



HQ AFRC/A1

The Force Matters

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A WORD FROM AFRC/A1:



LISA M. CRAIG, Colonel, USAF
Director of Manpower, Personnel,
and Services (AFRC)

Supporting those who are “**Providing Combat Ready Forces**”... and “**Getting to YES**”... these are the heart of the mission of our Air Force Reserve Command’s Directorate of Manpower, Personnel, and Services. Our team exists specifically because unit and individual reservists exist. Supporting our strategic and operational reserve forces is paramount. These are my commitments to you all.

This newsletter is filled with current and relevant information. I hope you’ll pay special attention to our enterprise manning initiatives, including the Cube. Just as “every Airman is a recruiter”, every Airman has a role in retaining a brother or sister in arms.

I am honored to serve as your director, the USAFR 38F career field manager, and your voice. Please let me know if you’re visiting, and as long as I am in town, I assure you, you will be my priority. I look forward to visiting you in the field, getting to know you, learning about you and your mission sets, and especially how we can best collaborate into the future.

~ Colonel Lisa Craig~

USERRA—EMPLOYEE STATUS WHILE PERFORMING MILITARY DUTY

While on duty with the uniformed services, the federal civilian employing agency carries the employee in an Absent Uniformed Service status unless the employee specifically asks to be carried in a Separation Uniformed Service status. At no time should an employee be asked or directed to resign their civilian position to perform military duty. In either case, the employee has rights to re-employment so long as he/she meets five simple conditions as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994:

1. Left civilian job (federal, state, local, or private sector) to perform voluntary or involuntary uniformed service, as defined by USERRA.
2. Gave the employer advanced oral or written notice, unless such notice is prevented by military necessity or is otherwise impossible or unreasonable under all circumstances.
3. Has not exceeded the cumulative five-year limit on the duration of the period or periods of service, relating the employer relationship for which the person seeks reemployment.
4. Timely returns to work or makes a timely request to return to work.
5. Was released from the period of service without having received a disqualifying discharge or under other than honorable conditions.

It is the Air Force Reserve Command’s intention to be a model employer when it comes to protecting employee’s USERRA rights. Ensuring that employees are properly placed in the appropriate status when absent from their civilian position performing military duty is the first step in safeguarding our employees’ benefits and entitlements.

Point of contact for this issue is: Ms. Donna Waters/HQ AFRC/A1CE/DSN 497-1321

HOW DO I BECOME AN ACTIVE GUARD & RESERVE (AGR) MEMBER?

Applying to be an AGR is surprisingly easy!

Logging into myPers and selecting the “Assignment” link on the left hand side of the page will take the user to where the Air Reserve Personnel Center (ARPC) houses a link to all Reserve job opportunities. Clicking on the AGR program hyperlink will direct members to the “Vacancies” webpage which will outline how to apply (submit an AGR application). The AGR Vacancies webpage is categorized by rank and Air Force Specialty Code (AFSC). Members should visit this site frequently as new ads are posted every Friday.

To apply for a job, the reservist must meet the qualifications specified (to include required AFSC).

Applicants will need:

- AFF 1288, *Application for Ready Reserve Assignment* signed (within the

past 6 months) by their commander

- Completed checklist
- Career Data Brief
- Any required waivers (time on station (TOS), voluntary demotion, high year tenure (HYT)/mandatory separation date (MSD), statement of understanding, etc.)
- Copies of last five performance reports
- Current resume

(Please note, Letters of Recommendation are optional).

Lastly, use the AGR application checklist as a guide to submit a complete package and include a signed checklist in the application.

Visit us on myPers for more information: https://mypers.af.mil/app/answers/detail/a_id/21781/p/17/c/20

“Submitting a fill RPA behind an ART facing HYT or MSD removal is considered normal recruitment procedures for a firm vacancy.”

