

14 January 1970

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Chapter 12

SCREENING THE READY RESERVE

12-1. Introduction. This chapter establishes procedures for continuously screening the Ready Reserve to insure that only members who meet certain standards, possess required military qualifications, and, are immediately available for military service in the event of war, a National emergency, or when otherwise authorized by law, will be retained in the Ready Reserve. It also tells how to conduct an annual review of military personnel records for members of the Air Reserve Forces. Send suggested changes to USAFMPC (AFPMRDS), Randolph AFB TX 78148, or Chief, or Chief, National Guard Bureau (NGANGP), Wash DC 20310, as appropriate.

SECTION A—GENERAL ANGUS AND USAFR PROVISIONS

12-2. Members of the Ready Reserve To Be Screened and Transferred to the Standby Reserve. The unit maintaining unit personnel records will continuously screen (at least once every 12 months) all members of the Ready Reserve to determine their eligibility for transfer to the Standby Reserve under this paragraph.

a. Screening will cease for all members of the Ready Reserve when they have been alerted (or ordered) for involuntary entry on EAD.

b. Members of the Ready Reserve who have not been alerted (or ordered) for involuntary entry on EAD will continue to be screened in accordance with this manual unless otherwise directed by HQ USAF.

c. Eligibility criteria for screening members of the Ready Reserve are contained in table 12-1. Transfer to the Standby Reserve is authorized only when reason is specifically included in that table.

d. Ready Reserve members who would

normally be screened and transferred to the Standby Reserve under the provisions of this chapter but who possess a critical military skill or are essential to the support of contingency and war plans may be retained in their Ready Reserve status.

e. In addition to the continuous screening conducted by the Air Reserve Forces, a member may (except during war or an emergency) apply to the commander of his unit of assignment for transfer to the Standby Reserve. If he is eligible under criteria established in this manual, his application will be accepted. Transfer is authorized unless he was previously offered standby status under the same criteria and he waived his transfer rights by completing a Ready Reserve Service Agreement, and he is serving on an unexpired portion of that agreement. This waiver of transfer rights applies to all eligibility criteria except personal or community hardship.

f. Discharge from the State ANG and transfer to the USAFR for assignment to Standby Reserve will be effected under this chapter at the discretion of the Governor of the State concerned.

12-3. Who Will Be Given Priority for Transfer To the Standby Reserve. Members of the Ready Reserve, who are otherwise equally eligible for transfer to the Standby Reserve, will be selected in the following order. A person:

a. Who has participated in combat.

b. With the least remaining obligated Ready Reserve service.

12-4. Appeal of Nonavailability—Key Federal Employees. This paragraph tells under what conditions and procedures the nonavailability of key Federal employees for Ready Reserve assignments may be appealed based on overriding military necessity. Deter-

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mining whether a particular Federal employee's civilian position is "key" is the responsibility of the employing Federal agency. Key Federal employee status is attested to by the agency issuing a DD Form 1286, "Reserve Status Report." Guidance and policy applicable to the Air Force in determining which of its civilian positions are "key" are contained in AFR 40-910. The provisions of this paragraph do not provide for an appeal of a decision that a Federal agency position is a "key position." The appeal procedures authorized here are to determine if there is an overriding military necessity to retain a "key employee" in the Ready Reserve after a DD Form 1286 has been issued.

a. **General.** Issuance of the DD Form 1286 requires that the Air Force screen the employee who is a Ready Reserve member to the Standby Reserve. However, if it can be established that a critical military necessity exists for the Reserve member, the Air Force is authorized to retain the key Federal employee in the Ready Reserve regardless of the non-availability determination as key employee (DD Form 1286) made by the employing Federal agency. As a matter of policy, the Air Force will retain the Reserve member in the Ready Program elements only in exceptional instances where there is sufficient documentation that military necessity clearly exists.

