



CIVILIAN PERSONNEL AIR RESERVE TECHNICIAN (ART) HANDBOOK

PRODUCED BY

The Civilian Personnel Division

**HQ AFRC/A1C
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**Combines ART Guide for HR Specialist and
ART GUIDE**



CIVILIAN PERSONNEL AIR RESERVE TECHNICIAN (ART) GUIDE HANDBOOK
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I. INTRODUCTION

Our primary goal is to keep you better informed, as such, we have prepared this guide to assist in answering questions involving ART civilian employment, working conditions, and benefits and entitlements that are specific to the ART Program.

This guide is designed to serve as a quick reference source, and references to the appropriate source material are listed throughout where applicable. This information is critical to the Human Resources Specialists who service AFRC units, as well as the ART force whom are most critical to the AFRC mission.

Also provided is specific information regarding both the rights and responsibilities that are a part of being an ART. The guide offers guidance for properly understanding and utilizing the instructions governing how ARTs perform their civilian duties.

This Guide is not intended to replace any negotiated agreements for ARTs who are members of a bargaining unit. If there is a conflict between an agreement and this guide, the negotiated agreement language will prevail.



II. BACKGROUND

A. THE ROLE OF THE ART

What is an ART? An ART is a Federal civilian employee serving in a position that requires an active Reserve assignment in a Reserve unit. As a condition of employment ARTs must be Ready Reservists assigned to and training with the unit in which they are employed and must occupy an equivalent Reserve military position with a comparable military rank or grade. They are full-time career civil service employees and accrue all the benefits and entitlements of Federal competitive service. They receive the pay of the civilian job and, in addition, receive military pay for all training periods performed in military status. THE PRIMARY ROLE OF AN ART IS TO TRAIN OTHER RESERVISTS. They may be called upon to plan and/or conduct training of reservists during the normal workday, training assemblies, and when reservists are on active duty training.

Employment as an ART is obtained in the same manner as any other competitive Federal service job. ART positions in the Intelligence community are in the excepted service, and these employees enjoy essentially the same entitlements as technicians in the competitive federal service.

ARTs are accorded Federal civilian competitive status at the time of appointment and, therefore, are entitled to apply for positions in other Federal agencies in the same manner as any other Federal employee. By the same token, employees of other Federal agencies may apply for transfer into ART positions provided they meet all civilian and military/Reserve requirements of the position.

ARTs in their civilian capacity may be in the bargaining unit covered by the local labor agreement. If in the bargaining unit, they have the right to join or not join the recognized labor organization and may represent that organization. All ARTs in the bargaining unit are represented by the recognized labor organization regardless of union membership. For those ARTs in a bargaining unit, this guide is not intended to replace the negotiated agreement. If there is a conflict between that agreement and this guide, the negotiated agreement will prevail.

ART positions are subject to Office of Personnel Management (OPM) classification laws and rules for grade level establishment. Not considered for classification purposes are any duties ARTs perform solely in their capacity as a reservist and for which they receive military rather than civilian pay. The Air Force Reserve assigns military designations and ranks to all ART positions. OPM does not review such designations.

ARTs are required to wear their military uniform at all times in both their civilian and military capacities. While in uniform, ARTs are required to adhere to military standards such as uniform requirements, grooming standards, and custom and courtesies. The requirement to wear the uniform may vary from installation to installation based on local implementation and labor agreements.



When a Reserve unit is mobilized, the unit works in unison with the active duty component. Since ARTs are Reserve members of the unit, they will be activated to perform duties in a military capacity the same as other members of the unit. They are subject to immediate call to active duty in the event of mobilization to meet a national emergency and may be assigned worldwide duty with their assigned unit or as an individual on active duty.

B. MILITARY RESPONSIBILITIES OF THE ART

The role ARTs play as civilian employees in the full-time management of a Reserve unit is directly correlated to their obligations as members of the military establishment. Inherent in the job are certain military responsibilities, which are comparable to any Air Force member in an equivalent grade and position. The planning, scheduling, and conducting of training are among their most important functions. This pertains to all aspects of training, such as skills training, aircrew training, and general military training. Maintaining a combat-ready posture depends directly on their ability to perform this aspect of the job.

C. ACTIVATION/MOBILIZATION

When mobilized, Reserve members are placed on active duty for a specific period of time as authorized by the Manday authorization or mobilization authority message. They are activated for the most part to support the combatant commander requirements. Upon any activation, voluntary under 10 U.S.C. 12301(d) or any of the mobilization statutes, an ART's status changes from civilian to military.

HQ AFRC and the Force Generation Center (FGC) will coordinate AFRC participation for any crisis or contingency. Upon activation of the AFRC unit, command control is assumed by the Air Force component command supporting a combatant commander's requirement.

D. THE AIR FORCE RESERVE COMMAND STRUCTURE

The Chief of the Air Force Reserve is also the Commander of the Air Force Reserve Command (AFRC) reporting directly to the Chief of Staff of the Air Force, and by law is a Reserve Lieutenant General serving on active duty. This individual advises the Air Force Chief of Staff on all Air Force Reserve affairs, plans, and policies. The Chief of the Air Force Reserve and staff work with all Air Staff agencies to develop and coordinate the Air Force mission.

HQ AFRC administers unit programs by generating the necessary administrative support and review of unit training to ensure combat readiness. The Air Reserve Personnel Center (ARPC) located at Buckley AFB, CO administers individual training programs for individual Mobilization Augmentees (IMA) and Participating Individual Ready Reservists (PIRR) to ensure they are ready to be mobilized. In addition, ARPC is responsible for centralized management of specialized career fields such as chaplains, and judge advocate generals (JAG). ARPC is also responsible for maintaining computerized personnel data and Master Personnel Records on all reservists, which are essential in the event of mobilization.



The FGC is responsible for generating AFRC forces by leveraging strategic capability to meet operational needs in support of global force management internal and external requirements. The FGC performs all aspects of force generation to include oversight, visibility, and accountability of all AFRC forces.

AFRC has three Reserve Numbered Air Force (NAF) headquarters responsible to provide oversight, train and equip AFRC units: 4AF (March ARB CA), 10AF (JRB Fort Worth TX), and 22AF (Dobbins ARB GA). These organizations are also commanded by Reserve general officers.

E. THE HQ AFRC/A1C ROLE

HQ AFRC/A1C is the major command (MAJCOM) Civilian Personnel Office. Our role differs somewhat from the traditional MAJCOM civilian personnel organization. In addition to providing policy and procedural guidance to our Civilian Personnel Sections (CPSs) and the non-AFRC CPSs servicing our tenant units, we administer:

- **ART Centralized Classification - all ART positions are classified at HQ AFRC/A1CC**
- **ART Officer Career Program - This career program at HQ AFRC/A1CS is one of the few career programs located outside of Randolph AFB, TX.**
- **ART-unique employee and labor relations issues. HQ AFRC/A1CE provides advisory service AF-wide regarding the separation of ARTs due to Mandatory Separation Date (MSD), High Year of Tenure (HYT), and other cases involving loss of reserve status to include USERRA. This office also interprets policies on dual compensation aspects of time and attendance.**

F. THE HQ AFRC/A1C SHAREPOINT

In order to provide a greater level of service to our employees, the HQ AFRC Civilian Personnel Division has developed a SharePoint page with information pertaining to all civilians assigned to AFRC, to include the ARTs.

<https://afrc.eim.us.af.mil/sites/A1/A1C/Shared%20Documents/Forms/AllItems.aspx>

- The ART Officer Career Program**
- The ART SCPD/PD Library**
- The ART Information Update**
- ART Time and Attendance**

G. THE AIR FORCE PERSONNEL CENTER (AFPC)

AFRC transitioned under the PALACE Compass concept with the exception of the above mentioned programs and the Air Force Personnel Center (AFPC) provides centralized personnel



support for our AFRC installations in the same manner as they do other AF installations. AFPC performs all internal and external recruitment actions for ART positions.

H. Civilian Personnel Liaisons (CPLs)

AFRC has established numerous CPL positions across the command to provide advisory services to managers and HR administrative support assistance to all assigned civilian personnel on issues involving personnel and resources management. HQ AFRC/A1CS provides oversight, guidance and training to CPLs in the field. The CPLs **DO NOT** perform duties or workload that belongs to the servicing Civilian Personnel Section (CPS). The primary purpose of the CPL is to perform civilian personnel related duties that management/hiring officials would normally be required to perform. CPLs are in place to assist management in navigating civilian personnel processes and help streamline hiring. They are the conduit between the wing and their local CPS and should benefit the CPS by having a single POC to work with in the wing on personnel actions.

CPLs serve as the focal point for personnel programs and administrative actions involving staffing, pay setting, position management, appraisals, Unit Manpower Document (UMD) management, and have knowledge in and awareness of employee and labor relations. Their duties include, assisting management by completing the Request for Personnel Action (RPAs) checklist, submitting the RPA to the CPS, tracking RPAs, ensuring position control is accurate, working UMD clean up, helping with positions description (PD) reviews/appeals, advising on recruitment sources, obtaining military qualifications, generating recruitment, relocation, and retention (3Rs) incentives packages, working waiver packages, and other civilian personnel actions.

III. POSITION CLASSIFICATION

A. PHILOSOPHY AND POLICY

HQ AFRC/A1CC has centralized classification authority for all ART positions and fully supports the lawful principle of equal pay for substantially equal work.

ART positions are classified in conformance with standards and guides issued by the Office of Personnel Management (OPM), the Department of Defense (DoD) and HQ USAF. Classification is the process of determining the appropriate pay system, job title, series, and grade. Individual positions are classified first to an occupational group, then to a series representing a specific occupation within that group, and finally to an appropriate grade which has a salary range. Duties and responsibilities performed by ART employees solely in a reservist capacity and for which military pay rather than civilian pay is received, are not considered in the classification of ART positions.

ART positions are authorized on the Unit Manning Document (UMD) at the maximum journeyman grade levels, but may be established and filled at a lower grade levels at the discretion of the AFRC management official. Restructuring of an ART position must be within the same line of work leading to the target grade position. Leader and Supervisory positions are



not normally restructured because of the leadership and managerial responsibility inherent in these positions.

Employees who disagree with the classification of their positions may file a classification appeal. Before an employee files a classification appeal, he/she should first discuss the matter with their supervisor and/or servicing position classification specialist to try and resolve the disagreement informally. If after discussion, the matter is still unresolved, the employee may file a formal classification appeal with DoD Civilian Personnel Advisory Service (DCPAS) or Office of Personnel Management (OPM). General Schedule (GS) employees may file with either agency, however; Federal Wage System (Wage Grade, Wage Leader, Wage Supervisor) employees must file first with DoD DCPAS. Employees who are dissatisfied with the decision rendered by DoD DCPAS may then appeal to OPM. General Schedule employees who appeal first to OPM may not appeal further to DoD DCPAS since OPM is the highest level of administrative review in the appeals process.

B. ART STANDARD CORE PERSONNEL DOCUMENTS/POSITION DESCRIPTIONS (SCPD/PD)

ART SCPDs/PDs are “prescriptive” in nature as opposed to “descriptive” meaning that the functional Office of Primary Responsibility (OPR) prescribes the specific duties and responsibilities to be performed by the incumbent in order to support unit mission requirements. ART SCPDs/PDs are to be used for all ART positions. ART CPDs are standardized for like positions and units throughout the command (same weapon system, unit equipped/associate, etc.). HQ AFRC OPRs, in coordination with NAF OPRs (limited number of positions only as a result of skip echelon and NAF restructure) and unit commanders, assign duties to ART positions in a manner that enhances mission accomplishment and standard organization and position structures. HQ AFRC OPRs coordinate with HQ AFRC/A1CC, providing them the completed documents for classification determinations. HQ AFRC/A1CC issues ART SCPDs/PDs to field units and servicing CPSs, and/or updates the ART SCPD/PD Library for use in the establishment of ART positions. Any additional duties locally assigned should be closely related to those outlined in the SCPD/PD. Servicing Civilian Personnel Sections (CPS) may process minor changes/modifications to ART SCPDs/PDs as long as such changes do not affect the title, series, grade, staffing pattern, or nature and purpose of the position.

SCPDs/PDs should not contain any language that refers, or makes reference, to specific job qualification requirements which do not affect the classification of the position. Also, unless a position is classified in one of the professional occupational series, i.e., engineering, scientific, medical etc., SCPDs/PDs should not contain any reference to specific educational requirements or specialized training required to qualify for the position.

(Reference: AFRCI 36-102, 6 Nov 19)

C. ART SCPD/PD LIBRARY

The AFRC ART SCPD/PD Library was established to provide Air Force Reserve commanders, managers, supervisors, and personnel specialists with ART standardized core personnel documents reflecting work typically found at Air Force Reserve units throughout the Air Force.



ART SCPDs/PDs are to be used when establishing new ART positions, revising current ART positions, or filling existing ART positions. All documents posted to the ART SCPD/PD Library are reviewed, approved, and certified by the appropriate functional OPR at HQ AFRC. ART SCPDs/PDs cover work in a variety of functional areas to include Command, Operations, Logistics, Maintenance, Transportation, Military Personnel, Medical Administration, etc. ART SCPD/PD development is continuous, and new SCPDs/PDs are published on the AFRC web site as they are developed. ART SCPDs/PDs may be reviewed on the Web by “clicking” on the occupational group (e.g., 0000 Miscellaneous Occupations Group, 0100 Social Science, Psychology, And Welfare Group, etc.) folder description of your choice. The follow-on screens will show the current subfolders and documents available by pay system/occupation/job series/grade. To view a particular SCPD/PD developed for a pay system/job series/grade, simply click on the pay system/job/occupational series/code/grade folder and the follow-on screen will list specific SCPDs/PDs/SPDs. Click on the SCPD/PD/SPD you want to review, and it will appear on the screen. To download a document, simply click on “File,” then “Save As,” and select the folder on your PC in which you want to retain the document.

D. POSITION CLASSIFICATION APPEALS

ART employees have the same classification appeal rights as non-ART civilians. When an ART employee files a classification appeal with the servicing CPS, it should be forwarded to AFRC/A1CC for review and processing to the appropriate adjudicating authority. If the ART employee files the appeal directly with either DoD/FAS or OPM, the servicing CPS should notify AFRC/A1CC as soon as they become aware of the appeal.

IV. AFFIRMATIVE EMPLOYMENT/STAFFING

A. FILLING ART POSITIONS (GENERAL)

ART position vacancies are normally filled from one of three sources: in-service placements of eligible employees/current technician personnel, new appointments, or rehires of former Federal employees who have reinstatement eligibility. The unit’s CPL, servicing civilian personnel section (CPS) or the Air Force Personnel Center (AFPC), as appropriate, assists management in determining the appropriate sources of candidates to fill vacant ART positions. All applicants for employment to ART positions must be determined qualified for both the civilian position and the military position of the ART authorization before being hired.

For competitive external recruitment, the AFPC SEU provides an OPM Certificate of Eligibles for competitive career or career-conditional appointments. Other external sources may include non-competitive appointments (such as reinstatement, transfer, 30% disabled veterans, Veterans Recruitment Appointment (VRA), etc.) as well as competitive appointments under the Veterans Employment Opportunity Act (VEOA) of 1998. Policies regarding consideration and selection of candidates for in-service placement (promotion, reassignment, reinstatement, etc.) to ART positions may vary from one Air Force activity to another and referral procedures may be impacted by a local memorandum of agreement (union contract).



When necessary, ART positions may be filled on a temporary or term basis (using either internal or external sources); pertinent governing directives covering time limited employment applies. For all temporary or term appointments made to an ART positions, reserve membership is required when hired. There are a few exceptions, contact HQ AFRC/A1CS for information. You can temporarily promote current ART employees NTE 120 days into another ART position. The action is only processed on the civilian side (Part A) of the position and the ART employee remains on the military side (Part B) of their permanent position. For temporary promotion over 120 days, these must be competitive and the employee must meet both the civilian and military qualifications as they will be assigned to both. Pure civilian employees cannot be temporarily promoted into an ART position.

PPP will be cleared by the AFPC PPP Unit for all ART positions. When clearing the DoD Priority Placement Program (PPP) prior to filling an ART position, the following suggestion is offered. To receive only PPP registrants who are (potentially) qualified for Reserve technician positions, the CPS should enter Referral Code "M" in the requisition. This will result in a referral of all Priority 1, 2, or 3 (as applicable) registrants available for Reserve Component Military Technician positions. Additionally, for enlisted technician positions, when either registering employees or clearing the stopper list, registrants must have successfully completed basic military training. In other words, a non-prior service (NPS) registrant would not be well-qualified for a technician position and would not be a mandatory stopper placement for an ART position.

