

**ALASKA AIR NATIONAL
GUARD
ACTIVE GUARD / RESERVE (AGR)
HANDBOOK**



AKANG HUMAN RESOURCES OFFICE

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Chapter 1 - Administrative and Personnel Matters

1-1 Overview of AGR Program

The purpose of the AGR program is to provide assistance in organizing, administering, recruiting, instructing and training National Guard personnel and organizations.

This AGR Personnel handbook is designed to help Active Guard Reserve (AGR) personnel and their supervisors understand the Alaska Air National Guard AGR program, the rules governing the management of AGR personnel, and the entitlements and benefits for AGR personnel. It contains information of a continuing nature from various sources to include regulations, policies, standard practices, and other information sources that are not regulatory. This handbook should be used as the "first stop" by AGR Airmen and their supervisors as a source of information. The handbook is designed to provide essential information in easy to understand format to address major areas of concern. This guide will answer a majority of questions using legal and regulatory references.

The final authority on all major AGR policy decisions is the Director of Human Resources.

1-2 Entry Into the AGR Program

For initial entry into the AGR program, all AGR personnel must satisfy basic qualifications in addition to any special requirements of the advertised position. Among the basic requirements are military membership, physically and medically fit as prescribed by Air Force Instruction, must have sufficient retain-ability to fulfill AGR assignment prior to completing 18 years of Total Active Federal Military Service (TAFMS) or Mandatory Separation Date and have completed certain military education. Failure to satisfy one or more of these requirements may result in the rejection of any application.

Airmen that have been previously separated for cause from active duty or any Reserve Component AGR tour position are not eligible for entry into the AGR program.

Application procedures and required forms are listed on the vacancy announcement and the www.dmva.alaska.gov website.

References: ANGI 36-101
POC: AGR Manager/HRO Liaisons

1-3 In-processing and Orientation

AGR Airmen will in-process with their respective wing Force Support Flight HRO Liaison. Supervisors are responsible for ensuring new AGR Airmen report to the FSF on the morning of members first duty day. HRO Liaisons are required to give all new on board AGR Airmen an AGR orientation to start the new-hires in processing. New personnel will be provided copies of their orders and an In-processing Checklist. New AGR Airmen should receive a unit orientation within 30 days of reporting on initial tour.

1-4 Length of Tours/Periods

Initial AGR tours are for a period of one (1) to six (6) years. By law, an initial tour shall not exceed six years. Follow on tours will not exceed six years and will not go past the member's ETS or Mandatory Separation Date (MSD).

Additional Tour Information

Initial: Airman entering into the Alaska Air National Guard Active Guard/Reserve (AGR) program after having a break in AGR service of one day or more will be placed on an initial tour with the Alaska Air National Guard (AKANG). AGR's transferred from another state or territory with no break in service will be considered career status.

Airmen on initial tour orders should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.

Reference: ANGI 36-101

POC: AGR Manager/HRO Liaisons

Chapter 2 – Professional Development

2-1 General

The objective of the Alaska AGR Program is to provide highly qualified Officer and Enlisted/Airmen to meet support requirements for the Alaska National Guard, its projects and programs. To achieve this objective, the AKANG has enacted a hiring process that selects the best-qualified personnel to enter the AGR program screens applicants. Once selected, the AGR program offers opportunities for career development and upward mobility so as to encourage retention of quality airmen. While airmen do enter the AGR program with the desire to serve only an initial or Occasional Tour AGR tour, the program is structured to allow for the achievement of sufficient years of full-time duty to qualify for retirement. This guidance is not intended to raise an individual AGR member's career expectations unrealistically. It will require careful planning by the individual AGR member, who has the primary responsibility for the management of his or her own career. AGRs should ensure their career goals are made known to their immediate supervisor and unit command. Career objectives should be addressed during quarterly, annual performance evaluation counseling sessions and retention interviews.

