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SECRETARY OF THE AIR FORCE**

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VOLUME 2**



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Personnel

RESERVE PERSONNEL TRAINING

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This instruction implements AFD 36-22, *Air Force Military Training*, Department of Defense (DoD) Directive 1200.7, *Screening the Ready Reserve*; DoD Directive 1200.16, *Contracted Civilian-Acquired Training (CCAT) for Reserve Components*; DoD Instruction 1215.6, *Uniform Reserve, Training and Retirement Categories*; DoD Directive 1235.9, *Management and Mobilization of the Standby Reserve*; DoD Instructions 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay*; DoD Instruction 1215.7, *Service Credit for Reserve Retirement*; and administers the DoD 7000.14-R, Volume 7, *Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*; DoDI 1215.18, *Reserve Component Member Participation Requirements*. It gives guidelines for training and education activities within an Air Force Reserve unit, the Individual Mobilization Augmentees (IMA) program, and the Individual Ready Reserve (IRR). It tells how to determine Federal service points for Air Force Reserve members. Review the DoD references cited in **Attachment 1** before using this instruction. Direct questions about unit reservists to HQ AFRC/A1, 155 2nd Street, Robins AFB GA 31098-1635. Direct questions about the IMA or IRR programs to HQ AFRC/RMG, 155 Richard Ray Blvd, Robins AFB GA 31099-1635. This publication does not apply to the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gess-af61a/afirms/afirms>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This change completely revises AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. It converts it back into an Instruction and breaks it out into Volumes. Volume I covers Reserve Participation. Volume II covers Reserve Training. Volume III covers Telecommuting/Advanced Distributed Learning. It changes the numbering to 36-2254 due to the elimination of AFD 36-80, *Reserve Training and Education*. Supplement 1 to AFMAN 36-8001 is deleted with this AFI.

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Chapter 1

SCHOOL AND ACTIVE DUTY FOR TRAINING (ADT) TOURS

1.1. Definition of ADT.

1.1.1. Use ADT tours to supplement annual tour (AT) and inactive duty training (IDT) when the member requires additional training to achieve or maintain a required skill or skill level in their assigned Air Force Specialty Code (AFSC). Use active duty for operational support (ADOS) tours to provide direct staff support to Reserve Component programs.

1.1.2. ADT tours may be used to maintain or increase the member's mobilization readiness in support of Reserve needs. Authorized ADT must provide a primary training content to the member during tours involving organized and planned specialized skill training, flight training, combat crew training, unit conversion training, refresher and proficiency training, officer acquisition training, professional development education programs, etc.

1.2. Eligibility for ADT.

1.2.1. Only members in training categories A, B, F, J, and P (see AFI 36-22XX, Vol I, *Reserve Personnel Participation*, Table 2.1 and 2.2) authorized to take part in ADT tours. Fiscal year (FY) requirements will be performed, scheduled, substituted, or waived prior to a member performing an ADT (special) tour. On ADT (special) orders requests, the requester will place the statement "All FY requirements of Table 1.1, of AFI 36-22XX, Volume I, have been performed, scheduled, substituted, or waived." For selected reservists no tours of ADT (special)/military personnel appropriation (MPA) or reserve personnel appropriation (RPA) will be performed in the last quarter of the FY if the member's FY requirements have not been met or scheduled.

1.2.2. A member is not eligible to take part in ADT (other than formal schools) if:

1.2.2.1. Member possesses 1-level Control AFSC.

1.2.2.2. Member is within 6 months of mandatory discharge or retirement (school tours must meet retainability prescribed by Education and Training Course Announcements (ETCA) accessed at <https://etca.randolph.af.mil> and those identified in Chapter 3, para 3.2.5.5).

1.2.2.3. Member's enlistment expires before the end of the tour.

1.3. General Guidelines for ADT.

1.3.1. Commanders or their designated representatives have the authority to determine the appropriate Training Category Codes (TCC) to be used for ADT tours and must make sure appropriate TCCs are placed on all ADT and ADOS orders. The TCCs are listed in [Attachment 2](#).

1.3.2. Reservists are allowed to participate in HQ Air Force Reserve Command (AFRC)-level or higher morale, welfare, and recreation events sanctioned by the Department of the Air Force. Permissive temporary duty (TDY) orders may be issued to participants on ADT in a non-pay, points only status at no appropriated fund cost to the government for events

which do not require selection by Air Force or a national governing body, but require active duty (AD) military status to participate.

1.3.2.1. Permissive TDY, while at no appropriated fund cost to the government, will allow standby military travel and non-reimbursable lodging support. Travel from the member's unit to the participation site is at member's expense and is not reimbursable. For reservists who wish to participate in these programs, orders to ADT in non-pay, points only status must be approved by HQ AFRC/CV. TCC "HA" applies. For athlete submission instructions, contact HQ AFRC/A1X. Selection will be on a case-by-case basis.

1.3.2.2. It is also possible to place a reservist on ADT with pay status if that individual is selected to represent the AFRC in an Armed Forces National or International competition. For athlete submission instructions, contact HQ AFRC/A1. Selection will be on a case-by-case basis.

1.3.2.3. Members will be selected by Headquarters United States Air Force (HQ USAF)/RE, to attend Interallied Confederation of Reserve Officers (CIOR)/Interallied Confederation of Reserve Medical Officers (CIORM) for logistical support. TCC "HB" applies. For reservists, HQ AFRC/A1 will notify the member's unit commander for coordination and to have orders published for paid and permissive TDY.

1.3.3. ADT tours will not be used in combination with other Reserve manday programs to include MPA for the same event. In other words, Air Force Major Commands (MAJCOMs), units, or agencies cannot circumvent manpower authorization levels through continuous manday application, using a combination on ADT and ADOS (RPA and MPA considered). For waiver process of MPA tours see AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*.

1.3.4. Reservists on ADT for a period of time for which the training or requirement will overlap holidays or weekends, or includes mandated technical phase training, must be on continuous orders until completion of training or requirement. This does not negate the requirement for any necessary manday waiver authority.

1.4. Guidelines for Providing Formal School Training. The following are responsibilities for providing formal school training and is applicable to all assigned AFRC members, including TR, IMA, AGR, AD, ART's (military/civilian status), and civilians:

1.4.1. HQ AFRC formal training requirements are supported by active force schools. Unless specified by course owner, a Reserve member is eligible to attend the same classes as an active force member.

1.4.2. Reserve quotas for schools conducted by Air Education and Training Command (AETC), other MAJCOMs, services, and government agencies are processed by HQ AFRC Formal School Branch. Individuals and units will NOT contact schools directly regarding availability of quotas, class dates, or other school information. Wings must contact HQ AFRC/A1, and IMAs must contact their RMG Program Manager (PM) for school information. Failure to work through appropriate training channels to obtain class seats could result in unauthorized travel with possibility of member being returned to home unit at unit expense.

1.4.3. HQ AFRC may also conduct selected courses from within their own resources, provided that validated and funded manpower authorizations are available to support these courses.

1.5. Scheduling ADT Tours. Under no circumstances should ADT be combined with IDT solely for the purpose of providing travel expenses to the IDT location. Commanders and supervisors should ensure that all ADT tours performed in conjunction with IDT can be substantiated by a valid support or training requirement. Schedule ADT tours to conform with the local duty hours. Tours are usually planned to coincide with the availability of training supervisors, aircraft, or equipment. Generating an ADT tour primarily for taking a physical examination is not authorized unless directed by a medical examination board.

1.5.1. Reservists attending schools that are closed during the holiday season will remain in school tour status during the closedown period. Students will take leave, or remain at school and perform duties as required by the training organization. No travel orders for the purpose of taking leave will be issued. All AFRC students, regardless of status, will abide by specific guidance provided by the respective schools concerning dates of departure/return.

1.5.2. Authorization to return to home unit must be on the original order or an amendment must be accomplished. Letters to the technical school liaisons will not be accepted.

1.5.2.1. Students may request to return voluntarily to the Permanent Duty Station (PDS) to perform duty during the down time, if the PDS commander agrees and certifies there is suitable work for the member to perform at the PDS. Under no circumstances are units to recall any student. A recall action terminates enrollment and precludes the student's return after the holiday period. Commanders may not direct the student to return home.

1.5.2.2. Students must coordinate their absence with the appropriate school officials and give them a copy of their orders. Students must not depart earlier than, nor return later than, time authorized by school officials for their respective courses. Students must be aware of the limitation on travel allowances which are dependent upon individual circumstances.

1.5.2.3. Military members attending school under TDY entitlements. These members are entitled to paid government travel based on a cost comparison of their per diem and travel/transportation expenses. They will receive the lesser of actual travel time and transportation expenses for the travel time only (constructed as most economical to the government), or the per diem they would have received had they remained at school. It is possible, therefore, for members to be responsible for paying a portion of their travel expenses if it exceeds the per diem they would have earned during the close-down.

1.5.2.4. Military members attending school under Permanent Change of Station (PCS) entitlements. These members receive no per diem; therefore, there is no offset to cover any portion of their travel. They must pay any travel costs to return to the PDS to perform duty. The benefit for members in this category is the ability to return to the PDS without being charged leave.

1.5.2.5. For civilians (including Air Reserve Technician (ARTs)) the same conditions apply as for military members under TDY entitlements.

1.5.2.6. It is the student's responsibility to seek clarification from the school travel pay office if unsure about his/her specific circumstances.

1.6. Travel. Travel restrictions are in Table 5.1 in AFI 36-2254, Volume I.

1.7. APPLICATIONS PROCEDURES: Application procedures for requesting formal training, include ADT (School tours for traditional reserve members, AGR, civilian, ARTs (military/civilian status). AF Form 101, Reserve Requirements for School Tours of Active Duty for Training, will be submitted through respective wing training offices for TRs and ARTS in military status.

1.7.1. Requester will obtain verification that funds are available to support the request only if course is not identified as centrally funded by HQ AFRC. Follow established HQ AFRC/FM procedures if additional unit funding is required for those courses not centrally funded.

1.7.2. Servicing training offices will:

1.7.2.1. Ensure applicants meet all course prerequisites and eligibility requirements, to include appropriate level of security clearance and physical exam requirements PRIOR to submission of training request.

1.7.2.2. Request training courses through the currently established automated training system.

1.7.2.3. Applications requiring a "block/prerequisite" waiver, including ARTs, will not be input into the system until the waiver has been approved.

1.7.2.4. Ensure all training line numbers (TLNs) are properly confirmed through automated system prior to class start date.

NOTE: DO NOT use automated systems to request quotas for AGRs, courses not included in the Education and Training Course Announcement (ETCA).

1.7.2.5. Request must include appropriate priority: 1 – if quota available; 3 – if quota NOT available, but required. Requests with incorrect priorities will be cancelled and must be reinput by requesting training office..

1.7.2.6. When substitutions are necessary, follow established procedures.

1.8. Duration and Frequency of School Tours. The duration and frequency of school tours are as follows:

1.8.1. Course length, travel time, and accrued leave determines the duration of the tour.

1.8.2. The frequency of attending school courses will be consistent with the need to maintain job proficiency in an individual's duty AFSC or with an approved retraining action. An individual selected by an approved school selection board to attend resident Developmental Education (DE) is exempt from this rule. A waiver to the FY limitation on course attendance may be granted if a school course is needed to keep or improve a member's mobilization readiness.

1.8.3. The member should request a waiver through the unit of assignment for unit members or the RMG PM. It must be forwarded prior to selection to HQ AFRC/A1 or RMG/CC, or their designated representative, for approval.

1.9. Requesting ADT (Non School) tours:

1.9.1. For mobilization assistants (general officer and colonels), the limit is determined by AF/RE each FY. Requests to exceed the limitation must be sent to AF/RESOMO.

1.9.2. Send a copy of all special tour ADT orders on HQ AFRC commanders in general officer positions to HQ USAF/RESOMO.

1.10. School Tour Eligibility. A member takes part in a school tour to keep or increase proficiency in the duty AFSC or wartime tasking. For enlisted members, school tours are identified in the Career Field Education and Training Plan (CFETP). This may include a school tour to retrain a member to meet mobilization needs. A school tour applicant must:

1.10.1. Meet all prerequisites for the course.

1.10.2. Meet the medical standards in AFI 48-123, Volume 1, *Medical Examinations and Standards Volume 1—General Provisions*. Physical examinations for flying courses must be certified by HQ AFRC/SG before requesting a school tour allocation.

