

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

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Personnel

**RESERVE PERSONNEL
PARTICIPATION**

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This manual implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*, and AFPD 36-32, *Military Retirements and Separations*. It gives guidance for reservist participation and how to determine federal service points for promotion and retirement purposes and applies to civilian employees and uniformed members of the Regular Air Force and the Air Force Reserve, and to all reservists participating with the Air Force Reserve, Federal Emergency Management Agency, Regular Air Force, and Selective Service System. *This publication does not apply to the Air National Guard*. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, Services (AF/A1) develops policy for reserve personnel participation. This publication may be supplemented at any level; all Major Command (MAJCOM)-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of

the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 8013, *Secretary of the Air Force*. The applicable System of Records Notices (SORNs) F036 AFPC H, *Application for Appointment and Extended Active Duty Files*; F036 AFPC C, *Military Personnel Records Systems*; F036 AFPC Q, *Personnel Data System*; and F036 AETC R, *Air Force Recruiting Information Support System Records* are available at: <https://dpcl.d.defense.gov/Privacy/SORNs/>. Maintain and dispose of all records created by processes prescribed by this manual in accordance with AFI 36-2608, *Military Personnel Records System*.

SUMMARY OF CHANGES

This document has been substantially revised and requires a complete review. It converts AFI 36-2254 Vol 1, *Reserve Personnel Participation*, AFI 36-2254 Vol 2, *Reserve Personnel Training*, and AFI 36-2254 Vol 3, *Reserve Personnel Telecommuting/Advanced Distributed Learning Guidelines*, into a single manual. The numbering has changed due to AFD 36-26, *Air Force Military Training*, being superseded by AFD 36-26, *Total Force Development and Management*, and the instruction applies to the training as well as non-training participation/utilization of reservists. The following forms are no longer prescribed by this publication: AF Form 3920 and AF Form 4036. Other major changes in this manual include reducing the use of acronyms, limiting the scope of this publication to Air Force policy by removing "what to do" procedural references, lowering compliance tiers where possible and alters the approval authority for medical participation decisions.

OVERVIEW

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Chapter 1

ROLES AND RESPONSIBILITIES AND OVERVIEW

Section 1A—Roles and Responsibilities

1.1. Roles and Responsibilities.

1.1.1. The Chief of Air Force Reserve (AF/RE) prepares, justifies, and executes the personnel, operations and maintenance, and construction budgets for the Air Force Reserve (AFR) to include responsibility as the director and functional manager of appropriations made for the AFR in those budget areas under HAF Mission Directive (HAFMD) 1-42, *Chief of Air Force Reserve*.

1.1.2. The Directorate of Personnel (AF/REP) is responsible for providing the AFR Human Capital Management enterprise and the Total Force with perspectives and information that ensure integrated strategy, policy management, resource management and oversight across the Human Capital Management domain. Also, AF/REP is responsible for AFR advocacy and Total Force integration related to the Total Force Human Resource Management Domain governance. AF/REP influences the Total Force centralization, standardization and integration of human resource laws, policies, business processes, structures, and information technologies as outlined in HAFMD 1-42.

1.1.3. Air Force Reserve Command Personnel Utilization (AFRC/A1KK). Office of primary responsibility for reclassifying reservists into another Air Force Specialty Code.

1.1.4. The AFRC/A1 Education and Training Operations and Support Branch (AFRC/A1KE), in concert with Air Force Reserve Command Recruiting Service and AFRC FMs (functional managers), determines the program requirements and student flow for Basic Military Training and Technical Training.

1.1.4.1. Organizes, trains, and equips combat-ready forces.

1.1.4.2. Coordinates and maintains liaison with HQ USAF and other Air Force MAJCOMs to ensure reserve training standards and qualification levels meet mobilization requirements.

1.1.4.3. Establishes necessary priorities to ensure accelerated training programs and quotas for reserve individuals, especially in areas of skill shortages, in support of Air Force requirements.

1.1.5. The Air Reserve Personnel Center (ARPC):

1.1.5.1. Executes Air Reserve Component personnel programs, plans, policies and procedures.

1.1.5.2. Executes Total Force processes for personnel and financial program management services to Individual Mobilization Augmentee (IMA) and Participating Individual Ready Reserve members.

Section 1B—Standards

1.2. General Requirements. In accordance with AFPD 36-21, the Air Force (AF) shall ensure qualified Airmen with the needed skills are in the right job at the right time to meet the AF mission. Whenever possible, to the maximum extent possible, assign individuals on a voluntary basis and in the most equitable manner feasible while meeting mission and commander needs. In order to do so, reservists have to meet the following requirements when taking part in a pay or points gaining activity:

1.2.1. Dress and appearance standards of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. **(T-1)** Chaplains wishing to wear beards for religious observance submit their requests for a permanent waiver through their chain of command and the Air Force Reserve Command (AFRC) Command Chaplain (AFRC/HC) to AF/RE for final approval/disapproval. If approved, beards may only be worn while in an active or inactive duty status for 30 calendar days or less. **(T-2)**

1.2.2. Fitness currency requirements outlined in AFI 36-2905, *Fitness Program*. **(T-1)**

1.2.3. Medical standards and qualifications of AFI 48-123, *Medical Examination and Standards* and Individual Medical Readiness requirements noted in AFI 10-250, *Individual Medical Readiness* **(T-1)**

1.2.4. Reservists are responsible for using the virtual Military Personnel Flight Suite of Applications at the Air Force Portal website (<https://www.my.af.mil/>) in order to maintain contact information (e.g., address, telephone number) in the Military Personnel Data System. **(T-2)**

1.3. Satisfactory Participation. Satisfactory participation pertains to members of the Ready Reserve and their responsibility to fulfill directed levels of training and meet statutory Active Duty for Training (i.e., Annual Training, Initial Active Duty for Training, and Other Training Duty) requirements as identified in Title 10 United States Code Section 10147 and further defined in DoDI 1215.06. Each reservist must ensure that all general requirements and category requirements in **Table 1.1** are met. **(T-0)**

1.3.1. Reservists are responsible for contacting their unit commander or supervisor upon becoming aware of an inability to attend a scheduled requirement. **(T-3)**

1.3.2. The reservist's unit or Reservist Readiness and Integration Organization (RIO) detachment commander is the approval authority for substitution of non-Annual Training, active duty for annual participation (i.e., Annual Training and Inactive Duty Training) and must ensure there is a plan to execute Reserve Personnel Appropriation (RPA) funds associated with Selected Reserve manpower authorizations before approving a substitution request. **(T-2)** Submit substitution requests for approval or disapproval at least 30 calendar days in advance to allow a determination prior to scheduled participation requirements. If the requested tour is outside the individual reservist's assigned unit, the commander will not approve the waiver without the concurrence of the individual reservist's active duty commander. **(T-2)** **Note:** The waiver approval for individual reservists is a part of non-Annual Training, active duty order processing.

1.3.3. The supervisors of reservists (as determined by the applicable commander) will track all training and participation needs. **(T-1)** Supervisors may use any documentation method that best meets their needs and the needs of their reservists.

1.3.4. With the exception of a United States Air Force (USAF) Admissions Liaison Officer, all Inactive Duty Training has to be scheduled and approved in advance. **(T-3)**

1.3.5. Prorate the required Inactive Duty Training periods in a fiscal year (FY) for reservists who move between Selected Reserve categories. Every month the reservist is projected to be a Traditional Reservist (i.e. unit reservist) or Individual Reservist (IR) (i.e., Individual Mobilization Augmentee, Mobilization Assistant, Participating Individual Ready Reserve member) in Reserve Section codes MB, ME, or MR establishes a four-period requirement. However, every month the reservist is projected to be an Individual Mobilization Augmentee in Reserve Section code MA establishes a four-period requirement. However, twenty-five percent of the required periods must be in a non-paid (i.e., points-only) status and every month the reservist is projected to be an Individual Mobilization Augmentee in Reserve Section codes MC, MD, or MH establishes a two-period requirement. The reservist cannot exceed the allowable maximum paid Inactive Duty Training periods per FY for their current Reserve Section code (e.g., Individual Mobilization Augmentee in Reserve Section code MC cannot have more than twenty-four paid Inactive Duty Training periods in a FY). **(T-2)**

1.3.6. Reservists assigned after 31 March (except those gained from non-Active Guard and Reserve (AGR), Selected Reserve manpower authorizations) may prorate the number of required Inactive Duty Training periods for the remainder of that FY. **Note:** All FY requirements have to be met the following FY and thereafter.

1.4. Unsatisfactory Participation. Unsatisfactory participation is a failure to meet statutory training requirements as outlined in 10 USC §10147 and further defined in DoDI 1215.06. A reservist may have a good year for retirement (i.e., 50 points or more in Retention/Retirement year in accordance with DoDI 1215.07) and may still be an unsatisfactory participant if they did not satisfy the Fiscal Year requirement based on Reserve Section Code identifying number of Annual Training and Inactive Duty Training requirements.

1.4.1. Individual Reservist unsatisfactory participation. A Individual Reservist who has not completed Inactive Duty Training and Annual Training requirements in a FY as outlined for their applicable Reserve Section Code in [Table 1.1](#) and who has not otherwise received appropriate command excusal or substitution for those requirements as specified in this AFMAN is an unsatisfactory participant.

1.4.2. An Individual Reservist required to perform 24 paid Inactive Duty Training periods per FY who has not completed scheduled Annual Training in a FY (unless substituted or excused by the Individual Reservist's Air Force Reserve RIO detachment commander) is considered an unsatisfactory participant. Refer to [table 1.1](#). for additional information. An Individual Reservist required to perform 48 paid Inactive Duty Training periods per FY who has not completed scheduled Annual Training in a FY (unless substituted or excused by the Individual Reservist's Air Force Reserve RIO detachment commander) is considered an unsatisfactory participant. Refer to [table 1.1](#) for additional information.

1.4.3. Disposition of Unsatisfactory Participants. A Detachment commander is authorized to take the following actions:

1.4.3.1. Demotion action in accordance with AFI 36-2502, *Airman Promotion/Demotion Programs*.

1.4.3.2. Reassignment in accordance with AFI 36-2110, *Total Force Assignments*.

1.4.3.3. Terminate bonus(es) and/or incentive(s) (e.g., enlistment bonus in accordance with AFI 36-2638, *Air Force Reserve Enlisted Incentives*).

1.4.3.4. Discharge in accordance with AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

1.4.3.5. Order to active duty in accordance with [paragraph 1.5.](#) or [paragraph 4.15.](#)

1.5. Involuntary Order to Active Duty . Reservists who have not fulfilled their military service obligation and/or participation requirements in accordance with Title 10 United States Code Sections 651, *Members: Required Service*, and 10 USC § 10147, may be ordered to active duty in accordance with 10 USC § 10147 and 10 USC § 10148, *Ready Reserve: Failure to Satisfactorily Perform Prescribed Training*.

1.5.1. Reservists assigned to the Selected Reserve who have not fulfilled their military service obligation and have not served on active duty for a total of 24 months may be ordered to active duty in accordance with Title 10 United States Code Section 12303, *Ready Reserve: Members Not Assigned to, or Participating Satisfactorily In, Units*. The reservist's appointment or enlistment may be involuntarily extended until the reservist has accumulated 24 months of active duty.

1.5.2. A reservist, who fails in any year to perform satisfactorily the training duty prescribed, may be ordered without consent to perform additional Active Duty for Training for not more than 45 calendar days pursuant to 10 USC §10148. The reservist's Ready Reserve affiliation may be involuntarily extended until that additional Active Duty for Training is performed but not for more than 6 months pursuant to 10 USC § 10147. **(T-0) Note:** a reservist who has served on active duty for 1 year or longer may not be required to perform a period of Active Duty for Training if the first day of that period falls during the last 120 calendar days of the required Ready Reserve affiliation.

1.5.3. An involuntary order to active duty due to unsatisfactory participation is Reserve Personnel Appropriations-funded Active Duty for Training and has to be performed with a unit that the reservist's unit or detachment commander has coordinated the availability of training. **(T-2) Note:** See AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs*, for PALACE CHASE obligator recall procedures, if applicable.

1.6. Excusing Reservists for Failure To Perform Minimum Prescribed Duties.

1.6.1. Minimum Retention/Retirement requirements. Reservists, qualified for retirement in accordance with AFI 36-3209 (except for having reached age 60), may be involuntarily reassigned to the Retired Reserve by an Air Force Reserve Commander for failing to accrue 50 total retirement points (including up to 15 membership points) during the last full Retention/Retirement year. **Note:** Regardless of retention determination, anything less than 50 points in a Retention/Retirement year will not count as a satisfactory year of service for promotion and retirement purposes in accordance with DoDI 1215.07. **(T-0)**

1.6.2. Minimum FY requirements.

1.6.2.1. Excusals from Annual Training have to be obtained by 1 June each FY. For an Individual Reservist, excusal approval authority rests with the Individual Reservist's Detachment Commander for the first two excusals, thereafter with HQ RIO/CC (Headquarters Individual Reservist Readiness and Integration Organization commander). For centrally managed IMAs, RIO (Readiness and Integration Organization) Detachment 5 commander has to obtain concurrence of the reservist's AFRC Functional Manager. For a Traditional Reservist, the Traditional Reservist's Commander may excuse any part of Annual Training or Inactive Duty Training. Reservists must request excusals of Annual Training or Inactive Duty Training periods prior to the scheduled start of training. **(T-3)**

1.6.2.2. HQ RIO distributes a list annually of unsatisfactory Individual Mobilization Augmentee FY participants to Detachment Commanders. Detachment commanders have the authority to approve the first and second time waivers in accordance with [paragraph 4.14.2](#). For centrally managed IMAs, RIO Detachment 5 commander has to obtain concurrence from the reservist's Air Force Reserve Career Field or MAJCOM Functional Manager. HQ RIO/CC is the authority for all subsequent waivers. RIO Detachment commanders must provide HQ RIO written feedback on the status of each within 90 calendar days in order to retain the reservist(s). **(T-2)**

1.6.3. **Authority to Excuse Reservist to Perform Prescribed Training.** [Table 1.2](#). shows approval authority to excuse reservists for failure to perform the minimum prescribed training.

1.7. Medical Qualifications.

1.7.1. All reservists have to meet the medical standards in AFI 48-123 and the associated Medical Standards Directory (MSD) to be considered medically qualified to fully participate in the Air Force Reserve. **(T-2)** **Note:** Air Force Reserve commanders may initiate involuntary transfer to the Individual Ready Reserve for failing to meet medical standards.

1.7.2. Reservists with any expired Individual Medical Readiness (IMR) requirement as defined in AFI 10-250 will not participate in any point-gaining activities other than a military medical/dental evaluation or examination consistent with DoDI 1215.06. **(T-0)** This also includes reservist's failing to provide required medical records from private providers to facilitate a determination of the reservist's fitness for duty. **Exception:** A detachment commander may authorize participation for other than medical/dental evaluation or examination if the expiration was caused by the availability of medical provider(s) rather than delinquency of the reservist.

1.7.3. A member placed on a Duty (DR), Mobility (MR) or Fitness (FR) restrictions via an AF Form 469, *Duty Limiting Condition Report*, issued by any Air Reserve Component or active duty medical squadron may participate for pay and points within the restrictions outlined on the member's AF Form 469. The commander will carefully consider the member's documented physical limitations, safety (to include travel to and from duty location) and mission requirements, and allow the member to participate within the restrictions outlined on the member's AF Form 469. **(T-2)** Commanders choosing to restrict a member's participation will formally notify them in writing. **(T-2)** A copy of the notification letter restricting the member from participation must be sent to the servicing FSS (Force Support Squadron) who will update the member's Duty Status Code to 14 in Military Personnel Data System

(MILPDS). (T-2) The Commander must formally notify the FSS in writing when a member's previous restriction is removed or finalized. (T-2) Additionally, any Inactive Duty Training (IDT) which is missed due to medical limitations will be considered excused. (T-2) If the commander determines a member may safely perform any duties, a letter outlining these duties and restrictions must be presented to and acknowledged by the member. (T-2) When applicable, the Personnel Data System (PDS) will be updated to reflect the member as excused. See [attachments 6](#) through [8](#) for sample memos. (T-2)

1.7.4. Pregnant reservists (other than those on active duty for operational support (ADOS) or active guard/reserve (AGR) orders) may not participate in any status during the 34th week of pregnancy to term and 12 weeks immediately after delivery unless the following criteria are met:

1.7.4.1. The reservist volunteers and her decision is supported by the unit commander, obstetric care provider, and, if different, military medical authorities.

1.7.4.2. Pregnant reservists may be approved to telework in accordance with [Chapter 11](#) or be approved to participate at an alternate duty location (that can provide adequate training) in order to comply with the obstetric care provider's travel recommendations. Regardless, pregnant reservists must be able to commute home safely every day or have access to birthing facilities approved by the obstetric care provider if lodged at the duty location. (T-2) **Note:** [Chapter 6](#) includes Active Duty for Operational Support policies for pregnant reservists.

1.7.4.3. Additional rules regarding pregnant reservists can be found in AFI 36-2110 and AFI 36-2905.

1.7.5. Reservists may be ordered to active duty for the purpose of receiving military medical/dental evaluation, or examination as identified in AFI 48-123 or AFMAN 47-101, *Managing Dental Services*, or treatment for in Line of Duty (LOD) conditions. This does not apply to the Periodic Health Assessment (PHA). Active duty reservists receiving medical/dental care may be voluntarily retained on active duty to continue treatment as identified in DoDI 1241.01, Reserve Component Medical Care and Incapacitation (INCAP) Pay for Line of Duty Conditions.

1.7.5.1. Reservists not on active duty may be given invitational travel orders when directed by appropriate military medical authority to receive an examination or evaluation by military medical/dental facilities to meet military requirements. Invitational travel orders may also be issued to those reservists receiving military medical/dental care at military medical treatment facilities for the purpose of medical/dental appointments.

1.7.5.2. Air Reserve Components or Regular Air Force medical providers do not extend, authorize the extension of, or issue active duty or invitational travel orders. Order issuance or an extension is the responsibility of the applicable commander.

1.8. Civil Service Status When Performing Military Duty. A civil servant must be in an off duty or official leave status from their civil service position when they are performing military duty. (T-2) **Note:** "official leave" includes annual leave, military leave, time off award, leave without pay, accrued compensatory time off, accrued travel compensatory time, or accrued credit hours.

1.9. Uniform Code of Military Justice Jurisdiction.

1.9.1. The Uniform Code of Military Justice applies to reservists during any point-gaining activity. A reservist subject to Title 10 U.S.C, Section 802 may be placed or extended in an active duty status without the consent of the reservist for Uniform Code of Military Justice action related to conduct that occurred during a point-gaining activity in accordance with AFI 51-201, *Administration of Military Justice*.

1.9.2. Determining the appropriate court-martial convening authority for exercise of Uniform Code of Military Justice jurisdiction over Air Force Reserve members is explained in AFI 51-201, Chapter 4.

1.9.3. When a reservist is suspected of committing a Uniform Code of Military Justice offense, the reservist's Air Force Reserve Unit or Detachment Commander must notify the AFRC Directorate of Manpower, Personnel, and Services (AFRC/A1) or Air Reserve Personnel Center's Directorate of Assignments (ARPC/DPA) so that "under investigation or pending separation" is updated in the reservist's Military Personnel Data System record. **(T-2)** The reservist's Air Force Reserve Unit or Detachment Commander must notify the reservist. **(T-1)**

1.9.4. When a reservist is in an active duty status supporting a unit other than the permanent unit, the supported commander exercising Uniform Code of Military Justice authority must inform the member's assigned/attached organization upon initiating an investigation. **(T-1)**

1.9.5. A reservist pending investigation or court-martial may remain on the existing active duty order through completion of the investigation and/or court-martial up until expiration of the order. The reservist may be released at that time pending recall at a later time. If it is determined the reservist should be retained in an active duty status involuntarily under 10 USC §802, the current active duty order must be amended to reflect "disciplinary action against member" with the appropriate fund cite. **(T-0)**

1.9.6. Reservists who are being court-martialed for conduct from a previous point-gaining activity are to be involuntarily called to active duty under 10 USC § 802 using the applicable fund cite. Involuntary active duty authority for this type of action rests with the Secretary of the Air Force and must be processed in accordance with AFI 51-201.

1.10. Leave Entitlement. Leave for members serving on active duty tours is governed by AFI 36-3003, *Military Leave Program*. Reservists accrue ordinary leave for all periods of active duty exceeding 30 calendar days and are strongly encouraged to use leave accrued during each period of active duty. **(T-2)** However, operational requirements sometimes require reservists to carry over leave earned to a future period of active duty (other than Annual Training). In accordance with AFI 36-3003, reservists must request gaining/supported commander approval for carryover leave usage prior to any active duty so approval can be included in the applicable order to active duty. **(T-0)** If the member withdraws the request that led to the approval, or the supported commander cancels previously approved carryover leave, the unused carryover leave will be credited back to the member's leave balance and the tour length may be adjusted. **Note:** Reservists transferring to or from an Extended Active Duty (EAD) (i.e., Limited Extended Active Duty, Voluntary Limited Period of Active Duty, Active Guard/Reserve) status must coordinate with the applicable Reserve Pay Office or Financial Services Office to request accrued leave be transferred

to the reservist's new pay record. Personnel being activated in support of contingency operation must have leave carry-over approved and added to the mobilization authorization / E49. (T-2)

Table 1.1. Air Force Reserve Training and Retirement Categories (Inactive Duty Training)

R U L E	A	B	C	D	E	F	G	H
			Then the Inactive Duty Training (1)			and the Annual Training (1)		
	If a reservist is assigned to	in training and retirement category	requires (2)	training period maximum is (2)	and training will be conducted by	requires	and pay is	and training will be conducted by
1	Air Force Reserve Unit (except Rule 6 or 7) with Reserve Section code AA-AZ, A0-A9, BA-BZ, or B0-B9A1-A4	A	48 paid Training Periods (TP)s (3)	48 per FY (4)	HQ AFRC	Not less than 14 training days (exclusive of travel time) (5)	authorized	HQ AFRC
2	Selective Service System in Reserve Section code MA	B	36 paid TPs and 12 points-only TPs	48 per FY (4)	Selective Service System	12 training days (exclusive of travel time) per FY (6)	authorized	Selective Service System

3	Individual Mobilization Augmentee position requiring continuity and frequent proficiency training (7) with Reserve Section code MB, ME, or MR	B	48 paid TPs	48 per FY	MAJCOM (8)	N/A	N/A	N/A
4	Individual Mobilization Augmentee position (including JA and HC) allocated to various levels of command to maintain mobilization proficiency with Reserve Section code MC	B	24 paid TPs	24 per FY	(9)	12 training days (exclusive of travel time) per FY (6)	authorized	MAJCOM (9)
	Individual Mobilization Augmentee position in the Critical Medical Skill Program with Reserve Section code MC (10)	N/A	N/A	N/A	N/A	12 calendar days (exclusive of travel time) per FY	N/A	N/A

5	Individual Mobilization Augmentee position in Selective Service System with Reserve Section code MD	B	24 unpaid	N/A	Selective Service System	12 training days (exclusive of travel time) per FY (6)	N/A	Selective Service System
6	Selected Reserve (but is a non-prior service member in an Initial Active Duty for Training status) with Reserve Section code CC or CD	F	N/A	N/A	N/A	N/A	N/A	N/A
7	Selected Reserve (but is a non-prior service member awaiting Initial Active Duty for Training) with Reserve Section code CE, CF, CG, or CH	P	1 paid Training Period (11)	48 TPs	unit	no training	not authorized	N/A
8	Participating Individual Ready Reserve with Reserve Section code MX (8 and 12)	E	(13)	N/A	HQ RIO or training attachment	no training (13)	not authorized (13)	N/A

14	Ready Reserve and undergoing training as a legal intern	K	N/A	N/A	N/A	N/A	authorized	training attachment or ARPC
15	Ready Reserve and is appointed as a Chaplain Candidate	N/A	(16)	N/A	training attachment or Headquarters (HQ) AFRC	training as program directs (17)	N/A	N/A
16	Ready Reserve and participating in the Armed Forces Health Professions Scholarship Program	K	no TPs	N/A	N/A	45 calendar days of Special Tour	authorized	Air Force medical training activities
17	Non-Affiliated Reserve Section with Reserve Section code NA or NB	D	N/A	N/A	N/A	not authorized	N/A	N/A
18	Nonaffiliated Reserve Section (as an obligator) with Reserve Section code NB	D	N/A	N/A	N/A	no training	not authorized	N/A

19	Nonaffiliated Reserve Section (in sanctuary) with Reserve Section code NC (18)	N/A	N/A	N/A	training attachment	N/A	N/A	training attachment
20	Nonaffiliated Reserve Section (as a key civilian) with Reserve Section ND (19)	C	N/A	N/A	N/A	N/A	N/A	N/A
21	Inactive Status List Reserve Section with Reserve Section code RB	N	no TPs	N/A	N/A	not authorized	N/A	N/A
22	Retired Reserve Section	N/A	N/A	N/A	N/A	N/A	N/A	N/A

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. Do not credit active duty as Inactive Duty Training. **(T-2)** The commander of an Air Force Reserve medical unit or AFRC/SG may permit an assigned health service officer to attend one continuing health education activity each year in place of a portion of the Annual Training requirement with concurrence of the unit of assignment. Do not authorize if the action would have a negative impact to the member's primary mission. **(T-2)**
2. Prorate Inactive Duty Training periods for the remainder of the FY if a reservist moves between Selected Reserve categories or is a mid-FY gain to the Selected Reserve in accordance with **paragraph 1.3.6.**
3. Each Air Force Reserve Unit should schedule at least one Unit Training Assembly a month that consists of four Inactive Duty Training periods, of at least 4 hours in length (preferably during a non-holiday weekend). When the unit's Annual Training precludes scheduling a Unit Training Assembly within the same month, the commander may schedule two Unit Training Assemblies in the month prior to or after the Annual Training. Wing commanders, or Group commanders who report directly to an Air Force Reserve Numbered Air Force Commander (NAF), may approve split Unit Training Assemblies when a unit deploys to an alternate training location or approve deviations from the

monthly Unit Training Assembly requirement to conduct a staff assistance visit, prepare for, or participate in, an inspection, or cancel a Unit Training Assembly Participation System because of severe weather conditions.

4. An Additional Flying and Flight Training Period (Additional Flying and Flight Training Period) does not count toward the maximum paid TPs for the FY.