b. **Procedures.** Individual Reserve member or commander concerned may initiate an appeal. Commanders will not initiate any appeal action unless the Reserve member desires to continue in his Ready Reserve assignment. It is not the intent of the Air Force to place the member's employment in jeopardy. If a Reserve member does not desire participation in the Ready Reserve, he will be promptly transferred to the Standby Reserve. If an appeal is appropriate, actions under c or d below, are applicable. However, before proceeding, the commander will, to the extent possible and on request, assist the Reserve member to resolve the matter with

the employing agency. Transfer to the Standby Reserve will be delayed until a decision is made by the Federal agency if member requests the Federal agency to withdraw the DD Form 1286. In any event, member will not be retained in the Ready Reserve position longer than 90 days after the DD Form 1286 is received from the employing agency unless the DD Form 1286 is withdrawn by the Federal agency, or, retention approval has been obtained from HQ USAF.

c. **Commander's Appeal.** If the commander determines there is sufficient justification to submit an appeal based on essentiality and military necessity, he will (provided the member agrees) submit an appeal to retain the member in the Ready Reserve. Appeals will be submitted as soon as possible but not later than 30 days after receipt of the DD Form 1286. The commander's letter requesting retention of a member will be forwarded through military channels to USAFMPC (AFMPRDR), Randolph AFB TX 78148. His letter will include but not be limited to:

(1) A statement that member desires retention in the Ready Reserve.

(2) A statement regarding availability of a voluntary replacement, including a résumé of recruiting efforts to locate a replacement.

(3) Member's PAFSC, 2d AFSC, and 3d AFSC.

(4) Authorized grade and AFSC for position to which member is assigned.

(5) Sufficient justification, based on essentiality and military necessity, to establish requirement for continued assignment in the Ready Reserve.

(6) Copy of the civilian job description.

(7) Organizational location of civilian position and relationship to mobilization functions and/or military mission of organization.

(8) A résumé of Reserve participation by training category, including number of satisfactory years completed for retirement purposes.

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d. Individual Appeal:

(1) If a member's request to the Federal agency for withdrawal of the DD Form 1286 is denied, and, his commander does *not* desire to submit an appeal based on essentiality and military necessity in accordance with subparagraph c, the *individual* may submit an appeal. Individual's letter, requesting retention in a Ready Reserve status, will be forwarded through channels for decision.

(2) Individual appeals will be submitted as soon as possible but no later than 40 days after receipt of the DD Form 1286 by the unit of assignment. Appeal must include but will not be limited to:

(a) A documented résumé of action taken to resolve disagreement with the Federal agency.

(b) A statement that member desires retention in the Ready Reserve.

(c) Members PAFSC, 2d AFSC and 3d AFSC.

(d) Authorized grade and AFSC for position to which member is assigned.

(e) A résumé of Reserve participation by training category, including number of satisfactory years completed for retirement purposes.

(f) Justification, based on essentiality and military necessity, to establish requirement for continued assignment in the Ready Reserve.

(g) Civilian job description.

(h) Organizational location of civilian position and relationship to mobilization functions and/or military mission of organization.

(3) On receipt of an individual's appeal:

(a) Unit commander will *forward* individual's appeal through military channels (as provided in d(1) *above*). Commander's indorsement will contain:

1. A statement regarding availability of a voluntary replacement.

2. A verification of the information submitted in accordance with d(2)(a), (b), (c), (d), (e) *above*.

3. Other comments as appropriate.

(b) Each higher commander, receiving an individual's appeal forwarded by a subordinate commander, will either:

1. Recommend appeal based on essentiality and military necessity be approved, and, forward to the next higher headquarters, *or*

2. Disapprove appeal and return it, through military channels, to the unit commander who will notify individual concerned.

e. AFRES or NGB is authorized to take final action on appeals received at that level when submitted on a member employed by the Federal Government in a position of GS-14 or below, *provided* the member is assigned to a Ready Reserve Category "A" unit and occupies a position identified by an AFSC listed as a critical military skill (figure 12-4). Appeals not meeting this criteria will be forwarded by AFRES or NGB to USAFMPC (AFPMDR), Randolph AFB, TX 78148, together with any additional data which may bear on the final determination.

f. If a Federal employee has been transferred to the Standby Reserve because of filling a key position, and, it is later determined he is immediately available for EAD during mobilization, he will be eligible for assignment to a Ready Reserve position provided:

(1) He meets assignment criteria outlined in chapter 11 and is otherwise qualified and applies for assignment to a Ready Reserve position, *or*

(2) He meets criteria established for ANG appointment or enlistment.