SUBMITTING REQUESTS FOR PERSONNEL ACTIONS (RPAS) PRIOR TO A MEMBER REACHING HYT OR MSD

Current Air Reserve Technician (ART) employees who lose active membership in the Reserve due to reaching their reserve/military HYT or MSD face mandatory removal from their ART position. Removal from the ART position is effected on the MSD or HYT date. Based on that knowledge, their supervisor knows well in advance the exact date the ART employee will be vacating that authorization.

Air Force Personnel Center acknowledges these are firm removal dates due to loss of active membership in the Reserves, and has concurred with allowing hiring officials to submit RPAs to fill behind an ART being removed based on HYT or MSD six months or more prior to the effective date. When submitting the RPA, it is considered normal recruitment procedures. It is not considered advanced recruitment. So when completing the RPA checklist (version dated Aug 18), selecting officials should check “NO” for block 7. The question: ‘Is this request for advanced recruitment?’ Advanced recruitment is to survey for potential candidates, is not for actual recruitment (no certificate will be issued), and is worked through your servicing Civilian Personnel Section (CPS). Again, submitting a fill RPA behind an ART facing HYT or MSD removal is considered normal recruitment procedures for a firm vacancy. It is not considered advanced recruitment for an “anticipated” vacancy. If you have problems with your servicing CPS allowing you to submit a RPA six months or more prior to a HYT or MSD effective date, please contact AFRC/A1CS.

Please send all questions to AFRC/A1CS Workflow at: afrc.a1cs@us.af.mil

THE AIR FORCE BOARD FOR CORRECTION OF MILITARY RECORDS (AFBCMR) FAQs

1. What is the purpose of the AFBCMR?

Answer: The AFBCMR is the highest level of administrative review within the Department of the Air Force.

2. What are the responsibilities of the AFBCMR?

Answer: The board considers all individual applications properly brought before it. For cases with sufficient supporting documentation, it directs correction of military records to remove an error or injustice, or recommends such correction.

3. What should applicants do before applying to the AFBCMR?

Answer: The applicant should exhaust all other available administrative remedies. The AFBCMR will consider a case only after the applicant has exhausted other available avenues of appeal. The board will return the application if the applicant has not first sought relief through the appropriate administrative process. See relevant Air Force Instructions (AFIs) on specific subject matter to learn about potential remedies or ask your Force Support Squadron.

4. When should applicants apply to the AFBCMR?

Answer: Applicants should submit their request no later than 3 years after they

discover, or reasonably could have discovered, the error or injustice. The AFBCMR reviews the merits of untimely applications. If the application is found to be meritorious, the timeliness can be waived in the interest of justice. Not all waivers will be granted.

5. How do I apply to the AFBCMR?

Answer: Applicants should submit a DD Form 149, *Application for Correction of Military Record*. This form can be acquired online or from any Air Force Military Personnel Flight or publications distribution office. Applicants can also get the form by writing to The Air Force Review Boards Office (SAF/MRBR), 550 C Street West, JBSA-Randolph, TX 78150. Be sure to attach copies of statements or records that are relevant to the case and sign item 16 on the form. When completed, mail the package to the Air Force address provided on the reverse side of the DD Form 149. Please reference AFI, 36-2603, *AFBCMR*.

For questions about the AFBCMR process, please call the Case Management Office at 240-612-5379 or e-mail them at usaf.pentagon.saf-mr.mbx.saf-mrbc@mail.mil.

“The AFBCMR will consider a case only after the applicant has exhausted all other available avenues of appeal.”