References: ANGI 36-101

POC: AGR NCOIC/HRO Liaisons

2-2 Tour Continuation

Continuation in the AGR program is a privilege earned by demonstrated performance of assigned duties, maintenance of AFSC proficiency, maintaining physical fitness, meeting retention standards and having demonstrated potential for future promotion and or assignments of greater responsibility. An AGR may be separated at expiration of tour if they do not consent to a continuation tour, were non-selected for continuation in full-time military duty, or become ineligible for a continuation tour.

Approval of AGR personnel for follow-on tours or the decision to release the individual from a tour will be at the discretion of the Adjutant General. In case of termination, the individual will be notified in writing 180 days. Documentation of the individual's performance must substantiate the termination. DD Form 214 will be provided to each individual released from an AGR tour. Tours lengths may be from one to six years.

Reference: ANGI 36-101

POC: AGR Manager/HRO Liaison

2-3 Occasional Tours and AGR Deployment Backfills

Commanders can utilize personnel hired on a temporary basis to fill valid, vacant AGR positions. Individuals filling these positions cannot exceed the maximum grade for the position. The member must meet all requirements for accession into the AGR program including medical, fitness and worldwide deployment.

Occasional Tours. Occasional Tours will be for a minimum of 31 consecutive days and up to 3 years. Airmen must have at least a 31 day break in AGR service to be put on a second occasional AGR tour

AGR Deployment Backfills. AGRs activated under Title 10 and deployed away from home station for 31 days or more may be backfilled (in-kind: AFSC, grade, and AGR category). The backfill is authorized only for the specific period of the incumbent's deployment. This does not include pre-deployment preparation nor the incumbent's return from deployment, to include the deployed Airman's leave and reconstitution time.

References: ANGI 36-101
POC: AGR NCOIC/HRO Liaisons

2-4 Details

AGR personnel may be detailed outside of their assigned AFSC by their commander.

Details are one time, short term assignments designed to meet an emergent need. AGR Airmen detailed outside their AFSC will not be detailed for more than 120 days within a four year period. Consecutive or "back to back" details are prohibited.

Family members of AGR personnel will not be assigned or detailed to organizations where one family member holds or may hold a direct command or supervisory position over another full-time support family member. In addition, this restriction applies to an assignment in which the AGR member or military technician could influence the outcome of a personnel action regarding a family member.

Reference : ANGI 36-101
POC: HRO-AGR Manager

2-5 Promotions (General Provisions)

Promotions are a command function. Promotions are earned by performance of duties and accepting the responsibilities of the duty position. All AGRs must compete for promotion to the next higher grade.

Members cannot be promoted above the grade authorized for the position held on the Unit Manning Document (UMD). Local changes cannot alter the maximum grade on the UMD. ANG members must also meet all minimum standards for placement in the promoted position to include physical fitness, medical readiness and Professional Military Education requirements. In addition, ANG members being promoted to the grade of E-8 and E-9 must have a Community College of the Air Force Associate degree in any AFSC documented in the member's military education records.

References: AFI 36-2502
POC: AGR Manager

Chapter 3 – Separations/Retirements

3-1 General

All separations from the AGR program, voluntary or involuntary, are governed by directives published by National Guard Bureau. Individuals are expected to complete the period of duty specified in their AGR orders unless separated early from AGR status. All separations must be approved through the HRO-AGR Office.

Termination of AGR status does not affect the remaining Alaska Air National Guard military enlistment contract. Airmen will continue to perform Inactive Duty Training (IDT) drills with their unit of assignment after termination of AGR status.

3-2 Voluntary Separations

Voluntary tour curtailment: AGRs may request early release from their AGR tour based on personal hardship or other valid reason. They must submit a fully justified curtailment request through their chain of command (including the HRO) to TAG, who is the final approval/disapproval authority. Airmen who voluntarily request separation from AGR status are not entitled to separation pay. AGR Airmen who have an approved tour curtailment application and who later request withdrawal of the curtailment action, must have approval to withdraw the curtailment from the final command signatory for the action.

References: ANGI 36-101.