ART personnel assigned to the Defense Civilian Intelligence Personnel System, (Pay Plan GG) are in the excepted service, by DoD mandate, under the Defense Civilian Intelligence Personnel System (DCIPS). These employees must meet the same conditions of employment, satisfy the same service requirements, and enjoy the same benefits as their counterpart ARTs in the competitive service. As an excepted service employee, the DCIPS is not part of the competitive service and does not convey competitive status. DCIPS employees should check with their servicing CPS for information regarding applying for competitive service positions.

(Reference: AFMAN 36-203)

B. SUPPLEMENT TO OPM QUALIFICATION STANDARDS FOR AIR RESERVE TECHNICIANS (ART)

The Supplement to OPM Qualification Standards for Air Reserve Technicians (ART), dated August 2017, was approved by OPM in October 2017. The supplement does not repeat instructions of a general nature that apply to all or most Federal civilian employees. This supplement contains additional qualification requirements for those positions where AFRC has established agency-specific standards. The majority of these standards relate to aircrew positions and the specific related requirements, such as flying hours. This supplement will be used for filling all ART flying positions across the AFRC. This supplement will only be used to fill AFRC positions.



C. THE AFPC SPECIAL EXAMINING UNIT (SEU) FOR ARTS

The Office of Personnel Management has delegated authority to the Department of Defense to conduct competitive examining and certification of applicants for a broad range of positions in the competitive service. DoD, in turn, has delegated authority to the Air Force Personnel Center to operate a Special Examining Unit for Air Reserve Technician positions under OPM rules and regulations. The purpose of the AFPC SEU is to provide a means by which external applicants can be competitively considered for ART positions.

ANNOUNCEMENTS / CERTIFICATES / REGISTERS:

The AFPC SEU has the option of using case examining procedures or establishing a standing register (open continuous) of eligibles from which candidates will be referred to supervisors as vacancies occur. Standing registers are the exception to case exams and are established when there is a need to maintain a standing inventory of qualified applicants for various vacancies/locations. A case exam is a one-time announcement for a specific job at a specific location and is open for a five day period. Case examining is generally a more efficient method for filling one or more identical positions that are infrequently filled at a specific location. For standing registers, applications are accepted for particular skills on a continuous basis to effectively meet the recurring recruitment needs. Guidance on applying for these positions can be found on the USAJOBS website at <http://www.usajobs.gov/>.

The first basic announcement (443) for ART positions and application procedures were issued in August 1978. All ART vacancy announcements are currently announced on USAJOBS. Once the position has been announced by the AFPC SEU, applications can be submitted by interested candidates. All applicants must submit a resume and all other documents identified as required by the Job Opportunity Announcement (JOA). The announcement specifies if the positions are available nationwide or authorized only at certain locations. Each vacancy announcement identifies appropriate documentation needed for veteran's preference and also the forms required for each position. The Aeronautical Qualification Statement (ATAFR Form 209), flying history report, the individual data summary report, certificate of completion Undergraduate Pilot Training (UPT), OR any official document that shows recency, total flight hours, type of aircraft flown, instructor qualifications (if applicable) and date received aviation service aeronautical order must be submitted with applications for all aircrew positions. Each position has a standard against which all applications for that position are evaluated. In most cases this is found in the Qualification Standards Handbook for General Schedule Positions (replaced Handbook X-118) or the Job Qualification System for Trades and Labor Occupations (Handbook X-118C). In some cases, the standard is one which was authorized and devised specifically for unique ART positions such as the Supplement to OPM Qualification Standards for Air Reserve Technicians (ART) dated August 2017.

As vacancies occur, your CPL and/or CPS submits a RPA checklist and supporting documents to the AFPC SEU. Candidates referred through the competitive examination process are ranked using Category Rating according to the crediting plan for the position to be filled with tentative veterans' preference identified. These certificates are valid for 25 days.



When the AFPC SEU receives a vacancy request a completed RPA checklist must be provided. The position description must be sent with the request to include all position descriptions if a developmental position.

Name requests are a means by which specifically requested individuals can be considered for inclusion on a certificate of eligibles. Name requests will receive the same consideration as other candidates, in accordance with merit principles and they must apply and meet all qualification requirements for the position.

Applicants' resumes must reflect the pertinent information in order for their name to be referred to a selecting official for further consideration. Applicants must ensure they read the announcement in its entirety and follow all instructions and provide all required information.

D. ART OFFICER CAREER PROGRAM

The ART officer career program is similar to other Air Force civilian career programs. Some of the differences between the ART officer career program and the other career programs are listed below.

The ART officer career program is managed at HQ AFRC, Robins AFB GA, while most of the other civilian career programs are at Randolph AFB, TX. Air Force Reserve Command leadership determines ART officer developmental policy.

HQ Air Force Personnel Center (AFPC) currently uses the same announcement system (USAJobs) as the other career programs to fill ART officer positions.

The ART officer career program requires selectees to attain and maintain active Reserve status—this means, as military officers, they must wear the military uniform and must be ready to “go to war” within 72 hours. As “warriors,” they take mission readiness very seriously and since vacant ART positions affect readiness, they may seem anxious to fill any and all vacancies as soon as possible.

Since all ART officers are under the authority of the AFRC/CC/CD, an ART officer can be reassigned anywhere in the Command. As such, all ART officers must sign a mobility agreement (AFRC Form 121). This is a management tool that may be utilized, when necessary, for the successful accomplishments of AFR missions.

For all ART officers, geographic relocations, whether promotion, change to lower grade (CLG) or reassignment or new appointment, are funded by AFRC through the Reserve unit. This is due in part to the fact that AFRC is funded separately from the rest of the Air Force.

The DoD National Relocation Service (RS) program (for the sale of the employee's residence) is also available to qualified ART officer employees (GS-12 and above), and AFRC centrally funds this portion of the move. The gaining unit funds the rest of the move. Questions on RS for ART officers should be referred to HQ AFRC/A1CS. Employees electing to use this service must market their home for 60 days before enrolling in the program.



Another specific feature of the ART officer career program is that AFRC must consider the candidate's Reserve qualifications (e.g., refer Lt Col, Lt Col selectee, and Colonel to Colonel authorized positions.) Candidates must also meet the Air Force Specialty Code (AFSC) requirements as verified by the local AFRC Force Support Squadron (FSS). Only the Air Reserve Technician (ART) program requires selectees to attain and maintain active Reserve status as a condition of employment.

Twelve months prior to (or as soon as official notification is received) an ART officer's position being canceled, HQ AFRC/A1CS provides notification to the affected ART officer.

ARTs on AGR Tours - A number of ART officers enter on extended active duty or Active Guard Reserve (AGR) tours. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, these individuals are considered for promotion as if they never left. HQ AFRC/A1CS works the restoration of these ART officers who frequently restore to a position at a location other than where they left to go on the active duty tour. As such, permanent change of station (PCS) entitlements may vary. For example, if the employee left an ART position at Point A, went on an AGR tour to Point B and returned to the ART program at Point A, this would be a military move (both ways) with no civilian PCS entitlements. However, if the employee left an ART position at Point A, went on an AGR tour to Point B, and returned to the ART program at point C, he/she now has supplemental civilian PCS coverage. Basically, the civilian entitlements of the PCS move are reconstructed and computed as if the employee had actually moved from Point A to Point C. In this example, selling a house at Point A would be covered by the Joint Travel Regulation (JTR) and RS (but only if the sale of the house occurred AFTER the employee received orders moving him or her from Point A to Point C). In addition, the employee would be entitled to real estate reimbursement if he/she bought a home at Point C location. The JTR also allows for alternate permanent duty station (PDS); i.e., the employee may use the home used as residence while serving on active duty (Point B) as the PDS instead of the former civilian PDS (Point A).

Separation from the ART Officer Program - ART officers (as with all Reserve officers) have a Mandatory Separation Date (MSD), based on years of commissioned service and/or age, which is the end of their Reserve career. Because active Reserve membership in the unit is a condition of employment, this MSD also means the end of their ART career. ART officers may request an extension of their MSD to their minimum retirement age (MRA) with 20 years of creditable service. ART officers who elect not to request an extension will be removed on their current MSD.

Actions resulting from an ART's loss of active Reserve status for any reason are covered in the Employee Management Relations section.

HQ AFRC/A1CS is the DoD Priority Placement Program (PPP) Registering Activity) for ART officers who involuntarily lose Reserve status. This includes MSD, as well as medical disqualification for Reserve assignment as long as the employee still meets the medical requirements of the civilian position. ART officers may register one year prior to their MSD. To register, the ART officer must provide A1CS a resume, supervisor's certification of conduct and performance with the PPP Registration Checklist. Registration may continue for one year



after MSD separation IAW the procedures and requirements identified in the DoD PPP Operations Manual. HQ AFRC/A1CS also registers ART officers who will be or have been separated due to a service connected medical disability that disqualifies them from military membership or from holding their required military grades provided the Office of Personnel Management (OPM) has determined the ART officer is not disabled under the provisions of Section 8337(a) or 8451 of Title 5, U.S.C. and the ART officer has either applied for or is receiving an annuity under Sections 8337(h) or 8456 of Title 5, U.S.C..

References:

AFRCI 36-111, 8 Nov 96 (certified current 19 December 2007), Air Reserve Technician (ART) Officer Career Management Program

AFRCI 36-201, 6 Aug 15, Air Reserve Technician (ART) Officer Extension to Mandatory Separation Date (MSD)

AFRCI 36-114, 29 Jan , Procedures on Air Reserve Technicians (ART) Who Lose Active Membership in the Reserve

E. Military Qualification Requirements

As a condition of employment, an ART must be a Ready Reservist assigned to and training with the unit in which employed and must occupy an equivalent Reserve military position with a comparable military rank or grade. ARTs must maintain active Reserve membership in the unit in which employed and must perform satisfactory Reserve participation in order to continue to hold their civilian ART job. Failure to do so for reasons determined to be voluntary/within their control will result in separation from civilian employment. Failure to do so for reasons determined to be involuntary/not within their control may also result in separation from civilian employment; however, the separation date will be based on when the ART was hired (see the Labor/Employee Management Relations section “Loss of Active Reserve Membership” for additional guidance).

Qualification determinations for the military position of the ART authorization are made by the local Force Support Squadron (FSS). All initial qualification determinations must be made prior to filling the ART position. In addition, the military qualifications determination must be made prior to offering an ART position under reduction-in-force (RIF) procedures or as an offer under the DoD PPP.

ARTs are expected to maintain the same degree of professionalism, qualifications, skill, and bearing that would be expected of a person in the same grade on extended active duty. ARTs are encouraged to take positive efforts to increase their specific job skills and professional development through civilian academic sources as well as Professional Military Education (PME).

These courses can be completed in residence by taking leave from the civilian job, or through correspondence and seminar. ARTs will attend school and training courses in civilian status



except for courses where attendance in military status is mandatory. If ARTs attend PME in military status, they are normally placed in Absent-US status. Professional development courses are also available through OPM and the U.S. Department of Agriculture Graduate School. In addition, skills training is available from military sources. Maintaining the highest degree of qualifications is essential if ARTs are to be effective and efficient managers and trainers of reservists. In conjunction with their personal development as military members, ARTs are expected to maintain the Air Force standards for military dress, appearance, leadership, and courtesies. ARTs should be an example of the highest standards within the military community.

F. WORKING DoD PRIORITY PLACEMENT PROGRAM (PPP) MATCHES

The AFPC is responsible for making qualification determinations as the gaining activity for PPP matches for ART vacancies. The FSS is responsible for making the qualification determination for the military position of an ART vacancy. This determination must be made prior to offering an ART position under the PPP. Registrants who are non-prior service (NPS) are not mandatory placements under the PPP. Since NPS registrants would be required to apply and test for entry into the military and to attend basic military training, they are not considered “well-qualified” under the auspices of the PPP.

Normally, ART officers will be registered in the DoD PPP for 12 months before their MSD for possible placement into non-ART positions. If selected for a non-ART position at a lower grade as a result of referral due to MSD, pay retention is appropriate. The employee’s pay is set under governing directives for a voluntary reduction-in-band. If the employee is not placed and faces separation under MSD procedures, the employee may be registered for an additional year after separation, provided he/she does not decline a valid offer or retire under optional retirement provisions. PPP registration and file maintenance for ART officers is accomplished by HQ AFRC/A1CS.

DoD PPP registration and file maintenance for enlisted ARTs is managed by the AFPC and the local servicing CPS. When possible, enlisted ARTs facing separation under the high year of tenure (HYT) should be registered in the DoD PPP 12 months before reaching their HYT date. If selected for a non-ART position at a lower grade under HYT provisions, pay retention is appropriate. The employee’s pay is set under governing directives for a voluntary CLG. If not placed during the registration period, employee will be separated. At the employee’s option, he/she may be registered for one year after separation, provided he/she does not decline a valid offer or retire under optional retirement provisions.

“Valid Offer” defined – A valid offer under provisions is any grade at any location for which the employee is registered.

G. REDUCTION-IN-FORCE (RIF)

Governing directives include 5 CFR, Part 351, Reduction-In-Force and the OPM Reshaping Information Handbook, Module 3, RIF. Because of the military qualifications and the condition of employment for ART positions, basic guidance states that ART positions are in a separate competitive level from those non-ART positions of the same pay plan, series, grade, etc. Under



RIF procedures, an ART may be offered another ART position--if that ART position has been determined to be the best offer under RIF procedures. That ART position then, is a valid offer under RIF, since the employee has already subscribed to the "condition of employment" where maintaining active military membership in the Air Force Reserve is required in order to continue serving in the civilian position. Examples:

- **ART, GS-11, impacted by RIF: The employee qualifies for an ART, GS-9 position and a GS-7 civilian (non-ART) position. The GS-9 ART position is the best offer under RIF assignment rights (even if the military grade under Part B is lower). However, the employee must be qualified for both the civilian and military position, or the requirements waived, for a valid offer under RIF.**
- **ART, GS-11, impacted by RIF: This time the GS-9 is the civilian (non-ART) position and the GS-7 is the ART position. Under RIF assignment rights, the GS-9 position is the best offer, even though it does not have a corresponding military position. However, if the employee so desires (in order to maintain ART status/Reserve membership), the employee could request an alternative offer of RIF assignment to the ART, GS-7. If approved, grade and pay retention are appropriate, in accordance with (IAW) governing directives.**

The following examples are out of the DoD PPP manual (versus specific RIF directives); however, these examples are being used in applying logic and consistency. The closest example of what constitutes a valid offer (under the DoD PPP) where conditions of employment are addressed is in the DoD PPP Operations Manual, Chapter 4, paragraph D.9.b., where it states,

"....The following types of offers are invalid if declined: An offer determined by the registering activity to constitute a significant difference in working conditions or *conditions of employment*, e.g., travel or deployment requirements, environmental factors, physical requirements, etc. (except as covered in Section D.9.j. and absent other compelling circumstances, this does not include a change in shift work)."

It is reasonable to conclude that the requirement to obtain and maintain active Reserve membership (a new condition of employment) to qualify for a position under RIF is not a valid offer; therefore, no penalty would be incurred for a non-ART employee declining an ART position. Chapter 4, paragraph D.8. of the PPP Operations Manual describes valid offers and states, "A valid offer is an offer of a full-time permanent DoD position that matches the series, grade, and location for which the individual is registered and well qualified. Additionally, there must be no significant changes in working conditions or conditions of employment." Therefore, it is reasonable to conclude that an ART position is a valid offer if the employee is currently serving in an ART position, since the employee has the same military obligation/requirement in his or her current position (even if the military grades are not the same).



Under RIF procedures a non-ART employee, including a civilian employee who also happens to be a traditional (part-time) reservist, may be offered consideration for an ART position as a RIF offer (a RIF survey letter could be used by the servicing CPS to determine interest). However, it is not a valid offer under RIF if the employee declines (is either unwilling or ineligible to maintain Reserve membership). Even if the employee is a part-time reservist (thus qualifies for Reserve membership), it doesn't mean he or she wants to (or must--) entertain an ART position under RIF, which would subsequently require the employee to maintain active Reserve status as a condition of continuing employment.

When utilizing ART positions for RIF placement actions/assignment rights and when determining eligibility qualifications, the term “qualified,” in addition to the meaning given in 5 CFR, section 351.702, means eligible for and willing to accept membership in the active Air Force Reserve.

Under RIF procedures, a non-dual status technician (NDST) can only be considered for non-ART, i.e., non-military affiliated civilian positions, under RIF procedures. That is, if an ART had been disqualified for military duty because of a medical condition and had been determined qualified to perform/meet the physical/medical requirements of the civilian portion (Part A) of the ART position, he or she would become a NDST. Under RIF assignment rights, the NDST would only be entitled to consideration for non-ART (non-military affiliated civilian) position(s). The employee is no longer militarily qualified for ART positions. Additionally, the *NDST is in a separate competitive level from fully qualified dual status technician(s)*, i.e., ARTs, assigned to the same position description/core document.