READY, SET, GO! FORCE SUPPORT SQUADRON LEADERSHIP FORUM

Colonel Lisa Craig, Director of Manpower, Personnel, & Services is pleased to host Air Force Reserve Command's biennial Force Support Squadron Leadership Forum. It is scheduled for October 22-26 2018 at the beautiful Hilton San Antonio Airport in San Antonio, TX. Attendees will include the Individual Reservist Readiness and Integration Organization (RIO) leaders, force support unit commanders, operations officers, and superintendents. Career assistance advisors, civilian personnel liaisons, installation personnel readiness representatives, personnel systems managers, and sustainment services flight chiefs will also be in attendance for portions of the event. The forum promises to be engaging and informative as a team of A1 professionals, ARPC representatives, and career management and force development (e.g., AF/REP) experts focus the force support community to recruitment, retention, readiness, force support unit revitalization, protecting Airmen's time, and cultivating the workforce.

For additional information, please contact Maj Renata Turner at: Renata.Turner.1@us.af.mil

RECORDS MAINTAINED BY SELECTING OFFICIALS



“If a selecting official receives both an internal and external certificate, they must maintain the documentation from both certificates; regardless of which certificate the selection is made from.”

In accordance with Air Force Manual 36-203, Staffing Civilian Positions, dated January 11, 2017, paragraph 2.23.4 states selecting officials will maintain all substantive documentation related to the consideration of competing candidates. This may include, but is not limited to, interview questions, notes on interview responses, record of contact with previous supervisors of candidates, non-selection memos, notes on review of resumes, and any rating or informal rankings made on referred applicants or employees. Maintain this documentation for five years from the date of notification of selection/non-selection or until audit completion by the Office of Personnel

Management (OPM), whichever is sooner.

This means every selecting official is responsible for maintaining all the documentation surrounding every selection from each referral certificate they receive for up to five years. If a selecting official receives both an internal and external certificate, they must maintain the documentation from both certificates; regardless of which certificate the selection is made from. At a minimum, the documentation should contain a copy of the referral certificate issued, a copy of the referral certificate showing the selection made and alternates, copies of all resumes (these can be batch saved directly to a PDF file on your computer, no printing required), and a selection matrix or notes showing what experience, education, training, awards, system experience, etc., was used to determine which applicant was the best qualified. Applicants are allowed to question non-selection and the selecting official is required to respond. If the above documentation is appropriately maintained, the selecting official should have no problem responding to the applicant on why they were not the best qualified and specifically what area(s) they were lacking (for example training and system experience).

(Questions: AFRC/A1CS
Workflow at afrc.a1cs@us.af.mil)

AIR FORCE RESERVE COMMAND MANPOWER DETERMINANTS

In today's diverse and ever changing AF, mission changes are occurring daily. The changes may be driven by multiple factors such as weapon system conversions, change in primary aircraft authorized, regulatory and technology updates, divestitures of missions, new or emerging missions, or higher headquarters or Department of Defense (DOD) directed actions.

How is the manpower associated with mission requirements determined?

The manpower office uses the AFRC Manpower Determinant (AFRCMD) to capture day-to-day work requirements in the Reserve unit and implement manpower authorizations on the unit manpower document (UMD). AFRC Manpower Determinants, with few exceptions, determine full-time requirements. AFRCMDs are developed and maintained by the **Management Engineering Team (MET)**. During determinant development, the MET and headquarters functional manager work with the unit subject matter experts to review regulations, codify processes, and identify workload drivers. Once all workload is captured, the MET measures the workload performed and publishes an AFRC/CC approved AFRCMD. Published with the AFRCMD is a Standard Work Document which defines the required work for the function studied.

The AFRCMD is handed off to the **Requirements Branch (A1MR)** for implementation. New determinants are applied within three months of development and existing determinants are reapplied every two years to ensure units have the proper manpower authorizations to meet mission requirements. If there is a significant change in workload or mission, an out of cycle determinants re-application will occur to coincide with the mission change. Manpower works hand-in-hand with staff agencies (functional managers, programmers, budgetary staff, and military/civilian personnel) when implementing the manpower changes resulting from application of an AFRCMD. HQ AFRC/A1M Manpower Liaisons at AFRC NAFs have 30 days from the initial application of an AFRCMD to review UMD changes, capture feedback from impacted units and work any appropriate adjustments with A1M prior to finalization of any UMD changes.

