

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

**AIR FORCE INSTRUCTION 36-2254,
VOLUME I**



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Personnel

RESERVE PERSONNEL PARTICIPATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-22, *Air Force Military Training*, Department of Defense (DoD) Directive 1200.7, *Screening the Ready Reserve*; DoD Directive 1200.16, *Contracted Civilian-Acquired Training (CCAT) for Reserve Components*; DoD Instruction 1215.6, *Uniform Reserve, Training and Retirement Categories*; DoD Directive 1235.9, *Management of the Standby Reserve*; DoD Instruction 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay*; DoD Instruction 1215.7, *Service Credit for Reserve Retirement*; and administers the DoD 7000.14-R, Volume 7, *Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*; and DoD Instruction 1215.13, *Reserve Component Member Participation Policy*. It gives guidelines for **training and education activities** within an Air Force Reserve unit, the Individual Mobilization Augmentees (IMA) program, and the Individual Ready Reserve (IRR). It tells how to determine Federal service points for Air Force Reserve members. Review the DoD references cited in **Attachment 1** before using this instruction. Direct questions about unit reservists to HQ Air Force Reserve Command (AFRC)/A1K, 155 2nd Street, Robins AFB GA 31098-1635. Direct questions about the IMA program to AFRC/Readiness Management Group (RMG), 233 N Houston Rd, Suite 131A, Warner Robins, GA 31093. Direct questions about the IRR program to HQ Air Reserve Personnel Center (ARPC)/XP, 6760 E Irvington Pl, Denver CO 80280-7500. This publication does not apply to the Air National Guard (ANG). DoD Instruction 1235.14, *Administration and Management of the Inactive Ready Reserve and the Inactive Air National Guard (ANG)*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information

Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional’s chain of command.

SUMMARY OF CHANGES

This change completely revises AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. It converts it back into an Instruction and breaks it out into Volumes. Volume I covers Reserve Participation. Volume II covers Reserve Training. Volume III covers Telecommuting/Advanced Distributed Learning. The numbering has changed to 36-22XX due to the elimination of AFPD 36-80, *Reserve Training and Education*.

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Chapter 1

STANDARDS, TRAINING AND RETIRED CATEGORIES, AND PARTICIPATION REQUIREMENTS

1.1. General Requirements. Members must meet the following requirements, when taking part in a pay or points gaining activity:

1.1.1. Dress and appearance standards of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Chaplains wishing to wear beards for religious reasons must submit their requests for waiver through their chain of command to HQ AFRC/HC. The final approval authority is HQ USAF/RE. Beards may only be worn during tours of 30 days or less.

1.1.2. Fitness currency requirements outlined in AFI 10-248, *Fitness Program*.

1.1.3. Medical standards and qualifications of AFI 48-123, Volume 1, *Medical Examination and Standards—General Provisions*.

1.1.4. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Privacy Act System notices F036 ARPC I, Point Credit Accounting Record System (PCARS); F036 ARPC K, Inactive Duty Training (IDT), Extension Course Institute Training; and F036 ARPC L, Professional Military Education (PME) apply. Maintain and dispose of all records created by processes prescribed by this manual in accordance with AFI 36-2608, *Military Personnel Records System*.

1.2. Satisfactory Participation. Each member must ensure that all general requirements and category requirements in Table 1.1 are met. A Reserve member is responsible for contacting their unit commander or supervisor as soon as the member becomes aware that he or she will not be able to attend a unit training assembly (UTA) or IDT. A member is also responsible for maintaining their current address and telephone number with the unit and Military Personnel Flight (MPF).

1.2.1. Members may request the substitution of active duty (AD) (military personnel appropriations (MPA) tours) participation that supports contingency operations/exercises (a code name operation which typically has a plan ID associated with it) for annual tour and IDT requirements. Substitution requests should be done in advance, substitutions should be approved prior to the start of the tour. Substitution authority rests with the unit commander. For Individual Reservist (IR) [MA/Participating Individual Ready Reserve] substitution approval authority rests with the Program Manager (PM) (including centrally managed) for the first two substitutions, thereafter with the RMG commander. MPA tours in support of Aerospace Expeditionary Force (AEF) missions may be substituted for annual tours, see paragraph 5.9.

1.2.2. Prorate the allowable paid points in a fiscal year (FY) for members who move between categories. Calculate as follows: Every month as a unit reservist or IR in Reserve Section Codes MA, MB, ME, or MR establishes a four-point requirement. Every month spent as an IMA in Reserve Sections MC, MD, or MH establishes a two-point monthly requirement. There remains an annual maximum of forty-eight points.

1.2.3. All training must be scheduled and approved in advance. The supervisors of Reserve members (as determined by the commander) will track all training and participation needs. The supervisors may use any documentation method that best meets their needs and the needs of their members.

1.2.4. Reservists assigned after 1 April (except those gained from another Selected Reserve Program) may prorate the number of IDTs for the remainder of that FY. All FY requirements must be met the following FY. Prorate the number of IDTs as follows: For IMAs assigned to reserve section MB, ME, and MR there is a four paid IDT requirement per month. For IMAs assigned to reserve section MC, there is a two paid IDT requirement per month. For IMAs assigned to reserve section MA there is a three paid and one nonpay IDT requirement per month.

1.3. Unsatisfactory Participation. Unsatisfactory participation is failure to meet requirements of Table 1.1, and all general requirements. This is a basis for discharge or involuntary transfer to the IRR (see AFI36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*; AFI36-2115, *Assignments Within the Reserve Components*). See also paragraph 4.14.

1.3.1. A unit member who has nine or more unexcused IDT absences, in a 12-month period with the first month missed as month one, or has not completed a scheduled Annual Tour in an FY (unless substituted or excused) is considered an unsatisfactory participant.

1.3.2. IMA unsatisfactory Participants.

1.3.2.1. An IMA, who is required to perform 24 IDTs per FY, with four or more unexcused IDT absences, or who has not completed a scheduled Annual Tour in an FY (unless substituted or excused by the PM) is considered an unsatisfactory participant.

1.3.2.2. An IMA, who is required to perform 48 IDTs per FY, with nine or more unexcused IDT absences, or who has not completed a scheduled Annual Tour in an FY (unless substituted or excused by the PM) is considered an unsatisfactory participant.

1.3.2.3. The RMG distributes a list annually of unsatisfactory IMA FY participants to the PM. PMs must provide RMG written justification on each individual within 90 days in order to retain the member. PMs have the authority to approve a first and second time waiver. For centrally managed IMAs, the PM must obtain concurrence of the member's functional manager. RMG/CC is the authority for all subsequent waivers. ARPC/DPAO provides a listing of participants who have not met FY requirements on Mobilization Assistants to the MA to AF/RE.

1.3.3. Disposition of United States Air Force Reserve (AFRC) Unsatisfactory Participants. AFRC Commanders are authorized to take the following actions when necessary and appropriate:

1.3.3.1. Delay or defer promotion.

1.3.3.2. Administrative demotion.

1.3.3.3. Involuntary 45 manday recall. Members who have not fulfilled their Military Service Obligation (MSO) in accordance with Title 10 U.S.C., Section 651, may be ordered to active duty for training (ADT), regardless of the length of prior AD or ADT, for a period of not more than 45 days under Title 10 U.S.C., Section 10148. Recall will

be in a special Reserve Personnel Appropriation (RPA) tour status and must be performed at the unit of assignment/attachment. Enlisted members assigned to the Selected Reserve who are ordered to AD or ADT may be returned to their previous unit of assignment or transferred to the IRR. The member's term of enlistment may be extended up to 6 months to permit completion of the designated period of AD in accordance with Title 10 U.S.C., Section 10148.

1.3.3.4. Ordered to AD. Members in the Selected Reserve who have not fulfilled their MSO in accordance with Title 10 U.S.C., Section 651, and have not served on AD, or ADT for a total of 24 months, for such period of time the Secretary deems appropriate, may be required to serve on AD until their AD or ADT equals 24 months (Title 10 U.S.C., Section 12303).

1.3.3.5. Reassign unsatisfactory participants to the appropriate subcategory of IRR or Standby Reserve (with unit or PM authority respectively) in accordance with AFI 36-2115. Ensure that on transfer to the IRR, members understand their MSO as a member of the IRR, including the requirement for satisfactory participation in the annual reporting (Muster Duty and/or Push/Pull) program. Failure to satisfactorily participate in annual screening requirements may result in an involuntary recall to ADT for 45 days regardless of the length of prior AD or ADT.

1.3.3.6. Initiate discharge action according to AFI 36-3209.

1.4. Excusing Members for Failure To Perform Minimum Prescribed Duties.

1.4.1. Minimum Retention/Retirement (R/R) requirements. Unless permitted by other authority, a member qualified for retirement under the guidelines of AFI 36-3209, (except for having reached age 60) must accrue 50 total retirement points (including 15 membership points) during the full R/R year to stay in the Ready Reserve. Membership points are prorated for periods less than 1 year. If the points are not accrued, an officer or an enlisted member may be transferred to the IRR according to AFI 36-2115, or discharged according to AFI 36-3209. The member may be excused for failing to accrue the 50-point minimum due to personal hardship or other extraordinary circumstances. *Note:* Members do not receive credit for a satisfactory year of service for the year that is excused.

1.4.2. Minimum FY requirements. Excusals for Annual Training (AT) must be obtained by 1 June each FY. For IMA, excusal approval authority rests with the PM for the first two excusals, thereafter with the RMG commander. For centrally managed IMAs, the PM must obtain concurrence of the member's functional manager. Unit commanders may excuse any part of AT or IDT. Excusals for IDT must be obtained before the scheduled training starts.

1.5. Excusable Authority for Failure To Perform Prescribed Training. Table 1.2 shows approval authority to excuse members for failure to perform the minimum prescribed training duties.

1.6. Medical Qualifications.

1.6.1. All members must meet the medical standards in AFI 48-123, Volume I, and applicable Reserve medical guidance to be considered medically qualified to participate in any pay or point gaining activity.

1.6.2. Members with expired medical or dental requirements (to include Reserve Component Periodic Health Assessment (RCPHA) are determined not in compliance with medical standards in AFI 48-123, Volume 1, or applicable Reserve medical guidance and, unless authorized by AFRC/SGP, may not participate in any pay or point gaining activities. Any IDT which is missed due to noncompliance will be considered excused; however, the commander may initiate involuntary transfer to the IRR in accordance with AFI 36-2115.

1.6.3. A member identified as having a potentially disqualifying condition in accordance with AFI 48-123, *Medical Examinations and Standards*, attachment 2 notated on an AF Form 469, **Duty Limiting Condition Report**, by any Air Reserve Component (ARC) or AD medical squadron will not be allowed to participate in any pay or point gaining activity until the disqualifying condition has been removed or an approved waiver is received from AFRC/SG in accordance with AFI 48-123. Any IDT which is missed due to this medical limitation will be considered excused. Member will be excused from any type of military duty requirements until the profile has been finalized by AFRC/SGP or removed. When applicable, the Personnel Data System (PDS) will be updated to reflect the member as excused.

1.6.4. Pregnant reservists may volunteer to participate during UTAs and Reserve Management Periods (RMPs) during pregnancy when the following criteria are met:

1.6.4.1. The decision is supported by the member, unit commander, military medical authorities, and obstetric care provider.

1.6.4.2. The reservist's home is located within 50 miles of the UTA location and the member commutes home during the UTA.

1.6.5. Reservists may be placed on military orders for the purpose of receiving military medical/dental evaluation, or examination as identified in AFI 48-123, Volume I and AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHS)*, or treatment for in Line of Duty Conditions (LOD). This does not apply to the RCPHA. Reservists receiving medical/dental care during a tour of duty will be voluntarily retained on AD orders to continue treatment as identified in DoD Directive 1241.1, *Reserve Component Medical Care and Incapacitation Pay for Line of Duty Conditions*.

1.6.5.1. Reservists not on military orders may be placed on 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.

1.6.5.2. Reserve or AD medical units do not extend, authorize the extension of, or issue military orders, or invitational travel orders. Order issuance or an extension is the responsibility of the commander.

1.7. Air Reserve Technician (ART) Status When Performing Military Duty. An ART must be in an off duty or official leave status from their civil service position when they are performing military duty. ("Official leave" includes annual leave, military leave, LWOP-US, accrued compensatory time off, accrued travel compensatory time or accrued credit hours.)

1.8. Uniform Code of Military Justice (UCMJ) Jurisdiction.

1.8.1. The UCMJ applies to AFRC members during any IDT or AD. An AFRC member subject to Title 10 U.S.C, Section 802 may be placed or extended on AD without the consent of the member for UCMJ action for activities that occurred during an AD tour or during IDTs in accordance with AFI 51-201, *Administration of Military Justice*.

1.8.2. General court-martial convening authority rests with designated AD and AFRC commanders. Reserve members are subject to UCMJ action by either of these authorities.

1.8.3. When a reserve member is suspected of committing a UCMJ offense, update the member's record to reflect "under investigation or pending separation" in the PDS. The Reserve unit commander must notify HQ AFRC/A1 to take this action. The RMG/PM will ensure RMG/DP is notified to do the updates for individual reservists.

1.8.4. When a reservist is on AD, the active duty commander or reserve commander exercising UCMJ authority must inform the member's assigned/attached organization upon initiating an investigation.

1.8.5. A Reservist pending investigation or court-martial may remain on existing orders 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 that the member should be retained on AD involuntarily under Title 10 U.S.C., Section 802, orders will be updated with the appropriate MPA fund cite. Orders must reflect "disciplinary action against member."

1.8.6. Reserve members who are being court-martialed after coming off of orders or from IDT service, must be recalled involuntarily under Title 10 U.S.C., Section 802 citing MPA funds. Involuntary recall authority for this type of action rests with the Secretary of the Air Force and will be processed pursuant to AFI 51-201.

1.9. Leave Entitlement. Accrued leave must be included in tour orders of 30 days or more. Barring unforeseen circumstances, the member must be afforded the opportunity to take unused leave. Reference AFI 36-3003, *Military Leave Program*.

Table 1.1. AFRC Training and Retired Categories.