Finally, the servicing CPS or AFPC must ensure an employee meets the appropriate military requirements (such as AFSC, military rank, physical, etc.) prior to offering an ART position under RIF. The servicing Reserve FSS retains responsibility for making the determination on military qualifications, and does so by annotating the qualifications determination (either "qualified" or "not qualified") on the ART Military Qualifications Worksheet and returning the form to the servicing CPS/AFPC for the related personnel action.

H. UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA)

In the 1940 congressional hearings on a peacetime draft, Senator Thomas of Utah stated: “If it is constitutional to require a man to serve in the armed forces, it is not unreasonable to require the employers of such men to rehire them upon the completion of their service, since the lives and property of the employers as well as everyone else in the United States are defended by such service.” This is the basis upon which reemployment rights and job protection for reservists is based. Reemployment rights under this statute were originally codified as Chapter 43 of Part III of Title 38, U.S.C. On 14 May 1976, it was further amended to provide full reemployment rights and benefits to any member of a Reserve component who is ordered to active duty for not more than 90 days under Section 673b of Title 10 U.S.C.

Then, on 13 October 1994, Public Law 103-353, *Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)* was signed into law. This new law completely



rewrote Chapter 43 of title 38, U.S.C., governing the rights of employees who perform military duty. Reemployment rights are governed by this public law.

COVERAGE UNDER LAW

The law covers persons who perform duty in the “uniformed services.” This includes not only the armed forces but also the National Guard when engaged in active duty for training, inactive duty, or full-time National Guard duty, and the commissioned corps of the Public Health Service. In addition, all employees except those serving in positions where there is “no reasonable expectation that employment will continue indefinitely or for a significant period” are covered. In determining an employee’s entitlement to protection under the law, the timing, frequency, duration, and nature of the duty performed is not an issue so long as the employee gave proper notice and did not exceed the time limits specified.

For the first time, the law makes clear that it is intended to protect the job rights of non-career service persons. Accordingly, the law generally establishes a 5-year cumulative total on military service with a single employer (in this case, the Federal government), with certain exceptions allowed for call-ups during emergencies, for Reserve drills and annually scheduled active duty for training, etc. Service that a person performed before starting Federal civilian employment does not count toward the 5-year total.

Note: Consistent with USERRA (specifically, 38 U.S.C. Section 4312), the restoration rights of employees absent from their positions for more than the cumulative five years allowed under USERRA (subject to extensions and exemptions authorized in the statute) may have expired. Such employees are subject to removal based on that continued absence of more than five years (including any period of extension or exemption), rather than on removal for loss of active membership in the Reserve as described in the Employee Management Relations section.

USERRA specifically requires that the employer be given advance notice of military duty, either by the employee or an appropriate military officer. The notice may be written or oral. If notice is not given, restoration rights may be denied. (No notice is required if military necessity prevents it or giving notice is otherwise impossible or unreasonable). When possible, the written notification should contain such information as the employee’s name, the date he/she is required to report for military duty, the expected duration of the military duty, and the date the employee expects to return to their civilian position.

NATURE OF RESERVE SERVICE AND RESOLVING CONFLICTS

An employee who is a member of the Reserve or National Guard has a dual obligation--to the military and to his or her employer. Given the nature of the employee's service obligation, some conflict with job demands is often unavoidable and a good-faith effort on the part of both the employee and the agency is needed to minimize conflict and resolve differences. Some accommodation may be necessary by both parties.

Most Reserve component members are required, as a minimum, to participate in drills for 2 days each month and in 2 weeks of active duty for training per year. Some members are required to



participate in longer or more frequent training tours. USERRA makes it clear that the timing, frequency, duration, and nature of the duty performed are not an issue so long as the employee gives proper notice, and does not exceed the time limits specified. However, to the extent that the employee has influence upon the timing, frequency, or duration of such training or duty, he/she is expected to use that influence to minimize the burden upon the agency. The employee is expected to provide the agency with as much advance notice as possible whenever military duty or training will interfere with civilian work. When a conflict arises between the Reserve duty and the legitimate needs of the employer, the agency may contact appropriate military authorities to express concern. Where the request would require the employee to be absent from work for an extended period, during times of acute need, or when, in light of previous leaves, the requested leave is cumulatively burdensome, the agency may contact the military commander of the employee's military unit to determine if the military duty can be rescheduled or performed by another member. If the military authorities determine that the military duty cannot be rescheduled or canceled, the agency is required to permit the employee to perform his/her military duty.

Enlisted ART members will be restored to the position which qualified that he or she would have attained had their employment not been interrupted.

The employee can be restored to the position the employee left only if he or she is not qualified to perform the position to which they would otherwise be entitled after reasonable efforts by the agency to qualify the employee.

If the employee has incurred a service-connected disability and thereby cannot qualify for the position to which he or she would otherwise be entitled after reasonable efforts by the agency to qualify him or her, the employee is entitled to be placed in a position of like seniority, status, and pay, if qualified, or in a position that affords the nearest approximation thereof, if not qualified, consistent with the circumstances in each case.

While absent on military service, an employee is deemed to be on a furlough or leave of absence and is entitled to all the rights, benefits normally given to other employees on a leave of absence. Upon reemployment, the employee is credited with all the seniority and any other rights and benefits that would have accrued had him or her not been absent.

Upon reemployment, an employee is protected from discharge (except for cause) for a period of:

- **1 year if the military service was for more than 180 days; or,**
- **180 days if the military service was for more than 30 days, but less than 181 days.**

NOTE: For this purpose, RIF is not considered to be “for cause” (this means the employee would be protected from separation in the event of a RIF). However, the employee is not protected from separation if he or she fails to maintain the condition of employment for the ART position. If this occurs, the same procedures that apply to an employee upon loss of active Reserve membership would apply here (see AFRCI 36-114 and the Employee Management Relations section for specific guidance).



An employee who has been absent for less than 31 days (including for purposes of an exam to determine fitness) is expected to report for duty at the beginning of the first full work day on the first full calendar day following the completion of service and the expiration of 8 hours after a period allowing for the safe travel to the person's residence, or as soon as possible after the expiration of the 8-hour period if the person is prevented from reporting through no fault of their own.

An employee whose service was for more than 30 days but less than 181 days must submit an application for reemployment no later than 14 days after the completion of service.

An employee whose service was for more than 180 days must submit an application for reemployment no later than 90 days after the completion of service.

NOTE: "Application for reemployment" does not mean the employee must submit a resume; verbal or written notification of intent to return to employment is sufficient. If the employee does not return when required, the agency cannot deny restoration rights on this basis, but may treat the failure to report as it would any other unexcused absence.

Restoration placement for ART officers is managed by the ART officer career program, HQ AFRC/A1CS. Restoration for ART enlisted personnel is a coordinated effort between the local CPS, the NAF to which the employee was previously assigned, and HQ AFRC/A1CS, as necessary. When/if the CPS receives notification from an employee indicating their intent to restore, the CPS should notify the applicable NAF/A1C for coordination or further assistance, as necessary.

With the implementation of USERRA, the duty status of the employee when performing military duty will be Absent for Uniformed Services (Absent-US) unless the employee chooses to be separated (Separation-US). Regardless of the status chosen by the employee, upon exercise of restoration rights the employee is treated as if he or she never left. Please refer to the section covering Employee Management Relations for additional guidance on the changes to benefits and leave implemented by USERRA for Federal civilian employees when performing military duty in either an Absent-US or Separation-US status.

The Department of Labor's (DOL) Veterans' Employment and Training Service (VETS) is directly involved, by law, in the restoration of Federal employees performing military duty. The law requires DOL to provide employment and reemployment assistance to any Federal employee or applicant who requests it. However, employees are encouraged to first attempt to resolve a problem at the employer-employee level. Often, a calm, objective discussion can reveal solutions through give-and-take and cooperation.

If that fails, the unit commander should be consulted. Since the commander has a vested interest in the problem, he/she may be able to explain the situation or suggest compromises that will satisfy both the reservist's and employer's needs.



Employers and reservists with specific questions about their rights and obligations under the new law have several options. They can contact the U.S. Department of Labor, Veterans' Employment and Training Service, in their home state or call the National Committee for Employer Support of the Guard and Reserve at 1-800-336-4590.

I. COMPUTING SERVICE COMPUTATION DATES (SCDs)

Verifying creditable uniformed service: Full-time active duty, active duty for training, annual active duty for training, service with the military academies, and certain active duty with the National Guard is creditable, as long as the employee has not already received credit for civil service employment during the same period. Individuals who have previous military service with the Air Force Reserve and request to receive credit for the service period(s) should contact the Benefits and Entitlements Service Team (BEST). Air Force Reserve military service includes time spent on active duty for training; however, it does not include weekly or monthly assemblies or drills. Documentation validating completion of creditable military service must be submitted along with the request. While the military point summary alone is not sufficient to grant creditable service for the SCD, the point summary in conjunction with the orders may provide the information/records needed to verify such active duty service.

Please see the Employee Management Relations Section for information regarding creditable military service for retirement purposes.

J. AFFIRMATIVE EMPLOYMENT AND SPECIAL EMPHASIS PROGRAMS

The Air Force Reserve is committed to a culturally diverse workplace where all members are treated in a fair and equitable manner regardless of race, color, national origin, religion and/or gender. The Affirmative Employment Program (AEP) and Special Emphasis Program (SEP) attempts to address all aspects of human resource development. One of its goals is to achieve a workforce composition that represents the diverse society we serve. Its purpose is to advise senior leadership on how to best assure fair and equal opportunity for the reservists and civilians, regardless of category, in the Air Force Reserve on any matter pertaining to human resource development. Its areas of interest include, but are not limited to, work force diversity, career development, assignments and promotion opportunities.

Reference: AFI 36-205, Affirmative Employment Program (AEP), Special Emphasis Programs (SEPs) and Reasonable Accommodation Policy.

V. LABOR/EMPLOYEE MANAGEMENT RELATIONS

A. ART RETIREMENT, BENEFITS AND ENTITLEMENTS

For the most part, retirement benefits for ARTs are the same as those for other non-ART civilian employees. The ART must meet the same age and service requirements for an immediate retirement and annuities are computed in the same way. However, ART-specific issues arise when ARTs lose the required military affiliation through, for example, the officer Mandatory Separation Date (MSD) Program, the enlisted High Year of Tenure (HYT) Program, or for other reasons either within or beyond their control. In these cases, certain special retirement



provisions may apply. Other benefits issues occur frequently with ARTs, but are not ART-specific. Examples include crediting post-1956 military service (by making military deposits), and benefits issues experienced by employees who leave their civilian position to perform military duty (Absent-US / Separation-US).

RETIREMENT

There are several types of retirement options, including voluntary (or unreduced) retirement, optional-reduced retirement, early retirement (VERA), discontinued service retirement (DSR), disability retirement, deferred retirement and special group retirement for law enforcement officers, firefighters, air traffic controllers, and military reserve technicians. The most common retirements ARTs encounter are discussed here. Additional retirement information may be obtained by visiting the myPers website, reviewing the eRetirement seminar in Government Retirement Benefits (GRB), or by calling an AFPC benefits and entitlements service team (BEST) retirement counselor at 1-800-525-0102.

To be eligible for retirement (excluding disability retirement), employees must have performed at least five years of creditable civilian service and meet certain age and length of service requirements. The following chart illustrates the minimum age and service requirements for retirement from federal civilian service. A military service deposit is required to credit active duty military service for most employees.

Standard Retirement Provisions		
	Minimum Age/Service Requirements	
	CSRS	FERS
Optional (Unreduced)	Age 55/30 yrs of svc	MRA/30 yrs of svc
	Age 60/20 yrs of svc	Age 60/20 yrs of svc
	Age 62/5 yrs of svc	Age 62/5 yrs of svc
Optional (Reduced) (FERS only)	N/A	MRA/10 yrs of svc (reduced 5%/yr < 62)
VERA/DSR (requires involuntary separation from civilian position)	Age 50/20 yrs svc	Age 50/20 yrs of svc
	Any age/25 yrs svc	Any age/25 yrs svc
	(Reduced 2%/yr < 55)	(No reduction; no supplement until MRA)
Deferred	Minimum 5 yrs civilian	Min 5 years civilian
Disability	Minimum 5 yrs civilian	Min 18 mos civilian



Special Retirement Provisions for Military Reserve Technicians		
Disability (additional requirements described below)	Minimum 5 yrs civilian	Min 18 mos civilian
Early Retirement (FERS only and requires involuntary separation from civilian position)	First hired on/before 10 Feb 96:	Age 50/25 yrs svc
	First hired after 10 Feb 96:	Age 50/20 yrs (dual status), or Any age/25 yrs (dual status)

<u>Year of Birth</u>	<u>FERS Minimum Retirement Age (MRA)</u>
Before 1948	55
1948	55 and 2 months
1949	55 and 4 months
1950	55 and 6 months
1951	55 and 8 months
1952	55 and 10 months
1953 - 1964	56
1965	56 and 2 months
1966	56 and 4 months
1967	56 and 6 months
1968	56 and 8 months
1969	56 and 10 months
1970 and later	57

Under optional retirements, the basic annuity begins the first day of the first month after retirement. As such, many FERS employees retire on the last day of the month so that their retirement annuity begins the next day. CSRS employees have a three day grace period, so they can retire within the grace period and still receive an annuity beginning the day after separation as long as the minimum age and service requirements are met.

A FERS employee may choose to retire with a minimum of 10 years of service, (5 of which has to be civilian service), after reaching their minimum retirement age.

This option is commonly referred to as the “MRA plus 10” retirement option. However, this is considered a reduced retirement as the monthly annuity will be reduced by 5 percent for each year the retiree is under age 62. The reduction in the annuity is permanent.

If an employee leaves Federal civilian service before becoming eligible to retire, they may be eligible to apply for a deferred retirement. To qualify, the employee must have 5 or more years of creditable civilian service and have not received a refund of their retirement contributions when they separated. Application for benefits is made directly with the Office of Personnel



Management (OPM). An unreduced deferred benefit may be received at age 62. In addition, former FERS employees are eligible for an unreduced deferred annuity at age 60 with 20 years of service or upon reaching the minimum retirement age if the employee had 30 years of service when they separated. For those FERS employees with between 10 and 29 years of service upon separation, a reduced deferred annuity will be available upon reaching MRA and it will include a permanent 5% reduction for each year the retiree is under age 62 when the annuity commences.

A discontinued service retirement, commonly referred to as DSR, is an involuntary retirement that provides an immediate annuity if the employee is separated involuntarily, through no fault of their own. The employee must not have declined a reasonable offer of a position in their agency for which they are qualified. A reasonable offer would be one that is within the commuting area, at the same tenure and work schedule, and not lower than two grade or pay levels below the current grade. The age and length of service requirements to qualify for this retirement option are: age 50 with 20 years of service, or any age with 25 years of service. Many ARTs that retire due to reaching their MSD or HYT date will retire under the provisions for DSR as it requires involuntary separation. Under involuntary retirement, the retirement annuity begins the day after separation from service. For example, if an ART enlisted member reaches their HYT date on the 17th of July and is removed from the ART position on that date, the employee may apply for DSR and assuming they meet all other age and service requirements, the annuity will begin on the 18th of July.

It is important for ARTs to understand the impact of creditable service and how that may be tied to their removal from the ART program. The process surrounding what happens when an ART faces involuntary separation for reasons beyond their control is discussed in the *Loss of Active Reserve Membership* section. Many of these removal dates are tied to when employees become immediately eligible for a civil service annuity that is unreduced due to age or years of service. It is imperative to understand that all potentially creditable service will be considered in that eligibility determination, even though deposits for some service may be required. Because all potentially creditable service is counted when computing this date, it is important for ARTs to make any necessary military deposits prior to separation to ensure this service is actually creditable toward their retirement. The subject of military deposits is expanded upon in the *Creditable Military Service* section.

As previously mentioned, military reserve technicians are generally subject to the same retirement provisions as other federal civilian employees. However, some FERS technicians may be eligible for a special early retirement.

The age and service requirements that must be met for this type of retirement depend on the date of initial hire into an ART or other dual-status position. Some may qualify with an involuntary separation from the technician position due to a disability or other reason at age 50 with 25 years of service if they were hired as a technician on or before 10 February 1996. If they were hired as a technician after 10 February 1996, they may also qualify for a special early retirement at age 50 with 20 years of technician (dual status) service or at any age with 25 years of technician (dual status) service. This special early retirement provides the same retirement annuity as other unreduced annuities, but the annuity supplement could potentially begin earlier than for regular (non-technician) FERS employees. The annuity supplement discussion will follow.



Any federal civil servant becoming disabled during the course of their career may be entitled to a disability annuity. There are no age requirements with this option, but they must have completed at least 5 years of civilian service (if CSRS) or 18 months of creditable civilian service (if FERS), have become disabled while serving in a covered position, and the disability must be expected to last for at least one year.