1.10.3. Meet Air Force fitness standards (AFI 10-248, *Fitness Program*, as a prerequisite. Member must have current fitness score in the AF Portal. If member does not meet requirements, unit commander must request approval to attend from respective schoolhouse commander. Therefore, it is possible that member will not be allowed to attend formal course until such time fitness requirements are met.

1.10.4. Reserve members must have retainability following graduation for all courses. Retainability is governed by ETCA, AFRC Guidelines. For DE, see AFI 36-2301, *Professional Military Education*.

1.11. Priorities for school training:

1.11.1. HQ AFRC established a centralized process to fund many of the command formal schools, primarily Priorities 1 through 4. Central funding of RPA dollars is only for use by traditional reserve members or ARTs attending in military status. Centralized funding will continue throughout the execution year as long as funds are available. Courses, regardless of funding, are identified on the HQ AFRC/A1 CoP and includes such information as Priority, Central Funded (CF), Unit Funded (UF), AFSC, course title, TCC and servicing A1 specialist. The training courses not centrally funded will be considered as unit funded and funding issues should be addressed prior to submission of school request to HQ AFRC/A1. Periodic review will be conducted to identify additional courses for central funding. Current priorities are:

1.11.1.1. Initial skills courses (enlisted 3-level AFSC and officer AFSC awarding; enlisted/officer aircrew).

1.11.1.2. AFSC sustainment courses. (5/7-level upgrade)

1.11.1.3. Developmental Education (Enlisted/Officer).

1.11.1.4. Essential courses affecting unit C-status.

1.11.2. To help establish local unit funded school request priorities, commanders should establish an informal school committee to review and prioritize known training requirements. Review this list frequently to realign requirements based on available school funds.

1.11.3. School tour requests are not to be turned down or canceled for lack of unit funds until all efforts have been exhausted to obtain additional funding. HQ AFRC/FM has established procedures for requesting unfunded requirements. Only when HQ AFRC/FM verifies funding is not available will training requests be denied.

1.11.4. Prior to contacting HQ AFRC/A1 for quota cancellation, these procedures must be initiated. Written documentation, signed by the budget officer and the commander, will be submitted to HQ AFRC/A1 if a quota is canceled for lack of funding.

1.12. On-the-Job (OJT)/AFSC Training: Use OJT/AFSC training tours for reservists in their Duty AFSCs, not for award of the 3-skill level. AFRC has established a centrally funded "Seasoning Program" designed to build a ready force by allowing recent 3-Skill Level and Initial/Mission Qualification aircrew formal school graduates to voluntarily remain on Active Duty for Training orders until they have been trained via OJT. Mission qualified is defined as being qualified to perform the tasks required at the current duty position. Specific guidance/requirements on the Seasoning Training Program are located on the AFRC/A1 CoP.

1.13. Programming Requirements for School Tours.

1.13.1. IMA school tour requirements are compiled by HQ AFRC/RMG.

1.13.2. Unit formal school requirements will be identified annually by Unit/Wing/Numbered Air force (NAF)/Reserve Section (RS) using the web-based formal schools forecast tool.

1.13.3. Each functional manager will have final approval of all requirements for the AFSCs they manage and confirms or adjusts the school requirements for their courses.

1.13.4. Formal School Branch will ensure that all requirements are input into the automated system.

1.13.5. School tours directly supporting a unit activation or conversion may precede the programmed activation or conversion date by 6 months.

1.14. Catastrophic or other Events:

1.14.1. For Non-Prior Service (NPS): Respective training squadrons will maintain training integrity, to include continuation of member's orders. Generally speaking, there will be no interruption in pipeline training; however, should an interruption occur, pipeline members will remain on Initial Active Duty Training orders to complete the required 84 days of training. HQ AFRC Formal School Branch will work with wing training and HQ AETC or respective course owner to ensure member's reentry into formal course of instruction.

1.14.2. For Prior Service: Generally, prior service personnel will be returned to their home unit with sufficient time to transition through the Military Personnel Flight (MPF) and will then be removed from orders. HQ AFRC/A1, in concert with AETC or respective course owner, will provide timely instruction and updates to wing training offices or RMG training office on formal disposition of members, to include identification of processes for reentry into formal course.

1.15. Contracted Civilian Acquired Training (CCAT). CCAT is designed to increase the number of mission-qualified individuals in the Reserve components. It is an alternative to proficiency training and must be directly related to specific individual mobilization skill requirements. CCAT applies to both to AFSC awarding training and sustainment training. CCAT is an option for a formal school request.

1.15.1. Contract training is authorized when it is demonstrated that such training fulfills all military requirements, is less costly, and military service school quotas have been requested, but are not available to satisfy an identified training requirement specified by the military service concerned.

1.15.2. Only fully accredited civilian institutions and industries may be used for CCAT. Observe all existing laws and regulations on contracting from non-DoD sources.

1.15.3. HQ AFRC functional managers will initiate requests to establish CCAT, when warranted. As a minimum, the functional manager should define the size and type of the population to be trained, the skills to be obtained, and the proposed source of the training.

1.15.4. Command functional managers will maintain records reflecting cost per student hour, name of institution, and number of students trained per FY for each of their CCAT programs.

1.15.5. Special Restrictions on Utilization of RPA Special Tours in Conjunction With Commercial or Contract Activities. When OJT or proficiency training is available only through participation with a commercial, contract activity:

1.15.5.1. Conduct the training under the supervision of a qualified trainer designated by the applicable performance work statement.

1.15.5.2. The appropriate military organization responsible for the functional area supported by the performance work statement requests special tours.

1.16. ART Attendance to Schools. (primarily pertains to ART personnel; however, policy will pertain to TR, AGR, and civilian when annotated with “*”)

1.16.1. General Guidance:

1.16.1.1. Each ART position is identified with a Reserve position which is identical, or so closely related as to require substantially the same basic knowledge and skills in either position. Accordingly, ARTs will attend schools and training courses in civilian status, except as otherwise noted.

1.16.1.2. When attending training courses in civilian status, the appropriate civilian attire for the course of instruction will be worn. However, members are encouraged to wear the military uniform. Some courses may require the wearing of “special” equipment and, regardless of status, all attendees will abide by these requirements, to include physical fitness requirements. (* TR, AGR, Civilian)

1.16.1.3. ARTs traveling in a civilian capacity, must include both the military and civilian grade on their orders. ARTs will be housed according to their military grade.

1.16.1.4. A statement addressing the member’s compliance with physical fitness testing, with specified date, must be included in the remarks section of the school order.

1.16.1.5. HQ AFRC functional managers will identify those courses requiring mandatory attendance in military status. Specific courses will be identified on the A1 web site.

1.16.1.6. Individuals requesting attendance in civilian status will complete SF 182, **Request, Authorization, Agreement and Certification of Training**, and according to local procedures, will forward through the wing training office, if applicable, to the appropriate servicing civilian training office for processing. Only requests coordinated through the servicing office will be accepted by HQ AFRC/A1TF. Request received directly from units/squadrons or individual members will not be processed. The individual status will be determined prior to submission of the training request. *AGRs will submit SF182, not AF 101, through appropriate channels for further submission to AFRC/A1.

1.16.1.6.1. Formal schools are those listed in ETCA. The majority of these schools are processed through the automated training system and a Training Line Number (TLN) is generated.

1.16.1.6.2. The servicing civilian training office is responsible for reviewing and approving all requests for training according to regulatory, statutory, and legal requirements.

1.16.1.6.3. AF IMT 101, **Reserve Requirements for School Tours of Active Duty for Training**, will not be used to request courses in civilian status.

1.16.1.6.4. ARTs will not use a civilian training quota/TLN to attend in military status or use a military quota to attend in civilian status.

1.16.1.6.5. Individuals will not submit duplicate requests through military channels requesting the same course/class. The individual status will be determined prior to submission of the training request.

1.16.1.7. Members (*TRs and ARTs in military status) cannot use AT to satisfy formal school training requirements.

1.16.1.8. Members attending courses in civilian status will begin and remain in that status during the duration of the training. Switching status is not authorized (i.e., civilian status 1 week/military status the next/back to civilian status).

1.16.1.9. ARTs, regardless of status (military or civilian), will NOT continue to meet flying operations requirements while they are attending resident formal training, including members attending courses colocated with unit of assignment. This restriction will allow the member to remain focused on the academic rigors of the institution they are attending.

1.16.2. Each FY, HQ AFRC is given a number of AETC funded quotas (bogeys). AETC fund cites are used for travel/per diem; there is no tuition cost for formal schools. However, the number of bogeys available each year does not remain constant. Bogeys are not used for flying, Air Force Institute of Technology (AFIT), Air University, Medical, Survival, or command specific (Air Mobility Command, Air Combat Command, ANG, etc.) training courses.

1.16.2.1. When funded quotas are available for use, ARTs must attend formal schools in civilian status.

1.16.2.1.1. When “bogeys” are not available for use, the commanders can approve the exceptions to attend in military status. For NAF commanders, this authority may be delegated to the RSG/CC for ARTs assigned at NAF level. The 951 RPTS/CC will approve all requests for ARTs assigned to HQ AFRC.

1.16.2.1.2. ARTs attending school in civilian status will abide by all appropriate guidelines/rules established by the school, and required of all students.

1.16.2.2. AFIT normally funds the travel/per diem for civilian students, therefore ARTs will also be required to attend their courses in civilian status.

1.16.2.3. Short notice cancellations (those turned in within 10 days or less) and no-shows will be documented in writing, signed by the commander and forwarded through the training office to HQ AFRC/AITF. (*also applicable to AGR, TR and civilians)

1.16.3. Funding Guidance. When ARTs attend schools in civilian status, Operations and Maintenance (O&M) funds are utilized. If military status, RPA school tour (project 726) funds are used. Note that there are no tuition costs associated with formal schools.

1.16.4. Tuition Assistance. (Civilians and ARTs only)

1.16.4.1. As a civilian employee, tuition assistance may be available under the local tuition assistance policy at each respective base. Local O&M (unit) funds are used. Where a unit is a tenant at an AD base, the funding remains a reserve wing/ unit responsibility. However, TA is not provided, in whole or part, for courses which the employee is receiving other federal or state tuition subsidies such as VA educational benefits, scholarships or grants, etc.

1.16.4.2. For those ARTs registered in an Air Force civilian career program (other than the ART Officer Career Program), it may be possible to obtain tuition assistance through that means.

Chapter 2

RESIDENT DEVELOPMENTAL EDUCATION (DE) ATTENDANCE OF AIR FORCE SELECTED RESERVE MEMBERS

2.1. Resident DE. Selected Reserve members eligible for resident DE include unit assigned members, ARTs, IMAs, and Active Guard Reserve (AGR) members.

2.2. General Policy for DE. DE is a requirement for promotion for enlisted personnel. AFI 36-2502, *Airman Promotion Program*, Table 4.1, contains DE requirements for enlisted personnel and AFI 36-2301, Table 5, contains DE eligibility criteria. Officers should complete the appropriate level of DE commensurate with their grade. Completion may be by the resident, correspondence, seminar method, or distance learning.

2.2.1. Due to the unique constraints confronting Reserve officers, few will attend DE in residence. Therefore, each Reserve officer may complete DE through non-resident methods.

2.2.2. Reserve members who attend DE in residence must be in a military duty status to receive point credit for attendance. However, Reserve members attending in civilian status will receive credit as having completed resident DE, once their military grade has met military grade criteria for enrollment/attendance for the respective level of DE. Civilian completion of DE prior to obtaining prerequisite military grade will prompt completion to be masked in the promotion system.

2.2.3. Non-resident completion of DE will not affect eligibility for resident attendance. However, AF Reserve members, who have not attended an AF recognized DE in-residence course may not register for another Service's non-resident DE until they have completed the appropriate level of non-resident Air Force DE. See AFI 36-2301, Chapter 3 for guidance on DE Credit.

2.2.4. Non-completion or elimination from a DE School. When eliminating or disenrolling an Air Force reservist from a DE school for any reason, the procedures outlined in ETCA that can only be accessed at <https://etca.randolph.af.mil>, apply. The school sends a copy of the faculty board proceedings to HQ AFRC/RMG for IMAs, to HQ AFRC/A1 for unit assigned members, and HQ USAF/REAMO for AGRs with a copy to HQ USAF/REP.

2.2.5. DE Attendance Agreement. Prior to attending resident DE, all Reserve attendees must sign a Student Attendance Agreement. **Attachment 3** of this AFI contains an example of the required attendance agreement. Failure to sign this agreement will negate the members opportunity to attend the respective DE residence course. This agreement will be completed upon notification of selection.