R	A	B	C	D	E	F	G	H
U			Then the IDT (1)			and the AT (1)		
L								
E	If a member is assigned to	in training and retired category	requires	Maximum Paid training periods (TPs) are (2)	and training will be conducted by	requires	and pay is	and training will be conducted by
1	A HQ AFRC wing or separate unit organized and trained to serve as a unit if mobilized in RS AA-AZ, or A1-A4	A	48 paid TPs (3)	48 per FY (4)	HQ AFRC	Not less than 14 training days (exclusive travel time) (5)	authorized	HQ AFRC
2	The Selective Service System (SSS) in RS MA	B	36 paid TPs and 12 Non-paid TP	48 per FY (4)	SSS	12 training days (exclusive of travel time) per FY (6)	authorized	SSS
3	IMA position requiring continuity and frequent proficiency training (7) in RS MB, ME, and MR	B	48 paid TPs		Major Command (MAJCOM) (8)			
4	An IMA position (including JA and HC) allocated to various levels of command to maintain mobilization proficiency in RS MC	B	24 paid TPs	24 per FY	(9)	12 training days (exclusive of travel time) per FY (6)	authorized	MAJCOM (9)
	An IMA position in the Critical Medical Skill Program in RS MC			N/A		12 days (exclusive of travel time) per FY		

R	A	B	C	D	E	F	G	H
U			Then the IDT (1)			and the AT (1)		
L								
E	If a member is assigned to	in training and retired category	requires	Maximum Paid training periods (TPs) are (2)	and training will be conducted by	requires	and pay is	and training will be conducted by
5	An RMG ARS IMA position in SSS in RS MD	B	24 unpaid	N/A	SSS	12 training days (exclusive of travel time) per FY (6)		SSS
6	An HQ AFRC unit non prior service member undergoing Initial active duty for training (IADT) in RS CC or CD	F	48 paid	N/A	N/A	12 to 14 training days (exclusive of travel time) per FY (11)	authorized	N/A
7	A HQ AFRC unit non prior service member awaiting IADT in RS CE or CF	P	1 paid TP (11)	2 TPs	unit	no training	not authorized	N/A
8	A participating IRR member in RS MX (8 and 12)	E	(13)	N/A	RMG or training attachment	no training (13)	not authorized (13)	N/A (13 and 14)
9	An RMG Ready Reinforcement Personnel Section member in RS MT		(13)		training attachment			
10	An ARPC Nonobligated Nonparticipating Reserve Personnel Section (NNRPS) member in RS RD	E	1 day muster duty per FY (14)	1 day muster pay	nearest selected AD base	2-3 days training per FY as directed (15)	authorized	nearest selected AD base

R	A	B	C	D	E	F	G	H
U L			Then the IDT (1)			and the AT (1)		
E	If a member is assigned to	in training and retired category	requires	Maximum Paid training periods (TPs) are (2)	and training will be conducted by	requires	and pay is	and training will be conducted by
11	An ARPC Obligated Reserve Section (ORS) member in RS RA		1 day muster duty per FY (14)	1 day muster pay	nearest selected AD base	2-3 days training per FY as directed (15)	authorized	nearest selected AD base
12	HQ ARPC Medical IRR in RS TC, TD, TE							
13	An ARPC ORS member in RS RC with an extended AD commitment							
14	A member undergoing training as a legal intern	K					authorized	training attachment or ARPC
15	An officer undergoing the chaplain candidate training program or the chaplain candidate continuation training program		(16)		training attachment or HQ AFRC	training as program directs (17)		
16	An officer undergoing the Armed Forces Health Professions Scholarship Program	K	no TPs	N/A	N/A	45 days of Special Tour	Authorized	Air Force medical training activities
17	The ARPC nonaffiliated Reserve section (NARS) in RS NA or NB	D	N/A			not authorized	N/A	N/A

R	A	B	C	D	E	F	G	H
U			Then the IDT (1)			and the AT (1)		
L								
E	If a member is assigned to	in training and retired category	requires	Maximum Paid training periods (TPs) are (2)	and training will be conducted by	requires	and pay is	and training will be conducted by
18	ARPC NARS as an obligator in RS NB	D	N/A		N/A	no training	not authorized	N/A
19	ARPC NARS in sanctuary in RS NC (18)				training attachment			training attachment
20	ARPC NARS in key civilian status in RS ND (19)	C						
21	ARPC inactive status list Reserve section (ISLRS) in RS RB	N	no TPs		N/A	not authorized		N/A
22	ARPC retired Reserve section							

NUMBERS IN PARENTHESIS REFERENCE NOTES

Notes:

1. Do not credit AD as IDT. The commander of a Reserve medical unit or HQ AFRC/SG may permit an assigned health service officer to attend one continuing health education (CHE) activity each year in place of a portion of the AT 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.
2. Prorate the maximum allowable paid points in an FY for members who move between categories (to include accessions from AD). Calculate as follows: Every month as a unit reservist or IMA in Reserve Sections MA, MB, ME, or MR establishes a four point requirement. Every month spent as an IMA in Reserve Sections MC, or MD, establishes a two point monthly requirement. There remains an annual maximum of 48 points.
3. Each Reserve unit must schedule at least one UTA each month (a UTA consists of two 4-hour periods per day for 2 days). When the unit's AT precludes scheduling a UTA within the same month, the commander may schedule the UTA the month prior to or after the AT even though two UTAs are performed in the same month. Wing commanders may approve split UTAs when a unit deploys to an alternate training location or approve deviations from the monthly UTA requirement to conduct staff assistance visits (SAVs), prepare for, or participate in, an operational readiness inspection, or cancel a UTA because of severe weather conditions.
4. An additional flying training period (AFTP) does not count toward the maximum paid TPs for the FY.
5. Unit reservists must perform at least 14 ATs. However, the maximum they can earn in a FY is 15 days. Numbered Air Force (NAF)/CC may authorize AT up to 20 days, if funding is available (excluding authorized travel time) to support training requirements. If the deployment is less than 20 days, AT approval is for that specific deployment time. However, due to departing/returning transportation delays, the Deployment Review Board (DRB) approval letter serves as the approval waiver request for the additional unscheduled AT days, not to exceed 20 days. For example, if a deployment is approved for 16 days of AT and due to transportation delays the deployment lasted 19 days, the additional 3 days do not require a separate AT waiver. The approved DRB letter will serve as the approval waiver request. Any deployment exceeding 20 days will require an approved AT waiver from HQ AFRC/CV. The MPF will update PDS accordingly.
6. If funding is available, an IMA in Reserve Section MA, MB, ME, or MR, may perform up to 15 days AT in an FY with approval of the PM. IMAs in Reserve section MC, or MD, normally perform 12 days AT in an FY, unless a waiver is obtained in advance from the PM. If training opportunities are available, a member may perform up to a 14-day tour if funding is available. Provide justification in the "Remarks" section of the order request.
7. This block includes weapons controllers, ground radar operators, base disaster preparedness/air base operability officers, members assigned to rated positions not requiring active flying, and Federal and state preparedness liaison officers, Critical Medical specialties in 9026 ARS. For purposes of this AFI only, the term "aircrew" will encompass all officer and enlisted flyers operating manned or unmanned aerial vehicles, Guardian Angel, Aeromedical and space personnel.
8. Members of the 9019 ARS and 9026 ARS accomplish their training at the unit of attachment.
9. This block includes the chaplain, legal, and medical IMAs who are assigned to centrally managed programs and participate in training with a unit of attachment.
10. Personnel assigned to the 9026 ARS are awarded 24 optional Air Force Institute for Advanced Distributed Learning (AFIADL) points for maintaining current licenser and CHE requirements. Members of the 9026 ARS are required to do AT at their unit of attachment. Members may perform paid IDTs only, at the unit of attachment.
11. Category P members will perform normally one, but not more than two TPs for the purpose of enlisting and inprocessing for pay and points prior to IADT. Uniform requirements are waived while performing these TPs.
12. The member is selected to take part in special training programs authorized by regulation such as the Civil Air Patrol (CAP) Reserve Assistance Program, Chaplain IRR, and Admissions Liaison Officer (ALO).

13. Participating IRR members must earn a minimum of 50 total retirement points per R/R year (including 15 membership points). Members, are required to perform a minimum of 16 points through IDT, AT/ADT/Active Duty for Operational Support (ADOS)/MPA, or combination. Waivers of the 16 point requirement may be obtained from the PM of assignment. Personnel assigned to the 9021 ARS, Medical, will perform 16 points of IDT at the unit of attachment.

14. Title 10 U.S.C., Section 12319, sets guidelines for these members 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), 10204(a), 10205, and 10206. Exemptions from IRR screening during an FY are for members: 1) who served on AD during the FY; 2) are scheduled for discharge during the FY; 3) in a grade of O-4 and higher or E-8 and higher and have no remaining MSO, or 4) successfully screened in the preceding FY.

15. Title 10 U.S.C., Section 12301(b), sets guidelines for these members to perform 2 to 3 days of AT each FY (up to a maximum of 15 days each FY) to accomplish the annual screening requirements outlined in Title 10 U.S.C., Sections 10149(a), 10204(a), 10205, and 10206. The only exemptions from IRR screening during an FY are for members: 1) who served on AD during the FY; 2) are scheduled for discharge during the FY; 3) in grade of O-4 and higher or E-8 and higher and have no remaining MSO; or 4) successfully screened in the preceding FY.

16. Chaplain candidates who have completed the ADT 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 IDT points each R/R year to remain in the program, unless HQ AFRC/HC approves a waiver.

17. Chaplain candidates complete two required 35-day training tours as follow-on to the Chaplain Candidate Course in addition to completing Commissioned Officer Training and the formal Chaplain Candidate Course. Exceptions to the length of the tours can be adjusted to meet scheduling requirements, but must be approved by HQ AFRC/HC. Additional training tours for candidates in continuation status may be performed as funds are available.

18. Sanctuary officers not retained in position who are in the Active Standby Reserve Section NC. A twice deferred officer without an MSO or an officer who has reached maximum service, but not maximum age, who is in the Active Standby in Reserve Section NC.

19. Volunteer members of Congress or pre-identified key employees who are in the Active Standby Reserve Section ND.

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

R	A	B	C
U	If excusal concerns	and member is assigned to	then approval authority is
L			
E			
1			
	the requirements in Table 1.1.	a general officer position	MA to AF/RE (see note 1).
2		unit positions	the immediate commander or an official delegated this responsibility in writing (see note 2).
3		IMA positions	the PM (including centrally managed) for the first two excusals, thereafter RMG/CC.(see note 2)
4	50 total retirement point minimum requirement as explained in para 1.4.1.	a general officer position	HQ USAF/RESOMO (see note 1)
5		other Ready Reserve sections	The unit CC or RMG/CC (see notes 2 and 3).

Notes:

1. Request excusal in writing for all officers filling general officer positions. Send a copy of the approved request for file to HQ ARPC/DPAO, 6760 E Irvington Pl, Denver CO 80280-3000.
2. Request waivers in memorandum format. Waiver letters are required for each member, to include the type of waiver (i.e., Substitution, Excusal, or 4th Quarter AT waiver.). Retain the approved FY waiver in the Unit Personnel Record Group. For centrally managed IRs, the PM must obtain concurrence of the member's functional manager.
3. A unit commander or RMG/CC have the authority to excuse or deny a member to take part in pay or point gaining activities if the member is being processed for involuntary reassignment to an appropriate subcategory of the IRR or the Standby Reserve according to AFI 36-2115; or if the member is being processed for involuntary separation action according to AFI 36-3209, or court-martial charges have been preferred against a member.

Chapter 2

ALLOWABLE FEDERAL SERVICE FOR MEMBERS OF THE AFRC

2.1. Definition of Points. Points are a unit of measurement for tracking a member's participation. They are also used to calculate the amount of participation for retirement purposes. The number of earned points determine a member'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 ISLRS, the Temporary Disability Retired List, the Inactive National Guard, or the Retired Reserve Section. See AFI 36-3209 for the minimum amount of service required for a Reserve retirement.

2.2. Crediting Points and Satisfactory Federal Service. Award one point for each day of AD. Award one point for 4 hours of IDT, not to exceed two points per calendar day. AFIADL determines the number of study hours awarded for AFIADL courses, and normally awards one point for each 3 study hours. Membership points are credited, up to 15 points (prorate points for periods less than a year) for active Reserve status for each R/R year. Points may only be credited to the date a member actually performed the duty, except in those activities where the cumulative method is authorized, such as telecommuting.

2.3. Maximum Points Creditable. No more than 365 points (366 for a leap year) are creditable in one R/R year. Credit a combined total of no more than 130 retirement points for IDT, Advanced Distributed Learning (ADL) courses, and membership points for members whose R/R year ends on or after 30 October 2007. For members whose R/R year ends between 23 September 1996 and 29 October 2000, no more than 75 IDT retirement points may be credited. For members whose R/R year ends prior to 23 September 1996, no more than 60 IDT retirement points may be credited. Satisfactory Federal service cannot exceed the actual number of calendar days. Award a year of satisfactory Federal service for retirement when a member earns a minimum of 50 points (including membership points) in their full R/R year. Award a partial year of satisfactory Federal service for retirement when the member earns the minimum number of required points (including prorated membership points) during a partial R/R year (see AFI 36-3203, *Service Retirements*).

2.4. AD Points. Points may be earned for serving on AD during peacetime or mobilization. These points are credited under other armed forces or uniformed services directives and are creditable toward Reserve satisfactory service for retirement.

2.5. Training, Pay, and Point Activities. Table 2.1, Table 2.2, and Table 2.3 specify the training and retired categories entitled to earn points.

2.5.1. IDT points may be earned as shown in Table 2.1, Table 2.2, and Table 2.3.

2.5.1.1. RMPs are additional IDT periods which are used to improve unit readiness by providing the required and necessary training to attain and maintain designated readiness levels. Additional guidance provided in paragraph 4.1.4.3.

2.5.1.2. Equivalent Reserve Instruction (ERI). An AFRC member may receive ERI non-pay points for attending a professional or trade convention that will increase the member's professional development or mobilization readiness. The member must have

prior approval of the unit commander for unit reservists or PM for IMAs/Participating Individual Ready Reserve (PIRR) to perform ERI.

2.5.1.2.1. Send ERI point eligibility requests, in advance, through the member's unit of assignment/RMG PM for approval. Award points when:

2.5.1.2.2. The member signs in with a designated military monitor or conference official.

2.5.1.2.3. The meeting must be at least 4 hours in duration before a member receives point credit. Award a maximum of one point per day for these activities. For medical personnel to earn points only for continuing medical education, the meeting must be for at least 6 hours.

2.5.2. ATPs. ATPs is another category of additional IDT 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. Commanders must consider statutory funding requirements prior to approving ATPs. ATPs cannot exceed more than 36 periods per each member per FY. A combination of ATPs and RMPs cannot exceed 54 periods per FY.

2.5.3. 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. These AFTPs cannot be in addition to the ATPs in subparagraph 2.5.2. Except for aircrew members, the combination of ATPs and RMPs shall not exceed 54 in each FY for each person. Combinations of ATPs, AFTPs, and RMPs for aircrew members shall not exceed 72 in an FY, with the Secretary concerned authorized to provide a waiver to a maximum of 96 additional IDT periods for an aircrew member in an FY.

2.5.4. Special Projects and Training. Commanders, PMs, and supervisors of MAJCOM assigned IMAs/PIRRs may authorize other point gaining activities. Members must get written authorization in advance for such activities. For centrally managed IMAs/PIRRs, the PM must obtain concurrence of the member's functional manager. The following are examples that may earn additional IDT point credit:

2.5.4.1. Liaison and Counseling. This entails face-to-face contact with the person for whom a specific program is planned. *Examples:* a meeting with an applicant for the Air Force Reserve Officer Training Corps; the ALO Program; or the Air Force Health Professions Scholarship Program.

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

2.5.4.3. Administration and Management. A member may earn points by preparing approved correspondence (studies, charts, analyses, etc.) that supports the mission of the individual program; writing or processing officer or enlisted member performance reports; coordinating or supervising personnel who support MAJCOM, HQ ARPC; or individual PM directed activities.

2.5.4.4. Reserve Recruiting. A member may earn points for recruiting activities supporting the AFRC. Send report results of the recruiting effort to the commander of the unit of assignment or PM.

2.5.4.5. Routine periodic medical examinations (as required by AFI 48-123, Volume I) made at a military facility at a time other than during a scheduled TP.

2.5.4.6. Funeral Honors Duty (see Chapter 7).

2.5.5. Points will not be awarded to a AFRC member for:

2.5.5.1. Social function (dining-in, military ball, etc.).

2.5.5.2. Attending sports events.

2.5.5.3. Attending a meeting of the Air Force Association, the Reserve Officer Association, or similar organizations.

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

2.5.5.5. Taking part in Scout activities.

2.5.5.6. Health service officers in the AFRC on extended AD cannot be appointed to the Medical School Liaison Officer program.

2.5.5.7. For travel to and from IDT.

2.5.5.8. For taking part in physical fitness exercise for the purpose of meeting and maintaining Air Force physical fitness standards.

2.6. AD for Points Only (44 Military Leave Days). ARTs may earn one retirement point per day of AD (no AD pay is authorized for this type of tour). Orders are published as MPA or RPA (does not include school tours, use ADOS tours only) 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 normal duty days.

2.7. Establishment of R/R Date. To establish an R/R date see Table 2.4.

Table 2.1. Training, Pay, and Point Activities (Selected Reserve).