5. Unit reservists have to perform at least 14 training days of Annual Training. However, the maximum they can earn in a FY is 15 training days. An Air Force Reserve NAF Commander may authorize Annual Training up to 20 training days, if funding is available (excluding authorized travel time) to support training requirements. If the deployment is less than 20 calendar days, Annual Training approval is for that specific deployment time. However, due to departing/returning transportation delays, the Deployment Review Board approval letter serves as the approval waiver request for the additional unscheduled Annual Training days, not to exceed 20 training days. For example, if a deployment is approved for 16 calendar days of Annual Training and due to transportation delays the deployment lasted 19 calendar days, the additional 3 calendar days do not require a separate Annual Training waiver. The approved Deployment Review Board letter serves as the approval waiver request. Any deployment exceeding 20 calendar days requires an approved Annual Training waiver from Vice Commander, Air Force Reserve Command (AFRC/CV). The Military Personnel Section will update Military Personnel Data System accordingly. **(T-2)**

6. If funding is available, an Individual Mobilization Augmentee in Reserve Section codes MA, MB, ME, or MR, may perform up to 15 calendar days of Annual Training in a FY with approval of the Individual Mobilization Augmentee's Air Force Reserve Commander. Individual Mobilization Augmentees in Reserve Section codes MC or MD normally perform 12 calendar days of Annual Training in a FY, unless a waiver is obtained in advance from the Individual Mobilization Augmentee's Air Force Reserve Commander. If training opportunities are available, a member may perform up to 14 calendar days of Annual Training if funding is available. Provide justification in the "Remarks" section of the order request.

7. Frequent proficiency training for the purpose of this manual applies to weapons controllers, ground radar operation, base disaster preparedness/air base operability officers, members assigned to rated positions not requiring active flying, and federal and state preparedness liaison officers as well as critical medical specialties. For purposes of this AFI only, the term "aircrew" will encompass all Airmen operating manned or unmanned aerial vehicles or participating in Guardian Angel, aeromedical, and space missions.

8. Members accomplish their training at the unit of attachment.

9. This block includes the chaplain, legal, and medical Individual Mobilization Augmentees who are assigned to centrally managed programs and participate in training with a unit of attachment.

10. Reservists are awarded 24 optional Air Force Institute for Advanced Distributed Learning points for maintaining current license and Continuing Health Education requirements. These Reservists are required to attend Annual Training at their unit of attachment and may only perform paid Inactive Duty Training periods at their unit of attachment.

11. Non-prior service awaiting Initial Active Duty for Training (i.e., Category P) reservists must be scheduled for at least one and may be scheduled for additional paid TPs for the purpose of enlisting, inprocessing, and preparing for Initial Active Duty for Training. **(T-2)** The first Training Period should be in conjunction with the oath of enlistment in order to establish a pay date commensurate to the date of initial entry to military service. At a minimum, Category P reservists must have a Training Period within 30 calendar days of departure for Initial Active Duty for Training for a fitness

assessment in accordance with **paragraph 3.2.2.2. (T-2)** Uniform requirements are waived while performing these TPs.

12. The reservist is selected to take part in special training such as the Civil Air Patrol Reserve Assistance Program, Chaplain Individual Ready Reserve, and USAF Admissions Liaison Officer.

13. Reservists assigned to the Participating Individual Ready Reserve must earn a minimum of 50 total retirement points per Retention/Retirement year (including 15 membership points). **(T-2)** Reservists are required to accrue a minimum of 35 points through Inactive Duty Training periods, active duty, or a combination. **(T-2)** RIO Detachment Commanders can waive the 35-point requirement. Reservists should accrue 16 points through Inactive Duty Training periods at their unit of attachment.

14. Title 10 United States Code Section 12319, sets guidelines for these reservists to perform 1 day of muster duty each FY to accomplish the annual screening requirements outlined in Title 10 U.S.C., Sections 10149(a) *Ready Reserve: Continuous Screening*, 10204(a) *Personnel Records*, 10205 *Members of Ready Reserve: Requirement of Notification of Change of Status*, and 10206 *Members: Physical Examinations*. Exemptions from Individual Ready Reserve screening during a FY are for reservists who: 1) served in an active duty status during the FY; 2) are scheduled for discharge during the FY; 3) are in a grade of O-4 and higher or E-8 and higher and have no remaining military service obligation, or 4) were successfully screened in the preceding FY.

15. Title 10 U.S.C., Section 12301(b) *Reserve Components Generally*, sets guidelines for these reservists to perform 2 to 3 calendar days of Annual Training each FY (up to a maximum of 15 calendar days each FY) to accomplish the annual screening requirements outlined in 10 USC § 10149(a), 10204(a), 10205, and 10206. The only exemptions from Individual Ready Reserve screening during a FY are for reservists who: 1) served in an active duty status during the FY; 2) are scheduled for discharge during the FY; 3) are in grade of O-4 and higher or E-8 and higher and have no remaining military service obligation; or 4) were successfully screened in the preceding FY.

16. Chaplain Candidates who have completed the Active Duty for Training requirements of the program and who are not yet qualified for re-appointment may enter the Chaplain Candidate Continuation Training Program. Candidates in this continuation training status must earn a minimum of 12 points through Inactive Duty Training periods each Retention/Retirement year to remain in the program, unless AFRC/HC approves a waiver.

17. In addition to completing Commissioned Officer Training, Chaplain Candidates must complete two 35-day periods of Active Duty for Training. **(T-2)** Exceptions to the length of the Active Duty for Training can be adjusted to meet scheduling requirements; however, must be approved by AFRC/HC. Additional Active Duty for Training for Chaplain Candidates in continuation status may be performed as funds are available.

18. Officers in sanctuary who were not retained in a position are assigned to the Active Standby Reserve Section (i.e., Reserve Section code NC). A twice-deferred officer without a military service obligation or an officer who has reached maximum service, but not maximum age, is assigned to Reserve Section code NC.

19. Pre-identified key employees are assigned to the Active Standby Reserve Section (i.e., Reserve Section code ND).

Table 1.2. Excusing Reservists for Failure to Perform Minimum Prescribed Training Duties.

	A	B	C
	If excusal concerns	and reservist is assigned to	then approval authority is
1	the requirements in Table 1.1.	a general officer position	Mobilization Assistant to AF/RE (see note 1).
2		non-General Officer, Traditional Reservist position	the immediate commander or an official delegated this responsibility in writing (see note 2).
3		non-General Officer, Individual Reservist position	the Individual Reservist's detachment commander (including centrally managed) for the first two excusals, thereafter HQ RIO/CC.(see note 2)
4	50 total retirement point minimum requirement as explained in paragraph 1.5.1.	a General Officer position	Director of Reserve Senior Leader Management Office (AF/REG) (see note 1)
5		non-General Officer Selected Reserve positions or other Ready Reserve sections	Commander for Traditional Reservists or HQ RIO/CC for Individual Reservists (see notes 2 and 3).

NOTES:

1. Request excusal in writing for all reservists assigned to General Officer positions. Send a copy of the approved request for file to ARPC/DPA.
2. Request waivers in memorandum format. Waiver requests have to be accomplished for each reservist, to include the type of waiver (e.g., Substitution, Excusal, or 4th Quarter Annual Training waiver). Retain the approved FY waiver in Automated Records Management System. For centrally managed Individual Reservists, the Individual Reservist's Detachment Commander obtains concurrence of the reservist's AFRC Career Field or MAJCOM Functional Manager.

3. HQ RIO/CC and a Traditional Reservist's Commander have the authority to excuse or deny a reservist to take part in point-gaining activities if the reservist is being processed for involuntary reassignment to an appropriate subcategory of the Individual Ready Reserve or the Standby Reserve according to AFI 36-2110 or if the member is being processed for involuntary discharge action according to AFI 36-3209, or court-martial charges have been preferred against a reservist.

Chapter 2

ALLOWABLE FEDERAL SERVICE FOR MEMBERS OF THE AIR FORCE RESERVE

2.1. Definition of Points. Points are a unit of measurement for tracking a reservist's participation. They are also used to calculate the amount of participation for retirement purposes. The number of earned points determine a reservist's eligibility for retention both in Ready Reserve programs and in an active reserve status. Active reserve status means any status other than an assignment to the Temporary Disability Retired List, Inactive National Guard, or Inactive Status List Reserve or Retired Reserve Sections. Minimum amount of service required for retired pay for non-regular service will be calculated based on AFI 36-3209. **(T-0)**

2.2. Crediting Points and Satisfactory Federal Service. Award one point for each day of active duty. Award one point for each Inactive Duty Training period (reference [paragraph 4.1.1](#)), not to exceed two Inactive Duty Training periods per calendar day. The Air Force Institute for Advanced Distributed Learning determines the number of study hours awarded for Air Force Institute for Advanced Distributed Learning courses, and normally awards one point for each 4 study hours and a maximum of two retirement points in one calendar day. Membership points are credited, 15 points per Retention/Retirement year or prorated amount for each Retention/Retirement year with less than a year in active reserve status. Points may only be credited to the date a reservist actually performed the duty, except in those activities where the cumulative method is authorized (e.g., Admissions Liaison Officer, teleworking, etc.).

2.3. Maximum Points Creditable.

2.3.1. In accordance with Title 10 U.S.C. Section 12733 *Computation of Retired Pay: Computation of Years of Service*, no more than 365 points are creditable in one Retention/Retirement year with the exception of 366 points in a leap year. **(T-0)** Credit a combined total of no more than 130 retirement points for activities other than active service or Funeral Honors Duty for reservists whose Retention/Retirement year ended on or after 30 October 2007. **(T-1)** For reservists whose Retention/Retirement year ended between 30 October 2000 and 29 October 2007, no more than 90 retirement points may be credited. **(T-1)** For reservists whose Retention/Retirement year ended between 23 September 1996 and 29 October 2000, no more than 75 retirement points may be credited. **(T-1)** For reservists whose Retention/Retirement year ended prior to 23 September 1996, no more than 60 retirement points may be credited. **(T-1)**

2.3.2. Satisfactory federal service cannot exceed the actual number of calendar days. **(T-0)** Award a year of satisfactory federal service for retirement when a reservist earns a minimum of 50 points (including membership points) in their full Retention/Retirement year in accordance with DoDI 1215.07. **(T-0)** Award a partial year of satisfactory federal service for retirement when the reservist earns the minimum number of required points (including prorated membership points) during a partial Retention/Retirement year (see AFI 36-3203, *Service Retirements*). **(T-1)**

2.4. Active Duty Points. Points may be earned for serving in any active duty status.

2.5. Training, Pay, and Point Activities.

2.5.1. Inactive Duty Training points may be earned as shown in [Table 2.1.](#), [Table 2.2.](#), and [Table 2.3.](#)

2.5.1.1. Additional Training Period (ATP). ATPs are another category of additional Inactive Duty Training that is intended for use by units, components of units, and individuals, and are also intended for accomplishing additional required training, as defined by post-mobilization mission requirements. Additional guidance provided in [paragraph 4.1.4.1](#).

2.5.1.2. Additional Flying and Flight Training Period (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. Additional Flying and Flight Training Periods may also be for the performance of or to support required ground and flying training, simulator training, and other MAJCOM required readiness training. Additional Flying and Flight Training Periods will not be in addition to the ATPs in [paragraph 2.5.1.1](#). (T-2) Additional guidance provided in [paragraph 4.1.4.2](#).

2.5.1.3. In accordance with DoDI 1215.06 a Readiness Management Period (RMP) is intended for use by drilling Reserve Service members who are not dual status military technicians 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. Additional guidance provided in [paragraph 4.1.4.3](#)

2.5.1.3.1. The number of readiness management periods performed in a fiscal year by any member will not exceed 36, and not more than 1 readiness management period will be performed by an individual in 1 calendar day. (T-2) Only use these training periods where sufficient full-time support personnel are not available or specifically assigned to accomplish those duties pursuant to DoDI 1215.06. (T-0)

2.5.1.3.2. Priority for the performance of readiness management periods will be given to unit members who are not dual status military technicians. (T-2) A military technician may not be placed in a leave status to enable him or her to perform duty in a readiness management period status. (T-2) Additionally, a military technician may not perform duty in a readiness management period status to accomplish activities that are within the normal requirements and workload of the military technician's job description pursuant to DoDI 1215.06. (T-0)

2.5.1.4. Equivalent training (ET), is training conducted in lieu of a missed regularly scheduled drill. There is no obligation 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. (T-2) An RC Service member may not be paid for more than 4 periods of ET during any fiscal year (FY) pursuant to 37 USC § 206. (T-0) Reservist may receive Equivalent Reserve Instruction non-pay points for attending a professional or trade convention that increase the reservist's professional development or mobilization readiness. Reservists require prior approval of their Air Force Reserve unit or detachment commander to perform Equivalent Reserve Instruction. Send Equivalent Reserve Instruction point eligibility requests, in advance, through the reservist's unit of assignment for approval. (T-2) Award points when:

2.5.1.4.1. The reservist signs in with a designated military monitor or conference official. (T-2)

2.5.1.4.2. The meeting is at least 4 hours in duration or 6 hours if for continuing medical education. **Note:** Award a maximum of one point per day for these activities. **(T-2)**

2.5.1.5. Special Projects and Training. Air Force Reserve unit or detachment commanders and supervisors of MAJCOM assigned Individual Reservist (IR) may authorize other point-gaining activities. Reservists require a written authorization in advance for such activities. **(T-2)** For centrally managed Individual Reservists, the Individual Reservist's Air Force Reserve RIO detachment commander has to obtain concurrence of the reservist's AFRC Career Field or MAJCOM Functional Manager. **(T-2)** The following are examples that may earn additional Inactive Duty Training point credit:

2.5.1.5.1. Liaison and Counseling. This entails face-to-face contact with the individual for whom a specific program is planned. Reservists must be in an appropriate uniform to take part in the liaison and counseling pay and/or point-gaining activities. **(T-3)** Examples: a meeting with an applicant for the Air Force Reserve Officer Training Corps (AFROTC) Program; the Admissions Liaison Officer Program activities authorized in [Attachment 2](#); or the Air Force Health Professions Scholarship Program.

2.5.1.5.1.1. Primary duty Admissions Liaison Officers must earn at least 50 points annually (including the 15 membership points) for performing Admissions Liaison Officer-related duties. **(T-2)** Documentation requirements:

2.5.1.5.1.1.1. Admissions Liaison Officers document activity on the Admissions Liaison Officer Web (ALOWeb) activity log or its equivalent.

2.5.1.5.1.1.2. A Liaison Officer Director must certify performance and authorization of credit claimed on Admissions Liaison Officer's activity log. **(T-2)**

2.5.1.5.1.2. Additional Duty Admissions Liaison Officers may also earn non-paid points. Liaison Officer Directors may set a minimum requirement for effective participation within their respective areas. See [paragraph 2.5.1.5.1.1.1.](#) and [paragraph 2.5.1.5.1.1.2.](#) for documentation requirements.

2.5.1.5.2. Public Information. Activities in this category bring favorable publicity to the Air Force. Examples include a presentation about the Air Force to a civic group or taking part in an Armed Forces Day activity.

2.5.1.5.3. Administration and Management. A reservist may earn points by preparing approved correspondence (e.g., studies, charts, analyses) that supports the mission of the individual program; writing or processing performance reports; coordinating or supervising personnel who support MAJCOM, ARPC; or individual Air Force Reserve unit or RIO detachment commander directed activities.

2.5.1.5.4. Reserve Recruiting. A reservist may earn points for recruiting activities supporting the AFRC Recruiting Service (AFRCRS). Send report results of the recruiting effort to the applicable AFR Commander.

2.5.1.5.5. Routine periodic medical examinations (required per AFI 48-123) made at a military facility at a time other than during a scheduled Training Period.

2.5.1.5.6. Funeral Honors Duty (see [Chapter 7](#)).

2.5.2. Points are not awarded to a reservist for:

2.5.2.1. Social function (e.g., dining-in, military ball).

2.5.2.2. Attending sports events.

2.5.2.3. Attending a meeting of a non-federal organization (e.g., Air Force Association, Reserve Officers Association).

2.5.2.4. Purchasing Air Force uniform items or getting an official photograph or identification card.

2.5.2.5. Taking part in non-federal (e.g., Boy Scouts of America) activities.

2.5.2.6. Air Force Reserve health service officers in an Extended Active Duty (EAD) status cannot be appointed to the Medical School Liaison Officer program.

2.5.2.7. Travel to and from Inactive Duty Training.

2.5.2.8. Taking part in physical fitness exercise for the purpose of meeting and maintaining Air Force fitness standards, unless as part of a mandatory unit formation while already in an active or inactive duty status.

2.6. Active Duty for Points Only (44 Military Leave Days). An Air Reserve Technician may earn one retirement point per day of non-paid, Active Duty for Operational Support for participation in operations outside the United States, its territories and possessions. Orders are published as Military Personnel Appropriation or Reserve Personnel Appropriation tours for the length of the tour, but convert to pay status to cover weekends, holidays, or scheduled day off. Orders may be used for travel to and from theater if performed on normal duty days.

2.7. Establishment of Retention/Retirement Date. To establish a Retention/Retirement date see [Table 2.4](#).

2.8. Health Professions Scholarship and Financial Assistance Program (HPS/FAP). Reservists assigned to the Selected Reserve who previously satisfied the requirements of the Health Professions Scholarship and Financial Assistance for active service pursuant to 10 USC § 2126 and DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, may receive retroactive retirement point credit for each year of participation in a course of study.

2.8.1. In accordance with DoDI 1215.07, members of the Selected Reserve who satisfy the requirements of the HPS/FAP for active service pursuant 10 USC § 2126 will be credited with 50 retirement points for each year of participation in a course of study. **(T-0)** The points will be credited to the member at the end of each year after the completion of the course of study that the member serves in the Selected Reserve and is credited with at least 50 retirement points. **(T-2)** The points will be recorded as having been earned in the year of the participation in the course of study. **(T-2)** The award of service credit will be limited to 4 years of participation in a course of study under the HSP/FAP. **(T-1)**

2.8.2. The points credited for Health Professions Scholarship/Financial Assistance Program participation with any uniformed service will be recorded in the reservist's records as having been earned in the year of the Health Professions Scholarship/Financial Assistance Program participation in the course of study regardless of whether the Selected Reserve assignment was

ANY	Training Attachment Authorized (9)	Y	Y	Y	Y	Y	Y	Y	Y	N	N
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LEGEND:
 A = POINTS ONLY
 B = PAY AND POINTS
 Y = YES
 N = NO
 NUMBERS IN PARENTHESIS REFERENCE NOTES
NOTES:

1. Telecommuting is authorized as a method to perform Annual Training, Active Duty for Operational Support, and Inactive Training; however, this method requires prior approval of the reservist's AFR Commander). Place the statement "Training to be accomplished by teleworking" in the remarks section of the AF Form 40A, *Record of Individual Inactive Duty Training*, or AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*. **(T-2)**
2. Approve Reserve Personnel Appropriations funded Active Duty for Operational Support requiring travel, only when the tour is absolutely necessary. **(T-2)**
3. Reservists providing Active Duty for Operational Support through Limited Extended Active Duty or Voluntary Limited Period of active duty programs in accordance with AFI 36-2002, *Enlisted Accessions*, or AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, are assigned to Regular Air Force Personnel Accounting Symbol (PAS) codes and manpower positions based on an application (i.e., AF Information Management Tool (Information Management Tool) 125, *Application for Extended Active Duty* with the United States Air Force, and active duty agreement in accordance with 10 USC § 12311; however, these members have active duty service commitments in accordance with AFI 36-2107, *Active Duty Service Commitments*, Table 1.1. and are reported to the Defense Manpower Data Center (DMDC) as IMAs. **(T-0)**
4. Requires advanced approval from centrally managed Individual Reservist's Air Force Reserve RIO detachment commander (as appropriate). **(T-2)**
5. Requires prior approval of their unit of attachment and AFRC/SG. **(T-2)**
6. Members may earn pay and points while preparing or presenting an aerospace instructional or educational course for Civil Air Patrol.
7. Special projects and training aid in completing a mission; however, they must be approved by a reservist's AFR Commander. Telecommuting may be approved. **(T-2)**
8. When a reservist is authorized Funeral Honors Duty (see **Chapter 7**), it can be accomplished via Military Personnel Appropriations funded active duty or points-only status using an AF Form 40B, *Record of Individual Military Funeral Honor Duty*.
9. The commanders of the units of assignment and attachment have to approve. **(T-2)**

Active Duty for Operational Support	Push/Pull Exercises	Teaching Activities	Inactive Training			
Inactive Duty Training/ET	Additional Flying and Flight Training Period	Training Period				
B	B					
B	B					A
	B					A
B	B					A
B	B					A
B	B					A
	B	A				A
	B					A
	B					A
	B					A

	Teaching Activities							A							
	Flight Training							A							
	Instructor Duty and Preparation			A	A	A	A	A							
	Special Projects/ Training (8)			A	A	A	A	A	A			A			
	Education	Professional Military Education Seminar Programs			A	A	A	A	A	A					
					A	A	A	A	A	A					
		Advanced Distributed			A	A	A	A	A	A					
					A	A	A	A	A	A					

Funeral Honors Duty (9)				B	B	B	B	B	B	B		B	B	B
Other	Member	A	A	A	A	A	A	A	A	A	A	A	A	A
Any	Training Attachment Authorized (10)	N	N	Y	Y	Y	Y	Y	Y	N	N	Y	N	N

LEGEND:

A = POINTS ONLY

B = PAY AND POINTS

C = PAY ONLY

Y = YES

N = NO

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. Chaplain Candidates are supported by HQ RIO Detachment 5. Chaplain candidates may enter into the Chaplain Candidate Continuation Training Program following certification of completion of the program's Active Duty for Training requirement. Chaplain Candidates require a minimum of 35 points each Retention/Retirement year in addition to the 15 membership points to obtain a good year for retirement. Points-only Inactive Duty Training may be accomplished when properly authorized by AFRC/HC. Up to 14 days of Active Duty for Training can be approved by AFRC/HC if funding is available and a minimum of 16

Inactive Duty Training periods have been performed during the current Retention/Retirement year.

2. Category E reservists may earn pay and points for serving as members of Nonparticipating and Participating Reserve promotion boards.
3. Members in Reserve Section codes MT and MX may perform up to a maximum of 12 calendar days of non-paid Other Training Day (Special Tours), Active Duty for Operational Support, Annual Training, or a combination of these per Retention/Retirement year. The reservist has to reside within the corporate limits of the training site, no travel pay or per diem is authorized. **(T-2)**
4. Officers commissioned via the Air Force Reserve Officer Training Corp and assigned to the Obligated Reserve Section - RC (ORS-RC) who participate in the Interallied Confederation of Reserve Officers military competition receive pay, points, and credit towards their Total Active Federal Military Service date. ARPC's Points Management Branch (ARPC/DPTSP) will prepare an AF Form 168, *Computation for Points and Satisfactory Service Credit Summary*. **(T-1)**
5. These members perform 1-day muster duty or 2 to 3 calendar days of Annual Training to accomplish their annual screening requirements. Members performing the 2 or 3 calendar days of Annual Training may earn active duty pay and points. Until 30 September 1991, reservists performing 1-day muster duty were authorized active duty pay and points. Reservists performing 1-day muster duty on or after 1 October 1991 are authorized muster pay, but no points.
6. Mandatory 5 day Annual Training for half stipend program candidates electing Reserve Service Obligation payback in Individual Ready Reserve. No more than a total of 12 calendar days of active duty per FY. **(T-2)**
7. Reservists may earn points while preparing or presenting an aerospace instructional or educational course for the Civil Air Patrol.
8. Special projects and training aid in completing a mission; however, reservists assigned to the Participating Individual Ready Reserve require approval of their AFR Commander. Telecommuting can also be authorized.
9. Reservists assigned to the Participating Individual Ready Reserve document Funeral Honors Duty (see **Chapter 7**) via Active Duty for Operational Support order or AF Form 40B.
10. The commanders of the units of assignment and attachment have to approve. **(T-2)**

Table 2.3. Training, Pay, and Point Activities (Standby and Retired).

		D		C	N	RETIRED					
TYPES OF TRAINING	UNITS AND PROGRAMS	Nonaffiliated Reserve Section NA NONOBLIGATOR	1	Nonaffiliated Reserve Section NC (1) SANCTUARY	3	Nonaffiliated Reserve Section ND (1) KEY EMPLOYEE	4	Inactive Status List Reserve Section INACTIVE STATUS LIST	5	RETIRED RESERVE	6
	TRAINING ACTIVITIES		2								
active duty	Active Duty for Training/Active Duty for Operational Support (SCHOOL AND RPA TOURS)			A (1)	A (1)						
	ANNUAL TRAINING			A (1)	A (1)						
IAD	Training Period			A	A						

	INSTRUCTOR DUTY AND PREPARATION (2)			A	A		
	SPECIAL PROJECTS/ TRAINING (3)			A	A		
EDUCATION	Professional Military Education SEMINAR PROGRAMS			A	A		
	Advanced Distributed Learning COURSES			A (4)	A		
OTHER	MEMBERSHIP POINTS	A	A	A	A		

ANY	TRAINING ATTACHMENT AUTHORIZED (5)	N	N	Y	Y	N	N
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LEGEND:

A = POINTS ONLY

N = NO

B = PAY AND POINTS

C = PAY ONLY

Y = YES

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. Reservists assigned to Reserve Section codes NC and ND may perform up to a maximum of 12 calendar days of non-paid Active Duty for Training, Active Duty for Operational Support, Annual Training, or a combination of these per calendar year. The reservist has to reside within the corporate limits of the training site (i.e., no travel or per diem can be authorized). However, for a member to earn a good year for retirement they need to earn 50 points. **(T-2)**
2. Reservists may earn points while preparing or presenting an aerospace instructional or educational course for Civil Air Patrol.
3. Special projects and training aid in completing a mission; however, Individual Reservists require their Air Force Reserve unit commander's approval. **(T-2)**
4. An officer retained beyond the mandatory separation date, who has 18, but fewer than 20 satisfactory years of service, may earn retirement points for Advanced Distributed Learning courses.
5. The commanders of the units of assignment and attachment have to approve. **(T-2)**

Table 2.4. Establishment of Retention/Retirement (Retention/Retirement) Year or Anniversary Year.

RULE	A	B	C
	If reservist is assigned	and assignment is from	then Retention/Retirement year begins (1, 2, and 3)
1	on or before 1 July 1949	an active Reserve status	on 1 July 1949
2	on or between 2 July 1949 and 30 September 1995	an active Reserve status (3)	the date member is placed on active Reserve status
3		an active component or inactive status (4)	the date member returns to an active Reserve status
4	after 1 October 1995	initial entry into uniform service	upon initial entry into uniform service
<p>NUMBERS IN PARENTHESIS REFERENCE NOTES</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. If a Retention/Retirement date is incorrect, ARPC/DPTSP corrects the error by changing the date and realigning points. 2. The year of service for Retention/Retirement begins on 1 day of 1 year and ends on the day before the anniversary of the next year (both dates inclusive). EXAMPLE: 1 July to 30 June. 3. The Military Personnel Section should contact ARPC/DPTSP for assistance to establish the new Retention/Retirement date. 4. For the purposes of this table, inactive status consists of: Inactive Status List Reserve Section, Inactive National Guard, Retired Reserve, temporary disability retirement list, and Obligated Reserve Section (RC) assignments, discharge (i.e., civilian status), and service academy appointments. Any of these statuses constitutes a break in service. 			