POC: AGR NCOIC/HRO Liaison

3-3 Involuntary Separation

Involuntary Tour Curtailment: Commanders considering involuntary curtailment must use all quality force tools available (e.g. referral OPRs/EPRs, LORs, Article 15 etc.), prior to initiating an involuntary curtailment. Depending on the nature of the involuntary curtailment, commanders may consider discharge in lieu of involuntary curtailment. The commander will notify the Airman, in writing, of the proposed action after consulting with HRO. After acknowledging receipt of commander notification, the Airman may submit a written statement within 7 calendar days of notification. The written statement must be submitted with the commander's recommendation to TAG. The commander's recommendation for involuntary curtailment must be submitted through the appropriate chain of command, with a legal review, to the HRO. TAG will review recommendations for involuntary curtailment and will make the final determination. This authority may not be delegated. TAG may order a command directed investigation.

Reference: 10 U.S.C 1174, DoDFMR, ANGI 36-6, AFI 90-301, AFI 36-2131, ANGI 36-101

POC: AGR Manager/HRO Liaison

3-4 Mandatory Separation

Mandatory Separation may occur without board action for the reasons listed below, regardless of the expiration date of current tour. Individuals will be given as much advance notice as possible.

- Mandatory Separation Date (MSD). Officers must be separated before or upon reaching their maximum years of service
- Age 60 – Enlisted Personnel. Enlisted personnel will be separated upon reaching age 60 unless they have completed between 18 and 20 years of active Federal service for retirement under Title 10 U.S.C. Section 8914.
- Security Clearance. The required security clearance is withdrawn, cancelled or cannot be obtained.

- Civilian or Military Conviction. Conviction by civilian or military authorities for a disqualifying offense.
- Twice Deferred Officers. An officer that is twice deferred for promotion.
- Air Force Specialty (AFS) Qualification. An AGR's failure to meet AFS qualification standards.

Reference: AFI 36-3209, ANGI 36-101
POC: Services NCO/HRO Liaison

3-5 Retirement

AGR Officers entering the sanctuary zone (18-20 years TAFMS) for regular retirement must be retained until reaching retirement eligibility in accordance with Title 10 U.S.C. Section 12646 unless separation is approved by SAF. Requests to involuntarily separate an Officer from the AGR program while in the sanctuary zone must be routed to SAF through NGB/A1.

Enlisted entering the sanctuary zone for regular retirement should be retained until reaching retirement eligibility. However, TAG may involuntarily separate an Enlisted Airman for cause from the AGR program while in the sanctuary zone.

Personnel who accrue 20 years of creditable active service will retire under provisions of Title 10 U.S.C Section 8911 or 8914. Active federal service includes AGR duty, active duty operational support (ADOS), initial active duty for training (IADT), active duty for training (ADT), Full-Time National Guard Duty, and all other categories of active service under Title 10 USC or Title 32 USC.

AGR Airmen may apply for an Active Service retirement one (1) year prior to completion of at least 20 years of Total Active Federal Military Service (TAFMS). Application for retirement must be submitted no earlier than 12 months and not later than six months prior to the effective date of retirement. Application for reserve retirement is submitted via the MyPers website. ARPC will issue retirement orders and process actions to DFAS. If the Airman's expiration of their AGR order is later than the requested retirement date, AGRs must apply for and receive approval for curtailment of their AGR tour prior to submitting application for retirement. AGR officers with prior enlisted service must have at least 10 years of service as a commissioned officer to retire at the commissioned grade.

To calculate projected retirement pay CAC login to:
<https://w45.afpc.randolph.af.mil/retsepcalcnet40/RetirementCalculator.aspx>

Upon retiring with 20 years or more of TAFMS, personnel retire at the highest grade successfully held on active duty on the date of retirement, provided they satisfy the time in grade requirements for that rank.

References: AFI 36-3203, AFI 36-3202 ANGI 36-101, AFI 36-3209.
POC: AGR NCOIC/HRO Liaison

3-6 Medical Separation

An AGR Airmen separated from active duty for service related injuries or diseases may be entitled to a monthly disability payment or a lump severance pay. Eligibility rules are very specific and detailed. Individuals will be fully advised of their rights or options, if they are potentially eligible for medical disability separation.
Reference: AFI 36-3212

3-7 Out-Processing Procedures

Out-processing will be coordinated and handled by the servicing Force Support Flight (FSF).