TRAINING CATEGORY DESIGNATORS		A	B						F	P	
TYPES OF TRAINING	UNITS AND PROGRAMS	UNIT NIT	IMAS	9003 ARV SQ SELECTIVE SVC (MA)	9018 ARV SQ CHAPLAIN	9018 ARV SQ MEDICAL	9018 ARV SQ JAGDR	9018 ARV SQ SELECTIVE SVC (MD)	9018 ARV SQ MEDICAL	NPS ENLISTED ON IADT	NPS ENLISTED A WAITING IADT
	TRAINING ACTIVITIES	1	2		4	5	6	7	8	9	10
ACTIVE DUTY (1)	IADT/MPA TOURS	B	B	B	B	B	B	B	B	B	
	ADT/ADOS (SCHOOL & RPA TOURS) (2)	B	B	B	B	B	B	B	B		
	ANNUAL TRAINING (AT)	B	B	B	B	B	B	B	B		
INACTIVE TRAINING	IDT/UTA/EQUIVALENT TRAINING (ET)	B	B	B	B	B	B	B	B		B (4)
(1)	AFTP	B	B								
	TP	B	B	B	B	B	B	B	A		B
	RMP	B									
	TEACHING ACTIVITIES				B (5)	A (5)			A (5)		
	FLIGHT TRAINING	B	B			B (5)					
	PROFESSIONAL AND TRADE MEETINGS	B (6)	B (6)	A	A	B	A				
	INSTRUCTOR DUTY AND PREPARATION (7)	A	A	A	A	A		A	A (5)		
	SPECIAL PROJECTS/ TRAINING (8)	A	A	A	A	A	A		A		

TRAINING CATEGORY DESIGNATORS		A		B						F	P
TYPES OF TRAINING	UNITS AND PROGRAMS	UNIT NIT	IMAS	9003 ARV SQ SELECTIVE SVC (MA)	9018 ARV SQ CHAPLAIN	9018 ARV SQ MEDICAL	9018 ARV SQ JAGDR	9018 ARV SQ SELECTIVE SVC (MD)	9018 ARV SQ MEDICAL	NPS ENLISTED ON IADT	NPS ENLISTED A WAITING IADT
EDUCATION	PME SEMINAR PROGRAMS	A	A	A	A	A	A	A	A		
FUNERAL HONORS DUTY		B (9)	B (9)	B (9)	B (9)	B (9)	B (9)	B (9)	B (9)		
	ADL COURSES	A	A	A	A	A	A	A	A	A	A
OTHER	MEMBERSHIP POINTS	A	A	A	A	A	A	A	A	A	A
	TRAINING ATTACHMENT AUTHORIZED (10)	Y	Y	Y	Y	Y	Y	Y	Y	N	N

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 AT, ADOS, and Inactive Training; however, this method requires prior approval of the Reserve unit commander or PM (see volume III of this instruction). Place the statement "Training to be accomplished by telecommuting" in the remarks section of the AF Form 40A, **Record of Individual Inactive Duty Training** (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>) or AF IMT 938, **Request and Authorization for Active Duty Training/Active Tour**.
2. Approve RPA tours requiring travel, only when the tour is absolutely necessary.
3. Category P members must perform normally one, but not more than two TPs for the purpose of enlisting and in-processing for pay and points prior to IADT. Uniform requirements are waived while performing these TPs.
4. Requires advanced approval from centrally managed PM (as appropriate).

5. Individual reservists must have prior approval of their unit of attachment and HQ AFRC/SG.
6. Members may earn pay and points while preparing or presenting an aerospace instructional or educational course for the CAP.
7. Special projects and training aid in completing a mission. For unit members, the unit commander or their designee must approve the activity. IMAs/PIRRs must have approval of their PM. Telecommuting is authorized.
8. The commanders of both the unit of assignment and attachment must approve training attachments.
9. Members are authorized Funeral Honors Duty (see Chapter 7). This can be done via MPA mandays or in points only status using an AF IMT 40B, **Record of Individual Military Funeral Honor Duty**.

Table 2.2. Training, Pay, and Point Activities (Individual Ready Reserve).

TRAINING CATEGORY DESIGNATORS		E								J				
TYPES OF TRAINING	UNITS AND PROGRAMS	NNRPS	ORS (RA)	RRPS	CHAPLAIN	CAPRAP	ALO	MEDICAL	JAGDR	AFRRSP	ORS (RC)	CHAPLAIN (1)	LEGAL INTERN	HEALTH PROFESSIONS SCHOLARSHIP PROGRAM
	TRAINING ACTIVITIES	1	2	3	4	5	6	7	8	9	10	12	13	14
ACTIVE	IADT/MPA TOURS			B	B	B	B		B					
DUTY	ADT/ADOS (SCHOOL AND RPA TOURS)	B (2)	B (2)	B (2) A (3)	B (2) A (3)	B (2) A (3)	B (2) A (3)	B (2) A (3)	B (2)		B (4)	B	C	C
	ANNUAL TRAINING	C (5)	C (5)	A (3)	A (3)	A (3)	A (3)	A (3)	A (3)	(6)				C
	PUSH/PULL EXERCISES	B	B	B	B	B	B	B	B	B	B			
INACTIVE TRAINING	UTA/ET													
	AFTP													
	TP			A	A	A	A	A	A			A		

TRAINING CATEGORY DESIGNATORS		E							J					
TYPES OF TRAINING	UNITS AND PROGRAMS	NNRPS	ORS (RA)	RRPS	CHAPLAIN	CAPRAP	ALO	MEDICAL	JAGDR	AFRSRSP	ORS (RC)	CHAPLAIN (1)	LEGAL INTERN	HEALTH PROFESSIONS SCHOLARSHIP PROGRAM
	TEACHING ACTIVITIES							A						
	FLIGHT TRAINING							A						
	INSTRUCTOR DUTY AND PREPARATION (7)			A	A	A	A	A						
	SPECIAL PROJECTS/ TRAINING (8)			A	A	A	A	A	A			A		
EDUCATION	PME SEMINAR PROGRAMS			A	A	A	A	A	A					
	ADL COURSES			A	A	A	A	A	A					
FUNERAL HONORS DUTY (9)				B	B	B	B	B	B	B		B	B	B
OTHER	MEMBERSHIP POINTS	A	A	A	A	A	A	A	A	A	A	A	A	A
	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. The 9017 ARS SQ (RMG/Det 13a). Chaplain candidates may enter into the Chaplain Candidate Continuation Training Program following certification of completion of the ADT requirement of the program. Candidates must earn a minimum of 35 points each R/R year in addition to the 15 membership points to obtain a good year for retirement. A member may earn IDT points only when properly authorized by HQ AFRC/HC. Two week RPA tours can be approved if a minimum of 8 IDT days (16 points) have been performed during the current R/R year, if funding is available.
2. Category E members may earn pay and points for serving as members of Non-Selected Reserve promotion boards.
3. Members in Reserve Sections MT and MX may perform up to a maximum of 12 days of non paid ADT (Special Tours only), ADOS, AT, or a combination of these per R/R year. Member must reside within the corporate limits of the training site, no travel pay or per diem is authorized.
4. Air Force Reserve Officer Training Corp officers assigned to the Obligated Reserve Section - RC (ORS-RC) who participate in the Interallied Confederation of Reserve Officers (CIOR) military competition will receive pay, points, and credit towards their Total Active Federal Military Service date. HQ ARPC/DPPK will prepare an ARPC IMT 168, **Computation for Points and Satisfactory Service Credit Summary**.
5. These members perform 1 day muster duty or 2 to 3 days of AT to accomplish their annual screening requirements. Members performing the 2 to 3 days AT may earn AD pay and points. Members performing 1 day muster duty were authorized AD pay and points until 30 September 1991. Members performing 1 day muster duty on or after 1 October 1991 are authorized muster pay, but no points.
6. Mandatory 5 day AT for half stipend program candidates electing Reserve Service Obligation payback in IRR. No more than a total of 12 AD days per FY.
7. Members may earn points while preparing or presenting an aerospace instructional or educational course for the CAP.
8. Special projects and training aid in completing a mission. PIRR must have approval of their PM. Telecommuting is authorized.
9. PIRR members are authorized Funeral Honors Duty (see Chapter 7). This can be done via MPA mandays or in points only status using an AF IMT 40B.
10. The commanders of both the unit of assignment and attachment must approve training attachments.

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

TRAINING CATEGORY DESIGNATOR		D			C	N	RETIRED
TYPES OF TRAINING	UNITS AND PROGRAMS	NARS NA NONOBLIGATOR	NARS NB (1) OBLIGATOR	NARS NC SANCTUARY	NARS ND KEY EMPLOYEE	ISLRS INACTIVE STATUS LIST	RETIRED RESERVE
	TRAINING ACTIVITIES	1	2	3	4	5	6
ACTIVE DUTY	ADT/ADOS (SCHOOL AND RPA TOURS)			A(1)	A(1)		
	ANNUAL TRAINING			A(1)	A(1)		
INACTIVE DUTY	TP			A	A		
	INSTRUCTOR DUTY AND PREPARATION (2)			A	A		
	SPECIAL PROJECTS/ TRAINING (3)			A	A		
EDUCATION	PME SEMINAR PROGRAMS			A	A		
	ADL COURSES (4)			A	A		
OTHER	MEMBERSHIP POINTS	A	A	A	A		
	TRAINING ATTACHMENT AUTHORIZED (5)	N	N	Y	Y	N	N
LEGEND: A = POINTS ONLY N = NO B = PAY AND POINTS C = PAY ONLY Y = YES							

NUMBERS IN PARENTESIS REFERENCE NOTES***Notes:***

1. Members in Reserve Sections NC and ND may perform up to a maximum of 12 days of non paid ADT, ADOS, AT, or a combination of these per calendar year. Member must reside within the corporate limits of the training site, no travel or per diem is authorized. However for a member to earn a good year for retirement they must earn 50 points (including membership).
2. Members may earn points while preparing or presenting an aerospace instructional or educational course for the CAP.
3. Special projects and training aid in completing a mission. Individual reservists must have their PM's approval for these activities.
4. Officers retained beyond their mandatory separation dates (MSDs), who have 18, but fewer than 20 satisfactory years of service, may earn retirement points by taking ADL courses.
5. The commanders of both the unit of assignment and attachment must approve training attachments.

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

R U L E	A	B	C
	If member is assigned	and assignment is from (1)	then R/R year begins (2, 3, and 4)
1	on or before 1 July 1949	an active Reserve status	on 1 July 1949
2	between 1 July 1949	an active Reserve status (5 and 7)	the date member is placed on active Reserve status
3	and 30 September 1995	an inactive status (6 and 7)	the date member returns to an active Reserve status
4	after 1 October 1995	initial entry into uniform service	upon initial entry (8) into uniform service

NUMBERS IN PARENTESIS REFERENCE NOTES

Notes:

1. New R/R date must show on the assignment order.
2. If an R/R date is incorrect, HQ ARPC/DP corrects the error by changing the date and realigning points. HQ ARPC/DP notifies the member and servicing MPF of an R/R date change.
3. The year of service for R/R 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.
4. The MPF should contact HQ ARPC/DPPK for assistance to establish the new R/R date.
5. A new R/R date is not established when a member transfers between Reserve components, unless there is a break in active Reserve status.
6. For the purposes of this table, inactive status consists of: ISLRS, Inactive National Guard, Retired Reserve, civilian status, Health Professional Scholarship Program, service academies, temporary disability retirement list, and Reserve Officer Training Corps. Any of these status' constitutes a break in service.
7. A new R/R date must be established when the member transfers from a regular component.
8. A new R/R date is not established when a member transfers between Reserve/Regular Components, unless the member enters into inactive status (see note 6).

Chapter 3

INITIAL ACTIVE DUTY FOR TRAINING (IADT)

3.1. IADT.

3.1.1. A non-prior service (NPS) enlistee must perform IADT for a period of at least 84 days. Before being released from IADT, each enlistee must attend basic military training (BMT) and attend technical training (TT) to obtain the 3-skill level of the assigned Air Force Specialty. This may take place over consecutive days, or due to lack of available TT, member may be returned home and removed from IADT after completion of BMT, and return to IADT status later when TT is available (Split Training Option (STO)). Waivers may be granted from the Air Force Reserve functional managers for award of 3-skill level, if warranted, and will be initiated by HQ AFRC/RS. **Note:** For the purpose of this instruction, NPS is defined as any member/applicant who had not previously completed IADT in it's entirety (BMT follow on TT).

3.1.2. MPF Relocations will publish IADT orders at the time of enlistment, but not later than 60 days before the reporting date. They must cite Title 10 U.S.C., Section 12103 as the authority. Non-prior service members must start, in so far as practical, the IADT within 270 days. For all practical purpose, all NPS members are to begin IADT within 270 days after enlistment, and only those with extenuating circumstances should be allowed longer time to begin IADT. Under no circumstances are members to go beyond 365 days after enlistment before beginning IADT, otherwise, they are to be discharged. (**Note:** The 60 days are for publication of the IADT order; not for accessing the member's record. Member's record must be established within 5-working days after enlistment.)

3.1.3. To establish a pay date an NPS member must participate prior to IADT. NPS members are restricted to no more than 2 IDT periods prior to IADT in order to establish pay date.

3.1.4. Enlistment Options:

3.1.4.1. STO is available to meet command end strength goals when sufficient amount of BMT quotas are available but without immediate follow-on TT class dates. Detailed instructions on how to administer STO are located in Attachments 3 through 6.

3.1.4.2. Enlistments without BMT option is authorized only when there are insufficient BMT dates/exhausted follow-on technical school dates within the Command and will be administered with AFRC/A1/RS coordination and AFRC/CV approval.

3.2. Responsibilities for IADT.

3.2.1. The Formal Schools Branch, HQ AFRC/A1, in concert with HQ AFRC/RS and HQ AFRC Functional Managers, determines the program requirements and student flow for BMT and for TT. Training requirements will be identified through established Formal School Forecast Tool available on HQ AFRC/A1 web site. Only HQ AFRC, not subordinate units, may communicate directly with course owners (i.e., Air Education and Training Command (AETC), Air Combat Command (ACC), Air Mobility Command, etc.). Annually HQ AFRC verifies and projects their trained personnel requirements by Air Force Specialty

Code (AFSC), for the current and following 3 years; identifies and processes requirements by AFSC according to guidance received from HQ AETC/DO and/or AF/A1.

3.2.2. Responsibilities of the Enlisting Unit:

3.2.2.1. If the attachment and training outlined above are not possible, do not enlist the applicant. Send the recruiting quotas back to HQ AFRC with a letter of explanation.

3.2.2.2. Ensures that the member meets Air Force fitness standards (AFI 10-248) immediately before departure for IADT.

3.2.2.3. Immediately upon enlistment, begins processing the member for the appropriate security clearance required for the technical school or unit assignment.

3.2.3. Substandard Performance While on IADT/BMT/TT.

3.2.3.1. If an AFRC member commits an offense that demonstrates substandard performance the attached commander may initiate UCMJ or administrative discharge action under AFI 36-3208, *Administrative Separation of Airmen*. If UCMJ or discharge action is initiated, the unit of attachment will notify the unit of assignment and conclude UCMJ or discharge processing. If the AFRC member is to be returned to the unit of assignment for processing and action, the unit of attachment publishes orders relieving the member from attachment and directs him or her to the assigned servicing MPF, at which time the member reverts to inactive status.

3.2.3.2. Examples of substandard performance are:

3.2.3.2.1. Failure to comply with IADT orders.

3.2.3.2.2. Absence without leave.

3.2.3.2.3. Failure to complete a training course due to lack of effort or failure to achieve a 3-skill level AFSC. (**Exception:** Failure to achieve a 3-skill level due to incomplete processing of a security clearance required for award of an AFSC.)