Chapter 3

INITIAL ACTIVE DUTY FOR TRAINING

3.1. Initial Active Duty for Training.

3.1.1. For non-prior service persons who are qualified for induction for active duty (generally male citizens and resident aliens between the ages of 18 1/2 and 26 years of age) and who are not under orders to report for induction under the Military Selective Service Act, Initial Active Duty for Training (IADT) will be for a period as provided in 10 USC § 671, *Members Not to be Assigned Outside United States Before Completing Training*, to commence, insofar as practical, within 270 calendar days after the date of enlistment pursuant to 10 USC § 12103, *Reserve Components: Terms*. For all other enlistees and inductees, the period of IADT will commence, insofar as practical, within 360 calendar days after entry into the service, except that in time of war or national emergency declared by Congress or the President, basic training (or its equivalent) will be for a period of not less than 12 weeks pursuant to 10 USC § 671(b). **(T-0)**

3.1.1.1. A non-prior service enlistee shall perform Initial Active Duty for Training of not less than 12 weeks. **(T-2)** This may take place over consecutive calendar days or there may be a split training option where the reservist may be returned home and removed from Initial Active Duty for Training after completion of Basic Military Training or Total Force Officer Training. **Note:** For the purpose of this manual, Non-Prior Service is defined as any reservist who has no prior military service, who has not completed Initial Active Duty for Training or its equivalent, and enlisted directly into a military service.

3.1.1.2. Periods of basic training or equivalent training shorter than 12 weeks may also be established for members who have been credentialed in a medical profession or occupation and are serving in a healthcare occupational specialty pursuant to 10 USC § 671(c).

3.1.2. The Military Personnel Section will publish an Initial Active Duty for Training order as early as the time of enlistment but not later than 60 calendar days before the reporting date. **(T-1)** The Military Personnel Section must cite 10 USC §12103 as the authority. **(T-0)** The 60 calendar days are for publication of an Initial Active Duty for Training order; not for accessing the reservist. The Military Personnel Section must establish the reservist's Military Personnel Data System record within 5 working days after enlistment and the Non-Prior Service reservist's pay date will equal the first day of participation (e.g., Training Period) for pay. **(T-1)**

3.1.3. Enlistment Options:

3.1.3.1. Non-commissioning program Split Training Option is available to meet Air Force Reserve's end strength goals when sufficient amount of Basic Military Training quotas are available but without immediate follow-on technical training class dates; or, when in the best interest of applicant and AFR—e.g. member attending college, or work/personal conflicts with long-term IADT. Approval authority is wing/CC.

3.1.3.2. Non-commissioning program enlistments without Basic Military Training option is authorized only when there are insufficient Basic Military Training and/or Technical Training quotas and will be administered with AFRC Reserve Section and AFRC/A1 coordination, and AFRC/CD approval. **(T-2)**

3.2. Responsibilities for Initial Active Duty for Training.

3.2.1. The AFRC/A1 Education and Training Operations and Support Branch (AFRC/A1KE), in concert with Air Force Reserve Command Recruiting Service and AFRC FMs, determines the program requirements and student flow for Basic Military Training and Technical Training. Only AFRC, not subordinate units, may communicate directly with course owners (e.g., Air Education and Training Command, Air Combat Command). Annually, AFRC verifies and projects trained personnel requirements by Air Force Specialty Code (AFSC), for the current and following 2 years, and identifies and processes requirements by Air Force Specialty Code according to guidance received from the AETC Director of Operations (AETC/DO) and/or AF/A1.

3.2.2. Responsibilities of the Enlisting Unit:

3.2.2.1. If the training outlined above is not possible, do not enlist an applicant. Send the recruiting quotas back to AFRC with a letter of explanation. **(T-2)**

3.2.2.2. Place reservists awaiting Initial Active Duty for Training in Inactive Duty Training status in accordance with [Table 2.1](#) to validate they meet the applicable fitness standards within 30 calendar days of being ordered to active duty. **(T-2)** For new enlistees projected to attend Basic Military Training, delay Initial Active Duty for Training if a reservist fails to meet standards in AFI 36-2905 paragraph 7.1.3.1. whereas failing to meet those standards upon arrival may result in immediately being processed for entry-level separation in accordance with AFI 36-3208, Administrative Separation of Airmen. **(T-2)** For new enlistees projected to attend Total Force Officer Training, conduct a fitness assessment in accordance with AFI 36-2905 chapter 3 and delay Initial Active Duty for Training if reservists fail to meet standards. **(T-2)**

3.2.2.3. Immediately upon enlistment, begin processing the reservist for the appropriate security clearance required for training and/or unit of assignment. **(T-2)**

3.2.2.4. Accomplish uniform item issue in accordance with AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

3.2.3. Substandard Performance While on Initial Active Duty for Training.

3.2.3.1. Release reservists, processed for court martial in accordance with AFI 51-201 or discharge in accordance with AFI 36-3209, from Technical Training but retain in an Initial Active Duty for Training status and return them to their designated unit for discharge processing. **(T-2)**

3.2.3.2. If a reservist commits an offense that demonstrates substandard performance the reservist' commander may initiate Uniform Code of Military Justice or administrative discharge action in accordance with AFI 36-3208. If Uniform Code of Military Justice or discharge action is initiated, the unit of attachment will notify the unit of assignment and conclude Uniform Code of Military Justice or discharge processing. **(T-1)** If the unit of attachment returns the reservist to the unit of assignment for processing and action, the unit of attachment publishes orders relieving the reservist from attachment and directs her or him to the assigned servicing Military Personnel Section, at which time the reservist reverts to inactive status. **(T-1)**

3.2.3.3. Upon a reservist's elimination from Technical Training, the commander's options are:

3.2.3.3.1. Reclassification. AFRC/A1KE is the office of primary responsibility for reclassifying reservists into another Air Force Specialty Code. The Commander can request a training line number for the new Air Force Specialty Code, if AETC concurs. When possible, accomplish reclassification actions before the reservist leaves the Technical Training location. The AFRC Technical Training liaison assists in this situation.

3.2.3.3.2. Administrative Discharge. Commanders should contact the applicable Career Development Element (FSMPD) when discharging reservists in accordance with AFI 36-3209.

3.3. Personal Hardship While on Initial Active Duty for Training. The unit and/or detachment commander may initiate action to relieve reservists from Initial Active Duty for Training and discharge them for personal hardship. The commander may also relieve the reservist from Technical Training without relieving them from Initial Active Duty for Training, and return them to their designated unit. Upon resolution of the personal hardship, the applicable Education and Training Testing Element coordinates with AFRC/A1KE to facilitate the return of the reservist to the appropriate Technical Training. If return to the appropriate Technical Training is not possible, the reservist must undergo reclassification or be discharged. **(T-2)**

3.4. Retention on Initial Active Duty for Training. The unit of attachment commander may involuntarily retain the reservist on Initial Active Duty for Training beyond the planned time span without the reservist's consent.

3.4.1. Retain reservists on Initial Active Duty for Training when scheduled for a later Technical Training start date through no fault of their own, AETC is unable to provide training on some 3-level tasks, or for other reasons required by law. **(T-2)**

3.4.2. When retaining a reservist beyond the end date specified on the Initial Active Duty for Training order, the Military Personnel Section at the unit of assignment will amend the order to extend the Initial Active Duty for Training. An Initial Active Duty for Training order cannot be extended once the enlisted reservist has been awarded a 3-skill level. **(T-2)**

3.4.3. Retain reservists in an Initial Active Duty for Training status when they are undergoing disability evaluation, are receiving ongoing medical treatment, or identified as having a disqualifying condition that is notated on an AF Form 422, *Notification of Air Force Member's Qualification Status*, or AF Form 469 in accordance with AFI 48-123 and the associated Medical Standards Directory. **(T-2)** Retain reservists in an Initial Active Duty for Training status until final disposition of their medical condition, disability evaluation, or the disqualifying condition has been cleared by appropriate medical authority. **(T-2)**

3.5. Hospitalization and Disability. Reservists receive the same medical care as active component Airmen during Initial Active Duty for Training. A reservist receives pay and allowances while undergoing medical treatment or hospitalization, including processing in accordance with AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. AFI 36-3212 contains requirements for evaluating a reservist on Initial Active Duty for Training who may have a physical defect that interferes with their availability for worldwide service (refer

to AFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation Pay (INCAP) Pay*).

3.6. Master Personnel Record.

3.6.1. ARPC will electronically maintain the Master Personnel Record for reservists in an Initial Active Duty for Training status. **(T-1)**

3.6.2. The unit of assignment electronically will maintain the field personnel record. When the reservist is in an Initial Active Duty for Training status, the unit of assignment sends the Field Personnel Record and 25 copies of the Initial Active Duty for Training order to the Military Personnel Section at the unit of attachment. AFI 36-2608 covers distribution of records. **(T-2)**

3.7. Procedures for Catastrophic or other Extreme Events. Refer to **Chapter 8** of this AFMAN.

3.8. Release From Initial Active Duty for Training.

3.8.1. Release enlisted reservists after award of the 3-skill level. Do not release reservists from Initial Active Duty for Training unless they meet medical standards for retention in accordance with AFI 48-123 and the associated Mission Design Specific, have a DD Form 2697, *Report of Medical Assessment*, completed in accordance with AFI 48-123, and have no ongoing medical conditions which would interfere with performance of their duties. **(T-2)** Reservists completing Basic Military Training and Technical Training with:

3.8.1.1. More than 6 calendar days to complete the minimum 84 calendar days of Initial Active Duty for Training, are returned to their unit of assignment unless otherwise specified in the tour order, for on-the-job training. Release reservists upon Initial Active Duty for Training completion. **(T-2)**

3.8.1.2. Less than 7 calendar days to complete the minimum 84 calendar days of Initial Active Duty for Training, are held at the unit of attachment and released after completion of the Initial Active Duty for Training. **(T-2)**

3.8.2. The servicing Military Personnel Section of the unit of attachment must publish an order in accordance with AFI 65-109, *Preparation of AF Form 938*, for reservists released from their Initial Active Duty for Training for reasons other than the normal completion. **(T-2)** Send five copies to the servicing Military Personnel Section at the unit of assignment.

3.8.3. The Military Personnel Section servicing the unit that ends the Initial Active Duty for Training must either complete or arrange for the entire separation processing of the reservist. **(T-2)** Before release of the reservist from Initial Active Duty for Training, ensure a thorough review of the reservist's health records. **(T-2)**

3.8.4. Issue the DD214, *Certificate of Release or Discharge From Active Duty*, in accordance with this chapter, AFI 36-3209, and AFI 36-3202, *Separation Documents*. The servicing Military Personnel Section for the unit of assignment issues the DD214. The completion date for the Initial Active Duty for Training is when the reservist returns to the place of entry. **Note:** For reservists performing Initial Active Duty for Training via Split Training Option, the DD214 is completed upon award of 3-level or release from Initial Active Duty for Training after 90 calendar days or more. The DD214 should reflect time spent in Basic Military Training within the Remarks section of the form. Include all active duty (e.g., authorized travel

days) on the DD Form 214. The 802d Force Support Squadron will accomplish the DD214 for reservists who fail to complete Basic Military Training. (T-2)

Chapter 4

INACTIVE DUTY TRAINING

4.1. Crediting Inactive Duty Training. A reservist may not perform inactive duty and active duty on the same day. **(T-2)** Reference the Joint Travel Regulations (JTR) for Inactive Duty Training travel entitlements outside normal commuting distance. The types of Inactive Duty Training are:

4.1.1. Training Period. A period of training, duty, or instruction. A paid Training Period must be at least 4 hours but can be longer based on the discretion of a reservist's Air Force Reserve unit or RIO detachment commander. **(T-2)** A non-paid (i.e., points-only) Training Period is typically 4 hours in duration but no less than 2 hours if training is interrupted for unusual (e.g., inclement weather) circumstances. This exception is only to be used for unusual circumstances (not for individual reservist's needs) and is not to be used indiscriminately. Under no circumstances can the waiver be authorized when accumulation of time is used for a points-only Training Period. **(T-2)**

4.1.2. Unit Training Assembly. A planned period of training, duty, instruction, or test alert completed by an Air Force Reserve Unit.

4.1.3. Equivalent Training. A Training Period accomplished in place of a missed Unit Training Assembly or Training Period. A reservist may not be paid for more than four periods of equivalent training performed during a fiscal year. **(T-2)**

4.1.4. Additional Inactive Duty Training periods (as specified by DoDI 1215.06) are authorized training in excess of statutorily prescribed training.

4.1.4.1. Additional Training Periods. Additional Training Period is another category of Inactive Duty Training that is intended for use by units, components of units, and individual reservists and are also intended for accomplishing additional required training, as defined by post-mobilization mission requirements. The AF restricts use of ATPs to rated officers, career enlisted aviators, and non-rated aircrew members. Commanders need to consider statutory funding requirements prior to approving ATPs. Each FY a reservist cannot exceed 36 ATPs in accordance with DoDI 1215.06 and no more than 72 ATPs and readiness management periods (RMP) (which are restricted to use by traditional reservists (TR)). **(T-0)**

4.1.4.2. Additional Flying and Flight Training Periods (AFTP). Additional Flying and Flight Training Periods can only be authorized for an aircrew member with an active flying aeronautical order, to conduct aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness. Additional Flying and Flight Training Periods may also be authorized for an aircrew member with an active flying aeronautical order, to perform or support required ground and flying training, simulator training, and other MAJCOM required readiness training.

4.1.4.2.1. Additional Flying and Flight Training Periods will not be in addition to the ATPs described in [paragraph 4.1.4.1](#) of this manual.

4.1.4.2.2. The number of Additional Flying and Flight Training Periods will not exceed 72 each FY for any aircrew member, unless specifically authorized by the

Secretary of the Air Force in accordance with DoDI 1215.06. **(T-0)** The combination of ATPs, Additional Flying and Flight Training Periods, and Readiness Management Periods for aircrew members will not exceed 84 in a FY. **(T-2)** Training periods authorized in excess of the unit's training will not be used for augmenting missions and must provide legitimate training opportunities required to meet readiness levels; however, the Secretary of the Air Force may provide a waiver to permit up to 96 additional Inactive Duty Training periods for an aircrew member in a FY. **(T-1)**

4.1.4.3. Readiness Management Periods. Readiness Management Periods are generally used by a drilling reservist, who is not an Air Reserve Technician, 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. Readiness Management Periods are not to be used to satisfy an individual reservist's training requirements. **(T-2)**

4.1.4.3.1. Priority for the performance of Readiness Management Periods will be given to reservists who are not Air Reserve Technicians. **(T-2)** An Air Reserve Technician may not be placed in a civil service leave status in order to perform duty in an Readiness Management Periods status. **(T-2)** Additionally, an Air Reserve Technician may not perform in a Readiness Management Periods status to accomplish activities that are within the normal requirements and workload of the Air Reserve Technician's civil service job description. **(T-2)**

4.1.4.3.2. The number of Readiness Management Periods performed in a FY by any reservist will not exceed 36 and not more than one Readiness Management Periods (with a minimum 4-hour duration) will be performed by an individual in 1 calendar day in accordance with DoDI 1215.06. **(T-0)** Readiness Management Periods cannot be performed in conjunction with other additional Inactive Duty Training periods (e.g., ATPs, Additional Flying and Flight Training Periods). Except for aircrew members, the combination of additional Inactive Duty Training periods cannot exceed 72 in a FY for each reservist. **(T-1)**

4.1.4.3.3. Readiness Management Periods may not be used as a substitute for completion of FY statutory Inactive Duty Training requirements. **(T-1)**

4.1.4.3.4. Missed Readiness Management Periods are not coded as excused or unexcused.

4.1.4.3.5. Travel days are not authorized for Readiness Management Periods. **(T-2)**

4.2. Inactive Duty Training Authorization.

4.2.1. All Inactive Duty Training must comply with the below items:

4.2.1.1. Supervisors must ensure Inactive Duty Training periods have advance written authorization from the reservist's Air Force Reserve unit or RIO detachment commander or designated representatives. **(T-2)** Block III of the AF Form 40A, requires a signature. Additional Flying and Flight Training Period advanced authorization will be accomplished via the flight authorization or automated systems (i.e., Air Reserve Components Network or Unit Training Assembly Participation System). **(T-2)**

4.2.1.2. Supervisors must ensure appropriate and adequate training is provided. (T-2) Supervisors will work with Individual Reservists to develop a schedule of Inactive Duty Training periods no later than 15 August for the upcoming FY taking into consideration the training period limitations for the reservist's category as stated in **Table 1.1**. (T-2) This projected schedule serves two purposes: 1) to allow obligation of Reserve Personnel Appropriation funding against annual Inactive Duty Training schedule; and, 2) to facilitate tracking of satisfactory/unsatisfactory participation. Supervisors must approve all Inactive Duty Training periods for Individual Reservists in advance, in writing, with an information copy to the applicable AFR commander, prior to the Individual Reservist performing any Inactive Duty Training period. **(T-2)**

4.2.1.3. Supervisors must ensure Inactive Duty Training periods are performed for pay and points or points-only as a reservist without pay from another United States (US) government source (i.e., no dual compensation). Dual compensation doesn't include a member of the federal civil service on paid leave. **(T-1)**

4.2.2. Inactive Duty Training performed for pay has to prepare a reservist for mobilization. Authorized Inactive Duty Training activities are shown in **Table 2.1**, **Table 2.2**, and **Table 2.3**. The certifying official will document all Inactive Duty Training on a mechanized AF Form 40, *Authorization for Inactive Duty Training*, or an AF Form 40A. **(T-2)**

4.2.3. Generally, travel pay and other entitlements are not authorized for travel to or from the place of Inactive Duty Training except under specific authorization by AFRC.

4.2.3.1. AFRC publishes Inactive Duty Training outside normal commute distance guidance on or about 1 January every year which authorizes limited travel reimbursement for specific reservists on a year-by-year basis. **(T-1)** Travel entitlements authorized for Inactive Duty Training being performed at "Other Than Home Station" should be rare and only when mission dictates.

4.2.3.2. Reservists, except for aircrew performing flight duty, are not authorized to perform travel (to include contingency, exercise, and deployment orders) while in Inactive Duty Training status.

4.2.4. Only reservists in authorized flying positions may take part in aircrew flying training activities. **(T-1)**

4.2.5. Inactive Duty Training can be performed in conjunction with annual training, other training duty, or Active Duty for Operational Support. Under no circumstances should active duty be combined with Inactive Duty Training for the purpose of providing travel expenses to the Inactive Duty Training location (i.e., commanders and supervisors should ensure all active duty performed in conjunction with Inactive Duty Training can be substantiated by a valid support or training requirement). **(T-1)**

4.2.6. Overseas Inactive Duty Training. Reservists assigned/attached to continental United States units are not allowed to perform Inactive Duty Training outside Continental United States and its territories, states, and possessions or Guantanamo Bay Naval Station, Cuba. **(T-2)**

4.2.6.1. Reservists who reside within the US and its territories and possessions may not perform Inactive Duty Training Outside the Continental United States and its territories

and possessions or Guantanamo Bay Naval Station, Cuba, unless assigned/attached to a unit that is outside the US and its territories and possessions or Guantanamo Bay Naval Station, Cuba. **(T-2)**

4.2.6.2. A reservist who resides Outside the Continental United States may only perform Inactive Duty Training in the US and its territories and possessions or the country in which they are assigned/attached or in the country in which they reside. **(T-2)**

4.2.6.3. Reservists have to be in a duty status during the entire period at the Outside the Continental United States location. **(T-2)** Under no circumstances are Inactive Duty Training periods to be performed in areas of hostile fire or imminent danger. **(T-2)**

4.2.6.4. If departing Continental United States in Inactive Duty Training status, the reservist must convert to civilian status (Air Reserve Technicians only, see [paragraph 4.11.1.16.](#)) or active duty status prior to landing outside the Continental United States anywhere other than US territories, states, and possessions. **(T-2)** In-flight duty status conversions to active duty status are permitted in accordance with scheduling documents (e.g., AF Form 938). No more than one duty status conversion may be made in 1 crew duty day for aircrew personnel or 1 calendar day for non-aircrew personnel. **(T-2)** Complete AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, in accordance with applicable AF and local directives. Include separate lines to record the flying time accomplished in each duty status.

4.3. Constructively Present. Reservists assigned to the Selected Reserve and in an Active Duty for Operational Support status are considered constructively present for scheduled training, regardless whether they are physically present or not. **(T-2)** If, as a condition of approving a reservist for non-contingency Active Duty for Operational Support tour and agreed upon by both the ARC Commanders and RegAF Commander, ARC members may attend unit support mission training, and/or unit mission certification training. The RegAF unit supported and the functional manager must maintain approved documentation prior to the start of the ADOS-AC tour. These members will not receive additional pay, points or other compensation for supporting unit mission training requirements, participating in mission certification training while on long term ADOS. **(T-2)** Reservists receive credits for being in an active duty status so the reservists cannot receive additional compensation or retirement point credit for participating in training when they ordinarily would have been in an Inactive Duty Training status during a period of Active Duty for Operational Support. **(T-2)** If the supporting and supported commander (or equivalent) do not reach an agreement, prior to beginning the tour, the ARC Commander will decide if they will allow the member to be reservist will not be placed in an Active Duty for Operational Support status. **(T-2)** Reservists assigned to the Selected Reserve must be released by the Air Force Reserve Command's Deputy Commander (AFRC/CD) to provide Active Duty for Operational Support through Limited Extended Active Duty or Voluntary Limited Period of Active Duty programs in accordance with AFI 36-2002, *Enlisted Accessions* or AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers* and they cannot be required to attend Inactive Duty Training while assigned to Regular Air Force positions. **(T-2)**

4.4. Authorizing Official. The authorizing official for Inactive Duty Training is the commander or a representative designated in writing. **(T-2)**

4.5. Scheduling Inactive Duty Training.

4.5.1. No Later Than 15 March, unit commanders prepare a schedule of Unit Training Assemblies for the next fiscal year. **(T-2)** Commanders may authorize up to a maximum of 16 training periods per quarter (or 48 TPs per quarter if rescheduling due to pregnancy), not to exceed 48 TPs per FY. AFRC NAF Commanders may approve an exception to this policy. The commander may extend an Inactive Duty Training period beyond the normally scheduled time to meet mission needs.

4.5.2. Training Flight or Team. Unit Commanders must approve an alternate training location for a flight or team. **(T-2)** Publish a training order or rescheduling memorandum before the date of the Unit Training Assembly. **(T-2)** The order or memorandum has to list every member on the flight or team, specify who is supervising the training, and specify who is certifying attendance. **(T-2)**

4.6. Unit Training Assembly Schedule Reports. AFRC Wing, or Group as applicable, commanders must submit a consolidated schedule for their assigned units, through the servicing military personnel section to their NAF Commander for approval No Later Than 15 May for the next FY. **(T-2)**

4.6.1. A Wing or separate unit organized and trained to serve as a unit when mobilized may be divided into flights or teams. The flight commander or Airman in charge of a team may schedule a Unit Training Assembly to permit better use of equipment or facilities, or to train with another unit.

4.6.2. The Wing, or Group as applicable, Commander submits notification of changes to the master schedule to the Military Personnel Section, for applicable NAF/CC approval No Later Than 90 calendar days before the proposed date. **(T-2)** Forward an information copy of all changes involving AFRC airlift to the functional office of primary responsibility. **(T-2)**

4.7. Rescheduling Inactive Duty Training. Unit Commanders may reschedule Inactive Duty Training for the entire unit, team, or an individual reservist. Commanders should use discretion and sound judgment in employing this option. Do not use rescheduled training as a substitute for equivalent training (reference [paragraph 4.10.](#)). **(T-2)** Training performed during the rescheduled Inactive Duty Training should benefit individual and unit training as well as unit readiness to the same extent as the originally scheduled Inactive Duty Training. At a minimum, Commanders must clearly document the rescheduled training is as effective for the reservist and unit readiness as the originally scheduled training. **(T-2)** The training flight order or the remarks section of the Form 40 or Form 40A must contain the statement, "Rescheduled Inactive Duty Training provides the same type and quality of training as the originally scheduled Inactive Duty Training. **(T-2)** Each commander will keep all related participation documents to support excused and unexcused absences and rescheduled Inactive Duty Training. **(T-1)**

4.7.1. Requests to reschedule Inactive Duty Training must be approved in advance (i.e., not after the fact) and documented on a training flight order or Form 40A. **(T-2)** Rescheduling should be in the best interest of mission accomplishment. Its primary purpose is not for personal convenience. A decision to reschedule may be based on mission needs, training opportunities, and the reservist's availability. Rescheduled training may be performed at any time during the same FY within the limitations of [paragraph 4.5.1.](#) Air Force Reserve unit or RIO detachment commanders may approve the rescheduling of an Inactive Duty Training

period based on the reservist's submission of adequate justification at least 30 calendar days prior to the originally scheduled Inactive Duty Training period. **Note:** Commanders may excuse missed Inactive Duty Training or approve equivalent training in accordance with [paragraph 4.14.2](#).

4.7.2. Do not reschedule Inactive Duty Training after a reservist is no longer assigned to the unit. **(T-2)** Example 1: Unit Training Assembly is scheduled for 2-3 October; reassignment, retirement, or separation is projected to be effective 2 October; and member requests to reschedule 3 October Inactive Duty Training period to 1 October; not authorized. Example 2: Reassignment, retirement, or separation is projected to be effective 21 June, member wants to reschedule July, August, and/or September Inactive Duty Training periods to be performed prior to 21 June; not authorized.

4.7.3. Do not reschedule Unit Training Assemblies that were scheduled before a reservist was assigned to the Selected Reserve (i.e., a Reservist is not authorized participation privileges before their effective assignment date). **(T-2) EXAMPLE:** A reservist assigned in December is not allowed to reschedule October and November Unit Training Assemblies, which were prior to effective gain date to the unit.

4.8. Training Attachments. To best meet training goals, a reservist (other than one assigned to a General Officer position) may be attached for duty to other than the unit of assignment, provided the reservist can be trained in the applicable duty Air Force Specialty Code. For centrally managed Individual Reservists, the applicable Air Force Reserve unit or RIO detachment commander implements the decision of the AFRC FMs.

4.8.1. In most cases, Inactive Duty Training takes place at the unit of assignment or attachment. To enhance unit readiness or support a mission need, a unit or part of a unit (e.g., individuals) may be sent to an alternate training site, if adequate facilities or equipment are not available at either the unit of assignment or unit of attachment. Assign most Individual Reservists to a single training location where all training (e.g., Annual Training, Inactive Duty Training) is conducted. Regardless of training location, the reservist may be mobilized to the position to which they are assigned. The Single Training Location may be within the same command that has the manpower need or within another command. The applicable Air Force Reserve unit or RIO detachment commander makes the final decision as to the location of the Single Training Location. In those cases where the Single Training Location policy is not feasible, Individual Reservists may, at the discretion of the applicable AFR Commander, perform Inactive Duty Training at an attached location, and perform Annual Training and mobilization requirements at the assigned location.

