

Air Force Personnel Center



Air Force Career Job Reservation (CJR) Constraint Program

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501 CSW Career Assistance Advisor**



Overview

- **CJR program purpose**
- **Constrained AFSC Process**
- **Quality rank order factors**
- **Commander Overrides Request**
- **Retraining and Special Duty CJRs**



CJR Program Purpose

- **The CJR program objective is to prevent surpluses and shortages in the enlisted career force. HQ AFPC controls first-term reenlistments by maintaining a career job requirement file for each Air Force Specialty Code (AFSC).**



Constrained AFSC's

- **Explanation of a constrained AFSC List**
 - **This is a list of overmanned AFSCs and Headquarters Air Force has established a CJR quota limiting the number of first term Airmen that can reenlist in those AFSCs.**
- **CJR waiting list**
 - **When AFSCs are on the constrained list and Airmen are 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.**



Eligibility Window and “Rank-Order” Factors

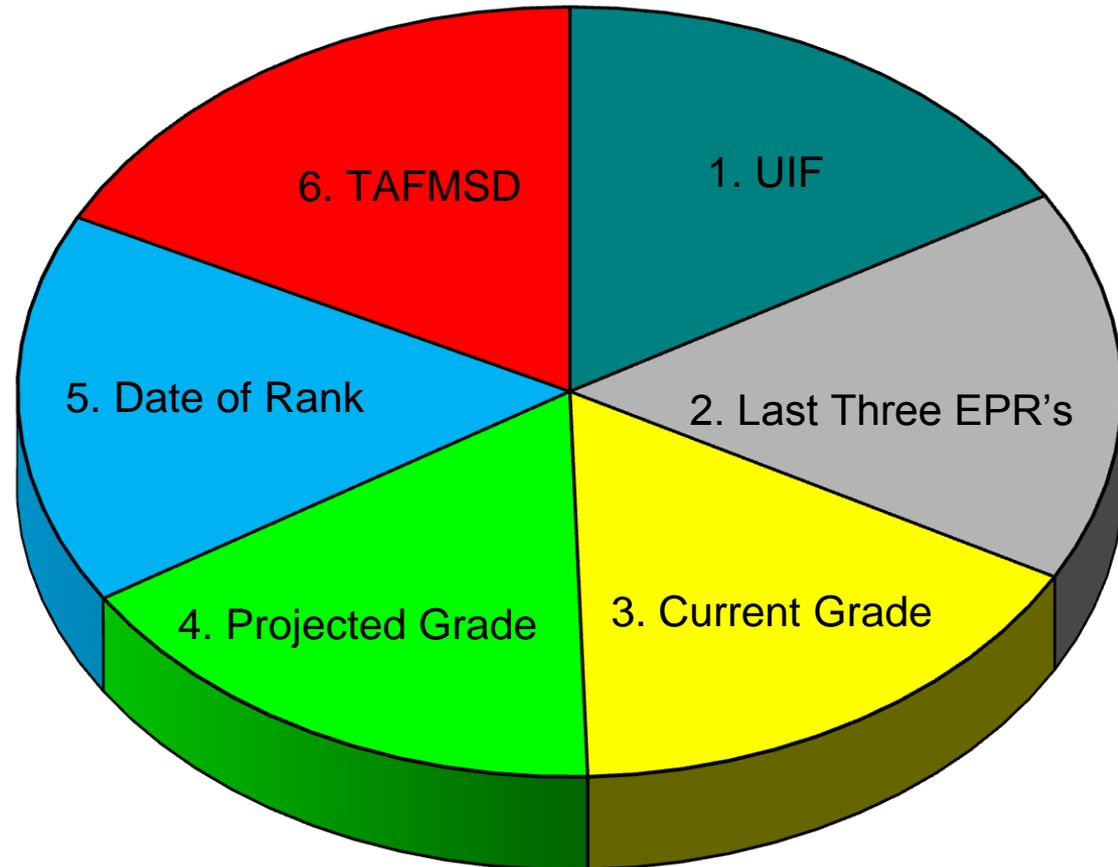
CJR Eligibility Window

- 4-yr enlistee = 35 – 43 Months
- 6-yr enlistee = 59 – 67 Months

3 options:

- Apply/approved to retrain
- Apply/approved for special duty
- Do nothing and be guaranteed to separate on current Date of Separation

“Rank-Order” Factors





Constrained AFSC Process

C

- Airman enters **Selective Reenlistment Program (SRP)** window
 - A: Awarded **CJR** , or
 - B: Placed on the **Constrained Listing**

J

- **Constrained AFSC Airmen** will be “rank-ordered” at the end of the month

R

- Results will be updated in **MiLPDS** by the following week



Constrained AFSC Process— CJR Awarded

C

- Affected Airmen will receive RIP from MilPDS stating:

J

- CJR has been awarded

R

- Airmen authorized to reenlist



CJR APPROVED SAMPLE RIP- AIRMAN

Tue Aug 23 13:40:29 2011

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR: SSG PEDROIA, DUSTIN L., 015-15-1515

4 FORCE SUPPORT SQ FFPRT0/FSMPS

DUTY PHONE: 9197228723

CJR
Approval

FROM: HQ AFPC/DPPAER (REENLISTMENTS)

SUBJ: CAREER JOB RESERVATION (CJR) APPROVAL (AUTOMATED)

1. YOUR COMMANDER HAS AFFORDED YOU THE OPPORTUNITY TO REENLIST AND BECOME A MEMBER OF TOMORROW'S AIR FORCE. YOU HAVE BEEN APPROVED FOR A CJR AND YOUR CJR WILL EXPIRE ON (25 SEP 2012). SHOULD YOU DECIDE TO REENLIST PLEASE CONTACT YOUR LOCAL MPF REENLISTMENTS OFFICE FOR GUIDANCE.

CJR
Expiration
Date

2. ALL FIRST-TERM AIRMAN, ARE AFFORDED THE OPPORTUNITY TO RETRAIN UNDER THE CAREER AIRMAN REENLISTMENT RESERVATION SYSTEM (CAREERS) PROGRAM. IF YOU DESIRE TO RETRAIN YOU ARE HIGHLY ENCOURAGED TO VISIT THE VIRTUAL MPF AND REVIEW YOUR RETRAINING OPTIONS OR AFI 36-2626 FOR FURTHER GUIDANCE.



Constrained AFSC Process Placed on HAF Waiting List

C

- Affected Airmen will receive RIP from MiIPDS stating:

J

- They are on the on HAF waiting list and will compete monthly for a CJR

R

- Airmen are ineligible to extend for any reason unless they are an overseas returnee and needs 12 months to return stateside



CJR Waiting List Sample Rip-Airman

Wed Aug 24 13:55:39 2011

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR: SRA SMITH, JOHN R., 111-11-1111

012 AIR BASE SQ FFFB90/LG

DUTY PHONE: 3946791

FROM: HQ AFPC/DPPAER (REENLISTMENTS)

SUBJ: CAREER JOB RESERVATION (CJR) WAITING LIST (AUTOMATED)

1. YOU ARE CURRENTLY NUMBER 4 ON THE CJR WAITING LIST FOR AFSC 2F051. IF YOU HAVE NOT RECEIVED A CJR ON OR BEFORE 150 DAYS PRIOR TO DOS YOU WILL BE REMOVED FROM THE CJR WAITING LIST. ONCE YOU HAVE BEEN REMOVED FROM THE CJR WAITING LIST, YOU MAY BE AFFORDED THE OPPORTUNITY TO REAPPLY FOR RETRAINING NLT 120 DAYS PRIOR TO DOS.

2. ALL FIRST-TERM AIRMAN, ARE AFFORDED THE OPPORTUNITY TO RETRAIN UNDER THE CAREER AIRMAN REENLISTMENT RESERVATION SYSTEM (CAREERS) PROGRAM. IF YOU DESIRE TO RETRAIN YOU ARE HIGHLY ENCOURAGED TO VISIT THE VIRTUAL MPF AND REVIEW YOUR RETRAINING OPTIONS OR AFI 36-2626 FOR FURTHER GUIDANCE.

Identifies placement number on current board

AFSC competing for a CJR in

Encourages retraining



Constrained AFSC Process Supervisors Notification

C

- Affected Airmen supervisors will receive RIP from MiLPDS stating:

J

- Airman has been placed on HAF waiting list and will receive monthly notification until CJR has been awarded or CJR window has closed

R

- Airman will need to look into retraining or special duty



CJR Waiting List Sample Rip-Supervisor

Wed Aug 24 13:55:43 2011
PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR: TSGT BRADY, THOMAS E., 222-22-2222

012 AIR BASE SQ FFFB90/LGRFOD

DUTY PHONE: 3124494207

FROM: HQ AFPC/DPPAER (REENLISTMENTS)

SUBJ: CAREER JOB RESERVATION (CJR) WAITING LIST (AUTOMATED)

1. AS SSG PEDROIA, DUSTIN L., 015-15-1515 SUPERVISOR, WE WANT YOU TO KNOW THE MEMBER IS CURRENTLY NUMBER 4 ON THE CJR WAITING LIST FOR AFSC 2F051. IF THE MEMBER HAS NOT RECEIVED A CJR ON OR BEFORE 150 DAYS PRIOR TO DOS, HE/SHE WILL BE REMOVED FROM THE CJR WAITING LIST. ONCE THE MEMBER HAS BEEN REMOVED FROM THE CJR WAITING LIST, THEY MAY BE AFFORDED THE OPPORTUNITY TO REAPPLY FOR RETRAINING NLT 120 DAYS PRIOR TO DOS.