Some ARTs may qualify for a disability retirement under the special technician provisions. The service requirements are the same as the regular disability retirement, and they must meet the following requirements: they lose military status due to a disability that disqualifies the individual from membership in the reserve component or from holding the required military grade, they are not considered disabled under regular disability rules, they are not appointed to another position in federal service, and they have not declined a reasonable job offer. This is a valuable provision for some ARTs who may have lost reserve status for medical reasons but who are not considered disabled under the regular disability rules, i.e., those who could still perform the civilian/Part A position. Retirement annuities are computed using the regular rules for a disability annuity; and annuities are terminated if the employee is appointed to another federal position, declines a valid offer, or is restored to earning capacity. Many ARTs will opt for continuing employment in accordance with the NDST procedures summarized in the *Loss of Active Reserve Membership* section rather than this type of disability retirement.

Some FERS retirees will also receive the Retiree Annuity Supplement. The purpose of the annuity supplement is to substitute for Social Security benefits until age 62. The supplement is an estimate of the amount of Social Security benefits earned during the employee's FERS civilian service. The annuity supplement is payable until the month prior to the one in which the employee reaches age 62. The supplement is paid immediately at retirement or after reaching minimum retirement age with 30 years of service or at age 60 with 20 years of service. Those retiring under voluntary early retirement (VERA) or DSR provisions are eligible to receive the supplement upon reaching minimum retirement age. Retirees age 62 or older, MRA+10 retirees, disability retirees, and deferred retirees are not entitled to the supplement. The supplement is subject to the same earnings test that applies to the payment of early Social Security benefits. Earnings in excess of the annual exempt amount will reduce the annuity supplement by \$1 for every \$2 earned in excess of the exempt amount. Earnings include wages and self-employment income. Income from pensions, savings, and investments are not considered earnings for these purposes.

BENEFITS AND ENTITLEMENTS

Many benefits are automatic, such as earning annual and sick leave. Unlike these automatic benefits, other benefits are available to federal employees if they elect to participate. Some such benefit and entitlement programs include Health Insurance (FEHB), Life Insurance (FEGLI), Survivor Benefits, Dental and Vision Insurance (FEDVIP), Flexible Spending Accounts (FSA), Long Term Care Insurance and the Thrift Savings Plan (TSP). In order to avoid duplication, employees are highly encouraged to review the comprehensive on-line benefits courses, known as eSeminars, which the Air Force Personnel Center (AFPC) has made available via the Government Retirement Benefits or (GRB) to learn more about these benefits website at:



https://mypers.af.mil/app/answers/detail/a_id/35095. Additional access instructions may be found on the myPers website or by contacting the local civilian personnel office.

B. CREDITABLE MILITARY SERVICE

Federal employees can receive civilian retirement service credit for active duty service that is terminated under honorable conditions. Creditable military service includes: extended periods of active duty service as documented on a DD Form 214, active duty Reserve service before the civilian entrance-on-duty (EOD) as documented on AF Form 1613, Statement of Service, (do not use the Point Credit Summary to document active duty Reserve service), active duty Reserve or Guard service that interrupts a period of civilian time (Absent-US), service academy time, and prior Title 10 National Guard service.

Active duty military service is automatically creditable toward the SCD-Leave and is reflected in the SCD-Leave that appears on the civilian leave and earnings statement (LES) and SF 50-B. See the *Computing Service Computation Dates* (SCD) section for further discussion on SCD-Leave. Employees should be aware that this same military service, reflected as creditable in the SCD-Leave, may or may not be creditable toward the potential civilian retirement depending on the employee's retirement coverage (CSRS or FERS), the dates of the military service, and the EOD date into a covered position. A military deposit may be required to count military service after 1956 toward eligibility for a civilian retirement and, in other cases, may be required in order to credit military service toward the annuity computation after age 62. No deposit is necessary to credit active duty service prior to 1957. A military deposit may also be required to credit any active duty that occurs during periods of leave without pay (LWOP) from federal civilian employment. No military deposit is required, however, and none can be made, to "buy" additional credit for active duty Reserve service that occurs during periods of federal civilian employment on workdays in which the employee is in a paid leave status, i.e., military leave, annual leave, comp time, credit hours, or for active duty Reserve service which occurs on civilian non-duty days, e.g., weekends, holidays, SDOs.

MILITARY DEPOSITS

As mentioned earlier, military deposits are required in many cases to ensure that the civilian employee can "count" military service toward a civilian retirement. Employees retiring from civil service before the age of 62 who were first hired into a CSRS-covered position prior to 1 Oct 82 receive full credit (title and annuity computation) for CSRS-component active duty service without making a military deposit. However, unless a military deposit was completed prior to the civilian retirement, OPM will recompute the annuity when the employee turns 62 to take out credit for the military service if the employee is eligible to receive Social Security at that time. This is often referred to as "Catch-62". OPM looks only at eligibility for Social Security, not whether or not the employee actually applies for Social Security. Military service is not creditable for annuity computation purposes if the Social Security-eligible employee retires after reaching age 62 unless a military deposit is completed.

Employees first hired in a covered position (CSRS/FERS) on or after 1 Oct 82 must make a military deposit in order to receive service credit for any purpose (eligibility or annuity computation). This includes all FERS employees. Military service must be honorable and



cannot be part of a regular active duty retirement. Active duty retirees can only credit military service if a deposit is completed for the entire period of time and the employee agrees to WAIVE the military annuity when they retire from civil service. There are a few exceptions to this rule. Reserve retirees DO NOT have to waive their military annuity, so this is a huge benefit for ARTs who plan to retire with a civilian and reserve retirement. Though there are limited exceptions, ARTs who may become eligible for an active duty annuity during their ART career may be required to elect the active duty retirement as opposed to the reserve retirement, so it is best to be aware of these provisions if there is a chance of becoming eligible for an active duty retirement during the ART career.

AMOUNT OF DEPOSIT

Military deposits to credit active duty service toward a CSRS annuity or the CSRS component of a FERS annuity are computed based on 7 percent of the active duty basic pay received during that period of service. Interest based on market rates determined by the Department of Treasury accrues after the first two years on any unpaid balance and is posted annually at the end of each subsequent year. Deposits completed before the end of the third year will not have interest posted.

Military deposits to credit active duty service toward a FERS annuity are computed based on 3 percent of the active duty basic pay received during that period of service. In accordance with the Balanced Budget Act of 1997, active duty performed during 1999 will require a deposit of 3.25 percent and active duty during 2000, 3.4 percent. Interest based on market rates determined by the Department of Treasury accrues after the first two years on any unpaid balance and is posted annually at the end of each subsequent year. Deposits completed before the end of the third year will not have interest posted.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 contains a provision which ensures that, when an individual restores on or after 1 Aug 90 following a period of military service that interrupted civilian service (Absent-US), the military deposit cannot exceed the amount of CSRS/FERS deductions which would have been withheld from that employee's pay had the employee remained in his/her civilian position. Two computations are required, one based on the civilian salary and one based on the military basic pay, to determine what the military deposit base amount will be. The employee will pay the lesser amount.

All employees are encouraged to contact their local civilian personnel office or AFPC to obtain instructions for completing the military deposit application process. The step-by-step process may also be located on the myPers website at https://mypers.af.mil/app/answers/detail/a_id/23057/p/2/c/712 or by conducting a keyword search on "military deposits" in the "civilian" section of myPers. In preparation for this process, employees can begin by gathering proof of their military service. Typically this is a DD214 or an AF IMT Form 1613 for proof of active reserve time when no DD214 was issued. An AF IMT Form 1613 may be obtained from the Air Reserve Personnel Center (ARPC) or via vPC-GR. Point summaries or other such documents will not suffice.



Employees must pay their military deposits **BEFORE** they separate in order to receive credit towards their civilian retirement. The military deposit process involves multiple agencies and it can take several months just to find out how much is owed. Employees are advised to start the military deposit process early in their careers for prior active duty service and immediately upon returning from Absent-US service. This allows for the convenience of making payments through payroll deduction, avoids unnecessary interest, and provides peace of mind at retirement time knowing this process has already been accomplished.

C. ACTIVE DUTY SERVICE WHICH INTERRUPTS FEDERAL CIVILIAN SERVICE

In addition to the provision described above that ensures the military deposit required will not exceed the amount that would have been withheld for the CSRS/FERS civilian deduction, USERRA provides for other benefit protections when a period of military service interrupts civilian service. In accordance with USERRA, employees interrupting a period of civilian employment to perform military duty will be placed on Absent-Uniformed Service (also known as Absent-US and formerly known as LWOP-US) unless they choose to be separated from employment (Separation-US). A Request for Personnel Action (or RPA) (aka SF-52), requesting Absent-US or Separation-US, must be submitted to AFPC, along with a copy of the active duty orders and the benefits elections checklist. RPAs are not required for annual tours even if the employee enters leave without pay (Absent-US) to perform the annual tour. Absent-US RPAs are required for all other periods of Absent-US of at least one day's duration, including actions of 30 days or less.

Absent-US is the appropriate form of leave without pay when performing military duty – regular LWOP is not appropriate. Employees may use any appropriate forms of paid leave while on military duty prior to the effective date of Absent-US or Separation-US, and may substitute appropriate forms of paid leave for periods of Absent-US while on military duty. Appropriate leave includes accrued annual leave, military leave, time off awards, and travel compensatory time. Accrued compensatory time and credit hours may be used prior to Absent-US and Separation-US, but unused hours will be automatically paid out when Absent-US begins. Generally, employees may not use sick leave during periods of active duty or Absent-US since it is the military duty and not the employee's or a family member's illness/injury that prevents the employee from performing his/her civilian duties. Some of the types of military leave that may be available for use include:

- 5 U.S.C. 6323(a) provides paid military leave to Federal employees who are members of the National Guard or Reserves and are called to active duty. This military leave may be used in conjunction with Absent-US or Separation-US. Eligible full-time employees accrue **15 days** (120 hours) of military leave each fiscal year. Military leave is prorated for part-time career employees and employees on uncommon tours of duty. Employees receive both their civilian salary and military salary while using this leave.
- 5 U.S.C. 6323(b) provides an additional **22 days** of military leave each year for emergency duty as ordered by the President, the Secretary of Defense, or a State Governor. This leave is provided for Reservists or National Guard members who perform military duty in support of civil authorities in the protection of life and



property, and, effective 24 Nov 03, if called to full-time military service in support of a contingency operation as defined in Title 10 U.S.C. Section 101(a)(13). Employees are entitled to the greater of their civilian or military pay, but not both. The employee is entitled to receive any civilian salary that exceeds all sources of military pay, e.g., basic pay, BAS/BAH, imminent danger pay, flight pay, etc. Civilian retirement deductions will be based on and withheld from the civilian pay for these periods.

- 5 U.S.C. 6323(d) provides Reserve and National Guard Technicians **44 additional workdays** (352 hours) of military leave in a calendar year when on active duty without pay for participation in operations outside the United States, its territories, and possessions. The active duty orders must cite 10 U.S.C. 12315, 12301(b), or 12301(d) to be eligible for this entitlement.

Life insurance (FEGLI) coverage continues, if enrolled, at no cost for up to 12 months in non-pay Absent-US status. Non-refundable FEGLI premiums will be deducted from any pay received for military leave, annual leave, compensatory time or credit hours during this period. After the 12 months, employees may continue FEGLI coverage for an additional 12 months by agreeing to pay both the agency and employee share of the premiums.

If called to active duty for more than 30 days, health insurance (FEHB) coverage will continue for up to 24 months unless the employee elects, in writing, to terminate it. If you do not want to continue your Federal Employee Health Benefits (FEHB) enrollment while on active military duty for more than 30 days, you must elect to terminate it, in writing, within 31 days of the date of entrance on active duty. Use the Checklist for Employees Entering Extended Military Active Duty located at https://mypers.af.mil/app/answers/detail/a_id/23444 for this purpose. DO NOT use the Government Retirements & Benefits Platform web application, as this will result in a cancellation instead of a termination. Employees may be entitled to agency-paid FEHB premiums for up to 24 months for each period of active duty if the duty is in support of a contingency operation and certain conditions are met. Non-refundable FEHB premiums will be deducted from any pay received for military leave, annual leave, compensatory time or credit hours during this period. When the active duty is NOT in support of a contingency operation, employees may terminate their FEHB coverage or continue their coverage for up to 24 months.

Employees are responsible for paying the employee share of the premium for the first 12 months, and both employee and government shares plus a 2% administrative fee for the following and final 12 months. Employees may elect to pay the premiums for the first 12 months on a current basis or by incurring a civilian payroll debt. During the final 12 months, premiums must be paid to DFAS on a current basis or the enrollment will terminate.

No contributions, including agency contributions, can be made to an employee's civilian TSP account while on Absent-US in a leave without pay status. However, if reemployed or restored in accordance with USERRA, employee may make up missed TSP contributions. The need to make up missed TSP contributions can be reduced by contributing to the uniformed services TSP account while on active duty. All active duty Leave and Earnings Statements should be retained for this purpose as the agency will provide "matching contributions" towards the civilian account



on what was contributed to the military account (based on the normal civilian 5% matching contributions rules).

Employees have a restoration entitlement if they provide appropriate notices and have not exceeded 5 years. The 5-year limit is cumulative and does not start over each time an employee enters active duty.

Upon returning to civilian duty from the Absent-US period, employees should contact the local civilian personnel office to ensure that a return to duty personnel action is processed and that all benefits elections are made in a timely manner, i.e., a return to duty RPA, copy of the orders and benefits elections should be submitted.

“Cancellation” of enrollment is different than “termination.” A cancellation results in a break in the five years continuous coverage needed for continuing FEHB into retirement (unless covered by TRICARE during the entire period the coverage was cancelled). Please note: When you cancel your enrollment it will not be automatically reinstated upon return to civilian duty. Instead, you may re-enroll in FEHB coverage within 60 days of returning to duty. If you fail to do so, this will result in a break in the continuous coverage required to take FEHB into retirement.

A “termination” of coverage is not considered a break in the five years continuous coverage necessary for continuing FEHB coverage into retirement. However, if you elect to waive immediate reinstatement to use Transitional TRICARE, you must reenroll in FEHB no earlier than 31 days prior to and no later than 60 days after the date your TRICARE coverage ends to avoid a break.

Additional information is available in the Civilian Benefits and Entitlements section on the myPers website at https://mypers.af.mil/app/answers/detail/a_id/14241 and https://mypers.af.mil/app/answers/detail/a_id/23446. There is a page dedicated to those entering military service and a separate page for those returning from active military service. This site is continually making updates, to include the most recent versions of the benefits elections checklists, so employees are highly encouraged to visit when planning to enter or return from active military duty.

D. USERRA - BENEFITS AND ENTITLEMENTS

Employees must be in an appropriate leave status from their civilian position when military duty interrupts the civilian duty day. This leave may be military leave, annual leave, compensatory time, credit hours, time off award or Absent-US; sick leave is not appropriate. With the implementation of USERRA, the duty status of employees performing military duty will be Absent for Uniformed Services (Absent-US) unless an employee *chooses* to be separated (Separation-US) or use paid leave. Regardless of the status chosen by the employee, if eligible for, and upon exercise of restoration rights, the employee’s pay and benefits are restored--treated as if he/she never left. See the Affirmative Employment/Staffing section, USERRA, for a complete discussion of the requirements for restoration and reemployment entitlements. Other restoration benefits are discussed below. The employee is eligible for restoration if the period of



military service was honorable and did not exceed a cumulative period of five years of non-exempt military duty. Employees on Absent-US who exceed the 5-year limitation are subject to removal from the civilian position based on that continued absence rather than on removal for loss of active membership in the Reserve as described in the Loss of Membership section. With just a few exceptions that will be discussed later, the civilian benefits are basically the same for employees whether they are on Absent-US or Separation-US.

The employee receives full compensation from his/her civilian position throughout the period charged to military leave in addition to his/her military pay. IAW 5 U.S.C. 6323(a), any individual employed in a permanent or temporary-indefinite government position is entitled to 15 days of military leave per fiscal year for purposes of performing military duty with the Reserves or National Guard. Employees on Absent-US are also credited with a new allotment of 15 days effective 1 October of each year. If active duty extends into the second and subsequent fiscal years, the employee on Absent-US may request use of the new allotment of 15 days of military leave. The employee does not *physically* return to civilian duty in order to use and be compensated for the new fiscal year's military leave; this is a paper action only. Refer to the section on ART Time and Attendance for additional guidance regarding military leave.

An employee may also elect to use accrued annual leave prior to separation or beginning Absent-US. He/she should, in fact, use any leave exceeding 240 hours, prior to starting Absent-US if the tour extends into the next leave year; hours in excess of 240 will be lost when the next leave year begins. An employee receives full compensation from the civilian position throughout the period charged to annual leave in addition to his/her military pay. Separated and Absent-US employees may request a lump sum payment of the accrued annual leave balance or may choose to carry any unused annual leave in a leave account until reemployed. The employee should make this election in writing by completing the Entering Military Duty checklist. An employee does not continue to earn annual leave after separation or while in LWOP status.