4.8.2. The unit of assignment gives the unit of attachment sufficient information about the reservist's mobilization duties so that training may be structured to allow for the performance of those types of tasks. The commander of the unit in which training is desired approves the request for such training in writing. The memorandum should describe available training and state whether there is any objection to the reservist's training with the unit. The memorandum is then sent to the reservist's immediate commander who approves or disapproves the request. If a reservist is attached to another unit for training, the unit of assignment authorizes the unit of attachment to prepare an AF Form 40A. In this case, the "Authorizing Activity" shown on the form is the unit of attachment, and the "Organization" is the unit of assignment. Write "Training Attachment" in parenthesis in Item 10, Training Unit of Activity. Three signatures

are mandatory on the AF Form 40A; the reservist taking part in the training, the official authorizing the training, and the certifying official (commander or person, military or civilian) who supervised the training for the dates and periods accomplished). **(T-2)** Send a copy of the AF Form 40A to the unit of assignment after the training is performed for appropriate action. **(T-2)**

4.8.3. Approval Authority for Training Attachments.

4.8.3.1. The unit commander must approve a training attachment before the training begins. **(T-1)** The unit of assignment must publish an assignment/attachment order to include reporting official, unit of attachment and unit of assignment, and duration of attachment. **(T-1)** Attachment cannot normally exceed 6 months.

4.8.3.2. For individual reservists, the Individual Reservist's RIO detachment commander and the unit of attachment commander must approve training attachment before the training begins. **(T-1)** For centrally managed Individual Reservists, the Individual Reservist's RIO detachment commander must obtain concurrence of the reservist's AFRC Career Field or MAJCOM Functional Manager. **(T-1)**

4.8.4. If a reservist is attached to a non-AF agency, the reservist's unit of assignment provides the attached unit with instructions for preparing AF Form 40A.

4.8.5. Reserve component members of other US armed services may be attached for training with an Air Force Reserve unit, under the following conditions:

4.8.5.1. Proper training is not reasonably available in their own component, but is available in an Air Force Reserve unit. **(T-3)**

4.8.5.2. The commander of the unit in which training is desired approves a request for the training in writing. The commander must include a statement relative to the type of available training for requests that are approved. **(T-1)** Process approved applications according to the requirements of the individual's service.

4.8.6. With the concurrence of both Commanders, a member of an Air Force Reserve unit may be attached to another AF unit that is equipped with similar aircraft or performs a similar mission.

4.8.7. Centrally managed Individual Reservists are attached for training to an AF unit upon the AFRC Career Field or MAJCOM Functional Manager's approval and Individual Reservist's Air Force Reserve RIO detachment commander implementation. **(T-2)**

4.8.8. Do not designate a Military Advisory Assistance Group as a unit of attachment. **(T-2)**

4.9. Inactive Duty Training Period Duration. The length of each Inactive Duty Training period coincides with the local duty hours. Base a paid Inactive Duty Training period on a 4-hour minimum for the award of one point, not to exceed two points per calendar day. Each reservist is required to be present for duty at the start of each Training Period. **(T-1)** The 4-hour period does not include meal breaks. Points-only Inactive Duty Training periods should not be less than 4 hours but can be as little as 2 hours if training is interrupted for unusual (e.g., inclement weather) circumstances.

4.9.1. Air Force Reserve unit or RIO detachment commanders may designate activities for which reservists may accumulate time spent (over 1 or more calendar days) until reaching the

4-hour standard for one point. However, the cumulative method of time accounting can only be used for a maximum of 16 paid TPs per Retention/Retirement Year.

4.9.2. For reservists performing Inactive Duty Training on a mid-shift basis (shift starts 1 calendar day and ends on the next calendar day), award two points for completing 8 or more consecutive hours of Inactive Duty Training in a 24-hour period. Firefighters and others performing 24-hour shifts are an exception. Shifts exceeding 12 hours require unit commander approval. **(T-2)**

4.9.3. A reservist earns one non-pay point for completing a routine physical examination during other than regularly scheduled Inactive Duty Training. Give credit for one Training Period to a reservist found not qualified for duty under a special physical examination given during a scheduled Inactive Duty Training period. **(T-2)**

4.10. Equivalent Training (ET). Commanders may approve equivalent training for individuals to make up training missed due to an excused absence from a scheduled Inactive Duty Training period. The following policies apply to equivalent training:

4.10.1. Equivalent Training is appropriate when the criteria specified for rescheduled training cannot be met. Equivalent training has to be performed after the missed Inactive Duty Training period. **(T-2)**

4.10.2. The training furnished during Equivalent Training has to meet at least the minimum standards set up for the reservist's Air Force Specialty Code and duty position. **(T-2)** The training has to be relevant to the reservist's assigned duties. **(T-2)**

4.10.3. In accordance with 37 USC § 206, paid Equivalent Training is subject to the following limitations:

4.10.3.1. A maximum of four paid Equivalent Training periods may be performed in a FY. **(T-0)**

4.10.3.2. Equivalent training is performed in the same FY as the missed Inactive Duty Training period. Equivalent training not performed remains excused. **(T-0)**

4.10.3.3. Commanders must set up local procedures to track the number of Equivalent training periods to prevent a reservist from exceeding the maximum of four paid Equivalent training periods in a FY. **(T-0)**

4.11. Flying Training. Additional Flying and Flight Training Periods (AFTP) are entered in Unit Training Assembly Participation System by anyone other than the aircrew member. AF Form 3956, *Report of Inactive Duty Training Performance - Additional Flying and Flight Training Period (USAFR)*, with the aircrew member's signature, will be used and maintained as source documentation. Limit their use to aircrew members assigned to positions requiring or supporting required ground and flying training, simulator training and other readiness training required by MAJCOM.

4.11.1. These restrictions apply to Additional Flying and Flight Training Periods:

4.11.1.1. Limit to reservists on active flying status (e.g., non-flying Medical Service Corps (MSC) officers may not perform Additional Flying and Flight Training Periods). **(T-2)**

Note: Inactive flight surgeons may be authorized to fly and log time without Aviation

Career Incentive Pay (Aviation Career Incentive Pay) on a noninterference basis with unit training and flying schedules in accordance with AFI 11-401, *Aviation Management*.

4.11.1.2. They each have to be at least 4 hours in duration and cannot be used in place of an Inactive Duty Training period or Equivalent Training. **(T-2)** Training is completed after 4 hours or upon completion of mission, whichever occurs later. **(T-2)**

4.11.1.3. Pay is authorized for no more than 18 Additional Flying and Flight Training Periods per quarter not to exceed 72 per FY. **(T-2)** No more than one half of the authorized Additional Flying and Flight Training Periods per FY may be for the performance of or to support required ground and flying training, simulator training, and other MAJCOM required readiness training. **(T-2)** Under no circumstances is a reservist authorized to perform more than a combined total of 72 periods of additional training (i.e., Additional Flying and Flight Training Period) each FY, unless specifically authorized by the Secretary of the Air Force. **(T-2)**

4.11.1.4. Training mission is confined to US territories and possessions. In-flight duty status conversions to active duty are permitted in accordance with scheduling documents such as an AF Form 938. No more than one duty status conversion may be made in one crew duty day. **(T-2)** **Note:** Air Reserve Technicians must also comply with AFRCI 36-803, *Air Reserve Technician Time and Attendance Procedures and Audits*. **(T-2)**

4.11.1.5. Pay for more than two training periods in 1-calendar day is not authorized. **(T-2)**

4.11.1.6. Flight time for each Additional Flying and Flight Training Period must be logged in an aircraft or simulator in which the member is obtaining or maintaining qualification. **(T-2)** Simulator time for each Additional Flying and Flight Training Period must be logged in an approved simulator or Flight Training Device. **(T-2)** All Flight Training Devices must be approved by AFRC's Director of Air, Space, and Information Operations (AFRC/A3). **(T-2)** Flying or simulator/Flight Training Device time must be logged within each 4-hour period. **Exception:** Aircrew certified and performing flight examiner duties may perform Additional Flying and Flight Training Periods while administering flight/ground evaluations in aircraft they are not qualified. **(T-2)**

4.11.1.6.1. Flight Surgeons, aeromedical evacuation crewmembers, combat rescue officers, and pararescue aircrew universally qualified in multiple aircraft may perform Additional Flying and Flight Training Periods in any aircraft in which they maintain qualification. Flight surgeons flying on inactive aeronautical orders, in a non-interference basis in accordance with AFI 11-401 are not entitled to Additional Flying and Flight Training Periods. **(T-2)**

4.11.1.6.2. Aircrew members assigned to unit tactics offices may perform Additional Flying and Flight Training Periods on any aircraft when required to perform observation flights as part of a MAJCOM tactics program.

4.11.1.6.3. Additional Flying and Flight Training Periods may be logged in AFRC/A3 approved simulators or Flight Training Devices. **(T-2)** Events will include, but are not limited to: currencies, evaluations, syllabus upgrades, Ready Aircrew Program /Ready Aircrew Program Tasking Message flying sorties/events, training events in accordance with AFI 11-202, *Volume 1, Aircrew Training*, and AFI 11-2 *Mission Design Series*

- (MDS)-Specific, Volumes 1, 2, and/or 3, as applicable. (T-2) To qualify as an Additional Flying and Flight Training Period, logged time must be a minimum of 1.0 hours dedicated primary, secondary, instructor or evaluator time documented on an AFTO Form 781. (T-2)
- 4.11.1.6.4. Dual or consecutive Additional Flying and Flight Training Periods are authorized in AFRC/A3 approved simulators. Logged time must be a minimum of 3.0 hours dedicated primary, secondary, instructor or evaluator time documented on an AFTO Form 781 for each crewmember. (T-2) Total time, including operating instructions, preflight, flight, simulator/FTD and post flight duties, will encompass a minimum of eight hours, and flying activities must take place during both Additional Flying and Flight Training Periods logged. (T-2)
- 4.11.1.7. Key supervisors, identified by AFI 11-401 (e.g., wing and group Commanders), who are qualified in and maintain currency in one type of aircraft are allowed to log Additional Flying and Flight Training Periods while flying in observer status or in a primary crew position in other aircraft under their command.
- 4.11.1.8. When performing consecutive or dual Additional Flying and Flight Training Periods, the first Additional Flying and Flight Training Period has to be completed (i.e., some flying time has to be logged and 4 hours of training) before the second is started. (T-2) Consecutive Additional Flying and Flight Training Periods must have at least 3 hours of scheduled flight time. (T-2)
- 4.11.1.9. Traditional Reservists who are civil servants must be in an official leave status from civil service in accordance with [paragraph 1.8](#). when performing preflight, flight, or post flight duties in connection with an Additional Flying and Flight Training Period. (T-2)
- 4.11.1.10. All Additional Flying and Flight Training Periods are to be logged in reference to home station time, date, and location that the crew duty day begins. (T-2) There is no requirement to average Additional Flying and Flight Training Period flying time in order to qualify for payment.
- 4.11.1.11. Operations Group (OG) Commanders will establish written local procedures for the management of Additional Flying and Flight Training Periods to include certifying and approving payment. (T-2)
- 4.11.1.12. Operations Group Commanders must designate personnel permitted to authorize consecutive or dual Additional Flying and Flight Training Periods in advance. (T-2)
- 4.11.1.13. Dual Additional Flying and Flight Training Periods for ground, simulator or MAJCOM specific readiness training are not be authorized. (T-2)
- 4.11.2. Reservists who are away from home station in Inactive Duty Training status and who experience an uncontrolled mission delay are authorized a pay status until home station return. If Inactive Duty Training would not apply during the delay, other training duty orders are initiated.
- 4.11.3. Traditional Reservists are not allowed to perform Inactive Duty Training outside the Continental United States with the exception of US possessions, states, and territories;

however, if applicable, may perform duty in civil service status overseas under any of the following conditions:

4.11.3.1. On single ship routine support missions overseas. **Exception:** Reservists must be in active duty military status in all missions flown in designated hostile fire areas. (T-2)

4.11.3.2. Performing hurricane support missions overseas. (T-2)

4.11.3.3. Attending conferences or conducting site visits overseas with wing commander approval. (T-2)

4.11.4. Some examples of Additional Flying and Flight Training Periods include: simulator training required for a primary aircrew member; ground training activities directly related to the aeromedical evacuation crewmember when assigned with an instructor; physiological, life support, aircraft systems, weapons and tactics, and threat awareness training.

4.11.5. Group Commanders may request additional activities or duties be included in the authorized Additional Flying and Flight Training Period events within Unit Training Assembly Participation System. Route requests to the AFRC Mission Design Specific Career Field or MAJCOM Functional Manager for evaluation, to the division chief for approval, and to AFRC/A3's Operations Resource Division's Command Flight Management (AFRC/A3RA) to coordinate the inclusion into Unit Training Assembly Participation System.

4.12. Documenting Inactive Duty Training Participation.

4.12.1. Use Unit Training Assembly Participation System or an AF Form 40A to certify all types of Inactive Duty Training except correspondence courses or Additional Flying and Flight Training Periods. (T-3)

4.12.1.1. Complete (in advance) part I, II, and III of the AF Form 40A to authorize billeting and/or subsistence, as required.

4.12.1.2. Type the AF Form 40A or print clearly in ink. Digital signatures are encouraged; however, all non-digital signatures will be in ink. (T-2) All certification dates will be on or after the last date of training. (T-2)

4.12.1.3. In section I, Personal Data, in the Reserve Pay Office (RPO)/Unit block: Individual Mobilization Augmentees enter Reserve Pay Office only and other Individual Reservists leave this item blank. Traditional Reservists enter their unit of assignment only.

4.12.1.4. Document Inactive Duty Training periods during mid-shift (over midnight) on a single AF Form 40A, for award of two points only for completing at least 8 hours of Inactive Duty Training in a 24-hour period.

4.12.1.5. Requests for non-paid points must be processed into Unit Assembly Processing System (UTAPS) or by their servicing personnel office into their Point Credit Accounting and Reporting System (PCARS) within MilPDS no later than two months after the member's retention/retirement closeout to be credited for satisfactory service. (T-2)

4.12.2. Traditional Reservists :

4.12.2.1. At the beginning of a Unit Training Assembly, each reservist attending the Unit Training Assembly signs in using Unit Training Assembly Participation System.

Consolidate all sign-in and sign-out at the completion of the Unit Training Assembly Participation System and deliver to the Reserve Pay Office for preparation of the pay transactions. (T-2)

4.12.2.2. AF Form 40 and AF Form 40A may be utilized for an offsite Unit Training Assembly with no automated sign-in capability; however, the unit must load the data into Unit Training Assembly Participation System. (T-1)

4.12.2.3. All Unit Training Assembly exceptions (excusals, reschedules, unexcused, etc.) must be resolved daily by the commander appointed Unit Training Assembly monitor in the exact manner of a Unit Training Assembly. (T-2)

4.12.2.4. The sign-in station monitor backs up the database, and generates the mechanized AF Form 40 and transmits data to the intermediate or master station. All exceptions require a completion of an AF Form 40A; however, an AF Form 938 or other active duty order can be utilized as the source document to update "constructively present" in Unit Training Assembly. Both the mechanized AF Form 40 and transmittals are signed by an approved certifying official. The unit retains the mechanized AF Form 40. (T-2)

4.12.2.5. The commander will be solely responsible for the tracking and documentation of Unit Training Assembly participation. (T-2) Upon completion of the Inactive Duty Training period(s), the unit will forward the Unit Training Assembly Participation System data to the applicable Reserve Pay Office and military personnel section for participation update. (T-2) Any corrections to participation data, once updated in Military Personnel Data System, require a copy of the AF Form 40A. (T-2)

4.12.2.6. Civil servants must document civilian duty day hours in "Remarks" of the AF Form 40A or AF Form 3956, for Inactive Duty Training performed on a civilian workday and are certified by the applicable civilian timekeeper. (T-2)

4.12.3. For Individual Reservists, HQ RIO is the office of primary responsibility for all questions relating to participation requirements and procedures. It also manages the overall administration of the participation program. (T-2)

4.12.4. For Traditional Reservists, the Commander Support Staff processes participation documents. (T-3)

4.12.4.1. The Military Personnel Section must conduct visits to review/audit participation documents to ensure compliance with this manual. (T-1)

4.12.4.2. The Military Personnel Section is the office of primary responsibility for all questions relating to participation requirements and procedures. It also manages the overall administration of the participation program. (T-3)

4.13. Reserve Personnel Actions for Involuntary Reassignment or Administrative Discharge of Unsatisfactory Participants.

4.13.1. After the reservist has been deemed an unsatisfactory participant, ensure that involuntary reassignment or administrative discharge is processed in accordance with AFI 36-2110 and AFI 36-3209 respectively. (T-2)

4.13.2. ARPC/DPA must terminate bonus participation prior to the Military Personnel Section projecting an approved involuntary reassignment. (T-1) The Military Personnel Section will

maintain a copy of the bonus termination Report of Individual Personnel in the reservist's reassignment folder. (T-1)

4.13.3. For Traditional Reservists, file documents in the commander's Personnel Information File. Such documents include letters, medical certificates, orders, memorandums for record, etc. Retention of participation documents could become critical for some administrative actions (e.g., discharges, demotions). Retain documentation at least for the current, plus previous FY. (T-2)

4.13.4. For Individual Reservists, every month HQ RIO will furnish detachment commanders a list of reservists who failed to meet the minimum training category requirements outlined in [Table 1.1.](#), and reservists who are qualified for retirement, but did not earn the required 50 points in their Retention/Retirement year. (T-1) Air Force Reserve unit or RIO detachment commanders must submit appropriate waivers as outlined in [Table 1.2.](#) (T-1) The Air Force Reserve unit or RIO detachment commander determines what action to take in accordance with AFI 36-2110.

4.14. Reservist Nonparticipation (see also paragraph 1.3.).

4.14.1. For Traditional Reservists, the commander or designated representative is responsible for exercising sound judgment in authorizing excusal, equivalent training, or rescheduling actions. A commander or supervisor needs to consider the impact on training readiness and mission effectiveness when considering requests for excusals. (T-3)

4.14.2. If for any reason the reservist fails to notify their unit commander or supervisor of the circumstances regarding the absence, the reservist's commander or supervisor contacts the reservist, documenting such effort with a memorandum for record or electronic mail. (T-2) Every effort is made to make personal contact during the Inactive Duty Training period (or at least the first period if multiple are scheduled) but no later than the end of the Inactive Duty Training period(s). If contact is made anytime during the Inactive Duty Training period(s), the commander may excuse, unexcuse, or authorize other training as appropriate based upon the merits of the case. Air Force Reserve unit or RIO detachment commanders may deem the absence as excused based on the reservist's submission of adequate justification within 30 calendar days of the missed Inactive Duty Training period(s). Do not authorize excusals outside that 30-day period. An unexcused absence for a fourth Inactive Duty Training period will generate an automated participation status report. (T-2) The Air Force Reserve unit or RIO detachment commander has 30 calendar days from the date of the unexcused absence for a ninth Inactive Duty Training period to excuse an absence, authorize equivalent training, retain as a mobilization resource, initiate involuntary reassignment in accordance with AFI 36-2110, or administrative discharge in accordance with AFI 36-3209. (T-2) **Note:** It is possible to retain reservists as a mobilization resource only under the conditions authorized by AFI 36-2110.

4.15. PALACE CHASE OBLIGATORS. A PALACE CHASE obligator who fails to satisfactorily participate must be reported to Air Force Personnel Center in accordance with AFI 36-3205 for possible activation and reassignment to a Regular Air Force position in accordance with the original PALACE CHASE (i.e., voluntary active duty) agreement in Automated Records Management System. (T-1)

4.16. Illness or Injury During Inactive Duty Training. If a reservist is injured or becomes ill during Inactive Duty Training, there is no need to report to the Reserve Medical Unit or Regular Air Force Military Treatment Facility. Sick call is not provided by Reserve Medical Units because their mission is to train and provide physical exam support. Commanders should excuse the remaining portion of Inactive Duty Training period(s) which the reservist is incapable of performing. The reservist doesn't receive pay but does receive points-only credit for the Inactive Duty Training period provided the duration of training has met or exceeded 2 hours in duration (reference [paragraph 4.9](#)). A change to a reservist's physical profile is not necessary unless the medical/dental condition is disqualifying for continued military duty beyond the Inactive Duty Training period(s). However, all medical records should be submitted by the member to the Reserve Medical Units within 5 duty days so consideration of a Duty Limiting Condition IAW AFI 10-203, *Duty Limiting Conditions*, can be made. If warranted, initiate a line of duty determination IAW AFI 36-2910. Urgent/emergent care bill issues should be coordinated between member, the Reserve Medical Unit, and TRICARE.

Chapter 5

ANNUAL TOUR/TRAINING

5.1. Annual Tour/Training. Annual training is a category of active duty for training and is used to provide structured individual and/or unit training to reservists. Annual training is the minimal period of training a reservist has to perform each year to satisfy the training requirements associated with their assignment. The primary purpose of annual training is to provide individual and/or unit readiness training, but annual training may support active component missions and requirements. Annual training may provide support to RegAF missions and requirements, but may not be performed in an imminent danger area. Annual training may be required for all members of the Ready Reserve, excluding AGRs. Members of the Selected Reserve will perform annual training. **(T-2)** For all members of Selected Reserve units annual training will not be for less than 14 calendar days (exclusive of travel time) each year pursuant to requirements in Title 10 USC § 10147. **(T-0)** Individual mobilization augmentees (IMAs) are required to perform a minimum of 12 calendar days of annual training each year in accordance with DoDI 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*. **(T-0)** Support to mission requirements, (i.e., Operational Support (OS)) may occur as a consequence of performing annual training. Participating Individual Ready Reserve members Admissions Liaison Officers (ALOs) are allowed to complete 12 AT days if they choose for points only.

5.2. Eligibility for annual training. See **Table 1.1.** for the annual training authorizations and requirements and **Table 2.1.**, **Table 2.2.**, and **Table 2.3.** for pay eligibility. A reservist does not have to perform annual training in a FY if gained to the Selected Reserve after 31 March. **(T-2)** Air Force Reserve unit or RIO detachment commanders determine annual training schedules and may also excuse a Traditional Reservist gained to the unit after it has already conducted all of its annual training. For individual reservists, the supervisor determines annual training schedule in coordination with the applicable commander.

5.3. Ineligibility for annual training. Reservists are not eligible for annual training if their mandatory separation date or the end of their term of enlistment is before the scheduled end of the annual training. **(T-2)**

5.4. Travel Restrictions. Travel restrictions are contained in **Table 5.1.**

5.5. Travel Limitations. When required, a maximum of 4 travel days may be authorized per fiscal year. To save travel days, supervisors may permit reporting as late as 1159 hours on the first duty day and release as early as 1201 hours on the last duty day.

5.6. Approval Authority for annual training. Approval authority for annual training is the reservist's AFR commander; however, for centrally managed Individual Reservists, the applicable Air Force Reserve RIO detachment commander must obtain the concurrence of the applicable AFRC Career Field or MAJCOM Functional Manager. **(T-2)** Routine annual training is limited to normal expenses incurred to send the individual reservist to their authorized training location. Annual training funding management is still the responsibility of Air Force Reserve unit or RIO detachment commanders and they can be held accountable for misuse.

5.7. Requesting annual training.

5.7.1. All reservists must have their annual training order(s) published by 30 June each FY unless otherwise directed by AFRC's Financial Management Board. **(T-1)**

5.7.2. Individual Reservist request annual training through the Air Reserve Orders Writing System-Reserve. Final approval is by ARPC's Financial Analysis Division (ARPC/FMA). Air Reserve Orders Writing System-Reserve requests input after 31 May have to include justification/explanation for the late request for approval from HQ RIO/CC or a designated representative. **(T-2)** The annual training should conform with the duty hours of the unit involved and be scheduled to maximize productivity (i.e., avoid regularly scheduled (e.g., federal holiday) passes).

5.7.3. If a reservist completes annual training but later in the same year is reassigned to a category A (traditional) unit that would serve as a mobilized unit, and that unit has not yet had its annual training, the applicable AFRC NAF may waive the 15-day FY limitation so the reservist may train with the new unit. Annual training, including travel, may not extend from one FY to the next FY.

5.7.4. Direct a reservist to perform annual training prior to the issuance of an Air Reserve Orders Writing System-Reserve order only in unusual circumstances. A reservist's Air Force Reserve unit or RIO detachment commander has to give verbal approval prior to performance of annual training without an Air Reserve Orders Writing System-Reserve order. **(T-2)**

5.8. School Substitution of annual training. Reservists cannot attend formal schools in annual training status. **(T-2)** It is not recommended to substitute other Active Duty for Training for annual training; however, there are circumstances when it may be warranted. Substitutions have to be approved in advance. To substitute for entire annual training (exclusive of travel days), the Active Duty for Training has to be for the same consecutive length of time or longer than the reservist's annual training requirement. Partial annual training substitutions are authorized; however, the remainder of the annual training requirement still has to be performed. Approval authority for substitution rests with the HQ RIO/CC, or designated representative, for Individual Reservists; however, for centrally managed Individual Reservists, the applicable detachment commander must obtain concurrence of the applicable AFRC Career Field or MAJCOM Functional Manager. For traditional reservists, approval rests with the wing commander or higher. **(T-2)**

5.9. Air and Space Expeditionary Force Substitution of annual training.

5.9.1. Substitutions are approved in advance by the Traditional Reservist's Commander. Individual reservists obtain approval from their detachment commander for the first and second substitution and thereafter HQ RIO/CC; however, for centrally managed Individual Reservists, the applicable detachment commander must obtain concurrence of the applicable AFRC Career Field or MAJCOM Functional Manager. **(T-2)** The excusal process may be used for after-the-fact submissions in accordance with [paragraph 1.4](#).

5.9.2. Active Duty for Operational Support in support of Aerospace Expeditionary Force missions may be substituted for the annual training requirement if approved in advance. Commanders having a need for reservists to perform annual training in addition to Active Duty for Operational Support for an Aerospace Expeditionary Force mission, may do so only if the member volunteers.

5.9.3. Active Duty for Operational Support in support of an Aerospace Expeditionary Force mission is defined as any tour of duty in which a reservist deploys in support of a contingency operation. The reservist may augment base support operations for an Airman that is forward

deployed for an Aerospace Expeditionary Force and this is called home station support. Home station (or backfill) support for an Aerospace Expeditionary Force occurs when the Regular Air Force, Air National Guard (ANG) or AFRC requests an augmentee for base support operations to replace an assigned Regular Air Force or Air Reserve Component Airman who is deployed forward in support of an Aerospace Expeditionary Force. Whenever low density/high demand assets (e.g., Rivet Joint) participate with an Aerospace Expeditionary Force, this active duty falls under the definition of an Aerospace Expeditionary Force tour. Any reservist fulfilling the above criteria is credited with an Aerospace Expeditionary Force tour. **(T-2)**

5.10. Ordering a Reservist to Annual Training. The reservist is encouraged to volunteer for annual training; however, pursuant to 10 USC § 12301(b), annual training may be ordered involuntarily by a commander. In such cases, the reservist must receive at least 30-calendar days advance notification. **(T-1)**

5.11. Split Annual Training. Splitting annual training is an option for Air Force Reserve unit or RIO detachment commanders when it is in the best interest of the AF. Use split annual training only to accommodate special mission or training requirements.