12-5. Placement of Air Reserve Forces Members. A member who does not meet criteria for placement in the Ready Reserve and award of Availability Classification Code AA, will be placed in the Standby Reserve.

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12-6. Availability Classification Code AA. Ready Reserve units, mobilization positions, and ORS will be manned only by members who will be immediately available for EAD in the event of war, National emergency, or when otherwise authorized by law.

a. The following members of the Air Reserve Forces will be awarded Availability Classification Code AA:

(1) Each member of the Ready Reserve determined to be immediately available.

(2) Each member of the Standby Reserve who has not completed his MSO and who is determined to be immediately available. (These members will be transferred to the Ready Reserve and awarded Availability Classification Code AA.)

b. The following procedures apply to all members of the Ready Reserve except AF-ROTC appointees and officers of the Medical Corps or other direct appointees who acquire an active duty service commitment when they accept a commission as a Reserve of the Air Force, but are subsequently granted a delay of entry on EAD or are awaiting EAD orders.

(1) Availability Classification Code AA applies only to members of the Ready Reserve. Since the requirement for the Ready Reserve is to augment the US Air Force during partial or full mobilization in the event of war, National emergency, or when otherwise authorized by law, the Secretary of the Air Force has determined that members of the Ready Reserve need not be given a 30-day alert notice before entry on EAD. However, such a notice will be provided under the following conditions, unless the Secretary of the Air Force determines otherwise at a later date:

(a) During a war or limited emergency leading to partial mobilization.

(b) During a National emergency where there is an extended period of warning to permit gradual mobilization before actual hostilities begin, or

(c) During a declared or undeclared emergency when a partial mobilization of the US Air Force has been authorized by law.

Note: Except as provided in (a), (b), and (c) above, a member assigned to a Ready Reserve unit or mobilization augmentation position will be required to report immediately upon notification or as soon after the declaration of war or National emergency as the commander authorized to order him into active military service requires his service. (See AFM 45-2.)

(2) A member of the Ready Reserve who is determined not immediately available as outlined above will be transferred to the Standby Reserve and awarded a Standby Screening Code as provided in paragraph 12-13.

(3) Commanders will use care in awarding Availability Classification Code AA to assure that the Air Force has on record a true indication of the immediate availability of all members of the Ready Reserve. Commanders will base the determination of the award of Availability Classification Code AA upon the criteria contained in this chapter and the circumstances of each member. A member of the Air Reserve Forces will not be awarded Availability Classification Code AA unless:

(a) It has been positively determined that he will be immediately available for EAD, and

(b) It has been determined that he does not qualify for transfer to the Standby Reserve under paragraph 12-2 and the award of a Standby Screening Code under paragraph 12-13.

(4) A member who is a civilian employee of the Federal Government will not be awarded Availability Classification Code AA unless he has obtained the Certificate of Availability shown in figure 11-1. At least once each year the Certificate of Availability will be reviewed to determine if it still is valid. The member personally is responsible for immediately notifying the appropriate commander when his employment or the va-

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lidity of his certificate changes. This paragraph does not apply to personnel who are serving in a draft-deferred status under the provisions of chapter 14. A copy of this certificate will be sent to HQ USAF (AFPDG) for all general officers and all colonels assigned to a general officer position.

(5) The commander of the member concerned will advise him by letter (if the member is not available for personal notification) when the member is awarded Availability Classification Code AA and any changes thereto. The letter will include a statement to the effect that the code indicates the member is considered immediately available for call to active duty in time of war, a National emergency, or at any other time when authorized by law. The member will be advised that his classification may be revised at any time there is a change in his personal status as outlined in paragraph 12-2. Further, he will be informed of the appeal procedures outlined in (6) below. This applies to all members who are placed in the Ready Classification Code AA.

(6) A member may submit to his organization of assignment an appeal from the award of Availability Classification Code AA if he so desires. His organization will forward the appeal to the MAJCOM (for ANGUS) for decision. MAJCOMs may delegate this authority to numbered Air Force level.

