



HQ AFRC/A1

The Force Matters

Quarterly Update
Spring 2018

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HEADQUARTERS AIR FORCE A1 INITIATIVES ON THE HORIZON!

The Deputy Chief of Staff for Manpower, Personnel, and Services (HAF/A1) is working with the Air Force Personnel Center (AFPC) to prioritize and implement civilian hiring "Quick Wins":

- Maximize usage of direct hiring authorities
- Revise civilian drug testing policy
- Implement automated requests for personnel action for checklists and processing of regular/recurring processes
- Implement Civilian Pathfinder Hiring Program
- Implement total force recruitment initiatives
- Improve/streamline the special salary rate process
- Maximize usage of resume mining capabilities

Additionally, HAF A1 has also worked with the Secretary of the Air Force's general council to prepare draft legislation for a proposed civilian talent management pilot:

- Based on the Acquisition Demonstration Project
- Define/determine legislative approach
- Work with technical experts and stakeholders on justification/supporting information
- Finalize draft legislation for review/approval
- Plan is to get it in the pipeline targeting FY20 NDAA

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INCREASE MAXIMUM REIMBURSEMENT FOR IDT TRAVEL EXPENSES

Great News!! Effective February 26, 2018, the Joint Travel Regulation (JTR) has been revised to reflect an increase in the maximum reimbursement amount for actual travel expenses for a reservist attending inactive duty training (IDT) outside of the normal commuting distance from \$300 to \$500.

In accordance with JTR, paragraph 032304, IDT Outside the Normal Commuting Distance, B) Allowances, 1. The Secretary concerned may authorize or approve reimbursement for the following actual expenses, limited to \$500 (for each round trip). These changes are reflected in JTR, dated April 1, 2018. For additional information about the IDT Travel Reimbursement Program and CSL listing, please reference the CY18 IDT Travel Guide located on the A1KK SharePoint site:

<https://afrc.eim.us.af.mil/sites/A1/a1k/A1KK/SitePages/Home.aspx?RootFolder=%2Fsites%2FA1%2Fa1k%2FA1KK%2FShared%20Documents%2FCritical%20Skills%20List%20and%20Utilized%20Programs&FolderCTID=0x012000B5E38C794AA26548AB56D4DF5CDC7290&View=%7BF2A42430%2D38A9%2D4FA1%2D9A92%2D64410F31B22E%7D>

CIVILIAN PERSONNEL LIAISONS



Permanent civilian personnel / management liaison positions for AFRC's 35 wings were placed on the Unit Manning Documents in January of this year. We were previously successful in securing temporary a civilian personnel liaison (CPL) for each unit that was experiencing surge hiring efforts due to the addition of 50 or more civilian (e.g., air reserve technician (ART)) positions.

These new permanent positions will provide civilian personnel advisory services and vital HR administrative support for all assigned personnel to address all civilian hiring issues. Additionally, these important team members will be processing requests

for personnel action (RPA) submission and tracking, submitting 3R (recruitment, relocation, and retention) incentive packages.

These key team members will be tracking certificates to avoid resubmission, and generally taking the burden of these processes away from managers who can then direct their energies toward the mission and be assured that their civilian hiring issues are being effectively managed.

While the focus is on increasing ART strength execution, other efficiencies may be gained, such as serving as a centralized civilian appraisal point of contact. All 35 positions are assigned to the respective AFRC force support squadron command section (OSC CC) and should not be realigned to other functions through a manpower change request (MCR) action.

We believe this initiative will provide innumerable gains to our organizations!
POC: Mr. Roberto Cruz (AFRC/A1C) at Roberto.Cruz@us.af.mil, or DSN 497-1319.

“While the focus is on increasing ART strength execution, other efficiencies may be gained, such as serving as a centralized civilian appraisal point of contact.”

DEPARTMENT OF DEFENSE FORM 214 FACTS

The Air Reserve Personnel Center (ARPC) gets a lot of customer contacts inquiring as to why they haven't received a Department of Defense Form (DDF) 214. This article hopefully will help explain who receives a DDF 214.

To receive a DDF 214, a member must complete 90 consecutive or more active duty days, or 1 day or more if in support of a contingency operation, in accordance with (IAW), Air Force Instruction (AFI) 36-3202, *Separation Documents*, Table 2, Rules 1 and 3.