Upon separation from the AGR program, final pay is made via Electronic Funds Transfer (EFT). This process takes 6-8 weeks to complete. Final pay at separation includes all pay and allowances due, and payment for up to 60 days of unused leave.

Air Reserve Personnel Center (ARPC) issues the DD Form 214 (Certificate of Release or Discharge from Active Duty) for voluntary and involuntary AGR separation. This is done via the Virtual Personnel Center website. Members must ensure they maintain a VPC account to receive DD 214.

The VA hospital offers a "one time" exam within 90 days of separation, as long as the DD Form 214 reflects that dental care treatment plan was not complete. The VA does not provide dental/eye care unless it is a result of a disability or service related injury. Long-term treatment for service related injury/illness is referred to the VA.

Upon completion of out-processing, AGRs will turn-in all CAC and dependent ID cards affiliated with the AGR program to the nearest military installation that issues ID cards or the servicing base Force Support Flight.

References: AR 135-178/Chap 4, AR 635-5, AR 635-5-1, AR 635-100, AR 635-200, DA Pam 600-8-1, ANGI 36-101, AFI 36-3212, AFI 36-3202
POC: Servicing FSF/HRO Liaison

Chapter 4 – Pay

4-1 Pay Process / Direct Deposit / Pay Inquiries

All Airmen should regularly review their Leave and Earnings Statement (LES) to ensure accuracy of Basic Allowance for Housing (BAH) location (based on Duty Location), Dependent Type, Entitlements, Leave, etc. It is the Airman's responsibility to inform their personnel office to have any issues addressed or changes in pay status.

Pay is distributed at mid-month and end-of-month. Documents received and input three days after the first of the month should take effect on mid-month pay. Documents received and input three days after mid-month should take effect on end-of-month pay. There is an option to receive one single discernment per month (see Wing Finance office for this option).

Any individual entering the AGR Program must have direct deposit. The AGR Airman must complete Direct Deposit Form FMS 2231.

AGR Airmen are paid through Defense Joint Military Pay System (DJMS) of the Defense Finance and Accounting Office, Indianapolis, IN (DFAS-IN).

Reference: DFAS Regulation 37-1
POC: Wing Finance Office/HRO Liaison

4-2 Pay, Entitlements, Allowances and Special Incentive Pay

- A. Base Pay depends on your grade and length of service. Allowances generally include, but are not limited to, Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS).
- B. The amount of BAH received is based on grade, dependency status, and duty location zip code. BAH is a tax-free allowance and is for offsetting an Airmen's housing and utility expenses. An AGR is authorized to live in government quarters (if available); however, if used, BAH is not authorized.
- C. BAS is a tax-free allowance designed to defray meal and food costs incurred by the member and is the same amount whether the member has dependents or not. BAS entitlement is a monthly rate. AGR Airmen are not entitled to BAS during annual training periods when meals are provided at no cost unless they pay for meals.
- D. Cost Of Living Allowance (COLA) is a tax-free entitlement used to offset higher cost living areas. Alaska is considered an overseas location for COLA rate. COLA is established based on your duty location, pay grade, years of service, and number of dependents up to 5. A DA 4187 must be submitted for change of COLA when an AGR's duty location or number of dependents change. The member is responsible for any difference owed if the amount decreases.
- E. Family Separation Allowance (FSA) is an entitlement to receive a tax-free allowance for any period of TDY or mobilization that exceeds 30 consecutive days away from home station. Airmen assigned to Clear AFS also qualify for this allowance.
- F. Some AGR Airmen are eligible for special or incentive pay based upon the types of jobs they perform or the areas in which they serve. Incentive pays are taxable and paid at monthly or prorated rates. Examples of eligible special duties are; Pararescue, Recruiter, Command Chief, First Sgt.