12-7. Medical, Dental, and Veterinary Student Screening Policy:

a. A medical, dental, or veterinary student assigned to an ANG or USAFR unit will be given the opportunity to participate in the Medical Services Early Commissioning Program under AFR 36-6. A member who chooses to maintain membership in a unit of the Air Reserve Forces or in another Ready Reserve position will be required to serve on active duty with his unit, if the unit is so ordered or called. He also may be involuntarily ordered to EAD as an individ-

ual augmentee if needed and otherwise authorized.

b. A medical, dental, or veterinary student assigned to the ORS who has not already declined, will be given the opportunity to participate in the Medical Services Early Commissioning Program. If the individual does not elect to participate, he will remain assigned to the ORS and available for order to active duty. Once he has been given the opportunity to volunteer for the Early Commissioning Program and declines, he will not be eligible to enter this program after being alerted or involuntarily ordered to EAD.

c. A member of the Standby Reserve, or a member of the Ready Reserve who qualifies for transfer to the Standby Reserve, may volunteer to participate in the Early Commissioning Program. If accepted in this program, he will be assigned to the ORS.

d. A medical, dental, or veterinary student will not be permitted to enlist in the USAFR or ANG through the Nonprior Service Enlistment Program.

NOTE: The foregoing paragraphs pertain solely to students enrolled in schools of medicine, dentistry, and veterinary medicine. They do not apply to students in allied health specialties.

e. The following administrative procedures apply to all headquarters concerned except ARPC:

(1) Reserve members who are eligible for the Early Commissioning Program but decline to apply will be required to complete a Certificate of Declination (figure 12-3). This certificate will be filed in the individual's UPRGp.

(2) The name, grade, and SSAN of all Reserve members who have indicated a desire to apply for the Early Commissioning Program will be forwarded from unit of assignment to USAFMPC (AFMSMBA), Randolph AFB TX 78148.

(3) MAJCOMs will survey members assigned to their mobilization augmentation positions.

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(4) AFRES will survey all members assigned to Reserve units.

f. The following procedures apply to ARPC:

(1) ARPC will screen all members assigned to the ORS and the Standby Reserve during the annual survey prescribed by this chapter. However, in the event of mobilization any eligible members not previously screened who are ordered to EAD will be afforded the opportunity to participate in this program in lieu of report for EAD.

(2) The name, grade, and SSAN of each Reserve member who indicates a desire to apply for the Early Commissioning Program will be forwarded, as received, to USAFMPC (AFMSMBA), Randolph AFB TX 78148.

(3) Reserve members who are eligible for the Early Commissioning Program but decline to apply will be required to complete a Certificate of Declination (figure 12-3) in duplicate. The original and duplicate will be temporarily filed in the individual's MPerRGp. If the individual later is assigned to a Ready Reserve unit or mobilization position, the duplicate copy of the Certificate of Declination will be forwarded to the unit of assignment with the Field Record Group. Both copies of the declination will be destroyed when the individual completes his professional training or elects to participate in the Early Commissioning Program while still eligible.

g. Upon receipt of the names of members interested in applying for the Medical Services Early Commissioning Program, an application packet will be furnished by the Surgeon General, HQ USAF, to the unit of assignment or to the individual if he is assigned to ARPC. Pending receipt of application packets, individuals are not authorized to submit requests to HQ USAF for acceptance in the Early Commissioning Program.

★12-8. Review of Unit Personnel Record Group (UPRGp). Each CBPO, CRPO, or custodian of the UPRGp will require Reserve members

not on EAD who are assigned to Ready Reserve units or to mobilization augmentation positions in Training Categories A and B, to review their UPRGp according to the schedules in AFMs 35-9 and 35-12. AFM 35-9, paragraph 2-4c, and AFM 35-12 paragraph 12c, apply to records review of personnel assigned to units geographically separated from the CRPO or CBPO. For units having a few members assigned, a one-time annual records review may be conducted in place of the monthly reviews, if such review would result in uneconomical operation. Members assigned to mobilization augmentation positions in Training Category D will review their UPRGp once each fiscal year during their ANACDU TRA tour. *Exception:* When the member is assigned to an Air Reserve Squadron, the record custodian will establish procedures to insure personnel actions are accomplished as required.

a. Military personnel records will be maintained according to AFMs 35-9 and 35-12. Any errors noted during the review prescribed above will be corrected accordingly. Any changes effected in the personnel data contained in the UPRGp will be announced in appropriate orders. (For USAFR members Reserve orders will be published and distributed according to AFM 10-3.)

b. During each review the member will be required to verify each entry on the AF Form 7 or 11 and UOR (AF Form 1714-2) or UAR (AF Form 1717-2) soft copy, as appropriate. In addition, he will be required to review AF Form 246, "Record of Emergency Data," and DD Form 98, "Armed Forces Security Questionnaire."