2. ALL FIRST-TERM AIRMAN, ARE AFFORDED THE OPPORTUNITY TO RETRAIN UNDER THE CAREER AIRMAN REENLISTMENT RESERVATION SYSTEM (CAREERS) PROGRAM. IF MEMBER DESIRES TO RETRAIN THEY ARE HIGHLY ENCOURAGED TO VISIT THE VIRTUAL MPF AND REVIEW THEIR RETRAINING OPTIONS OR AFI 36-2626 FOR FURTHER GUIDANCE.

Airman's placement on the current board

AFSC competing for a CJR in



CJR Waiting Expiration Sample Rip-Member

Thu Sep 30 15:12:38 2004

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR: CMS LAST, NAME, XXX-XX-XXXX
11 CIVIL ENGINEER SQ/CEM
DUTY PHONE: #####

FROM: HQ AFPC/DPPAER (REENLISTMENTS)

SUBJECT: CAREER JOB RESERVATION (CJR) EXPIRATION

YOUR APPROVED CJR WILL EXPIRE ON 29 FEB 2008 AS OF THE DATE OF THIS NOTIFICATION, YOU HAD NOT ESTABLISHED A REENLISTMENT DATE. WE STRONGLY RECOMMEND YOU CONTACT YOUR MPF AND START REENLISTMENT PROCESSING. IF YOU DO NOT PROJECT A REENLISTMENT DATE BY 22 OCT 2007, YOU WILL BE PROJECTED FOR SEPARATION ON 01 NOV 2007 UNLESS YOU HAVE BEEN APPROVED FOR RETRAINING.

CJR
Expiration
Date

DOS

120 Days from
DOS

CERTIFYING OFFICIAL

NCOIC, AIR FORCE REENLISTMENTS
HQ, AIR FORCE PERSONNEL CENTER

RRSRP8 - 1 (Concurrent Request: 2154)

Right Person, Right Place, Right Time



CJR Waiting Expiration Sample Rip-Commander

Thu Sep 30 15:12:38 2004

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR: LTC LAST NAME, FIRST NAME, XXX-XX-XXXX
11 CIVIL ENGINEER SQ/CC
DUTY PHONE: #####

FROM: HQ AFPC/DPPAER (REENLISTMENTS)

SUBJ: CAREER JOB RESERVATION (CJR) EXPIRATION

Member

CJR Expiration Date

CMS LAST, NAME, XXX-XX-XXXX'S APPROVED CJR WILL EXPIRE ON 29 FEB 2008. AS OF 30 SEP 2004, THEY HAVE NOT ESTABLISHED A REENLISTMENT DATE. WE STRONGLY RECOMMEND YOU ADVISE CMS LAST, NAME TO REPORT TO THE MPF REENLISTMENT OFFICE TO START REENLISTMENT PROCESSING. IF THEY DO NOT PROJECT A REENLISTMENT BY 22 OCT 2007, THEY WILL BE PROJECTED TO SEPARATE ON 01 NOV 2007 UNLESS THEY HAVE AN APPROVED RETRAINING.

120 days
from DOS

DOS

CERTIFYING OFFICIAL

NCOIC, AIR FORCE REENLISTMENTS
HQ, AIR FORCE PERSONNEL CENTER

RRSRU8 - 1 (Concurrent Request: 2156)



150 Days Till ETS/No CJR Sample Rip-Airman

Thu Sep 30 15:11:44 2004

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR: CMS LAST, NAME, XXX-XX-XXXX

11 CIVIL ENGINEER SQ/CEM

DUTY PHONE: #####

FROM: HQ AFPC/DPPAER (REENLISTMENTS)

SUBJECT: YOUR EXPIRATION TERM OF SERVICE (ETS) IS WITHIN 150 DAYS--NO APPROVED CAREER JOB RESERVATION (CJR) ON FILE

1. YOU ARE WITHIN 150 DAYS OF YOUR ETS AND HAVE NOT BEEN ISSUED A CJR TO ALLOW YOU TO REENLIST. YOU HAVE 30 DAYS REMAINING TO PURSUE RETRAINING. ONCE YOU ARE WITHIN 120 DAYS OF YOUR DATE OF SEPARATION (DOS), YOU WILL AUTOMATICALLY BE PROJECTED FOR SEPARATION WITH NO FURTHER OPTION TO RETRAIN OR REENLIST.