3.2.3.2.4. Commission of an offense under the UCMJ leading to administrative actions including discharge action (per AFI 36-3208) or a court-martial conviction. Air Force Reserve TT liaisons must notify parent unit commanders immediately upon learning of a member's commission of an offense.

3.2.3.2.5. Lost time, unless it is made up with the approval of HQ AFRC/A1.

3.2.3.3. Upon a member's elimination from TT school, the commander's options are:

3.2.3.3.1. Reclassify. Force Utilization (AFRC/A1), is the office of primary responsibility (OPR) for reclassifying members into another AFSC according to AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*. The commander can request a school quota for the new AFSC, if AETC concurs. When possible, accomplish reclassification actions before the member leaves the TT center. The HQ AFRC Liaison non-commissioned officer (NCO) at the TT center will assist in this situation.

3.2.3.3.2. Administrative Discharge. Commanders should contact the Personnel Relocation Element, DPMSA, when discharging members according to AFI 36-3209.

3.3. Personal Hardship While on IADT. The unit of attachment commander may initiate action to relieve Reserve members from IADT and discharge them for personal hardship. The commander may also relieve the member from TT without relieving them from IADT, and return them to their designated unit. Upon resolution of the personal hardship, the respective wing training office will coordinate with HQ AFRC/A1 to facilitate the return of the member to the appropriate TT. If return to the appropriate TT is not possible, the member will be reclassified or discharged.

3.4. Retention on IADT. The unit of attachment commander may involuntarily retain the member on IADT beyond the planned time span without the member's consent.

3.4.1. Retain an individual on IADT when: scheduled for a later TT start date, through no fault of their own; HQ AETC is unable to provide training on some 3-level tasks (Authority: Title 50 U.S.C., App 454 (a)), or for other reasons required by law.

3.4.2. Release members processed for court martial under AFI 51-201, or discharge under AFI 36-3209, from TT, but retain on IADT orders and return them to their designated unit for discharge processing.

3.4.3. When retaining members beyond the date specified for the end of their tour, the MPF at the unit of assignment will amend the IADT orders to extend the tour. IADT orders will not be extended once the member has been awarded their 3-skill level.

3.4.4. Retain members on IADT orders who are undergoing disability evaluation, are receiving ongoing medical treatment or identified as having a disqualifying condition in accordance with AFI 48-123, Volume 2, attachment 2 notated on an AF IMT 422a or AF IMT 469 . Retain members on orders until final disposition of their medical condition, disability evaluation, or removal of the disqualifying condition by appropriate medical authority.

3.5. Hospitalization and Disability. Members receive the same medical care as regular Air Force members receive during an IADT tour. A member's dependents may receive medical care if the IADT order specifies that the AD tour is for 30 days or more (authority AFI 41-115), and other applicable directives). A member receives pay and allowances while undergoing medical treatment or hospitalization, including processing under AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*. AFI 36-3212 contains requirements for evaluating a member on IADT who may have a physical defect that interferes with their availability for worldwide service (refer to AFI 36-2910, *Line of Duty (Misconduct) Determination*, for LOD determinations).

3.6. Issuing Uniforms. AFI 36-3014, *Clothing Allowance for Air Force Personnel*, covers uniform item issue. RPA funds cover the clothing costs.

3.7. Master Personnel Record (MPerR).

3.7.1. HQ ARPC maintains the MPerR for AFRC members.

3.7.2. The unit of assignment maintains the field personnel record (FPerR). When the member attends IADT, the unit of assignment sends the FPerR and 25 copies of the IADT orders to the MPF at the unit of attachment. AFI 36-2608 covers distribution of records.

3.8. Procedures for Catastrophic or other Extreme Events. Refer to Volume 2, Chapter 1, of this AFI, *Reserve Personnel Training*.

3.9. Release From IADT.

3.9.1. Release members after completing their tour, award of the 3-skill level. Do not release members from IADT unless they meet the medical standards for retention in accordance with AFI 48-123, Volume I, have a DD Form 2697, **Report of Medical Assessment** completed as required by AFI 48-123, Volume I, and have no ongoing medical conditions which would interfere with performance of their Reserve military duty. Members completing BMT and TT with:

3.9.1.1. Seven or more days left to complete the minimum 84 days IADT time specified, are returned to their unit of assignment unless otherwise specified in the tour order, for on-the-job training (OJT). Release members upon tour completion.

3.9.1.2. Less than 7 days remaining on the tour, are held at the unit of attachment and released after completion of the tour.

3.9.2. The MPF at the unit of attachment must publish orders as prescribed by AFI 65-109, *Preparation of AF Form 938*, for members released from their tour for reasons other than the normal end of tour. Send five copies to the servicing MPF at the unit of assignment.

3.9.3. The MPF servicing the unit that ends the tour must either complete or arrange for the entire separation processing of the member. Before release of the member from IADT, ensure a thorough review of the member's health records.

3.9.4. Issue the DD Form 214, **Certificate of Release or Discharge From Active Duty**, according to instructions in this chapter and AFI 36-3209. The servicing HQ AFRC MPF for the unit of assignment issues the form. The completion date for the IADT tour is when the member returns to the place of entry. (*Note:* For members performing IADT via Split Training Option, DD Form 214 will be completed upon award of 3-level or release from training after 90 days or more. DD Form 214 should reflect time spent in BMT within the Remarks section of the form.) Include authorized travel days on the DD Form 214. The 37th Mission Support Squadron accomplishes the form for members who fail to complete BMT.

Chapter 4

INACTIVE DUTY TRAINING (IDT)

4.1. Crediting IDT. A member may not perform inactive duty and AD on the same day. Reference the Joint Federal Travel Regulations (JFTR) for IDT travel entitlements outside normal commuting distance. The types of IDT are:

4.1.1. TP. A 4-hour period of training, duty, or instruction. A TP is typically 4 hours in duration (no less than 2 hours if training must be interrupted for unusual circumstances (e.g., inclement weather), but can be longer at Commander's/RMG PM's discretion. This exception must only be used for unusual circumstances (not for individual needs) and is not to be used indiscriminately. Under no circumstances will the waiver be authorized when accumulation of time is used.

4.1.2. UTA. A planned period of training, duty, instruction, or test alert completed by a Reserve unit.

4.1.3. Equivalent Training (ET). A TP accomplished in place of a scheduled UTA or TP.

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

4.1.4.1. ATPs. ATP is another category of additional IDT 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. AFRC restricts use of ATPs to rated officers, career enlisted aviators and non-rated aircrews. Commanders must consider statutory funding requirements prior to approving ATPs. ATPs cannot exceed more than 30 periods per each member per FY. A combination of ATPs and RMPs cannot exceed 54 periods per FY. **Note:** Inactive flight surgeons may be authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules in accordance with AFI 11-401.

4.1.4.2. AFTP. A flying TP authorized for an individual assigned to an authorized active flying position. No more than 48 AFTPs per member are allowed per FY, and cannot be used in addition to ATPs.

4.1.4.2.1. AGTP. A Ground TP which is a participation category unique to Air Force Reserve, and is a sub-set of AFTPs. AGTPs are restricted to use by individuals assigned to an authorized flying position, and is used in performance of or to support required ground and flying training, simulator training, and other readiness training required by MAJCOM. AGTPs count against the 48 AFTPs per FY limitation.

4.1.4.3. RMPs. RMPs are primarily used by unit personnel and are to be used to support ongoing day-to-day operations of the unit, accomplishing unit administration, support activities, and maintenance functions all with the sole purpose of preparing the unit for training. RMPs are not to be used to satisfy individual training requirements.

4.1.4.3.1. Members are authorized to perform no more than 24 paid RMPs per FY. Except for aircrew members, the combination of ATPs and RMPs shall not exceed 54 in each FY for each person. Combinations of ATPs, AFTPs, and RMPs for aircrew

members shall not exceed 72 in an FY, with the Secretary concerned authorized to provide a waiver to a maximum of 96 additional IDT periods for an aircrew member in a FY.

4.1.4.3.2. RMPs will not be performed in conjunction with another TP (i.e., IDT, ATPs, AGTP, or AFTP).

4.1.4.3.3. Members are authorized only one RMP per calendar day (a minimum 4 hours duration for one point).

4.1.4.3.4. RMPs may not be used as a substitute for completion of FY statutory IDT requirements. Missed RMPs will not be coded as excused or unexcused.

4.1.4.3.5. Travel days are not authorized for RMPs

4.2. IDT Authorization.

4.2.1. All IDT must:

4.2.1.1. Have advance written authorization from the member's commander (or designated representative). A signature is required in Block III of the AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>). For AFTP/AGTP, written authorization includes the flight authorization and approved AGTP forms.

4.2.1.2. Ensure appropriate and adequate training is provided. IMAs in Reserve Sections MA, MB, ME, and MR are authorized 48 IDT periods per FY. IMAs in Reserve Section MC are authorized 24 IDT periods per FY. PIRR members in Reserve Sections MD, MT, MX are authorized to perform unpaid IDT periods to obtain minimum R/R year requirements. IMA members will develop a schedule of IDTs with their supervisors no later than (NLT) 15 August for the upcoming FY. All IDT periods for both IMA and PIRR members must be approved in advance, in writing, by the member's supervisor with an information copy to the appropriate assigned PM, prior to the member performing any IDT period.

4.2.1.3. Be performed for pay and points, or points only as an USAFR member without pay from another United States (US) government source (i.e., no dual compensation).

4.2.2. IDT performed for pay must prepare a USAFR member for mobilization. Authorized IDT activities are shown in Table 2.1, Table 2.2, and Table 2.3. The certifying official documents all IDT on a mechanized AF IMT 40, **Authorization for Inactive Duty Training** (<http://www.e-publishing.af.mil/formfiles/af/af40/af40.xfd>), for unit members or an AF Form 40A (<http://www.e-publishing.af.mil/formfiles/af/af40a/af40a.xfd>) for individual reservists.

4.2.3. Reference the Joint Federal Travel Regulations (JFTR) for IDT travel entitlements outside normal commuting distance. Generally, travel pay is not authorized for travel to or from the place of IDT. Unit members, except for aircrew performing flight duty, are not authorized to perform travel while in IDT status, and/or for the sole purpose of re-positioning a member, for an ADT or AT tour unless approved by the NAF commander or HQ AFRC/CVA (for example conducting SAVs).

4.2.4. See AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, for additional IDT requirements for general officers.

4.2.5. Only members in authorized positions may take part in aircrew flying training activities.

4.2.6. IDT can be performed in conjunction with AT, ADT, or ADOS. Under no circumstances should ADT or ADOS be combined with IDT for the purpose of providing travel expenses to the IDT location. Commanders and supervisors should ensure that all ADT or ADOS tours performed in conjunction with IDT can be substantiated by a valid support or training requirement.

4.2.7. Overseas IDT. Members assigned/attached Continental United States (CONUS) are not allowed to perform IDT overseas. For the purpose of this section, "overseas" is defined as "outside the US and its territories and possessions and Guantanamo Bay Naval Station, Cuba."

4.2.7.1. Members who reside within the US and its territories and possessions may not perform IDT overseas unless assigned/attached overseas.

4.2.7.2. A member who resides overseas may perform IDT in the country in which they are assigned/attached.

4.2.7.3. Members must be covered during the entire period at the foreign overseas location by the AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>). Under no circumstances are IDTs to be performed in areas of hostile fire or imminent danger.

4.2.7.4. If departing CONUS in IDT status, member must convert to civilian status (ARTs only, see para 4.11.1.16) or AD status prior to landing overseas. In-flight duty status conversions to AD status are permitted in accordance with scheduling documents such as an AF Form 938, **Request and Authorization Forc Active Duty Training/Active Tour**. No more than one duty status conversion may be made in one crew duty day for aircrew personnel or 1-calendar day for non-aircrew personnel. Complete AFTO Forms 781, **ARMS Aircrew/Mission Flight Data Document** (<http://www.e-publishing.af.mil/shared/media/epubs/AFTO781.xfdl>), in accordance with applicable Air Force and local directives. Include separate lines to record the flying time accomplished in each duty status.

4.3. Constructively Present. The term constructively present applies to unit reservists who are on tours of AD which overlap scheduled UTA.

4.3.1. If, as a condition of approving a member for a special tour of AD, the respective commander requires the member to attend regularly scheduled UTA, then the agency using the member on AD must first agree to address the AD order allowing variations (to include a specific itinerary) in travel reimbursement to permit travel. The member will not be compensated or credited for UTA since they are already in military status. If such an agreement is not reached, the member is not to be placed on AD orders.

4.3.2. If the commander does not require the member to attend scheduled UTA while performing a tour of AD, the commander will consider the member constructively present (which effectively excuses the member from scheduled UTA).

4.4. Authorizing Official. The authorizing official for IDT is the commander or a representative designated in writing.

4.5. Scheduling UTAs.

4.5.1. Unit commanders prepare an FY schedule for monthly UTAs NLT 15 March for the upcoming FY. Commanders may authorize up to a maximum of 16 TPs per quarter, not to exceed 48 periods per FY. Exception to this policy will be forwarded to NAF/CC for approval. The commander may extend a UTA beyond the normally scheduled time to meet mission needs.

4.5.2. Training Flights or Teams. Publish training orders or a rescheduling letter before the date of the UTA. The orders or letter must list every member on the flight or team, specify who will supervise the training, and specify who will certify the attendance. The unit commander may grant the authority to set up these flights or teams.

4.6. UTA Schedule Reports. The Wing Commander submits a consolidated schedule for all assigned units through the MPF/CC, for NAF/CC approval not later than 15 May for the upcoming FY.

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 team commander may schedule a UTA to permit better use of equipment or facilities, or to train with a flying squadron.

4.6.2. The Wing Commander submits notification of changes to the master schedule to the MPF/CC, for NAF/CC approval at least 90 days before the proposed date. Forward an info copy of all changes involving HQ AFRC airlift to the functional OPR.

4.7. Rescheduling UTAs. Unit commanders may reschedule UTAs for an entire unit, an individual or groups of individuals. Commanders must use discretion and sound judgment in employing this option. Do not use rescheduled training as a substitute for equivalent training (reference para. 4.10). Training performed during the rescheduled UTA must benefit individual training, unit training, and unit readiness to the same extent as the originally scheduled UTA. At a minimum, commanders must clearly document that the rescheduled training is as effective for the member and unit readiness as the scheduled training. Training flight orders or the remarks section of AF IMT 40 or AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>) or Unit Training Assembly Processing System (UTAPS) AF Form 40A as appropriate will contain the statement, "Rescheduled UTA will provide the same type and quality of training as the originally scheduled UTA." Each commander will keep all related participation documents to support excused and unexcused absences and rescheduled UTAs or IDTs.

4.7.1. Rescheduled UTAs must be approved in advance and documented on a training flight order or AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>). Rescheduling must be in the best interest of the Air Force Reserve mission accomplishment. Its primary purpose is not for personal convenience. A decision to reschedule may be based on the unit mission needs, training opportunities, and member's availability. Rescheduled training may be performed at any time during the same FY. **DO NOT HONOR AFTER THE FACT RESCHEDULING REQUESTS.** Commanders may excuse missed TPs or approve ET. Commanders may grant an excused absence of a member based on the member's submission of adequate justification within 30 days prior to or 30 days following the missed UTA. Do not authorize excusals outside the 30-day period. At the fourth unexcused absence, an automated participation status report is generated. The unit commander has 30

days from the date of the ninth unexcused absence to excuse those absences from the previous UTA, authorize ET, retain as a mobilization resource, initiate involuntary reassignment in accordance with AFI 36-2115, or administrative discharge in accordance with AFI 36-3209. It is possible to retain individuals as a mobilization resource only under the conditions authorized by AFI 36-2115).

