



Career Job Reservations (CJR)

- **References:**
- **AFI 36-2606 – Reenlistment in the US Air Force**
 - **New version dated 9 May 2011**
 - **Chapter 3 covers CJRs**
- **Personnel Services Delivery Guide – 2 May 2011**
- **Personnel Services Delivery Memo – 13 Jan 2012**



Career Job Reservation (CJR)

- CJRs prevents surpluses and shortages in enlisted career force
- **All First term Airmen must have a CJR to reenlist**
- AFPC controls First term reenlistments by maintaining a career job requirement file for each Air Force Specialty Code (AFSC)
- AFSCs that are balanced/undermanned are not constrained; Airmen in these AFSCs will automatically receive a CJR in their window
- AFSCs on the constraint list have limited quotas and Airmen in these AFSCs will compete for a CJR monthly using a quality rank-order process
- Airmen not awarded a CJR in their current AFSC, or approved for special duty/retraining, separate on their DOS



Career Job Reservation (CJR)

- **CJR Window**
 - **4 year enlistee 35th-43rd month from Date of Enlistment**
 - **6 year enlistee 59th-67th month from Date of enlistment**
- **Eligible on the first day of the month the window opens**
- **Eligibility ends on the last day of the month when the window closes**
- **Example:**
 - **4 year enlistee entered service 15 February 2009**
 - Window opens 1 January 2012
 - Window closes 30 September 2012
 - **6 year enlistee entered service 15 February 2007**
 - Window opens 1 January 2012
 - Window closes 30 September 2012



Constrained AFSCs

- -- 2A6X1, Aerospace Propulsion
- -- 2A6X4, Aircraft Fuel Systems
- -- 2A7X3, Aircraft Structural Maintenance
- -- 2T0X1, Traffic Management
- -- 2T1X1, Vehicle Operations
- -- 3D1X1, Client Systems Technician
- -- 3D1X3, Radio Frequency Transmission Systems
- -- 3E7X1, Fire Protection
- -- 3E9X1, Emergency Management
- -- 3M0X1, Services
- -- 3N0X4, Still Photography
- -- 3P0X1, Security Forces
- -- 4A1X1, Medical Materiel
- -- 4A2X1, Biomedical Equipment
- -- 4Y0X1, Dental
- -- 8M000, Postal



How Airmen are notified

- **Commander's receive SRP roster**
 - **Part III of SRP roster is Airmen who have not applied for CJR**
- **RIPs advise Airmen and immediate supervisors of the CJR eligibility criteria and their responsibilities.**
- **Ensure Airmen and supervisors are aware they MUST carefully read emails**
 - **Too many just delete email they believe unimportant**
- **Per AFPC, everything will remain automatic**
 - **Airmen will not have to request CJRs**
 - **AF goal is to remain paperless**



Constrained List

- For AFSCs on the CJR constrained list, if an Airmen is not awarded a CJR, they are placed on the waiting list.
- Airmen will compete monthly for available quota(s), using a quality rank-order process during their CJR window with final consideration during the 5th month prior to date of separation.
 - 4 year enlistee last month considered 43rd
 - 6 year enlistee last month considered 67th
- If no CJR received by end, member is projected for separation



How Airmen Compete for CJR

- **-Selection factors are:**
 - **Unfavorable Information File (UIF) (automatic disqualifier- move to bottom of list)**
 - **Last 3 Evaluation Performance Reports (EPRs)**
 - **Current Grade**
 - **Projected Grade**
 - **DOR**
 - **Total Active Federal military Service Date (TAFMSD)**



Airmen on waiting list

- **Strongly encourage Airmen to seek retraining or special duty**
- **Must be approved for retraining or special duty or will be separated upon DOS**
- **Airmen should apply for retraining WISELY**
 - **Need to consider potential for selection**
 - **Everyone cannot get approved retraining for Contracting**
 - **Is the Airmen's goal to stay in AF or to get retrained into only most desirable AFSCs**
 - **Need to understand that if they fail to be selected for retraining, they will likely separate on DOS**



CJR Waiting List cont'd.

- **CJR Waiting List.** Airmen on the waiting list compete on a monthly basis within their Control AFSC (CAFSC).
- **Monthly notification RIPs** advise Airmen and their supervisor of current waiting list numbers and encourage retraining.
- **Airmen receive final rank-order consideration** during the 5th month prior to their DOS. If a CJR has not been approved by 5 months prior to their DOS, the Airman cannot reenlist in their current AFSC and will separate on their DOS.



CJR Waiting List cont'd.

- **Airmen will only meet CJR boards during their CJR eligibility window**
- **CJR window will not be extended**
- **Airman cannot extend for any reason if AFSC on constraint list (even if the Airman is not yet in CJR window)**
- **Airmen who are on the CJR waiting list and whose AFSC is removed from the constrained list will receive a CJR.**
- **Airmen who are removed from the waiting list prior to the AFSC being removed (RE code 3I) will not receive supplemental consideration unless A1/A1PF provides further guidance.**



Approved CJRs

- **Approved CJRs will not expire until the Airman's DOS.**
- **If an Airman extends his/her enlistment, the MPS must submit a request to AFPC/DPSOAE to update CJR expiration to match the new DOS.**
- **Airmen can have an approved CJR on file and an approved separation on file at the same time.**
 - **Encourage Airmen who are sure they want to separate to STILL get an approved CJR**
 - **Airman can cancel separation and reenlist**
- **MPS notifies the Airman who receives approved CJRs while in TDY or patient status.**