



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

AFI10-401 AFRC SUP AFRCGM1

31 January 2019

MEMORANDUM FOR AFRC STAFF

NAF/CCs
WING/CCs
ARPC/CC
HQ RIO/CC
FGC/CC

FROM: AFRC/CC

155 Richard Ray Blvd
Robins AFB GA 31098-1635

SUBJECT: Air Force Reserve Command (AFRC) Guidance Memorandum on Downtime Policy

RELEASABILITY: There are no releasability restrictions on this publication.

By Order of the Commander, Air Force Reserve Command, this AFRC Guidance Memorandum immediately implements the AFRC Downtime Guidance. Compliance with this memorandum is mandatory. To the extent the direction in this memorandum is inconsistent with other Air Force publications, the information herein prevails in accordance with AFI 33-360, *Publications and Forms Management*.

Post-deployment downtime is a commander's program designed to help maintain quality of life and retain valued Air Force members to keep our military strong and ready. This *Downtime Guidance* gives commanders general guidance to successfully reintegrate Airmen with family, friends, work centers, and the community following a long-term deployment.

The guidance in this memorandum becomes void after one year has elapsed from the date of this memorandum or upon release of an AFRC publication incorporating the guidance, whichever is earlier.

SCOBEE.RICHA RD.W.1173556
620
RICHARD W. SCOBEE
Lieutenant General, USAF
Commander

Digitally signed by
SCOBEE.RICHARD.W.1173
556620
Date: 2019.01.31 17:54:29
-05'00'

Attachment:
Guidance Add

ATTACHMENT 1
Guidance Add

The below adds guidance to AFI 10-401, dated 7 December 2006, through Change 4, dated 13 March 2012, and is effective immediately.

11.13.5.1. Post-deployment downtime applies to all Air Force Reserve Command (AFRC) personnel regardless of the Force Provider they are supporting and takes precedence over the Force Provider's downtime policy. Downtime is afforded to personnel deployed away from home station in support of named Contingency Operations only, unless otherwise coordinated and approved by the Force provider.

NOTE: A Contingency Operation is a military operation that is either designated by the Secretary of Defense as such or is made one as a matter of law (10 USC 101(a)(13)). The Secretary of Defense may designate a military operation as a contingency operation at such a time as when the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force. Exercises are not considered Contingency Operations. Therefore, members supporting exercises are not entitled to downtime.

During downtime, the member is expected to conduct post-deployment in-processing, attend mandatory appointments and remain in the local area of their assigned unit. Individual Reserve (IR) members will notify HQ RIO Personnel Readiness upon return from deployment. Downtime may be restricted from members returning from deployment in appropriate cases such as being placed in pretrial restraint, confinement, or if adequate funding does not exist to continue the member's duty during downtime.

NOTE: It is advised that commanders not take liberty with extending mileage currently authorized via local commute policy during this time as the member is considered "Present for Duty" during this timeframe.

Air Reserve Component (ARC) members who were injured or developed an illness while activated on Title 10 orders must be directed to medical immediately. For members in deployed locations, an AF Form 348 will be initiated at the earliest opportunity (preferably while the member is still in the deployed location) and before release from the deployment order to enable post-deployment medical treatment or other entitlements. **Upon returning to home station IAW AFI 36-2910, para 2.2.2.3.,** "ARC medical units will document Administrative Line of Duty (LOD) determinations and initiate the Informal or Formal LOD process if not completed by the initial Medical Treatment Facility." For example, if a reservist is hurt while activated, the LOD should be initiated by the active duty (AD) medical provider for injuries sustained while deployed. However, the information must be transferred to the system used by AFRC upon the member's return.

If an LOD is not initiated at the time of injury while activated, AFI 36-2910 provides the authority for the Reserve Medical Unit (RMU) to process the LOD post-deployment as long as it is done prior to the end of the AD tour. IR members are directed to medical at the location of the unit with which they deployed. The IR member must notify HQ RIO Medical Readiness of the injury or illness and that an LOD has been initiated.

NOTE: Members injured while activated only receive two days for in-processing before PreMedical Continuation (MEDCON) orders begin. At that time, all leave must be approved by the Air Reserve Component Command (ARC CMD) and the Commander. Resolving the medical condition takes precedence over leave and/or downtime.

11.13.5.2. Downtime starts the day after the member returns to home station from the deployed location. If the day after a member returns to home station falls on a weekend or holiday, that day counts as part of downtime. IR members, if deployed with a unit different than their assigned unit, are expected to take their downtime with the unit with which they deployed, not when returning to home station.

