DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

READINESS MANAGEMENT GROUP



**UNIT OF ASSIGNMENT/TRAINING ATTACHMENT AGREEMENT**

***Authority: AFMAN36-2136, RESERVE PERSONNEL PARTICIPATION, paragraph 4.8***

***This document serves as the official Training Attachment Agreement and will be placed in your personnel folder***

**MEMBER’S NAME:**

**GRADE:**

**SSN:**

**HOME ADDRESS:**

**BUSINESS PHONE:**

**HOME-PHONE:**

**PAFSC:** **DAFSC:** **2AFSC:**

**UNIT OF ASSIGNMENT:** **PAS CODE:**

**DUTY TITLE:**

**SUPERVISOR RANK/NAME:**

**SUPERVISOR SSN (Last 4):**

**SUPERVISOR CONTACT PHONE:**

**SUPERVISOR EMAIL:**

**UNIT OF ATTACHMENT:** **PAS CODE:**

**DUTY TITLE:**

**SUPERVISOR RANK/NAME:**

**SUPERVISOR SSN (Last 4):**

**SUPERVISOR CONTACT PHONE:**

**SUPERVISOR EMAIL:**

1. To best meet training goals, the Unit of Assignment may allow the above member to train and perform duties at the stated Unit of Attachment, provided the member can be trained in his/her Duty Air Force Specialty Code. In this event, the attached unit is authorized to support the member for training and administrative purposes to include, but not limited to, maintaining training records (AF Form 623), fitness testing, weight management, drug demand and testing, and evaluating performance. The unit of assignment authorizes the unit of attachment to certify an AF Form 40A in UTAPSWeb. In this case, the “Authorizing Activity” shown on the form is the unit of attachment. Three endorsements are required on the AF Form 40A; the official authorizing the training; member taking part in the training, and the certifying official (commander or person, military or civilian) who supervised the training for the dates and periods accomplished). Transmit the completed AF Form 40A in UTAPSWeb for processing of pay and/or points. Member will ensure a copy of the AF Form 40A is retained in his/her IMA Management Folder.

2. Furthermore, pursuant to AFI 36-2406, *OFFICER AND ENLISTED EVALUATION SYSTEM,* the rater at the Unit of Assignment is responsible for completing all performance/evaluation reports (EPRs/OPRs). Letters of Evaluation (LOE) may be written to document periods of ratee performance, to document periods when someone other than the designated rater supervises the ratee. Additionally, the senior rater at the Unit of Assignment is responsible for completing the Promotion Recommendation Form, AF Form 709. All senior raters must be the person holding the senior rater position designated by the Management Eligibility Listing (MEL) for the ratee’s organizational Personnel Accounting Symbol (PAS).

Member Signature Block Date

Unit of Assignment– Commander’s Typed Name and Signature Date

Unit of Attachment – Commander’s Typed Name and Signature Date

**Approved/Disapproved**

DET X COMMANDER, Colonel, USAF Date

Commander