2.2.6. HQ AF/REP will obtain annual DE quotas from HQ USAF/A1. Quotas will be reviewed and forwarded to HQ ARPC/DP and AFRC/A1.

2.2.7. DE Credit for Schools Attended/Completed in Other Services. Air Force Reserve members are authorized to attend or complete other service DE after first completing the comparable level of Air Force DE (exception for those members selected by the Reserve Developmental Education Designation Board (RDEDB) to attend other service schools). Members accessed into the Air Force Reserve from other services will receive creditable recognition for having completed DE in their former service. However, this only includes

Intermediate Developmental Education (IDE) and Senior Developmental Education (SDE) for officers, and Senior Non-Commissioned Officer (NCO) Academy for enlisted members transferred from Army, Navy, and Coast Guard. DE for company grade officers must be satisfied through Air Force Squadron Officers School (SOS). For enlisted members NCO Academy and Airmen Leadership School (ALS) must also be satisfied through Air Force instruction. Members are not authorized to negotiate quotas directly with other service schools offering DE, and any DE completed by using such means will not be creditable for promotion consideration.

2.3. Officer DE.

2.3.1. General Information and Policy. Reserve officers should complete Basic Developmental Education (BDE), IDE, and SDE during their careers. Table 2.1 shows phases for completing the DE resident courses. SDE graduates should receive consideration for follow-on assignments commensurate with the advanced education received.

2.3.2. Eligibility. An officer is eligible to attend resident DE under the criteria stated in Table 2.1 and **Attachment 10**. Additional eligibility requirements for select IDE and SDE courses can be found in Attachment 8.

2.3.3. RPA is centrally funded for Reserve officers attending in military status. ARTs who attend in civilian status will be funded by unit O&M. **Note:** Unit O&M funds will also be used to fund AGR's travel and per diem.

2.3.4. BDE.

2.3.4.1. Air and Space Basic Course (ASBC). See Air University's ASBC home page at <http://www.au.af.mil/au/soc/asbc> for course details. ASBC is considered BDE for Regular Air Force line officers. However, due to the limited number of quotas provided to the Air Reserve Component (ARC), ASBC is not mandated to ARC officers at this time, but strictly of a voluntary nature. ASBC graduates remain in their current assignments.

2.3.4.2. SOS. Education and Training Course Announcements information can be accessed at <https://etca.randolph.af.mil>.

2.3.4.3. How to Apply. Personnel (to include unit AGRs) submit their requests to their MPF. The MPF will submit unit request through the current automated system (unit AGRs must submit a SF 182). For centrally managed programs, the PM will obtain concurrence with the member's functional manager prior to forwarding the application to RMG/DP. IMAs apply in writing through their approving official to the PM. The RMG PM will forward to HQ ARPC/DP by established suspense date. HQ AGR officers who wish to attend should submit a request in writing to HQ USAF/REAMO, 90 days before class start date. Due to the purpose individuals are brought on to Limited Period Recall Program (LPRP)/Limited Extended Active Duty (LEAD) (see AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, it would not be feasible for reservists serving under these conditions to apply for resident DE. Individuals on LPRP/LEAD should complete DE through seminar or correspondence.

2.3.4.4. Waiver of Eligibility Criteria. All waiver requests for unit personnel must be submitted through HQ AFRC/A1 prior to course administrator input. IMAs requesting a waiver of eligibility criteria must submit a letter of justification with the application through their approving official to the RMG PM who will forward to RMG/CC.

2.3.4.5. Selection of Students. HQ ARPC/DP convenes a selection board to select IMA candidates. Unit nominees (including unit AGR) are selected at wing level. HQ AGRs.

2.3.4.6. Announcement of Selections/Nonselections. HQ ARPC/DP notifies RMG/CC or designated representative of IMA results. Unit nominees will be notified by wing training. HQ AGRs will be notified by HQ USAF/REAMO.

2.3.4.7. Removal or cancellations. Unit members request removal in writing through their unit commander, wing training office, to HQ AFRC/A1 not later than 45 days prior to class start date. IMAs request removal in writing through their approving official to the RMG PM. The RMG PM will forward to RMG/CC or designated representative. RMG will notify HQ ARPC/DP. Letters of cancellation must have justification to enable a determination as to whether the member should be removed with or without prejudice.

2.3.5. IDE/SDE.

2.3.5.1. Applicants. Applicants are either invitees or other applicants. Invitees are the top 20 percent (based upon promotion order of merit) of the mandatory candidates, and all position vacancy promotion selectees to major (for IDE) and lieutenant colonel (for SDE). In addition to invitees, member's senior rater may nominate other applicants. A Senior Rater is defined by AFI 36-2406, *Officer and Enlisted Evaluation Systems*, Chapter 3. **Note:** Members selected by a Special Selection Board are not considered top 20.

2.3.5.2. Invitees. After the public release dates of the major and lieutenant colonel selection boards, invitees will receive letters of invitation (signed by AF/RE). The letter of invitation will be applicable for any year of application to the RDEDDB for which the member is eligible until they are no longer eligible for that level of DE commensurate with their invitation letter. See Table 2.1, Note 6.

2.3.5.3. HQ AFPC/DPAF will publicize the RDEDDB Invitation Announcement with RDEDDB convening dates, nomination suspenses and POC information.

2.3.5.4. Applying. All IDE and SDE applications are initiated by the member through the rater to the member's senior rater and submitted to HQ ARPC/DP by the RDEDDB Invitation Announcement suspense date. Late applications will not be accepted. See **Attachment 4** for Submission Process and **Attachments 7** and **8** for application requirements.

2.3.5.4.1. Waiver requests. The applicant requesting a waiver of eligibility criteria must submit a letter of justification with the application. The RDEDDB will evaluate all waivers for approval; final determination rests with the RDEDDB President.

2.3.5.4.2. Senior Rater. Senior raters (as defined in AFI 36-2406), will rank order all their nominees (similar to the promotion recommendations process) in each nomination category (IDE or SDE), i.e., 2/5 mean that the officer is ranked number 2 out of 5 applying. It is also paramount that Senior Rater comments reflect how the

Air Force can benefit from the member's attendance at IDE or SDE. Applications not meeting these requirements will be returned through appropriate channels.

2.3.6. RDEDB.

2.3.6.1. The Board President is the Deputy to the Chief of Air Force Reserve or designee (must be a general officer). The membership of the board is comprised of five colonels or above; AF/REP is a permanent member. The Board also consists of one member from each of the following programs: Unit Program; IMA Program; HQ AFRC Career Management Board representative; and AGR Program (rotated between HQ USAF/RE, HQ ARPC, and HQ AFRC). HQ ARPC/DPAF solicits for, and recommends board members to RDEDB President through AF/REP, who will notify HQ ARPC/DP of approval. HQ ARPC/DP notifies all board members of their appointments and coordinates with HQ ARPC/CCP for all travel and billeting arrangements. Each board member must have completed SDE, preferably in residence. HQ ARPC also invites HQ AU/RF and support staff members to the board as a nonvoting technical advisors (HQ USAF/REP and HQ AFRC/A1).

2.3.6.2. HQ ARPC/DP reviews all nomination packages for eligibility and completeness and serves as the RDEDB secretariat.

2.3.6.3. The RDEDB screens all officers identified as eligible and determines those most qualified to attend based upon the whole-person concept and consideration of the future needs of the Air Force. The RDEDB will identify Selects (aligns with schools) and Alternates.

2.3.7. Post Board responsibilities. HQ ARPC will:

2.3.7.1. Prepare and staff a package through AF/REP to AF/RE for approval to include an AF/RE message for public release and attachments that identify RDEDB recommendations, the package should include: 1) Names of Selects and school recommended; 2) Alternates; and Non-Selects.

2.3.7.2. Produce statistical summary of the RDEDB proceedings, to include: quotas, application trends, Reserve Category details, gender and race.

2.3.7.3. Close-hold Message Release. Send a "For Official Use Only" message to all MPFs (copy to AF/REP) prior to the public release of the message. This message is only available to MPFs and directs the MPFs to notify each senior rater and commander of their nominees' status (select, alternate or non-select). Commanders should notify their nominees of their status on the public release date. No organization or individual will publicly display or release any select, alternate or nonselect list at any time. A simultaneous separate notification will go to AF/REP, HQ AFRC/A1, HQ AFRC/RMG advising them that the close-hold message has been sent to the MPFs. This allows them to alert commanders and particularly PM to prompt MPFs to act on the message.

2.3.7.4. Public Release. Publish the AF/RE Public Message, Selects (with their schools) and Alternates (in accordance with the Privacy Act) on the ARPC web site on the public release date. Non-select lists will not be made public at any time.

2.3.7.5. Publish an electronic message notifying School Commandants of the RDEDB Selections prior to sending notifications letters to Selects and Alternates.

2.3.7.6. Send individual notification letters signed by AF/RE to primaries and alternates.

2.3.7.7. Send individual notification letters signed by HQ ARPC/CC to non-selectees.

2.3.7.8. Commanders may send the optional letter of acknowledgement (located at [Attachment 5](#)) to Selected member's employer.

2.3.8. Change in medical profile – IDE/SDE Selects are required to immediately notify their Senior Raters and HQ ARPC/DP if there is any change in their medical profile (regardless of whether this changes the member's eligibility to attend school).

2.3.9. Removal from a DE Selection List.

2.3.9.1. In accordance with AFI 36-2301 the Management Level may remove an officer from DE Selection List for cause; if so member is no longer eligible for DE in-residence during their window of eligibility.

2.3.9.2. Commander may request an operational withdrawal for an officer on the DE Selection List, or with the member's concurrence, request a deferral to the following Semester (if permitted by the School and budgetary constraints) or to the following Academic Year. Given the limited number of DE seats available to the Air Force Reserve, deferrals will be afforded based on the needs of the Air Force Reserve and approved deferrals do not guarantee re-selection for the same school.

2.3.9.3. Officers selected for DE may decline but do so with prejudice unless they can cite humanitarian or other non-prejudicial reasons. Deferral requests for other than operational reasons will be considered on a case by case basis. Officers withdrawn with prejudice may be precluded from competing for current level of DE in-residence; decision is at the discretion of the AF/RE Deputy.

2.3.9.4. Requests for withdrawals are submitted from the individual officer through his/her Senior Rater directly to HQ ARPC/DPAF (certified e-mail is permitted). Timeliness impacts approval/disapproval status and ability to utilize an Alternate. HQ ARPC/DP will recommend appropriate Alternate(s) to replace the member withdrawing and forward the request to AF/REP, who evaluates the request and recommends approval (with or without prejudice)/disapproval to HQ USAF/RE Deputy (RDEDDB President). AF/REP will make written notification of RE Deputy decision to HQ ARPC/DP. HQ ARPC/DP will: 1) Update Master DE Select list, 2) Inform HQ AFRC/RMG, AF/REAMO or HQ AFRC/A1 (as appropriate) to notify new Select by phone; and 3) Send written notification to new Select.

2.4. Professional Military Development (PMD) Short Courses. Air Force Reserve does not consider PMD short courses as a viable substitute for BDE, IDE and SDE.

2.5. Enlisted DE.

2.5.1. General Information and Policy. See Education and Training Course Announcements that can be accessed at <https://etca.randolph.af.mil>. ALS is BDE, Non-Commissioned Officer Academy (NCOA) is IDE, and Senior Non-Commissioned Officer Academy (SNCOA) is SDE. Member must have 2 years retainability from graduation date to NCOA and SNCOA. AGRs, unit members, and IMAs may attend NCOA and SNCOA in residence. ARTs may attend in either military or civilian status (unit funded), but they must apply through military channels and the status must be annotated on the application prior to

submission. Members will not have the option to change their status after selections have been made. Due to the purpose individuals are brought on to LPRP/LEAD (see AFI 36-2008, it would not be feasible for reservists serving under these conditions to apply for resident DE. Individuals on LPRP/LEAD should complete DE through seminar or correspondence.

2.5.2. Enlisted BDE:

2.5.2.1. ALS: Conducted at base level (unit funded).

2.5.2.2. Quotas are requested through local wing training.

2.5.2.3. Eligibility Requirements (see Table 2.2).

2.5.2.4. How to Apply. Personnel (to include unit AGRs) submit their requests to their MPF.

2.5.2.5. Waiver of Eligibility Criteria. Submit all waiver requests for unit personnel through HQ AFRC/A1TS. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through RMG PM to RMG/DP. HQ AGRs should submit their waiver requests through REAMO.