- A DDF 214 is issued when a member completes initial active duty for training, (e.g., basic military and technical training) IAW AFI 36-3202 Table 2 Rule 4.
- A member is eligible for a retirement DDF 214 if the member is eligible for regular retirement (i.e., an active duty retirement) and if they have also served on active duty for 90 or more days leading up to the retirement date) IAW AFI 36-3202, *Separation Documents*, Table 2, Rule 17.
- The member is eligible for a medical disability retirement, such as a permanent or temporary disability if the member is eligible for a medical disability retirement and has served on active duty for 90 or more days continuously leading up to the medical retirement date IAW AFI 36-3202 Table 2 Rule 17.

As an alternative, if a member requires documentation confirming their military service, ARPC will produce a statement of service for the member. This product documents military service for an Air Reserve Components (ARC) member in a more limited scope.

HELP IS ON THE WAY! CAREER ASSISTANCE ADVISORS



We are excited to provide an update that 39 career assistance advisor (CAA) positions were laid in the Air Force Reserve Command force support units in mid-November and most of the positions have been submitted for announcement. The CAAs will be responsible for everything retention (i.e., incentives, career counseling, professional enhancement programs). In an effort to empower the CAAs with the tools and training to succeed in their new positions and standardize program execution command-wide, a group of 15 group CAAs and Military Personnel Section (MPS) and FSS superintendents from 8 locations convened at Headquarters Air Force Reserve Command in January for a 3-day CAA working group. The working group collaborated on ideas for a new retention survey, rewrote and updated CAA orientation training modules, identified career counseling resources for

the retention toolkit, built instructions and templates for completing forms, and worked with the Headquarters Air Force Reserve Command Directorate of Manpower, Personnel, and Services' Plans and Integration Division to identify requirements for an automated retention tool. All this and more will be shared with the force support units and CAAs via a Microsoft SharePoint page (due out soon). Additionally, this working group forum allowed force support enlisted leaders and group CAAs to share ideas and best practices for building successful retention programs in units. One best practice shared was a group CAA collocation initiative started by the 315th Airlift and 944th Fighter Wings. To build a cohesive wing career advisor team, improve the retention program, and strengthen the connection to Airmen, both units collocated their group career advisors to one office, and the combined efforts resulted in more robust CAA programs and an increase in retention. To learn more about the group CAA collocation initiative, please feel free to contact CMSgt Karla Rose or CMSgt Michelle Harvey.

For CAA inquiries, please contact SMSgt Kenneth Plummer, AFRC's 8A100 functional manager.

We look forward to working with your CAAs!

"The combined efforts resulted in more robust CAA programs and an increase in retention."

RESERVE COMPONENT SURVIVOR BENEFIT PLAN

Retired pay stops when you die! The Reserve Component Survivor Benefit Plan (RCSBP) is the only Air Reserve Components (ARC) program that allows you to leave a percentage of your future Air Force retired pay as a monthly annuity to your beneficiaries.

Upon completing 20 years of satisfactory service that qualify you for retired pay at age 60 (or earlier based on qualifying active duty), you are eligible to participate in the RCSBP. Notification normally occurs 180 days after completion of your 20th satisfactory year. You may elect coverage during the 90-DAY PERIOD (not 3 months) after receipt of the Notification of Eligibility for Retired Pay (NERP) to your residence or e-mail address.

The election you make in this plan is **irrevocable**, except in the life changing events of remarriage, divorce, birth of child, death of a beneficiary. (Note: Election changes based on the above life changing events must be reported to Headquarters Air Reserve Personnel Center **within 1 year of the event** by contacting the Total Force Service Center Telephone: 1-800-525-0102 (DSN 665) or tfsc2@mypersmail.us.af.mil)