4.7.2. Do not reschedule UTAs after a member's loss date. (A Reserve member is not authorized participation privileges after their effective loss date.) **Example 1:** UTA is 26-27 October, retirement, HQ ARPC reassignment, or Expiration Term of Service (ETS) discharge effective date is 26 October, member wants to reschedule to perform on 24-25 October; NOT AUTHORIZED. **Example 2:** Retirement, HQ ARPC reassignment, or ETS discharge effective date is 21 June, member wants to reschedule Jul, Aug, Sep, UTAs to perform prior to 21 June retirement effective date; NOT AUTHORIZED.

4.7.3. Do not reschedule UTAs before a member is assigned to the unit program. (A Reserve member is not authorized participation privileges before their effective assignment date). **Example:** A member assigned in December will not be allowed to reschedule October and November UTAs, which were prior to effective gain date to the unit.

4.8. Training Attachments. To best meet training goals, a member (other than one assigned to a general officer position) may be attached for duty to other than the unit of assignment, provided the member can be trained in duty AFSC. For centrally managed IRs, the PM implements the decision of the functional managers.

4.8.1. In most cases, IDT 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 or 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 IMAs to a single training location (STL) where all training (IDT and AT) is conducted. Regardless of training location, the member may be mobilized to the position to which they are assigned. The STL may be within the same command that has the manpower need or within another command. The RMG Detachment PM makes the final decision as to the location of the STL. In those cases where the STL policy is not feasible, IMAs may, at the discretion of the RMG Detachment PM, perform IDT at an attached location, and perform AT and mobilization requirements at the assigned location.

4.8.2. The unit of assignment gives the unit of attachment sufficient information about the member'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. This letter should describe available training and state whether there is any objection to the member's training with the unit. The letter is then sent to the member's immediate commander who approves the request. If a member is attached to another unit for training, the unit of assignment authorizes the unit of attachment to prepare an AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>). 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 required on the AF Form 40A; the member 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). Send a copy of the AF Form 40A to the unit of assignment after the training is performed for appropriate action.

4.8.3. Approval Authority for Training Attachments.

4.8.3.1. The unit commander must approve training attachment before the training begins. 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. Attachment must not normally exceed 6 months.

4.8.3.2. For IRs, the RMG Detachment PM and the unit of attachment commander must approve training attachment before the training begins. For centrally managed IRs, the PM must obtain concurrence of the member's functional manager.

4.8.4. If an Air Force Reserve member is attached to a nonAir Force agency, the member's unit of assignment must provide the attached unit with instructions for preparing AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>).

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

4.8.5.1. Proper training is not reasonably available in their own component, but is available in an AC unit.

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. Process approved applications according to the requirements of the individual's service.

4.8.6. With the concurrence of both commanders, a member of a Reserve unit may be attached to another HQ AFRC unit, ANG unit, or to an AC unit that is equipped with similar aircraft or performs a similar mission.

4.8.7. Centrally managed IRs will be attached for training to a Reserve unit upon the functional manager's approval and RMG Detachment PM implementation.

4.8.8. Do not designate a Military Advisory Assistance Group as a unit of attachment.

4.9. IDT Duration. The length of each IDT coincides with the local duty hours. Base IDT on a 4-hour minimum for the award of one point, not to exceed two points per calendar day. Each member is required to be present for duty at the start of each TP. The 4-hour period does not include meal breaks. Paid IDT periods shall not be under 4 hours. Points only IDT periods shall not be under 2 hours.

4.9.1. **The RMG Detachment PM may designate activities for which the member may accumulate time spent (over 1 or more days) until reaching the 4-hour standard for one point. A member assigned to Air Force Office of Special Investigations may perform IDT by the cumulative method of time accounting for a maximum of 16 paid TPs per R/R.**

4.9.2. For members performing IDT 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 IDT in a 24-hour period. Firefighters and others performing 24 hour shifts are an exception. Shifts exceeding 12 hours must be approved by the unit commander.

4.9.3. A member earns one non-pay point for completing a routine physical examination during other than regularly scheduled IDT. Give credit for one TP to a member found not qualified for duty under a special physical examination given during a scheduled IDT.

4.10. Equivalent Training. Unit commanders may approve ET for individuals to make up an excused absence from a scheduled UTA. The following policies apply to ET:

4.10.1. Use ET when an individual is approved to make up an excused absence from a missed UTA. ET is appropriate when the criteria specified for rescheduled training cannot be met. ET must be performed after the missed UTA.

4.10.2. The training furnished during ET must meet at least the minimum standards set up for the member's AFSC and duty position. The training must be relevant to the member's job in the Reserve unit.

4.10.3. In accordance with Title 37 U.S.C., Section 206, paid ET is subject to the following limitations:

4.10.3.1. A maximum of four paid ET periods may be performed in an FY.

4.10.3.2. ET must be performed in the same FY as the missed UTA. ET not performed remains excused.

4.10.3.3. Unit commanders must set up local procedures to track the number of ET periods to prevent an individual exceeding the maximum of four paid ET periods authorized each FY.

4.11. Flying Training. AGTP are a form of AFTPs. 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. Non-flying Medical Service Corps officers may not perform AFTP/AGTPs. All reservists must use AF IMT 3956, **Report of Inactive Duty Training Performance - AGTP/AFTP (AFRC)**, or AFRC Form 82, **AFTP Finance Pay Roster**, to document and certify AFTPs and AGTPs.

4.11.1. These restrictions apply to AFTPs and AGTPs:

4.11.1.1. Limit to volunteers assigned to a position requiring flight duties.

4.11.1.2. They must each be at least 4 hours in duration and must not be used in place of a UTA or ET. Training is completed after 4 hours or upon completion of mission, whichever occurs later.

4.11.1.3. Pay is authorized for no more than 16 AFTPs per quarter not to exceed 48 per FY. Commanders may authorize AGTPs in lieu of AFTPs, however, no more than one half of the authorized AFTPs per FY may be performed as AGTPs. Under no circumstances will a member be authorized to perform more than a combined total of 48 periods of additional training (AFTP/AGTP) each FY.

4.11.1.4. Training mission must be confined to US territories and possessions. In-flight duty status conversions to AD are permitted in accordance with scheduling documents such as an AF Form 938, **Request and Authorization For Active Duty Training/Active Tour**. No more than one duty status conversion may be made in one crew duty day. Complete AFTO Forms 781 in accordance with applicable Air Force and local directives. Include separate lines to record the flying time accomplished in each duty status.

4.11.1.5. Pay for more than two training periods in 1-calendar day is not authorized.

4.11.1.6. Flight time for each AFTP must be logged in an aircraft in which the member is obtaining or maintaining qualification. At least some flying time must be logged in each 4-hour AFTP period.

4.11.1.6.1. Flight Surgeons, aeromedical evacuation crewmembers, combat rescue officers, and pararescue aircrew universally qualified in multiple aircraft may perform AFTPs in any aircraft in which they maintain qualification.

4.11.1.6.2. Any aircrew certified and acting in capacity of a flight examiner may perform AFTPs while administering flight/ground spot evaluations.

4.11.1.6.3. Aircrew members assigned to unit tactics office may perform AFTPs on any aircraft when required to perform observation flights as part of MAJCOM tactics program.

4.11.1.7. Commanders and key supervisors, as determined by HQ AFRC/CV, and commanders at group/wing level and above, who maintain currency in one type of aircraft, but have other types assigned to their units, are allowed to log AFTPs while flying in observer status or in a primary crew position.

4.11.1.8. When performing consecutive or dual AFTPs, the first AFTP must be completed before the second is started, e.g., some flying time must be logged and four hours of training completed.

4.11.1.9. An ART must be in an official leave status from civil service (paragraph 1.7) when performing preflight, flight, or post flight duties in connection with an AFTP or in the performance of ground training, simulator training, duty, or instruction associated with an AGTP.

4.11.1.10. All AFTPs are to be logged in reference to home station time, date, and location that the crew duty day begins. There is no requirement to average AFTP flying time in order to qualify for payment.

4.11.1.11. Operations Group Commanders will establish written local procedures for the management of AFTPs and AGTPs to include certifying and approving payment.

4.11.1.12. Consecutive or dual AFTPs must be approved in advance on the flight authorization by the Operations Group Commander, squadron commander or squadron operations officers. Operations group commanders may delegate additional dual/consecutive AFTP authorizing officers in the local procedures for the management of AFTPs and AGTPs: (see para 4.11.1.11).

4.11.1.13. Dual AGTPs are not authorized.

4.11.2. Reservists who are away from home station in IDT status and who experience an uncontrolled mission delay are authorized a pay status until home station return. If IDT would not apply during the delay, ADT orders will be initiated.

4.11.3. ARTs are not allowed to perform IDT outside the CONUS, but may perform duty in civilian status overseas under any of the following conditions:

4.11.3.1. On single ship routine support missions overseas (**Exception:** ARTs will be in AD military status in all missions flown in designated hostile fire areas).

4.11.3.2. ARTs performing hurricane support missions overseas.

4.11.3.3. Members required to attend conferences or conduct site visits overseas (with wing commander approval).

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

4.11.5. Wing commanders may request a list, beyond those stated above, of additional activities or duties which qualify for AGTPs. Preflight activities qualify as approved ground training activities. If the mission is cancelled before 4 hours of duty time, other approved training must also be accomplished for the remainder of the period. Wing commanders may submit recommended additions to their respective NAF/CC for approval. Once approved, these additions will be revalidated each January by the appropriate NAF.

4.12. Documenting IDT Participation.

4.12.1. Use the AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>) to certify all types of IDT except correspondence courses or AFTPs/AGTPs.

4.12.1.1. Complete (in advance) part I, II, and III of the AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>) to authorize billeting and/or subsistence as required.

4.12.1.2. Type the AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>) or print clearly in ink. All signatures must be in ink. All certification dates must be on or after the last date of training.

4.12.1.3. In section I, Personal Data, in the their Reserve Pay Office (RPO)/Unit block: IMAs will enter RPO only. Participating IRR and standby will leave blank. Unit reservists will enter their unit of assignment only.

4.12.1.4. Document IDTs during mid-shift (over midnight) on a single AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>), for award of two points only for completing an 8-hour or more IDT in a 24-hour period.

4.12.2. Unit members:

4.12.2.1. At the beginning of UTA, each reservist attending the UTA signs in under the UTAPS. Consolidate all sign-in and sign-out at the completion of the UTA and deliver to the RPO for preparation of the pay transactions.

4.12.2.2. AF IMTs 40 (<http://www.e-publishing.af.mil/formfiles/af/af40/af40.xfd>) and AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>) may be utilized for offsite UTA with no automated sign-in capability. However, the unit must load the data into UTAPS.

4.12.2.3. Resolve all UTA exceptions (excusals, reschedules, unexcused, etc.) at the sign-in station. No other station is authorized to resolve exceptions. Process all exceptions daily in the exact manner of a unit UTA.

4.12.2.4. The sign-in station monitor will backup the data base, and generate the mechanized AF IMT 40 (<http://www.e-publishing.af.mil/formfiles/af/af40/af40.xfd>), export diskette, and transmittal listing and forward to the intermediate or master station. All exceptions require a completion of an AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>). (The AF IMT 938 (<http://www.e-publishing.af.mil/formfiles/af/af938/af938.xfd>), AD order can be utilized as the source document to update constructively present in UTAPS system.) Both the mechanized AF IMT 40 and transmittals must be signed by an approved certifying official. The unit retains the mechanized AF IMT 40.

4.12.2.5. The unit commander will be solely responsible for the tracking and documentation of UTA participation. Upon completion of the UTA/IDT, the unit will forward the UTAPS export diskette to pay for consolidation. This data will be provided to MSS/DPMPE for participation update. Any corrections to participation data, once updated in the PDS, will require a copy of the AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>).

4.12.2.6. ARTs will document civilian duty day hours in "Remarks" of the AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>) or AF IMT 3956 for UTA performed on a civilian work day and must be certified by the civilian timekeeper.

4.12.3. PIRR will complete an AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>) and send the original to:

4.12.3.1. Designated RPO for pay, or

4.12.3.2. HQ ARPC/DP (Point Credit Branch) for points only IDTs.

4.12.3.3. The reservist must complete and send the AF Form 40A (<http://www.e-publishing.af.mil/shared/media/epubs/AF40a.xfdl>) within 30 days after completing the IDT.

4.12.3.4. The member keeps copy 2 for their files.

4.12.3.5. Member must send copy 3 to their supervisor.

4.12.3.6. Copy 4 will be required by the billeting office, if transient quarters are used.

4.12.4. For unit reservists, the MPF, Career Enhancement Section processes participation documents.

4.12.4.1. The MPF must conduct visits to review/audit participation documents to ensure compliance with this instruction.

4.12.4.2. The MPF is the OPR for all questions relating to participation requirements and procedures. It also manages the overall administration of the participation program.

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

4.13.1. After the member has been determined as an unsatisfactory participant, ensure that involuntary reassignment or administrative discharge is processed in compliance with AFI 36-2115 and AFI 36-3209 respectively. Training office must be notified of the commander's final determination. If the commander makes a determination that the member is an unsatisfactory participant, Report of Individual Personnel (RIP) must be attached to the DD Form 2384-1, **Notice of Basic Eligibility (NOBE)**, in the UPRG.

4.13.2. HQ AFRC/A1BR must terminate bonus participation prior to the MPF projecting an approved involuntary reassignment. The MPF will file a copy of the bonus termination RIP in the member's reassignment folder.

4.13.3. For unit members, file documents in the Commander's Personnel Information File. Such documents include letters, medical certificates, orders, memorandum of telephone calls, etc. Retention of participation documents could become critical for some administrative actions (i.e., discharges, demotions, recall, etc.). Retain documentation at least for the current, plus previous FY.

4.13.4. For IRs, RMG will furnish the PM a list of members who failed to meet the minimum training category requirements outlined in Table 1.1, and members who are qualified for retirement, but did not earn the required 50 points in their R/R year. PMs must submit appropriate waivers as required in Table 1.2. The PM determines what action to take in accordance with AFI 36-2115, Chapter 4.

4.14. Reservist Nonparticipation.

4.14.1. For unit reservists the commander or designated representative will be responsible for exercising sound judgment in authorizing excusal, ET, or rescheduling actions. A commander or supervisor must consider the impact on training readiness and mission effectiveness when considering requests for excusals.

4.14.2. If for any reason the member fails to notify their unit commander or supervisor of the circumstances regarding the absence, the individual's commander or supervisor contacts the individual, documenting such effort with Memorandum for Record or email. Every effort must be made to make personal contact during the first period of the UTA/IDT, but not later than the end of the UTA/IDT. If contact is made anytime during the UTA/IDT, the commander may excuse, unexcuse, or authorize other training as appropriate, based upon the merits of the case.

4.15. Palace Chase Obligators. A Palace Chase obligator who fails to satisfactorily participate must be reported in accordance with AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, to HQ AFPC for possible recall to AD.

4.16. Illness or Injury During IDT. If a member should be injured or become ill during IDT, they may report (if capable) to the Reserve Medical Unit (RMU) or active duty Military Treatment Facility (MTF) where a determination on the member's ability to complete the UTA/IDT is made. An LOD determination must be considered when a member reports for medical care. See AFI 36-2910, for guidance on LOD. Sick call is not provided by the RMUs. Their mission is to train and provide physical exam support, however, they will be able to make the above determination with regard to completion of UTA. Individual reservists should report to the nearest MTF.

4.16.1. If member is determined to not be medically capable of completing UTA/IDT based upon the illness or injury, the RMU/MTF should refer the member to the member's private health care provider and notify the respective commander of this determination. A change to member's physical profile is not necessary unless the medical/dental condition is considered disqualifying for continued military duty (beyond the UTA/IDT).