2.5.2.6. Selection: Commander makes selection. The MPF notifies members of their selection.

2.5.2.7. All members, whether attending in civilian or military status, must out process through the MPF to ensure compliance with Air Force Fitness Standards have been accomplished. This statement must be in the remarks section of the members orders.

2.5.3. Enlisted IDE:

2.5.3.1. NCOA:

2.5.3.2. How to apply:
<https://www.dmy.af.mil/afknprod/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-ED-RC-17-15&Filter=OO-ED-RC-17>.

2.5.3.3. Eligibility Requirements NCOA (See Table 2.2):

2.5.3.4. How to Apply. Unit Personnel (to include unit AGRs) submit their requests to their MPF. The MPF will submit unit request through training management system (unit AGRs must submit a SF 182,. IMAs submit their request to their RMG PM who will forward to HQ ARPC/DP by established suspense date, before the selection board meets.

2.5.3.5. Waiver of Eligibility Criteria. Submit all waiver requests for unit personnel through HQ AFRC/A1 prior to input. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through RMG PM to RMG/DP.

2.5.3.6. Selection of Students. For units the Wing Training Office may determine local selection procedures. HQ ARPC/DP convenes a selection board to select IMA candidates. School board results are then forwarded to RMG/CC or designated representative for approval.

2.5.3.7. Announcement of Selections/Nonselections. The MPF notifies the unit members. RMG/CC or designated representative will notify RMG PM for notification to IMA applicants.

2.5.3.8. Removal or cancellation. Unit members must request removal in writing through their MPF to HQ AFRC/A1 not later than 45 days prior to class start date. IMAs request removal in writing not later than 45 days prior to class start date through RMG PM to RMG/DP who will then forward to HQ ARPC/DP not later than 45 days prior to class start date. HQ AGRs must request removal in writing through REAMO.

2.5.3.9. All members, whether attending in civilian or military status, must out-process through the MPF to ensure completion of Air Force Fitness Assessment. This statement must be in the remarks section of the member's orders.

2.5.4. SDE.

2.5.4.1. SNCOA.

2.5.4.2. Quotas are centrally managed by HQ AFRC/A1 and HQ ARPC/DP.

2.5.4.3. Eligibility (See Table 2.2):

2.5.4.4. Waiver of Eligibility Criteria. Submit all waiver requests for unit personnel through HQ AFRC/A1. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through RMG PM to RMG/DP.

2.5.4.5. How to Apply.

<https://wwwd.my.af.mil/afknprod/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-ED-RC-17-15&Filter=OO-ED-RC-17>.

2.5.4.6. Selection of Students. RMG/DP, convenes selection boards to make selections for IMAs.

2.5.4.7. Announcement of Selections/Non-Selections. The MPF notifies the unit member. RMG/CC or designated representative will notify RMG PM to initiate notification to IMA applicants.

2.5.4.8. Removal or cancellations. Unit members must request removal in writing through their MPF to HQ AFRC/A1 not later than 45 days prior to class start date. IMAs request removal in writing not later than 45 days prior to class start date through RMG PM to RMG/DP who will then forward to HQ ARPC/DP not later than 45 days prior to class start date.

2.5.4.9. All members attending in military status, must out-process through the MPF.

2.5.4.10. ARTs electing to attend in civilian status are strongly encouraged to out-process through the MPF.

2.5.5. Chief Leadership Course (CLC):

2.5.5.1. How to apply:

<https://wwwd.my.af.mil/afknprod/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-ED-RC-17-15&Filter=OO-ED-RC-17>.

2.5.5.2. Requirements: Must be CMSgt select or SMSgt occupying CMSgt position.

2.5.5.3. DE or equivalent previously completed (NCOA and SNCOA).

2.5.5.4. Military Physical Fitness assessment: accomplished and passed.

2.5.5.5. Security Clearance (Secret).

2.5.6. Wing CCMs will ensure members attend CLC prior to promotion.

2.5.6.1. Wing CCMs will forward a list of Chiefs to the NAF CCM who will in turn forward an approved listing to AFRC/AITS.

2.5.6.2. Wing CCMs will ensure those selected to attend the CLC meet Air Force fitness standards and present a professional appearance.

2.5.7. To eliminate civilian compensatory or overtime time and attendance issues, eligible ARTs must attend CLC in military status due to course hours, structure, and non-traditional duty requirements.

Table 2.1. Resident Officer DE Eligibility.

I T E M	A	B	C
	Level	Eligible grade(s) (see note 1)	Total Federal Commissioned Service (TFCS) (see notes 2, 3 and 4)
1	SDE	Colonel, Lt Colonel, Lt Colonel (Select)(Promotion Nominee) (note 5)	fewer than 26 years
2	IDE	Major, Major (Select) (Promotion Nominee) (note 5)	fewer than 18 years
3	BDE	(SOS) Captain, Captain (Select)	fewer than 11 years
4		(ASBC) 2 nd Lt	fewer than 2 years

Notes:

1. Members must pin on the appropriate grade before class start date per AFI 36-2301, Table 2.
2. The TFCS date is computed as of 1 January of the FY of the class entry date.
3. Chaplain, legal, and health professions officers who apply for Air War College or Air Command and Staff College may exceed the maximum TFCS by the number of years of constructive service credited. The requirement for minimum retainability still exists.
4. State ART eligibility in the remarks section of the DE application.
5. Reservists nominated for an upcoming promotion board may submit an RDEDDB nomination package for the DE appropriate to that potential promotion. Selection attendance is contingent upon the outcome of the promotion board.

Table 2.2. Resident Enlisted DE Eligibility.

School	Grade	Time in Service	Retainability
ALS	SrA	48 Months (see note 1 and 4)	6 Months (see note 3)
NCOA	SSgt (ARC only) (see note 2)	96 Months	6 Months (see note 3)
NCOA	TSgt	N/A	6 Months (see note 3)
AFSNCOA	SMSgt and MSgts	N/A	6 Months (see note 3)
CLC	SMSgt and CMSgt	N/A	6 Months (see note 3,5)

Notes:

1. Except for members who reenlist or receive a promotion line number.
2. ARC (Air National Guard and Air Force Reserve).
3. For personnel with 6 or more months retainability as of class graduation date (CGD), once selected attendance is mandatory. Personnel who have less than 6 months retainability as of CGD may attend at commander's discretion (for personnel who later reenlist/extend beyond 6 months, attendance becomes mandatory). All personnel are eligible to reenlist/extend for the purpose of attending Enlisted Developmental Education.
4. SrA selected for reassignment overseas to 12-month tour areas may attend ALS with 42 months or more Time in Service. SrA selected for reassignment to 12-month tour areas are given priority-scheduling consideration and when possible, should complete ALS prior to PCS departure.
5. SMSgt must be occupying CMSgt position.

Chapter 3

THE AIR FORCE RESERVE RETRAINING PROGRAM

3.1. Air Force Reserve Retraining Program. The purpose of the Air Force Reserve Retraining Program is to assist in achieving and maintaining the level of trained personnel resources required to meet Air Force Reserve mission requirements. The program allows eligible airmen a choice of career fields from which to pursue an Air Force career and provides a method to return airmen disqualified from their current AFSC to a productive status. Continuous efforts must be made to eliminate unprogrammed overages and overgrades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining.

3.2. Types of Retraining for Unit Program.

3.2.1. Voluntary Retraining:

3.2.1.1. An application initiated by an eligible airman into a chosen specialty where there is a retraining need and mandatory requirements and quality standards are met.

3.2.1.2. Eligibility:

3.2.1.2.1. All Personnel, including ARTs, must meet retraining AFSC entry requirements of AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*, and AFECD (Air Force Enlisted Classification Directory), and must be in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and AFI 10-248.

3.2.1.2.2. Retraining must be into an AFSC manned at less than 100 percent or into an AFSC that is authorized to have overages. Wing commanders may deviate from this requirement to meet manning levels and mission needs in accordance with HQ AFRC/CV FY manning policy.

3.2.1.2.3. Personnel must have or attain at least 36 months retainability to voluntarily retrain. If additional retainability is required to meet requirement in Education and Training Course Announcements (<https://etca.randolph.af.mil/specifications>), obtain it prior to attending technical school.

3.2.1.2.4. Personnel are ineligible for voluntary retraining for at least 24 months after completion of technical training and being awarded the Journeyman skill level. Prior retrainees must also acquire a skill level commensurate with the skill level of the AFSC from which they previously retrained. Unit commanders can make exceptions for humanitarian reasons and for those members who two-time fail their Career Development Course/End of Course exam.

3.2.1.2.5. Personnel must not be retraining out of a shortage or critical AFSC. Wing/RMG/CC, or designated representative, may deviate from this requirement to meet manning levels and mission needs. Develop local policy in accordance with local needs, budget, and mission.

3.2.1.2.6. Prior service accessions with an awarded/convertible AFSC will only be retrained into another AFSC when the AFSC previously held is not authorized or

there is no vacancy/authorization in their current AFSC. Wing/RMG/CC, or designated representative, may deviate from this requirement to meet manning levels and mission needs in accordance with HQ AFRC/CV FY manning policy. Develop local policy in accordance with local needs, budget, and mission.

3.2.1.2.7. Prior service personnel who are not in retraining and NPS members must remain in the AFSC for at least 24 months upon completion of technical training and acquire the Journeyman skill level to be eligible for retraining.

3.2.1.2.8. A prior service accession from another service, with a military specialty that does not convert to an AFSC is not considered to be in a retraining status; however, member must attend technical school within 12 months.

3.2.1.2.9. Mobilized personnel and personnel in a Stop Loss AFSC are ineligible to apply for retraining. Waivers will not be accepted.

3.2.1.2.10. Personnel who have been convicted of a “misdemeanor crime of domestic violence” may only cross-flow/retrain into an AFSC that doesn’t have a requirement to ship, transport, possess, or receive firearms or ammunition. Refer questions concerning the Lautenberg Amendment policy to the local Staff Judge Advocate.

3.2.2. Involuntary Retraining:

3.2.2.1. Action initiated by unit commander or designated representative to determine the disposition of personnel who become overages due to locally generated unit manning document (UMD) reductions/changes, force structure changes, crew ratio reduction, medical unit type code (UTC) reduction, or weapons system conversions, withdrawal of an AFSC because of medical disqualification, or the inability of a member to maintain currency requirements for flying status.

3.2.2.2. Involuntary retraining is primarily for the benefit of the Air Force Reserve and does not require the concurrence of the member.

3.2.2.3. Retraining application (AF IMT 3920, **Request for Reservist Voluntary Retraining**), is not required.

3.2.3. Responsibilities:

3.2.3.1. HQ AFRC/A1BF:

3.2.3.1.1. Administers/coordinates retraining policies and procedures.

3.2.3.1.2. In conjunction with AFRC MAJCOM Functional Managers monitors and evaluates the Air Force Reserve Retraining Program.

3.2.3.1.3. Coordinates requests for waiver of requirements specified in AFI 36-2101 and AFECD.

3.2.3.1.4. Forwards waiver requests recommended for approval to HQ AFPC/DP when approval level is higher than AFRC.

3.2.3.1.5. Notifies MPF of final approval/disapproval.

3.2.3.2. AFRC MAJCOM Functional Manager provides recommendation or final disposition on waiver requests using guidelines in AFI 36-2101, Tables 3.1, 3.2, and 3.3.

3.2.3.3. HQ AFRC/RS in conjunction with HQ AFRC/A1 will establish guidelines to ensure the enlistment/assignment packages on prior service retrainees are processed through the Personnel Employment Element, and approved before accession of the applicant. The responsibility for the correct completion of recruiter generated retraining action is with the individual recruiter.

3.2.3.4. Unit Commander Support Staff:

3.2.3.4.1. Verifies member's retraining eligibility prior to initiating retraining application.

3.2.3.4.2. Prepares Section I of the AF IMT 3920.

3.2.3.5. Unit Commander:

3.2.3.5.1. Recommends approval/disapproval of retraining applications and certifies school funds availability.

3.2.3.5.2. May delegate this authority to the senior ART at geographically separated units.

3.2.3.5.3. Disagreements between the gaining/losing commander and the Personnel Employment Element will be elevated to the wing commander for a final decision.

3.2.3.5.4. Recommends retraining only for those airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are suited for subsequent duty assignment and are in compliance with AFI 36-2903 and AFI 10-248.

3.2.3.5.5. Gaining unit commander or designated representative will interview all personnel applying for retraining to a flying position and make appropriate recommendations on the retraining application.