11.13.5.2.1 During the downtime period personnel are required to check-in with their CC/supervisor daily to determine if there are any official actions requiring their attention. During this time it's also very important that CCs, Supervisors, First Sergeants, Senior ARTs and Wingmen keep an eye on personnel and evaluate their mental and physical state. If there is any concern, personnel must be referred to the appropriate office(s)/agencies without hesitation.

NOTE: In-processing begins on the member's next duty day. All in-processing days are included in downtime.

11.13.5.3. Commanders have the option of granting a 3- or 4-day pass IAW AFI 36-3003, *Military Leave Program*, allowing personnel, who do not live within the Installation Commander's established commuting area, to depart the local area.

NOTE: If a member is granted a pass, the time counts as part of the downtime period. The pass period must be documented via a memorandum signed by the unit commander and the member. A recommended template for the pass memorandum can be obtained from your local Force Support Squadron/Installation Personnel Readiness (FSS/IPR) office. All travel costs associated with the pass is at the member's expense. AFI 36-3003 provides restrictions on pass duration and use of passes in conjunction with leave.

11.13.5.4. Personnel deployed (boots-on-ground (BOG)) away from their unit of assignment 1-44 days do not earn downtime. These personnel do receive two days for in-processing, prior to starting their earned leave.

11.13.5.5. Personnel deployed BOG away from their unit of assignment 45-89 days earn 7 days of downtime.

11.13.5.6. Personnel deployed BOG away from their unit of assignment 90 days or greater earn 14 days of downtime. Personnel cannot earn more than 14 days of downtime, i.e. personnel who volunteer for consecutive tours only receive 14 days of downtime.

11.13.5.7. The number of days deployed for any Air Expeditionary Force (AEF) or mobilized requirement is based upon BOG at the deployed location, which is calculated AF-wide in Manpower MPA Man-day Management System (M4S) based upon Rotation Start/End date. Travel time is not included.

AMCI 10-403 Paragraph 7.2.1., does not apply to the ARC. In summary, it states that PreMission Crew Rest (PMCR) ensures that aircrew are not prematurely put into PMCR before the crew has time to recover from cumulative effects of flight duties. ARC members who return from activation and are released from Title 10 will not be put back into PMCR because they are no longer in Title 10 status. This has been coordinated with AMC/A3OP; a revision to AMCI 10-403 and subsequent Flying Operations AFIs will be published to clarify previous guidance.

11.13.5.8. If a member elects to forfeit all or part of their earned downtime, they must do so in writing. The IPR must maintain a copy of this memo in the member's deployment folder. The IPR should also maintain an MFR if the member's downtime is rescinded. A broad-based, nonavailability of downtime (for example, lack of funding) should be documented, but need not be maintained in individual deployment folders. HQ RIO Personnel Readiness will maintain all downtime forfeiture MFRs for IR members.

11.13.5.8.1. Personnel considering forfeiting their downtime are encouraged to make their intent known as early as possible. This is required so that accommodations can be made for the member to complete any mandatory requirements prior to being released.

11.13.5.8.1.1. Members are required to complete their mandatory separation history and physical exam (SHPE) prior to the end of their current order. As mandated by law, SHPE must be completed prior to the end of the current activation order. Therefore, the member's ability to forfeit any portion of their downtime will be contingent upon SHPE completion.

11.13.5.8.1.2. As mandated by law, all Reserve Citizen Airmen who complete tours of 180+ days must complete Transition Assistance Program (TAP) requirements prior to the end of their current activation order. Members are encouraged to utilize the Virtual TAP Curriculum via JKO to complete these requirements. Therefore, the member's ability to forfeit any portion of their downtime is contingent upon TAP completion.

11.13.5.9. Title 5 Civilians who deploy in a civilian status are not entitled to downtime.

11.13.5.10. Civilian employees returning from active duty in support of the Overseas Contingency Operations (OCO) may be authorized an excused absence of 5 working days. In order to receive the excused absence, employees must have spent at least 42 consecutive days on active duty. The absence must be the first 5 days back in civilian status and may run concurrent with military "terminal leave." (i.e. An ART or non-ART civilian employee on military terminal leave, may take these 5 days of excused absences simultaneously). Employees are only eligible for one excused absence in a 12-month period. A new 12-month period begins after the use of the previous absence. Civilians should use the code "LV" in ATAAPS and on timesheets.