5.11.1. Do not schedule Other Training Duty, Active Duty for Operational Support, or annual training with Inactive Duty Training solely for the purpose of funding a reservist's travel to or from the place of Inactive Duty Training. **(T-2)** For Individual Reservists, the supervisor must provide justification for the split annual training in the remarks section of the order request (for travel limitations see [paragraph 5.4](#)). **(T-2)** However, Inactive Duty Training may only be performed in conjunction with annual training a maximum of two times per FY, when travel is involved. **(T-2)**

5.11.2. An Individual Reservist may not split annual training when travel overseas is involved (except Hawaii, Alaska, and US territories and possessions). **(T-2)** The assigned/attached unit commander may request an exception by submitting full justification to the Individual Reservist's detachment commander who forwards it to HQ RIO/CC for approval; however, for centrally managed Individual Reservists, the applicable Air Force Reserve unit or RIO detachment commander must obtain concurrence of the applicable AFRC Career Field or MAJCOM Functional Manager. **(T-2)**

5.11.3. Annual training for Traditional Reservists is the responsibility of the unit commander. Air Force Reserve unit or RIO detachment commanders will establish and maintain a written method for tracking each Traditional Reservist who splits their annual training. **(T-1)** Commanders may delegate down to section chiefs the authorization to monitor, project, and report any discrepancies to the unit commander for waiver approval/disapproval.

Table 5.1. Other Training Duty, Active Duty for Operational Support, and Annual Training Travel Restrictions.

Rule	A	B	C
	If a reservist	and the training requirement	then the reservist may (1)
1	is assigned to an Air Force Reserve unit and resides within the Continental United States	is programmed and approved in advance according to current programming cycles (2)	train outside the Continental United States
2		authorizes the member to participate in over water training flights and approved exercises or maneuvers, which are conducted in whole or in part within Continental United States	
3	is assigned to an Air Force Reserve unit and resides outside the 50 states or non-foreign Outside the Continental United States area	is programmed and approved in advance according to current programming cycles (2)	train within the Continental United States
4		authorizes the reservist to participate in over water training flights and approved exercises or maneuvers, which are conducted in whole or in part within	

		Continental United States	
5	is assigned to an Air Force Reserve unit	is located at a station other than their unit of assignment	be ordered to active duty at the station where training is to be performed. For multiple locations, the reservist is ordered to the first duty location with an itinerary showing other training locations (3)
6	is an Individual Reservist	requires travel overseas (including Hawaii and Alaska)	train at the overseas location with the concurrence of the applicable commander and approved waiver (4)
7		is at a location other than the unit of assignment or attachment	train at the alternate site if approved by the applicable commander
8		involves duty at various locations that are known in advance	be ordered to active duty at the first duty location with an itinerary showing the other training locations, if approved by the applicable Air Force Reserve unit or RIO detachment commander(5)

NUMBERS IN PARENTHESIS REFERENCE NOTES

NOTES:

1. Except when this table authorizes, a commander may not order a reservist to duty and then place the reservist on temporary duty at another location for the full period of Other Training Duty , Active Duty for Operational Support, or Annual Training. When a reservist reports to a location for the sole purpose of transportation to an Other Training Duty, Active Duty for Operational Support, or Annual Training site, the Active Duty order contains reporting instructions in the "Remarks" section (see note 3 for the deployment of a unit for Annual Training). **(T-2)**
2. A training requirement programmed in advance is primarily mission related and independent of the reservist who is to receive the training. Also, program travel funds in advance (included in the current year appropriation) to support such a requirement. For an Individual Reservist assigned to a General Officer position, send a request for advanced approval to AF/REG through ARPC/DPA. **(T-2)**
3. Include time required for unit deployments in the duration of Annual Training and credit toward the 14- day requirement.
4. Waiver Authority: Individual Reservists assigned/attached to overseas locations do not require a waiver to travel to their unit. For Annual Training at a location other than the assigned/attached unit, a waiver is required. **(T-2)** For Individual Reservists not assigned to overseas locations, the applicable commander must provide justification to HQ RIO/CC for approval, unless the agency requesting overseas training uses military air space available travel or otherwise funds the overseas travel and per diem. **(T-2)**. Justifications include unique

nature of training and reasons why similar training cannot be provided at unit of assignment/attachment or without incurring overseas travel.

5. Variations in itinerary are not to be used in lieu of adequate planning, nor is it interpreted as granting blanket travel authorization. **(T-2)** They should be authorized only when essential for training or the success of the mission. Do not authorize variations in an order when the purpose is to attend a school or course of instruction except when unspecified field trips or flight training courses are necessary and authorized by the Education and Training Course Announcement (ETCA) website (i.e., <https://www.my.af.mil/etcacourses/>). **(T-2)** The approval authority cited in the Air Force Form 1289, *Application for Active Duty Training (Reserve Personnel Appropriations Tour)*, section IV, and web orders transaction system request has to provide justification for "Variations in Itinerary" or travel to more than one location and forward with the Annual Training application. Variations required after publication of orders are the responsibility of the unit and are accomplished using DD 1610, *Request and Authorization for Temporary Duty Travel of DoD Personnel*.

Chapter 6

ACTIVE DUTY FOR OPERATIONAL SUPPORT

6.1. Definition of Active Duty for Operational Support. In accordance with DoDI 1215.06, Active Duty for Operational Support includes all voluntary active duty performed pursuant to 10 USC § 12301(d) other than Active Guard/Reserve duty. This includes all 1-year or multi-year voluntary periods of active duty service by reservists. Active Duty for Operational Support may be funded by Reserve Personnel Appropriation for projects that directly support reserve component programs in which training for the reservist itself is not the primary objective, but a significant outcome. Active Duty for Operational Support projects include annual screening, unit conversion to new weapons systems, projects supporting study groups, training sites and exercises, short-term mission projects, administrative support functions, conferences, staff visits, and counter drug missions.

6.2. Active Duty Sanctuary. “Sanctuary” means that any reservist who attains 18 (but less than 20) years of active duty while serving on active duty (other than for training) must be retained on active duty unless voluntarily separated, is medically disqualified for continued service, or is discharged for cause. **(T-2)** Reservists must waive sanctuary entitlement prior to the beginning of active duty (other than for training) of less than 180 calendar days, or the reservist will not be authorized to perform the active duty. **(T-2)** A reservist cannot waive sanctuary entitlement for an active duty order greater than 179 calendar days so the reservist may not be authorized to perform the active duty or may be required to have consecutive orders with a waiver for each order under 180 calendar days. **(T-2)** To provide oversight, Air Reserve Orders Writing System-Reserve initiates a commander’s Hard Hold for approval of active duty order(s) if the reservist has more than 16 years of total active federal military service. **(T-2)** Sanctuary statements of understanding are required for reservists performing Active Duty for Operational Support (other than for training) if the reservists have accrued 16.5 years of Total Active Federal Military Service. **(T-2)** See AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*. **(T-2)**

6.3. Eligibility Active Duty for Operational Support.

6.3.1. Only reservists in certain training categories (see [Table 2.1.](#) and [Table 2.2.](#)) are authorized to perform Active Duty for Operational Support.

6.3.1.1. FY requirements (see [Table 1.1.](#)) will be performed, scheduled, substituted, or waived prior to a reservist performing Active Duty for Operational Support for less than an entire FY. **(T-2)** On each Active Duty for Operational Support order request, the requester will place the statement “All FY participation requirements have been performed, scheduled, substituted, or waived. I understand all leave actions must be processed in accordance with AFI 36-3003 and an Active Duty for Operational Support order will not be extended beyond the original termination date for leave purposes.” **(T-2)**

6.3.1.2. Pregnancy and the Military Parental Leave Program (MPLP). The MPLP consists of the following forms of non-chargeable leave following a qualifying birth event or adoption for covered service members: Maternity Convalescent Leave, Primary Caregiver Leave, and Secondary Caregiver Leave. **(T-2)** A pregnant reservist in an Active Duty for Operational Support status has the responsibility to immediately notify her supporting medical unit, immediate supervisor, and applicable (i.e., permanent, supported)

commander(s) and/or director(s) of pregnancy. Reservists determined to be pregnant while in an Active Duty for Operational Support status can request curtailment of the order through the supported unit commander or director. Reservists determined to be pregnant shall ordinarily be permitted to continue serving in an Active Duty for Operational Support status as long as there is a valid requirement and the reservist's AF Form 469 does not prohibit the reservist from performing the particular Active Duty for Operational Support duty required. Active Duty for Operational Support orders will not be extended beyond the original termination date for pregnancy or any leave purposes; however, Active Duty for Operational Support orders may be extended if there is a valid requirement, if funding is available, and with applicable (i.e., permanent, supported) commander(s) and/or director(s) approval. **(T-2)**

6.3.1.2.1. Reservists must present a current AF Form 469 within 3 duty calendar days to the supported commander or director to determine whether any specified duty limitations will prevent the reservist from performing the normal duties required under the call or order to active duty. **(T-3)** Activation and/or continued Active Duty for Operational Support is contingent upon the reservist's ability to maintain access to obstetric care. Provisions for obstetric care must be arranged within a reasonable travel distance of the duty location, as determined by a military medical provider. The supported commander or director may curtail the Active Duty for Operational Support order, notwithstanding whether the reservist is able to perform the duties of the order, if obstetric care is not available, if medical personnel are not capable of managing early complications of pregnancy, or if the pregnancy is "high risk". **(T-2)**

6.3.1.2.1.1. If the supported commander or director determines the reservist's duty limitation(s) do not prevent performance of the Active Duty for Operational Support order's expected duties, the reservist may be activated or continued on the Active Duty for Operational Support order.

6.3.1.2.1.2. Costs normally associated with maternity and infant care (i.e., medical and surgical care incident to pregnancy, including prenatal care, delivery, postnatal care, treatment of complications of pregnancy, inpatient newborn) and post-natal convalescent leave shall not be considered when making a duty determination. **(T-2)** If the supported commander or director determines the reservist's duty limitation(s) interfere or are not consistent with the duties to be performed during the Active Duty for Operational Support order, the supported commander or director may curtail the reservist's order or, at the reservist's request, seek other Active Duty for Operational Support opportunities for which the reservist may be qualified to perform. If the Active Duty for Operational Support order is curtailed, the effective date will be 45 calendar days after receipt of the limitation notification.

6.3.1.2.2. Leave. All leave must be processed in accordance with AFI 36-3003. **(T-1)**

6.3.1.2.2.1. If the reservist meets the Department of Defense's (DoD) maternity leave threshold of a call or order(s) to active duty for a continuous period of at least 12 months, the reservist will be entitled to 84 consecutive, calendar days of non-chargeable maternity leave or as much as the Active Duty for Operational Support order termination date permits. **(T-0)** Maternity leave will be granted in all cases

where eligible reservists apply for it. **(T-0)** Unused maternity leave at the end of the Active Duty for Operational Support order shall be forfeited. **(T-1) Note:** An interruption of a call or order(s) to active duty for a continuous period of at least 12 months (e.g., change to an Inactive Duty Training status) will constitute a break and negate the 12-month continuous period (i.e., eligibility for maternity leave).

6.3.1.2.2.2. If the reservist does not meet the DoD's maternity leave threshold, the reservist may use accrued ordinary leave after the date of birth. If the reservist wants to use all or some accrued ordinary leave, the unit will curtail the order to that date. **(T-2)** If the reservist does not have any ordinary leave or does not want to use ordinary leave after the Date of Birth, the unit will curtail the Active Duty for Operational Support order to the Date of Birth. **(T-2)**

6.3.1.2.3. Continuity of Medical Care.

6.3.1.2.3.1. Transition Assistance Medical Program. Reservists being deactivated from a contingency related Active Duty for Operational Support order of more than 30 calendar days may be eligible for 180 calendar days of transitional health care.

6.3.1.2.3.2. TRICARE Reserve Select. Reservists that are not eligible for Federal Employees Health Benefits (Federal Employees Health Benefits), may use TRICARE Reserve Select for healthcare coverage between periods of active duty.

6.3.1.2.3.3. Secretarial Designee Status. A pregnant reservist being deactivated after more than 30 calendar days of Active Duty for Operational Support, may apply for Secretarial Designee status at her nearest military hospital or clinic for care. If awarded, they would be able to get care at a military hospital or clinic as a Secretarial Designee, but not in the purchased care sector. Since all three armed services support the Secretarial Designee program, the pregnant reservist could use another service's Military Treatment Facility through reciprocity. This program is covered in AFI 41-210 *TRICARE Operations and Patient Administration Functions*.

6.3.2. Reservists assigned to the Obligated Reserve, Nonaffiliated Reserve Section, Inactive Status List Reserve Section, Retired Reserve, or Nonobligated Nonparticipating Reserve Personnel Section may not perform Active Duty for Operational Support. **Exception:** Reservists assigned to the Nonaffiliated Reserve Section due to being a key employee may take part in Active Duty for Training and Active Duty for Operational Support as long as it is at no cost to the government.

6.3.3. End-strength accounting laws limit reservists serving in an Active Duty for Operational Support status. In accordance with Title 10 U.S.C., Section 115, *Personnel Strengths: Requirement for Annual Authorization*, and DoDI 1215.06, reservists with Active Duty for Operational Support order(s) totaling more than 3 consecutive years must be accounted for in the AF's active duty end-strength on the first day of active duty. **(T-0)** Also, reservists in an Active Duty for Operational Support status and with more than 1,095 calendar days of active duty and full-time National Guard duty in the previous 1,460-day period must be accounted for in the AF's active duty end-strength. **(T-0)**

6.3.3.1. The 1,460-day period is a revolving time frame and the same as that used for Personnel Tempo accounting; however, in accordance with 10 USC § 115(i), all Active

Duty for Training, Initial Active Duty for Training, Presidential recalls, and mobilization are exempt from the count. (T-0)

6.3.3.2. The cumulative periods of active duty performed by the member exceeding 1,095 calendar days in the previous 1,460-day period, are accountable against active duty strengths (i.e., active component or Active Guard/Reserve) consistent with pay appropriations when the 1,095-day threshold is crossed, pursuant to Title 10 U. S. C., Section 115. (T-0)

6.4. Training Category Codes. Commanders or their designated representatives have the authority to determine the appropriate Training Category Code to be used for Active Duty for Operational Support and must make sure appropriate Training Category Codes (TCC) are placed on all Active Duty for Operational Support orders. (T-1) The TCCs are listed in [Attachment 3](#).

6.5. Scheduling Active Duty for Operational Support.

6.5.1. Schedule Active Duty for Operational Support to conform with the local duty hours. Active Duty for Operational Support is usually planned to coincide with the availability of training supervisors, aircraft, or equipment. Reservists on Active Duty for Operational Support for a period of time for which the requirement overlaps holidays or weekends, have to be on continuous orders until completion of training or requirement. This does not negate the requirement for any necessary manday waiver authority. Under no circumstances are reservists performing Active Duty for Operational Support to be released during holidays or weekends and ordered to active duty again the following duty day to resume augmentation for the same duty/project. (T-1) This is to protect the reservist and dependents (i.e., ensure no disruption of associated benefits and entitlements).

6.5.2. Under no circumstances should Active Duty for Operational Support be combined with Inactive Duty Training solely for the purpose of providing travel expenses to the Inactive Duty Training location. (T-2) Commanders and supervisors should ensure all Active Duty for Operational Support performed in conjunction with Inactive Duty Training can be substantiated by a valid support or training requirement.

6.5.3. Reserve Personnel Appropriation-funded non-Active Guard/Reserve active duty cannot be used in combination with any Military Personnel Appropriation funded Active Duty for Operational Support, and cannot be used for the same mission. (T-1) In other words, Air Force MAJCOMs, units, or agencies cannot circumvent manpower authorization levels by using a combination of different types of active duty. (T-1) AFI 36-2619, *Military Personnel Appropriation Manday Program*, provides further guidance.

6.5.4. Active Duty for Operational Support orders (to include those processed in accordance with AFI 36-2002 or AFI 36-2008) have to be processed via Air Reserve Orders Writing System-Reserve. Individual Reservists will submit an order request electronically through Air Reserve Orders Writing System-Reserve at least 30 calendar days before the start date for publication of an order. (T-1)

6.5.4.1. For reservists assigned to the Selected Reserve, do not approve Active Duty for Operational Support order for the last quarter of the FY if the reservist's FY participation requirements have not been met, not scheduled to be met or not waived by the appropriate authority. (T-2)

6.5.4.2. Send a copy of all Active Duty for Operational Support orders for Traditional Reservists assigned to General Officer positions to AF/REG.

6.5.5. Procedures for Officers in Mobilization Assistant positions.

6.5.5.1. A Mobilization Assistant who is assigned to a General Officer position must process a request for an Active Duty for Operational Support order to HQ RIO for action at least 30 calendar days before the start date for publication of an order. **(T-1)**

6.5.5.2. An AF Form 1289, a memorandum, or electronic mail containing all the same pertinent data, including the primary point of contact (name and telephone number), may be used to request an Active Duty for Operational Support order.

6.5.5.3. Send a copy of all active duty orders for MAs who are in Commander and General Officer positions to AF/REG.

6.6. Specific Active Duty for Operational Support Exceptions.

6.6.1. Counterdrug Support. AFRC/A3's Current Operations Division's Counterdrug Support Branch (AFRC/A3OH) is responsible for the coordination, advertising and selection process of counterdrug Active Duty for Operational Support requirements. Application packages are vetted through AFRC/A3OH to the respective hiring agency for selection. Once a reservist is identified to fill a position, AFRC/A3OH drafts and transmits an order authorization memorandum containing work center and training code information to the reservist's unit. The Active Duty for Operational Support is charged to the Air Reserve Orders Writing System-Reserve counterdrug work center code specified in the order authorization memorandum. AFRC/A3 approves the release of funds to the unit for the Active Duty for Operational Support.

6.6.2. Special Restrictions on Utilization of Reserve Personnel Appropriations funded Active Duty for Training in Conjunction With Commercial or Contract Activities. When On-the-Job Training or proficiency training is available only through participation with a commercial, contract activity:

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

6.6.2.2. The reservist's military or Department of the Air Force civilian supervisor certifies duty pay.

6.7. Action Taken on Completion of Active Duty for Operational Support. The AF Form 938 (computer-generated or hard copy) is signed by the reservist, certified by the individual who supervised the training, and sent to the reservist's designated Reserve Pay Office within 5-workdays after the Active Duty for Operational Support is completed. **(T-1)**

Chapter 7

MILITARY FUNERAL HONORS AND FUNERAL HONORS DUTY

7.1. Military Funeral Honors. This ceremonial paying of respect is the final demonstration a grateful nation can provide to the veteran's family.

7.2. Definition of Funeral Honors Duty. Funeral Honors Duty is the term used for inactive duty or training associated with the performance/provision of Military Funeral Honors. Funeral Honors Duty includes both the preparation for and the actual performance of funeral honors functions at the funeral of a veteran as defined in Title 10 U.S.C. section 1491, *Funeral Honors Functions at Funerals for Veterans*. Although Funeral Honors Duty status is inactive duty in accordance with Title 10 U.S.C., Section 12503, *Ready Reserve: Funeral Honors Duty*, it does not count towards the minimum training period requirements in **Table 1.1**. Members of the Ready Reserve may perform Funeral Honors Duty in a voluntary status pursuant to the provisions of DoDI 1215.06. No more than one Funeral Honors Duty period will be performed in a day. Funeral Honors Duty will include a minimum of 2 hours of duty during a day, including travel, for the performance of duty or preparation or training for duty. Service credit for this duty will be pursuant to Title 10 U.S.C. section 12732(a)(2)(E), *Entitlement to Retired Pay: Computation of Years of Service*. This duty may be performed in either a pay or non-pay status. If in a pay status, the member will be paid an allowance for Funeral Honors Duty pursuant to DoDI 1215.06. **(T-0)** In no case may the performance of funeral honors or the preparation for such honors be considered a period of IDT. **(T-0)**

7.2.1. Responsibility for Military Funeral Honors Section/Funeral Honors Duty. AFRC/A1 provides AFRC overall oversight and program management; however, the Reserve Advisor to AF Services Agency (AFSVA/CCR) provides centralized Military Personnel Appropriation funding for Military Funeral Honors Section/Funeral Honors Duty related Active Duty for Operational Support.

7.2.2. Program management and procedures for conducting Funeral Honors Duty can be found in AFI 34-501, *Mortuary Affairs Program*.

7.3. Eligibility to Perform Funeral Honors Duty. Only reservists in training categories A, B, and E are authorized to perform Funeral Honors Duty.

7.3.1. Funeral Honors Duty and/or preparation for Funeral Honors Duty must be no less than 2 hours to receive credit. **(T-2)**

7.3.2. Funeral Honors Duty is limited to those who reside within 50 miles of the Funeral Honors Duty and/or preparation location(s). **Note:** Reservists can support Military Funeral Honors Section or training 50 miles or beyond their residence via Military Personnel Appropriations funded Active Duty for Operational Support through AFSVA/CCR.

7.4. Use of Funeral Honors Duty Status.

7.4.1. Use of Funeral Honors Duty status is for the purpose of providing Funeral Honors Duty support and is strictly voluntary and may be paid or points-only participation.

7.4.2. Election of performing Funeral Honors Duty in paid status entitles the reservist to a day of base pay for each day of Funeral Honors Duty and/or preparation for Funeral Honors Duty.

7.4.3. Use of Funeral Honors Duty status entitles a reservist to one retirement point for each day of Funeral Honors Duty and/or preparation for Funeral Honors Duty. Retirement points earned in support of Funeral Honors Duty can result in the reservist exceeding the 130 inactive duty points per Retention/Retirement (Retention/Retirement) year limitation (reference [para 2.3](#).) **Note:** For accounting purposes, Funeral Honors Duty retirement points are tracked separately under the Point Credit Accounting and Reporting System.

7.5. Authorization for Funeral Honors Duty Status.

7.5.1. Reservists must be authorized to perform Funeral Honors Duty via an AF Form 40B. **(T-2)**

7.5.2. AF Form 40B will be used to submit for pay (if authorized) and points. **(T-2)**

7.5.2.1. AF Form 40B should be submitted to the reservist's respective Reserve Pay, with copy to the reservist's AFR Commander. A copy of this form should be provided to AFSVA/CCR for accounting purposes as well.

7.5.2.2. A single AF Form 40B may be used for Funeral Honors Duty performed on consecutive calendar days.

7.5.3. There is no limitation (other than fiscal constraints) on the amount of Funeral Honors Duty performed by any reservist.

7.5.4. Funeral Honors Duty status cannot be used to substitute for any statutory participation requirement.

7.5.5. Optional Form (OF) 1164, *Claim for Reimbursement for Expenditures on Official Business*, may be submitted for reimbursement for travel in conjunction with Funeral Honors Duty.

7.6. Status of Reservists Conducting Military Funeral Honors Section in Other Than Funeral Honors Duty Status. Military Funeral Honors Section and preparation for Military Funeral Honors Section may be performed in a variety of military status. Air Reserve Technicians are permitted to perform Funeral Honors Duty; however, cannot do so in a civil service capacity (i.e., must do so in their Traditional Reserve capacity and in a military status other than Inactive Duty Training or Active Duty for Training). All statuses listed below are permitted to perform Military Funeral Honors Section. **Note:** While Air National Guard members also serve in the Active Guard and Reserve program, the statuses below refer only to members of the Air Force Reserve.

7.6.1. Active Guard/Reserve. Active Guard/Reserve may perform Military Funeral Honors Section in the same manner as Regular Air Force Airmen (e.g., additional duty).

7.6.1.1. Active Guard/Reserve are not entitled additional compensation for Funeral Honors Duty. They draw their normal pay and allowances for the duty day in which Funeral Honors Duty is performed.

7.6.1.2. Active Guard/Reserve are entitled to travel (unless government transportation is provided) and per diem expenses in support of Funeral Honors Duty or preparation for Funeral Honors Duty.

7.6.1.3. Active Guard/Reserve must have a travel order to support Funeral Honors Duty. **(T-2)** Lodging and per diem is authorized if overnight travel is necessary to preposition

member for Funeral Honors Duty or if Funeral Honors Duty extends beyond normal duty hours (including travel to and from Funeral Honors Duty site).

7.6.2. Active Duty for Operational Support . Only reservists in training categories A, B, and E (see [Table 2.1.](#) and [Table 2.2.](#)) are authorized to take part in Active Duty for Operational Support. Therefore, only reservists in these training categories may perform Active Duty for Operational Support to support Military Funeral Honors Section. Furthermore, Active Duty for Operational Support for Military Funeral Honors Section is limited to Military Personnel Appropriations funded orders through AFSVA/CCR.

7.6.3. Military Personnel Appropriations order authority is subject to limitations outlined in AFI 36-2619.

7.6.3.1. Reservists on Military Personnel Appropriations funded Active Duty for Operational Support are not entitled to additional Funeral Honors Duty compensation. They draw their normal Active Duty for Operational Support pay and allowances for the duty day in which Military Funeral Honors Section are performed.

7.6.3.2. Reservists on Military Personnel Appropriations funded Active Duty for Operational Support to support Military Funeral Honors Section are entitled to travel (unless government transportation is provided) and per diem expenses. Lodging and per diem is authorized if overnight travel is necessary to preposition member for Military Funeral Honors Section or if Military Funeral Honors Section extend beyond normal duty hours (including travel to and from the location of Military Funeral Honors Section).

7.6.3.3. Active duty sanctuary provisions apply.

Chapter 8

OTHER TRAINING DUTY

8.1. Definition of Other Training Duty. Other Training Duty is authorized to provide for full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs.

8.1.1. Use Other Training Duty to supplement annual training, Initial Active Duty for Training, and Inactive Duty Training when the reservist requires additional training to achieve or maintain a required skill or skill level in their assigned Air Force Specialty Code. **Note:** Use Active Duty for Operational Support to provide direct staff support to Air Reserve Component programs. **(T-2)**

8.1.2. Other Training Duty may be used to maintain or increase the reservist's mobilization readiness in support of AFR needs. Authorized Other Training Duty must provide a primary training content involving organized and planned specialized skill training, flight training, combat crew training, unit conversion training, refresher and proficiency training, officer acquisition training, professional development education programs, etc.

