

A6. The first and second level reviewers can return the ACD to the member who can then respond with the requested information or reroute to the appropriate reviewer. If that option does not work, or for other reviewers, please contact the TFSC to request ARPC to reroute the ACD on your behalf.

Q7. I’ve only been an AGR for two years? Am I eligible for career status consideration?

A7. Yes, if you are notified to complete an ACD worksheet via vPC (i.e., your current orders are ending within six months to a year), you have options – you can request release on DOS, extension, or career status.

Q8. I am an AGR assigned to an active-duty unit. Who is my wing commander or equivalent?

A8. If you are assigned to an active-duty unit, such as a combatant command, a major command that is not AFRC, or a headquarters position that is not within AF/RE, then AF/RE(D) is the approval authority. Please see [Attachment 2](#) for the approval authority chart.

Q9. What do I need to do when I get the decision letter?

A9. If you are enlisted and were approved for an extension or career status, please obtain the appropriate retainability needed to extend your orders. If you already have the retainability or are an officer, there shouldn’t be additional required follow-on actions. The decision letter is your documentation of your wing commander (or equivalent’s) decision for your records. If you requested RDOS, please start working your 1288 for your follow-on assignment and your AF100 worksheet. They will be required to transition you from the AGR program. If you requested something different and were approved for RDOS, please start applying to other AGR vacancies.

Q10. When will my orders be extended?

A10. ARPC processes final decisions within two weeks of the final decision. If you are enlisted and you require retainability to extend your orders, we will contact you. Once you’re obtained the requisite retainability, we will extend your orders. If your reenlistment is not complete or received, you will be released on your DOS.

Q11. What is a DOS?

A11. DOS stands for date of separation. A member can find their DOS on their AGR orders. That is the date the member will separate unless he/she has communicated a different desire on the ACD worksheet (i.e., extension, curtailment, career status). All initial AGR tours are four years unless it is a term position. Those are termed positions which are three years. Once a member is granted career status, his/her DOS will be adjusted accordingly.

Career enlisted member in a non-term position – DOS to their reenlistment date, HYT, or age 60, whichever is sooner (in increments according to reenlistment dates)

Career officer in a non-term position – DOS to their MSD or age 60, whichever is sooner (in increments of 7 years (AROWS-R limitation)

Career enlisted member in a KS position – DOS of three years

Career MSgt or above in a headquarters position – DOS of three years

Career officer in a KCJ position – DOS of three years

Career Major or above in a headquarters position – DOS of three years

Career member in a special duty or overseas position – DOS of three years

Q12. I was granted career status, but am in a term or temporary position. What will happen?

A12. If you are in a term position, your orders will be extended for one year in the same position. If you are in a temporary position, your orders will be extended out to the position funding end date. Within a year of your new DOS, begin to apply for other AGR positions. Career AGRs are given preferential consideration over other applicants. If you are within six months of your DOS and have not been selected for a new AGR position, please contact the ARPC/KCJ office, via MyPers, to assist with outplacement.

Q13. I am in a KCJ position. If I request career status on the ACD worksheet and my commander approves career status, can I stay in my KCJ position or will I have to move?

A13. Key, Command, and Joint (JDAL) officer positions, as well as Key and Strategic enlisted positions, are developmental positions for the purpose of developing future strategic senior leaders. These positions are identified by career field managers and MAJCOM functional managers as positions necessary to develop leaders in their career field. Therefore, these positions have been termed at three years to allow for senior leader development in the Air Force Reserve. If you are approaching your three years in that position, ideally you should apply for other positions for your own force development growth. Understanding the needs of the AFR and the needs of the unit, you can request an extension on the ACD worksheet that will go to your wing commander or equivalent for approval or disapproval. The CFM or MFM will also receive the worksheet for their coordination. **If an AGR in a KCJ (or other term) position is approved for career status, ARPC will automatically extend his/her orders an additional year in the same position.**

Q14. I am in a headquarters position. Will I have to move?

A14. Similar to KCJ/KS positions, headquarters positions for Majors and above and Master Sergeants and above will have term orders for three years. Same rules will apply for KCJ/KS for the same reasons mentioned in Q7.

Q15. I'm in sanctuary (i.e., 18 – 20 years active-duty service), will I still have to move?