Reference: DFAS Regulation 37-1, DTS, AFI 36-3017
POC: Wing Finance Office/HRO Liaison

4-3 Clothing Issue/Allowance

AGR members entering the program are required to own a sufficient amount of uniforms. Uniforms damaged or ruined while performing official duties are eligible for turn-in exchange at unit supply. Approved uniform clothing items, that are not mandatory, are optional and any purchase must be at the individual's own expense.

The Defense Finance and Accounting Service and the State of Alaska will hold AGR Airmen, who have lost or misplaced equipment issued to them, financially liable for the cost of the lost items.

References: DoDFMR Volume 7A chapter 30, AFI 36-3014
POC: Wing Finance Office/HRO Liaison

Chapter 5 – Military Leave

5-1 Leave Policy and Scope

Leave and pass management (vacation/time-off) is an important function of full-time supervision. Supervisors should make every reasonable effort to grant leave during holiday periods, during significant family events, after major training periods, and other times as appropriate. Pre-planned and scheduled leave provides maximum benefits to the individual and the organization. The full-time supervisor of an AGR Airmen has the responsibility to ensure the Airmen performs assigned duties, is present for duty when

required, and is afforded fair and reasonable treatment (to include reasonable time-off consistent with responsibilities to the mission of the organization).

Leave is an individual entitlement that accrues at a rate of two and a half days per month. Leave cannot be taken in half day or hourly increments. AGR Airmen can carry over up to 60 days of accrued leave at the start of a new fiscal year (1 October). Any leave exceeding 60 days may be forfeited. Leave may be chargeable or non-chargeable. Chargeable leave includes emergency, leave in conjunction with TDY or PCS, ordinary, and transition. Non-Chargeable leave includes sick-in-quarters, sick-in-hospital, convalescent, jury, maternity, paternity, adoption, and mental incapacity.

Supervisors will not break up consecutive leave periods between non-duty days. (e.g. Airmen takes leave on Friday and the following Monday then Saturday and Sunday are also charged days of leave). When a holiday falls within an individual's leave dates, the holiday is charged as leave.

Reference: AFI 36-3003 Military Leave Program
POC: Wing Finance Office/HRO Liaison

5-2 Leave Administration Procedures

AGR personnel must initiate and submit request for leave via LeaveWeb to their full-time supervisor for approval. The immediate supervisor will approve or deny requests for leave. If the request is disapproved, the supervisor will provide a brief written explanation on the form and return it to the requesting AGR. Members are required to update return from leave via LeaveWeb.

Reference: AFI 36-3003 Military Leave Program
POC: Wing Finance Office/HRO Liaison

5-3 Maternity Leave/ Primary/ Secondary Caregiver Leave

Commanders will authorize 6-weeks of non-chargeable convalescent maternity leave for eligible AGR Airmen. Commanders may not disapprove maternity leave. The 6-week period of maternity leave will start immediately following a birth event or the mother's release from hospitalization following a birth event, whichever is later.

Primary Caregiver Leave is limited to no more than 42 days of non-chargeable leave and must be taken within one year of a qualifying birth event or adoption. A designated secondary caregiver may elect to receive a period of Secondary Caregiver Leave that is less than 42 days.

Secondary Caregiver Leave is limited to no more than 21 days of non-chargeable leave and must be taken within one year of a qualifying birth event or adoption. A designated secondary caregiver may elect to receive a period of Secondary Caregiver Leave that is less than 21 days.

References: AFI 36-3003 Military Leave Program
POC: Wing Finance Office/HRO Liaison

5-4 Convalescent Leave

Convalescent leave is authorized for Airmen to recuperate from serious injuries that prohibit them from performing their duties. The unit commander normally approves convalescent leave, to include any associated and cleared travel, up to 30 days based on the recommendations by either the Medical Treatment Facility (MTF) authority or the attending physician most familiar with the member's medical condition. The commander may not approve more than 30 days initial convalescent leave. If convalescent leave is disapproved, Airmen must report to duty within their temporary profile or take ordinary leave.