8.2. Eligibility for Other Training Duty.

8.2.1. Only reservists in training categories A, B, F, J, and P (see [Table 2.1.](#) and [Table 2.2.](#)) are authorized to take part in Other Training Duty. On Other Training Duty (Special) order requests, the requester must place the statement — “All fiscal year participation requirements have been performed, scheduled, substituted, or waived”. **(T-1)**

8.2.2. A reservist is not eligible to take part in Other Training Duty (other than formal schools) if:

8.2.2.1. Reservist possesses 1-level Control Air Force Specialty Code.

8.2.2.2. Reservist is within 6 months of mandatory discharge or retirement.

8.2.2.3. Reservist does not have retainability prescribed by the Education and Training Course Announcement (ETCA).

8.2.2.4. Reservist's FY requirements have not been met or are not scheduled to be met and reservist is assigned to the Selected Reserve and the Other Training Duty order would be in the last quarter of the FY.

8.3. General Guidelines for Other Training Duty.

8.3.1. Commanders or their designated representatives have the authority to determine the appropriate Training Category Codes to be used for Other Training Duty and must make sure appropriate TCCs are placed on all Other Training Duty orders. The TCCs are listed in [Attachment 3.](#)

8.3.2. Reservists are allowed to participate in AFRC-level or higher morale, welfare, and recreation events sanctioned by the Air Force. **(T-2)** Permissive Temporary Duty orders can only be issued to reservists in a non-pay, points-only Other Training Duty status at no appropriated fund cost to the government for events which do not require selection by the Air Force or a national governing body but require an active duty status to participate. **(T-2)**

8.3.2.1. Permissive Temporary Duty, while at no appropriated fund cost to the government, will allow standby military travel and non-reimbursable lodging support. Travel from the reservist's unit to the participation site is at the reservist's expense and is not reimbursable. For reservists who wish to participate in these programs, orders to Other Training Duty in non-pay, points-only status must be approved by AFRC/CD. **(T-2)** Training Category Code "HA" applies. For athlete submission instructions, contact AFRC/A1. Selection will be on a case-by-case basis.

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

8.3.2.3. Reservists will be selected to attend the Interallied Confederation of Reserve Officers /Interallied Confederation of Reserve Medical Officers military competition through the Reserve School Selection Board process. Training Category Code — "HB" applies. For reservists, AFRC/A1 will notify the reservist's Air Force Reserve unit or RIO detachment commander for coordination and to have orders published for paid and permissive Temporary Duty.

8.3.3. Other Training Duty will not be used in combination with Active Duty for Operational Support for the same event. **(T-2)** In other words, a MAJCOM, unit, or agency cannot circumvent manpower authorization levels through continuous Active Duty for Operational Support application, using a combination of Other Training Duty and Active Duty for Operational Support. **(T-2) Note:** Reservists performing Active Duty for Operational Support in accordance with AFI 36-2619 may not attend upgrade training (e.g., Air Force Specialty Code training (officer or enlisted), formal schools, Professional Military Education seminars, technical training, contractor course (e.g., Franklin Quest), or courses offered at universities or high schools). **(T-2)** However, reservists may attend training when specifically required for the Military Personnel Appropriation tour. For waiver process of Military Personnel Appropriations funded Active Duty for Operational Support see AFI 36-2619.

8.3.4. Reservists on Other Training Duty for a period of time for which the training or requirement will overlap holidays or weekends, or includes mandated technical phase training, must be on continuous orders until completion of training or requirement. **(T-2)** This does not negate the requirement for any necessary Active Duty for Operational Support waiver authority.

8.4. Guidelines for Providing Formal School Training. The following are responsibilities for providing formal school training and is applicable to all reservists and civil servants:

8.4.1. AFRC formal training requirements are supported by Regular Air Force and other service schools. Unless specified by a course owner, a reservist is eligible to attend the same classes as a Regular Air Force Airman.

8.4.2. Air Force Reserve quotas for schools conducted by AETC, other MAJCOMs, services, and government agencies are processed by AFRC/A1KE with the exception of Total Force Officer Training quotas which are processed by ARPC's Accession Division (ARPC/DPAR). Individuals and units will NOT contact schools directly regarding availability of quotas, class dates, or other school information. **(T-2)** The applicable Force Support Squadron or

equivalent, must contact AFRC/A1KE or ARPC/DPAT for school information. (T-2) For Individual Reservists, contact RIO Detachment and/or ARPC/DPAT for school information. Any course which requires the potential obligation of AFRC central funding must be approved by AFRC/A1KE prior to attendance. (T-2) Any student allowed to proceed to a course of instruction without prior approval or a valid Training Line Number will not be centrally funded. (T-2)

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

8.5. Other Training Duty (School) Eligibility. A reservist takes part in Other Training Duty for school to keep or increase proficiency in the duty Air Force Specialty Code or wartime tasking. A reservist must:

8.5.1. Meet all prerequisites for the course. (T-2) **Note:** When unqualified students are allowed to proceed to a centrally funded formal course and subsequently returned to home station, the respective unit will pay all costs. (T-2) A student is unqualified if failing to meet specific course prerequisites, fitness or physical requirements, Armed Service Vocational Aptitude Battery qualification scores, or any other requirements set by the Education and Training Course Announcement or additional course announcements. (T-2) All central funds previously disbursed will be returned. (T-2)

8.5.2. Meet the medical standards in AFI 48-123. (T-2) Physical examinations for flying courses must be certified by AFRC/SG before requesting a school allocation. (T-2)

8.5.3. Reservist must have a current fitness assessment and meet AF fitness standards (AFI 36-2905) as a prerequisite to an in-resident formal training course. (T-2) If the reservist does not meet fitness requirements for the school, a reservist's Air Force Reserve unit or RIO detachment commander must request approval to attend from the respective school's commander. (T-2) Therefore, it is possible that a reservist will not be allowed to attend formal training until such time as fitness requirements for the school are met. (T-2)

8.5.4. Reservists must have retainability for a course. (T-2) Retainability is governed by the Education and Training Course Announcement and AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*. (T-2) For developmental education, see AFI 36-2656, *Developmental Education*. (T-2) In the event the Education and Training Course Announcement or applicable course guidance does not prescribe a specific retainability requirement, reservists must acknowledge a 1-year Reserve Service Commitment for all courses that are less than 16 calendar days. (T-2) For courses exceeding 15 calendar days, reservists must acknowledge a 2-year Reserve Service Commitment. (T-2)

8.6. Scheduling Other Training Duty. Under no circumstances should Other Training Duty be combined with Inactive Duty Training solely for the purpose of providing travel expenses to the Inactive Duty Training location. (T-2) Commanders and supervisors should ensure all Other Training Duty performed in conjunction with Inactive Duty Training can be substantiated by a valid support or training requirement. Schedule Other Training Duty based on the applicable unit's duty hours. Other Training Duty is usually planned to coincide with the availability of training supervisors, aircraft, or equipment. Other Training Duty is not authorized for the primary purpose of a physical examination unless directed by a medical examination board.

8.6.1. Reservists attending schools that are closed during the holiday season will remain in Other Training Duty status during the closed period. Reservists may be granted passes by the applicable training organization authorities or approved for leave or Permissive Temporary Duty in accordance with AFI 36-3003 or remain at the duty location to perform duties as required by the training organization. Travel orders will not be published for the purpose of taking leave or a pass. **(T-2)** All reservists, regardless of status, will abide by specific guidance provided by the respective schools concerning dates of departure/return. **(T-2)**

8.6.2. Authorization to return to home unit must be on the original order or an amendment must be accomplished. **(T-2)** **Note:** Correspondence from the technical school liaisons will not suffice.

8.6.2.1. Reservists may request to return voluntarily to the Permanent Duty Station (Permanent Duty Station) to perform duty during the down time, if the Permanent Duty Station Commander agrees and certifies there is suitable work for the reservist to perform at the Permanent Duty Station. Under no circumstances are units to recall any reservist. **(T-2)** A recall action terminates enrollment and precludes the reservist's return after the holiday period. Commanders may not direct the reservist to return home. **(T-2)**

8.6.2.2. Reservists must coordinate their absence with the appropriate school officials and provide a copy of the order. **(T-2)** Reservists must not depart earlier, nor return later, than the time authorized by school officials for their respective course. **(T-2)** Reservists must be aware of the limitation on travel allowances which are dependent upon individual circumstances. **(T-2)**

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

8.7. Travel. Travel restrictions are in [Table 5.1](#).

8.8. Application Procedures. Application procedures for requesting formal training including Other Training Duty. AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*, will be submitted through the applicable training office for the reservist. **(T-2)** Application procedures are dependent upon student status. **Note:** Active Guard/Reserve and civil servants use Standard Form 182, *Request, Authorization, Agreement and Certification of Training*, to attend formal training.

8.8.1. Other Training Duty student status must be determined prior to application. **(T-2)** **Note:** The Education and Training Course Announcement or specific course guidance may predetermine status. Other factors to consider may include military/civilian pay and entitlements, leave, course funding and/or bonuses.

8.8.2. AF Form 101 overprints are authorized to facilitate local coordination processes and ensure qualifications are met prior to the course request.

8.8.3. Requester will obtain verification that funds are available to support the request only if the course is not identified as centrally funded by AFRC. **(T-2)** Follow established AFRC Comptroller Financial Management (AFRC/FM) procedures if additional funding is required for those courses not centrally funded.

8.8.4. Servicing training office will:

8.8.4.1. Establish processes to ensure reservists meet all course prerequisites and eligibility requirements, to include appropriate level of security clearance and physical exam requirements prior to submission of a training request. **(T-2)**

8.8.4.2. Request training courses through Military Personnel Data System utilizing Oracle Training Announcement applications. **(T-2)** **Note:** Training offices must establish a Base Training Request Line Number accounting system to track/suspense requests. **(T-2)**

8.8.4.3. Ensure skill level waivers are processed with final disposition (i.e., approval) prior to a school seat request. **(T-2)** Training offices must coordinate “block/prerequisite” waivers with AFRC/A1KE in conjunction with school seat requests. **(T-2)**

8.8.4.4. Establish procedures to ensure Training Report of Individual Personnel are properly coordinated and returned for confirmation. **(T-2)** All Training Line Numbers should be confirmed in-system no later than 30 calendar days prior to class start date to prevent potential loss of funding and class seat. **(T-2)** Coordination of Training RIPs for Non-Prior Service (NPS) students should include the Development and Training Flight and servicing recruiters prior to confirmation. **(T-2)**

8.8.4.5. Use the following guidelines when making school requests: **(T-2)**

8.8.4.5.1. Include the appropriate priority (i.e., available quota with class dates or unavailable quota with window of availability). **(T-2)** **Note:** Requests with incorrect priorities will be cancelled and have to be re-input by requesting training office. **(T-2)**

8.8.4.5.2. Verify applicant is assigned to the corresponding duty/manpower position before school seat request. **(T-2)** In the case of pending assignments, coordination is required from the losing and hiring commanders prior to request. **(T-2)**

8.8.4.6. When substitutions are necessary, follow established procedures. **(T-2)**

8.9. Other Training Duty Orders. Send a copy of all Other Training Duty orders on Air Force Reserve commanders assigned to General Officer (General Officer) positions to AF/REG. **(T-2)**

8.9.1. Other Training Duty (Non-School).

8.9.1.1. Consider travel time and accrued leave when determining the duration of the Other Training Duty.

8.9.1.2. For MAs, the limit is determined by AF/RE each FY. Requests to exceed the limitation must be sent to AF/REG.

8.9.2. Other Training Duty (School).

8.9.2.1. Course length, travel time, and accrued leave determines the duration of the Other Training Duty.

8.9.2.2. The frequency of attending school courses will be consistent with the need to maintain job proficiency in a reservist's duty Air Force Specialty Code or with an approved retraining action. **(T-2)** **Exception:** A reservist selected by an approved school selection board to attend resident Developmental Education.

8.9.2.3. Reservists can request a waiver of the FY limitation on course attendance if a school course is needed to keep or improve a reservist's mobilization readiness. The reservist's waiver request must have the concurrence of a reservist's detachment

commander. **(T-2)** It must be forwarded prior to selection to AFRC/A1 or HQ RIO/CC, or their designated representative, for approval. **(T-2)**

8.9.2.4. Central funding will be limited to covering a gap of 30 calendar days or less between graduation date of the current course and class start date of the next course. **(T-2)** Any gap totaling 31 calendar days or more will be completely unit funded at the discretion of the unit commander. **(T-2)** The purpose of gap funding is to allow a reservist to proceed to the follow-on course location to prepare for class attendance and perhaps admitted for an earlier class.

8.9.2.5. Rental cars are not authorized using AFRC's central funds. If a unit commander funds, the authorization/funding must be clearly annotated on the Other Training Duty order. **(T-2)** There will be no additional funding provided during reconciliation to cover rental car costs. **(T-2)**

8.9.2.6. For students not attending Initial Active Duty for Training, school orders are not to be extended past the original class graduation date for a reservist to undergo disability evaluation, medical treatment, etc. **(T-2)** Upon expiration of school orders, reservists are to be placed on medical continuation special tour orders (select order type: Medical Hold with Training Category Code "LI" or "LQ"). **(T-2)** If injured while in Initial Active Duty for Training status, students are to be retained on school orders. **(T-2)**

8.9.2.7. When reservists are eliminated from a formal course of instruction, they will immediately return to home station and be removed from centrally funded school tour orders. **(T-2)** All excess funding provided will be returned to AFRC. **(T-2)**

8.9.2.8. Extensions of school orders past the class graduation date (Class Graduation Date) will be validated by the Wing/Unit Training Office or the Military Training Liaison. **(T-2)**

8.9.2.8.1. Electronic mail or a memorandum with the new Class Graduation Date will be the source-funding document provided to AFRC/FM's Reserve Personnel Appropriations Branch (AFRC/FMAR) prior to certification of the order modification in Air Reserve Orders Writing System-Reserve. **(T-2)**

8.9.2.8.2. In the event of flying training, schoolhouses will forward late graduation reports to AFRC/A3's Operations Resource Division (AFRC/A3R). **(T-2)** AFRC/A3R will forward these changes via electronic mail to the applicable flying unit's training office. **(T-2)**

8.9.2.9. Priorities for Other Training Duty (School):

8.9.2.9.1. Centralized school funding is dependent upon the availability of Reserve Personnel Appropriations funds. Reserve Personnel Appropriations funds are only for use by Individual Mobilization Augmentees, Traditional Reservists and Air Reserve Technicians in military status attending courses. **Note:** Active Guard/Reserve and Air Reserve Technicians in civilian status are funded through operations and maintenance funds. Course and funding status is published by AFRC/A1KE. Training courses not centrally funded will be considered unit funded. Periodic review will be conducted to identify additional courses for central funding. Course and funding status is determined by priority. Current priorities are:

8.9.2.9.1.1. Officer and enlisted initial skills training; officer basic courses; aircrew

schools (including survival).

8.9.2.9.1.2. Required courses as determined by law or other published directive which are needed for reservists to perform their primary duties and responsibilities. Also included are lateral Air Force Specialty Code-awarding courses.

8.9.2.9.1.3. Professional Military Education and AFRC-boarded force development courses.

8.9.2.9.1.4. Supplemental and advanced courses. Although not required to perform primary duties, these courses are needed for career value.

8.9.2.9.1.5. Miscellaneous and other MAJCOM courses.

8.9.2.9.1.6. Unfunded courses include distance learning; AETC Type 4 (Field Training Detachment); Type 6 (Job Site Training); and Type 7 (Mobile Training Team). **Exception:** Training required for initial/full operating capability for emerging missions. Training requirements must be identified prior to class scheduling for availability. **(T-2)**

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

8.9.2.9.3. Other Training Duty (School) requests are not to be turned down or canceled for lack of unit funds until all efforts have been exhausted to obtain additional funding. **(T-2)** AFRC/Functional Manager has established procedures for requesting unfunded requirements. **(T-2)** Only when AFRC/FM verifies funding is not available will training requests be denied. **(T-2)**

8.9.2.9.4. Prior to contacting AFRC/A1KE for quota cancellation, these procedures must be initiated. **(T-2)** Written documentation, signed by the budget officer and the commander, will be submitted to AFRC/A1KE if a quota is canceled for lack of funding. **(T-2)**

8.9.2.10. Programming Requirements for Other Training Duty (School). Out-year forecasts will consider future years defense program end-strength projections, Selected Reserve Air Force Specialty Code manning levels, course utilization history, Air Force Specialty Code hiring trends, and mission changes in determining requirements. **(T-2)**

8.9.2.10.1. AFRC FMs must stay fully engaged with status of out-year requirements and contact the AFRC/A1KE course program manager as events arise (e.g., mission changes, overage hiring). **(T-2)**

8.9.2.10.2. AFRC/A1KE will ensure that all requirements are input into the automated system. **(T-2)**

8.9.2.10.3. Other Training Duty (School) directly supporting a unit activation or conversion may precede the programmed activation or conversion date by 6 months or as class availability permits.

8.9.3. Other Training Duty (Seasoning). See AFRCI 36-2204, *Air Force Reserve Seasoning Training Program*.

8.10. Catastrophic or other Events:

8.10.1. Non-Prior Service. Respective training squadrons will maintain training integrity, to include continuation of reservist's orders. Generally speaking, there will be no interruption in pipeline training; however, should an interruption occur, pipeline students will remain in an Initial Active Duty for Training status to complete the required 84 calendar days of training. AFRC/A1KE will work with the applicable unit and AETC or the respective course owner to ensure the reservist's reentry into formal course of instruction.

8.10.2. Prior Service. Generally, prior service reservists will be returned to their home unit with sufficient time to transition through the Military Personnel Section and will then be removed from Other Training Duty status. **(T-3)** AFRC/A1KE, in concert with AETC or the respective course owner, will provide timely instruction and updates to the unit or HQ RIO on formal disposition of reservists, to include identification of processes for reentry into formal course. **(T-2)**

8.11. Contracted Civilian Acquired Training. Contracted Civilian Acquired Training is designed to increase the number of mission-qualified reservists in the AFR. It is an alternative to proficiency training and must be directly related to specific individual mobilization skill requirements. **(T-2)** Contracted Civilian Acquired Training applies to both to Air Force Specialty Code awarding training and sustainment training. Contracted Civilian Acquired Training is an option for a formal school request.

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

8.11.2. Only fully accredited civilian institutions and industries may be used for Contracted Civilian Acquired Training. Observe all existing laws and policies on contracting from non-DoD sources.

8.11.3. AFRC FMs will initiate requests to establish Contracted Civilian Acquired Training, when warranted. **(T-2)** As a minimum, the AFRC Career Field or MAJCOM Functional Manager should define the size and type of the population to be trained, the skills to be obtained, and the proposed source of the training.

8.11.4. AFRC FMs will maintain records reflecting cost per student hour, name of institution, and number of students trained per FY for each of their Contracted Civilian Acquired Training programs.

8.11.5. Special Restrictions on Utilization of Reserve Personnel Appropriations Special Tours in Conjunction With Commercial or Contract Activities. When On-the-Job-Training or proficiency training is available only through participation with a commercial, contract activity:

8.11.5.1. Conduct the training under the supervision of a qualified trainer designated by the applicable performance work statement. **(T-2)**

8.11.5.2. The appropriate military organization responsible for the functional area supported by the performance work statement requests special tours. **(T-2)**

Chapter 9

PROGRESSION ACTIVE DUTY FOR TRAINING

9.1. Progression Active Duty for Training. Progression Active Duty for Training outlines the training an aircrew requires to become mission ready. Progression Active Duty for Training includes initial qualification/re-qualification (as appropriate) training, mission qualification training, and seasoning. The intent of Progression Active Duty for Training is to allow an aircrew to be placed on continuous orders and ensure they are mission ready. Progression Active Duty for Training also allows an Air Force Reserve unit to forecast funding in their financial plan or through an unfunded requirement as appropriate.

9.1.1. Direct all questions concerning Progression Active Duty for Training to AFRC/A3.

9.1.2. As the training class days change frequently with new/deleted syllabus requirements, Progression Active Duty for Training tables for all qualifying aircrew are located on the AFRC/A3's restricted Aircrew Management Microsoft SharePoint site (i.e., <https://afrc.eim.us.af.mil/sites/A3/A3R/A3RB/SitePages/Home.aspx>)

9.1.3. The order of the courses listed in the tables is an outline for planning purposes only. Units may prefer a certain order of course attendance concerning survival schools and weapons systems specific school. This should be clearly identified on the unit training request. Units should remain flexible in their expectations of course alignment. It may not be possible to accommodate all requests due to the lack of availability of training slots. Additionally, units should plan for the possibility of short breaks between courses to make the most efficient use of their days allocated.

9.1.4. The reservist's unit of assignment will prepare one Progression Active Duty for Training order after submitting a single AF Form 101. **(T-2)** Upon completion of each school/training, a new DD 1610 will be cut for the next training. **(T-1)** The total combined length of the orders should not exceed the time identified in the table listed in the tables on the AFRC/A3 Aircrew Management SharePoint site unless there are breaks in training that need to be addressed.

9.1.5. Progression Active Duty for Training is authorized for in-unit training. In-unit training should only be used when formal training is unavailable. Units should have reservists complete academic training at a formal school if a formal school can accommodate only this portion of the training. Utilize the applicable training days authorized for the specific training in the tables listed on the AFRC/A3 Aircrew Management SharePoint site when forecasting for progression tour unit funding for in-unit training. Units will ensure they will be authorized to allow a reservist to accomplish in-unit training before requesting progression tour funding. **(T-2)**

9.1.6. If the number of training days for a particular training course listed on a table on the AFRC/A3 Aircrew Management SharePoint site is different from the number of days listed in Education and Training Course Announcement, the days listed in the Education and Training Course Announcement take precedence.

9.2. Progression Active Duty for Training Funding. Progression Active Duty for Training is a combination of school tour funds for formal schools that are issued a Training Line Numbers and special tour funds for all other training to include seasoning. Orders are identified using Training

Category Code "FA" for the formal Undergraduate Flying Training (UFT) portion and Training Category Code "FD" for the unit funded continuation portion.

9.2.1. Units must submit Progression Active Duty for Training requirements to their unit's Financial Management Office in their annual financial plan for special tour funds. **(T-3)** Units use the applicable table and aircrew position located on the AFRC/A3 Aircrew Management SharePoint site to determine the number of days authorized for Progression Active Duty for Training.

9.2.2. When requirements occur outside of the normal financial planning process and cannot be forecasted in the unit's financial plan, wings submit a unfunded requirement to the appropriate NAF. **(T-2)** The NAF Financial Management Office reviews the unfunded requirement for possible realignment of funds within the NAF. If the NAF Financial Management Office cannot fund the requirement, an out of cycle unfunded requirement may be submitted to AFRC/FMAR for consideration.

9.3. Ineligibility for Progression Active Duty for Training. Progression Active Duty for Training is not authorized for aircrew who are upgrading to instructor, flight examiner, or flight lead status. Upgrade training to an instructor, evaluator, or flight lead is not part of the flying transition training school tour and thus not authorized Progression Active Duty for Training. **Exception:** An aircrew member joining a Flight Training Unit can be authorized Progression Active Duty for Training funding for required instructor training.

9.4. Student Progression in Training. Each unit is responsible for monitoring the reservists training progression. Progression Active Duty for Training should be accomplished on a continuing basis. If an aircrew member is unable to complete the required training within the number of calendar days identified on the AFRC/A3 Aircrew Management SharePoint site, the unit contacts AFRC/FMAR for the additional expense. Units must report a reservist's progress in the unit's Training Review Panel. **(T-3)**

9.4.1. Any time a reservist's formal school training is extended for any reason, the respective unit training office has to be notified. **(T-2)**

9.4.2. The applicable training office then coordinates with AFRC/A1 on any required additional school tour funding to cover the extended period. Units must ensure reservists completing formal training earlier than anticipated notify the applicable training office who will then notify AFRC/A1. **(T-1)**

9.5. Breaks in Training. If there is a large break (30 calendar days or more) between Undergraduate Flight Training courses, the unit, at the discretion of the wing commander, may elect to have the reservist begin training at home station. Breaks in training may require a reservist to remain in-place to ensure perishable skills are not lost and facilitate refresher training until the next training course becomes available. This period of training is in excess of the Progression Active Duty for Training requirements and is therefore an additional expense to the unit.

9.6. Unsatisfactory Student Performance. If a reservist is not progressing satisfactorily or meeting the required milestones while on Progression Active Duty for Training, a review board from the unit must be convened to review that individual's training. **(T-3)** If it is decided that there are no mitigating factors that have led to the unsatisfactory progression, the individual is dropped from Progression Active Duty for Training.

9.7. Seasoning. Units are allowed to season an aircrew after completing formal qualification courses.

9.7.1. An aircrew member who is assigned to an Air Reserve Technician or Active Guard/Reserve position after initial qualification or re-qualification training while in mission qualification are not authorized seasoning days.

9.7.2. Information on seasoning and each weapon system's authorized Progression Active Duty for Training can be found on the AFRC/A3 Aircrew Management SharePoint site.

9.7.3. The number of seasoning days referenced on the AFRC/A3 Aircrew Management SharePoint site is the maximum number of seasoning days authorized. An aircrew member does not have to utilize all of the seasoning days. Commanders may split seasoning into manageable blocks to maximize training.

9.7.4. The unit's training monitor ensures seasoning days are well utilized to ensure the reservist becomes mission qualified.

9.8. Mission Qualification Training. Mission Qualification Training encompasses the calendar days required to complete all ground, flying, and simulator training. It also covers all unit indoctrination training. Mission Qualification Training is normally conducted by the unit of assignment after the aircrew has completed their initial formal training. Mission Qualification Training ensures the aircrew is fully mission capable to accomplish the mission unsupervised.

Chapter 10

ADVANCED DISTRIBUTED LEARNING

10.1. Definition of Advanced Distributed Learning. Advanced Distributed Learning is defined as structured learning that takes place without the physical presence of the instructor but may require mentors/factors to be physically present. Advanced Distributed Learning is enhanced with technology, which may include the use of one or more of the following media – correspondence course materials, audio/videotapes, CD-ROMs, audio/video tele-training, interactive television, web-based instruction, and video conferencing.

10.2. Eligibility. Credit for Advanced Distributed Learning is confined to reservists in duty status and enrolled in Air Force Institute of Advanced Distributed Learning (AFIADL) courses. After successful completion of the AFIADL course, the reservist will receive the appropriate points. Compensation will be determined according to DoDI 1215.21. **(T-0)**

10.2.1. An officer will not earn points in a course specified for enlisted reservists. Likewise, enlisted reservists will not earn points in a course specified for officers. **(T-2)**

10.2.2. Reservists who complete Developmental Education via Advanced Distributed Learning must register for the course through their servicing Force Support Squadron or equivalent in order to receive point credit. **(T-1)** Reservists are only authorized to complete other service Developmental Education via Advanced Distributed Learning after first completing the comparable level of AF Developmental Education. **(T-1)** Reservists are not authorized to enroll directly with other service schools offering Developmental Education, and any Developmental Education completed by using such means will not be creditable for points. **(T-2)**

Chapter 11

TELECOMMUTING

11.1. Background.

11.1.1. Teleworking is a management tool that allows the AF to authorize reservists to work/train away from their official duty location. Teleworking is a complementary way of doing business, which moves work and training to the people instead of moving the people to the work or training. In general, it means working/training from an alternate location away from the official duty location. The most common technologies used for teleworking are the telephone, computer, and internet connection for electronic mail, etc. Additional information regarding telework is found in DoDI 1035.01.