(1) If the AF Form 246 requires change, a new form will be prepared and distributed as provided in AFR 35-38.

(2) UPRGp of all members of the Ready Reserve must contain a *current* DD Form 98 (AFR 45-62).

c. During each records review, the custodian of the UPRGp will review:

(1) The individual's qualification for

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tion for retention as a member of the Ready Reserve according to paragraph 12-2.

(2) The member's Ready Reserve Service Agreement. Make arrangements to schedule the member to accomplish a new Ready Reserve Service Agreement at the appropriate time, as required by paragraphs 9-15 and 11-5. The member will be required to execute a new Ready Reserve Service Agreement during his records review if determined to be the appropriate time. If he does not renew his agreement, he will normally be screened from the Ready Reserve.

(3) The Certificate of Availability (figure 11-1) of employees of the Federal Government. If the member has been reassigned in his civilian occupation, has been given new duties, or has changed from one Federal agency to another, he will be required to obtain a new certificate. If the member must complete a new Ready Reserve Service Agreement under (2) above, he will be required to obtain a new Certificate of Availability unless the current certificate was obtained from his present civilian supervisor during the 12 months preceding the date of the interview. A copy of this certificate will be sent to HQ USAF (AFPDG), Wash DC 20330, for all general officers and all colonels assigned to a general officer position.

(4) The dependency criteria in chapters 6 and 11.

(a) If a waiver for dependents is required but is not desired by the member, or the unit commander disapproves a request for waiver, the member will be reassigned as provided in table 12-5, rules 3 or 4.

(b) If a waiver has been previously granted and the member no longer desires to continue assignment to the Ready Reserve position, or he is determined not immediately available for extended active duty by the unit commander, he will be reassigned as provided in (a) above.

SECTION B--SPECIAL ANGUS PROVISIONS

12-9. Discharge From the ANG. Subject to paragraph 12-2e, ANGUS members who do not

qualify for retention of Ready Reserve status under the screening criteria will be discharged from the State ANG under this chapter and ANGR 36-05 or 39-10.

12-10. Report. Screening actions under this chapter will be reported according to ANGR 171-01

SECTION C--SPECIAL USAFR PROVISIONS

12-11. How To Transfer an Individual to the Standby Reserve:

a. Custodian of the UPRGp is responsible for the procedures outlined in this section.

b. Orders will be published when any member is transferred to the Standby Reserve. The orders will indicate the specific reason and cite the appropriate table and rule as indicated on table 12-1, for each person placed in the Standby Reserve (paragraph 12-13). An example of a citation in an order for an obligor transferred to the Standby Reserve based on personal hardship is: "assigned to NARS-B, Training Category H, transferred to Standby Reserve, awarded Screening Code E, authority: AFM 35-3, chapter 12, table 12-1, rule 6, Personal Hardship."

12-12. Members of the Standby Reserve Who May Be Transferred to the Ready Reserve. Any member of the Standby Reserve who has not completed all required Ready Reserve service (table 12-2) will be involuntarily transferred to the Ready Reserve when the reason he was placed in the Standby Reserve no longer exists. If so, the transfer will be made regardless of any determination of availability that has been made by the Selective Service System. If any other time it becomes necessary to involuntarily return members from the Standby Reserve to the Ready Reserve, the priority for taking such action will be the reverse order of the rules listed in table 12-1, except that members placed in the Standby Reserve under table 12-1, rule 9, will be returned last. A member who was placed in the Standby Reserve based on table 12-1, rules 1, 2, and 3, will

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not be returned to the Ready Reserve involuntarily. Reserve orders will be published when any member of the Standby Reserve is transferred to the Ready Reserve. The member will be advised of this change in status as required by paragraph 12-15. The Director, Selective Service System, will be notified as outlined in paragraph 12-15.