Reference: AFI 36-3003 Military Leave Program
POC: Wing Finance Office/HRO Liaison

5-5 Emergency Leave

Members may request and be authorized emergency leave by the unit commander for up to 30 days for emergency situations within their immediate family. Members may request emergency leave with or without American Red Cross verification. Commanders should not disapprove emergency leave based solely on a lack of a Red Cross message. Emergency leave is chargeable leave with the exception of travel days.

Reference: AFI 36-3003 Military Leave Program
POC: Wing Finance Office/HRO Liaison

5-6 Passes

A short, non-chargeable, authorized absence from base or place of duty is a pass. Unit commanders may award 3 or 4 day special pass for special occasions or circumstances, such some type of special recognition. They may delegate approval to a level no lower than squadron section commander, deputies, or equivalents. Special passes start after normal working hours on a given day. They stop at the beginning of normal working hours on either the 4th day for a 3-day special pass or the 5th day for a 4-day special pass. A 3-day special pass can be Friday through Sunday, Saturday through Monday, or Tuesday through Thursday. A 4-day special pass can be Thursday through Sunday or Saturday through Tuesday or Friday through Monday. This applies to a normal Monday through Friday workweek. Passes are coordinated between the HR Remote, the Supervisor, and must be tracked.

Reference: AFI 36-3003 Military Leave Program
POC: Wing Finance Office/HRO Liaison

5-7 Leave Accrual

Leave accrues at a rate of 2.5 days per month. Leave cannot be taken in half day or hourly increments. AGR personnel can carry over 60 days of accrued leave at the start of a new fiscal year (1 October). Any leave exceeding 60 days is normally forfeited absent compelling circumstances beyond the individual's control (e.g. mobilized).

Reference: AFI 36-3003 Military Leave Program
POC: Wing Finance Office/HRO Liaison

5-8 Absent Without Leave (AWOL)

AWOL is any period of time an individual is absent from their duty station without their supervisor's knowledge or consent. An individual is considered AWOL when they have not reported for a period of 24 or more hours. AWOL time is counted as lost time and is measured in one day/24 hour increments. All pay and allowances are terminated during the AWOL period. AWOL status constitutes sufficient reason for an individual to be separated from the AGR program.

Reference: AFI 36-3003, ANGI 36-101,
POC: Wing Finance Office/HRO Liaison

5-9 Temporary Duty (TDY) and Permissive TDY

Any AGR Airmen on travel orders is authorized temporary duty (TDY) allowances for travel performed away from their duty station. The Joint Travel Regulation (JTR) determines allowance amounts based on the availability of government quarters and meals at the TDY station and the cost of living for that area. Permissive TDY performed is at no expense to the government and is not chargeable leave. Voluntary AGR tour resignations are not eligible for Permissive TDY.

Reference: AFI 36-3003 Military Leave Program
POC: Wing Finance Office/HRO Liaison

Chapter 6 –Medical Care

6-1 TRICARE

TRICARE is the medical program for active duty members, qualified family members, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)-eligible retirees and their family members and survivors of all uniformed services. It is designed to expand access to care, assure high quality care, control health care costs for patients and taxpayers alike, and improve medical readiness.

The TRICARE program is managed by the military in partnership with civilian contractors. Each of the regions of the U.S. has a Lead Agent who is a commander of a military treatment facility and responsible for overseeing the program. Local Tri-Care representative for Alaska phone number is 907-428-6208.

CONTACT TRICARE: 800-242-6788 or visit the TRICARE web site at www.tricare.osd.mil. The web site is the best way to get detailed information about the TRICARE options listed below, update DEERS information, find a list of providers, etc. Tricare eligibility must be updated in DEERS to ensure Tricare coverage for member and family.

6-2 DEERS Defense Enrollment Eligibility Reporting System

DEERS—The Defense Enrollment Eligibility Reporting System—is a worldwide database of military sponsors, families and others who are covered by TRICARE. The Defense Department uses DEERS to check those who are eligible for TRICARE health care benefits. The DEERS computer database helps service families by protecting the health benefit for those who are actually entitled to care. AGR personnel are automatically enrolled when an ID card is issued, but they must take action to enroll their family members into TRICARE and make sure they are correctly entered into the system. All information in the DEERS files—such as home addresses and information about spouses and children—is listed and updated only if the military sponsor specifically gives the information to DEERS.