CY18 STRIPES FOR EXCEPTIONAL PERFORMERS II (STEP II) GUIDE



2018 STEP II GUIDE

CY18 STEP II MILESTONES

***10 Jun 18 -
Nomination packages
due to HQ ARPC/
DPA***

***23-27 Jul 18 - Board
convenes***

***1 Sep 18 -
Approximate release
of board results***

***30 Sep 18 - Promotion
eligibility cutoff date***

***1 Oct 18 - Promotion
effective date***

1. The following quotas have been allocated/approved for the CY18 STEP II cycle:

TSgt - 155

MSgt - 129

SMSgt - 39

CMSgt - 9

2. Please carefully review the STEP II guide to ensure you are aware of the current approved procedures. The guide can be located at: [https://mypers.af.mil/ci/fattach/get/8237286/1523628203/redirect/1/filename/2018%20Stripes%20For%20Exceptional%20Performers%20II%20\(STEP%20II\)%20Guide.pdf](https://mypers.af.mil/ci/fattach/get/8237286/1523628203/redirect/1/filename/2018%20Stripes%20For%20Exceptional%20Performers%20II%20(STEP%20II)%20Guide.pdf)

NOTEWORTHY ITEMS:

* TIG and TIS requirements only have to be met on the promotion eligibility cut-off date (PECD), not at the time of nomination

* ARPC/DPAF will pull the nominees last three EPRs and career data brief

* (CHANGE) The checklist has been updated:

- No MFR for missing evaluations will be required

- Please ensure all items are verified/filled in and the checklist is signed by the appropriate Commander and Command Chief

* (REMINDER) The new 1206 headings are as follows:

- Current NCOs: Job Performance in Primary Duty, Leadership & Followership, and Whole Airman Concept

- Current SNCOs: Leadership & Job Performance in Primary Duty and Whole Airman Concept

As a reminder, late or incomplete nominations will not be returned for correction(s) and will not be eligible to meet the board.

The suspense for all nominations is 10 June 2018.

3. Please disseminate the attachments to your respective CCs for immediate action. Each nominating agency may submit nominations to ARPC via vPC by logging into the vPC Dashboard on the myPers website, which is outlined in section 5.

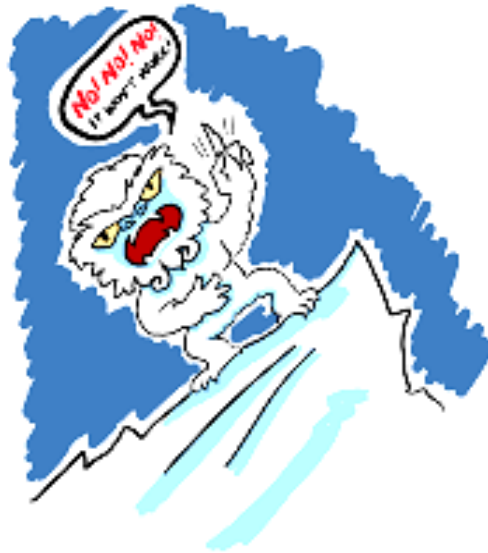
4. For policy inquires, contact AFRC/A1KK, afrc.a1kk@us.af.mil and for board execution inquires, contact ARPC/DPAF at DSN 665-

IS AFRC/A1M REALLY THE ABOMINABLE NO MAN?

We hope you believe that this is not the case; however, if you do, we're hoping this article will help convince you otherwise.....Did you know "A1" has three main specialties: personnel, services, and manpower? Each area of responsibility has its own guidance used by the Airmen trained in those areas. Personnel rules of engagement are derived from the 36 series Air Force instructions (AFIs) and Air Force Reserve Command Instructions (AFRCIs); manpower from the 38 series; and a lot of personnel guidance, believe it or not, is actually administrative LAW!

Let's focus on manpower. Did you know that "manpower" is totally awesome??!! Seriously, manpower plays a vital role in supporting the entire corporate structure. Requirements are translated into unit manpower document (UMD) authorizations when driven by a major command (MAJCOM) or higher directive, validated by manpower and approved by the corporate structure. That validation process is completed not by a few manpower folks huddled in a darkened room conspiring to cut resources but in partnership with a larger group of people. True Story. You have heard it before: "must be a valid requirement," or "that is not a valid requirement." So, what are they really saying besides "NO?"