4.16.2. Commanders should excuse the remaining portion of the UTA/IDT which the member is incapable of performing. Member will receive point credit for IDT provided the duration of training has met or exceeded two hours in duration (see para 4.9).

Chapter 5

ANNUAL TRAINING (AT)

5.1. AT. AT is a category of ADT and is used to provide structured individual and/or unit training to Reserve Component members. AT is the minimal period of training Reserve members must perform each year to satisfy the training requirements associated with their Reserve assignment, exclusive of travel time. The primary purpose of AT is to provide individual and/or unit readiness training, but AT may support active component missions and requirements.

5.2. Eligibility for AT. See Table 1.1 for the AT authorizations and requirements. Table 2.1, Table 2.2, and Table 2.3 show pay eligibility. A member assigned after 1 April or after the unit completed its AT for that FY does not have to perform an AT in that FY (except those gained from another Selected Reserve program). Commanders will determine AT schedule. For IMAs, the supervisor will determine AT schedule in coordination with the RMG Detachment PM.

5.3. Ineligibility for AT. A member is not eligible for an AT if the member will reach mandatory separation date or the end of their term of enlistment before the tour ends.

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

5.5. Travel Limitations. Limit travel to a maximum of 4-calendar days per FY. To save travel days, supervisors may permit late reporting during the morning of the first duty day, and early release during the afternoon on the last duty day.

5.6. Approval Authority for AT. Approval authority for AT for unit members is the unit commander. Approval authority for IMAs is the RMG Detachment PM. For centrally managed IRs, the PM must obtain concurrence of the member's functional manager. RMG Detachment PMs may delegate approval authority to Base Individual Mobilization Augmentee Administrators (BIMAAs) for routine tours. Routine ATs are limited to normal expenses incurred to send the IMA to their authorized training location. BIMAAs may not approve split tours. AT funding management is still the responsibility of RMG PMs and unit commanders, and they are held accountable for misuse.

5.7. Requesting AT.

5.7.1. All reservists must have annual tour orders published by 30 June each FY unless otherwise directed by the command Financial Management Board.

5.7.2. IMAs request AT through the Air Reserve Orders Writing System-Reserve (AROWS-R) Final approval is by the RMG Detachment PM. AROWS-R requests input after 1 June must include justification/explanation for the late request for approval from RMG/CC or designated representative. The tour should conform with the duty hours of the unit involved, and be scheduled to avoid loss of a productive day due to a legal holiday.

5.7.3. If a member completes an AT, but later in the same year is reassigned to a category A unit that would serve as a mobilized unit, and that unit has not yet had its AT, the Reserve NAF may waive the 15 day FY limitation rule so the member may train with the new unit. AT, including travel, may not extend from one FY to the next FY.

5.7.4. Direct an individual to perform AT prior to the issuance of a written order only in unusual circumstances. The unit commander or RMG Detachment PM must give verbal approval prior to performance of AT.

5.8. School Substitution of AT. Members will not attend formal schools in AT status. It is not recommended to substitute school tours for AT. However, there are circumstances when it may be warranted. Substitutions must be approved in advance. To substitute for entire AT (exclusive of travel days), the ADT tour must be for the same consecutive length of time as the member's AT requirement. Partial AT substitutions are authorized, however, the remainder of the AT requirement must still be performed. Approval authority for substitution rests with the RMG/CC, or designated representative, for IRs. For centrally managed IRs, the PM must obtain concurrence of the member's functional manager. For unit assigned reservists, approval rests with the wing commander or higher.

5.9. AEF Substitution of AT.

5.9.1. Substitutions must be approved in advance by the unit commander. IRs must obtain approval from RMG Detachment PM for the first and second substitution and thereafter RMG/CC. For centrally managed IMAs, the PM must obtain concurrence of the member's functional manager. The excusal process may be used for after-the-fact submissions (see para 1.4).

5.9.2. MPA tours in support of AEF missions may be substituted for the AT requirement if approved in advance. Commanders having a need for reservists to perform an AT, in addition to the AEF deployment, may do so only as a voluntary action. AEF tour is defined as any tour of duty in which an ARC member deploys in support of contingency operations. The member may augment base support operations for an assigned member that is forward deployed on an AEF tour and this is called home station support. Home station (or backfill) support for AEF occurs when the AD, ANG or AFRC requests an augmentee for base support operations to replace an assigned AD or unit member who is deployed forward in support of an AEF tasking. Whenever low density/high demand assets (i.e., Rivet Joint) participate with the AEFs, this tour falls under the definition of an AEF tour. Any member fulfilling the above criteria is credited with an AEF tour.

5.10. Ordering a Member to AT. The member is encouraged to volunteer for AT tours. However, pursuant to Title 10 U.S.C., Section 12301 (b), an AT tour may be ordered involuntarily by the commander. In such cases, the member must be given at least 30 days advance notification.

5.11. Split AT. Split tours are a management tool allowing Reserve unit commanders or PMs to split a member's AT when it is in the best interest of the Air Force. Use split AT only to accommodate special mission or training requirements.

5.11.1. Do not schedule tours of ADT, ADOS, or split tours of AT with IDT solely for the purpose of reimbursing members for travel to or from the place of IDT. For IMAs, the supervisor must provide justification for the split tour in the remarks section of the order request (for travel limitations see para 5.4). For IMAs, IDTs may be performed with split AT tours a maximum of 2 times per FY when travel is involved.

5.11.2. An IMA may not perform a split tour when travel overseas is involved (except Hawaii, Alaska, US Territories and possessions). The assigned/attached unit commander may

request an exception by submitting full justification to member's RMG PM who will forward to RMG/CC for approval. For centrally managed IRs, the PM must obtain concurrence of the member's functional manager.

5.11.3. AT for the unit program is the responsibility of the unit commander. Unit commanders will establish and maintain a written method for tracking each member who splits their AT. Unit commanders may delegate down to branch chiefs the authorization to monitor, project, and report any discrepancies to the unit commander for waiver approval/disapproval.

Table 5.1. ADT, ADOS, and AT Travel Restrictions.

R U L E	A	B	C
	If a member	and the training requirement	then the member may (1)
1	is assigned to a Reserve unit and resides within the continental US (CONUS)	is programmed and approved in advance according to current programming cycles (2)	train outside the CONUS
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 CONUS	
3	is assigned to a Reserve unit and resides outside the 50 states or non foreign OCONUS area	is programmed and approved in advance according to current programming cycles (2)	train within the CONUS
4		authorizes the member to participate in over water training flights and approved exercises or maneuvers, which are conducted in whole or in part within CONUS	
5	is assigned to a Reserve unit	is located at a station other than their unit of assignment	be ordered to AD at the station where training is to be performed. For multiple locations, the individual is ordered to the first duty location with an itinerary showing other training stations (AT 3)

R U L E	A	B	C
	If a member	and the training requirement	then the member may (1)
6	is an IMA	requires travel overseas (including Hawaii and Alaska)	train at the overseas location with the concurrence of the PM 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 PM
8		involves duty at various locations that are known in advance	be ordered to AD at the first duty location with an itinerary showing the other training stations if approved by the PM (5)

NUMBERS IN PARENTESIS REFERENCE NOTES

Notes:

1. Except when this table authorizes, a commander may not order a member to duty and then place the member on temporary duty (TDY) at another location for the full period of ADT, ADOS, or AT. When a member reports to a location for the sole purpose of transportation to an ADT, ADOS, or AT training site, the AD order must contain reporting instructions in the "Remarks" section (see note 3 for the deployment of unit on AT).
2. A training requirement programmed in advance is primarily mission related and independent of the individual member 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 MA assigned to a general officer position, send a request for advanced approval to AF/RESOMO, through HQ ARPC/DP.
3. Include time required for unit deployments in the duration of AT and credit toward the 14 day requirement.
4. Waiver Authority: IMAs assigned/attached to overseas locations do not require a waiver to travel to their unit. For ATs at a location other than the assigned/attached unit, a waiver is required. For IMAs not assigned to overseas locations, the PM must provide justification to HQ RMG/CC for approval, unless the agency requesting overseas training uses military air space available travel or otherwise funds the overseas travel and per diem. Justifications must 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. 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 required and authorized in the training outline or education and training course announcements that can only be accessed at <http://hq2af.keesler.af.mil/ETCA.HTM>. The approval authority cited in the AF IMT 1289, **Application for Active Duty Training (RPA Tour)**, section IV, and web orders transaction system request must provide justification for "Variations in Itinerary" or travel to more than one location and forward with the AT application. Variations required after publication of orders are the responsibility of the unit and will be accomplished using DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**.

Chapter 6

ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS)

6.1. Definition ADOS. ADOS can refer to both RPA and MPA tours. ADOS tours may be used for projects that directly support Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome. ADOS 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 tours.

6.2. AD Sanctuary. “Sanctuary” means that any member who attains 18 (but less than 20) years of AD while serving on AD (other than for training) must be retained on AD unless voluntarily separated, is medically disqualified for continued service, or is separated or discharged for cause. Members must waive sanctuary entitlement prior to the beginning of an AD tour (other than for training) of less than 180 days, or the member may not be authorized to perform the tour. To provide oversight, AROWS-R initiates a Commander’s Hard Hold for approval of Active Duty Orders if the member has more than 16.5 years Total Active Federal Military Service (TAFMS). Sanctuary Statements of Understanding will be required for members performing ADOS (other than for training) tours that have accrued 16.5 years of TAFMS. See AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*).

6.3. Eligibility ADOS.

6.3.1. Only members in training categories A, B, E, and J (see Table 2.1 and Table 2.2) are authorized to take part in ADOS tours. FY requirements (Table 1.1) will be performed, scheduled, substituted, or waived prior to a member performing an ADOS tour. On ADOS orders requests, the requester will place the statement “All FY requirements of Table 1.1, of this instruction have been performed, scheduled, substituted, or waived.”

6.3.2. Members who belong to the ORS, NARS, ISLRS, the Retired Reserve, or NNRPS may not take part in ADOS tours. A member of NARS who has been transferred from the Ready Reserve because the member is a key employee may take part in ADT and ADOS as long as it is at no cost to the government.

6.3.3. End-strength accounting laws limit Air Force reservists serving on mandays. In accordance with the FY05 National Defense Authorization Act, reservists serving on ADOS mandays for Operational Support, for a cumulative period exceeding 1,095 mandays (includes both MPA and RPA) in the previous 1,460-calendar day period (3 years in the last 4), must be counted on the Air Force AD end-strength. **Note:** The 4-year period is a revolving time frame. The same as that used for Personnel Tempo accounting. The change in law does not apply to general officers, who are still restricted by direction of AF/RE.

6.3.3.1. ADOS is defined as all AD under Title 10 U.S.C., Section 12301(d) (except Active Guard/Reserve (AGR) duty and periods of mobilization); and ADT performed at the direction of an organizational or operational commander (active or reserve); or as a result of reimbursable funding. All other forms of training AT; IADT; and school Tours (ADT), are exempt from the count. Presidential Recall and mobilization are exempt IAW Title 10 U.S.C. Section 12302, and are not considered ADOS. All other ADOS periods

are counted. The 1,095 day count is retroactive to 28 October 2004. Days served prior to that date are not considered.

6.3.3.2. The cumulative periods of AD performed by the member exceeding 1,095 days in the previous 1,460 days, are accountable against AD strengths (active component, or AGR end strength, consistent with pay appropriations) when the 1,095 day threshold is crossed, pursuant to Title 10 U. S. C., Section 115. A member whose order to AD that specifies a period of greater than 3 years shall be included in the strength authorized, as stated above, commencing on the first day of the orders.

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

6.5. Scheduling ADOS Tours.

6.5.1. Schedule ADOS tours to conform with the local duty hours. Tours are usually planned to coincide with the availability of training supervisors, aircraft, or equipment. Reservists on ADOS for a period of time for which the requirement will overlap holidays or weekends, must 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 members performing tours of ADOS to be taken off of orders during holidays or weekends and returned on orders the following duty day to resume augmentation for the same duty/project. This is to ensure no disruption of associated benefits and entitlements to protect the member and his/her family members.

6.5.2. Under no circumstances should ADOS be combined with IDT solely for the purpose of providing travel expenses to the IDT location. Commanders and supervisors should ensure that all ADOS tours performed in conjunction with IDT can be substantiated by a valid support or training requirement.

6.5.3. Accrued leave days used (not sold and paid back to the member) during ADOS count against the 1095/1460 and MA tour maximums. ADOS for RPA tours will not be used in combination with any other MPA, and will not be used for the same mission. In other words, Air Force MAJCOMs, units, or agencies cannot circumvent manpower authorization levels through continuous manday application, using a combination of ADT and ADOS (RPA and MPA). AFI 36-2619, *Military Personnel Appropriation (MPA) Manday Program*, provides further guidance.

6.5.4. ADOS tours will be processed through AROWS-R. IMAs will submit an orders request electronically through AROWS-R at least 30 days before the tour start date for publication of orders.

6.5.5. Procedures for Officers in MA positions.

6.5.5.1. An MA general officer or colonel, who is assigned to an MA general officer position, must process a request for an ADT or ADOS tour to HQ ARPC/DP for action.

6.5.5.2. An AF Form 1289, a letter or message containing all the same pertinent data, including the primary point of contact (name and telephone number), may be used to request an ADT or ADOS tour.

6.5.5.3. Special tour funds to support an MA general officer position are monitored by HQ ARPC/DPAO. Except in an emergency or unusual situation, a tour request that contains a variation in itinerary should arrive at HQ ARPC/DP at least 30 days before the tour start date.

6.5.5.4. Send a copy of all orders of MAs who are in commander and general officer positions to HQ USAF/RESOMO.

6.5.5.5. Send a copy of all ADOS orders on HQ AFRC commanders in general officer positions to HQ USAF/RESOMO.

6.6. Specific ADOS Tour Exceptions.

6.6.1. Procedures for Counter Drug Tours.

6.6.1.1. HQ AFRC/A3OU is funded by DoD with a separate counter drug account. Expenditures from this account can only be authorized by HQ AFRC/A3.

6.6.1.2. If approved the tour is charged to the AROWS-R work center code for counter drug tours and forwarded to HQ AFRC/A3 for personnel selection process, coordination, and approval.

6.6.2. Special Restrictions on Utilization of RPA ADT in Conjunction With Commercial or Contract Activities. When OJT 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 ADOS Tour. A Statement of Tour of Duty, AF IMT 938 (computer-generated or hard copy), must be signed by the member, certified by the member supervising training, and sent to the member's designated RPO within 5-workdays after the tour is completed.

Chapter 7

FUNERAL HONORS DUTY (FHD)

7.1. Military Funeral Honors (MFH). Definition of MFH. The ceremonial paying of respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our Nation. MFH consists of (at a minimum) the folding and presentation of the national flag and the playing of Taps.

7.2. Definition of FHD. FHD is the term used for duty or training associated with the performance/provision of MFHs.

7.2.1. Responsibility for MFH/FHD. HQ AFRC/A1 is the command function that provides command oversight and program management. AFSVA/CCR is designated to provide oversight for IRs, including centralized MPA Mandays for volunteer support.

7.2.2. Program management and procedures for conducting FHD can be found in AFI 34-242, *Mortuary Affairs Program*.

7.3. Eligibility to Perform FHD.

7.3.1. Only AFRC members in training categories A, B, and E are authorized to participate in FHD.

7.3.2. FHD Status. Within the AFRC, a period of inactive duty status may be used expressly for satisfying FHD and/or preparation for FHD. Although support of FHD is authorized for the Ready Reserve, command determination has limited FHD to members in the Selected Reserve and PIRR based on practical use of its resources. Although FHD status is a form of inactive duty, it is not to be confused with IDT. No TPs will be used in support of FHD.

7.4. Use of FHD Status (Inactive Duty).

7.4.1. Use of FHD status in the AFRC for the purpose of providing FHD support is strictly voluntary and may be paid or nonpaid.