An employee does not continue to earn sick leave after separation or while in LWOP status. Accrued sick leave is carried in a leave account and restored to the employee when he/she returns to duty.

FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)

Federal Employees Group Life Insurance (FEGLI) continues without cost to the employee (Basic and all forms of Optional) for up to 12 months while in an LWOP status. At the end of the 12 months of LWOP, the coverage terminates with a 31-day extension of coverage to allow the employee to convert to a nongroup policy. Upon exercise of restoration rights, the employee's FEGLI for which he/she was enrolled prior to entrance on active duty will be reinstated. This reinstatement of FEGLI is effected regardless of whether the employee continued/converted his/her enrollment beyond the 12 months of continuation while on active duty.

FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB)

An employee who leaves his/her Federal civilian position to enter on an active duty tour for more than 30 days may continue his/her Federal Employees Health Benefits (FEHB) for 24 months.



The employee should make this election in writing by completing the checklist at the end of this section.

In most cases, if continued, the employee pays his/her normal premium for the first 12 months and 102 percent of the premium, i.e., the employee's share, plus the government's share, plus a 2 percent administrative charge, for the next 6 months of LWOP. Premium payments for the first 12 months of continued coverage may be paid to DFAS on a current basis or may be recouped from the employee's salary following restoration. However, in accordance with Public Law (P.L.) 107-107, the FY02 NDAA, DoD agencies will pay the employee share of the FEHB premiums if the employee continues FEHB while on Absent-US in support of contingency operations for more than 30 days. Upon termination of coverage at the end of the 24-month period, the employee is entitled to a 31-day extension of coverage during which the employee may convert to a nongroup policy. Upon exercise of restoration rights, the employee's FEHB for which he/she was enrolled prior to entrance on active duty will be reinstated with a 60-day opportunity to change enrollment.

Exception – NOT – in support of a contingency operation – Employees who submitted an election prior to 10 Dec 04 to continue FEHB coverage while on active duty are still limited to 18 months for that period of military service. Documentation of election is the document the employee signed stating that they wished to continue FEHNB enrollment while on military duty.

If the employee elects to terminate FEHB coverage (military members/dependents are eligible for health coverage under Tricare), the CPS/AFPC should complete SF 2810 signifying the termination (*NOTE: not cancellation*) effective with the first day of active duty. Upon exercise of restoration rights, the employee's FEHB for which he/she was enrolled prior to entrance on active duty will be reinstated automatically (unless a waiver is requested) with a 60-day opportunity to change enrollment.

Employees must have FEHB coverage on the date of separation/retirement and have had coverage for the 5 years immediately preceding retirement in order to continue FEHB coverage into retirement. In either case described above (continued during LWOP or terminated), this period will not be counted as a break in coverage when for the purposes of continuing FEHB into retirement. If the employee elects to continue FEHB coverage and later cancels coverage during the 12-24 months, the period without coverage will be a break in coverage in the event the employee retires within the next 5 years. In this case, the employee must ensure that he/she is covered by Tricare during the entire period of Absent-US (this coverage also counts as FEHB coverage).

As stated above, employees should access the handouts and checklists on AFPC's web site when entering or returning from an active duty tour. Differences in benefits for employees in Absent-US or Separation-US status occur in the treatment of the civilian retirement benefits, Thrift Savings Plan (TSP) benefits, and military leave. These differences occur because the employee on Absent-US is still considered to be "on the rolls" while the employee who chose Separation-US is treated in these areas as any separated employee.



RETIREMENT

The employee on Absent-US continues to be covered by the retirement system (CSRS or FERS). If the employee dies, death benefits will be paid as if the employee had been in a civilian duty status.

If eligible, the employee may choose to optionally retire during the military tour, e.g., CSRS employee entering EAD at age 53 with 32 years of creditable service may elect a voluntary retirement when he/she turns 55 (with over 30 years of service).

For most purposes, a separation from a civilian position to enter the armed forces is treated the same as any other separation from Federal service. If the employee separates prior to attaining eligibility for an immediate annuity, he/she cannot retire during the period of separation. Military deposits may not be made during a period of separation. In addition, spouses of deceased former CSRS employees are eligible only for a lump-sum payout of the former CSRS employee's CSRS withholdings; they are not entitled to a survivor annuity. Spouses of the deceased/separated FERS employees may be eligible to receive either a monthly survivor annuity or a lump-sum payment of the employee's FERS withholdings. Children's benefits are not payable following the death of a separated employee. NOTE: If the employee dies after separating to perform military service during a war or national emergency, death/survivor benefits are payable as if the employee had been on Absent-US.

An employee who separates from his/her civilian position or requests LWOP to enter military service is entitled to be restored to his/her civilian position upon termination of military service if: (1) the member is honorably discharged; (2) the cumulative periods of service do not exceed 5 years; and (3) the individual exercises restoration rights within 90 days of separating from military service. See specific USERRA procedures in the Affirmative Employment/Staffing section.

THRIFT SAVINGS PLAN (TSP)

An employee is not permitted to contribute to TSP (based on the civilian salary) during periods of separation *or* nonpay status but may make up contributions missed to perform the military service upon exercise of restoration rights. This entitlement is described in the TSP Fact Sheet, TSP Benefits That Apply to Members of the Military who return to Federal Civil Service. Employees must notify the AFPC that they are interested in making retroactive TSP contributions within 60 days of the restoration. DFAS will compute the amount of missed contributions based on the TSP election that was in effect prior to LWOP/separation (NTE the amount allowed for tax-deferred contributions for the year(s) covered by the retroactive contribution). All retroactive contributions are deducted from the employee's pay following restoration IAW a schedule set by the employee. However, the employing agency may impose limits on the maximum amount of time during which an employee can make up the missed contributions. This maximum can be no less than two times and no more than four times the number of pay periods that were covered by the period of missed contributions. In addition, because the employee electing Separation-US is treated as any separated employee, he/she may choose to withdraw TSP monies after separation and, if desired, may reinvest the full amount of



the withdrawal upon restoration. Military members are able to contribute to TSP (based on military earnings) beginning in January 2002.

Employees must ensure that the combined military contribution and current or retroactive civilian contributions do not exceed the IRS limit on tax-deferred contributions for any tax year. Additionally, the amount of your retroactive contributions will be offset by the amount of military contributions you may have made during your period of Absent-US separation. Employees who contributed to their military TSP accounts may receive matching contributions which will be placed in the civilian TSP account upon return to civilian duty i.e. employees should retain all military LESs for this purpose.

E. LOSS OF ACTIVE RESERVE MEMBERSHIP

A Military Technician (dual status) is defined in 10 U.S.C 10216 as "a federal employee who (a) is assigned to a civilian position as a technician in the administration and training of such Reserve components or in the maintenance and repair of supplies issued to such Reserve components; and (b) as a condition of employment in such position, is required to be a member of one such Reserve component serving in a specified military grade." ARTs, who lose active Reserve membership or no longer qualify for the military grade required of the position, lose a condition of employment and may face involuntary removal from the civilian position. (AFRCI 36-114, Procedures on ARTs Who Lose Active Membership in the Reserve) The four main reasons ARTs lose active Reserve membership/military grade are:

- Officer Mandatory Separation Date (MSD) Program
- Enlisted High Year of Tenure (HYT) Program
- Reasons considered to be Voluntary or Within the Individual's Control
- Reasons considered to be Involuntary/Beyond the Individual's Control

OFFICER MANDATORY SEPARATION DATE (MSD) PROGRAM

As part of their military requirements, all Reserve officers (ART or traditional Reserve) are limited to the number of years of commissioned service and/or age they may attain before transfer to the Retired Reserve or discharge. (10 U.S.C., 1164, 14507 and 14508) For example, 10 U.S.C. 14507 limits a Reserve officer in active status in the grade of Lt Col or below to be removed on the first day of the month after the month in which the officer completes 28 years of commissioned service. Since most officers are commissioned at the time they graduate from college (approximately 22-23 years of age), many Reserve officers would reach this milestone at about the age of 50-51. If desired, ART officers may request an extension to their MSD. The officer MSD extension policy is covered in detail in AFRCI 36-201, ART Officer Extension to MSD. If requested and approved, the MSD is extended, based on the employee's civilian retirement plan (CSRS/FERS), to a date that ensures that the civilian annuity is not reduced due to age (CSRS) or a date that ensures they are entitled to an immediate annuity supplement (FERS). Neglecting to timely make required deposits will not delay separation on the member's MSD date.



Determining the Extended MSD

CSRS officers may request an extension to age 55 with 20 years of service. This ensures that the CSRS officer is entitled to an annuity under discontinued service retirement (DSR) rules that is not reduced due to age. CSRS DSR age/service rules require that the involuntarily separated employee be at least age 50 with 20 years of service or any age with 25 years of service. The annuity is reduced, however, by 2 percent for each year the employee is below the age of 55.

FERS officers may request an extension to their MRA with 20 years of service to obtain entitlement for receipt of an immediate annuity supplement. The FERS officer is entitled to receipt of an immediate annuity supplement. Annuity supplements are payable with a DSR retirement when the employee reaches his/her MRA 5 U.S.C. 8421 (a) (2) (b) and are immediately payable under the special FERS technician retirement provisions [5 U.S.C. 8421(a) (1)].

All service that is potentially creditable for a civil service annuity is considered when determining this date. Most ART officers' only retirement eligibility is for a discontinued service retirement (DSR) although some may be optional retirement eligible. See retirement eligibility criteria in previous section.

PPP Registration (MSD)

HQ AFRC/A1CS registers ART officers in the DoD PPP (Program C, Priority 2) one year prior to the MSD or extended MSD. If not placed in a non-ART position during the period of PPP registration, the CPS will begin adverse action procedures to effect removal from the civilian position for loss of a condition of employment. The former ART officer may remain registered in PPP for one year after separation IAW the procedures and requirements identified in the DoD PPP Operations Manual.

Adverse Action Procedures (MSD)

All removal actions for MSD separations require the use of adverse action procedures. Employees receive a notice of proposed removal (recommend at 3-4 months prior to the separation date) and a notice of decision as soon as possible thereafter (IAW local procedures). The removal is non-disciplinary and is not taken for cause. The ART officer should receive a proposal and a removal even if the employee is determined to be eligible for an option civil service retirement. Copies of both notices should accompany any retirement application.

Appeal Rights (MSD)

ARTs separated IAW these provisions may appeal the removal to the Merit Systems Protection Board (MSPB) or grieve under the negotiated grievance procedures if a bargaining unit employee (but not both). The merits of the military decision (causing the loss of Reserve membership) are not subject to review by either the MSPB or an arbitrator.



ENLISTED HIGH YEAR OF TENURE (HYT) PROGRAM

The military service of enlisted reservists is limited to 33 years from members pay date or age 60 IAW AFI 36-2606, Reenlistment and Extension of Enlistment in the United States Air Force. This is determined to be the reservist's HYT date. The reservist who enlisted at the age of 18-20 could reach the HYT date as early as age 51-53. To minimize adverse impact, this date is automatically extended (for enlisted ARTs only) to the date the ART reaches eligibility for an optional civil service retirement based on age and potentially creditable service or age 60 whichever is earlier (AFI 36-2606, para 8.2). Retirement eligibility criteria are outlined in the previous section. If the ART's HYT date, based on reaching 33 years from their pay date, is later than the date the ART is first eligible for an optional civilian retirement, the HYT date remains the date based on pay date plus 33 years. On occasion, AFRC/CC may authorize additional extensions past the HYT date (NTE age 60) based on the needs of the Air Force/Air Force Reserve Command.

In some cases, enlisted ARTs may reach age 60 and be militarily retired (losing active Reserve membership) before accruing 20 years of potentially creditable service for civilian retirement. In this case, they are continued in the Part A position IAW the Non-Dual Status Technician (NDST) provisions of AFRCI 36-114. This date will vary depending on the ART's date of hire into a technician (dual status) position as explained below and IAW 10 U.S.C. 10218.

An enlisted member first hired into an ART position 10 Feb 96 or earlier and not eligible for an unreduced annuity when militarily retired at age 60, will be separated from the civilian part of the ART position when he/she becomes eligible for an unreduced annuity based on age and potentially creditable service. CSRS employees or FERS employees with a CSRS component to their annuity reach eligibility based on age and years of potentially creditable service at age 55 with 20 years of service or age 62 with 5 years of service. FERS employees reach eligibility based on age and years of potentially creditable service at age 50 with 20 years of service, any age with 25 years of service, age 62 with 5 years of service. Although this specifies the age/service requirements for an "unreduced annuity," these employees will also be eligible for an optional retirement when attaining 20 years of service (because they are over age 60) or upon reaching age 62.

An enlisted member first hired into an ART position after 10 Feb 96 and not eligible for an unreduced annuity when militarily retired at age 60, will be separated from the civilian part of the ART position no later than one year after the effective date of the military retirement unless attaining eligibility for an unreduced annuity, based on age and years of potentially creditable service prior to the one year time frame.

Determining the Extended HYT Date

Any service (civilian or military) that is potentially creditable toward a civilian retirement is counted when determining the extended HYT separation date. This means the Leave SCD is used in determining retirement eligibility. MPSs request the CPS/AFPC provide verification of the enlisted ART's first eligibility for optional retirement based on potentially creditable service. After verification is received, the MPS determines the appropriate HYT date and enters it into



the military personnel data system. Because all potentially creditable service is used in determining this date, it is incumbent upon the employee to ensure all service is actually creditable by making timely required deposits. It is important to note that neglecting to timely make required deposits will not delay separation on a member's HYT date.

PPP Registration (HYT)

IAW AFI 36-2606, paragraph 8.6 and AFRCI 36-114, paragraph 6, fourteen (14) months prior to the an enlisted member's HYTD, the servicing MPS notifies the servicing MPS (Unit Program), RIO Detachments (IMA and PIRR) or ARPC/DPA (AGR Program) must notify the member and the member's commander of the member's approaching HYTD. The servicing MPS (Unit Program) must also notify the servicing Civilian Personnel Office (CPO) of an ART's approaching HYTD so the CPO can enroll the ART in the DOD Priority Placement Program. All notifications must be in writing. Both Enlisted ARTs and ART Officers are eligible for registration in the DoD PPP one year prior to their HYTD/MSD. Enlisted members are registered by the servicing CPF and ART Officers are registered by the ART Officer Career Program Manager at the HQs. If not placed in a non-ART position during the period of PPP registration, the CPS will begin adverse action procedures to effect removal from the civilian position for loss of a condition of employment. Neglecting to timely register in the PPP will not delay separation on the HYTD/MSD. Under certain conditions, the former ART may remain registered in PPP for one year after separation as identified in the PPP Operations Manual.

Adverse Action Procedures (HYT/MSD)

All removal actions for HYT/MSD separations require the use of adverse action procedures. Employees receive a notice of proposed removal (recommend 3-4 months prior to the separation date) and a notice of decision as soon as possible thereafter (IAW local procedures). The removal is non-disciplinary and is not taken for cause. Copies of both notices should accompany any retirement application. Except in rare circumstances, the effective date of removal should be the same as the HYTD/MSD. Carrying a member in the ART position beyond their HYTD/MSD is contrary to AFRC policy and undermines the integrity of the military basis for the position. Although most enlisted ARTs separating under the HYT program are, by nature of the extension policy, eligible for optional retirement, they may elect a DSR retirement due to the involuntary nature of the separation. Generally, ART Officers are only eligible for a DSR retirement. If retiring under DSR provisions, the annuity commences the day after separation (CSRS or FERS). If optional retirement is desired, the annuity starts the first day of the month following separation (FERS and CSRS retiring on the 4th of the month or later). If CSRS and retiring within the first 3 days of the month, the annuity commences the day after separation.

Appeal Rights (HYT/MSD)

ARTs separated IAW these provisions may appeal the removal to the Merit Systems Protection Board (MSPB) or grieve under the negotiated grievance procedures if a bargaining unit employee (but not both). The merits of the military decision (causing the loss of Reserve membership) are not subject to review by either the MSPB or an arbitrator.



VOLUNTARY/WITHIN THE INDIVIDUAL'S CONTROL (OFFICER AND ENLISTED)

The servicing MPS notifies the servicing CPS of any ART's loss of Reserve membership, the reasons leading up to the loss, and the effective date. ARTs are subject to the immediate initiation of adverse/removal action if the reasons for the loss of Reserve membership are deemed to be within their control. Please see AFRCI 36-114, Para 3.3, for examples of reasons determined to be voluntary or within the ART's control. Questions should be directed to HQ AFRC/AICE for situations not listed.

PPP Registration

There is no entitlement for PPP consideration when a member loses reserve membership for reason deemed to be within their control.

Adverse Action Procedures

Management will proceed with immediate separation action when the ART voluntarily causes the loss of Reserve membership. The effective date can be no earlier than 30 calendar days after the notice of proposed removal was received or the date member loses active reserve status, whichever is later.