3.2.3.5.6. Ensures technical school quotas are requested and certify member's availability.

3.2.3.5.7. Ensures retrainees attend mandatory technical school within 12 months of approval of the retraining action.

3.2.3.6. MPF/Personnel Employment Element:

3.2.3.6.1. Schedules unit applicants for retraining interview. Interview should include at a minimum the information relevant to the retraining processing and the requirements of Enlisted Classification Directory (<http://ask.afpc.randolph.af.mil/classification/default.asp?prods3=591&prods2=14&prods1=1>).

3.2.3.6.2. Verifies member retraining eligibility prior to coordinating retraining application.

3.2.3.6.3. Verifies AF IMT 1288, **Application for Ready Reserve Assignment** (<http://www.e-publishing.af.mil/formfiles/af/af1288/af1288.xfd>), or DD Form 1966, **Record of Military Processing - Armed Forces of the United States**, (contains the retraining eligibility statement in the remarks section).

- 3.2.3.6.4. . Coordinates voluntary retraining applications.
 - 3.2.3.6.5. Develops internal processing controls.
 - 3.2.3.6.6. Assists units/airmen in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions.
 - 3.2.3.6.7. Ensures airmen do not voluntarily retrain out of shortage/critical AFSCs, in compliance with current HQ AFRC/CV FY manning policy. A shortage AFSC is any AFSC below the standard set by HQ AFRC/CV FY manning policy. A critical AFSC (established by HQ USAF) is a specialty having unique requirements or is typically hard to fill. Critical AFSCs can be found at <https://www.afpc.randolph.af.mil/retraining/?prods3=2931>.
 - 3.2.3.6.8. Ensure classification waivers are processed in accordance with AFI 36-2101, and identifies the "type" of waiver required on the cover memorandum when forwarding waiver requests to higher headquarters; e.g., medical, aptitude score, AFSC prerequisites.
 - 3.2.3.6.9. Ensures DPMT counsels retrainees on formal school retainability requirements as prescribed in Education and Training Course Announcements available at <https://etca.randolph.af.mil/>.
 - 3.2.3.6.10. Ensures DPMT coordinates on the AF IMT 3920 and annotate the respective training status code (TSC) prior to approval.
 - 3.2.3.6.11. Completes final review, interview, and approves/disapproves retraining application on AF IMT 3920.
 - 3.2.3.6.12. For internal retraining actions, blocks position on UMD or the Reserve Management Vacancy System (RMVS).
 - 3.2.3.6.13. Maintains the approved AF IMT 3920.
- 3.2.3.7. MPF Education and Training Element:
- 3.2.3.7.1. Requests formal school quota upon receipt of unit request and approved retraining application.
 - 3.2.3.7.2. Reviews applicant's technical school waiver documentation when applicable and insures completeness prior to forwarding to HQ AFRC/A1.
- 3.2.3.8. MPF Career Enhancement Element:
- 3.2.3.8.1. Verifies member is or is not retraining out of, or into, a bonus AFSC. Individuals retraining from a bonus AFSC into a nonbonus AFSC require a continuation waiver from HQ AFRC/A1, in order to continue receiving bonus payments in their new AFSC. Retraining into balanced or overage AFSCs is not normally approved for continuation of bonus payments.
 - 3.2.3.8.2. Current expiration term of service (ETS) must be a special interest item during the screening and coordination of the retraining request. Applicants, who may be potentially eligible for bonus program participation, must be within 36 months of

normal ETS upon completion of technical school in order to remain eligible for a bonus.

3.2.3.8.3. If approved, and upon completion of technical school, individuals may reenlist up to 36 months of normal ETS for a retraining bonus.

3.2.3.9. Reserve Recruiters:

3.2.3.9.1. Determine member's eligibility by complying with AFECD, this manual, and the current HQ AFRC/CV FY manning policy.

3.2.3.9.2. Base level recruiters are not required to execute retraining applications. They will enter the retraining eligibility statement in the remarks section of DD Form 1966 or AF IMT 1288. The statement will read, "I certify member meets eligibility for retraining into AFSC _____, from AFSC _____."

3.2.3.9.3. If a waiver is required, indicate type waiver on cover letter when forwarding requests to higher headquarters, e.g., technical school, medical, aptitude score, AFSC prerequisite.

3.2.3.10. Applicant:

3.2.3.10.1. Ensures all appropriate information for retraining is complete, to include extending/reenlisting for retraining eligibility.

3.2.3.10.2. Must apply for, and attend technical school within 12 months of retraining approval date or return to the position of the previously awarded AFSC, submit technical school waiver within 6 months of approval of retraining action, or be reassigned to the IRR.

3.2.4. Involuntary Retraining:

3.2.4.1. Action initiated by unit commander or designated representative to determine the disposition of personnel who become overages due to locally generated UMD reductions/changes, force structure changes, crew ratio reduction, medical UTC reduction, or weapons system conversions, withdrawal of an AFSC because of medical disqualification, or the inability of a member to maintain currency requirements for flying status.

3.2.4.2. Involuntary retraining is primarily for the benefit of the Air Force Reserve and does not require the concurrence of the member.

3.2.4.3. Retraining application (AF IMT 3920) is not required.

3.2.5. Retraining Guidelines:

3.2.5.1. Normally airmen will be assigned throughout their enlistment in the AFSC in which first classified.

3.2.5.2. Airmen are recruited for training and assignment in a specific specialty, based on the current HQ AFRC/CV FY manning policy, AF Reserve needs, and the member's qualifications.

3.2.5.3. If additional retainability is required to meet Air Force ETCA specifications, member will obtain it prior to attending technical school.

3.2.5.4. Chief Master Sergeants selected to cross flow out of their career ladder are not considered retraining and do not have to meet minimum eligibility requirements of AFRC retraining requirements. Skill level training waivers will be submitted in accordance with AFI 36-2101, paragraph 3.27 and HQ AFRC/A1T Automated Training Waiver Policy.

3.2.5.5. Retraining applications and interviews are only required for voluntary retraining. Use them as source documents to approve voluntary retraining actions. The Personnel Employment Element will maintain them.

3.2.5.6. Once members are approved for retraining, block them in the position on the UMD or the RMVS, or place them in the position at the time of approval.

3.2.5.7. Upon approval of the retraining application, the member's TSC will reflect awaiting technical school (TSC "M").

3.2.5.7.1. Award a 1-skill level in accordance with AFI 36-2101, Table 3.7 for personnel placed in the position at the time of approval.

3.2.5.8. After completion of technical school member must remain in the retraining AFSC for at least 24 months and be awarded the journeyman skill level. Prior retrainees must obtain a skill level commensurate with the skill level of the AFSC from which previously retrained.

3.2.5.9. Assign personnel who are displaced due to UMD changes either against a valid authorization in any awarded AFSC, retain them as overages in the current AFSC against a valid requirement as authorized by the commander, or voluntarily retrain them to fill a valid authorization.

3.2.5.9.1. If the member does not voluntarily retrain to fill a valid authorization, the commander may initiate involuntary retraining.

3.2.5.9.2. If member declines any action to qualify for a position, reassign to the IRR in accordance with AFI 36-2115, *Assignment Within the Reserve Components*.

3.2.5.10. All new enlisted ART hires or retrainees who meet requirements of AFI 36-2101 and AFECD, or obtained appropriate waiver, and have satisfied the minimum OPM standards will immediately be militarily classified at the entry level AFSC.

3.2.5.10.1. The supervisor will conduct an initial evaluation within 60 days from the date of hire, using the current CFETP to access apprentice skill level qualifications. This includes completion of all mandatory requirements to include the Enlisted Classification Directory (<http://ask.afpc.randolph.af.mil/classification/default.asp?prods3=591&prods2=14&prods1=1>).

3.2.5.10.2. After completion of the initial evaluation and the supervisor determines the member warrants award of the 3-skill level, the award must be sanctioned by the AFRC Functional Manager through HQ AFRC/A1. Waiver requests will be submitted through channels to HQ AFRC/A1BF in accordance with AFI 36-2101 and HQ AFRC/A1 Automated Training Waiver Policy. Disapproval by the AFRC Functional Manager will require the ART to remain at the entry level AFSC until satisfactory completion of technical school.

3.2.5.11. **Withdrawing Approved Retraining.** An airman can voluntarily request withdrawal of approved retraining application up until the time when funds are expended for technical school. The Wing Commander is final approval authority.

3.2.6. **Retraining Formal School Eliminees:**

3.2.6.1. **Eliminated for reasons not within control:**

3.2.6.1.1. Gaining unit commander can retain and return to school previously attended except for personnel eliminated for academic deficiency.

3.2.6.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander.

3.2.6.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2115 or administratively discharge in accordance with AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

3.2.6.1.4. Airmen eliminated for academic deficiency may not request retraining into an AFSC that requires an identical or higher aptitude score.

3.2.6.2. **Eliminated for reasons within control:**

3.2.6.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander.

3.2.6.2.2. If member declines any action to qualify for a position, reassign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2115.

3.2.7. **Special Instructions.**

3.2.7.1. **First Sergeant, special duty identifier (SDI) 8F000.** Complete AF IMT 3920.

3.2.7.1.1. Master and Technical sergeants are eligible to apply for first sergeant positions provided they meet the following mandatory requirements:

3.2.7.1.1.1. A volunteer.

3.2.7.1.1.2. Master Sergeant or be eligible for promotion to Master Sergeant.

3.2.7.1.1.3. Possess an AFSC at the 7-skill level.

3.2.7.1.1.4. High school graduate or general education degree equivalent.

3.2.7.1.1.5. Completed the NCO Academy (residence or correspondence).

3.2.7.1.1.6. Meet aptitude, physical profile, and other mandatory requirements in AFECDC.

3.2.7.1.1.7. Comply with requirements in AFI 36-2113, *The First Sergeant*.

3.2.7.1.2. Applicants approved by the unit commander will be placed in SDI 8F000. They must complete the United States Air Force Reserve (USAFR) First Sergeant Academy, in residence, within 1 year after assignment.

- 3.2.7.1.3. Upon appointment to first sergeant, the individual must be promoted to master sergeant (if the member is a technical sergeant) and an AF IMT 224, **Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force** (processed according to the provisions of AFI 36-2502).
- 3.2.7.1.4. If the appointment requirements are not fulfilled, demote the individual according to AFI 36-2503, *Administrative Demotion of Airmen*, and place into an awarded AFSC vacancy or reassign to the IRR by the unit commander.
- 3.2.7.2. Family Support Center (Family Readiness Technician), SDI 8C000. Complete AF IMT 3920.
- 3.2.7.2.1. Staff Sergeants are eligible to apply provided they meet the following mandatory requirements:
- 3.2.7.2.1.1. Must be eligible for promotion to Technical Sergeant.
 - 3.2.7.2.1.2. Must be a volunteer; must have exemplary performance history with the recommendation of the current commander.
 - 3.2.7.2.1.3. Personnel in a chronic critical shortage AFSC will not be considered for the Readiness NCO's position without Wing/CC approval.
 - 3.2.7.2.1.4. Ability to communicate effectively both orally and in writing.
 - 3.2.7.2.1.5. Background or experience in disaster or contingency responses, finance, budget, manpower and services.
 - 3.2.7.2.1.6. Experience of education in a behavioral or social science field desirable but not mandatory.
 - 3.2.7.2.1.7. Meet additional mandatory requirements in accordance with AFECD.
- 3.2.7.3. Career Assistance Advisor, SDI 8A100. Complete AF IMT 3920.
- 3.2.7.3.1. Technical Sergeants are eligible to apply provided they can be promoted within 6 months of assignment (selection) to the position.
- 3.2.7.3.2. Technical Sergeants must meet the following mandatory requirements to apply:
- 3.2.7.3.2.1. Prior qualification in any AFSC at the 7- or 9-skill level.
 - 3.2.7.3.2.2. Ability to speak distinctly.
 - 3.2.7.3.2.3. Completed the NCO Academy (residence or correspondence).
 - 3.2.7.3.2.4. Meet additional mandatory requirements in accordance with AFECD.
 - 3.2.7.3.2.5. Possess high standards of military appearance and conduct.
- 3.2.7.4. Survival, Evasion, Resistance, and Escape (SERE) Operations, AFSC 1T0X1. In addition to requirements in the Enlisted Classification Directory (<http://ask.afpc.randolph.af.mil/classification/default.asp?prods3=591&prods2=14&prods1=1>), only prior active duty SERE qualified will be considered for entry into this Career Field at this time. Contact the HQ AFRC/DO MAJCOM Functional Manager for exceptions to retraining/entry into this AFSC and latest policy information.