7.4.2. Election of performing FHD in paid status entitles volunteer to 1 day base pay for each day of FHD and/or preparation for FHD.

7.4.3. Use of FHD status in the AFRC entitles volunteer to one retirement point for each day FHD and/or preparation for FHD is performed. Retirement points earned in support of FHD can exceed the 130 point limitation for retirement currently restricted for each member's R/R year. For accounting purposes, this retirement point will be tracked separately under PCARS.

7.5. Authorization for FHD Status.

7.5.1. Members in the Ready Reserve will be authorized to perform in FHD status via AF IMT 40b.

7.5.1.1. FHD status is restricted to no less than 2 hours for each day FHD and/or preparation for FHD is performed.

7.5.1.2. For AFRC, use of the FHD status will be limited to members who reside within 50 miles of the site where FHD is to be performed, or where they are to be trained. Any

FHD training or duty 50 miles or beyond the participant's residence is to be performed via MPA mandays to be provided by the Air Force Services Agency (AFSVA/CCR).

7.5.2. AF IMT 40b will be used to submit for pay (if elected) and points.

7.5.2.1. AF IMT 40b should be submitted to member's respective RPO, with copy to unit commander or PM (IR). A copy of this form should be provided to AFSVA/CCR for accounting purposes as well.

7.5.2.2. One AF IMT 40b will suffice for consecutive days in which FHD is performed.

7.5.3. There is no limitation (other than fiscal constraints) on the number of FHD opportunities that may be performed by any one member in the Ready Reserve.

7.5.4. FHD status will not be used to substitute for any statutory participation requirement.

7.5.5. Standard Form 1164, **Claims for Reimbursement for Expenditures on Official Business** (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/sf1164o.pdf>), may be submitted for reimbursement for travel in conjunction with FHD.

7.6. Status of AFRC Members Conducting MFH. MFH and preparation for MFH may be performed in variety of military status. ARTs are permitted to perform FHD, but cannot do so on official time (Civil Service Status). ARTs must be in a military status other than IDT, ADT, or AT. ARTs will not be permitted to use military leave to perform in FHD status, however, military leave is permitted if the ART is performing FHD in an AD capacity other than for training (MPA mandays). All statuses listed below are permitted to perform FHD.

7.6.1. AGR status. AGR members may perform FHD similar in manner as AD members currently support FHD (additional duty).

7.6.1.1. AGR members are not entitled FHD compensation. They draw their normal pay and allowances for the duty day in which FHD is performed.

7.6.1.2. AGR members will be entitled to travel (unless government transportation is provided) and per diem expenses in support of FHD or preparation for FHD.

7.6.1.3. AGR members will be put on travel orders in support of FHD. Lodging and per diem is authorized if overnight travel is necessary to preposition member for FHD or if FHD extends beyond normal duty hours (including travel to and from FHD site).

7.6.2. MPA Mandays. Only AFRC members in training categories A, B, and E (see Table 2.1 and Table 2.2) are authorized to take part in ADOS tours. Thereby, only AFRC members in these training categories may use ADOS to support FHD. For the sake of clarity, this ADOS for FHD is limited to MPA mandays, which will be provided by AFSVA/CCR.

7.6.3. MPA authority is subject to limitations outlined in AFI 36-2619.

7.6.3.1. Members on an MPA tour not for FHD are not entitled the FHD compensation authorized for members performing in FHD status. They draw their normal pay and allowances for the duty day in which FHD is performed.

7.6.3.2. Members on MPA tour to support FHD will be entitled to travel (unless government transportation is provided) and per diem expenses. Lodging and per diem is authorized if overnight travel is necessary to reposition member for FHD or if FHD extends beyond normal duty hours (including travel to and from FHD site).

7.6.3.3. AD sanctuary provisions apply.

Chapter 8

PROGRESSION TOURS

8.1. AFRC Progression Tours. A “progression tour” outlines the training an aircrew requires to become mission ready. Progression tours include initial qualification/re-qualification (as appropriate) training, mission qualification training, and seasoning. The intent of a progression tour is to allow an aircrew to be placed on continuous orders and ensure they are mission ready. A progression tour also allows a wing to forecast funding in their Financial Plan (FINPLAN) or through an Unfunded Requirement (UFR) as appropriate.

8.1.1. Direct all questions concerning progression tours to HQ AFRC/A3.

8.1.2. As the training class days change frequently with new/deleted syllabus requirements, progression tour tables for all aircrew qualifying for progression tours will be located at the AFRC/A3T website.

8.1.3. 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 to their wing/DPMT. 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.

8.1.4. The student’s unit of assignment will prepare one progression tour order after submitting a single AF Form 101, **Reserve Requirements for School Tours of Active Duty for Training**. Upon completion of each school/training, a new DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, will be cut for the next training. The total combined length of the orders should not exceed the time identified in the table listed in the tables on the A3TB website unless there are breaks in training that need to be addressed.

8.1.5. Progression tours are authorized for in-unit training. In-unit training should only be used when formal training is unavailable. Units should have student’s 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 A3 website when forecasting for progression tour unit funding for in-unit training. Units will ensure they will be authorized to allow a student to accomplish in-unit training before requesting progression tour funding.

8.1.6. If the number of training days for a particular training course listed on a table at the A3TB website is different from the number of days listed in the Education and Training Course Announcement (ETCA) (<https://etca.randolph.af.mil>), the days listed in ETCA will take precedence.

8.2. Progression Tour Funding. Progression tours are a combination of school tour funds for formal schools that are issued a TLN and special tour funds for all other training to include seasoning. Orders will be identified using TCC "FA" for the formal UPT/UNT school portion and TCC “FD” for the unit funded continuation portion.

8.2.1. Units must submit progression tour requirements to their wing/FM in their annual FINPLAN for special tour funds. Wings will use the applicable table and aircrew position located on the AFRC/A3TB website under "Progression Tour" tables to determine the number of days authorized for progression tours.

8.2.2. When requirements occur outside of the normal financial planning process and cannot be forecasted in the units FINPLAN, wings will submit UFR to the appropriate NAF. The NAF/FM will review the UFR for possible realignment of funds within the NAF. If the NAF/FM can not fund the requirement an out of cycle UFR may be submitted to HQ AFRC/FMAR for consideration.

8.3. Eligibility for Progression Tours. Progression tours do not include 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 part of a progression tour. *Exception:* Aircrew joining Flight Training Units (FTUs) are allowed progression tour funding for instructor training if required.

8.4. Student Progression in Training. Each wing is responsible for monitoring the students training progression. Progression tours should be accomplished on a continuing basis. If an aircrew member is unable to complete the required training within the number of days identified on the A3 Web Site (<https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=RC-OP-02-97>), the wing will contact HQ AFRC/FMAR for the additional expense. A student's progress will be reported in the unit's Training Review Panel.

8.4.1. Any time a student's formal school training is extended for any reason, the respective wing training office must be notified.

8.4.2. The wing training office will then coordinate with HQ AFRC/A1 any required additional school tour funding to cover the extended period. Students completing formal training earlier than anticipated must notify the wing training office who will then notify HQ AFRC/A1TF who monitors return of unused funds.

8.5. Breaks in Training. If there is a large break (30 days or more) between the graduation date of UPT/UNT and the first formal class, the unit, at the discretion of the wing commander, may elect to have the individual begin training at home station. Breaks in training may require an individual 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 tour requirements and will therefore be an additional expense to the unit.

8.6. Unsatisfactory Student Performance. If a student is not progressing satisfactorily or meeting the required milestones while on a progression tour, a review board from the unit must be convened to review that individuals training. If it is decided that there are no mitigating factors that have led to the unsatisfactory progression, the individual will be dropped from the progression tour.

8.7. Seasoning. Wing's are allowed to season an aircrew after completing formal qualification courses.

8.7.1. An aircrew who receives an ART or AGR position after their initial qualification or re-qualification training while in their mission qualification will not be authorized seasoning days.

8.7.2. Information for seasoning days for each weapon system's authorized progression tours are at the AFRC/A3TB website.

8.7.3. The number of seasoning days referenced in the table located at the AFRC/A3 website is the maximum number of seasoning days authorized. An aircrew does not have to utilize all their seasoning days. Commanders may split seasoning days into manageable blocks to maximize training.

8.7.4. The unit training monitor will ensure seasoning days are well utilized to ensure the student becomes mission qualified.

8.8. Mission Qualification Training (MQT). MQT encompasses the days required to complete all ground, flying, and simulator training. It will also cover all unit indoctrination training. MQT will normally be conducted by the unit of assignment after the aircrew has completed their initial formal training. MQT will ensure the aircrew is fully mission capable to accomplish the mission unsupervised.

8.9. Forms Adopted.

AF IMT 938.

8.10. Forms/IMTs Prescribed.

AF IMT 40

AF Form 40A

AF IMT 40B

AF IMT 3956

AFRC IMT 82(CG)

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- Title 10, United States Code, Section 10149, Ready Reserve: Continuous Screening
- Title 10, United States Code, Section 10204, Personnel Records
- Title 10, United States Code, Section 10205, Ready Reserves: Requirement of Notification of Change of Status
- Title 10, United States Code, Section 10206, Physical Examination
- Title 10, United States Code, Section 12301, Reserve Components Generally
- Title 10, United States Code, Section 12319, Ready Reserve: Muster Duty
- Title 10, United States Code, Section 802, Art. 2
- Title 10, United States Code, Section 10206, Physical Examination
- Title 37, United States Code
- OMB Bulletin 93-11
- DoDD 1200.7, *Screening the Ready Reserve* – 18 Nov 99
- DoDI 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay* – 18 Sep 97
- DoDD 1200.16, *Contracted Civilian-Acquired Training (CCAT) for Reserve Components* – 20 Mar 04
- DoDI 1215.6, *Uniform Reserve, Training and Retirement Categories* – 07 Feb 07
- DoDI 1215.7, *Service Credit for Reserve Retirement* – 18 Nov 05
- DoDI 1215.13, *Reserve Component Member Participation Policy* – 11 May 09
- DoDI 1235.9, *Management and Mobilization of the Standby Reserve* – 02 Apr 07
- DoDD 1241.1, *Reserve Component Medical Care and Incapacitation Pay for Line of Duty Conditions* – 28 Feb 04
- DoD 7000.14R, Volume 7, *Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)* 02 Jan 10
- Joint Travel Regulation, 1 Jun 09
- Education and Training Course Announcements accessed at <http://hq2af.keesler.af.mil/ETCA.HTM>, US Air Force Formal Schools
- AFI10-248, *Fitness Program* – 25 Mar 06
- AFI11-401, *Aviation Management* – 07 Mar 07
- AFI34-242, *Mortuary Affairs Program* – 02 Apr 08

AFPD36-22, *Air Force Military Training* – 22 Mar 04
AFI36-2101, *Classifying Military Personnel (Officers and Enlisted)* – 07 Mar 06
AFI36-2115, *Assignments Within the Reserve Components* – 08 Apr 05
AFI36-2131, *Administration of Sanctuary in the Air Reserve Components* – 17 Jan 03
AFI36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force* - 09 Jan 03
AFI36-2608, *Military Personnel Records System* – 30 Aug 06
AFI36-2619, *Military Personnel Appropriation (MPA) Man-Day Program* – 22 Jul 94
AFI36-2903, *Dress and Personal Appearance of Air Force Personnel* – 02 Aug 06
AFI36-2910, *Line of Duty (Misconduct) Determination*- 04 Oct 02
AFI36-3003, *Military Leave Program* – 26 Oct 09
AFI36-3014, *Clothing Allowance for Air Force Personnel* – 22 May 07
AFI36-3203, *Service Retirements* – 08 Sep 06
AFI36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs* – 10 Oct 03
AFI36-3208, *Administrative Separation of Airmen* – 09 Jul 04
AFI36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members* – 14 Apr 05
AFI36-3212, *Physical Evaluation for Retention, Retirement, and Separation* – 02 Feb 06
AFI41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHS)* – 28 Dec 01
AFI48-123, *Medical Examination and Standards* – 24 Sep 09
AFI51-201, *Administration of Military Justice* – 21 Dec 07
AFI65-109, *Preparation of AF Form 938* – 01 Sep 96
AFI65-601, *Volume 1, Budget Guidance and Procedures* – 03 Mar 05

Abbreviations and Acronyms

ACIP—Aviation Career Incentive Pay

ACC—Air Combat Command

AD—Active Duty

ADL—Advanced Distributed Learning

ADOS—Active Duty for Operational Support

ADT—Active Duty for Training

AEF—Aerospace Expeditionary Force

AETC—Air Education and Training Command

AFI—Air Force Instruction
AFIADL—Air Force Institute for Advanced Distributed Learning
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AFTP—Additional Flying Training Period
AGR—Active Guard/Reserve
AGTP—Additional Ground Training Periods
ALO—Admissions Liaison Officer
ANG—Air National Guard
ARC—Air Reserve Component
AROWS—R—Air Reserve Orders Writing System-Reserve
ARPC—Air Reserve Personnel Center
ARS—Air Reserve Squadron
ART—Air Reserve Technician
AT—Annual Training
ATP—Additional Training Period
BIMAA—Base Individual Mobilization Augmentee Administrator
BMT—Basic Military Training
CAP—Civil Air Patrol
CHE—Continuing Health Education
CIOR—Interallied Confederation of Reserve Officers
CONUS—Continental United States
COT—Commissioned Officer Training
DRB—Deployment Review Board
DoD—Department of Defense
ERI—Equivalent Reserve Instruction
ET—Equivalent Training
ETCA—Education and Training Course Announcement
ETS—Expiration Term of Service
FHD—Funeral Honors Duty
FINPLAN—Financial Plan
FPerR—Field Personnel Record

FTU—Flight Training Unit

FY—Fiscal Year

IADT—Initial Active Duty for Training

IDT—Inactive Duty Training

IMA—Individual Mobilization Augmentee

IMT—Information Management Tool (same as form)

IR—Individual Reservist (IMA/PIRR) (for the purpose of this AFI)

IRR—Individual Ready Reserve

ISLRS—Inactive Status List Reserve Section

LOD—Line of Duty

MAJCOM—Major Command

MFH—Military Funeral Honors

MPA—Military Personnel Appropriations

MPerR—Master Personnel Record

MPF—Military Personnel Flight

MQT—Mission Qualification Training

MSO—Military Service Obligation

MTF—Military Treatment Facility

NAF—Numbered Air Force

NARS—Nonaffiliated Reserve Section

NCO—Non-Commissioned Officer

NLT—No Later Than

NNRPS—Nonobligated Nonparticipating Reserve Personnel Section

NPS—Non-Prior Service

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

ORS—Obligated Reserve Section

PCARS—Point Credit Accounting and Reporting System

PDS—Personnel Data System

PIRR—Participating Individual Ready Reserve

PM—Program Manager

PME—Professional Military Education

RCPHA—Reserve Component Periodic Health Assessment
RIP—Report of Individual Personnel
RMG—Readiness Management Group
RMP—Readiness Management Periods
RMU—Reserve Medical Unit
RPA—Reserve Personnel Appropriations
RPO—Reserve Pay Office
R/R—Retention/Retirement
SAV—Staff Assistance Visit
SSS—Selective Service System
STL—Single Training Location
STO—Split Training Option
TAFMS—Total Active Federal Military Service
TCC—Training Category Codes
TDY—Temporary Duty
TLN—Training Line Number
TP—Training Period
TT—Technical Training
UCMJ—Uniform Code of Military Justice
UFR—Unfunded Requirement
UFT—graduate flight training
UNT—Undergraduate Navigator Training
UPT—Undergraduate Pilot Training
USAFR—United States Air Force Reserve
UTA—Unit Training Assembly
UTAPS—Unit Training Assembly Processing System

Attachment 2**TRAINING CATEGORY CODE (TCC) DEFINITIONS**

A2.1. TCC. The RPA school and special tour manday programs are divided into categories based on the type of training being accomplished. The training is designated as tours of AD for ADT or ADOS. ADOS tours are used to provide direct staff support to Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome. ADT tours are used to supplement the AT and IDT when the member needs extra training to achieve a required skill or skill level in the assigned AFSC. All school tours are ADT. The TCC category headers are designated as XZ. TCCs ending in "Z" are category headers only and will be used for cost rollups at the HQ USAF/RE level. Only the TCCs listed below a given "Z" category are valid. Listed below is a brief definition for each TCC category. SCHOOL TOURS (PROJECT 726). AZ—Career Development Training (ADT).