Days remaining
to pursue
Retraining (Refer
to AFI 36-2626)

2. WITH YOUR DOS APPROACHING, YOU ARE ENCOURAGED TO CONSIDER CONTINUED MILITARY SERVICE WITH AN AIR RESERVE COMPONENT (AIR FORCE RESERVE OR AIR NATIONAL GUARD) OR CIVILIAN EMPLOYMENT IN A FEDERAL CAPACITY. ACT NOW AND CONTACT THE FOLLOWING:

HQ, AIR FORCE PERSONNEL CENTER



150 Days Till ETS Sample Rip-Commander

Thu Sep 30 15:11:44 2004

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR: LTC JASINSKI, DENNIS L, XXX-XX-XXXX
11 CIVIL ENGINEER SQ/CC
DUTY PHONE: #####

FROM: HQ AFPC/DPPAER (REENLISTMENTS)

SUBJECT: EXPIRATION TERM OF SERVICE (ETS) WITHIN 150 DAYS

Member ←

Members ETS →

1. CMS LAST, NAME, XXX-XX-XXXX IS WITHIN 150 DAYS OF THEIR ETS (29 FEB 2008).
~~THEY HAVE NOT BEEN ISSUED A CAREER JOB RESERVATION TO ALLOW THEM TO REENLIST.~~
ONCE MEMBER IS WITHIN 120 DAYS OF THEIR DATE OF SEPARATION (DOS), THEY WILL BE
AUTOMATICALLY PROJECTED FOR SEPARATION.

2. THEY HAVE BEEN SENT A NOTIFICATION WITH POINTS OF CONTACT TO INFORM THEM OF
OTHER OPPORTUNITIES FOR CONTINUED MILITARY SERVICE WITH AN AIR RESERVE
COMPONENT (AIR FORCE RESERVE OR AIR NATIONAL GUARD) OR CIVILIAN EMPLOYMENT IN A
FEDERAL CAPACITY. CONTACT INFORMATION WAS PROVIDED WITH APPLICATION AND
ACCEPTANCE BASED UPON INDIVIDUAL QUALIFICATIONS AND UPON AVAILABLE POSITIONS.

3. PLEASE HELP ENSURE THE INDIVIDUAL CONTACTS THE MPF SEPARATIONS SECTION WHEN
THEY ARE WITHIN 120 DAYS OF THEIR DOS TO BEGIN SEPARATION COUNSELING AND TO
START OUT-PROCESSING.



Constrained AFSC Process

Note

- Airmen do not need to apply for CJR or complete an AF Form 545 it will be done automatically on the 1st month of their CJR window

Note

- PSM will run a monthly master CJR Waiting List and provide to MPS

Note

- MPS will maintain the master listing to answer Airmen inquiries



Constrained AFSC Process

Note

- Any future changes to the listing will be announced by Air Staff

Note

- CJR window criteria remains the same; it will not be extended

Note

- Historically if Airmen have not received a CJR by the third month then most likely they will not earn a CJR in their current AFSC



Commander Override Request

- **Airmen qualify for a Commander Override if they were on the CJR waiting list, but are removed five months prior to DOS (RE code 3I)**
- **Commanders process override request to the Wing or Senior Host Commander through the MPS. Units must include:**
 - **Memorandum signed by the Airman, to include an endorsement from the Commander**
 - **Copies of all EPRs**
 - **Current SURF (AAD005-ActiveAmnReenlistment)**
 - **Any other supporting documentation to be considered (i.e. decoration citation or awards)**



Wing or Senior Host Commander Override Request

- Wing or Senior Host Commanders may request a Commander Override in rare instances
- Airmen must meet the following to be eligible:
 - Not have a UIF or lost time on their current enlistment
 - No record of nonjudicial punishment (NJP) on current enlistment
 - All EPRs must be fives – “Truly among the Best” in overall performance assessment
- Final Commander Override approval authority rest with AFPC/CC



Retraining and Special Duty CJRs

- Eligible members are highly encouraged to apply for retraining or special duty while on the CJR waiting list
- When Airmen are selected for retraining under the Career Airman Reenlistment Reservation System (CAREERS) program the MPS must notify AFPC/DPSOAE for the CJR update
- Airmen who apply and are approved for a special duty assignment who do not have a CJR, may apply for a CJR in the special duty or Reporting identifier (RI) (8XXX or 9L, 9R or 9S only). If approved CJR will be updated by AFPC/DPSOAE in the special duty AFSC



Palace Chase, Palace Front

MSgt Thomas McCune
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In-Service Recruiter

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Palace Chase, Palace Front

In-Service Recruiter

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DSN 226-1251



Summary

- **CJR program purpose**
- **CJR Rank order process**
- **Constrained AFSC Process**
- **Commander Overrides Request**
- **Retraining and Special Duty CJRs**

Air Force Personnel Center

Questions?

MSgt Clackum 268-2850

Mr. Reaves 268-4237