AKANG DEERS number is 907-428-6792.

DEERS office in Monterey, Calif., 1-800-527-5602 (Alaska or Hawaii). For a list of DEERS locations, contact the ID card section.

Military sponsors and family members should report any changes in status (discharges, births, divorce, etc.) or location to the FSF immediately, to avoid experiencing claims problems or having important information go to the wrong address.

6-3 Points of Contact

Military OneSource: 1-800-342-9647
<http://www.militaryonesource.mil/>

TRICARE: 1-877-874-2273
<http://www.tricare.mil/>

DEERS: 1-800-538-9552

TRICARE Pharmacy Program: 1-877-363-1303
<http://www.tricare.mil/mybenefit/home/Prescriptions/PharmacyProgram>

TRICARE ACTIVE DUTY PROGRAM (AGR Airmen): 1-866-984-2337
<https://secure.addp-ucci.com/ddpddw/adsm/care-remote.xhtml>

TRICARE DENTAL PROGRAM (AGR FAMILY MEMBERS ONLY): 1-855-638-8371
<https://www.tricare.mil/CoveredServices/Dental/TDP>

GLOSSARY

A

AD – Active Duty
ADSM – Active Duty Service Member
ADT – Active Duty for Training
AFI – Air Force Instruction
AFSC – Air Force Specialty Code
AGR – Active Guard/Reserve
AKNG – Alaska National Guard
ANGI – Air National Guard Instruction
AT – Annual Training
AWOL – Absent Without Leave

B

BAH – Basic Allowance for Housing
BAS – Basic Allowance for Subsistence

C

COLA – Cost Of Living Adjustment

D

DD – Department of Defense
DDP – Dependent Dental Plan
DEERS – Defense Enrollment Eligibility Reporting System
DFAS – Defense Finance and Accounting Office
DJMS – Defense Joint Military Pay System
DMVA – Department of Military and Veterans
DoD – Department Of Defense
DTS – Defense Travel System

E

EAD – Extended Active Duty
ETS – Expiration Term of Service

F

FSA – Family Separation Allowance

G

H

HOR – Home Of Record

HRO – Human Resources Office

I

IADT – Initial Active Duty for Training

ID – Identification (card)

IDT – Initial Duty Training

IG – Inspector General

J

JTR – Joint Travel Regulation

K, L

M

MSD – Mandatory Separation Date

MTF – Military Treatment Facility

N

NCO – Non-commissioned Officer

NCOIC – NCO In-Charge

NGB – National Guard Bureau

NGB/SG – NGB Surgeon General

O

OPR – Officer Performance Report

P

PCS – Permanent Change of Station

POC – Point of Contact

PT – Physical Training

Q

R

S

T

TAG – The Adjutant General

TDY – Temporary Duty

U

USC – United States Code
UTA – Unit Training Assembly

V, W, X, Y, Z

WEB SITES:

Information :	Notes:
https://55.1.6.189/hro/employment.htm – AKNG employment opportunities	
http://www.tsp.gov - Thrift Savings Plan Website	
http://emss.dfas.mil - Employee Member Self-Service Website from DFAS	
http://www.anthemalliance.com - TRICARE Pharmacy Website	
http://www.merck-medco.com - National Mail-Order Pharmacy Website	
http://www.onlinedmv.com/AK Alaska dmV department of motor vehicles.htm – Department of Motor Vehicles	
www.dtic.mil/perdiem/rateinfo.html – DFAS for BAH info	
www.dfas.mil – Base pay/BAS info	
www.dtic.mil/perdiem/rateinfo.html – COLA info	

CONTACT NUMBERS:

Information :	Phone Numbers :
Air National Guard AGR Manager	907-428-6588
Air National Guard AGR NCOIC	907-428-6467
Air National Guard AGR NCO	907-428-6242
Air National Guard AGR NCO	907-428-6463
176 th Wing FSF HRO Liaison	907-551-0263
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