3.2.8. Palace Chase/Palace Front Program.

3.2.8.1. The primary goal of these programs is to transition qualified personnel from Air Force AD into the Air Force Reserve.

3.2.8.2. The mission needs of the HQ AFRC unit remain the central issue when determining whom to access to the program and into what AFSC they will be accessed.

3.2.8.3. If qualified, and a vacancy exist, access personnel into the AFSC that they were previously awarded and qualified.

3.2.8.4. Palace Chase personnel must complete their Selective Reserve Service Contract obligation prior to becoming eligible for voluntary retraining. Palace Chase personnel whose positions are deleted may voluntarily retrain to fill a valid requirement prior to completion of the obligation.

3.2.8.5. Retraining is an option if:

3.2.8.5.1. The Palace Chase applicant holds an AFSC, which is not authorized, in the gaining unit.

3.2.8.5.2. There is no vacancy/authorized overage in the Palace Chase applicant's current AFSC.

3.2.8.5.3. A genuine, mission based need exists for the gaining organization to retrain the Palace Chase applicant.

3.2.8.5.4. Palace Chase retraining prohibition outlined in AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, Table 1.1, note 1, is not applicable: Enlisted personnel who have retrained or who have attended their initial technical training course of more than 10 academic days during the past 12 months may not enter the Air Force Reserve under the Palace Chase program in a different AFSC from their current control or duty AFSC.

3.3. Retraining Process for IMAs. The purpose of the IMA retraining program is to assist RMG PMs in achieving and maintaining a level of trained resources required to meet the needs of the Air Force and to secure effective manning. Retraining within the IMA program is normally generated due to a reassignment action. **Retraining will be solely on a voluntary basis and is based on securing a position that will require the award of an AFSC not currently held.** Place emphasis on requesting training waivers if member has civilian skills in applicable AFSC. Waivers must be submitted within 6 months of assignment to the position through RMG PM to RMG/DP. The waiver package will then be forwarded to HQ AFRC/A1.

3.3.1. Retraining Guidelines.

3.3.2. Retrainees must acquire a skill level commensurate with the AFSC from which previously retrained. Retraining will only be for those airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are in compliance with AFI 36-2903 and AFI 10-248.

3.3.2.1. All retraining actions must be into an AFSC manned at levels less than those described in the command manning policy. Applicant must not be retraining out of a shortage or critical AFSC.

3.3.2.2. Personnel who are displaced due to UMD changes must either be assigned against a valid authorization in any awarded AFSC, retrained as an overage in the current AFSC against a valid requirement as authorized by the RMG PM, or voluntarily retrain to fill a valid authorization.

3.3.2.2.1. Will apply for tech school within 6 month of assignment to position unless a tech school waiver is submitted.

3.3.2.2.2. Application for tech school will request class attendance date within 12 months of assignment date if a quota is available.

3.3.2.2.2.1. If tech school waiver is to be submitted, provide documentation for waiver process in accordance HQ AFRC/A1 guidelines. Waivers must be submitted in sufficient time for waiver to reach HQ AFRC/A1 within 6 months of assignment to position. OJT at home station is not allowed as a criteria for a waiver of technical training. Formal school applications will not be submitted at the same time a waiver is being considered.

3.3.2.2.2.2. If waiver is disapproved, application for tech school will be made immediately upon notification of disapproval and will request course attendance within 12 months of assignment date. (*Note:* failure to comply in a timely manner will result in applicant being returned to a position in the previously awarded AFSC or be reassigned to the IRR if no position is available).

3.3.3. Responsibilities:

3.3.3.1. RMG PMs: Upon receipt of the AF IMT 1288, RMG PM will review qualifications and AFSC requirements. RMG PM will ensure that all waiver packages are complete according to the HQ AFRC/A1 guidelines.

3.3.3.2. RMG/DPMT.

3.3.3.2.1. Administers, coordinates, and monitors retraining policies and procedures. Notifies PMs of waiver procedures or requirement for requesting 3-level technical schools.

3.3.3.2.2. Ensures airmen do not voluntarily retrain out of shortage/critical AFSCs. A shortage AFSC is any AFSC below the standard set by the IMA enlisted incentive program manned at less than 100 percent. A critical AFSC within the Air Force Reserve is identified within the parameters of the policy set forth by AF/RE. They are normally specialties having unique requirements or are typically hard to fill.

3.3.3.2.3. Ensures retraining applicants who may be eligible for the bonus program be within 36 months of normal ETS upon completion of technical school in order to remain eligible for a bonus.

3.3.3.2.4. Ensure funding is programmed.

3.3.3.3. HQ AFRC/RMG:

3.3.3.3.1. Evaluates IMA retraining actions in conjunction with RMG/DP and HQ AFRC functional managers.

3.3.3.3.2. Receives, evaluates, and processes all IMA retraining packages or training waivers, or AF IMT 2096, **Classification/On-The-Job Training Action**. Coordinates with appropriate offices for award of the entry level (1-skill level) AFSC.

3.3.3.3.3. Assists RMG PMs in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions.

3.3.3.3.4. Identifies the “type” of waiver required when coordinating waiver requests through appropriate channels (ie., technical school, medical, aptitude score, AFSC prerequisites).

3.3.3.4. HQ ARPC/DP will process requests for school quotas.

3.3.4. Eliminated Retrainees.

3.3.4.1. No fault of member:

3.3.4.1.1. RMG PM will attempt to place member within AFSC previously held.

3.3.4.1.2. Member will be reassigned to the IRR in accordance with AFI 36-2115.

3.3.4.2. With cause (fault of member):

3.3.4.2.1. If RMG PM recommends member be retained, they will attempt to place member within AFSC previously held.

3.3.4.2.2. If member declines any action to qualify for a position, reassign to the IRR in accordance with AFI 36-2115.

3.4. Forms Adopted. AF IMT 224 and AF IMT 1288.

3.5. Forms Prescribed. AF IMT 101, AF IMT 1941, **Application for Developmental Education (In-Residence)**, AF IMT 3920

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code

Title 10, United States Code

DoDD 1200.7, *Screening the Ready Reserve*, 18 Nov 99

DoDI 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay*, 18 Sep 97

DoDD 1200.16, *Contracted Civilian-Acquired Training (CCAT) for Reserve Components*, 20 Mar 04

DoDI 1215.6, *Uniform Reserve, Training and Retirement Categories*, 07 Feb 07

DoDI 1215.7, *Service Credit for Reserve Retirement*, 18 Nov 05

DoDI 1235.9, *Management of the Standby Reserve*, 02 Apr 07

DoD 7000.14R, Volume 7, *Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*, 02 Jan 10

Education and Training Course Announcements accessed at <http://hq2af.keesler.af.mil/ETCA.HTM>, US Air Force Formal Schools

AFI 10-248, *Fitness Program*, 25 Sep 06

AFI 11-401, *Flight Management*, 07 Mar 07

AFI 36-2008, *Voluntary Extended Active Duty (EAD) For Air Reserve Commissioned Officers*, 05 Nov 02

AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*, 07 Mar 06

AFI 36-2113, *The First Sergeant*, 19 Dec 07

AFI 36-2115, *Assignments Within the Reserve Components*, 08 Apr 05

AFI 36-2301, *Professional Military Education*, 27 Jun 02

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AFI 36-2502, *Airman Promotion Program*, 31 Dec 09

AFI 36-2503, *Administrative Demotion of Airmen*, 20 Jul 94

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AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 02 Aug 06

AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs*, 10 Oct 03

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 Apr 05

AFI 48-123, *Medical Examinations and Standards*, 24 Sep 09

AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*, 26 Mar 04

Abbreviations and Acronyms

AD—Active Duty

ADT—Active Duty for Training

ADOS—Active Duty for Operational Support (formerly ADSW)

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AGR—Active Guard Reserve

ALS—Airman Leadership School

ANG—Air National Guard

ARC—Air Reserve Component

ART—Air Reserve Technician

ASBC—Air and Space Basic Course

AT—Annual Training

BDE—Basic Developmental Education

CCAT—Contracted Civilian Acquired Training

CFETP—Career Field Education and Training Plan

CGD—Class Graduation Date

CIOR—Interallied Confederation of Reserve Officers

CIORM—Interallied Confederation of Reserve Medical Officers

CLC—Chief Leadership Course

COT—Commissioned Officer Training

DE—Developmental Education

DoD—Department of Defense

EAD—Extended Active Duty

ETCA—Education and Training Course Announcements

ETS—Expiration Term of Service

FY—Fiscal Year

HQ USAF—Headquarters United States Air Force
IDE—Intermediate Developmental Education
IDT—Inactive Duty Training
IMA—Individual Mobilization Augmentee
IRR—Individual Ready Reserve
IRT—Innovative Readiness Training
LEAD—Limited Extended Active Duty
LPRP—Limited Period Recall Program
MAJCOM—Major Command
MPA—Military Personnel Appropriations
MPF—Military Personnel Flight
NAF—Numbered Air Force
NCO—Non-Commissioned Officer
NCOA—Non-Commissioned Officer Academy
NCOLDP—Non-Commissioned Officer Leadership Development Program
NPS—Non-Prior Service
OJT—On-the-Job Training
O&M—Operations and Maintenance
PCS—Permanent Change of Station
PDS—Permanent Duty Station
PM—Program Manager
PMD—Professional Military Development
PME—Professional Military Education
RDEDB—Reserve Developmental Education Designation Board
RIP—Report of Individual Personnel
RMVS—Reserve Management Vacancy System
RPA—Reserve Personnel Appropriations
RS—Reserve Section
SDE—Senior Developmental Education
SDI—Special Duty Identifier
SERE—Survival, Evasion, Resistance, and Escape
SNCOA—Senior Non-Commissioned Officer Academy

SOS—Squadron Officer School
TCC—Training Category Codes
TDY—Temporary Duty
TFCS—Total Federal Commissioned Service
TLN—Training Line Number
TSC—Training Status Code
UFT—Undergraduate Flight Training
UMD—Unit Manning Document
UNT—Undergraduate Navigator Training
UPT—Undergraduate Pilot Training
USAFR—United States Air Force Reserve
UTC—Unit Type Code

Attachment 2

TRAINING CATEGORY CODE (TCC) DEFINITIONS

A2.1. TCC. The RPA school and special tour manday programs are divided into categories based on the type of training being accomplished. The training is designated as tours of AD for ADT or ADOS. ADOS tours are used to provide direct staff support to Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome. ADT tours are used to supplement the AT and IDT when the member needs extra training to achieve a required skill or skill level in the assigned AFSC. All school tours are ADT. The TCC category headers are designated as XZ. TCCs ending in "Z" are category headers only and will be used for cost rollups at the HQ USAF/RE level.

A2.2. Only the TCCs listed below a given "Z" category are valid. Listed below is a brief definition for each TCC category. SCHOOL TOURS (PROJECT 726). AZ - Career Development Training (ADT).

A2.2.1. **AA--Officer Professional Military Education (PME)-(ADT).** Identifies officers attending PME schools to include Squadron Officer School, Intermediate Developmental Education, and Senior Developmental Education. This is general type training that is not specifically AFSC oriented and assignments are made through the RDEDB

A2.2.2. **AB--NCO PME-(ADT).** Identifies enlisted members attending PME schools to include ALS, NCOA, and SNCOA. This is general type training that is not specifically AFSC oriented.

A2.2.3. **AC--Professional Continuing Education-(ADT).** Identifies officers or enlisted members attending short military education courses (i.e., Reserve Components National Security Course, NCO Leadership Development Training, Harvard Senior Executive courses, BOLD STROKE, flag/general officer courses, etc.) and continuing education courses for professional AFSCs (medical, legal, chaplain, engineer, acquisition, etc.).

A2.2.4. **AD--Quality Training Courses-(ADT).** Identifies officers or enlisted members attending quality/quality related training courses (i.e., Cascade Training, Metrics, Benchmark training, Confronting Difficult Issues, team-building training, etc.). BZ - Initial Skill Acquisition Training (ADT).

A2.2.5. **BA--Initial Skill Training for Nonrated Officers-(ADT).** Identifies those officers attending the initial technical school for award of their AFSC.

A2.2.6. **BB--Initial Skill Training for Enlisted Members-(ADT).** Identifies those enlisted members attending the initial technical school for award of their AFSC. CZ - Officer Training School (ADT).

A2.2.7. **CA--Officer Training School (OTS)-(ADT).** Identifies enlisted attending Officer Training School.