11.1.2. The approval authority should grant teleworking only when it is in the best interest of the AF. Teleworking is a privilege and not a right for the reservist. Do not authorize travel in connection with this type of duty. **Note:** Air Reserve Technicians who are coded in the Defense Civilian Personnel Data System as “Telework Ineligible” should not be allowed to teleworking while performing military duty to maintain parity between the dual-nature of the position.”

11.1.3. This manual requires that reservists use a pre-authorized agreement (e.g., [Attachment 4](#)) for accountability. **(T-2)**

11.2. Definition. Teleworking allows written pre-authorization by a reservist’s Air Force Reserve unit or RIO detachment commander (or equivalent) for reservists to work/train in an official capacity for pay and/or points away from the official duty location in either active duty or Inactive Duty Training status. The alternate work locations must have the necessary tools and environment to enable reservists to accomplish assigned duties. All data, documents, or products developed are the sole property of the United States (US) government and will be prepared for filing in accordance with command guidance if it is to be a permanent record. **(T-0)**

11.3. Percentage of Use. The approval authority and the supervisor determine the percentage of teleworking work for an individual reservist. Under no circumstances should a reservist perform all their duty by teleworking. It is the intent that every reservist participate in a military environment by performing duty in uniform at their official duty location. **(T-2)**

11.4. Roles and Responsibilities.

11.4.1. The reservist’s Air Force Reserve unit or RIO detachment commander (or equivalent) or their designees are approval authorities for teleworking and work agreements.

11.4.2. The immediate supervisor is responsible for:

11.4.2.1. Recommending the teleworking project to the approval authority. **(T-3)**

11.4.2.2. Preparing required documentation and obtaining any necessary signatures from the teleworker. **(T-3)**

11.4.2.3. Ensuring project details (e.g., scope of work, deliverables) are mutually agreed upon before beginning work. **(T-3)**

11.4.2.4. Quality control of the teleworker’s completed product. **(T-3)**

11.4.2.5. Maintaining the original approved agreement, and giving a copy to the reservist. **(T-3)**

11.4.2.6. Ensuring reservists participate in telework training prior to approving employees' telework agreements

11.4.3. The supervisor is responsible for approving the use of government owned equipment and related supplies for use by the teleworker. The decision to use appropriated funds to pay for equipment, services, or supplies for the purposes of teleworking, rests solely with the applicable commander (reference DoDI 1035.01). **(T-0)**

11.5. Dual Compensation for Federal Employees. Many reservists also hold separate positions as federal civil servants. After civilian duty hours, teleworking as a reservist to perform Inactive Duty Training should ordinarily be compatible with such employment. **Note:** Performing consecutive days of active duty, even if such duty transpires after the completion of the civilian workday, will result in a full workday's charge to leave from the federal civilian employment. Military leave, annual leave, leave without pay, accrued compensatory time off, time off awards, or accrued credit hours may be used to cover the civilian work hours. **(T-2)**

11.6. Safety. Telecommuters are responsible for ensuring that alternate work locations are safe environments. The reservist will report any injuries while teleworking to their supervisor as soon as possible. The supervisor will follow Line of Duty reporting procedures for accidents or injuries. **(T-3)**

11.7. General Obligations.

11.7.1. Reservists are subject to the Uniform Code of Military while teleworking (see 10 USC § 802(a)(3); AFI 51-201 paragraph 2.9.). The period of military jurisdiction coincides with the duty hours specified in the active duty order or the inactive duty hours reflected on the AF Form 40A.

11.7.2. Reservists must meet requirements outlined in this manual in order to telework. **(T-3)**

11.7.3. Reservists are responsible for providing teleworking equipment requirements to the supervisor. **(T-3)**

11.7.4. Reservists should obtain the approval authority's concurrence before performing teleworking that exceeds the agreed upon hours.

11.7.5. The approval authority of the teleworking agreement may terminate participation in teleworking at any time.

11.7.6. Reservists should not use teleworking for formal training purposes; however, Inactive Duty Training credit is permissible if teleworking is used to satisfy sustainment or supplemental types of activities typically satisfied in an Inactive Duty Training status. Enlisted members may not engage in teleworking on projects within their Air Force Specialty Code (Air Force Specialty Code) area unless they are in training status code D or R. Officers must have a qualified level Air Force Specialty Code (e.g., 38P3 or 38P4 rather than 38P1) to telework on projects in their Air Force Specialty Code area. Projects unrelated to Air Force Specialty Code areas may be approved if the supervisor knows the member to be capable of completing the project.

11.8. Funding.

11.8.1. The approval authority will not authorize travel or per diem for teleworking. **(T-2)**

11.8.2. Before beginning a project, approval authorities may authorize reimbursement for incidental and minor out-of-pocket expenses (e.g., postage, long distance telephone calls, consumable supplies). They should include a statement in the teleworking agreement allowing the reservist to use the Optional Form 1164. The normal procedures and dollar limits associated with the Optional Form 1164 apply. **(T-3)**

11.9. Agreement.

11.9.1. The reservist and supervisor should sign an agreement before starting the teleworking project specifying all terms for the project and before receiving approval authority's signature.

11.9.2. The approval authority may authorize a general agreement for the performance of teleworking projects in 4-hour increments; however, before each project, the approval authority should document specified project details (e.g., scope of work/training, deliverables, project completion times, type of participation, resource requirements, reimbursable expenses, and progress report requirements).

11.9.2.1. The approval authority must require the reservist to sign a separate assignment report or an addendum to the agreement in order to acknowledge receipt and understanding of project details. **(T-2)**

11.9.2.2. The approval authority must give a copy of the agreement, with any addendum or assignment reports, to the reservist and supervisor. **(T-2)**

11.10. Government Equipment.

11.10.1. Subject to AFI 17-130, *Air Force Cybersecurity Program Management*, AFMAN 17-1203, *Information Technology Asset Management*, and other prescribed rules and limitations, a commander may approve the installation of government-owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternative work locations.

11.10.2. The commander or designated representative retains ownership and control of all hardware, software, and data associated with, or generated by, government-owned systems. The commander must account for equipment on a hand receipt and inventory annually. The commander must notify the Equipment Control Officer (Equipment Control Officer) of the relocation of the equipment. **(T-3)**

11.10.3. Government equipment is FOR OFFICIAL USE ONLY (FOUO). Commanders may authorize installation, repair, and/or maintenance of equipment at their discretion and direction. The equipment is for authorized use by the reservist only.

11.10.4. The reservist agrees to protect any government-owned equipment from damage, loss, theft and infection with computer viruses.

11.10.5. Reservists are not authorized to install hardware or software on a government system; only unit Client Support Administrators have that authority and only with the permission of their unit commander. **(T-3)**

11.10.6. Reservists must follow Report of Survey procedures for damaged, lost, or stolen government equipment (reference AFMAN 17-1203). **(T-3)**

11.10.7. Government information must be protected from modification, destruction, or inappropriate release. **(T-2)**

11.10.8. Classified equipment and data will only be handled in an area specifically authorized for that classification. **(T-3)**

11.10.9. Users of government provided telecommunications in alternative work locations are subject to the monitoring requirements of AFI 10-712, *Cyberspace Defense Analysis Operations and Notice and Consent Process*.

11.11. Privately Owned Equipment.

11.11.1. Subject to AFI 17-130, AFMAN 17-1203, and AFRC Director of Communications (AFRC/A6) permissions and limitations, a commander may authorize reservists to use privately owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternative work locations.

11.11.2. Reservists must agree to install, service, and maintain (at their own risk and expense) any privately owned equipment. **(T-1)**

11.11.3. The government does not incur any liability or assume costs resulting from the use, misuse, loss, theft, or destruction (to include computer viruses) of privately owned computer equipment resources (AFMAN 17-1203).

11.11.4. Government information must be protected from modification, destruction, or inappropriate release. **(T-1)**

11.11.5. Private equipment may not be used to access or view classified material or privacy act data (AFI 17-130).

11.12. Equipment Related Funding. In accordance with DODI 1035.01, Commanders must consider the propriety of providing necessary communications and computer systems services before allowing personnel to work from an alternate work location. **(T-2)**

11.13. Equipment Obligations.

11.13.1. Reservists using privately owned or government owned equipment must sign an agreement outlining the required equipment, software, hardware, data, and telecommunication services. **(T-2)**

11.13.2. Reservists must ensure that software use conforms with copyright law and any contractual agreements. **(T-2)**

11.13.3. If teleworking requirements terminate, the reservist must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided. (AFI 23-101, *Air Force Materiel Management*, AFI 23-111, *Management of Government Property in Possession of the Air Force*, and AFMAN 17-1203). **(T-2)**

11.14. Security. Access to sensitive (e.g., Privacy Act) documents, data, records, etc. on government equipment must be consistent with DoD, Air Force, and MAJCOM directives and

instructions. Private equipment may not be used to access or view classified material or privacy act data (See AFI 17-130 and AFMAN 17-1203). **(T-0)**

11.15. Documentation.

11.15.1. The approval authority must sign the agreement as the approval documentation before the reservist starts the teleworking project. **(T-3)**

11.15.2. The approval authority documents approval. **(T-3)**

11.15.2.1. For active duty the publication of the active duty order must be accomplished. **(T-2)**

11.15.2.2. For Inactive Duty Training, supervisors must annotate in the remarks section of the AF Form 40A and sign Block III of the AF Form 40A. **(T-2)**

11.15.2.2.1. Number of anticipated hours of work for the teleworking project.

11.15.2.2.2. The specified time period for the project.

11.15.2.2.3. The statement "Training to be accomplished by teleworking." This statement will also be reflected on the order or AF Form 40A.

11.15.3. Upon project completion, the reservist verifies the project time. The certifying authority indicates agreement by signing Block IV of the AF Form 40A or Block 45 of the AF Form 938. **(T-2)**

Chapter 12

AIR RESERVE TECHNICIAN SCHOOL ATTENDANCE

12.1. Air Reserve Technician School Attendance. Note: Primarily pertains to Air Reserve Technicians in their non-Traditional Reservist capacity; however, guidance will pertain to all Traditional Reservists (Traditional Reservist), Active Guard/Reserve , non-Air Reserve Technician civilians, and Individual Reservists when annotated with “*”).

12.1.1. Each Air Reserve Technician position is associated with a Traditional Reservist position which is identical, or so closely related as to require substantially the same basic knowledge and skills in either position. Student status must be determined prior to the training request. **(T-2)**

12.1.2. As determined by the Civilian Personnel Section in conjunction with AFRC policy and union agreements, Air Reserve Technicians may be required to wear their military uniform to training while in civilian status. Some courses may require the wearing of “special” equipment and, regardless of status, all attendees will abide by these requirements, to include physical fitness requirements. (* also applicable to all Traditional Reservists , Active Guard/Reserve, non-Air Reserve Technician civilians, and Individual Reservists)

12.1.3. Air Reserve Technicians traveling in a civilian capacity, must include both the military rank and civilian grade on their orders. Air Reserve Technicians will be provided lodging according to their military rank. **(T-2)**

12.1.4. A statement addressing the reservist’s compliance with fitness requirements, with specified date, must be included in the remarks section of the travel order. **(T-2)**

12.1.5. AFRC functional managers will identify those courses requiring mandatory attendance in military status. **(T-2)**

12.1.6. Reservists requesting attendance in civilian status will complete Standard Form 182, *Request, Authorization, Agreement and Certification of Training*, and according to local procedures, will forward through the servicing FSS/FSDE, if applicable, to the appropriate servicing Civilian Personnel Section for processing. Only requests coordinated through the servicing Civilian Personnel Section will be accepted by AFRC/A1KE. Request received directly from units or reservists will not be processed. The reservist’s duty status will be determined prior to submission of the training request. **Note:** *Active Guard/Reserve also submit the Standard Form 182, not the AF Form 101, through appropriate channels for further submission to AFRC/A1KE. **(T-2)**

12.1.6.1. Reservists will not attend formal schools in Annual Training status. **(T-2)** All Commanders must consider the following prior to approval of any training event while in Annual Training status. **(T-2)**

12.1.6.1.1. Formal training can best be described as training in an environment with a defined set of intentional, measured, learning objectives. In the AF, most formal training is conducted by organizations whose primary mission is training or education (e.g., AETC). Informal training is by experience in nature (i.e., on-the-job training). Informal training can also be accomplished through other forums such as workshops,

conventions, conferences, or meetings where information is presented and discussed but not evaluated for a pass/fail result. **(T-2)**

12.1.6.1.2. The Education and Training Course Announcement contains course announcements for active courses conducted to support Total Force requirements. Each course announcement contains relevant information used to facilitate attendance to include prerequisites as well as course descriptions and reporting information. Individual course owners are responsible for the update of information within the Education and Training Course Announcement. As a central source for course information for student attendance, the Education and Training Course Announcement has evolved to include formal as well as informal course announcements to ensure students have the most up-to-date information for all types of training events. Additionally, the Education and Training Course Announcement has become the source of course information for training contained in the Oracle Training Announcement quota management system.

12.1.6.1.3. Oracle Training Announcement is the AF system of record for student accounting for a myriad of training events. AETC as well as MAJCOMs and other agencies use Oracle Training Announcement and other subsystems to track requirements, quota management, student attendance, and course completion information. Oracle Training Announcement has become an essential tool to provide the capability to reach back and compile statistics on utilization, graduations, eliminations, etc. Tracking of students within Oracle Training Announcement is accomplished through quota management and student accounting using Training Line Numbers.

12.1.6.1.4. To clarify the definition of a formal school in terms of Annual Training, for Air Force Reserve (AFR) use only, a formal school can be defined as a course within a controlled environment with a defined set of intentional, measured, learning objectives coupled with a pass/fail result.

12.1.6.1.5. By AFR definition, reservists will not attend formal schools in Annual Training status. **(T-2)** Also, this AFR definition of a formal school should never be used to replace the spirit and intent of Annual Training. As a statutory requirement, Annual Training is specifically designed for unit-based structured training. All Commanders remain charged to exercise Annual Training to the full benefit of providing individual or unit mission readiness training.

12.1.6.2. The servicing Force Support Squadron (FSS) or equivalent is responsible for reviewing and approving all requests for training according to regulatory, statutory, and legal requirements.

12.1.6.3. AF Form 101 will not be used to request courses for civilian status. **(T-2)**

12.1.6.4. Air Reserve Technicians will not use a civilian training quota/Training Line Number to attend in military status or use a military quota to attend in civilian status. **(T-2)**

12.1.6.5. Air Reserve Technicians will not submit duplicate requests through military channels requesting the same course/class. The duty status will be determined prior to submission of the training request. **(T-2)**

12.1.7. While Air Reserve Technicians cannot attend formal training in Annual Training status. Formal training may be substituted for the Annual Training requirement.

12.1.8. Air Reserve Technicians attending courses in civilian status will begin and remain in that status during the duration of the training. Switching status is not authorized (e.g., civilian status 1 week and military status the next). **(T-2)**

12.1.9. Air Reserve Technicians, regardless of status (military or civilian), will NOT continue to meet flying operations requirements while they are attending resident formal training, including Air Reserve Technicians attending courses co-located with unit of assignment. This restriction will allow the Air Reserve Technician to remain focused on the academic rigors of the institution they are attending. **(T-2)**

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

12.2.1. Prior to determining status and school request, training offices must coordinate with AFRC/A1KE on bogey availability. When bogeys are available, Air Reserve Technicians must attend formal schools in civilian status. **(T-2)**

12.2.1.1. A commander can approve an exception to attend in military status. **(T-2)** The AFRC unit Section Commander (AFRC/CSS) will approve all requests for Air Reserve Technicians assigned to AFRC. **(T-2)**

12.2.1.2. Air Reserve Technicians attending school in civilian status will abide by all appropriate guidelines/rules established by the school, and required of all students. **(T-2)**

12.2.2. Air Force Institute of Technology (AFIT) normally funds the travel/per diem for civilian students, therefore Air Reserve Technicians will also be required to attend their courses in civilian status. **(T-2)**

12.2.3. Short notice cancellations (those turned in within 10 calendar days or less) and no-shows will be documented in writing, signed by the commander and forwarded through the Force Support Squadron or equivalent to AFRC/A1KE. (* also applicable to all Traditional Reservists, Active Guard/Reserve, and non-Air Reserve Technician civilians) **(T-2)**

12.3. Funding Guidance. When Air Reserve Technicians attend schools in civilian status, Operations and Maintenance funds are utilized. If military status, then Active Duty for Training funds (i.e., project 726) are used. Note that there are no tuition costs associated with formal schools.

12.4. Tuition Assistance (TA). (Air Reserve Technicians only)

12.4.1. As a civilian employee, tuition assistance may be available under the local tuition assistance policy at each respective location. Local Operations and Maintenance (unit) funds are used. Where an Air Force Reserve unit is a tenant, the funding remains an Air Force Reserve unit responsibility; however, Tuition Assistance is not provided, in whole or part, for courses which the employee is receiving other federal or state tuition subsidies such as Department of Veterans Affairs educational benefits, scholarships or grants, etc.

12.4.2. For those Air Reserve Technicians registered in an AF civilian career program other than the Air Reserve Technician Officer Career Program, it may be possible to obtain tuition assistance through that means.

SHON J. MANASCO
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 USC § 115

10 USC § 651

10 USC § 671

10 USC § 802, Art. 2.

10 USC § 1491

10 USC § 2126

10 USC § 8013

10 USC § 10147

10 USC § 10148

10 USC § 10149

10 USC § 10204

10 USC § 10205

10 USC § 10206

10 USC § 12103

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10 USC § 12311

10 USC § 12319

10 USC § 12503

10 USC § 12732

10 C USC § FR 12733

37 C USC § FR 206

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DoDI 1035.01, *Telework Policy* 04 April 2012

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AFI 10-250, *Individual Medical Readiness*, 16 April 2014

AFI 10-712, *Cyberspace Defense Analysis Operations and Notice and Consent Process*, 17 December 2015

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AFI 11-202, Volume 1, *Aircrew Training*, 22 November 2010

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 17-130, *Air Force Cybersecurity Program Management*, 13 August 2015

AFI 23-101, *Air Force Materiel Management*, 12 December 2016

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 19 November 2018

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 34-501, *Mortuary Affairs Program*, 16 April 2019

AFI 36-2002, *Enlisted Accessions*, 11 July 2017

AFI 36-2008, *Voluntary Extended Active Duty (EAD) For Air Reserve Commissioned Officers*, 05 November 2002

AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 October 2018

AFI 36-2110, *Total Force Assignments*, 05 October 2018

AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*, 27 June 2011

AFI 36-2502, *Airman Promotion/Demotion Programs*, 12 December 2014

AFI 36-2254v1, *Reserve Personnel Participation*, 26 May 2010

AFI 36-2254v2, *Reserve Personnel Training*, 09 June 2010

AFI 36-2254v3, *Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines*, 18 June 2010

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AFI 36-3003, *Military Leave Program*, 11 May 2016

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AFI 36-3202, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series) – 04 December 2018*

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AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*, 26 March 2004

AFRCI 36-2204, *Air Force Reserve Seasoning Training Program*, 14 March 2017

AF Information Management Tool (Information Management Tool)

Medical Standards Directory

Participation Determinations for Members of the Air Force Reserve memo (**Attachment 7**)

Prescribed Forms

AF Form 40, *Authorization for Inactive Duty Training*

AF Form 40A, *Record of Individual Inactive Duty Training*

AF Form 40B, *Record of Individual Military Funeral Honor Duty*

AF Form 101, *Reserve Requirement for School Tours of Active Duty for Training*

AF Form 1289, *Application for Active Duty Training (RPA Tour)*, 01 September 1995

AF Form 3956, *Report of Inactive Duty Training Performance--Additional Flying and Flight Training Period*

Adopted Forms

OF 1164, *Claim for Reimbursement for Expenditures on Official Business*

SF 182, *Request, Authorization, Agreement and Certification of Training*

DD Form 214, *Certificate of Release or Discharge From Active Duty*

DD Form 1610, *Request and Authorization for Temporary Duty Travel of DoD Personnel*

DD Form 2697, *Report of Medical Assessment*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 469, *Duty Limiting Condition Report*

AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

AC—Active Component

ADOS—Active Duty for Operational Support

AETC—Air Education and Training Command

AETC/DO—AETC's Director of Operations

AF—Air Force

AF Form—AF Form

AFI—Air Force Instruction

AFIADL—Air Force Institute of Advanced Distributed Learning

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRC RS—Air Force Reserve Command Directorate of Recruiting Service

AFROTC—Air Force Reserve Officer Training Corps

AFTP—Additional Flying and Flight Training Period

AGR—Active Guard/Reserve

ALO—Admissions Liaison Officer

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

AT—Annual Training

ATP—Additional Training Period

CC—Commander

DD Form—Department of Defense Form

DoD—Department of Defense

DR—Duty Restriction

EAD—Extended Active Duty

ET—Equivalent Training

FOUO—For Official Use Only

FM—Functional Manager

FR—Fitness Restriction

FSDE—Education and Training Office Section

FSS—Force Support Squadron

FY—Fiscal Year

HAFMD—Headquarters Air Force Mission Directive

HPO—Health Profession Officers

HPS/FAP—Health Professions Scholarship and Financial Assistance Program

IADT—Initial Active Duty for Training

IMA—Individual Mobilization Augmentee

IMR—Individual Medical Readiness

INCAP—Incapacitation

IR—Individual Reservist (Individual Mobilization Augmentee /Participating Individual Ready Reserve) (for the purpose of this AFM)

JTR—Joint Travel Regulation

LOD—Line of Duty

MAJCOM—Major Command

MEDCON—Medical Continuation

MILPDS—Military Personnel Data System

MSC—Medical Service Corps

MDS—Mission Design Series

MPLP—Military Parent Leave Program

MR—Mobility Restriction

MSD—Medical Standards Directory

NAF—Numbered Air Force

OF—Optional Form

OL—Operating Location

OPR—Office of Primary Responsibility

ORS-RC—Obligated Reserve Section-RC

OS—Operational Support

PCARS—Point Credit Accounting and Reporting System

PHA—Periodic Health Assessment

RIO—Headquarters Individual Reservist Readiness and Integration Organization

RIP—Report of Individual Personnel

RMP—Readiness Management Period

RPA—Reserve Personnel Appropriation

SF—Standard Form

TCC—Training Category Code

TP—Training Period

US—United States

USC—United States Code

USAF—United States Air Force

USAFA—United States Air Force Academy

UTAPS—Unit Assembly Processing System

Terms

Activation—Order to active duty (other than for training) in the federal service.

Active Duty (AD)—Full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve Component.

Active Duty for Operational Support—All voluntary active duty performed pursuant to 10 USC § 12301(d) other than Active Guard/Reserve duty.

Active Duty for Training—A tour of active duty (i.e., Annual Training, Initial Active Duty for Training, or Other Training Duty) that is used for training members of the Reserve Component to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires.

Active Guard and Reserve—National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve, and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components.

Additional Flying and Flight Training Period (AFTP)—Training periods 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.

Additional Training Period (ATP)—Training periods designed to improve readiness by providing for individuals and units the required and necessary training to attain and maintain designated readiness levels.

Air Reserve Technician (ART)—Department of the AF civilian employee providing full-time support to the AF for administration, training, and maintenance of the AFR and required to be a Traditional Reservist as a condition of employment.

Consecutive Additional Flying and Flight Training Period—Two separate, but back-to-back Additional Flying and Flight Training Periods, performed in a single calendar day. The consecutive Additional Flying and Flight Training Periods must be performed on distinctly separate flights/missions and have separate flight authorizations.

Dual Additional Flying and Flight Training Period—Two continuous Additional Flying and Flight Training Periods recorded as a single (i.e., 8-hour or longer) event. Dual Additional Flying and Flight Training Periods include no less than 3 hours scheduled flying time (2.5 hours for AETC/AFRC Associate Program T-1 training sorties) and may be accomplished on a single flight/mission or on several flights/missions within the same flight duty period. They must include two 4-hour training periods in which a minimum of 6 minutes of flying time is logged in each period. **Exception:** To meet unique mission requirements, the Operations Group Commander or equivalent may authorize a dual Additional Flying and Flight Training Period with less than 3 hours scheduled flight time. Examples include, but are not limited to, single mission/sortie

hurricane evacuation, single mission/sortie that credits two Ready Aircrew Program sorties (e.g., fight-tank-fight), or night vision goggle or rapid infiltration/exfiltration training missions.

Functional Manager (FM) (—Career Field or MAJCOM)—Senior leaders who provide day-to-day management responsibility over specific functional communities for AFRC. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community’s mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

Funeral Honors Duty—Inactive duty used to prepare for, and provide honors at funerals of military members and veterans.

Inactive Duty Training—Authorized training performed by a member of a Reserve Component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve Component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay.

Individual Mobilization Augmentee (IMA) —An individual reservist attending drills who receives training and is preassigned to an Active Component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization.

Individual Ready Reserve—A manpower pool consisting of individuals who have had some training or who have served previously in the Active Component or in the Selected Reserve or have some period of their military service obligation remaining.

Initial Active Duty for Training—A category of Active Duty for Training that includes basic military training and technical skill training.

Other Training Duty—Authorized Active Duty for Training, other than Initial Active Duty for Training or Annual Training, that provides all other structured training, to include on the job training, for individuals or units to enhance proficiency.

Reserve Unit Training Assembly—Two or more consecutive Inactive Duty Training periods scheduled by a unit (preferably during a non-holiday weekend) for an assembly of Airmen to get training.

Training Period—An authorized and scheduled regular Inactive Duty Training period. A training period must be at least 4 hours. The term was previously used interchangeably with other common terms such as “drills,” “drill period,” “assemblies,” “periods of instruction,” etc.

Attachment 2

USAFA LIAISON POINT CREDIT

A2.1. Activities Authorized for Point Credit. Admissions Liaison Officers should use [Table A2.1](#) to identify and report authorized Admissions Liaison Officer activities.

Table A2.1. Activities Authorized for Point Credit.