Here's the deal (simply put), Air Force Reserve Command (AFRC) is a major command under Headquarters Air Force (AKA: HAF, HQ USAF, or BIG Air Force). We have our own appropriations which we must be able to defend to Air Force (AF) and Office of the Secretary of Defense (OSD). We must be able to show how/when/where/why we are spending the taxpayers' dollars. Dramatic, you



say? Maybe but it is the reality we face when competing for money and resources. Understanding this reality we must be able to defend our requirements. To do this AFRC must develop manpower standards (YES, the active component does too) by function (not by wing or squadron) as they are recognized by AF as the mechanism to defend any requests for additional resources. These standards are developed by that GROUP OF PEOPLE we mentioned earlier. The group is made up of manpower folks from AFRC's Management Engineering Team (MET); functional area managers from HQ AFRC; and UNIT MEMBERS! YES, UNIT MEMBERS who are subject matter experts!

This group determines the key and critical processes in the studied function that must be measured (what you are required to do) and creates a process oriented description (POD). The time it takes to perform these duties and frequencies in which these duties occur is captured and measured at multiple bases in order to arrive at a statistically/mathematically

validated result. Each mathematical result is captured and incorporated into a mathematical equation....stay with me.....the equation contains a workload factor (the "X" in each equation) that allows the workload for each location to be entered (which is why different amounts of manpower are earned at different locations). YES, this is ALGEBRA! Just when you thought you wouldn't have to use that math ever again (after high school)! Most manpower standards show the formula and define what the applicable workload factors (That "X" again!) are.

Okay, so, when Manpower appears to, or actually does, say "NO" when you ask for a new position or more positions it is because those additional positions cannot be validated (we cannot defend or justify increases in the budget) and were not earned during the application of the manpower standard. Remember-it is a GROUP OF PEOPLE, not just AFRC/A1M, who develops the POD which leads to the standard which leads to the positions earned!

That all said, you must stay involved with the HQ AFRC functional managers. They play an instrumental role in all manpower decisions and validate all PODs and unit data inputs. In conclusion, there are many inputs to the "NO" you get and the inputs are not necessarily specific to AFRC/A1M. We are usually the messenger. It's a heavy burden, but we can handle it.

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AFRC/A1M MANPOWER STUDY SCHEDULE (FY18-FY22)

Fiscal Yr	Function	Fiscal Yr	Function
18	Wing FM	20	Range Management
18	Contracting	20	PO QAR
18	Aircrew Flight Equip	20	EOD Flights (Tenants)
18	Combat Operations Squadrons	20	LCOM for C-17
18	OG & OSS	21	Aeromedical Evacuation Squadron
18	Space Mission Forces	21	SARC/Primary Prevention Specialist
18	Maintenance Support Equip Section	21	Judge Advocate (Paralegal)
19	C-40 Operations	21	Drug Demand Reduction
19	B-52 Aircrew	21	Expeditionary Combat Spt CE Trng Center
19	B-52 Operations	21	Expeditionary Combat Spt EOD Trng Center
19	433 TRS	21	Chaplains
19	Combat Communication	21	Combat Crew Communication
19	HQ RIO	21	LCOM for F-16, HH-60, and C-40
19	Director of Psychological Health	22	Airspace Management
19	ATC Landing Systems/ATC Automation	22	F-16 Electronic Combat
19	LCOM for C-5 and C-130	22	Wing Safety
20	Intelligence Operations	22	Operations Data Management
20	624 RSG	22	Silverflag School (Dobbins)
20	SARM (RPA, Flt Test, Cyber & Space)	22	Aerial Port Trans Proficiency Center
20	Civil Engineering Flights	22	Wing Inspector General
20	Survival, Evasion, Resistance & Escape (SERE)	22	LCOM for KC-135, B-52, and A-10

PRIOR-SERVICE PUSH: RECRUITERS FOCUSING ON ATTRACTING THOSE COMING OFF ACTIVE DUTY

BY: MSGT CHANCE BABIN



Amidst the ever changing landscape of recruiting, Air Force Reserve Command Recruiting Service has reached its goal for 17 consecutive years. But as the climate in recruiting for the United States military is in constant flux, the service remains flexible and ready to adapt to these changes.

Maintaining an all-volunteer military continues to be a challenge as services fight for young recruits who are also being wooed by an up-surgng civilian sector as well as government contractors. All this while each branch is being tasked with growing its numbers.