A2.2. AA—Officer PME-(ADT). Identifies officers attending PME schools to include Squadron Officer School, Intermediate Service School (Air Command and Staff College), and Senior Service School (Air War College, Naval War College, Industrial College of the Armed Forces, National War College, and Army War College). This is general type training that is not specifically AFSC oriented.

A2.3. AB—NCO PME-(ADT). Identifies enlisted members attending PME schools to include ALS—Airman Leadership School, Noncommissioned Officers Academy, and Senior Noncommissioned Officers Academy. This is general type training that is not specifically AFSC oriented.

A2.4. AC—Professional Continuing Education (PCE)-(ADT). 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 AFSCs (eg. medical, legal, chaplain, engineer, acquisition, etc.). Includes but not limited to Squadron Commanders Course, JOLDS, NCO Leadership Development Seminar, RCNSC, etc.

A2.5. AD—Advanced Distributed Learning (ADL) - (ADT). Identifies officers and enlisted members participating in education and training events that are delivered by an ADL media that takes place without the physical presence of the instructor. BZ—Initial Skill Acquisition Training (ADT).

A2.6. BA—Initial Skill Training for Nonrated Officers-(ADT). Identifies those officers attending the initial technical school for award of their AFSC.

A2.7. BB—Initial Skill Training for Enlisted Members-(ADT). Identifies those enlisted members attending the initial technical school for award of their AFSC. CZ—Officer Training School (ADT).

A2.8. CA—Officer Training School (OTS)-(ADT). Identifies enlisted attending Officer Training School.

A2.9. CB—Academy of Military Science (AMS)-(ADT). Identifies officers attending the Academy of Military Science (AMS) course.

A2.10. CC—Commissioned Officer Training (COT)-(ADT). Identifies officers attending the COT course or the Reserve Commissioned Officer Training course. DZ—Recruiter Training (ADT).

A2.11. DA—Air Force Reserve Recruiter School-(ADT). Identifies personnel attending the Air Force Reserve Recruiter School. EZ—Refresher and Proficiency Training (ADT).

A2.12. EA—Enlisted 7-level upgrade courses-(ADT). Identifies enlisted members attending a 7-level upgrade course.

A2.13. EB—Officer field upgrade courses-(ADT). Identifies officers attending field upgrade courses (i.e., Advanced Personnel Officer course, Advanced Logistics Officer course, etc.).

A2.14. EC—Survival Training-(ADT). Identifies personnel attending survival training courses.

A2.15. ED—Other Advanced Skill Courses-(ADT). Identifies personnel attending advanced skill courses other than those included as officer field grade upgrade courses, survival training, and post undergraduate flight training (UFT) flying courses.

A2.16. EF—Post UFT Flying Courses-(ADT). Identifies personnel attending post undergraduate flight training flying courses. FZ—Undergraduate Flying Training (ADT).

A2.17. FA—Undergraduate Pilot Training (UPT)-(ADT). Identifies personnel attending basic pilot training.

A2.18. FB—Undergraduate Navigator Training (UNT)-(ADT). Identifies personnel attending basic navigator training.

A2.19. FC—Flight Screening- (ADT). Identifies personnel who are attending Flight Screening course prior to attending UPT or UNT.

A2.20. FD—Progressive Tours-(ADT). Identifies personnel on a progressive tour, initial aircrew qualification up to, but including instructor or flight examiner status by crew position. GZ—Unit Conversion Training (ADT).

A2.21. GA—All Formal Courses for Retraining Aircrew-(ADT). Identifies aircrew personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a result of the unit undergoing mission/aircraft changes. This TCC would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing.

A2.22. GB—All Formal Courses for Retraining Nonflying Members-(ADT). Identifies nonflying personnel attending Initial Skill Acquisition Training or Refresher and Proficiency Training as a result of the unit undergoing mission/aircraft changes. This TCC would be used instead of TCCs in the BZ category or EZ category when a conversion is ongoing. SPECIAL TOURS (PROJECT 727). HZ—Competitive Events (ADT).

A2.23. HA—All DoD sponsored/sanctioned athletic events-(ADT). Identifies personnel participating in a DoD sponsored/sanctioned athletic event (excluding CIOR). Is to be used only for actual participants in the competition, not for coaches, judges, assistants or individuals attending planning meetings, etc.

A2.24. HB—CIOR Military Competitors-(ADT). Identifies selected individuals participating and providing logistical support of Interallied Confederation of Reserve Officers/Interallied Confederation of Reserve Medical Officers(CIOR/Interallied Confederation of Reserve Medical Officers) activities as directed by HQ USAF/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. **JZ—Command/Staff Supervision (ADOS).**

A2.25. JA—Audits/inspections/SAV to subordinate Reserve units and other Air Force Reserve-directed investigations-(ADOS). Identifies personnel providing realistic and practical experience in augmenting evaluation teams conducting audits, inspections, QAFA teams, or investigations and in rendering assistance to subordinate Reserve units.

A2.26. JB—Conferences, Workshops, Meetings, Command-directed Interviews, etc. (ADOS). Identifies personnel attending conferences, workshops, meetings, command-directed interviews.

A2.27. JC—Membership on selection/review boards, policy councils, and similar activities-(ADOS). Identifies personnel selected to participate on selection/review boards (promotions, awards, etc.), policy councils, and related activities.

A2.28. JD—Quality initiatives or teams-(ADOS). Identifies personnel participates on quality teams (i.e., problem solving process teams, process action teams, process improvement teams, etc.) or other meetings for quality initiatives. This includes individuals serving as instructors for quality schools. ESP code QS should be used for quality related instruction. **KZ—Exercises (ADOS/ADT).**

A2.29. KA—Wargame support-(ADOS). Identifies Reserve personnel participating in simulated and computer-aided war games and exercises.

A2.30. KB—Participation in joint training exercises-(ADT). Identifies Reserve personnel participating in joint and command-directed training exercises. Reserve members are integrated with the active forces and provide required expertise. These personnel may function in command positions as aircrew members, or specialists in any field.

A2.31. KC—Other worldwide missions-(ADOS). Identifies personnel participating in deployments, missions, humanitarian relief efforts, and peace-keeping efforts not specifically identified by another TCC.

A2.32. KD—Haiti Support-(ADOS). Identifies personnel participating in Haitian relief efforts. This TCC should be used in conjunction with ESP code HA, XF, or DT.

A2.33. KE—Iraq/Saudi/Kuwait Support-(ADOS). Identifies personnel participating in military missions in the areas of Iraq/Saudi/Kuwait. For tours requiring ESP codes check with the local financial management office for the appropriate code. **LZ—Management Support (ADOS/ADT).**

A2.34. LA—Day-to-day support of Reserve unit training functions-(ADOS). Identifies personnel participating in a normal day-to-day activities at the Reserve unit (i.e., administrative support, backfilling an ART's duties, flight examiners/instructors, etc.).

A2.35. LB—Short term augmentation of Air Force Reserve management headquarters (base/NAF/FOA/RE) during surge periods, temporary shortfalls or when expertise not available on staff is required -(ADOS). Identifies personnel participating in higher headquarters support/or headquarters directed support tours.

A2.36. LC—Short term augmentation of Air Force Reserve activities in SAF/DoD/Joint Staff in support of Reserve projects/issues-(ADOS). Identifies personnel participating in support tours for Secretary of the Air Force, Department of Defense, or Joint Staff level in support of Reserve projects or issues.

A2.37. LD—Short term augmentation of statutory representative offices outside AFRC-(ADOS). Identifies personnel participating in support tours for offices outside of the Air Force Reserve.

A2.38. LE—NCO Leadership Development Training instructor facilitation-(ADOS). Identifies personnel serving as facilitators for the NCOLDP course. Use in conjunction with ESP code LS.

A2.39. LF—Air Force Reserve course curriculum development-(ADOS). Identifies personnel participating in curriculum development for courses offered by the Air Force Reserve.

A2.40. LG—Instructor Augmentation at HQ AFRC School Locations-(ADOS). Identifies personnel who are serving in an instructor capacity for Air Force Reserve schools. (Do not include NCOLDP facilitators in this category. Use TCC LE for them.)

A2.41. LH—Disciplinary Action Against Member-(ADOS). Identifies individuals who have been called on a tour of AD for the purpose of disciplinary action against the member.

A2.42. LI—Retain sick/injured member on AD upon expiration of original ADOS order.

A2.43. LJ—STARBASE KELLY-(ADOS). Identifies individuals participating in the STARBASE KELLY program. This is a program designed to be an innovative approach to addressing three critical problems facing today's American children. These are: poor preparation in science and math, lack of personal direction, and substance abuse. It targets minority and socio-economic children in grades four, five and six.

A2.44. LK—Innovative Readiness Training (IRT) Support-(ADOS). Identifies individuals participating in project IRT. This is a Health and Human Services Civil-Military Project, under the guidance of the Indian Health Service. This includes members who are providing training during the project.

A2.45. LN—BRAC Activities Charged to RPA (ADOS). Identifies individuals who are performing a tour in support of a base identified for closure. If you use Air Force Reserve RPA funds that will not be reimbursed by HQ AFRC, use this TCC. If you have been authorized to Air Force Reserve RPA funds and get reimbursement from HQ AFRC/FMAR from HQ Support, use TCC LO. If you charge the BRAC appropriation (rather than HQ AFRC funds), use TCC SA.

A2.46. LO—BRAC Activities Performed as HQ Directed Support (ADOS). Identifies individuals who are performing an approved HQ directed support tour in support of a base identified for closure. If your funds will be reimbursed by HQ AFRC, use this TCC.

A2.47. LP—Medical Evaluation (ADOS). Identifies individuals placed on AD orders solely for medical purposes. Does not include duty associated with "LI" and "LQ".

A2.48. LQ—Retain/Place sick/injured member on AD upon expiration of original ADT order or IDT duty status (ADT). MZ—Operational Training (ADT).

A2.49. MA—OJT to Achieve AFSC Upgrade Requirements-(ADT). Identifies personnel who are doing on-the-job training to achieve AFSC upgrade requirements. All hands-on skill training at the unit will be in ADOS tour status in this TCC.

A2.50. MB—Short Orientation Tours for Members New to Unit/activity, or for Familiarization Training when Unit Receives New Equipment, Software, Tech Orders, etc.-(ADT). Identifies personnel who are doing training as a result of being new to the unit or activity, or as a result of the unit receiving new equipment, software, etc. Should be used only when AT is not available for this purpose.

A2.51. MC—Mission/mobility Qualification Training-(ADT). Identifies personnel doing either flying or nonflying training needed to qualify for the duty position or UTC that cannot be satisfied during scheduled IDTs and AT. This is typically training of a recurring nature, not related to AFSC upgrade. This TCC will also be used when normal qualification milestones required extensive continuous training (progressive (PROG) training tours) subsequent to the initial formal school.

A2.52. MD—Skill-oriented Competitions-(ADT). Identifies personnel participating in skill-oriented types of competitions (i.e., Airlift Rodeo, Peacekeeper Challenge, Gunsmoke, etc.).

A2.53. ME—Intelligence Refresher and Proficiency Training-(ADT). Identifies personnel who are participating in intelligence training that cannot be completed during scheduled IDT periods and/or AT. This training, normally of a recurring/refresher nature, is required for satisfactory qualification in the assigned duty position. It may also be required by contingency status and/or command directives as appropriate.

A2.54. MF—Instructor Training for the Transportation Proficiency Center (ADT). Identifies individuals training to qualify them to serve as instructors at the Transportation Proficiency Center.

A2.55. MH—Innovative Readiness Training (IRT) Participation (ADT). A member who is participating in an Innovative Readiness Training project for the purpose of valid unit or individual currency, sustainment and/or upgrade training. NZ—Recruiting/Retention (ADOS).

A2.56. NA—Assistance to HQ AFRC recruiters from members having specialized skills/AFSCs, who can help attract new accessions in those skills (ADOS). Identifies personnel who have specialized skills/AFSCs and are on mandays to provide assistance to HQ AFRC recruiters in attracting new accessions in their area of expertise. PZ—Unit Conversion Training (ADT).

A2.57. PA—Aircrew mission/mobility qualification training through OJT required due to change of mission or aircraft-(ADT). 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 TCC should be used instead of the MZ or RZ categories until the unit completes conversion.

A2.58. PB—Nonflying mission/mobility qualification training through OJT required due to change of mission or aircraft-(ADT). Identifies members doing nonflying mission/mobility qualification training through on-the-job training due to a change of mission or aircraft. This TCC should be used instead of the MZ or RZ categories until the unit completes conversion. QZ—Drug Interdiction/Counterdrug Activities (ADOS).

A2.59. QB—Interdiction/Counterdrug support (ADOS). In support of detection/monitoring identifying personnel who are participating in drug interdiction/counterdrug activities that support the detection/ monitoring effort.

A2.60. QC—Interdiction/Counterdrug efforts in support of demand reduction (ADOS). Identifies personnel who are participating in drug interdiction counterdrug support activities that are in support of the demand reduction effort. This TCC will be used in conjunction with ESP code “MA”. RZ—Service Mission/Mission Support (ADOS).

A2.61. RA—Direct Support for Air Force Reserve air operations or flying unit projects performed in conjunction with active forces and as a part of sustainment training for aircrews-(ADOS). Identifies personnel participating in HQ AFRC air operations or flying unit projects being done in conjunction with active forces and as a part of sustainment training for aircrews. This TCC should be used when aircrew and related support staff have no other upgrade or mission qualification milestones to meet under Operational Training (TCC category MZ). It is not authorized for IMAs.

A2.62. RB—Aeromedical Crew Mission Support and Sustainment Training-(ADOS). Identifies aeromedical personnel participating in mission support or sustainment training. This TCC should be used only when the aeromedical crew have no other upgrade or mission qualification milestones to meet under Operational Training (TCC category MZ). It is not authorized for IMAs.

A2.63. RC—BOSNIA Support Activities Charged to RPA (ADOS). Identifies all Air Force Reserve personnel used in conjunction with JOINT ENDEAVOR or any other BOSNIA Support activities.

A2.64. RE—Alert Mission (ADOS). Identifies personnel supporting alert missions (i.e., JCS directed SIOP (Single Integrated Operational Plan), refueling airborne command post (ABANCAP), and TACAMO (Take Charge and Move Out) air refueling support, etc.). SZ - Costs Charged to Other Appropriations (ADT/ADOS).

A2.65. RD—Reserve Participation in Directed Activities (ADOS). Identifies all Air Force Reserve personnel used in conjunction with centrally directed missions for real world situations and active duty missions. Missions will be directed and funded by functional points of contact. SZ—Costs Charged to Other Appropriations (ADT/ADOS).

A2.66. SA—Unit Conversion Costs to be Charged to BRAC appropriation as Authorized by HQ AFRC/FMA and used in Conjunction with ESP code BR-(ADT). Identifies personnel participating in activities related to unit conversion and being funded out of the Base Realignment and Closure appropriation. Use of this TCC and BRAC funds must be authorized by HQ AFRC/FMA. This TCC should be used in conjunction with TCC BR.