Rule	A	B
	Activity Title	Definition
1	School Contact	Contact with school personnel (e.g., personal visit, phone call, preparation of a letter, newsletter to a school).
2	Individual Contact	Counseling or other contact on an individual basis with students, parents, cadets, or other persons concerning United States Air Force Academy and Air Force Reserve Officer Training Corps.
3	Student Group Contact	Presentation to a group of students (e.g., scouts, social studies class, Civil Air Patrol, student body assembly) to provide general information about United States Air Force Academy or Air Force Reserve Officer Training Corps.
4	Adult Group Contact	Presentation to a group of adults (e.g., religious group) to provide general information about United States Air Force Academy or Air Force Reserve Officer Training Corps.
5	Recruiter Contact	Presentation of United States Air Force Academy and Air Force Reserve Officer Training Corps information to an Air Force recruiter. Also, attendance at recruiter meetings.
6	Career Day Convention	Participation in Career Day, College Day, or in other types of fairs or conventions to hand out United States Air Force Academy and Air Force Reserve Officer Training Corps information.
7	Candidate Evaluation	Preparation of a candidate evaluation to include both the writing of an evaluation and obtaining necessary data from teachers, guidance personnel, coaches, and other individuals.
8	Proficiency Maintenance	Participation in United States Air Force Academy- or Air Force Reserve Officer Training Corps-directed activities to maintain Admissions Liaison Officer proficiency. Includes individual testing, meetings, and conferences.
9	Candidate Fitness Assessment (Candidate Fitness Assessment). See note.	Activity associated with Candidate Fitness Assessment.
10	Grass Roots. See note.	Activity associated with the Grass Roots program.
11	Educator Visit	Activity associated with the Educator Visit program.
12	Parents Club	Activity associated with the Parents Club program.
13	Orientation Meeting	Activity associated with an orientation meeting or other programs especially for pre-candidates, candidates, and

		appointees to United States Air Force Academy, and for individuals in the Air Force Reserve Officer Training Corps scholarship application process.
14	Summer Seminar	Activity associated with the Summer Scientific Seminar program.
15	Public Information	Activity to maintain public awareness of United States Air Force Academy and Air Force Reserve Officer Training Corps through media (scholarship or appointment presentation).
16	Congressional	Assistance provided to a Member of Congress or congressional staff by providing information regarding United States Air Force Academy and Air Force Reserve Officer Training Corps or serving on a selection committee.
17	Supply Management	Activity to maintain supply program (for use by supply officers only).
18	Admissions Liaison Officer Program Management	Activity associated with overall management of the Admissions Liaison Officer Program (for use by Liaison Officer Directors and/or Deputy Liaison Officer Directors only).
Note: Include time spent preparing for an event such as Candidate Fitness Assessment or Grass Roots.		

Attachment 3**TRAINING CATEGORY DEFINITIONS**

A3.1. Training Category Codes. Active Duty for Operational Support and Other Training Duty are divided into categories based on the type of active duty being accomplished. Active Duty for Operational Support is used to provide direct staff support to Active or Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome. Other Training Duty is used to supplement Annual Training, Initial Active Duty for Training, and Inactive Duty Training when the member needs extra training to achieve a required skill or skill level in the assigned Air Force Specialty Code. The Training Category Code headers are designated as XZ. TCCs ending in "Z" are category headers only and will be used for cost rollups at the AF/RE level. Only the TCCs listed below a given "Z" category are valid. Listed below is a brief definition for each Training Category Code except SCHOOL TOURS (PROJECT 726) and Career Development Training (i.e., AZ).

Section A3A. AZ—Initial Skill Acquisition Training

A3.2. AA—Officer Professional Military Education. Identifies officers attending Professional Military Education to include Squadron Officer School, Intermediate Developmental Education (e.g., Air Command and Staff College), and Senior Developmental Education (e.g., Air War College). This is general type training that is not specifically Air Force Specialty Code oriented.

A3.3. AB—Non-Commissioned Officer (NCO) Professional Military Education. Identifies enlisted members attending Professional Military Education (e.g., Senior Non-Commissioned Officer Academy). This is general type training that is not specifically Air Force Specialty Code oriented.

A3.4. AC—Professional Continuing Education. Identifies officers or enlisted members attending short military education courses designed to provide professional development and Air Force recognized professional continuing education courses for professional Air Force Specialty Codes (e.g., medical, legal, chaplain, engineer, acquisition). Includes but not limited to Squadron Commander Course, Non-Commissioned Officer Leadership Development Seminar, etc.

A3.5. AD—Advanced Distributed Learning (ADL). Identifies officers and enlisted members participating in education and training events that are delivered by an Advanced Distributed Learning media that takes place without the physical presence of the instructor.

Section A3B—. BZ—Initial Skill Acquisition Training.

A3.6. BA—Initial Skill Training for Nonrated Officers. Identifies those officers attending the initial skills training for award of their Air Force Specialty Code.

A3.7. BB—Initial Skill Training for Enlisted Members. Identifies those enlisted members attending the initial technical training for award of their Air Force Specialty Code.

Section A3C. Officer Training

A3.8. CA—Officer Training School. Identifies enlisted attending Officer Training School.

A3.9. CB—Academy of Military Science. Identifies officers attending the Academy of Military Science course.

A3.10. CC—Commissioned Officer Training (COT). Identifies officers attending the Commissioned Officer Training course or the Reserve Commissioned Officer Training course.

A3.11. CZ—Total Force Officer Training (TFOT). Identifies those enlisted members attending Total Force Officer Training in order to be appointed as Line of the Air Force officers.

Section A3D. DZ—Recruiter Training

A3.12. DA—Air Force Reserve Recruiter School. Identifies personnel attending the Air Force Reserve Recruiter School.

Section A3E. EZ—Refresher and Proficiency Training

A3.13. EA—Enlisted 7-level upgrade courses. Identifies enlisted members attending a 7-level upgrade course.

A3.14. EB—Officer field upgrade courses. Identifies officers attending field upgrade courses (e.g., Advanced Personnel Officer Course).

A3.15. EC—Survival Training. Identifies personnel attending survival-training courses.

A3.16. ED—Other Advanced Skill Courses. Identifies personnel attending advanced skill courses other than those included as officer field grade upgrade courses, survival training, and post Undergraduate Flight Training courses.

A3.17. EF—Post Undergraduate Flight Training Flying Courses. Identifies personnel attending post Undergraduate Flight Training flying courses.

Section A3F. FZ—Undergraduate Flying Training

A3.18. FA—Undergraduate Pilot Training (UPT). Identifies personnel attending Undergraduate Pilot Training.

A3.19. FB—Undergraduate Navigator Training (UNT). Identifies personnel attending Undergraduate Navigator Training.

A3.20. FC—Flight Screening. Identifies personnel who are attending Flight Screening course prior to attending Undergraduate Pilot Training or Undergraduate Navigator Training.

A3.21. FD—Progression Active Duty for Training. Identifies personnel on Progression Active Duty for Training, initial aircrew qualification up to, but including instructor or flight examiner status by crew position.

Section A3G. GZ—Unit Conversion Training

A3.22. GA—All Formal Courses for Retraining Aircrew. Identifies aircrew personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a result of the unit undergoing mission/aircraft changes. This Training Category Code would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing.

A3.23. GB—All Formal Courses for Retraining Nonflying Members. Identifies nonflying personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a result of the unit undergoing mission/aircraft changes. This Training Category Code would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing. SPECIAL TOURS (PROJECT 727).

Section A3H. HZ—Competitive Events

A3.24. HA—All DoD sponsored/sanctioned athletic events. Identifies personnel participating in a DoD sponsored/sanctioned athletic event (excluding Interallied Confederation of Reserve Officers). Is to be used only for actual participants in the competition, not for coaches, judges, assistants or individuals attending planning meetings, etc.

A3.25. HB—Interallied Confederation of Reserve Officers Military Competitors. Identifies selected individuals participating and providing logistical support of Interallied Confederation of Reserve Officers /CIOMR activities as approved by AF/RE. The US team competes with those of other NATO nations each year. It is to be used for actual participants in the competition and for individuals giving logistical support.

Section A3I. JZ—Command/Staff Supervision

A3.26. JA—Audits/inspections/Staff Assistance Visit to subordinate Reserve units and other Air Force Reserve-directed investigations. Identifies personnel providing realistic and practical experience in augmenting evaluation teams conducting audits, inspections, QAFA teams, or investigations and in rendering assistance to subordinate Reserve units.

A3.27. JB—Conferences, Workshops, Meetings, Command-directed Interviews, etc. Identifies personnel attending conferences, workshops, meetings, command-directed interviews.

A3.28. JC—Membership on selection/review boards, policy councils, and similar activities. Identifies personnel selected to participate on selection/review boards (e.g., promotions, awards), policy councils, and related activities.

A3.29. JD—Quality initiatives or teams. Identifies personnel participating in quality teams (e.g., problem solving process teams, process action teams, process improvement teams) or other meetings for quality initiatives. This includes individuals serving as instructors for quality schools. Emergency and Special Program code QS should be used for quality related instruction.

Section A3J. KZ—Exercises (Active Duty for Operational Support/Active Duty for Training)

A3.30. KA—Wargame support. Identifies Reserve personnel participating in simulated and computer-aided war games and exercises.

A3.31. KB—Participation in joint training exercises. Identifies Reserve personnel participating in joint and command-directed training exercises. Reserve members are integrated with the active component forces and provide required expertise. These personnel may function in command positions as aircrew members, or specialists in any field.

A3.32. KC—Other worldwide missions. Identifies personnel participating in deployments, missions, humanitarian relief efforts, and peacekeeping efforts not specifically identified by another Training Category Code.

A3.33. KD—Haiti Support. Identifies personnel participating in Haitian relief efforts. This Training Category Code should be used in conjunction with Emergency and Special Program code HA, XF, or DT.

A3.34. KE—Iraq/Saudi/Kuwait Support. Identifies personnel participating in military missions in the areas of Iraq/Saudi/Kuwait. For tours requiring Emergency Essential and Special Program codes check with the local financial management office for the appropriate code.

Section A3K. LZ—Management Support (Active Duty for Operational Support/Active Duty for Training)

A3.35. LA—Day-to-day support of Reserve unit training functions. Identifies personnel participating in a normal day-to-day activities at the Reserve unit (e.g., administrative support, backfilling an Air Reserve Technician's duties, flight examiners/instructors).

A3.36. LB—Short-term augmentation of Air Force Reserves management headquarters (base/NAF/FOA/RE) during surge periods, temporary shortfalls or when expertise not available on staff is required . Identifies personnel participating in higher headquarters support/or headquarters directed support tours.

A3.37. LC—Short term augmentation of Air Force Reserves activities in SAF/DoD/Joint Staff in support of Reserve projects/issues. Identifies personnel participating in support tours for Secretary of the Air Force, Department of Defense, or Joint Staff level in support of Reserve projects or issues.

A3.38. LD—Short-term augmentation of statutory representative offices outside AFRC. Identifies personnel participating in support tours for offices outside of the Air Force Reserves.

A3.39. LE—Non-Commissioned Officer Leadership Development Training instructor facilitation. Identifies personnel serving as facilitators for the Non-Commissioned Officer Leadership Development Training course. Use in conjunction with Emergency and Special Program code LS.

A3.40. LF—Air Force Reserves course curriculum development. Identifies personnel participating in curriculum development for courses offered by the Air Force Reserves.

A3.41. LG—Instructor Augmentation at AFRC School Locations. Identifies personnel who are serving in an instructor capacity for Air Force Reserves schools. (Do not include Non-Commissioned Officer Leadership Development Training facilitators in this category. Use Training Category Code LE for them.)

A3.42. LH—Disciplinary Action Against Member. Identifies individuals who have been called to active duty for the purpose of disciplinary action against the member.

A3.43. LI—Retain sick/injured member on active duty upon expiration of original Active Duty for Operational Support order.

A3.44. LJ—STARBASE KELLY. Identifies individuals participating in the STARBASE KELLY program. This is a program designed to be an innovative approach to addressing three critical problems facing today's American children. These are: poor preparation in science and math, lack of personal direction, and substance abuse. It targets minority and socio-economic children in grades four, five and six.

A3.45. LK—Innovative Readiness Training (IRT) Support. Identifies individuals participating in project Innovative Readiness Training. This is a Health and Human Services Civil-

Military Project, under the guidance of the Indian Health Service. This includes members who are providing training during the project.

A3.46. LN—Base Realignment and Closure Activities (BRAC) Charged to Reserve Personnel Appropriations. Identifies individuals who are performing a tour in support of a base identified for closure. If you use Air Force Reserves Reserve Personnel Appropriations funds that will not be reimbursed by AFRC, use this Training Category Code. If you have been authorized to Air Force Reserves Reserve Personnel Appropriations funds and get reimbursement from AFRC/FMAR from HQ Support, use Training Category Code LO. If you charge the Base Realignment and Closure appropriation (rather than AFRC funds), use Training Category Code SA.

A3.47. LO—Base Realignment and Closure Activities Performed as HQ Directed Support . Identifies individuals who are performing an approved HQ directed support tour in support of a base identified for closure. If your funds will be reimbursed by AFRC, use this Training Category Code.

A3.48. LP—Medical Evaluation . Identifies individuals placed on active duty solely for medical purposes. Does not include duty associated with "LI" and "LQ".

A3.49. LQ—Retain/Place sick/injured member on active duty upon expiration of original Active Duty for Training order or Inactive Duty Training duty status. *Section A3L. MZ—Operational Training*

A3.50. MA—ON-THE-JOB TRAINING to Achieve Air Force Specialty Code Upgrade Requirements. Identifies personnel who are doing on-the-job training to achieve Air Force Specialty Code upgrade requirements. All hands-on skill training at the unit will be in Active Duty for Operational Support status in this Training Category Code.

A3.51. MB—Short Orientation Tours for Members New to Unit/activity, or for Familiarization Training when Unit Receives New Equipment, Software, Tech Orders, etc. . Identifies personnel who are doing training as a result of being new to the unit or activity, or as a result of the unit receiving new equipment, software, etc. Should be used only when Annual Training is not available for this purpose.

A3.52. MC—Mission/mobility Qualification Training. Identifies personnel doing either flying or non-flying training needed to qualify for the duty position or Unit Type Code (UTC) that cannot be satisfied during scheduled IDTs and Annual Training. This is typically training of a recurring nature, not related to Air Force Specialty Code upgrade. This Training Category Code will also be used when normal qualification milestones required extensive continuous training (i.e., Progression Active Duty for Training) subsequent to the initial formal school.

A3.53. MD—Skill-oriented Competitions. Identifies personnel participating in skill-oriented types of competitions (e.g., Airlift Rodeo, Peacekeeper Challenge, Gunsmoke).

A3.54. ME—Intelligence Refresher and Proficiency Training. Identifies personnel who are participating in intelligence training that cannot be completed during scheduled Inactive Duty Training periods and/or Annual Training. This training, normally of a recurring/refresher nature, is required for satisfactory qualification in the assigned duty position. It may also be required by contingency status and/or command directives as appropriate.

A3.55. MF—Instructor Training for the Transportation Proficiency Center . Identifies individuals training to qualify them to serve as instructors at the Transportation Proficiency Center.

A3.56. MH—Innovative Readiness Training Participation . A member who is participating in an Innovative Readiness Training project for the purpose of valid unit or individual currency, sustainment and/or upgrade training.

Section A3M. NZ—Recruiting/Retention

A3.57. NA—Assistance to AFRC Recruiting Service (AFRC RS) from members having specialized skills/Air Force Specialty Codes, who can help attract new accessions in those skills . Identifies personnel who have specialized skills/Air Force Specialty Codes and are on active duty to provide assistance to Air Force Reserve Command Recruiting Service in attracting new accessions in their area of expertise.

Section A3N. PZ—Unit Conversion Training

A3.58. PA—Aircrew mission/mobility qualification training through ON-THE-JOB TRAINING required due to change of mission or aircraft. Identifies members who are doing on-the-job training of an aircrew mission/ mobility qualification nature due to a change of mission or aircraft. This Training Category Code should be used instead of the MZ or RZ categories until the unit completes conversion.

A3.59. PB—Non-flying mission/mobility qualification training through ON-THE-JOB TRAINING required due to change of mission or aircraft. Identifies members doing non-flying mission/mobility qualification training through on-the-job training due to a change of mission or aircraft. This Training Category Code should be used instead of the MZ or RZ categories until the unit completes conversion.

Section A3O. QZ—Drug Interdiction/Counterdrug Activities

A3.60. QB—Interdiction/Counterdrug support. In support of detection/monitoring identifying personnel who are participating in drug interdiction/counterdrug activities that support the detection/ monitoring effort.

A3.61. QC—Interdiction/Counterdrug efforts in support of demand reduction . Identifies personnel who are participating in drug interdiction counterdrug support activities that are in support of the demand reduction effort. This Training Category Code will be used in conjunction with Emergency and Special Program code “MA”.

Section A3P. RZ—Service Mission/Mission Support

A3.62. RA—Direct Support for Air Force Reserves air operations or flying unit projects performed in conjunction with active component forces and as a part of sustainment training for aircrews. Identifies personnel participating in AFR air operations or flying unit projects being done in conjunction with active forces and as a part of sustainment training for aircrews. This Training Category Code should be used when aircrew and related support staff have no other upgrade or mission qualification milestones to meet under Operational Training (Training Category Code category MZ). It is not authorized for IMAs.

A3.63. RB—Aeromedical Crew Mission Support and Sustainment Training. Identifies aeromedical personnel participating in mission support or sustainment training. This Training Category Code should be used only when the aeromedical crew have no other upgrade or mission

qualification milestones to meet under Operational Training (Training Category Code category MZ). It is not authorized for IMAs.

A3.64. RC—BOSNIA Support Activities Charged to Reserve Personnel Appropriations

. Identifies all Air Force Reserves personnel used in conjunction with JOINT ENDEAVOR or any other BOSNIA Support activities.

A3.65. RE—Alert Mission . Identifies personnel supporting alert missions (e.g., Joint Chiefs of Staff directed Single Integrated Operational Plan, refueling airborne command post, and Take Charge and Move Out air refueling support).

A3.66. RD—Reserve Participation in Directed Activities . Identifies all Air Force Reserves personnel used in conjunction with centrally directed missions for real world situations and active component missions. Missions will be directed and funded by functional points of contact.

Section A3Q. SZ—Costs Charged to Other Appropriations (Active Duty for Training/Active Duty for Operational Support)

A3.67. SA—Unit Conversion Costs to be Charged to Base Realignment and Closure appropriation as Authorized by AFRC/FMAR and used in Conjunction with Emergency and Special Program code BR. Identifies personnel participating in activities related to unit conversion and being funded out of the Base Realignment and Closure appropriation. Use of this Training Category Code and Base Realignment and Closure funds must be authorized by AFRC/FMAR. This Training Category Code should be used in conjunction with Training Category Code BR.

Attachment 4

AIR FORCE RESERVE TELECOMMUTING AGREEMENT

A4.1. The following constitutes an agreement between: _____ and _____
 agree to (Supervisor) (Reservist)

the terms and conditions of the teleworking program. The supervisor and reservist agree:
 Telecommuting schedule is: ___ Fixed ___ General.

A4.2. Reservist agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the teleworking program. Reservist recognizes that the teleworking arrangement is not a right, but a complementary tool the Air Force Reserve may use to accomplish work.

A4.3. The reservist will meet with the supervisor to develop and/or amend performance agreements for work performed away from the official duty station. See [paragraph A4.12.](#) for a list of elements to consider while developing performance agreements. The reservist will complete all assigned work according to work procedures mutually agreed upon by the reservist and the supervisor in the agreement.

A4.4. Participation in teleworking does not change the reservist's official duty work location. Air Force Instructions and the teleworking pamphlet govern all pay and reimbursements.

A4.5. Where applicable, the reservist agrees to document and submit to the supervisor for endorsement, any changes in the agreement.

A4.6. The reservist must ensure a safe and healthy work environment exists. If required by the supervisor, the reservist agrees to sign a self-certification checklist ([Attachment 5](#)) that proclaims the alternative work site is free of work related safety and health hazards.

A4.7. Any data, document or work product developed in reservist teleworking is the sole property of the US Government.

A4.8. During teleworking, the supervisor/approval authority may check progress via telephone calls, electronic mail or other available means.

A4.9. The reservist agrees not to conduct personal business while in official duty status at the teleworking workplace (e. g., caring for dependents, making home repairs, etc.).

A4.10. The reservist acknowledges that while teleworking, he is subject to the Uniform Code of Military Justice during the duty hours specified in his active duty order, or the inactive duty hours reflected on his AF Form 40A.

A4.11. Equipment.

A4.11.1. The Government retains ownership and control of all hardware, software, and data associated with Government owned systems.

A4.11.2. Government equipment is For Official Use Only (FOUO). Installation, repair and maintenance are at the sole discretion and direction of the issuing organization.

A4.11.3. Reservist agrees to protect any government owned equipment, to prevent the use by others, and to use the equipment only for official purposes.

A4.11.4. Reservist must have Designated Approval Authority approval before installing any hardware or software on Government systems.

A4.11.5. Reservist agrees to install, service, and maintain any privately owned equipment at the reservist's sole risk and responsibility.

A4.11.6. The government does not incur any cost or liability resulting from the use, misuse, loss, theft, or destruction of privately owned computer equipment or resources.

A4.11.7. The Air Force Reserve strongly encourages use of base toll-free numbers for remote network access and long distance phone calls.

A4.11.8. Reservists must comply with DoD and Air Force security procedures and ensure security measures are in place to protect the equipment from damage, theft or access by unauthorized individuals.

A4.11.9. Access to sensitive (e.g., Privacy Act, FOUO, and classified) documents, data, records, etc. on government equipment must be consistent with all DoD and Air Force directives and instructions. Private equipment may not be used to access or view classified information or Privacy Act data.

A4.11.10. Reservist is responsible for providing security against loss due to malicious logic and physical or virus loss, theft, or damage. Anti-virus software is available for both government and privately owned computers.

A4.11.11. If teleworking requirements terminate, the reservist must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided.

A4.12. Specific teleworking project details:

A4.12.1. Scope of work (description of project/training-certification).

A4.12.2. Projected deliverables.

A4.12.3. Estimated amount of time to complete the project.

A4.12.4. Projected start and end dates.

A4.12.5. Duty status and estimated number of hours/days.

A4.12.6. Reservist resource requirements.

A4.12.7. Reimbursable expense type and estimate, if required (i.e., OF 1164).

A4.12.8. Progress report requirements.

A4.12.9. Additional remarks.

 (Reservist's Signature) (Date)

 (Supervisor's Signature) (Date)

 (Approval Authority's Signature) (Date)

Attachment 5

AFR TELECOMMUTING CHECKLIST

(To be completed by the supervisor)

The following checklist is to ensure proper orientation of your teleworker with the policies and procedures of the teleworking program. Questions 4, 5, and 6 may not be applicable to your teleworker, if this is the case, simply state non-applicable or N/A.

NAME OF RESERVIST (TELECOMMUTER): _____

NAME OF SUPERVISOR: _____

Date Completed: _____

(To be completed by telecommuter)

_____ 1. Reservist has read and understood the teleworking guideline instruction and all local policy (if applicable) concerning teleworking.

_____ 2. Reservist received a copy of agreement.

_____ 3. Reservist is issued/not issued government equipment.

_____ 4. Document any equipment issued by the supervisor/approval authority, by placing an X after each applicable item. All Government equipment (hardware and software) must be accounted for on hand receipt.

Check as applicable: Yes No Serial Number

- computer _____

- modem _____

- fax machine _____

- other (state) _____

_____ 5. Policies and procedures for care of equipment issued by the supervisor/approval authority have been explained and are clearly understood.

_____ 6. Policies and procedures covering classified, secure, or privacy act data have been discussed, and are clearly understood.

_____ 7. Requirements for a safe office space and/or area have been discussed, and the Reservist certifies those requirements are met.

_____ 8. Performance expectations have been discussed and are clearly understood.

_____ 9. Reservist understands that the approval authority may terminate reservist participation at any time, in accordance with supervisor/approval authority established administrative procedures.

_____ 10. Reservist consents to monitoring.

(Reservist's Signature) (Date)

(Supervisor's Signature) (Date)

(Approval Authority's Signature) (Date)

Attachment 6

SAMPLE MEMORANDUM DENIAL OF PARTICIPATION (MEDICAL)

AFMAN 36-2255, Paragraph 1.7.3.

(Date)

MEMORANDUM FOR (Member's Rank, Full Name)
(Member's Full Mailing Address)

FROM: (Unit Commander)

SUBJECT: Denial of Participation for Pay and Points

This is to notify you that I have elected to place you in a restricted participation status due to medical limitations. Under the provisions of AFMAN 36-2255, *Reserve Personnel Participation*, paragraph 1.7.3, you may not participate in any pay or point activity pending resolution of medical limitations.

Unit Commander Signature
Unit Commander Signature Block

1st Ind, (Member's Rank and Full Name)

Memorandum for (Commander's Organization and Office Symbol)

I acknowledge receipt of this notification. This acknowledgement constitutes neither my agreement nor disagreement with this action.

Member's Signature
Member's Full Name, Rank

Cc:
(Member's Servicing FSS)

Attachment 7**SAMPLE MEMORANDUM RETURN FROM RESTRICTED PARTICIPATION
(MEDICAL)**AFMAN 36-2255, Paragraph **1.7.3**.

(Date)

MEMORANDUM FOR *(Member's Rank, Full Name)*
(Member's Full Mailing Address)

FROM: (Unit Commander)

SUBJECT: Return from Restricted Participation Status

This is to notify you that I have elected to remove restrictions on your participation status due to medical limitations. Under the provisions of AFMAN 36-2255, *Reserve Personnel Participation*, **paragraph 1.7.3**, you may resume participating in pay or point activity.

Unit Commander Signature
Unit Commander Signature Block1st Ind, *(Member's Rank and Full Name)*Memorandum for *(Commander's Organization and Office Symbol)*

I acknowledge receipt of this notification. This acknowledgement constitutes neither my agreement nor disagreement with this action.

Member's Signature
Member's Full Name, RankCc:
(Member's Servicing FSS)

Attachment 8

SAMPLE MEMORANDUM FOR RESTRICTED PARTICIPATION (MEDICAL)

(Date)

MEMORANDUM FOR *(Member's Rank, Full Name)*
(Member's Full Mailing Address)

FROM: (Unit Commander)

SUBJECT: Restricted Participation Status

This is to notify you that I have elected to remove some/all restrictions on your participation status due to medical limitations as documented on an AF Form 469. Under the authority of the *Participation Determinations for Members of the Air Force Reserve* memo, signed by the AFRC/CC dated 08 February 2019, you may participate in pay or point activities with the following restrictions: *(specifically list those duties a member may participate in, and give consideration whether they should be restricted to home station only, or permitted to go TDY in CONUS)*. Returning to duty under these restrictions will remain until your profile is finalized by AFRC/SG, removed, or your ability to participate in your primary duties change.

Unit Commander Signature
Unit Commander Signature Block

1st Ind, *(Member's Rank and Full Name)*

Memorandum for *(Commander's Organization and Office Symbol)*

I acknowledge receipt of this notification. This acknowledgement constitutes neither my agreement nor disagreement with this action.

Member's Signature
Member's Full Name, Rank

Cc:
(Member's Servicing FSS)