12-13. Standby Screening Codes. Members who are transferred to the Standby Reserve will be awarded a code listed below that agrees with the rule in table 12-1 for transfer to or retention in the Standby Reserve:

- CODES:** A: Dual status Personnel (table 12-1, rules 1 and 2).
 B: Completed Ready Reserve Service Requirements (table 12-1, rule 3).
 C: Ministry Student (table 12-1, rule 4).
 D: Elected or Appointed Official (table 12-1, rule 5).
 E: Personal or Community Hardship (table 12-1, rules 6 and 7).
 F: Does Not Possess Required Qualification (table 12-1, rule 8).
 G: Key Federal Employees (table 12-1, rule 9).
 H: Critical Civilian Occupation (table 12-1, rule 10).
 I: (Not Used.)
 J: Not Immediately Available for EAD for Any Other Reason (table 12-1, rule 11).
 K: Excess to Mobilization Requirements (Not to be used except as specifically authorized by HQ USAF, table 12-1, rule 12).

12-14. Selective Service System Responsibilities. The Selective Service is responsible by law for determining the availability of a member of the Standby Reserve to enter active duty involuntarily in time of war or National emergency. To fulfill this requirement, the Director of Selective Service has prescribed that the Selective Service System will:

a. Keep current information pertaining to the civilian status of each member of the Standby Reserve.

b. Through local boards and appeal procedures of the Selective Service System, currently determine the availability of each member of the Standby Reserve.

c. Furnish each military department with an availability status determination for each member of the Standby Reserve. This availability status determination will be furnished when an individual is initially placed in the Standby Reserve, annually thereafter, and any other time there is a change in his availability status.

12-15. How Information Will Be Exchanged Between the Air Force and the Selective Service System. In order to assure the success of the established system of exchanging information, it is essential that all information furnished to the Selective Service System be complete and accurate. In this regard special attention will be given to furnish an accurate and complete Selective Service number,

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if available, in all correspondence with the Selective Service System.

a. When any member is transferred to the Standby Reserve, ARPC will:

(1) Prepare DD Form 889, "Standby Reserve Control," in one copy only. In Part I of the form, complete items 1 through 5 and place an "X" and date in block that is titled Transferred to Standby Reserve (date). If a Selective Service Number is not available, enter "unknown" in item 4. In Part II of the form, complete items 1 and 4 only. (These items will be identical to items 1 and 4 of Part I.)

(2) Send the entire DD Form 889 (Parts I and II—*Do not separate the form*) in an envelope to the appropriate State Director of Selective Service. The appropriate State director can be determined by the Selective Service number of the member. This number is composed of four elements, the first of which is the State code (*for example: 36-136-21-323* indicates the State of registration as Pennsylvania—see figure 12-1 for State codes and addresses of State directors). If the individual does not have a Selective Service number (has never been registered) the form will be sent to the director of the State in which the member currently resides.

(3) Notify the individual in writing that he has been transferred to the Standby Reserve. This notification will contain the information shown on figure 12-2. A copy of this notification will be filed in the UPRGp.

b. When an individual is removed from the Standby Reserve for any reason (transferred to the Ready Reserve, ANGUS, the Retired Reserve or entered on EAD, discharged, deceased, etc.), ARPC will:

(1) Prepare Part I only of DD Form 889. Complete items 1 through 5 and place an "X" and date in the block that is titled Removed from Standby Reserve (date). If a Selective Service number is not available, enter on line 4 the Standby Reserve Control number furnished as provided in c (3) below.

(2) After (1) above has been accomplished, (forward by envelope) to the same State director that the original DD Form 889 (a (2) above) was sent.

(3) Notify the individual in writing, that he has been transferred from the Standby Reserve. Use the procedure outlined in a (3) above (Not applicable in death cases.)

c. Upon receipt of DD Form 889 indicating the placement of an individual in the Standby Reserve (a above), the Selective Service System will have the individual complete SSS Form 80, "Standby Reserve Questionnaire." They then will determine his availability for active duty and return Part II of DD Form 889 to ARPC. The Selective Service System will retain Part I of DD Form 889 for their records. When Part II of DD Form 889 is forwarded to ARPC, it will be completed as follows:

(1) Enter an "X" in the "yes" or "no" block of the box titled "Available for Active Duty" for members who completed SSS Form 80. For those who did not return the questionnaire an "X" will be shown in the "no" block and in the block titled "Received but did not return questionnaire." For those whose SSS Form 80 was returned by the postal authorities marked "Undeliverable", an "X" will be shown in the "no" block and in the block "Did not receive questionnaire."