A15. If a member reaches sanctuary, then barring disciplinary issues, he/she is entitled to serve until 20 years for an active-duty retirement. In accordance with AFI 36-2110, ARPC may assist with outplacement options for an AGR member in sanctuary. If unable to find suitable options, this member can stay in their current position until 20 years or move to another AGR assignment.

Q16. If I have career status, what do I need to do if I would like to serve more than 20 years?

A16. If a career-status member is in a non-term AGR position he/she may serve in that position until their mandatory separation date (MSD) or high year tenure (HYT) or they may continue to apply for other positions. The HYT for enlisted members is 33 years. Lt Colonels have an MSD of 28 years and colonels have an MSD of 30 years. Career AGR Majors will have an MSD of 24 active duty years. If a member is in a term AGR position he/she will most likely serve the three years or to their 20 years if they are in sanctuary. After that, he/she would need to find another position if they would like to continue serving beyond 20 years. Career AGRs, even in non-term positions, are always encouraged to apply for other AGR positions to meet force development and/or promotion opportunities.

Q17. I was disapproved for career status. What happens next?

A17. If a member's career status request is disapproved, he/she can appeal to their approval authority (reference approval authority table on page 2) with additional justification/documentation on the ACD worksheet. ARPC will then forward it to the appropriate approval authority for the appeal process. If disapproved, the member will separate on the date that is on their AGR orders. But before that date, the member can always apply for other AGR positions. The member can even apply for the position he/she is currently in, or apply for other SelRes positions (i.e., IMA, TR, ART). **Note** – if a member is in a KCJ/KS position, he/she cannot reapply for the same position.

Q18. I was disapproved for an extension. What happens next?

A18. 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. The member can even apply for the headquarters' position he/she is currently in. Or apply for other SelRes positions (i.e., IMA, TR, ART). Note – if a member is in a KCJ/KS position, he/she cannot reapply for the same position.

Q19. If I am currently a career status AGR in a term position and I have been applying for AGR positions with no success, what will happen?

A19. If a career status AGR is not selected for another position and the member's tour is about to expire, the KCJ Management Office at ARPC, in conjunction with the member's CFM/MFM, will facilitate the outplacement process. Career status AGRs will be given priority consideration in the hiring process. Additionally, an AGR can apply for an extension in their current position.

Q20. My request was already approved by the hiring official, but now I've changed my mind. How do I get a new ACD?

A20. You won't get a new ACD, but here are the courses of action based on your request:

Requested Career Status, now I want to RDOS – Since you were approved for Career Status, you will be coded in MilPDS and will receive preferential consideration if you apply for other AGR positions in the future. In order to RDOS, please submit a MyPers AGR general inquiry with a 1288 and AF100 worksheet so we can project your next assignment.

Requested Career Status, now I want an extension – If you are in a non-term, permanent position, your orders will automatically be extended to your HYT/MSD/Age 60 in 4-7 year increments based on retainability and AROWS-R limitations. If you are in a non-term, temporary position, your orders will be extended to the position end date. You will need to apply for other AGR positions to remain in the program. If you are in a term, permanent position, your orders will be extended a year. You will need to apply for other AGR positions to remain in the program at the end of your tour. If you are in a term, temporary position, your orders will be extended to the position end date. You will need to apply for other AGR positions to remain in the program.

Requested an extension, now I want to RDOS – In order to RDOS, please submit a MyPers AGR general inquiry with a 1288 and AF100 worksheet so we can project your next assignment. You will need to submit a curtailment worksheet as a source document since your chain of command already approved and are expecting you to extend.

Requested an extension, now I want to request career status – You will need to wait to request career status when your new DOS generates a new ACD.

Requested RDOS, now I want an extension – Please have your wing commander approve an out of cycle extension request and submit via MyPers. There is no standard template for an out of cycle extension, we'll accept any format memorandum that is signed by the appropriate approval authority. Include the new approved extension date in the memorandum and your original ACD number in the incident comments.

Requested RDOS, now I want to request career status – Please have your wing commander approve an out of cycle career status decision and submit via MyPers. There is no standard template for an out of cycle career status decision, we'll accept any format memorandum that is signed by the appropriate approval authority. Include the verbiage, "I approve career status for TSgt Snuffy and understand his orders will be extended to his HYT or age 60 in increments equal to his reenlistment periods" in the memorandum and your original ACD number in the incident comments.