A2.2.8. **CB--Academy of Military Science (AMS)-(ADT).** Identifies officers attending the Academy of Military Science course.

A2.2.9. **CC--Commissioned Officer Training (COT)-(ADT)**. Identifies officers attending the COT or the Reserve Commissioned Officer Training course. DZ - Recruiter Training (ADT).

A2.2.10. **DA--Air Force Reserve Recruiter School-(ADT)**. Identifies personnel attending the Air Force Reserve Recruiter School. EZ - Refresher and Proficiency Training (ADT).

A2.2.11. **EA--Enlisted 7-level Upgrade Courses-(ADT)**. Identifies enlisted members attending a 7-level upgrade course.

A2.2.12. **EB--Officer Field Upgrade Courses-(ADT)**. Identifies officers attending field upgrade courses (i.e., Advanced Personnel Officer course, Advanced Logistics Officer course, etc.).

A2.2.13. **EC--Survival Training-(ADT)**. Identifies personnel attending survival training courses.

A2.2.14. **ED--Other Advanced Skill Courses-(ADT)**. Identifies personnel attending advanced skill courses other than those included as officer field grade upgrade courses, survival training, and post undergraduate flight training (UFT) flying courses.

A2.2.15. **EF--Post UFT Flying Courses-(ADT)**. Identifies personnel attending post undergraduate flight training flying courses. FZ - Undergraduate Flying Training (ADT).

A2.2.16. **FA--Undergraduate Pilot Training (UPT)-(ADT)**. Identifies personnel attending basic pilot training.

A2.2.17. **FB--Undergraduate Navigator Training (UNT)-(ADT)**. Identifies personnel attending basic navigator training.

A2.2.18. **FC--Flight Screening-(ADT)**. Identifies personnel who are attending Flight Screening course prior to attending UPT or UNT.

A2.2.19. **FD--Progressive Tours-(ADT)**. Identifies personnel on a progressive tour, initial aircrew qualification up to, but including instructor or flight examiner status by crew position. GZ - Unit Conversion Training (ADT).

A2.2.20. **GA--All Formal Courses for Retraining Aircrew-(ADT)**. Identifies aircrew personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a result of the unit undergoing mission/aircraft changes. This TCC would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing.

A2.2.21. **GB--All Formal Courses for Retraining Nonflying Members-(ADT)**. Identifies nonflying personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a result of the unit undergoing mission/aircraft changes. This TCC would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing. SPECIAL TOURS (PROJECT 727). HZ - Competitive Events (ADT).

A2.2.22. **HA--All DoD Sponsored/Sanctioned Athletic Events-(ADT)**. Identifies personnel participating in a DoD sponsored/sanctioned athletic event (excluding CIOR). Is to be used only for actual participants in the competition, not for coaches, judges, assistants or individuals attending planning meetings, etc.

A2.2.23. **HB--CIOR Military Competitors-(ADT).** Identifies selected individuals participating and providing logistical support of Interallied Confederation of Reserve Officers/Interallied Confederation of Reserve Medical Officers(CIOR/CIORM) activities as directed by HQ USAF/RE. The United States team competes with those of other NATO nations each year. It is to be used for actual participants in the competition and for individuals giving logistical support. JZ - Command/Staff Supervision (ADOS).

A2.2.24. **JA--Audits/Inspections/Staff Assistance Visit to Subordinate Reserve Units and Other Air Force Reserve-Directed Investigations-(ADOS).** Identifies personnel providing realistic and practical experience in augmenting evaluation teams conducting audits, inspections, QAFA teams, or investigations and in rendering assistance to subordinate Reserve units.

A2.2.25. **JB--Conferences, Workshops, Meetings, Command-Directed Interviews, etc.-(ADOS).** Identifies personnel attending conferences, workshops, meetings, command-directed interviews.

A2.2.26. **JC--Membership on Selection/Review Boards, Policy Councils, and Similar Activities-(ADOS).** Identifies personnel selected to participate on selection/review boards (promotions, awards, etc.), policy councils, and related activities.

A2.2.27. **JD--Quality Initiatives or Teams-(ADOS).** Identifies personnel participates on quality teams (i.e., problem solving process teams, process action teams, process improvement teams, etc.) or other meetings for quality initiatives. This includes individuals serving as instructors for quality schools. ESP code QS should be used for quality related instruction. KZ - Exercises (ADOS/ADT)

A2.2.28. **KA--Wargame Support-(ADOS).** Identifies Reserve personnel participating in simulated and computer-aided war games and exercises.

A2.2.29. **KB--Participation in Joint Training Exercises-(ADT).** Identifies Reserve personnel participating in joint and command-directed training exercises. Reserve members are integrated with the active forces and provide required expertise. These personnel may function in command positions as aircrew members, or specialists in any field.

A2.2.30. **KC--Other Worldwide Missions-(ADOS).** Identifies personnel participating in deployments, missions, humanitarian relief efforts, and peace-keeping efforts not specifically identified by another TCC.

A2.2.31. **KD--Haiti Support-(ADOS).** Identifies personnel participating in Haitian relief efforts. This TCC should be used in conjunction with ESP code HA, XF, or DT.

A2.2.32. **KE--Iraq/Saudi/Kuwait Support-(ADOS).** Identifies personnel participating in military missions in the areas of Iraq/Saudi/Kuwait. This TCC should be used for RPA special tour orders that are utilizing ESP code VA. LZ - Management Support (ADOS/ADT).

A2.2.33. **LA--Day-to-Day Support of Reserve Unit Training Functions-(ADOS).** Identifies personnel participating in a normal day-to-day activities at the Reserve unit (i.e., administrative support, backfilling an ART's duties, flight examiners/instructors, etc.).

A2.2.34. LB--Short Term Augmentation of Air Force Reserve Management Headquarters (Base/NAF/ Field Operating Agency/RE) During Surge Periods, Temporary Shortfalls or When Expertise Not Available on Staff is Required-(ADOS). Identifies personnel participating in higher headquarters support/or headquarters directed support tours.

A2.2.35. LC--Short term Augmentation of Air Force Reserve Activities in SAF/DoD/Joint Staff in Support of Reserve Projects/Issues-(ADOS). Identifies personnel participating in support tours for Secretary of the Air Force, Department of Defense, or Joint Staff level in support of Reserve projects or issues.

A2.2.36. LD--Short Term Augmentation of Statutory Representative Offices Outside USAFR-(ADOS). Identifies personnel participating in support tours for offices outside of the Air Force Reserve.

A2.2.37. LE--NCO Leadership Development Training Instructor Facilitation-(ADOS). Identifies personnel serving as facilitators for the Non-Commissioned Officer Leadership Development Program (NCOLDP) course. Use in conjunction with ESP code LS.

A2.2.38. LF--Air Force Reserve Course Curriculum Development-(ADOS). Identifies personnel participating in curriculum development for courses offered by the Air Force Reserve.

A2.2.39. LG--Instructor Augmentation at HQ AFRC School Locations-(ADOS). Identifies personnel who are serving in an instructor capacity for Air Force Reserve schools. (Do not include NCOLDP facilitators in this category. Use TCC LE for them.)

A2.2.40. LH--Disciplinary Action Against Member-(ADOS). Identifies individuals who have been called on a tour of AD for the purpose of disciplinary action against the member.

A2.2.41. LI--Retain Sick/Injured Member on AD Upon Expiration of Original ADOS Order.

A2.2.42. LJ--STARBASE KELLY-(ADOS). Identifies individuals participating in the STARBASE KELLY program. This is a program designed to be an innovative approach to addressing three critical problems facing today's American children. These are: poor preparation in science and math, lack of personal direction, and substance abuse. It targets minority and socio-economic children in grades four, five and six.

A2.2.43. LK—Innovative Readiness Training (IRT) Support-(ADOS). Identifies individuals participating in project IRT. This is a Health and Human Services Civil-Military Project, under the guidance of the Indian Health Service. This includes members who are providing training during the project.

A2.2.44. LN--BRAC Activities Charged to RPA (ADOS). Identifies individuals who are performing a tour in support of a base identified for closure. If you use Air Force Reserve RPA funds that will not be reimbursed by HQ AFRC, use this TCC. If you have been authorized to Air Force Reserve RPA funds and get reimbursement from HQ AFRC/FMAR from HQ Support, use TCC LO. If you charge the BRAC appropriation (rather than HQ AFRC funds), use TCC SA.

A2.2.45. **LO--BRAC Activities Performed as HQ Directed Support (ADOS).** Identifies individuals who are performing an approved HQ directed support tour in support of a base identified for closure. If your funds will be reimbursed by HQ AFRC, use this TCC.

A2.2.46. **LP--Medical Evaluation (ADOS).** Identifies individuals placed on AD orders solely for medical purposes. Does not include duty associated with "LI" and "LQ".

A2.2.47. **LQ--Retain/Place Sick/Injured Member on AD Upon Rpiration of Original ADT Order or IDT Duty Status (ADT).** MZ - Operational Training (ADT).

A2.2.48. **MA--OJT to Achieve AFSC Upgrade Requirements-(ADT).** Identifies personnel who are doing OJT to achieve AFSC upgrade requirements. All hands-on skill training at the unit will be in ADOS tour status in this TCC. Normally, tours for OJT will be restricted to upgrade milestone requirements when the member has difficulty achieving the next skill level with scheduled IDTs and AT over the mandatory upgrade period.

A2.2.49. **MB--Short Orientation Tours for Members New to Unit/Scitivity, or for Familiarization Training when Unit Receives New Equipment, Doftware, Tech Orders, etc.-(ADT).** Identifies personnel who are doing training as a result of being new to the unit or activity, or as a result of the unit receiving new equipment, software, etc. Should be used only when AT is not available for this purpose.

A2.2.50. **MC--Mission/Mobility Qualification Training-(ADT).** Identifies personnel doing either flying or nonflying training needed to qualify for the duty position or UTC that cannot be satisfied during scheduled IDTs and AT. This is typically training of a recurring nature, not related to AFSC upgrade. This TCC will also be used when normal qualification milestones required extensive continuous training (progressive (PROG) training tours) subsequent to the initial formal school.

A2.2.51. **MD--Skill-Oriented Competitions-(ADT).** Identifies personnel participating in skill-oriented types of competitions (i.e., Airlift Rodeo, Peacekeeper Challenge, Gunsmoke, etc.).

A2.2.52. **ME--Intelligence Refresher and Proficiency Training-(ADT).** Identifies personnel who are participating in intelligence training that cannot be completed during scheduled IDT periods and/or AT. This training, normally of a recurring/refresher nature, is required for satisfactory qualification in the assigned duty position. It may also be required by contingency status and/or command directives as appropriate.

A2.2.53. **MF--Instructor Training for the Transportation Proficiency Center (ADT).** Identifies individuals training to qualify them to serve as instructors at the Transportation Proficiency Center.

A2.2.54. **MH--Innovative Readiness Training (IRT) Participation (ADT).** A member who is participating in an Innovative Readiness Training project for the purpose of valid unit or individual currency, sustainment and/or upgrade training. NZ - Recruiting/Retention (ADOS).

A2.2.55. NA--Assistance to HQ AFRC Recruiters from Members Having Specialized Skills/AFSCs, Who Can Help Attract New Accessions in Those Skills (ADOS). Identifies personnel who have specialized skills/AFSCs and are on man-days to provide assistance to HQ AFRC recruiters in attracting new accessions in their area of expertise. PZ - Unit Conversion Training (ADT).

A2.2.56. PA--Aircrew Mission/Mobility Qualification Training Through OJT Required Due to Change of Mission or Aircraft-(ADT). Identifies members who are doing OJT of an aircrew mission/ mobility qualification nature due to a change of mission or aircraft. This TCC should be used instead of the MZ or RZ categories until the unit completes conversion.

A2.2.57. PB--Nonflying Mission/Mobility Qualification Training Through OJT Required Due to Change of Mission or Aircraft-(ADT). Identifies members doing nonflying mission/mobility qualification training through OJT due to a change of mission or aircraft. This TCC should be used instead of the MZ or RZ categories until the unit completes conversion. QZ - Drug Interdiction/Counterdrug Activities (ADOS).

A2.2.58. QB--Interdiction/Counterdrug Support (ADOS). In support of detection/monitoring identifying personnel who are participating in drug interdiction/counterdrug activities that support the detection/monitoring effort.

A2.2.59. QC--Interdiction/Counter Drug Efforts in Support of Demand Reduction (ADOS). Identifies personnel who are participating in drug interdiction counterdrug support activities that are in support of the demand reduction effort. This TCC will be used in conjunction with ESP code "MA". RZ - Service Mission/Mission Support (ADOS).