An alarming statistic for recruiting is that 70 percent of 17-to-24-year-olds in America are currently ineligible to join the military under existing Pentagon requirements. That means that 24 million of the 34 million people in that age group are not eligible to serve. This leaves only 10 million suitable people from which the military can replenish its ranks.

Roughly 59 percent of those who are ineligible are disqualified due to health and physical fitness issues, mostly due to the rising obesity problem, while another 25 percent lack the education required to serve in the military. This dwindling market of young people is also being sought out by major U.S. companies, putting considerable strain on maintaining an all-volunteer force.

One of the ways Air Force Reserve Command hopes to maintain its 17-year streak of making its recruiting goal, is to really focus on the prior-service market – those who have previously served on active duty in any branch of service, Army, Navy, Air Force, Marines or Coast Guard, as well as in any reserve component.

“While the Air Force Reserve will constantly continue to recruit the best and brightest non-prior service members to join our ranks, we are making a concentrated effort to recruit those prior-service members coming off active duty who want to continue to serve as Reserve Citizen Airmen,” said Lt. Col. Clint Bremner, chief of AFRC Recruiting Service’s Advertising and Information Systems Division.

AFRC Recruiting Service is asking for your help. One of the major areas recruiting intends to push hard this year is the Get 1 Now program. The peer referral program allows Reservists and civilian employees to refer a family member or friend to join the Reserve. Once a referral is deemed a qualified lead, the person submitting the lead is eligible for a host of awards.

“The Get 1 Now program has been one of the most successful initiatives that generate accessions from leads in the Air Force Reserve. One in every five leads submitted becomes an accession for the command,” Bremner said. “But the program has been underutilized in generating leads from the prior service. We need to have all of our Reservists to refer their former active-duty colleagues. This is an opportunity for each and every Reservist and civilian employee to become a recruiter and make a difference in keeping AFRC great.”

The Get 1 Now program generates the majority of leads from non-prior service members who join and recommend friends or relatives, but is missing out on those co-workers of the prior-service members who join.

PRIOR-SERVICE PUSH: RECRUITERS FOCUSING ON ATTRACTING THOSE COMING OFF ACTIVE DUTY CONTINUED

“A challenge within the program is generating more prior-service leads via Get 1 Now. Our first-term Airmen are excited about the program and are leading the way with Get 1 Now referrals producing high-quality non-prior service leads. We want that to continue,” said Col. Timothy Martz, AFRC Recruiting Service vice commander. “However, we would love to increase mid- and senior-level Reserve member participation in the Get 1 Now program to include our civilian employee population.”

While the Get 1 Now program has been around for many years, some people new to the Reserve or even those joining from other services, may not be aware of the program and how it can help AFRC recruiting and the command as a whole.

“Many Reserve members were once on active duty and still have contact with their former active-duty counterparts. Or possibly they have recently deployed and have a friend coming off active duty. We need you to recommend they look into the Reserve,” Bremner said.

“For those who recently transitioned from the active component or sister service, download the app and tell us about your old colleague. You may be new to AFRC and don’t know how to recommend another service member to recruiting. This is a great way.”

For AFRC, getting a prior-service accession has many benefits.

“For us, gaining prior-service members is cost effective. They don’t have to repeat basic training and often will not have to attend tech school,” Bremner said. “We also know we are getting someone with a warrior ethos and possibly bringing in that joint experience that is so important in today’s military.”

The prior-service member also has benefits for continuing to serve.

“For those coming off active duty, being a Reservist allows them the flexibility to pursue a civilian career or go to school full time,” Bremner said, “while still being able to continue serving their nation and maintaining that camaraderie of being part of the military.”

Utilizing the Get 1 Now program is just one of the ways AFRC Recruiting Service is remaining flexible and adapting to the changing landscape of recruiting.

“Our intent in recruiting is to increase our prior-service accession rates in order for the Air Force Reserve Command to remain a prior service-focused, experienced and cost effective force,” Martz said.

The website for Get1Now is <https://www.get1now.us/>. There is also an app you can download for your phone.

(MSgt Babin is noncommissioned officer in charge of Public Affairs for the Recruiting Service at Robins AFB, Georgia.)