Appeal Rights

ARTs separated IAW these provisions may appeal the removal to the Merit Systems Protection Board (MSPB) or grieve under the negotiated grievance procedures if a bargaining unit employee (but not both). The merits of the military decision (causing the loss of Reserve membership) are not subject to review by either the MSPB or an arbitrator.

Retirement/Severance Pay Eligibility

The ART may or may not be eligible for a civilian retirement based on the age and service requirements for either optional civil service retirement or DSR at the time active Reserve membership is lost. If the employee applies for DSR, the agency cannot approve/disapprove the application. Only the Office of Personnel Management (OPM) has the authority to determine a member's eligibility for civilian retirement.

Because the agency does approve/disapprove the receipt of severance pay and considers this action within their control, ARTs removed under these circumstances, even those who would otherwise be eligible based on an involuntary separation, are not entitled to receive severance pay.

INVOLUNTARY/BEYOND THE INDIVIDUAL'S CONTROL (OFFICER AND ENLISTED)

The servicing MPS notifies the servicing CPS of any ART's loss of Reserve membership, the reasons leading up to the loss, and the effective date. Involuntary/beyond the individuals control exclusively refers to a loss of reserve status due to a military medical disqualification. In this



situation the ART may or may not be able to be retained in the civilian position based on guidance below. When an ART loses status due to a medical disqualification, a civilian medical authority must determine if the ART can medically perform the civilian duties associated with the ART position. The servicing civilian medical authority should be the physician/clinic that normally performs other medical reviews, e.g., pre-employment physicals, at your location. Employees retained in the civilian ART position following loss of active reserve status due to a military medical disqualification are referred to as Non-Dual Status Technicians (NDSTs).

- If the ART is not medically qualified to perform the civilian duties based on the civilian medical authorities determination, he/she should be treated in the same manner as any civilian employee who is unable to perform the civilian duties (reassignment to a non-ART position that they are physically qualified for or separated for inability to medically/physically perform duties of position.) These employees and may apply for disability or DSR retirement, depending on age/service restrictions. Generally, ART positions are not reworked for accommodation purposes due to the military mission necessity for the duties as described.
- If the ART is medically qualified to perform the civilian duties, the appropriate action depends on the ART's initial date of hire into the ART position.
 - If first hired into an ART position on or before 10 Feb 96 and not eligible for an unreduced annuity when dual status is lost, the individual should be separated no later than 30 days after becoming eligible for an unreduced annuity based on age and years of potentially creditable service. For CSRS employees or FERS employees with a CSRS component to their annuity: age 55 with 20 years of service or age 62 with 5 years of service. For FERS employees: age 50 with 20 years of service, any age with 25 years of service, age 62 with 5 years of service.
 - If first hired into an ART position after 10 Feb 96 and dual status is lost, the NDST should be separated no later than one year after dual status is lost or no later than 30 days after becoming eligible for an unreduced annuity if this is earlier than one year after dual status is lost.

PPP Registration

The NDST is eligible for registrations in the PPP one year prior to the scheduled separation date (based on the above criteria) and under certain conditions may continue to be registered for up to one year after separation as identified in the PPP Operations Manual. The NDST must register for the local commuting area but may expand the registration to include other installations/grade levels. Declination of a valid offer for any location/position for which registered will result in removal from the PPP.

Adverse Action Procedures

All removal actions for NDST separations require the use of adverse action procedures. Employees receive a notice of proposed removal (recommend at least 3-4 months prior to the



separation date and a notice of decision as soon as possible thereafter, IAW local procedures). The removal is non-disciplinary and is not taken for cause. ARTs separated IAW these provisions, may be eligible to apply for DSR. Copies of both notices should accompany any retirement applications. Only the Office of Personnel Management (OPM) has that authority. Only the Office of Personnel Management (OPM) has the authority to determine a member's eligibility for civilian retirement.

Appeal Rights

ARTs separated IAW these provisions may appeal the removal to the Merit Systems Protection Board (MSPB) or grieve under the negotiated grievance procedures if a bargaining unit employee (but not both). The merits of the military decision (causing the loss of Reserve membership) are not subject to review by either the MSPB or an arbitrator.

Retirement/Severance Pay Eligibility

The ART may or may not be eligible for a civilian retirement based on the age and service requirements for either optional civil service retirement or DSR at the time active Reserve membership is lost. If the employee applies for DSR, the agency cannot approve/disapprove the application. Only the Office of Personnel Management (OPM) has the authority to determine a member's eligibility for civilian retirement.

Because the agency does approve/disapprove the receipt of severance pay, ARTs removed under these circumstances, even those who would otherwise be eligible based on an involuntary separation, are not entitled to receive severance pay.

F. ANNUAL APPRAISALS FOR PERSONNEL ON AGR TOURS

GS and FWS employees on AGR tours who have performed work under an approved performance plan for a minimum of 90 calendar days at any time during the rating cycle will be rated.

G. ART TIME AND ATTENDANCE

DUTY STATUS

AFRCI 36-803, Air Reserve Technician Time and Attendance Procedures and Audits, establishes guidance for duty status while performing various activities, for authorization and documentation requirements, for conversions in status while traveling, and applies to all ARTs.

Duty Status Changes

1) Definitions:

a) Inactive Duty for Training (IDT):

- i) Training Period (TP) – a period of training, duty, or instruction that a member performs as an individual (includes Additional Ground Training Periods (AGTP)).



- ii) Unit Training Assembly (UTA) – a planned period of training duty, instruction, or alert, performed by a Category A unit.
 - iii) Equivalent Training (ET) – a training period performed in place of a regularly scheduled UTA or TP missed due to a member’s personal emergency.
 - iv) Additional Flying Training Periods (AFTP) – a training period that may be authorized for members who must fly frequently.
 - v) Readiness Management Period (RMP) – a planned period that is used to accomplish readiness/training requirements that are a minimum of four hours in duration.
 - b) Active Duty for Training (ADT). A tour of active duty for Reserve training under orders which provides for automatic reversion to nonactive duty status when the specific period of active duty is completed. It includes annual training (AT), special tours of active duty for training and school tour (ADT), and active duty support (ADS), which are funded from the Reserve Personnel Appropriations (RPA). Also included are temporary tours of active duty support of active force missions, which are funded from the Military Personnel Appropriation (MPA).
- 2) ARTs may perform duty away from home station in either military or civilian status except as annotated below:

<u>Category</u>	<u>Status</u>
Attendance at formal schools	See AFMAN 36-2136, Reserve Personnel Participation
Exercises	Military but unit commanders may authorize civilian status for unit exercises in CONUS. Unit exercises do not include “named” exercises, which must be performed in military status even within CONUS.
Airborne support or directed mission	Outside CONUS will be military only unless unit commander determines civilian status IAW appropriate guidance.
Hostile area flights	Active Duty
Promotion Boards	Military
Alert Missions	Active Duty. The member will convert to military status when assuming the alert requirement and will not be released from military



status until the alert requirement is complete.

- 3) Ensure appropriate leave is charged for all periods of military duty during civilian duty hours, to include travel to perform military duty.
- 4) Travel and per diem: Use JTR and for all specific guidance.
 - a) Travel in civilian pay and per diem status to perform military duty is forbidden and vice versa. However, travel in civilian status to perform (any) civilian duty in conjunction with IDT or ADT is acceptable.
 - b) Travel and per diem may not be paid for travel to IDT except under limited circumstances involving duty away from home station. Reimbursement is limited to that authorized by the JTR.

Changes in Duty Status – Additional Procedures

Except as provided below, the duty status in which members depart home station will continue until they return. All periods of military duty must be scheduled in advance, meet normal Reserve participation requirements, and be annotated on official orders. Conversion in duty status must be approved by an authority no lower than the orders certifying official.

- 1) If one or more IDT periods are scheduled while on Temporary Duty (TDY):
 - a) Member will convert to IDT and back at times specified on the AF Form(s) 40/40a (Authorization for Inactive Duty Training/Authorization for Individual Inactive Duty Training) or other scheduling documents.
 - b) If periods of civilian duty are scheduled in conjunction with IDT flight training; ensure that either the pre-flight or post-flight duties are performed in IDT status and the status matches the status on the AFTO Form 781 (Arms Aircrew/Mission Flight Data Document). In-flight duty status conversions to or from IDT status are permitted IAW scheduling documents.
 - c) Crew rest may not be accomplished in IDT status.
 - d) An IDT period may be completed on the same day as civilian duty provided a regularly scheduled civilian workday is completed or constructed using annual leave/military leave/accrued compensatory time off/Absent U.S./accrued credit hours, previously earned time off award or accrued compensatory time off for travel.
 - e) Readiness Management Periods (RMPs) are generally used by a drilling reservists, who is not an Air Reserve Technician (ART), to support the following functions in preparing their unit for training; the ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions. RMPs are not used to satisfy an individual reservist's training requirements. The number of RMPs performed in a FY by any member shall not exceed the limitations prescribed in AFMAN 36-2136 and no more than one RMP shall be performed by an individual in one calendar day.



- f) Priority for the performance of RMPs will be given to reservists who are not ARTs. An ART may not be placed in a civil service leave status in order to perform duty in a RMP status. Additionally, an ART may not perform in a RMP status to accomplish activities that are within the normal requirements and workload of the ART's civil service job description.
 - g) Travel days are not authorized for RMPs.
- 2) If one or more active duty periods are scheduled while TDY:
- a) All conversions from civilian to active duty or from active duty to civilian status will occur IAW scheduling documents.
 - b) In-flight duty status conversions to or from active duty status are permitted IAW scheduling documents. Complete appropriate Aircrew/Mission Flight Data Document, IAW applicable Air Force and local directives. Include separate lines to record the flying time accomplished in each duty status.
- 3) Conversion Procedures. Orders are completed according to current guidance.
- a) Conversion to active duty or civilian status will be in accordance with orders published.
 - b) Include a remark to indicate when IDT is authorized in conjunction with civilian TDY which identifies the dates and times of conversion. For example, "Member will convert to IDT status on 12 September at 0800, revert to civilian status at 1700 on 12 September, convert to IDT status at 0800 on 13 September, and convert to civilian status at 1700 on 13 September."
 - c) An AF Form 3956/AFRC Form 82, *Report of Inactive Duty Training performance – AGTP/AFTP (USAFR)*, or other form as appropriate, will be used if military duty was performed. The form will be turned in to the individual's timekeeper at the completion of the mission.

DUTY STATUS OVERSEAS

ARTs may be in civilian status in all foreign areas NOT designated as active duty only by AFRC/CC/CV or the Wing Commander or those NOT designated as hostile fire/imminent danger areas by the Department of Defense (DoD), or Air Force. ARTs may convert from civilian to active duty status while on transatlantic or transpacific flights at scheduled times on orders.

ART STATUS IN HOSTILE FIRE/IMMINENT DANGER ZONES

ARTs will convert to active duty status at 0001 hours local on the calendar day of departure from last ground location prior to entering hostile fire/imminent danger/active duty only area. At no time can an ART enter a hostile fire/imminent danger area in any status other than active duty military. ARTs will remain in active duty status until the following three conditions are met:

- **Mission terminates,**



- **Individual is outside of hostile fire/imminent danger area, and**
- **Local time is 2400 hours.**

DUTY STATUS WHILE ENGAGED IN TRAINING

The duty status of ARTs while engaged in training is dependent upon the relationship of the training to the civilian position. If the training is mandated solely by the military requirements of the employee's Reserve position and is not mandated by the employee's civilian position, the employee must be in an appropriate leave status from the civilian position to attend that training during the civilian workday.

Small arms training and chemical defense training (more commonly known as chemical warfare training) are two training situations that best represent this policy: Participating in small arms training during the civilian workday is appropriate for security forces, flight engineers, boom operators, aircraft loadmasters or other crew members required by the civilian position to be qualified to carry small arms. In the case of aircrew members, these employees perform the duties of sky marshals and are responsible for protecting the aircraft.

Chemical defense training must be related to the civilian position (included in the position description) and/or required to qualify for the civilian position (included in the qualification standard) before it is appropriate to grant official civilian employee time/excused absence for this training.

Several important legal benefits, entitlements, protections, immunities and disqualifications depend on maintaining a very clear, obvious, and accurate delineation between military status and civilian employee status, including benefits under Office of Worker's Compensation Programs (OWCP) and those that flow from military Line of Duty (LOD) determinations. These benefit determinations can affect not only the employee/reservist, but also his or her family members. It is critical that commanders and members maintain accurate records demonstrating very clearly the periods when the ART is in military status and the periods when the ART is in civilian employee status.

CHANGES IN CIVILIAN TOUR OF DUTY

The requirement that a one-week notice be given before a change in tour of duty is waived under the circumstances below. Notify employees of such changes as far in advance as possible. In any situation, notify the employee before the beginning of the proposed duty day change. Use of this authority is limited to that necessary for essential operations as determined by appropriate authority.

- **Aircrew on missions of more than one day's duration,**
- **Aircrew and ground support to meet special or essential unscheduled flying missions, and**



- **Aircrew and ground support performing weather reconnaissance or rescue missions.**

If a full workday cannot be performed by midnight the calendar day on which a shift begins is considered the day of duty for that day even though the work schedule extends into the next calendar day. If a full workday can be performed by midnight, management has the option of starting the next workday at 0001 or extending the workday and compensating the employee with overtime/compensatory time off for the additional hours (Reference: AFRCI 36-803, para 6.3)

LUNCH PERIODS

The lunch period must be at least 30 minutes in length and is to be observed during the midday time frame; for example, in a workday of 0730-1600, lunch should be taken between 1100-1300. It is inappropriate to schedule and take a lunch period at the beginning or end of the civilian workday. Employees who are subject to a maxiflex work schedule that allows for some workdays with fewer than 6 hours in a day may not be required to observe a lunch period on workdays with fewer than 6 consecutive hours (subject to local determination and bargaining unit agreements). This provision does not apply to gliding, flexi-tour etc...that requires a minimum of 8 hours per day. Lunch periods must be annotated on the timecard even during periods of leave in order to document the entire duty day.

There are two situations where compensable on-the-job meals are authorized. First, when more than one 8-hour shift is in operation during a 24-hour period and an overlapping of shifts to permit time off for lunch is not feasible, an on-the-job lunch period of 20 minutes or less may be authorized and included in the regular tour of duty. Second, when lunch is consumed in flight, an on-the-job lunch period not to exceed 20 minutes is permitted. The requirement to take a lunch period cannot be waived on the basis of an aircrew member flying an AFTP, AFTP or short civilian training flights that occur during the midday timeframe. In addition, if sufficient time on the ground is available for the employee to take a 30-minute lunch period, a 20-minute on-the-job lunch period may not be granted. In those instances where lunch is consumed in flight, i.e., long duration flights, appropriate justification is documented.

LONG DISTANCE FLIGHTS

Long distance flights refers to those situations only where an employee departs his/her home station, arrives at another duty station and remains overnight at the remote duty station.

Tours of duty and attendance reporting of air crew members on long distance flights are as follows: The ART aircrew member's work will begin at the directed reporting time for preflight/preplanning duties based on the proposed takeoff time, and will end upon completion of post flight duties and excusal from duty.

Changes that occur by crossing the International Date Line are to be ignored for the purpose of documenting travel time. Duty times while TDY will be recorded on the AFRC Form 270 (timecard) using the local 24-hour basis in the hours of the time zone of the TDY location in



order to calculate night differential and premium pay. If changes in duty status occur during the tour, the appropriate form must be completed and will be reviewed and certified by the aircraft commander. Home station and TDY location dates and times will be used on the appropriate form.

(Reference: AFRCI 36-803, para 8).

PRE-MISSION CREW REST

To the maximum extent possible, civilian aircrew duty days should be scheduled/adjusted to coincide with the flying schedule. When situations arise and aircrews are required to remain in crew rest past their scheduled workday reporting time or enter crew rest during the civilian workday, the following options apply:

- If the flight/flight duty for which the employee is in a crew rest status will be performed in civilian status, then no leave is to be charged.
- If the flight/flight duty for which the employee is in a crew rest status will be performed in military status, then the employee will either take annual leave, Absent-US, accrued compensatory time off, or accrued credit hours, or adjust his/her duty day to accommodate the crew rest requirement.

(Reference: AFRCI 36-803, para 9)

CONSTRUCTIVE CREDIT HOURS

When temporary duty (TDY) occurs on a scheduled workday, and through no fault of the employee, an employee starts work but less than 8 hours of work are performed, the employee is credited with 8 hours total duty. (*EXAMPLE:* Employee reports as directed at 0600, takes off at 0800, lands at 1200, performs post-flight duties, and is excused at 1300; that individual is credited with 7 hours of work and 1 hour of constructive credit (annotate the appropriate form to reflect the number of hours actually worked and the number of hours of excusal from duty (constructive credit hours) on that day). Use constructive credit hours when computing regular hours but not when computing overtime hours. Regardless of the reason and irrespective of whether within the employee's control, if employees (for example, aircrew members) do not report for work, they are placed in the appropriate leave category or have their workweek rescheduled. Constructive credit hours may not be granted if there is no work to be performed at the TDY location and it is known prior to the start of the employee's civilian workday. In addition, constructive credit hours may not be granted at home station.