(2) When the address is actually different from the one provided by the Air Force, the new address will be provided in the appropriate space by the Selective Service System.

(3) A Selective Service number, or a Standby Reserve Control number, as appropriate, will be entered in item 4, Part II, DD Form 889, if a number was not previously entered by the Air Force. Thereafter, any correspondence (including subsequent submission of DD Form 889) with the Selective Service System regarding the member will include his Selective Service or Standby Reserve Control number. (The same formula

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used for the Selective Service number is used for the Standby Reserve Control, *that is*, the first element indicates the State of jurisdiction.)

d. In addition to *c above*, the Selective Service System will provide the Air Force with annual information on each member of the Standby Reserve. This information will be forwarded (by SSS Form 91, "Standby Reserve Notice and Report") directly to ARPC and will reflect current availability status, latest mailing address, any change in civilian occupation or dependency status, and a signed statement by the member as to his physical status. Only in the following instances will the Selective Service System fail to provide the required information:

(1) *If the member did not receive the annual questionnaire.* In this case, ARPC will receive SSS Form 91 containing the individual's name and SSAN (entered in the signature block by the Selective Service System) and the redetermined availability date (*that is*, nonavailable because of inability to locate). The letters "DNRQ" will be shown in the "remarks" section which indicates that the individual "Did Not Receive Questionnaire". When the SSS Form 91 marked "DNRQ" is received by ARPC, that agency will attempt to locate the individual and notify the Selective Service System of the new address.

(2) *If the member received but did not return the annual questionnaire.* In this case ARPC will receive SSS Form 91 containing the individual's name and SSAN (entered in the signature block by the Selective Service System). The letters "RBDNRQ" will be shown in the "remarks" section which indicates that the member "Received But Did Not Return Questionnaire." When the SSS Form 91 marked "RBDNRQ" is received by ARPC, that agency is required to obtain a certificate of physical condition from the individual concerned.

e. When SSS Form 91 and/or part II of DD Form 889 is received from the Selective Service System, ARPC will reflect the indi-

vidual's availability status in the Classification and Index File. If SSS Form 91 reflects a change in physical condition, ARPC will take necessary action according to AFR 160-19. When all necessary actions have been taken, DD Form 889 or SSS Form 91 will be filed in the master personnel record. The first SSS Form 91 received will replace DD Form 889, which will be removed and destroyed. When the annual SSS Form 91 is received, forms for previous years will be removed and destroyed. *Exception:* Prior year forms will be retained when the current submission indicates "No Change."

f. Eighteen months after a general mobilization has been initiated, ARPC will review the cases of members of the Standby Reserve who have been reported by the Selective Service System as not available for active duty. In the absence of cogent reasons to the contrary, member will be discharged under criteria established by HQ USAF.

g. ARPC will advise the appropriate State Director of Selective Service when any member of the Standby Reserve has a change in his legal name as provided in AFR 35-7.

12-16. Review of Personnel Data of Members Assigned to ARPC. ARPC will continuously survey members assigned to Reserve sections administered by ARPC in accordance with specific instructions continued in the following subparagraphs. The purpose of this survey is to maintain adequate and current personnel records as required by Title 10, U.S.C., Section 275a and to review the circumstances of each person who has an MSO under the Military Selective Service Act of 1967, as amended, to determine his eligibility for placement in or removal from the Standby Reserve.

a. The continuous survey will be conducted by means of a survey questionnaire designed by ARPC. The survey questionnaire will contain the following items of information plus other such items as deemed appropriate:

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- (1) Name, grade, and SSAN.
- (2) Address (mailing).
- (3) Place of actual residence.
- (4) An indication of how long the member intends to reside at his present residence.
- (5) Marital status.
- (6) Dependency status (number).
- (7) Additional education acquired.
- (8) Current employment (including name and address of employer, title of position, and list of principal duties performed).
- (9) Current scholastic status (medical, dental, or veterinary student, if appropriate).
- (10) Physical status.

