



DEPARTMENT OF THE AIR FORCE
OFFICE OF THE CHIEF OF STAFF
UNITED STATES AIR FORCE
WASHINGTON DC 20330



FEB 10 2017

MEMORANDUM FOR COCOM J1s
MAJCOM A1s

FROM: HQ USAF/A1P

SUBJECT: Blended Retirement System (BRS) Opt-in Group Training

1. Members who are eligible to opt-in to the new BRS are required to complete training during CY2017 using the Joint Knowledge Online (JKO) Course J3OP-US1332, Blended Retirement System OPT-IN Course.
2. Completion of the training for Airmen is authorized to be completed on an individual basis, or through group training. In both cases, the authorized JKO course must be utilized.
 - a. Group Training: Commanders at the Squadron level or higher, or staff equivalents, must approve group training and ensure the training is conducted in an appropriate environment that meets the needs of individual members and course learning objectives. Group training must use JKO Course J3OP-US1332--no substitutions are authorized. Commanders must ensure course facilitators are knowledgeable of the BRS (e.g., personal financial educators/counselors from the Airman & Family Readiness Center (A&FRC)). Units must ensure course completion is documented within ADLS.
 - b. Group training conducted by other Services is acceptable as long the requirement to use J3OP-US1332 is followed. Commanders must ensure facilitators provide a verified roster to the Unit Training Manager so that training can be recorded in ADLS.
 - c. Commanders will inform airmen that completion of the training utilizing the Group method does not preclude airmen from re-taking the course on an individual basis.
3. For all opt-in eligible members, this training should be the first step in their education of the BRS. This is a very personal decision and members are encouraged to seek more information from the A&FRC.
4. Questions on this training may be directed to HQ USAF/A1PA (usaf.pentagon.af-a1.mbx.af-a1pa-workflow@mail.mil).

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