The following options are to be considered in scenarios in which the granting of constructive credit might be appropriate:

- **Send the aircrew in active duty military status. The issues of taking leave, use of constructive credit, loss of per diem and earning overtime/comp time are then nonexistent.**

- **Have the employee report to work each day. If there is insufficient work for a full eight hours, the granting of constructive credit may be appropriate. In those rare cases where it is known in advance that work will not be available, this option is not appropriate.**
- **Reschedule the workweek so that scheduled days off fall on “down days,” where possible, to minimize the possible use of leave.**
- **Send the aircrew home, keeping only the minimum number of crew required to be with the aircraft at the TDY location. This decision is made on the basis of commercial or available military air versus the cost of travel pay and paying employees when no work will be performed.**
- **Charge the employee leave on down days. Since the decision on whether or not an aircrew member will have to work is usually made on a daily basis, this should not be a recurring scenario (Reference: AFRC Sup to AFI 36-807)**

TIME SPENT TRAVELING

Compensatory time off for travel may be earned by ARTs, traveling in civilian status to perform duty in civilian status, for time spent in a travel status away from the employee’s official duty station when such time is not otherwise compensable. This compensatory time off provision applies to all employees, except Senior Executive Service employees. Travel hours will be recorded in the originating station time zone. ARTs may not earn travel comp time when traveling to perform military duty.

TIME SPENT ON STANDBY OR IN AN ON-CALL STATUS

An employee will be considered on duty and time spent on standby shall be considered hours of work if: For work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his or her own purposes. A finding that an employee's activities are substantially limited may not be based on the fact that an employee is subject to restrictions necessary to ensure that the employee will be able to perform his or her duties and responsibilities, such as restrictions on alcohol consumption or the use of certain medications.

An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if: the employee is allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius **or** the employee is allowed to make arrangements such that any work, which may arise during the on-call period, will be performed by another person.



LEAVE STATUS

Military leave, annual leave, accrued credit hours, accrued compensatory time off, accrued compensatory time for travel, time off award or Absent-US may be used when performing military duty that overlaps with the civilian workday. Employees on a traditional fixed work schedule may not change that schedule just to avoid taking leave for the performance of military duty. Employees on a flexible work schedule or compressed work schedule that allows for changes in the tour of duty may change their schedule within the limits of the schedule rules to avoid taking leave for the performance of military duty. (Reference: AFRCI 36-803, para 12)

The Consolidated Appropriations Act, 2001, signed into law effective 21 Dec 00, amended Section 6323(a) of title 5, U.S.C. by adding a new subparagraph (3). Section 6323(a) deals with the traditional military leave earned by employees, who are also members of the Reserve and National Guard. The subparagraph states: “The minimum charge for leave under this subsection is one hour, and additional charges are in multiples thereof.”

The Office of Personnel Management (OPM) and Air Force have interpreted Congress’ intent to be that military leave is used/charged only for hours during which a civilian employee would otherwise have been scheduled to work and receive pay.

An ART must be off duty or in an official leave (annual leave, military leave, Absent-US, compensatory status or credit hours) from civil service when he or she is in a point-gaining activity.

A brief description of the types of military leave and applicable rules follow:

- 1) **Traditional 15-day military leave** can be used/charged only for periods of a civilian workday when active or inactive military duty overlaps with the civilian work schedule. Employees requesting military leave for active duty or inactive duty training will be charged only the amount of military leave necessary to cover the period of military duty or period of training and necessary travel. Since military leave can only be charged in hourly increments any fractions of an hour must be charged to other appropriate leave; military leave may not be used for an entire civilian workday if the member starts military duty after the beginning of the civilian duty day or is released from military duty/travel before the end of the civilian workday.
 - a) Consecutive day rule: A full day of annual leave, military leave, accrued compensatory time off, compensatory time off for travel, accrued credit hours, time off award or Absent-US must be charged for civilian workdays on which consecutive days of active duty pay are earned (whether the consecutive days of active duty are covered on a single order or a series of orders) unless one or more of the following exceptions apply:
 - i) If on the first day of active duty, the member is not required to report for military duty until after the civilian duty day ends, no leave is charged for that first day of active duty. If the member is required to report for military duty on the first day of the period of



active duty before the end of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.

- ii) If the member is completely released from active duty on the last of the consecutive days of active duty prior to the start of the civilian duty day, no leave is charged for the last day of active duty. If the member is released from active duty on the last day after the start of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.
 - b) When an employee terminates a period of active duty no later than 2400 hours on one calendar day and a need arises on the next calendar day to call that member back to active duty, no leave will be required for the next calendar day if all of the following apply:
 - i) The member had been completely released from active duty on the previous day
 - ii) The military need did not arise or become apparent until after the first active duty period ended and the employee is under civilian control
 - iii) No other person is available to serve the second period of active duty
 - iv) Multiple orders authorizing consecutive days of active duty must be approved at the Group Commander level or higher. Appropriate documentation certifying this approval must be maintained and available for review
 - c) Intervening non-workday rule: No military leave will be charged for civilian non-workdays (weekends, holidays, scheduled days off). Employees who choose to use or intermingle other appropriate forms of leave to perform military duty, i.e., annual leave, Absent-US, accrued compensatory time off, accrued compensatory time off for travel, time off award or accrued credit hours, for the entire length of their active duty (whether it is covered by one set of orders or several), will not be charged military leave for intervening non-workdays that occur during that tour or consecutive tours.
- 2) **Twenty-Two (22) Day Military Leave.** There are two conditions when an ART is authorized 22 days of military leave; in support of civil authorities in the protection of life and property and those who perform full-time military service as a result of a call or order to active duty in support of a contingency operation. Although the DCPS code “LL” (Law Enforcement) may be used it is recommended that “KG” (Absent-US) be used until the member returns to duty in order to avoid any DFAS complications. During this period, an employee is entitled to the greater of civilian or military pay. A DFAS remedy ticket will apply leave to the days leave is required and adjust civilian pay records for any funds due to the employee. This action must be processed through the local FM representative.
- 3) **Forty-Four (44) Day Military Leave.** ARTs are authorized 44 additional workdays of military leave in a calendar year. There are conditions placed on the use of this leave addressed below. Timekeepers and supervisors should use the administrative leave code (LNM) on the AFRC timecard to record use of this category of military leave to track the number of hours used during the calendar year and ensure the maximum number of hours are not exceeded.
- a) Military leave under this section can only be used to perform “active duty without military pay” for participation in combat and non-combat operations outside the United States, its territories and possessions. It is appropriate to use this leave on the day of deployment from home station, any intervening stops within the United States, its territories and possessions, and the day of return to home station as long as the ultimate destination on the military orders is an overseas location and any intermediate



destinations/stops are part of the continuing mission. In addition, UAS crews conducting operations OCONUS from locations physically located CONUS are authorized to use this type of leave. ARTs receive their basic civilian pay, to include premium pay for regularly scheduled overtime work that would have been earned during the period covered by this leave, and points toward Reserve retirement while in this duty status. Regularly scheduled overtime work means overtime work that is part of the employee's regularly scheduled administrative workweek. Within AFRC this is usually only applicable to firefighters and law enforcement personnel. It does not apply to additional hours of work performed while TDY, callback overtime, or additional hours of work performed due to long distance flights. This is irregular or occasional work. Credit hours may not be earned while "on active duty without pay" since the employee is in military status. Military leave under this section can be intermingled with traditional military leave, annual leave, leave-without pay (Absent-US), earned compensatory time, time off awards and credit hours.

- b) This military leave category is available on a calendar year basis and leftover balances cannot be carried over to the next calendar year. The 44 days are converted into hours and charged on the same basis that annual leave is charged. ARTs who work 80-hour pay periods (including flexible and compressed work schedules) are entitled to a maximum of 352 hours. This category of military leave is charged for civilian workdays only. This means that if an ART chooses to use only this category of leave for a military tour of duty that includes weekends/holidays/scheduled days off (SDO), there would be no civilian pay received for those days. In order for an ART to receive any pay for a civilian non workday, a change to "active duty with pay" status is required. This requires use of a separate AF Form 938 for each period of conversion. Changes to civilian duty status on workdays during the same military tour are also authorized, if appropriate, and require the use of a DD Form 1610. Use of this military leave is at the employee's discretion.
 - c) Use of this category of military leave is not appropriate in Hawaii, Alaska, Puerto Rico, or Guam unless the ultimate destination on the military orders is an overseas location and one of these locations is an intermediate stop that is part of the continuing mission. Use of this category of military leave is appropriate for Panama at all times, since it is no longer considered a US possession.
 - d) Since the employee is on "active duty without military pay," all jurisdictional issues are covered by the military system; i.e., the employee is covered under the UCMJ, injury compensation is covered under line-of-duty procedures, reimbursement for travel, per diem, and lodging are computed based on military entitlements, etc. Certain military entitlements such as Family Separation Pay and Hazardous Duty Pay will not apply due to the fact they are only applicable when member is on a "military pay status".
 - e) Employees may use Absent-US intermittently with annual leave, military leave, compensatory time off, or credit time earned. An SF 50 should be used to document an employee's use of Absent-US for duty with the uniformed services of one day or longer. There is no AFRC requirement to process return-to-duty actions for each period of paid leave.
- 4) **Disabled Veteran Leave.** Under the Wounded Warriors Federal Leave Act of 2015 (Public Law 114-75, 5 November 2015) an employee hired on or after 5 November 2016, who is a veteran with an service-connected disability rating of 30 percent or more from the Veteran Benefits Administration (VBA) Department of Veterans Affairs is entitled to up to 104 hours



of disabled veteran leave for the purposes of undergoing medical treatment for such disability for which sick leave could regularly be used, The medical treatment must occur during the employee's 12 month eligibility period.

- a) Disabled Veteran Leave is a one-time benefit provided to an eligible employee. The eligibility period is a single continuous 12-month period beginning on the first day of employment. The leave will be used or forfeited with no opportunity to carry over the leave into subsequent years. There is no lump-sum payment for any unused or forfeited leave.
- b) Employees must submit documentation from Veterans Benefit Administration (VBA) certifying the service connected disability rating and its effective date to the employing agency. An agency cannot credit disabled veteran leave until the employee provides the necessary certifying documentation. Once an agency has confirmed eligibility for disabled veteran leave, the agency will then credit the appropriate amount of disabled veteran leave as of the first day of employment.
- c) An employee under regular full-time work schedule will receive an initial crediting of 104 hours (13 days) of disabled veteran leave. An employee who has a part-time or seasonal work schedule or an uncommon tour of duty will receive a proportionally equivalent amount of disabled veteran leave initially credited based upon the hours in the employee's work schedule.
- d) An employee is permitted to retroactively substitute disabled veteran leave for other forms of leave (leave without pay (LWOP), sick leave, annual leave, etc.) taken for the purposes of receiving treatment for a qualifying disability (excluding periods of absence without leave (AWOL) or suspension. Leave or paid time off that was originally used will be cancelled and replaced. In ATAAPS, an employee selects sick leave (LS) followed by NtDiff/Haz/Oth under the hours with the sick leave code, select the work "Add", then in the dialogue box select "PW" and "Save". Once the employee views the ATAAPS entry, they should see the "PW" code with the sick leave entry.
- e) A Federal employee who is called to perform military duty as a reservist after such service may qualify for disabled veteran leave. The hours of sick leave to the employee's credit (if any) as of the start date of the 12-month eligibility period would offset the initial crediting of disabled veteran leave hours. In other words, a reservist who has more than 104 hours isn't eligible for additional leave, if they have 50 hours then they may receive up to 54 more hours to use for the documented disability.
- f) For further information please see the following in myPers.
[https://mypers.af.mil/ci/fattach/get/6556397/1487711403/redirect/filename/Disabled%20Veteran%20Leave%20\(DVL\)%20Reference%20Guide.pdf](https://mypers.af.mil/ci/fattach/get/6556397/1487711403/redirect/filename/Disabled%20Veteran%20Leave%20(DVL)%20Reference%20Guide.pdf)
- g) Employees may use ABSENT-US intermittently with annual leave, military leave, compensatory time off, or credit time earned. An SF50 should be used to document and employee's use of ABSENT-US for duty with the uniformed services of one day or longer. There is no requirement to process return to duty actions for each period of paid leave

PAYMENT OF MILITARY LEAVE WHILE ON EXTENDED ACTIVE DUTY (EAD)

Federal employees who are also reservists, to include ARTs, who serve on an extended active duty tour that spans 2 or more fiscal years, may accrue and be paid for 15 days of military leave at the beginning of each year. Employees serving on an active duty tour of any length that spans



no more than 2 fiscal years, e.g., 15 Sep – 15 Oct, are not required to apply the new allotment of military leave that accrues on 1 October to their current tour, but may choose to use it later in the second fiscal year (AFI 36-803, Para 12.7). Employees should reflect paid and unpaid military leave used, as appropriate, on the AFRC timecard and in the civilian pay system.

PHYSICAL FITNESS PROGRAM

All full-time civilian personnel to include Air Reserve Technicians are authorized time to participate in a physical fitness program while in an official duty status. Physical fitness activities will be limited to cardio-vascular activities such as walking, jogging, weight training and structured exercises such as aerobics and spinning. The local commander has the final decision on which activities meet the intent of the program. Participation by the employee is strictly voluntary.

NIGHT DIFFERENTIAL ENTITLEMENT

DODI 1400.25V610_AFI 36-807 mandates organization and tenant commanders to establish daily hours for beginning and ending work. For aircrew members on long-distance flights, the tour of duty and daily hours of work are governed by and charged each day based on the directed reporting for duty time. The crew member's work will begin at the directed reporting time for preflight/preplanning duties based on the proposed takeoff time and will end upon completion of post-flight duties and excusal from duty. Work scheduled in accordance with this paragraph becomes the crew member's regularly scheduled tour of duty.

When regularly scheduled work is performed between the hours of 1800 and 0600, night differential pay is appropriate for GS employees. Night differential pay is payable in addition to premium pay for regularly scheduled overtime.

Night differential pay is authorized for work performed by GS employees between 1800-0600 except for irregular or occasional overtime work. If the employee's regularly scheduled daily tour of duty does not fall within the above hours, work performed between 1800-0600 is considered to be irregular or occasional overtime work, and no entitlement to night differential pay exists.

If the GS employee's daily tour of duty is temporarily changed (as documented on a work schedule change request form) and falls between 1800-0600, night differential is authorized for the established workday. Any hours of work beyond the basic workday are considered to be irregular or occasional overtime and night differential is not authorized for those hours.

If the GS employee's regularly scheduled daily tour of duty includes hours of work performed between 1800-0600, and those hours of work also include regularly scheduled overtime, then night differential is authorized for both the basic workday and the overtime hours worked between 1800-0600.

If the employee works their regular daily tour of duty, and then performs additional work all additional hours are considered to be irregular or occasional overtime and night differential is not authorized for those hours.



Night Differential is paid to FWS (WG) employees when the majority of regularly scheduled non-overtime hours fall between the hours of 1500-0800.

FWS employees receive night differential for the entire shift when the majority of hours fall within the specified periods.

When temporarily assigned to a day shift or night shift with a lower night shift differential, the employee continues to receive the regular rate. An employee temporarily assigned to a night shift is paid night differential. Employees temporarily assigned to a night shift with a higher differential will only receive the higher differential if a majority of the employee's regularly scheduled non-overtime work falls within the hours having the higher differential.

VI. RESOURCE MANAGEMENT

A. CIVILIAN EMPLOYMENT AND COST MANAGEMENT COMMITTEE (CECMC)

At the Unit level, this body is the Civilian Employment and Cost Management Committee (CECMC). The CECMC is appointed by the Commander and is responsible for developing procedures and implementing policy in order to meet AFRC's civilian personnel resource objectives. Each Wing (or equivalent) commander/senior ART should establish a CECMC. The senior ART or designee should chair the wing CECMC. Other recommended members are: the head of each responsibility center/cost center (RC/CC), the servicing CPO, the financial management officer, and the military personnel flight chief.

SPECIFIC RESPONSIBILITIES OF THE CECMC

- **Ensure that employment and personnel practices achieve optimum effectiveness in concert with affirmative employment goals and funding levels.**
- **Recommend resources based on needs.**
- **Review position vacancies and recommend staffing actions considering personnel resource management objectives.**
- **Advise unit commander/senior ART on impact of proposed funding adjustments and reprogramming decisions involving the civilian work force.**

Resource management, ART and non-ART, is a critical area for AFRC and should be a high priority of each unit. Ensuring a body is in place to make important decisions will further enhance the Command's ability to achieve its execution goals.