Why is it important for your unit to have an approved standard?

- Validates Program Objective Memorandum (POM) initiatives
- Quantifies manpower for current/new/proposed missions
- Determines full-time manpower requirements
- Defends resources against arbitrary DOD/AF manpower bills

“During determinant development, the MET and headquarters functional manager work with the unit subject matter experts to review regulations, codify processes, and identify workload drivers.”



THE CUBE: NEW RESERVE INITIATIVE DESIGNED TO HELP COMMAND MEET MANNING CHALLENGES

BY: BO JOYNER



FSS Officer
RS Flight Chief
Career Assistance Advisor
Civilian Personnel Liaison

Air Force Reserve Command just fielded a new weapon in its ongoing effort to positively impact recruiting, readiness and retention. It's called the Cube, and it brings together many of the key players in the Reserve's quest to meet its manning challenges.

"Each wing in the Air Force Reserve has recently been given two additional authorizations who will work together with the people whose job has always been to positively impact manning," said Col. Lisa Craig, the director of manpower, personnel and services at AFRC headquarters, Robins Air Force Base, Georgia.

The new people are the career assistance advisor and the civilian personnel liaison. They will combine with the senior force support officer and the recruiting flight chief to form four sides of the Cube. "Our Airmen and our leadership at every level round out the six-sided Cube. Each of these members provides a critical piece of the manning challenge puzzle," Craig said.

"The aim of the Cube is to drive at the beginning and the end of the retention life cycle – to place qualified Airmen into vacancies and retain them using all the flexibilities and opportunities available within the Air Force Reserve," the colonel added.

"The Cube is critical to the success of the Air Force Reserve's manning efforts," said Lt. Gen. Maryanne Miller, AFRC commander.

"I encourage everyone to use this valuable tool to help further our deliberate emphasis on readiness, effective manning and retention."

Here's a look at the duties and responsibilities of each of the four key members of the Cube:

Force Support Officer

The senior full-time member of the Force Support Squadron serves as the lead for each wing's Cube. He or she is the wing's manning subject matter expert and manages the

manning plan through coordination and input from the base recruiting squadron flight chief, career assistance advisor and civilian personnel liaison.

Career Assistance Advisor

The wing career assistance advisor will manage and serve as the principal advisor to commanders, supervisors and Airmen on retention, benefits, incentives and reenlistment programs. He or she will coordinate with wing leadership concerning retention issues related to loss trends and determine whether current efforts are supporting attainment of goals specified by the Air Force Reserve's Human Capital Management Leadership Team.

Civilian Personnel Liaison

The civilian personnel liaison will help the wings navigate the civilian personnel processes. He or she is the conduit between the wing, the civilian personnel flights and the Air Reserve Technicians and serves as the civilian subject matter expert in tenant unit wings. This member will work with all supervisors to submit requests for personnel actions, ensure position control is accurate, work unit manning document clean-up and help with position description reviews.

Recruiting Squadron Flight Chief

The recruiting squadron flight chief is the lead accessions subject matter expert. As a key manning advisor, he or she provides critical manning expertise and analyses on the unit's strength, collaborating closely with unit leaders and Cube partners to provide actionable data and management methods to improve human capital health and capabilities. The RS flight chief also provides hiring process and systems guidance and training. The recruiting flight chief's insight and counsel is critical to influencing the unit's human capital environment and positively impacting unit readiness.

"Our Citizen Airmen – all duty statuses, civilian and military – across the globe remain vital to the overall Air Force mission – to fly, fight and win in air, space and cyberspace," Craig said. "The Air Force Reserve Human Capital Management Leadership Team and key staff are hard at work across the Reserve enterprise building new plans and solid courses of action to positively impact readiness, effective manning and retention of our most valuable military weapon system – our people. The Cube is a major component of the Human Capital Management Leadership Team's overall plan."