A2.2.60. RA--Direct Support for Air Force Reserve Air Operations or Flying Unit Projects Performed in Conjunction with Active Forces and as a Part of Sustainment Training for Aircrews-(ADOS). Identifies personnel participating in HQ AFRC air operations or flying unit projects being done in conjunction with active forces and as a part of sustainment training for aircrews. This TCC should be used when aircrew and related support staff have no other upgrade or mission qualification milestones to meet under Operational Training (TCC category MZ). It is not authorized for IMAs.

A2.2.61. RB--Aeromedical Crew Mission Support and Sustainment Training-(ADOS). Identifies aeromedical personnel participating in mission support or sustainment training. This TCC should be used only when the aeromedical crew have no other upgrade or mission qualification milestones to meet under Operational Training (TCC category MZ). It is not authorized for IMAs.

A2.2.62. RC--BOSNIA Support Activities Charged to RPA (ADOS). Identifies all Air Force Reserve personnel used in conjunction with JOINT ENDEAVOR or any other BOSNIA Support activities.

A2.2.63. RE--Alert Mission (ADOS). Identifies personnel supporting alert missions (i.e. JCS directed Single Integrated Operational Plan, refueling airborne command post (ABANCAP), and Take Charge and Move Out air refueling support, etc.). SZ - Costs Charged to Other Appropriations (ADT/ADOS).

A2.2.64. **RD--Reserve Participation in Directed Activities (ADOS).** Identifies all Air Force Reserve personnel used in conjunction with centrally directed missions for real world situations and AD missions. Missions will be directed and funded by functional points of contact.

A2.2.65. **SA--Unit Conversion Costs to be Charged to BRAC Appropriation as Authorized by HQ AFRC/FMA and Used in Conjunction with ESP Code BR-(ADT).** Identifies personnel participating in activities related to unit conversion and being funded out of the Base Realignment and Closure appropriation. Use of this TCC and BRAC funds must be authorized by HQ AFRC/FMA. This TCC should be used in conjunction with TCC BR.

Attachment 3

STUDENT ATTENDANCE AGREEMENT

I, _____, voluntarily agree, as a condition of training, that I will abide by the military rules and regulations of the school, to include wearing the military uniform. I realize failure to do so may result in my disenrollment from the school, that this disenrollment would be considered my fault and that I may be liable for reimbursement of funds expended under such circumstances. I understand that while attending this course, payment for overtime or the crediting of compensatory time off is not authorized in accordance with 5 CFR Part 410, Subpart D (410.402), *Paying Premium Pay*. I also understand that I am only authorized to participate and train with the Air Force Reserve and my unit of assignment on a strict noninterference basis with academic responsibilities and assignments. Also, if applicable, according to AFI 11-401, *Flight Management*, paragraph 2-8, I understand I will not be permitted to actively fly while attending this course.”

SIGNED: _____ DATE: _____

Attachment 4

APPLICATION SUBMISSION PROCESS TABLE

1. IMAs, HQ AGRs, Unit TRs, Unit ARTs, and Unit AGRs will complete the application package and forward through their respective chains.

HQ AGR	IMA	Unit TR, ART, AGR
Part I of AF IMT 1941 completed by member.		
Part II of AF IMT 1941 completed by supervisor/commander.		
Part III of AF IMT 1941 completed by senior rater.		
Senior rater will submit complete application packages directly to HQ ARPC/DP	Senior rater will submit application packages to the RMG PM who will (in coordination with HQ RMG/CC) quality check to ensure package is complete	Senior rater will submit application packages through their MPF or NAF/A1 as appropriate, who will conduct the quality check to ensure package is complete
STEP 1: Send application package complete with signatures to HQ ARPC/DPAF. Please verify RDEDB Invitation Message and ARPC RDEDB web site for further instructions		
ARPC/DP Contact information: DSN 926-6396, COMM: 303-676-6396, or toll-free 1-800-525-0102		
**HQ ARPC/ DP will complete final quality review check and return any incomplete packages back through chain for corrections.		
DEADLINE TO HQ ARPC/ DPAF <u>per Annual RDEDB Invitation Message Suspense</u> <i>Note:</i> All package inquiries may be requested via e-mail to arpc.dpafe@arpc.denver.af.mil		

Attachment 5**SAMPLE EMPLOYER ACKNOWLEDGEMENT LETTER**

(On Letterhead)

(Graded and Name of Wing/CC or Senior MA)

Title

Address

Dear Sir or Ma'am

Recently, Major/Lieutenant Colonel (reservist's name), an Air Force Reserve Officer and employee of your company, was chosen to begin an active duty tour to attend (insert Service School for which selected). This course of instruction will last until June of next year.

I want to take this opportunity to thank you for your support of Major/Lieutenant Colonel (last name), as he/she takes this very important step in his/her military career. He/she was selected to attend based upon a record of solid achievement and demonstrated potential. Upon graduation, I expect him/her to continue to progress through assignments of increased authority and responsibility.

Additionally, I know that the specialized education and professional development which he/she receives will enhance his/her performance as an employee of your company. I definitely feel that this is a "win-win" for the Air Force and your corporation.

Again, thank you for your great support of Major/Lieutenant Colonel last name, and the Air Force Reserve

Sincerely

(Name, Grade, Title)

Attachment 6
IDE/SDE CONTACT INFORMATION SHEET

NAME (Last, First, MI):	
RANK:	
RESERVE CATEGORY(Circle One):	IMA HQ AGR Unit TR Unit ART Unit AGR
IMA Program Manager or MPF (as applicable):	
SSN:	
HOME PHONE:	
BUSINESS PHONE:	
MOBILE PHONE:	
MILITARY DUTY PHONE:	
MAILING ADDRESS:	
HOME ADDRESS:	
DUTY ADDRESS:	
PERSONAL E-MAIL:	
DUTY E-MAIL:	
MILITARY SUPERVISOR: (include rank and full name, title and unit of assignment)	
SUPERVISOR PHONE:	
SUPERVISOR E-MAIL:	
Senior Rater: (include rank and full name, title and unit of assignment)	

Attachment 7

CORE APPLICATION REQUIREMENTS CHECKLIST

A7.1. AF IMT 1941, Application for Developmental Education (In-Residence).

A7.1.1. **School Preferences and Types of Positions** - Part I (completed by the member) - prioritize all schools for which the member is eligible by order of preference (1 being most preferred to 5 being least preferred).

A7.1.1.1. Senior Developmental Education (SDE) Schools.

A7.1.1.2. Intermediate Developmental Education (IDE) Schools.

A7.1.1.3. Use concise bullet format. Justify your school preferences. Describe specific or types of positions (including career broadening) desired after graduation from DE. Recommend not repeating qualifications evident in nomination package but instead new information that is additive.

A7.1.2. Proper Endorsements – Parts II and III require appropriate chain of command endorsements.

A7.1.2.1. Part II is endorsed by the member's rater.

A7.1.2.2. Part III is endorsed by the member's senior rater. If the senior rater is the member's rater, Part III (behind item 1) includes "I am also the member's rater."

A7.1.2.3. At a minimum, the RDEDDB would like to see general comments regarding follow-on assignments such as:

A7.1.2.3.1. Recommend Lt Col John Doe be assigned to an AGR position at HQ AFRC after completion of school.

A7.1.2.3.2. Lt Col John Doe should be returned to home station in a Senior IMA capacity.

A7.1.3. Senior raters with multiple nominations should prioritize their nominees (i.e., "1 of 3, 2 of 3, 3 of 3, etc.)."

A7.1.4. It is paramount that the comments reflect how the Air Force can benefit from the member's attendance at IDE or SDE. **Applications not meeting this requirement will be returned through appropriate channels.**

A7.2. Photo – 8x10 color photo, full length, ¾ turn pose (decorations closest to the camera), long sleeve shirt w/tie or tab, (decorations worn on shirt/no jacket and no headgear).

A7.3. Current Fitness Report - copy of fitness report current at the time of application submission.

A7.4. OPRs – ARPC will pull the last 5 OPRs from the applicant's Officer Selection Record (OSR). The applicant is responsible for ensuring their OSR is current.

A7.5. USAF/RE I nvitation Letter for SDE/IDE – Invitations are sent to members who were promoted by Position Vacancy or in the Top 20% of their Mandatory Board.

A7.6. Eligibility Requirements Waivers.

A7.6.1. Applicant must meet all eligibility requirements.

A7.6.2. Eligibility Waivers – Submit individual waiver request for each eligibility requirement that is not met and therefore must be granted a waiver. Only the satisfactory participation eligibility requirement does not require a waiver but applicant must address any participation gaps on the AF IMT 1941

A7.7. Contact Information Sheet (Atch 6) – Provide a completed contact information sheet.

A7.8. Additional School Specific Documentation (if applicable).

A7.9. Post-RDEDB Requirements – Primary RDEDB selects must fulfill all the Post-Board requirements before attending school.

A7.10. Records Review – Prior to submission, applicants should review their *records review rip* to ensure their records are accurate. Applicants should also verify with HQ ARPC/DP receipt of completed package at a date specified in the RDEDB Invitation Announcement.

Notes:

1. Items A7.1 – A7.8 are required elements of the nomination package.
2. Item A7.9 elements are required elements of Selects before attending school.
3. Item A7.10 is highly recommended.

Subject to change per ARPC RDEDB Web Site.

Attachment 8**ADDITIONAL REQUIREMENTS CHECKLIST**

(Harvard, IADC, NDIC)

A8.1. Harvard Fellowship [SDE].

A8.1.1. Provide an official Air Force Biography.

A8.1.2. Tongue and Quill Sample Biography.

A8.2. . Inter-American Defense College (IADC) [SDE].

A8.2.1. Provide proof of fluency in Spanish or Portuguese – use a current Defense Language Proficiency Test (DLPT) Certification.

A8.2.2. Provide a Curriculum Vitae.

A8.3. National Defense Intelligence College (NDIC) – Both Courses [IDE].

A8.3.1. TS/SCI security clearance prior to entry into either program.

A8.3.2. Proof of academic eligibility from the NDIC admissions office.

Subject to change per ARPC RDEDB Web Site.

Attachment 9**POST BOARD SELECT REQUIREMENTS****A9.1. Selects must comply with the following:**

A9.1.1. **Change to their medical profile** – Members who are selected to attend in-residence IDE/SDE are required to immediately notify their application POCs and HQ ARPC/DP should there be any change to their medical profile (regardless of whether this changes member's eligibility).

A9.1.2. **Reserve Service Commitment (RSC)** - Members who are selected to attend in-residence IDE/SDE will be required to sign a Reserve Service Commitment (RSC) of 3 years in the SELRES, which will begin immediately upon graduation. The RSC contract must be signed and on file prior to issuance of orders in accordance with AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*. A sample RSC contract is located in AFRCI 36-2102.

A9.1.3. **Security Clearance** - Members must ensure they obtain the proper security clearance requirements for their designated schools prior to class start date.

A9.2. Subject to change per ARPC RDEDB Web Site.

Attachment 10**IN-RESIDENCE IDE/SDE ELIGIBILITY CRITERIA**

A10.1. Be a member of the Selected Reserve (SELRES) in pay category A or B. *Note:* Applicants on tours of Limited Extended Active Duty (LEAD) or Limited Period Recall (LPRP) (see AFI 36-2008) may not apply to compete in the AFR RDEDB process unless they are projected to return to a SELRES position before class start date.

A10.2. Meet the Total Federal Commissioned Service (TFCS) and Grade Requirements in Table 2.1. *Special Note:* Reservists nominated for a upcoming promotion boards may submit an RDEDB nomination package for the DE appropriate to that potential promotion. Selection attendance is contingent upon the outcome of the promotion board.

A10.3. Not be a deferred officer as defined by Title 10 U. S.C., Section 14501.

A10.4. Must meet all military fitness standards in AFI 10-248.

A10.5. Must not have been removed from a recommended list for permanent promotion to the grade that makes them DE eligible.

A10.6. Must have satisfactorily participated for the last 5 years.

A10.7. AGRs must have 2 years time in their current position (as of class start date).

A10.8. Must have a security clearance. Qualified officers lacking the required security clearance may apply for DE schools. If selected, they must obtain the proper security clearance before the class entry date.

A10.9. Selects must agree to a 3 year Reserve Service Commitment after completion of DE – Title 10 U.S.C., Section 2005.

A10.10. Waivers may be requested for eligibility requirements.