A Civilian Employment Plan (CEP) projecting aggregate level AFRC monthly civilian strength and work year execution is developed and managed at HQ/AFRC.

Reference: AFI 36-129, 17 May 2019

B. SIGNIFICANT REVIEW TOPICS



The Unit Manning Document (UMD) should serve as the basis for your civilian manning decisions. It is imperative that you keep abreast of changes to the UMD that may affect future hiring decisions. Remember that your total unit authorizations include the parent unit plus any geographically separated units (GSU) paid from the same Operating Budget Account Number (OBAN). The UMD for your location can be obtained by contacting your respective NAF/A1M manpower advisor.

Proper coding of positions in the Defense Civilian Personnel Data System (DCPDS) is crucial to the overall tracking process. Air Staff and Office of Secretary of Defense (OSD) closely monitor our programs and measure us based on information that is retrieved from DCPDS. One item of particular interest is the proper coding of Program Element Codes (PEC), which should always match the PEC as identified on the UMD. As a means to maintain an accurate database, we recommend the implementation of scheduled reviews to ensure proper coding of all elements of your records, to include tenant locations. A periodic review will ensure your end strength is being properly recorded.

As you schedule your CECMCs, we ask that you pay particular attention to some of the key components of the civilian pay line that we will be monitoring closely. We ask for your prudent use of the following expenditures that can affect the overall availability of the civilian pay account.

- a. **Overtime:** We ask that you closely monitor the unit's overtime work requirements to ensure the appropriate level of management oversight is in place and appropriate. This oversight will allow a review of work trends, premium pay amounts, individual work requirements, or consideration of alternatives. As commanders, we must review processes and activities to ensure workloads are as evenly distributed as possible. Managers at all levels should be assigning priorities that permit accomplishment of essential tasks during normal duty hours whenever possible. Regular and recurring overtime work should not be expected by employees.
- b. **Permanent Change-of-Station (PCS):** The consideration for payment of moving expenses is a management decision. The management official should ensure it's in the Government's best interest to pay PCS costs with consideration for factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. In reviewing the decision to pay PCS costs, we ask that you coordinate the availability of funds with the Financial Management community before a Request for Personnel Action (RPA) is submitted.

VII. TRAINING

A. HQ AFRC PROFESSIONAL DEVELOPMENT

The HQ AFRC Professional Development offers a variety of developmental training and education for both Officer and Enlisted reservists. Its mission is to provide a continuum of Reserve Centric education to develop Air Force leaders. Specific information about HQ AFRC Professional Development products and services is available on the Professional Development SharePoint site: <https://afrc.eim.us.af.mil/sites/A1/PDC/SitePages/Home.aspx>



B. EMPLOYEE ASSISTANCE

EMPLOYEE ASSISTANCE PROGRAM

Where available, the Employee Assistance Program (EAP) assists any ART who has problems that affect work performance. This assistance is provided through discrete and confidential referral of technicians to appropriate treatment specialists. Some problems commonly dealt with through EAP include: alcohol and drug abuse, behavioral disorders, excessive stress from adverse family situations, financial difficulty, legal entanglement, or other personal problems that interfere with job performance or health.

ARTs who recognize that such problems might be affecting their job performance may wish to voluntarily seek the program's assistance by contacting the Program Coordinator in CPS. Information concerning such contacts and any subsequent referrals will remain confidential.

While the supervisor or manager is never to be in the role of amateur diagnostician or counselor, he or she may recommend contacting an EAP counselor when less than satisfactory job performance persists. Performance factors that may indicate the need for referral include: assignment failures, excessive absenteeism/tardiness, unexcused absences, deteriorating personal appearance, altercations with fellow employees, prolonged lunch hours, frequent disappearances, poor judgment, moodiness, or anxiety.

Job security will not be jeopardized if the ART contacts EAP. Failure by the individual to accept evaluation or to follow through on professional advice will be considered in the same manner as any illness that continues to adversely affect job performance. Records will be maintained only in clinic or treatment files in strict confidence, independent of personnel records. The ART must personally authorize release of any medical records.

It is the ART's basic responsibility to maintain satisfactory work performance. If work performance falls below satisfactory for behavioral or medical reasons, it shall be the ART's responsibility to regain and maintain behavioral or medical health consistent with satisfactory job performance. An ART who does not respond to the continued help offered and whose job performance does not improve may be subject to disciplinary action including possible removal.

ALCOHOL AND DRUG ABUSE

The use of illegal drugs and excessive use of alcohol are incompatible with membership in the Air Reserve Technician program. All reservists are subject to random urinalysis testing and many ARTs occupy testing designated positions (TDP) in their civilian capacity. Disciplinary action will likely result from a verified positive urinalysis test for illegal drugs.

Use of illegal drugs and excessive use of alcohol adversely affect our combat readiness, health, safety, and morale. In addition, these actions can "drug abuse" organizational discipline. Unfortunately, 10 percent of our population has either a drug or drinking problem. If you or a



fellow employee has a problem with alcohol or drugs, please contact EAP for assistance or get professional assistance. Helping our employees to effectively deal with drug and alcohol problems will make the ART program and the Air Force Reserve a safer and better place to work

C. ETHICS AND POLITICAL ACTIVITIES

GENERAL ETHICS

Air Reserve Technicians are expected to maintain high standards of honesty and integrity and to conduct business with customers in an ethical manner. It is not the intent of this publication to list every restriction or requirement imposed by law, regulation, or other proper authorities.

Some of the prohibited acts that can result in disciplinary action are:

- **Using a government vehicle without authorization**
- **Misusing official and/or classified information**
- **Gambling and betting on duty**
- **Misusing government property: such as, supplies, computers, phones, or fax equipment**
- **Using a government-issued travel card for personal use or filing fraudulent claims**
- **Refusing to cooperate in an administrative investigation**
- **Accepting gifts and favors from subordinates or customers**
- **Using drugs, alcohol or intoxicants "alcohol abuse" while on duty**
- **Misusing government postage/mail**
- **Making false statements; using obscene or vulgar language**
- **Engaging in illegal political activity**

VOTING – YOU ARE ENCOURAGED TO REGISTER AND VOTE

ARTs may be excused to vote, normally not to exceed three hours after the polls open to three hours before the polls close, whichever will result in less lost work time. Excused absence for voting will be handled on a case-by-case basis and will not be granted if the ART may reasonably be expected to vote outside of his or her normal duty day. Check with your CPS for information regarding local procedures.

THE HATCH ACT

The Hatch Act was originally passed to prohibit **all** partisan political activities by Federal employees. It was modified in 1993 to permit some partisan activities. The modification provides for Federal civilian employees to participate voluntarily, the same as private citizens, in the partisan political process. It protects the Federal civilian employee from improper political solicitations.



An ART **may** (not in uniform):

- **Act as a recorder or watcher**
- **Serve as an election judge or clerk**
- **Drive voters to polls for a partisan political candidate, group, or party (not in government vehicle)**
- **Join a political party or political group and participate in its activities**
- **Serve as an officer of a political party**
- **Attend and participate in nominating caucuses**
- **Organize a political group**
- **Participate in political rallies and gatherings**
- **Display pictures, signs, buttons—off duty, off property**

An ART **may not** participate in political activities:

- **While on duty or wearing a uniform, badge, insignia, or other similar item that identifies the employing agency or the position of the employee**
- **While in any room or building occupied in the discharge of official duties by an individual employed or holding office in the government of the United States or any agency or**
- **While using a government-owned/leased vehicle or while using a privately owned vehicle in the discharge of official duties**

Example: Federal employees can solicit, accept, and receive individualized, uncompensated, volunteer services but they may **not accept contributions**.

There are exceptions for non-partisan elections. Check with servicing CPS / JAG for additional guidance.

SAFETY AND HEALTH

GENERAL SAFETY

On-the-job safety is another important part of your responsibilities as an ART. If you have an on-the-job accident, you should first notify your supervisor and obtain medical attention. To assure Workers' Compensation coverage, you and your supervisor must immediately file a CA-1 form. This form is required by the Department of Labor's Office of Workers Compensation Programs (OWCP). Medical expenses are paid by OWCP. In the event you lose time from work due to an on-the-job accident, you may receive up to 45 days Continuation of Pay (COP). Form CA-16 is required for the authorization of medical treatment. You may also be entitled to compensation for medical expenses and loss of pay if you believe an illness or medical condition



is caused by repeated exposure, stress, or strain related to your official duties. Complete OWCP Form CA-2 to document this claim. COP is not authorized for work-related conditions/illnesses.

Fraudulent claims are investigated by Federal police from the Department of Labor and prosecuted in Federal courts by the U. S. Attorney's office.

On-the-job safety also requires you to immediately report to your supervisor any unsafe act or unsafe working condition. Unsafe working conditions include tripping hazards, unsafe electrical wires, spills, and/or other conditions that you consider unsafe.

Safety is a daily part of your job.

“NO SMOKING” POLICY

Smoking has been declared a serious hazard to health, and the Environmental Protection Agency has confirmed “second-hand smoke” to be a significant health risk; therefore, smoking is prohibited in ALL occupied buildings and work areas. This includes, but is not limited to, private offices, hallways, rest rooms, classrooms, break rooms, conference rooms, and entrances to buildings and facilities.

Smoking is also prohibited in ALL government vehicles and aircraft. Smoking is also prohibited in ALL non-occupied buildings or work areas that share a ventilation system with an occupied building or work area.

If you are a smoker, please observe the “no smoking” rules. If you wish to quit, please contact EAP or our medical staff for assistance.

VIII. GLOSSARY

The following terms are commonly used by AFRC managers and may or may not be directly related to civilian personnel servicing:

Active Duty (AD). A general term applied to all active military service with the active force without regard to duration or purpose.

Additional Flying Training Period (AFTP). A training period that may be authorized for members who must fly frequently. AFTPs are voluntary and at least four hours long. AFTPs are authorized for primary aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness.

AFPC. Air Force Personnel Center, Joint Base San Antonio

AF/RE or RE. Office of Air Force Reserve (Pentagon)



Annual Training (AT). The minimum period of AT that RC Service members must perform each year to satisfy the training requirements associated with their RC assignment. The primary purpose of AT is to provide individual or unit readiness training. AT may provide support to AC missions and requirements, but may not be performed in an imminent danger area.

ARPC. Air Reserve Personnel Center

Air Reserve Technician (ART). Air Reserve Technicians are full-time civilian employees who are also members of the Air Force Reserve unit in which they are employed. In addition to their civilian assignments, they are assigned equivalent positions in the Reserve organization with a Reserve military rank or grade.

Associate Units. Organized Air Force Reserve (AFRC) unit collocated with an active unit. The associate units use aircraft, equipment and facilities of the collocated active unit.

BEST. Benefits and Entitlements Service Team, AFPC.

Career Management Board (CMB). Senior level governing body/Policy Board for the ART officer career management program.

CPS. Civilian Personnel Section.

CPL. Civilian Personnel Liaison

DCPDS. Defense Civilian Personnel Data System.

DCIPS. Defense Civilian Intelligence Personnel System.

DFAS. Defense Finance and Accounting Service.

Equivalent Training (ET). Training conducted in lieu of a missed regularly scheduled drill. There is no obligation for an RC to authorize ET periods. When an ET period is authorized, the approving official will ensure that the training is of equivalent value to the regularly scheduled of that member and available on the date(s) scheduled. An RC Service member may not be paid for more than 4 periods of ET, instruction, duty, or duties performed during any FY.

FGC. Force Generation Center

Fiscal Year (FY). The fiscal year of the Federal government. The FY starts on 1 October of one year and ends on 30 September of the following year.

Force Management and Development Council (FMDC). Subcommittee of the CMB with the responsibility to manage the development of ART officers.

FSS Force Support Squadron



GS. General Schedule.

High Year of Tenure (HYTD) Date. Date Air Force Reserve enlisted personnel are separated from the active Reserve due to number of years from their military pay date and/or age.

Individual Status List Reserve Section (ISLRS). Listing of personnel who lost their eligibility to participate actively in the Air Force Reserve. They cannot be promoted while in this status and can only regain active Reserve status if qualified and entitled to reassignment.

Individual Mobilization Augmentees (IMA). IMAs are trained individuals pre-assigned to an AC or a Selective Service System (SSS) billet that must be filled to support mobilization (pre- and post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. IMAs participate in training activities on a part-time basis with an AC unit or SSS billet preparing for active service, as required. The amount of training required may vary from 0 to 48 IDT periods per year. All IMAs must perform a minimum of 12 days of AT each year.

Individual Ready Reserve (IRR). The IRR is a manpower pool comprised primarily of individuals who have had training, have previously served in the AC or in the Selected Reserve, and have some period of their military service obligation (MSO) or other contractual obligation remaining. The IRR also includes individuals who volunteer to remain in the IRR beyond their MSO or contractual obligation and participate in programs providing a variety of professional assignments and opportunities for earning retirement points and military benefits. Members may voluntarily participate in training for retirement points and promotion, with or without pay. IRR members are not required to meet the same AT and IDT training requirements as Selected Reserve members. Exceptions to this training requirement restriction will be approved by the ASD(RA). Required training (involuntary) may not exceed 30 days a year.

Initial Active Duty for Training (IADT). Non-prior service enlistees are ordered to IADT, and enlistees must qualify for the semi-skilled level (three-skill level) award of the specialty for which they were enlisted, either through resident training or on-the-job training (OJT). IADT includes basic military training (BMT) and either basic technical training, OJT, or both.

JAG. Judge Advocate General.

JTR. Joint Travel Regulations

Mandatory Separation Date (MSD). Date Air Force Reserve officer is separated from the active Reserve due to number of years of commissioned service and/or age (e.g. Lt Col MSD is 28 years commissioned service or age 60, whichever comes first).

Manday. Day of active duty to perform training that cannot be accomplished during UTA, AFTP or AT.

MPS. Military Personnel Section.



Nonaffiliated Reserve Section (NARS). Standby reservists not actively involved in any Reserve program.

Non-Dual Status Technician (NDST). Defined in 10 U.S.C. 10217. A former dual status technician (ART) who has lost Reserve membership for reasons beyond his/her control but is still able to physically perform the duties of his/her non-key position.

Non-Prior Service (NPS). In general, an individual who received a commission or enlisted directly into a military Reserve component from a civilian status without any prior military affiliation/service.

OPM. Office of Personnel Management

PCS. Permanent Change of Station

Potentially Creditable Service. All service that is potentially creditable for a civilian retirement even though deposits for some service may be required.

Program Element Code (PEC). A manpower data code that identifies the specific Reserve program mission.

Rated Positions. Positions in which incumbents perform aircrew duties.

Ready Reserve. The Ready Reserve is comprised of Service members of the Reserve and National Guard, organized in units or as individuals, or both. These Service members are accessible for involuntary order to AD in time of war or national emergency. The Ready Reserve consists of three sub-categories: the Selected Reserve, the Individual Ready Reserve (IRR), and the ING.

Retired Reserve. USAFR members who, on the basis of law, have been determined eligible for retirement with or without pay and who are assigned upon their request or by law to the Retired Reserve and are in retired status.

Readiness Management Period (RMP). A planned period that is used to accomplish readiness/training requirements that are a minimum of four hours in duration.

Selected Reserve. The Selected Reserve consists of those units and individuals in the Ready Reserve designated by their respective Service, and approved by the Chairman of the Joint Chiefs of Staff, as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. In addition to the involuntary call-up authorities, members of the Selected Reserve may also be involuntarily called to AD to augment the active forces for any operational mission.

Standby Reserve. The Standby Reserve consists of those units or members, or both, of the RCs, other than those in the Ready Reserve or Retired Reserve, who are liable for AD. The Standby Reserve consists of Service members who are maintaining their military affiliation without being in the Ready Reserve, but have been designated key civilian employees, or have a temporary



hardship or disability. Those individuals are not required to perform training and are not part of units. The Standby Reserve is a pool of trained individuals who may be mobilized as needed to fill manpower needs in specific skills. The Standby Reserve consists of the active status list (ASL) and the inactive status list (ISL)

Unit of Attachment. A military organization (Regular or Reserve component of the US Armed Forces) where an Individual Mobilization Augmentee (IMA) member performs periodic military training.

Unit Program. Units manned and equipped to serve or train either as operational or as augmentation units. Operational units train and serve as units. Augmentation units train together, but when mobilized, lose their unit identity and become part of an AC unit or activity.

Unit Training Assembly (UTA). Unit Training Assembly (UTA) (Regularly Scheduled Drills). IDT periods that are pre-scheduled and used primarily for individual or unit readiness training to RC Service members.

(a) The 48 annual periods of IDT are the regularly scheduled IDT as authorized for RC and National Guard Service members

(b) A regularly scheduled drill period must be at least 4 hours in length.

USERRA. Uniformed Services Employment and Reemployment Rights Act of 1994.