b. ARPC will review the personnel records of each member with an MSO under the Military Selective Service Act of 1967 when he is initially gained to ARPC strength. ARPC will determine his current status and will then award an appropriate Availability Classification Code and assign the individual to the appropriate Reserve section. Publication of orders is not required for these actions. Each individual will be advised of his awarded Availability Classification Code and the complete criteria for screening the Ready Reserve. He will also be advised of his responsibility to immediately notify ARPC of any change in personal status as well as to provide ARPC with specific data to substantiate any disagreement he may have concerning his awarded Availability Classification Code.

c. A member assigned to ORS, NARS-B, or RRPS will be surveyed initially 12 months after his date of initial gain to ARPC strength and annually thereafter for the duration of his collective assignments within these Reserve sections.

d. The following members will not be surveyed:

- (1) An individual assigned to ORS or NARS-B who has less than six months remaining to complete his MSO.

(2) A Standby Reserve member assigned to NARS-A or ISLRS. (A person properly assigned to either of these Reserve sections does not have an MSO. The information furnished by the Selective Service System under section C, this chapter, will be used to determine availability of these individuals and to maintain their personnel records.)

e. ARPC will develop and conduct a separate survey of members assigned to the Retired Reserve. Each person in the Retired Reserve will be surveyed 2 years after his initial assignment to the Retired Reserve and each 2 years thereafter.

12-17. Action To Be Taken If Members Fail To Comply. When a member has not fully complied with the requirement for a records review, such as the completion of a questionnaire or medical examination, within 30 days established by the custodian of his UPRGp, the following action will be taken:

a. Send the member a certified letter (return receipt requested) informing him that if he fails to comply with requirements of the records review or fails to complete the required medical examination, etc., it will result in his assignment to the ORS (if he is not already assigned there and if he has an MSO as outlined in chapter 14), or assignment to the ISLRS (if he is not already assigned there and has no MSO), or discharge under current regulations. The certified letter will specify a maximum additional period within which the member must comply. The commander of the Air Force organization concerned will determine what that period is, but in no case will it be more than 60 days from the date of the certified letter.

b. If the certified letter is returned as undeliverable, make every effort to contact the individual at all known addresses.

c. Reassign to the ORS or ISLRS as appropriate (see a above) a member who fails to comply. Within 10 days after the effective date of reassignment, the responsible commander will forward a letter report to

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ARPC giving specific details of the case. ARPC will process the case promptly so that the individual may be retained in the ORS or ISLRS or discharged under current directives, as appropriate.

d. A member assigned to NARS-B, ORS or RRPS who fails to comply or who cannot be located will be reassigned or discharged under current directives, as appropriate.

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(Preparing Unit)

(Date)

(Selective Service Number)

SUBJECT: Reserve Assignment

TO:

1. Under the provisions of Title 10, United States Code, you have been *(transferred to the Standby Reserve) (returned to the Ready Reserve) (removed from the Standby Reserve).

2. This assignment action has been reported to the Director of Selective Service for the State of _____

****3.** The Air Force is responsible for exercising military control over all USAFR members, including those assigned to the Standby Reserve. The responsibility of the Selective Service System with regard to members of the Standby Reserve is solely that of determining their availability for active duty in time of war or National emergency. In order that the Selective Service System may carry out its responsibilities, as required by law, it is necessary that they obtain certain information from each person who is assigned to the Standby Reserve. You are required to furnish, upon request, any information desired by the Selective Service System. If the Selective Service System contacts you, it does not mean that you will be arbitrarily ordered to active duty or are being considered for induction. Information furnished to the Selective Service System will be used for the sole purpose of determining whether or not you, as a member of the Standby Reserve, are available for involuntary recall to extended active duty in the event of war or National emergency.

4. Keep ARPC, 3800 York St, Denver CO 80205, and your local Selective Service System Board advised at all times as to your correct address.

FOR THE COMMANDER:

* Delete all but one statement.

** Delete for members being removed from Standby Status for any reason.

NOTE: The information reflected above will be transmitted in letter form by all organizations except ARPC.

Figure 12-2. Notification of Change in Reserve Assignment.